

Annual Security Report
2024
Minneapolis College

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Welcome

Minneapolis College is dedicated to providing a safe and supportive learning environment for all. Your well-being is our top priority, and we are committed to partnering with you to ensure a secure campus community. The services and resources we provide are designed to help you thrive academically, professionally, and personally.

The following pages contain Minneapolis College’s annual compliance and security report. This information is distributed to employees and enrolled students annually, in compliance with several federal and state laws, including the [Drug-Free Schools and Community Act](#), the [Student Right to Know and Campus Security Act](#), the [Drug-Free Workplace Act](#), and the [Family Educational Rights and Privacy Act](#).

This report is available in an alternate format upon request from the [Accessibility Resource Center](#) at 612-659-6730 (voice) or 612-659-6731 (TTY). The document contains information about topics that contribute to a positive campus environment. All enrolled students and employees are encouraged to familiarize themselves with these annual compliance and security reports.

We want to ensure that your experience at Minneapolis College is both positive and safe. Should you have any questions, please reach out to Dean of Students [Becky Nordin](#) at 612-659-6712.

Sincerely,

President Sharon Pierce

Annual Security Report

Preparing the Annual Security Report

The Minneapolis College Public Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act, commonly known as the Clery Act.

This report contains policy statements regarding various safety and security protocols including how and where to report a crime, when and how you can expect to be notified about crimes and emergencies impacting campus, and how the College responds to alleged crimes of sexual violence involving students and/or employees. Minneapolis College Public Safety works closely with internal departments such as Academic Affairs, Human Resources, Office of Student Rights and Responsibilities, Student Affairs, and others to ensure that included policy statements are a current and accurate reflection of procedures at Minneapolis College.

This report includes three years of crime statistics for crimes alleged to have occurred in the geographic area known as the College's Clery geography. These statistics include alleged crimes reported to Minneapolis College's Public Safety Department, Campus Security Authorities, and local law enforcement agencies.

The annual report includes statistics for the following reports of crime:

- Murder and Non-Negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft
- Domestic Violence
- Dating Violence
- Stalking

The report also includes arrests or referrals for campus disciplinary action for the following:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons Possession

In addition to the crimes described above, reported crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics, and are recorded as such in this report.

The statistics reflect reports of crime and not criminal charges, convictions, or findings of guilt or responsibility.

Definitions of Terms Used in this Report

Campus Security Authorities

Campus Security Authorities are individuals on campus who are required to report any allegations of crimes that they receive for inclusion in the Annual Statistical Disclosure.

The Clery Act defines four categories of Campus Security Authorities as stated below:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities.

Clery Geography

Clery Geography is the geographic area for which an institution is responsible for disclosing crime statistics. The following definitions describe the areas that cumulatively account for an institution's Clery Geography.

- **On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **On Campus- Residential:** any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Minneapolis College does not have any on-campus residential property.
- **Non-Campus Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

Personally Identifying Information

Personally identifying information is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:

- a first and last name
- a home or other physical address
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number)
- a social security number, driver's license number, passport number or student identification number
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

Criminal Offenses

The following definitions of criminal offenses detail the elements of each crime. Crimes in the annual statistical disclosure found in this report are categorized according to the following definitions.

Aggravated Assault

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned— including joyriding.)

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Rape

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes**Hate Crime**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following bias categories are used: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, Disability.

Any criminal offense which also meets the definition of a hate crime will be included in the statistical disclosure in both the criminal offense category and in the hate crime category (i.e. an on-campus aggravated assault motivated by religious bias will be counted in the on-campus aggravated assault category and in the on-campus aggravated assault motivated by religious bias category).

Additional Hate Crime Categories

In addition to the criminal offenses listed under the "Criminal Offenses" section, the following crimes are included if it is determined that the crime was motivated by the perpetrator's bias.

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: constructive possession is defined by Black's Law Dictionary, sixth ed. as "where one does not have physical custody or possession but is in a position to exercise dominion or control over a thing.")

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except Arson)

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violence Against Women Act (VAWA) Offenses

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence

Domestic Violence

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Unfounded Crimes

Reported crimes which are thoroughly investigated by sworn or commissioned law enforcement personnel; and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

Arrests and Referrals for Discipline for Weapons, Drug, and Liquor Law Violations

Weapons Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Law Violations

The Violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and equipment or devices utilized in their preparation and or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Reporting an Emergency or Crime on Campus

Minneapolis College encourages the accurate and prompt reporting of all crimes occurring on campus to Minneapolis College Public Safety or the appropriate local law enforcement agency when the victim of a crime elects to or cannot make such a report. If the victim of a crime cannot file a report, third parties with information regarding the crime are encouraged to file a report to ensure Public Safety and/or the police are aware of the crime. The prompt and accurate reporting of all crime enables Minneapolis Public Safety to identify and respond to patterns of crime and when necessary to distribute pertinent crime information to the community, which may help prevent similar occurrences of crime.

How do I report an in-progress crime or emergency on campus?

Minneapolis College Public Safety Department
Phone: 612-659-6900

Minneapolis Police Department
Phone: 911

How do I report a non-emergency crime on campus?

Minneapolis College Public Safety Department
Walk in: AskMe Desk located in the Hennepin Skyway
Phone: 612-659-6910

Minneapolis Police Department 1st Precinct
Phone: 612-673-5701 or 311
Walk in: 19 N 4th St
Online: Online Reporting Online Reporting can be used to report crimes if the following are true about the incident: <ul style="list-style-type: none"> • It is not an emergency situation. • You are not reporting the loss or theft of a firearm. • You are not reporting the actual theft of a vehicle. • The incident happened within Minneapolis city limits. • No weapon was used. • No one was injured.

Please notify Minneapolis College Public Safety anytime a campus crime is directly reported to the Minneapolis Police Department.

When calling either Minneapolis College Public Safety or Minneapolis Police, be prepared to give the dispatcher the following information:

- Type of emergency
- Your name
- Your location and location of the emergency
- Your phone number
- If applicable (e.g., after a crime), a description of individuals involved (gender, clothing description, height, weight, hair color, tattoos, etc.)
- If applicable (e.g., after a car accident), a description of vehicles involved (color, make, model, license plate number)
- Please remain on the line until the dispatcher tells you it is okay to hang up.
- Based on the information provided, the dispatcher will send the appropriate help to respond to the reported incident.

Report a Crime to a Campus Security Authority

Minneapolis College encourages all reports of crime to be made to the Minneapolis College Public Safety Department or appropriate local law enforcement agency. Crimes may also be reported to individuals on campus who have been identified as Campus Security Authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many crimes are never reported to the police and members of the campus community may be more inclined to report incidents to other individuals on campus. The Public Safety Department notifies Campus Security Authorities of their status and trains them annually. Documentation of these individuals and training received is maintained in the Public Safety Department.

Campus Security Authorities have been trained to act as a resource for anyone who wishes to report the occurrence of a crime. If you are uncertain if you would like to pursue a criminal investigation or disciplinary action through the University, CSAs can help you explore different reporting options and find the option that works best for you.

Campus Security Authorities do not investigate crime reports. They ensure that any alleged crimes that they are made aware of are forwarded to Public Safety for consideration of the need to issue a Timely Warning Notification, inclusion on the Daily Crime Log, and/or inclusion in the Annual Statistical Disclosure.

While there are many Campus Security Authorities on campus, Minneapolis College prefers reports be made to the following CSAs for the purpose of making timely warning reports and the inclusion of a crime statistic in the annual statistical disclosure.

In addition to the Public Safety Department, you may also report crimes to the following individuals:

Primary Campus Security Authorities	
Curt Schmidt Director of Public Safety	612-659-6902
Bobbi Davis Vice President of Human Resources and Workforce Equity	612-659-6319
Patrick Troup Vice President of Student Affairs Title IX Officer	612-659-6707
Becky Nordin Dean of Students	612-659-6712
Bryce Gloppen Senior Student Conduct and Complaint Officer	612-659-6729
Daniel Alberts Associate Director of Public Safety	612-659-6908
Jacques Beech Public Safety Supervisor	612-659-6907

Voluntary Confidential Reporting

A voluntary, confidential report is a report voluntarily initiated by the reporting party where the reported information is not shared beyond the person receiving the report and does not initiate any other official process. If you are the victim of a crime and do not want to pursue action through the college disciplinary process or the criminal justice system, you may still wish to file a report to ensure that the crime is included in the annual statistics. In some cases, Minneapolis College can assist you in making a confidential report that would not initiate any additional processes or investigations.

Minneapolis College cannot offer voluntary confidential reporting when:

- There is an immediate threat to the safety of the reporter or other involved parties. In these situations, personally identifiable information may be shared with others on a need-to-know basis to ensure the safety of the reporter or other involved parties.
- The reported crime is determined to pose a serious or ongoing threat to the campus, in these cases a notification containing basic information about the crime will be issued to the campus community. Personally identifiable information will not be included in the notification.
- Reporting instances of sexual harassment, sexual assault, relationship violence and/or stalking. These cases will be forwarded to the Title IX officer or designee for the appropriate response.

If you want to learn more about how to file a voluntary confidential report, contact one of the primary Campus Security Authorities listed in the table above. These individuals are trained on reporting requirements and can help you explore your reporting options.

Anonymous Reporting

The Minneapolis College operates a Silent Witness Program which provides the opportunity to submit anonymous reports of crime or policy violations. Anonymous reports significantly limit the College's ability to investigate and respond to the reported crime or policy violations. The link for the Silent Witness Program can be found [here](#)

Professional Mental Health Counselors and Pastoral Counselors Exemption

Under the Clery Act, campus professional mental health counselors and pastoral counselors, when acting in their professional capacity, are not required to report crimes for inclusion in the annual disclosure of crime statistics.

A professional mental health counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

A Pastoral Counselor as an employee of an institution, who is associated with a religious order or denomination, recognized by that denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. Minneapolis College does not have pastoral counselors on staff.

Minneapolis College does not have any procedure in place which encourages professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Response to Reported Crime or Emergencies

In the event of a reported in-progress crime or emergency on campus, Minneapolis College Public Safety Officers will respond, assess the situation, determine the need for additional resources, work to restore a safe campus environment, document the incident with a report, and forward this report to the appropriate campus departments for follow up. For reported crimes, complainants may file an additional report with the local law enforcement agency. Public Safety can assist the complainant in reporting to law enforcement upon request.

Dialing 911 will initiate a police response from the appropriate local law enforcement authority.

Please notify Minneapolis College Public Safety anytime 911 services are requested (fire, police, or ambulance) on campus. This allows Minneapolis College Public Safety Officers to meet emergency responders and guide them to the proper location. Reporting to Minneapolis College Public Safety ensures the appropriate campus offices are alerted of the incident and can offer support and resources to the impacted persons.

Crimes reported to Minneapolis College Public Safety and other CSAs will be considered for the need to issue a notification to the campus, documented on the Daily Crime Log, and applicable crimes will be included in the annual statistical disclosure. Public disclosures will not include personally identifying information of reporting parties, witnesses, or victims.

Law Enforcement Authority & Jurisdiction of Minneapolis College Public Safety

Minneapolis College Public Safety Officers are trained professional campus security officers and are employees of Minneapolis College; they are not sworn peace officers. Campus Public Safety Officers are authorized to make a citizen's arrest under Minnesota State Statute 629.37. Minneapolis College Public Safety Officers are responsible for patrolling and maintaining the security of the main campus.

Minneapolis College Public Safety Relationship with Local Law Enforcement

Minneapolis College Public Safety works closely with the Minneapolis Police Department, Minneapolis Parks Police Department, Hennepin County Sheriff's Office, State, and Federal Law Enforcement Agencies to track and respond to on-campus or near-campus criminal activity.

Minneapolis College maintains membership on the Hennepin County Sexual Assault Multidisciplinary Action Response Team to facilitate effective cooperation and collaboration between the institution and law enforcement during the investigation of crimes of sexual violence.

Minneapolis College does not have a memorandum of understanding with any law enforcement agencies regarding the investigation of criminal incidents occurring on campus.

Monitoring and Recording Activity at Non-Campus Locations

Official off-campus events organized by recognized student organizations may be monitored by local law enforcement. Students are subject to the Student Code of Conduct while participating in school-sponsored activities at off-campus locations, any resulting reports may be forwarded to the college for investigation and adjudication through the student conduct process.

Minneapolis College reserves the right to investigate incidents occurring between students at off-campus locations and functions not sponsored by Minneapolis College.

Minneapolis College does not have any student organizations with non-campus housing facilities.

Maintenance of Daily Crime Log

The Daily Crime log records all crimes reported to Public Safety. The crime log includes the following information: the nature, date, time, and general location of each crime and the disposition of the complaint if known. The daily crime only includes crimes reportedly occurring within the Minneapolis College Clery Geography.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours. Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Public Safety Department. If new information regarding a log entry made within the last 60 days becomes available to the Public Safety Department, the log entry will be updated accordingly to reflect the most current information available.

The Daily Crime log is maintained by the Minneapolis College Public Safety Department and is available for review when the campus is open. To request to view the Daily Crime Log, contact Minneapolis College Public Safety by calling 612-659-6910 or stop by the Ask Me Desk located in the Hennepin Skyway.

Issuance of Timely Warning Notifications

The Clery Act requires Minneapolis College to issue a timely warning notification to the campus community when a reported Clery crime, occurring within Minneapolis College Clery geography poses a serious or ongoing threat to the campus community. Minneapolis College issues “Security Alerts” to comply with this requirement.

Security Alerts contain general information about the reported crime including what happened, where it happened, when it happened and how incidents of a similar nature might be prevented. Minneapolis College takes careful steps to ensure that no personally identifiable information about the victim is included in the notification.

When the Public Safety Department is made aware of a Clery reportable crime, the Director of Public Safety or designee will evaluate the available information and determine if there is a serious or continuing threat to students and employees of the College. This evaluation is done on a case-by-case basis. If it is determined there is a serious or continuing threat to the campus community, the Director of Public Safety or designee will compose the notification and distribute it to students and employees via their Minneapolis College email. Security Alerts may also be posted to campus bulletin boards.

Minneapolis College has a working relationship with the Minneapolis Police Department (MPD) while there is no written agreement between Minneapolis College and MPD, MPD routinely notifies Minneapolis College of reported crime around the college that may warrant the issuance of a Timely Warning Notification.

Emergency Response

Minneapolis College Public Safety is the main resource responsible for emergency response and evacuation procedures. Minneapolis College Public Safety may be augmented by other areas or groups such as the Emergency Operations Team (EOT). The EOT is comprised of Public Safety, Senior Leadership of the College, facilities, and communications personnel. The EOT was created to assist incident response and if appropriate, initiate the emergency notification system and begin the transition to emergency operations.

Minneapolis College has adopted an “all-hazards approach” to campus emergencies, utilizing the Incident Command System (ICS) of incident management. Public Safety Officers and other college officials have received incident command training to enhance our response to and recovery from critical campus events.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, Minneapolis College will immediately activate the appropriate emergency notification systems. Emergency notification systems communicate important safety information that will help keep people safe during an emergency.

Emergency Notification Systems

Minneapolis College has several methods of communicating important safety information quickly in the event of a significant emergency or dangerous situation on campus. The situation will dictate which notification methods are used. In some situations multiple notification systems may be used. Each notification system is briefly described below.

StarAlert

StarAlert can send phone, email, and SMS text messages. All campus community members are automatically enrolled in the StarAlert system.

Alertus

The Alertus system can push out text notifications to all registered college-owned desktop computers, laptop computers, and campus monitors.

Fire Alarm

Each building on campus is equipped with audible and visible fire alarm capabilities to alert building occupants of potential danger.

Campus Public Address System

Minneapolis College Public Safety can utilize the campus public address system to convey important safety information. Each campus building is equipped with speakers capable of transmitting real time voice messages.

Minneapolis College Website

Weather-related closures and other emergency information may be announced on the [Minneapolis College](#) website.

Social Media

Emergency information may be communicated on official Minneapolis College social media feeds.

On-Scene Emergency Personnel

In some cases, on-scene emergency personnel will be utilized to communicate important safety information.

Activation of Emergency Notification Systems

Prior to issuing an emergency notification, the existence of an emergency or dangerous situation will be confirmed via dispatched officers, other emergency professionals on the scene, video monitoring, or notification from the National Weather Service. Information obtained from these sources will be used to determine the scope and content of the notification and who should be notified.

Upon the confirmation of a significant emergency or dangerous situation, the Director of Public Safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the appropriate notification system(s). The notification may be delayed if certain information will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

Dissemination of emergency information to the larger community (i.e., parents and residents from surrounding neighborhoods) will take place as time allows. Depending on the nature of the incident, Minneapolis College could utilize such avenues as the Minneapolis College's website or local news media to communicate this information. The first concern of Minneapolis College will be to disseminate information to those people directly affected by the emergency. Dissemination to the larger community is the responsibility of the Office of Marketing and Communication.

Minneapolis College has a working relationship with Minneapolis Emergency Communications Center (MECC), while there is no written agreement between Minneapolis College and the MECC, MECC routinely notifies Minneapolis College of calls they receive for service so we can coordinate appropriate response utilizing resources from multiple agencies.

Emergency Response and Evacuation Testing

Minneapolis College tests emergency response procedures at least annually. These tests may be announced or unannounced. Emergency response and evacuation procedures will be disseminated at least once a year in conjunction with a test. Tests may cover a range of scenarios including, but not limited to, fire, severe weather, active shooter, bomb threat, etc. Documentation of drills is maintained by the Public Safety Department and includes a description of the exercise, the date, the time, and whether the test was announced or unannounced.

Emergency and Evacuation Procedures

All faculty, staff, and students should learn the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus.

Fire Evacuation Procedures

Flashing strobe lights and emergency sirens will sound in the event of a fire.

- Calmly exit the building via the nearest exit
- Do not use elevators
- Emergency Operations Team members and Public Safety staff will provide direction and assistance
- Evacuate to a safe distance and remain outside until the all-clear message is given

Severe Weather Shelter Procedures

In the event of severe weather requiring campus occupants to seek shelter, an overhead page will be made advising the campus to proceed to the nearest Severe Weather Shelter Area.

- Calmly proceed to the designated severe weather shelter area in your building.
- Emergency Operations Team members and Public Safety staff will provide direction and assistance.
- Remain in the Severe Weather Shelter Area until the all-clear message has been delivered.

Campus Lockdown Procedures

In the event of an emergency or incident which has the potential for direct or immediate harm to the campus community, the Public Safety Department may lockdown the campus.

- The Public Safety Department will issue an overhead page advising the campus of the lockdown.
- Proceed to the nearest classroom or enclosed area and secure yourself inside.
- Shut off all sources of light (i.e. lights, computer monitors, television screen, etc.)
- Stay away from windows or doors
- Remain calm and quiet
- Wait for instructions from law enforcement or Public Safety

Run – Hide – Fight Procedure

In the event of an active threat on the Minneapolis College campus, the Public Safety Department will issue an overhead page and emergency notification message advising the campus to take Run-Hide-Fight actions.

Run

- If there is an escape route, evacuate immediately.
- Leave your belongings behind.
- Keep your hands visible
- Run to a place of refuge

Hide

- If running is not possible, hide
- Lock and barricade doors
- Shut off lights
- Remain silent
- Silence cell phone
- Avoid huddling together

Fight

- Fighting is a last resort, fight when your life is in imminent danger
- Use improvised weapons
- Be aggressive & commit to your actions.

How to react when law enforcement arrives:

- Remain calm.
- Follow officers' instructions.
- Do not yell, scream, or point.
- Raise your hands and keep them visible at all times.
- Do not stop officers to ask them for help or directions.

Once in a Safe Place

Once you are in a safe place, DO NOT LEAVE. Emergency responders need to account for everyone. As the event unfolds and is better understood, law enforcement will provide additional instructions as to where you should be or when you will be able to leave. Please be patient. Your safety is our most important concern.

Campus Security and Access

The Minneapolis College campus is for the use of the students, faculty, staff, and visitors engaged in educational or business purposes with Minneapolis College. Campus is open 6:30 AM to 10:30 PM, Monday through Friday, and 7:00 AM to 5:00 PM on Saturday. Summer hours may vary.

After 7:00 PM the campus is only accessible via the main entrance on the skyway level of the parking ramp, all other exterior doors will be locked. Exterior doors must not be blocked open when locked.

Students are not allowed on campus after hours except for official, previously authorized events. Only authorized employees may be on campus outside of normal business hours. If on campus after hours, authorized employees must present their College identification card to Public Safety Officers when requested.

Employees must lock all areas of responsibility upon departure.

Minneapolis College does not own or operate any residential student housing.

Security Considerations in Maintenance of Campus Facilities

Public Safety routinely performs surveys of the campus facilities to ensure the continued safety of the campus. Doors, door hardware, fire detection systems, intrusion detection systems, fire extinguishers, Automatic External Defibrillators (AEDs), communications equipment, campus lighting, and landscaping are all routinely inspected to ensure safe operations.

Students, faculty, staff, and visitors are encouraged to report needed building repairs or maintenance to the Facilities Department at <http://v1-identity.dudesolutions.io/app/login/username> or 612-659-6800.

Crime Prevention, Personal Safety, and Security Educational Programming

Minneapolis College encourages students and employees to be responsible for their security and safety and the security and safety of others.

The Minneapolis College Public Safety Department, in cooperation with the other campus departments, provides educational presentations in the areas of campus security procedures and practices, crime prevention, sexual violence awareness and prevention, personal safety, protection against theft, and other subject areas. These presentations are available to the campus community upon request.

Public Safety and other campus departments will invite various speakers, including members of city and county law enforcement agencies to discuss relevant public safety issues. All members of the Minneapolis College community are invited and encouraged to attend.

To request a presentation contact Minneapolis College Public Safety 612-659-6910.

Illegality of Alcoholic Beverages on campus and Enforcement of Underage Drinking Laws

Minneapolis College prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by students and employees and enforces all applicable liquor laws and policies on campus, including Federal law, Minnesota State law, Minneapolis Ordinances, and College policy.

The possession or consumption of alcohol is prohibited in all Minneapolis College campus buildings and applies regardless of age. Consuming Alcohol and Loitering with an Open Container of Alcohol is a violation of the law under Minneapolis Ordinance 364.40 and 364.45. The only exception is for special events authorized by the Minnesota State Board of Trustees.

Students in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Minneapolis Police Department may be called to assist, and the student may be subject to citation or arrest.

Employees in possession of an open container or consuming alcohol while on campus will be subject to disciplinary action and if not cooperative the Minneapolis Police Department may be called to assist.

Non-student/non-employees possessing an open container or consuming alcohol while on campus may be asked to leave campus and may be prohibited from returning for one year. If uncooperative the Minneapolis Police Department may be called to assist, and the individual may be subject to citation or arrest.

The state of being under the influence of alcohol is prohibited in all Minneapolis College campus buildings.

Students under the influence of alcohol will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Minneapolis Police Department may be called to assist, and the student may be subject to citation or arrest.

Employees under the influence of alcohol will be subject to disciplinary action. If employees are not cooperative the Minneapolis Police Department may be called to assist, and the employee may be subject to citation or arrest.

Non-students/non-employees under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Minneapolis Police Department may be called to assist, and the individual may be subject to citation or arrest.

Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws

Minneapolis College forbids the possession, use, or distribution of illegal drugs on campus. This includes but is not limited to possession, sale, and use, growing, manufacturing and production of drugs.

The state of being under the influence of a controlled substance is prohibited in all Minneapolis College campus buildings.

Students under the influence of a controlled substance will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Minneapolis Police Department may be called to assist, and the student may be subject to citation or arrest.

Employees under the influence of a controlled substance will be subject to disciplinary action. If employees are not cooperative the Minneapolis Police Department may be called to assist, and the employee may be subject to citation or arrest.

Non-students/non-employees under the influence of a controlled substance may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative the Minneapolis Police Department may be called to assist, and the individual may be subject to citation or arrest.

Minneapolis College enforces Federal, State, and local drug laws regarding the use, possession, and sale illegal drugs and drug paraphernalia.

For drug law violations the following actions will be taken:

Students who violate the law will be subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative the Minneapolis Police Department may be called to assist, and the student may be subject to citation or arrest.

Employees who violate the law while on campus will be subject to disciplinary action. If employees are not cooperative the Minneapolis Police Department may be called to assist, and the employee may be subject to citation or arrest.

Non-students/non-employees who violate the law while on campus may be asked to leave campus and may be prohibited from returning for one year. If uncooperative the Minneapolis Police Department may be called to assist, and the individual may be subject to citation or arrest.

Drug and Alcohol Abuse Education Programs

The purpose of this policy statement is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace under the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the College community. Annually, the campus hosts an event called Operation Recovery which is aimed at bringing awareness to issues of chemical abuse and dependency. Minneapolis College also has a Collegiate Recovery Program (CRP) with a drop-in center location in Helland Center H2100. In addition, the CRP provides Recovery Support Specialists. The CRP also is supported by a strong diverse Community Advisory Council, a committed Staff and Faculty Leadership

Team, trained Peer Recovery Specialists and collaborates with Minneapolis College’s Addiction Counseling Club which is a Student Life Organization. The Student Health Clinic employs a Licensed Drug and Alcohol Counselor that collaborates with the CRP.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various offices, including Counseling and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

Disclosures to Victims of Crimes of Violence or Non-Forcible Sex Offenses

Minneapolis College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Minneapolis College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Minneapolis College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Dating Violence, Domestic Violence Sexual Assault and Stalking

Minneapolis College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for the purposes of the Clery Act.

MN State Statute Definitions:

The following definitions of crimes are included for educational purposes so that the reader has an understanding of the applicable laws governing conduct in the state of Minnesota. The following definitions are not used for the purposes of classifying crimes for inclusion in the crime statistics included in this report.

Consent

MN 609.341

- “Consent” means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- A person who is mentally incapacitated or physically helpless as defined by this section cannot consent to a sexual act.
- Corroboration of the victim’s testimony is not required to show lack of consent.

Sexual Assault

The term sexual assault is not defined by Minnesota Law. The comparable crimes of rape, fondling, statutory rape, and incest are generally coded as criminal sexual conduct in the state of Minnesota.

“Minnesota law classifies the crime of criminal sexual conduct into five categories: first- through fifth-degree criminal sexual conduct, with first-degree carrying the most severe penalties and fifth-degree the least. Minn. Stat. §§ 609.342 to 609.3451.”

“Generally speaking, the first-degree and third-degree crimes apply to sexual conduct involving sexual penetration of the victim; the second-, fourth-, and fifth-degree crimes apply to sexual conduct involving sexual contact with the victim without sexual penetration.”

“Criminal sexual conduct in the first and second degree typically apply to conduct involving personal injury to the victim; the use or threatened use of force, violence, or a dangerous weapon; or victims who are extremely young.”

“Criminal sexual conduct in the third, fourth, and fifth degree typically address less aggravated conduct and apply to other situations in which the victim either did not consent to the sexual conduct, was relatively young, or was incapable of voluntarily consenting to the sexual conduct due to a particular vulnerability or due to the special relationship between the offender and the victim.”

The above information is from the following source:

<http://www.house.leg.state.mn.us/hrd/pubs/ss/ssovrcsc.pdf>

Domestic Abuse

MN 518B.01

“Domestic abuse” means the following, if committed against a family or household member by a family or household member:

- Physical harm, bodily injury, or assault;
- The infliction of fear of imminent physical harm, bodily injury, or assault; or
- Terroristic threats, within the means of section 609.713, subdivision 1; criminal sexual conduct, within the meaning of section 609.342, 609.343, 609.344, 609.345, or 609.3451; or interference with an emergency call within the meaning of section 609.78, subdivision 2.

“Family or household members” means:

- Spouses and former spouses;
- Parents and children;
- Persons related by blood;
- Persons who are presently residing together or who have resided together in the past;
- Persons who have a child in common regardless of whether they have been married or have lived together at any time;
- A man and a woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
- Persons involved in a significant romantic or sexual relationship.

Dating Violence

Is not defined by Minnesota State law.

Stalking

MN 609.749

“Stalking” means to engage in conduct which the actor knows or has reason to know would cause the victim under circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim.

Education and Prevention Programs

Minneapolis College educates the campus community through comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. These programs are designed to be culturally relevant, sustainable, inclusive of and responsive to the diverse communities and identities represented at Minneapolis College and their specific needs. Programming is formulated to consider environmental risk and protective factors as they occur on the individual, relationship, institution, community, and societal levels. Programming is informed by research and assessed for value. Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs.

New students and new employees are required to take an online course titled “Sexual Violence Prevention Training (SVPT).” This training defines the terms of Sexual Violence, Domestic Violence, Dating Violence, Stalking, and consent as it relates to engaging in sexual activity in terms of Minnesota State law. This training also covers safe and effective options for bystander intervention and other tips for risk reduction.

Ongoing prevention and awareness campaigns directed at students and employees occur throughout the year. Various campus departments including Student Affairs and Student Life regularly organize ongoing prevention and awareness programming. In October of 2023 Domestic Violence Awareness Week consisted of a tabling event of community and campus resources for survivors of domestic abuse and a Healthy Relationships Workshop hosted by a local victim advocate.

Safe and Positive Options for Bystander Intervention

“Bystander intervention” means safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- recognizing situations of potential harm
- understanding institutional structures and cultural conditions that facilitate violence
- overcoming barriers to intervening
- identifying safe and effective intervention options
- taking action to intervene

Active bystanders recognize emergency situations (sexual assault, alcohol abuse, safety) and non-emergencies (noticing a friend is depressed, gambling, academic problems) and have the skills to intervene directly or indirectly.

How Can I Prevent Violence?

Be a good bystander. If you recognize an emergency or non-emergency situation happening, use the “3 Ds” to determine how to act.

Direct

- If you feel safe, confront the situation directly
- Be calm, confident and respectful- the main goal is to stop the behavior
- Ask if the involved parties are okay, seek to help

Distract

- Diffuse the situation- interject humor
- Change the subject- ask the parties involved about a class assignment or current event
- Interrupt the flow of the behavior- spill a drink, create noise, any action which will interrupt the negative behavior

Delegate

- Ask others for help when you don't feel safe or comfortable approaching the situation alone
- There is strength in numbers, enlist the help of friends
- Call 911

Risk Reduction

The following are simple steps to reduce risk for becoming a victim of crime

While walking:

- Keep your eyes up and ears open, be alert and aware of your surroundings.
- Walk with purpose and confidence.
- Walk with others. Call 612-659-6910 for a Public Safety safe walk to your vehicle.
- Walk well-illuminated and heavily traveled routes populated by others.
- Keep valuables and money out of public view- carry money or wallets in an inside or front pocket. Wear purses or bags across the body instead of over one shoulder, turn any flaps, zippers, or pockets toward your body.
- Cross the street if you see anything on your side that makes you nervous.
- Call 911 if you witness a crime in progress or if you observe suspicious activity that makes you feel unsafe.

While driving:

- Keep car doors locked and windows rolled up most of the way.
- Reduce distractions, be alert and aware of your surroundings including other motorists, bicyclists, and pedestrians.
- If someone tries to break into your car while you are in it, honk the horn in repeated short blasts.

- If you are being followed, do not go home. Call 911 and drive to the nearest safe place with people visibly present.
- Do not pick up hitchhikers or interact with panhandlers on the street.
- Park your car in well-lighted parking areas and lock all doors. Store valuables in a locked trunk or make sure they are hidden from plain view.

At home:

- Make sure your doors have deadbolts, security chains, and peepholes.
- Change old locks when you move into a new residence.
- Lock your doors and windows anytime you leave, even if it is just for a few minutes.
- If you will be away, use variable light timers to make it appear as though someone is home.
- Do not hide spare keys outside.
- Never prop exterior doors to apartment buildings, if you see doors propped remove the prop and contact building management.
- Do not allow others to tailgate into your secure building, do not assume they are residents.
- If you believe someone has broken into your home, do not go inside, call 911.

When you go out:

- Plan ahead! Know where you are going, who you are going with, where you will be staying the night and how you will be getting there safely.
- Communicate the plan with your friend group.
- If you are uncomfortable with the plan, speak up.
- Stay with your planned friend group and do not deviate from the plan without first communicating with your friend group.
- Drink only from pre-packaged containers or drinks you make yourself, so you know the alcohol content.
- Do not leave your drink unattended
- Stick with your plan, look out for your friends, and have them look out for you.
- Get involved if you believe that someone is at risk. If you see someone in trouble or someone pressuring another person, don't be afraid to intervene - or get help to do so.

Reduce the Risk of Sexual Assault

- Physical force is sometimes used to commit an assault, however, the following tactics are more commonly employed. Manipulation (encouraging someone to drink more to lower their inhibitions), Coercion (trying to talk someone into an activity they are reluctant to participate in), Threats (saying you will tell others something about the person)
- Take time to hear what the other person has to say. If you feel they are giving you a "mixed message" ask for clarification.
- Obtain clear consent for each activity. Consent for one activity does not imply consent for all.
- If someone seems uncomfortable, is not engaged, or is not reciprocating, stop and check in with them.
- Communicate with your partner directly. It is okay to say yes to some activities and no to others. You are the only one who knows your intentions, preferences and limits.

If You Are the Victim of Sexual Assault

The following information will be made available to any student or employee who reports that they have been a victim of sexual violence regardless of where the incident took place.

Go to a safe place.

If you are on campus, contact Public Safety at 612-659-6900, even if you do not want to file a report, Public Safety Officers will arrive on the scene and ensure your safety. Your safety is our top priority. Public Safety Officers can also be reached by reporting to the Ask Me desk located in the Hennepin Skyway.

To file a report with the police for incidents occurring on campus, contact the Minneapolis Police Department by calling 911. You are not required to file a report with the police. If you would like assistance filing a police report the Minneapolis College Public Safety Department can assist you upon request.

To file a report with the college, contact Public Safety at 612-659-6910 or stop by the Ask Me desk, even if the assault didn't occur recently. An officer will interview you to gather your statement and will forward the report to the administrator on campus responsible for responding to complaints about sexual violence. This administrator is known as the campus Title IX officer. To report directly to the campus Title IX officer, you can fill out a [Title IX report](#) or you can contact the Vice President of Student Affairs K. 2100, 612-659-6707.

If you are an employee and would like to pursue action through the College your statement will be forwarded to the College's Human Resources Department. You may also report it directly to the Human Resources Department at K.1100.

Crimes reported to the Public Safety Department are recorded on a publicly available crime log and a campus-wide "Security Alert" may be issued if it is determined that there is a serious and continued threat to the campus community. All publicly available recordkeeping, including Clery Act reporting and disclosures, will not include any personally identifiable information of the victim.

Timely and prompt reporting of a crime of sexual violence within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant and may be helpful in obtaining a protective order. If you have been the victim of a sexual assault do not bathe, brush your teeth, use the toilet, or change clothing.

If you have been the victim of a sexual assault, you should seek medical attention immediately, even if you do not want to report the incident to the police. One option for medical attention is:

Hennepin County Medical Center (HCMC)
Sexual Assault Resource Service
701 Park Avenue
Orange Building 2.220
Minneapolis, MN 55415
(612) 873-5832

HCMC employs skilled and highly trained Sexual Assault Nurse Examiners. This service is available 24 hours a day 7 days a week. Forensic exams are paid for by the county in which the assault was committed. Sexual Assault Nurse Examiners will provide an exam to:

- Collect and save evidence that will be needed if you choose to report your sexual assault to law enforcement
- Evaluate your risk for pregnancy and discuss safe prevention options
- Evaluate your risk of contracting a sexually transmitted infection and offering you medication to reduce that risk
- Further evaluate and document any injuries (if you have injuries that require treatment, the nurse will ask the emergency department staff to evaluate and treat your injuries; this examination is separate from the one done to collect evidence), and
- Provide you with resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources.;

Minneapolis College has counselors available in its Counseling Department, located at T-2200. Mental health professionals are also available in the Student Health Clinic, located in room H.3400. Minneapolis College will provide written notification to the survivor regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available on campus and in the greater Minneapolis area.

In order to reduce contact between you and your abuser, the College will, upon your request, attempt to provide a change in classes and/or working situations if the accommodation is reasonably available. Other protective measures are also available. These requests can be made to the Dean of Students, Becky Nordin. Public Safety or the Title IX Officer, Vice President for Student Affairs Patrick Troup will provide survivors with written notification regarding the availability of and how to request these accommodations including options and resources for changes to transportation and living situations. Any accommodations or protective orders afforded to you will be maintained as confidential to the extent that maintaining such confidentiality will not impair the ability of the College to provide the accommodations or protective measures.

You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Public Safety has information available on how to file for and request an OFP or HRO. The Public Safety Department will assist in the enforcement of all lawful OFPs and HROs. If an OFP or HRO is issued you are encouraged to file a copy with the Minneapolis College Public Safety Department.

You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit the MN Crime Victims web page for additional information.

If you are a victim of dating violence, domestic violence, or stalking

The following information will be made available to any student or employee who reports that they have been a victim of dating violence, domestic violence, or stalking regardless of where the incident took place.

Go to a safe place.

If you are on campus contact, Public Safety at 612-659-6900, even if you do not want to file a report, Public Safety Officers will arrive on the scene and ensure your safety. Your safety is our priority. Public Safety Officers can also be reached by reporting to the Ask Me desk located in the Hennepin Skyway.

To file a report with the police for incidents occurring on campus, contact the Minneapolis Police Department by calling 911. You are not required to file a report with the police. If you would like assistance filing a police report the Minneapolis College Public Safety Department can assist you upon request.

To file a report with the college, contact Public Safety at 612-659-6910 or stop by the Ask Me desk, even if the assault didn't occur recently. An officer will interview you to gather your statement and will forward the report to the administrator on campus responsible for responding to complaints about sexual violence. This administrator is known as the campus Title IX officer. To report directly to the campus Title IX officer, you can fill out a [Title IX report](#) or you can contact the Vice President of Student Affairs K. 2100, 612-659-6707.

Crimes reported to the Public Safety Department are recorded on a publicly available crime log and a campus-wide "Security Alert" may be issued if it is determined that there is a serious and continued threat to the campus community. All publicly available recordkeeping, including Clery Act reporting and disclosures, will not include any personally identifiable information of the victim.

Timely and prompt reporting of a crime of dating violence, domestic violence or stalking within 72 hours is critical in preserving evidence important in proving a criminal case against your abuser and may be helpful in obtaining a protective order. Document any injuries and damage to personal property. Save any text messages, e-mails, or voice mail messages left by your abuser. If you are being stalked document the stalking behavior when and where it occurred and how it impacted you.

If you have been injured, you should seek medical attention immediately, even if you do not want to report the incident to the police. One option for medical attention is:

Hennepin County Medical Center (HCMC)
701 Park Avenue
Orange Building 2.220
Minneapolis, MN 55415
(612) 873-5832

Minneapolis College has counselors available in the Student Support Center located in T.2200. Mental health professionals are also available in the Student Health Clinic located in room H.3400. Public Safety will provide written notification to the survivor regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available on campus and in the greater Minneapolis area for survivors of dating violence, domestic violence, and stalking.

In order to reduce contact between you and your abuser, the College will, upon your request, attempt to provide a change in classes and/or working situations if the accommodation is reasonably available. Other protective measures are also available. These requests can be made to the Dean of Students, Becky Nordin, Public Safety or the Title IX Officer, Vice President for Student Affairs Patrick Troup will provide survivors with written notification regarding the availability of and how to request these accommodations including options and resources for changes to transportation and living situations. Any accommodations or protective orders afforded to you will be maintained as confidential to the extent that maintaining such confidentiality will not impair the ability of the College to provide the accommodations or protective measures.

You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). Public Safety has information available on how to file for and request an OFP or HRO. The Public Safety Department will assist in the enforcement of all lawful OFPs and HROs. If an OFP or HRO is issued you are encouraged to file a copy with the Minneapolis College Public Safety Department.

You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit [Minnesota Crime Victims Reimbursement Program](#) for additional information.

Procedures for Campus Disciplinary Action for Sexual Violence, Dating Violence, Domestic Violence, and Stalking

System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment

Part 1. Purpose

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

Campus security authority

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

Educational program or activity

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

Formal complaint

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

Respondent

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

Supportive measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Coordinator

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

Title IX sexual harassment

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or

3. Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

Part 3. Reporting Incidents of Sexual Violence

- **Subpart A. Prompt reporting encouraged**

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

- **Subpart B. Assistance in reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

- **Subpart C. Required reports**

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

- Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**
 Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

Part 4. Confidentiality of reporting

- Confidential reports**
 Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

Part 5. Policy notices

- Subpart A. Distribution of policy to students**
 Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.
- Subpart B. Distribution of policy to employees**
 Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.
- Subpart C. Required notice**
 Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.
 - Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
 - Notice of non-discrimination.** Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective

bargaining agreements with the college and university that the college or university does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

3. Notice of complainant options

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

4. Notice of complainant rights

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding.
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.

- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

Part 6. Investigation and Disciplinary Procedures

- **Subpart A. General principles**

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.
 - The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.
 - A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

- **Subpart B. Relationship to parallel proceedings**

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

- **Subpart C. Memorandum of understanding with local law enforcement**

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the

campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

- **Subpart D. False statements prohibited**

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

- **Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

- **Subpart F. Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Part 7. Investigation and Resolution

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

- **Subpart A. Informal resolution**

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

- **Subpart B. Information privacy**

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

- **Subpart C. Processing the complaint**

The Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The Title IX Coordinator shall:

- a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
- b. if appropriate, direct the complainant to that procedure as soon as possible; and
- c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.

2. **Conflicts.** The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.

3. **Information provided to complainant.** At the time the complaint is made, the Title IX Coordinator shall:

- a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
- b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
- c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
- d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
- e. discuss the availability of supportive measures; and
- f. explain the process for filing a formal Title IX complaint

4. **Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.

5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
 - a. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the respondent;
 - b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
 - c. explain to the respondent that in addition to being interviewed by the Title IX Coordinator, the respondent may provide a written response to the allegations;
 - d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
 - e. discuss the availability of supportive measures;
 - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
 - g. utilize the template notice of allegations.
6. **Investigatory process.** The Title IX Coordinator shall:
 - a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
 - b. inform the witnesses and other involved individuals of the prohibition against retaliation;
 - c. create, gather and maintain investigative documentation as appropriate;
 - d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
 - e. handle all data in accordance with applicable federal and state privacy laws
 - f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
 - g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
 - h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

- i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
- j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

7. Interim actions

- a. **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
 - b. **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent

the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.

9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

- **Subpart D. Decision process**

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. **Title IX Coordinator.** The Title IX Coordinator shall:
 - a. Prepare an investigation report.
 - b. Refer the matter for a formal hearing.
2. **Formal Hearing.** Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. **Decision-maker.** After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:
 - a. Decide whether the policy has been violated; and
 - b. On appropriate sanctions if the policy has been violated;
 - c. Issue a written determination that must include:
 1. identification of the allegations potentially violating this policy;
 2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
 3. findings of fact supporting the determination;

4. conclusions regarding application of the policy to the facts;
 5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
 6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.
- The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.
 - Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget within 30 days of final disposition.

Part 8. Appeal

- **Subpart A. Filing an appeal**

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

- **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training

The colleges, universities, and system office shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

Sexual Violence Prevention and Education

- **Subpart A. Campus-wide training**

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

- **Subpart B. Other training and education**

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

- **Subpart C. Training for individuals charged with decision-making authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 10. Maintenance of Report/Complaint Procedure Documentation

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

Location of Law Enforcement Agency Information Regarding Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program including general information on registration requirements and notification procedures can be found at the following website.

Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-793-7070.

Information regarding registered sex offenders may be obtained through the Minneapolis Police Department (MPD). MPD may be contacted at 612-673-2817.

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections website.

Clery Geography



The outlined area represents the reporting area for Minneapolis College’s main campus. This area includes Loring Park and the public streets and sidewalks running through, and immediately adjacent to, campus. Non-Campus property is not represented by this map.

Minneapolis College does not own or operate any student housing facilities.

On-Campus Buildings:

Ackerberg Science Center	1301 Hennepin Ave S
Bowman Hall	1501 Hennepin Ave S
Helland Center	1423 Harmon Place
Kopp Hall	1501 Hennepin Ave S
Management Education Center	1300 Harmon Place
Parking Ramp	1420 Hennepin Ave S
Technical Building	1415 Hennepin Ave S
Wheelock Whitney Library	1501 Hennepin Ave S
Whitney Center for Fine Arts	1424 Yale Place
Non-Campus Property: Delta Building C	7500 Airline Dr. Minneapolis, MN

Public Property:

Loring Park	1382 Willow St
Maple Street	From Hennepin Ave S to Harmon Place
16 th St N	From Laurel Ave W to Hennepin Ave S
Laurel Ave W	From 16 th St N to Hennepin Ave S
Hennepin Ave S	From 16 th St to 13 th St
13 th Street S	From Hennepin Ave S to Harmon Place
Spruce Place	From Hennepin Ave S to Harmon Place
Yale Place	1424 Yale Place to Willow St
Harmon Place	From Spruce Place to 13 th St S

Crime Statistics

Criminal Offenses

2023	On-Campus	Public Property	Non Campus	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape	0	1	0	0
Fondling	1	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	1	4	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	1	3	0	0
Arson	0	1	0	0

2022	On-Campus	Public Property	Non Campus	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	3	0	0
Aggravated Assault	0	3	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	5	6	0	0
Arson	0	1	0	0

2021	On-Campus	Public Property	Non Campus	Unfounded
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape	0	1	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	10	0	0
Aggravated Assault	0	7	0	0
Burglary	5	0	0	0
Motor Vehicle Theft	3	3	0	0
Arson	2	0	0	0

VAWA Offenses

2023	On-Campus	Public Property	Non Campus
Dating Violence	0	0	0
Domestic Violence	1	2	0
Stalking	5	0	0

2022	On-Campus	Public Property	Non Campus
Dating Violence	1	0	0
Domestic Violence	1	1	0
Stalking	1	2	0

2021	On-Campus	Public Property	Non Campus
Dating Violence	0	0	0
Domestic Violence	2	8	0
Stalking	1	0	0

Arrests and Referrals for Discipline

2023	On-Campus	Public Property	Non Campus
Liquor Law Violations			
Arrests	0	12	0
Referrals	0	0	0
Drug Law Violations			
Arrests	0	5	0
Referrals	6	0	0
Weapons Law Violations			
Arrests	0	8	0
Referrals	0	0	0

2022	On-Campus	Public Property	Non Campus
Liquor Law Violations			
Arrests	0	17	0
Referrals	1	0	0
Drug Law Violations			
Arrests	0	3	0
Referrals	3	0	0
Weapons Law Violations			
Arrests	0	1	0
Referrals	0	0	0

2021	On-Campus	Public Property	Non Campus
Liquor Law Violations			
Arrests	0	4	0
Referrals	0	0	0
Drug Law Violations			
Arrests	0	3	1
Referrals	0	0	0
Weapons Law Violations			
Arrests	0	0	0
Referrals	0	0	0

Bias Motivated Crimes

The following table depicts reported crimes that were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, arson, robbery, aggravated assault, burglary and motor vehicle theft, the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias toward the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.

Year	Crime	Bias Motivation	Location
2023	Intimidation	Race	Public Property
2023	Intimidation	Sexual Orientation	On-Campus
2022	NONE REPORTED	NONE REPORTED	NONE REPORTED
2021	Intimidation	Race	On-Campus
2021	Assault	Race	On-Campus

Unfounded Cases

Minneapolis College did not have any unfounded cases in 2023, 2022, or 2021. Cases may only be unfounded by a licensed peace officer when an investigation finds that a report was false or baseless.

Personal Security Recommendations

Minneapolis College Public Safety staff help to ensure the safety and security of the campus community by providing regular patrols of the campus, conducting regular safety and security programs, and offering safety and security brochures. However, the best protection against crime is by taking appropriate steps in preventing crime from happening. Public Safety encourages the campus community to be responsible for their own security and the security of others.

Call for a Safe Walk. Public Safety Officers are available to provide a Safe Walk around campus and to areas near the campus during normal operating hours. To request a Safe Walk call 612-659-6910.

Be aware of when Minneapolis College Public Safety Officers are on duty. Minneapolis College Public Safety staff patrol the campus during normal operating hours and can be reached at 612-659-6910.

Protect your property:

- Participate in Operation Identification often offered by your local law enforcement agency in placing a number on your valuables.
- Personal property (purses, briefcases, calculators, backpacks, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- Lock your door whenever you leave your room or office.
- Take valuables home with you.

- Park your bike in designated areas on campus. Always lock your bike. There are several good anti-theft devices available. Minneapolis College Public Safety recommends the use of a U-Lock to secure your bike.
- Maintain a record of serial numbers for valuable items such as laptop computers, tablets, cell phones, and music players.
- Remember your passcodes to cloud accounts and use features that would allow you to track your device if stolen and also being able to erase your data remotely.

Protect your automobile:

- Always lock your car doors and never leave keys in the vehicle.
- Try to park your vehicle in a well-lit area.
- Avoid leaving property where it is visible inside the vehicle.

Protect yourself while walking and/or exercising outside:

- Avoid walking or exercising outside alone after dark. If you are traveling alone at night, use the Minneapolis College Public Safety Safe Walk Service (612-659-6910) to walk with you to your on-campus destination or locations near campus.
- Walk along well-lit and well-traveled routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a well-lit area or a group of people.
- Have your keys ready when returning to your car and keep your personal or valuable items concealed and close to your body.

Help us protect you:

- Suspicious Activity
 - If you see any suspicious activity on or near campus, call Minneapolis College Public Safety immediately at 612-659-6900. Do not assume that what you observe is an innocent event or that it has already been reported.
 - Do not assume the person is a visitor or college employee that you have not seen before.
- Suspicious Behavior may include the following:
 - Loitering about at unusual hours or locations
 - Running, especially if something of value is being carried
 - Going room to room trying door handles
 - Exhibiting unusual mental or physical symptoms
 - Person(s) could be under the influence of drugs, or alcohol, or need medical or psychiatric assistance
 - The selling of goods for personal profit is not permitted at Minneapolis College. Violations of this rule should be reported to Public Safety immediately.

Drug and alcohol-Free Campus Policy for Student and Employees

1.06 Drug and Alcohol-Free Campus Policy

Part.1. Scope of Policy

The Minneapolis College Drug-and-Alcohol-Free Campus Policy is for Students and Employees of the College and includes all campus locations.

Part. 2. Purpose

Minneapolis College, along with Minnesota State, is committed to ensuring an educational and employment environment where students and employees can work, learn and develop to their full potential. Because the use and abuse of alcohol and controlled substances negatively impact the ability of students and employees to work, learn, and develop to their full potential, and to comply with federal and state laws, Minneapolis College has adopted and will implement the following drug-and-alcohol free campus policy.

Part 3. Drugs, Alcohol Prohibited

The unlawful manufacture, growing, possession, use, dispensation, sale or distribution of controlled substances and manufacture, use, sale, distribution or possession of alcoholic beverages by Minneapolis College students and Minneapolis College employees is strictly prohibited: 1) on Minneapolis College Property; 2) while participating in a student activity, activities sponsored by officially recognized student organizations, or an event or activity sponsored or sanctioned by Minneapolis College or Minnesota State, including off-site activities; and 3) while performing work, including overtime work and rest breaks.

Subpart A. Exceptions

The use of alcoholic beverages may be permitted only:

1. For Minneapolis College or Minnesota State educational/awareness programs; or
2. For a specific event or circumstance authorized by Minnesota State or Minneapolis College.

However, in no case may students or employees violate liquor laws.

Subpart B. Employees

No Minneapolis College employee may:

1. Report to work under the influence of alcohol, controlled substances or other drugs which affect her/his alertness, coordination, reaction, response, judgment, decision-making or safety; or
2. Operate, use or drive any Minneapolis College or Minnesota State equipment, machinery or vehicle while under the influence of alcohol, controlled substances or mind-altering drugs

An employee who is under the influence of alcohol, controlled substances or other mind-altering drugs, who is taking medically authorized drugs or other substances which may affect job performance, has an affirmative duty to immediately notify the appropriate supervisor that the employee's mental or physical condition precludes her/his ability to operate, use or drive Minneapolis College or Minnesota State equipment.

Employees are discouraged from consuming alcoholic beverages off-site during lunch or dinner meals when returning to perform work on behalf of Minneapolis College. In any situation subsequent to the intake of alcohol, an employee whose behavior or condition adversely affects

her/his performance is subject to discipline. Since engaging in off-duty sale, purchase, transfer, use or possession of controlled substances may have a negative effect on an employee's ability to perform his/her work, a Minneapolis College employee involved in such circumstances is subject to discipline.

Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to notify Minneapolis College or Minnesota State within five (5) working days of such a conviction.

Part. 4. Penalties for Policy Violations

Minneapolis College employees and students who violate this policy are subject to Minneapolis College and Minnesota State sanctions and may be subject to legal sanctions under local, state, or federal law.

Minneapolis College students will be disciplined according to the Student Code of Conduct. Disciplinary sanctions include, but are not limited to, warning, confiscation, restitution, dismissal, suspension, expulsion and referral for prosecution.

Minneapolis College employees covered by a Collective Bargaining Agreement will be disciplined according to the process delineated in the appropriate agreement. Other employees will be disciplined according to the Excluded Administrators Plan or the Commissioner's Plan. Discipline may include but is not limited to, oral and written reprimand, suspension, termination, and referral for prosecution.

Part. 5. Information

Minneapolis College provides voluntary educational programs designed to inform students and staff about the health risks associated with drug and alcohol use, community resources available to provide assistance to individuals dealing with drug and/or alcohol abuse issues, the legal ramifications associated with illegal use of drugs and/or alcohol, and penalties for policy violations under Minnesota Law.

Legal Penalties

Minneapolis Ordinances

364.40. Consuming in public.

No person shall consume intoxicating liquor as defined by Minnesota Statutes, Section 340A.101, Subdivision 14, or non-intoxicating malt liquor as defined by Minnesota Statutes, Section 340A.101, Subdivision 10, while (1) in a public street, highway, alley, sidewalk, boulevard, or any place frequented by the public; (2) on any private property without the consent of the owner of such property; or (3) while in duly licensed on-sale premises, or if otherwise authorized by law. (Code 1960, As Amend., § 853.030; 80-Or-268, § 1, 11-14-80; Pet. No. 251179, § 35, 12-29-89)

364.45. Loitering in possession of open bottle.

No person shall loiter in any public street, highway, alley, sidewalk, boulevard or any other public property, or on any private property without consent of the owner of such property, while in possession of any bottle or other receptacle containing intoxicating liquor or non-intoxicating malt liquor which has been opened, or the seal broken, or the contents partially removed, with intent to consume such intoxicating liquor or non-intoxicating malt liquor.

This section shall not prohibit the possession of alcoholic beverages at duly licensed on-sale premises if otherwise authorized by law.

Persons in violation of these ordinances may be subject to a fine.

Minnesota Law

Under Minnesota law, it is a crime for any person to drive, operate, or be in physical control of any motor vehicle when the person is under the influence of alcohol or a controlled substance.

A person who commits first-degree driving while impaired is guilty of a felony and may be sentenced to imprisonment for not more than seven years, or to payment of a fine of not more than \$14,000, or both.

Other penalties for violating state laws prohibiting driving under the influence include:

- Driver's license suspension or revocation;
- Impounding motor vehicles;
- Further criminal prosecution

Under Minnesota law, it is also a crime for a person under the age of 21 years to consume, possess or purchase any alcoholic beverages.

- Underage consumption: \$100 fine.
- Possession by persons under 21: \$100 fine.
- Use of false identification for alcohol purchase: \$100 fine.
- Furnishing alcohol to persons under 21: \$3,000 fine and/or 1 year in jail

Guidelines for the sentencing of any person convicted of drug and alcohol-related criminal offenses are established by the Minnesota Sentencing Guidelines Commission. The actual length of a sentence depends upon the individual's criminal and driving history.

Possession or sale of controlled substances, including but not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis, is prohibited by Minnesota law. Penalties for controlled substance crimes include:

First Degree

Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 110+ kilos of marijuana.

Penalty: 0 to 40 years, 4-year mandatory minimum if prior drug felony; up to \$1,000,000 fine. 0 to 40 years, 2nd offense.

Second Degree

Sale: 3+ grams cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25+ kilos marijuana, or sale of a Schedule I or II narcotic drugs of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.

Penalty: 0 to 40 years, 3-year mandatory minimum if prior drug felony; up to \$500,000 fine.

Third Degree

Sale: Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drugs (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

Penalty: 0 to 30 years, 2-year mandatory minimum if prior drug felony, up to \$250,000 fine. Between 0 to 30 years, 2nd or subsequent offense.

Fourth Degree

Sale: Any Schedule I, II, or III drugs (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drugs (except marijuana) with intent to sell it.

Penalty: 0 to 30 years, 1-year mandatory minimum if prior drug felony, up to \$100,000 fine.

Fifth Degree

Sale: Marijuana or any Schedule IV Drug.

Possession: All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

Penalty: 0 to 5 years, 6-month mandatory minimum if prior drug felony; up to \$10,000 fine.

Federal Law

Schedule I Drugs (Penalty for Possession)

First Offense: 10 years to life, 10-year mandatory minimum; if death or serious injury, 20-year minimum; up to \$4 million fine individual, \$10 million other than individual.

Second Offense: 20 years to life, 20-year mandatory minimum, if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

Schedule II Drugs (Penalty for Possession)

First Offense: 5 to 40 years, 5-year mandatory minimum; if death or serious injury, 20-year minimum, up to \$2 million fine individual. \$5 million other than individual.

Second Offense: 10 years to life, 10-year mandatory minimum, if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

Schedule I or Schedule II Controlled Drugs (Penalty for Possession)

First Offense: 0 to 20 years, if death or serious injury, 20-year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual.

Second Offense: 0 to 30 years, if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

Schedule III Drugs (Penalty for Possession)

First Offense: 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual.

Second Offense: 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

Schedule IV Drugs (Penalty for Possession)

First Offense: 0 to 3 years, up to \$250,000 fine individual, \$1 million other than individual.

Second Offense: 0 to 6 years, up to \$500,000 fine individual, \$2 million other than individual.

Schedule V Drugs (Penalty for possession)

First Offense: 0 to 1 year, up to \$100,000 fine individual, \$250,000 other than individual.

Second Offense: 0 to 2 years, up to \$200,000 fine individual, \$500,000 other than individual.

Health Risks

Associated with the use/abuse of alcohol: malnutrition; lowered resistance to disease; irreversible brain or nervous system damage; gastrointestinal irritation; damage to liver; heart and pancreas; addiction/alcoholism; coma; death from overdose, injury or accident; fetal alcohol syndrome.

Associated with the use/abuse of controlled substances: damage to heart, lungs, brain and nerve cells; lung cancer; memory disorders; interference with psychological maturation; temporary loss of fertility in both men and women; psychological dependence; bronchitis, infections, colds and other viruses; stroke, liver problems, seizures; heart and respiratory failure; psychosis, convulsions; sexual dysfunction. For users who share/use unsterile needles: tetanus; hepatitis; tuberculosis; HIV/AIDS. For pregnant women: miscarriage; stillbirths; premature labor or delivery; hemorrhaging. For cocaine babies: irritability; unresponsiveness; stroke; malformed kidneys and genitals; seizures; SIDS.

Resources**Campus Resources:**

Counseling Office – Student Support Center	612-659-6709	T.2200
Minneapolis College Human Resources	612-659-6840	K.1100
Student Health Clinic	612-659-6384	H3400

Community Resources:

Abbott Northwestern Hospital	612-863-4000	800 E. 28th St., Minneapolis.
African American Family Services	612-871-7878	2616 Nicollet Ave. S., Minneapolis
Alcoholics Anonymous	612 871-2218	2218 1st Ave S, Minneapolis
American Indian Services	612-813-1155	2200 Park Ave., Minneapolis
Chicanos Latinos Unidos En Servicios	612-764-3500	720 E. Lake St, Minneapolis
Substance Abuse and Mental Health Services Administration (SAMHSA)	1-800-662-HELP	
CREATE, Inc.	612-874-9811	1911 Pleasant Ave. S., Minneapolis
Fairview Resources/Services	612-672-6600	2450 Riverside Ave., Minneapolis
Hennepin County Medical Center	612-873-6288	701 Park Ave., Minneapolis
Minneapolis American Indian Center	612-871-4555	1530 E. Franklin Ave., Minneapolis
State Employees Assistance Program	651-259-3840	
Tubman	612-871-0118	4432 Chicago Ave S #1 Minneapolis
United Way (24-hour Info & referral)	1-800-543-7709	

Discrimination and Harassment Reporting Process

Part 1. Policy Statement

Minneapolis Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minneapolis Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

Minneapolis Community and Technical College shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion. This policy shall apply to all individuals affiliated with Minneapolis Community and Technical College, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and the respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Part 2. Definitions

Subpart A. Consensual Relationship

A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Minneapolis College Nepotism Policy 6.02.

Subpart B. Discrimination

Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the college or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and this is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State College and Universities have further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events as sanctioned by the college; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee

Minneapolis Community and Technical College personnel include all faculty, staff, administrators, and student employees.

Subpart E. Protected Class

Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation

Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual Harassment and Violence as Sexual Abuse

Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the college shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the college from taking immediate action to protect victims of alleged sexual abuse.

Subpart H. Student

1. "Student" means an individual who is: admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit; or
2. between terms of a continuing course of study at the college, such as summer break between spring and fall academic terms; or
3. Expelled or suspended from enrollment as a student at the college during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships

An employee of Minneapolis Community and Technical College shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, the evaluative authority will be reassigned to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation

Retaliation, as defined in this policy, is prohibited at Minneapolis Community and Technical College. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Related policies: Minnesota State Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

Investigation and Resolution (College Policy 2.01.01)

Subpart 1. Purpose and Applicability

Subpart A. Purpose

This procedure is designed to further implement Minneapolis Community and Technical College's policies relating to nondiscrimination by providing a process through which individuals alleging violation of system nondiscrimination policies may pursue a complaint. This includes allegations of retaliation or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability

This procedure shall apply to all individuals affiliated with Minneapolis Community and Technical College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Minneapolis College Policy 2.01 Nondiscrimination, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minneapolis Community and Technical College.

Subpart C. Scope

This procedure is not applicable to allegations of sexual violence; allegations of sexual violence

are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Minneapolis College 2.01 Nondiscrimination, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions

Subpart A. Designated officer

Designated officer means an individual designated by the president to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Subpart B. Decision maker

Decision-maker means a high-level administrator designated by the president to review investigative reports, to make findings whether the nondiscrimination policy has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Subpart C. Retaliation

Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of nondiscrimination policies; or
3. Associates with another individual who is protected from discrimination under Minneapolis College Policy 2.01 Nondiscrimination.

Part 3. Consensual relationships

Minneapolis College Policy 2.01 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident

Any individual who believes she or he has been or is being subjected to conduct prohibited by Minneapolis College Policy 2.01 Nondiscrimination, is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

Subpart B. Duty to report

Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Minneapolis College Policy 2.01 Nondiscrimination to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president

A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor Employees or Board of Trustees

For reports/complaints that involve allegations against the Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice-chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited

Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints

If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation

during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution

Minneapolis Community and Technical College has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Minneapolis College Policy 2.01 Nondiscrimination, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution

This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Minneapolis College Policy 2.01 Nondiscrimination. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint

The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another college procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. Conflicts. The designated officer should identify to the president any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.
3. Information provided to the complainant. At the time the report/complaint is made, the designated officer shall:
 - a. Inform the complainant of the provisions of the Minneapolis College Policy 2.01 Nondiscrimination and this procedure;
 - b. Provide a copy of or Web address for Minneapolis College Policy 2.01 Nondiscrimination and this procedure to the complainant;
 - c. Determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and

- d. Inform the complainant of the provisions of Minneapolis College Policy 2.01 Nondiscrimination prohibiting retaliation.
4. Complaint documentation. The designated officer shall ensure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the college.
5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
 - a. Provide a copy of or Web address for Minneapolis College Policy 2.01 Nondiscrimination and this procedure to the respondent;
 - b. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
 - c. Explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
 - d. Determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
 - e. Inform the respondent of the provisions of Minneapolis College Policy 2.01 Nondiscrimination prohibiting retaliation.
6. Investigatory process. The designated officer shall:
 - f. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
 - g. Inform the witnesses and other involved individuals of the prohibition against retaliation;
 - h. Create, gather and maintain investigative documentation as appropriate;
 - i. Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
 - j. Handle all data in accordance with applicable federal and state privacy laws.
7. Interim Actions.
 - a. Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior,

the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

- b. Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Minneapolis College Policy 2.01 Nondiscrimination. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution

After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. Conduct or coordinate education/training;
2. Facilitate voluntary meetings between the parties;
3. Recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. Other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. The College may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. Upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process

If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:
 - a. Prepare an investigation report and forward it to the decision-maker for review and decision;
 - b. Take additional investigative measures as requested by the decision-maker; and

- c. Be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. Decision-maker. After receiving the investigation report prepared by the designated officer, the decision-maker shall:
- a. Determine whether additional steps should be taken prior to making the decision. Additional steps may include:
 - 1. A request that the designated officer conduct further investigative measures;
 - 2. A meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
 - 3. A request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
 - b. Take other measures deemed necessary to determine whether a violation of Minneapolis College 2.01 Nondiscrimination has been established;
 - c. When making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
 - d. Determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
 - e. As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Minneapolis College Policy 2.01 Nondiscrimination has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
 - f. Conduct that is determined not to have violated Minneapolis College Policy 2.01 Nondiscrimination shall be referred to another procedure for further action, if appropriate.

Part 7. System Office, College, or University action

The System Office, college, or university shall take the appropriate corrective action based on the results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Minneapolis College Policy 2.01 Nondiscrimination, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the System Office, college or university. In accordance with state law, the College is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker.

Subpart B. Effect of review

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from and is not in any way related to any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training

The College shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, and operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Minneapolis College Policy 2. 01 Nondiscrimination and this procedure.

Part 10. Distribution

Information regarding Minneapolis College Policy 2.01 Nondiscrimination and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an Internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations on the College campus at all times and shall include the designated officers' names, locations, and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of report/complaint procedure documentation

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the College in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights, and Privacy Act or other applicable law.

Student Code of Conduct

Part 1. Student Conduct Policy

The College establishes a code of student conduct that states policies and procedures for the administration of student conduct proceedings. Students will be afforded appropriate due process in the resolution of any allegation(s) of violations of the code of student conduct. Students found responsible for violations are subject to disciplinary action which in more serious cases may include suspension or expulsion from the College. The Student Code of Conduct is available on the College website and is posted at appropriate locations on campus.

Part 2. Off-campus Conduct

The College may hold students accountable for violations of behavioral standards committed off-campus when: hazing is involved, or the violation is committed while participating in a College sanctioned or sponsored activity; or the victim of the violation is a member of the college community; or the violation constitutes a felony under state or federal law, or the violation adversely affects the educational research or service functions of the College.

Part 3. Appeal

Students found to be responsible for a conduct violation will be provided an avenue of appeal within the College. In addition, in cases involving suspension for ten (10) days or longer, the student will be informed of their right to a contested case hearing under Minnesota Statute 14.

Part 4. Procedures

The College has established the procedures to implement this policy.

College Policy 4.04.01

Student Code of Conduct Procedures

Part 1. Purpose

Minneapolis College believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights, and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community.

Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for expulsion. These include, but are not limited to: disorderly and/or disruptive behavior; physical assault or threat of physical assault; theft or attempted theft; vandalism or willful property damage; trespassing (unauthorized presence) or failure to heed a lawful order; academic dishonesty; fraud and/or willful misrepresentation; and possession of alcohol and/or illicit substances.

Disciplinary action against individual students or a group of students are administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable, and legal outcomes. This process ensures due process for students accused of engaging in misconduct.

The code of conduct exists to guide the behavior of all Minneapolis College students. Students participating in on-site orientation will be provided with information regarding the student code of conduct.

Part 2. Jurisdiction

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community. Minneapolis College students are expected to abide by local, state and federal laws and College rules. Should the violation of civil or criminal law involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on campus and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on- or off-campus, or if the off-campus action involves a continuation or extension of a situation initiated on campus, except where specifically limited. Students or organizations may be subject to College discipline for any of the misconduct described below which occurs any time on College-controlled premises or at College-approved or sponsored functions.

Part 3. Standards

All Minneapolis College students are encouraged to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1. Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials. Artificial intelligence technology may not be used by students to generate assigned term papers, in whole or in part, or other coursework unless approved by the instructor. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
2. Forgery, alteration, misrepresentation, or misuse of College documents, records or identification, or of records submitted to the College.
3. Unauthorized use, changing, deleting of any information or data contained in the Minnesota State student record computers.
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities on or off campus, including, but not limited to, instruction, the community service functions or other authorized activities on or off College premises.
5. Failure to comply with directions of College officials acting in the performance of their duties or with fire, police or other emergency service personnel. Failure to identify oneself to these persons when requested to do so, after they have identified themselves.
6. Conduct which threatens or endangers the health or safety of any person at the College, or at College controlled, sponsored or supervised functions. Intentionally, recklessly or negligently causing physical harm to any person on the College premises or at College sponsored activities.

This includes engaging in any form of fighting or any hostile conduct or behavior that might incite violence.

7. Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation including but not limited, to violence or threat of violence, bullying or personal vilification, including when such actions are based on age, sex, race, color, disability, religion, sexual orientation, or national/ethnic origin. (Refer also to Minneapolis College Sexual Harassment Policy).
8. Physical, sexual abuse or battery upon a student or College personnel, upon College premises, or while under the authority of College personnel, or at a College-sponsored event; or continued abuse of a student or College personnel, assault or battery upon a student or College personnel, or any threat of force or violence directed toward a student or College personnel.
9. Hazing, including any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose or intention, admission into, affiliation with, or as a condition of continued membership in a group or organization.
10. Unauthorized borrowing of or use of College property, theft or attempted theft or damage to, property of the College or property of a member of the College community or property of a campus visitor.
11. Unauthorized entry to, or use of, College supplies (including College stationery and postage), keys, telephones (including long distance service), computers or computer systems, equipment and/or facilities or the use of any of the above for any illegal act or any act prohibited by the code of conduct.
12. Theft or destruction of computer hardware or software. Misuse of computer time including, but not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the College computing system.
13. Damage to public or private property on College premises including, but not limited to graffiti, defacing signs or damaging College property wherever located.
14. The incurring of financial obligations on behalf of the College without proper authorization.
15. Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.
16. Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Drug and Alcohol-Free Campus Policy is available for students and employees in the Counseling Office and the Human Resources Office.

17. Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
18. Continued willful and disruptive behavior, vulgarity, open and persistent defiance of authority, or persistent abuse of College personnel.
19. Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.
20. Violation of College regulations regarding the use of tobacco products on College-controlled property.
21. Gambling on campus.
22. Unauthorized solicitation or selling of goods or services on campus or at College-sponsored activities on or off-campus.
23. Actions which interfere with obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services.

Part 4. Sanctions

Disciplinary sanctions are implemented by written notification after an informal meeting or formal hearing with administrative staff arranged by the Office of the Vice President for Student Affairs or designee.

More than one of the sanctions listed below may be imposed for any single violation. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations.

The College reserves the right to impose other sanctions as circumstances warrant.

- **Warning** - issuance of an oral or written warning or reprimand that may become part of a student's permanent file.
- **Restitution** - payment required to the College or other persons, groups, or organizations for damages incurred.
- **Probation** - continued enrollment at the College but under specific written conditions for a specific period of time. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
- **Discretionary Sanction** - service to the College or other related discretionary assignments.
- **Loss of a College Privilege** - an order directing a student not to have contact with an area or another member of the College community.
- **Suspension** - denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified.
- **Long-term Suspension** - a suspension that remains in effect for longer than 10 (ten) days. Long-term Suspensions are recorded on the academic transcript.

- **Summary Suspension** - a suspension imposed without an investigation, informal meeting or formal hearing to ensure the safety and well-being of members of the College community.
- **Expulsion** - termination of student status. Expulsions are recorded on the academic transcript.

Part 5. Initiation of Conduct Investigation

NOTE: Complaints alleging harassment or discrimination based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation, will be investigated and processed under the Equal Opportunity Policy and Procedures in the College catalog. All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures.

Subpart A. Filing of a Complaint

Any member of the College community may file a complaint against a student or student organization alleging a violation of the Student Code of Conduct or other College policy. A complaint should be submitted to the Student Conduct Officer or designee. Once a complaint is filed, the Student Conduct Officer reserves the right to investigate the complaint even if a complainant chooses not to pursue the matter. Persons filing a complaint are required to provide pertinent information and, if necessary, appear at a hearing.

Subpart B. Misconduct Reported Through Other Means

In many situations, alleged conduct violations are reported to the Student Conduct Officer through Public Safety Incident Reports or other means. The Student Conduct Officer has the responsibility to ensure compliance with the Student Code of Conduct and therefore retains the authority to investigate all reports of alleged student misconduct regardless of how the report is received by the Student Conduct Officer.

Subpart C. Cooperation with Investigation

All members of the college community are required to cooperate with an investigation and provide pertinent information to the Student Conduct Officer upon request, and if necessary, appear at a hearing.

Part 6. Investigation of Alleged Misconduct

Following the filing of a complaint or receipt of a report of alleged misconduct, the Student Conduct Officer or designee will conduct an investigation. If in the process of the investigation, the Student Conduct Officer or designee determines that the complaint is unwarranted or unsupported, the Student Conduct Officer or designee shall discontinue proceedings.

Subpart A. Informal Meeting

If the Student Conduct Officer or designee feels that there is sufficient evidence to support the complaint, the Student Conduct Officer or designee shall offer the accused student an opportunity to resolve the violation at an informal meeting. The student or students will be notified of their right to the informal meeting orally or by e-mail sent to their College assigned e-mail account.

Prior to or at the beginning of the informal meeting, the student must be provided with the following information:

- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
- Oral or written notice of a summary of the evidence to support the complaint specific policy he/she is accused of violating.
- A Tennessee Notice.

During the informal meeting, the Student Conduct Officer or designee shall review the complaint and evidence with the student and allow the student to present a defense against the complaint. The accused student may have an advisor or attorney present. However the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Within a reasonable time period following the meeting, the Student Conduct Officer shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal meeting or formal hearing.

If the student fails to appear for the informal meeting, the Student Conduct Officer or designee may impose an appropriate sanction against the student. The Student Conduct Officer or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal. The student or students will be notified by e-mail sent to their College assigned e-mail account.

A student who has received a sanction other than a long-term suspension or expulsion has a right to an appeal meeting with a Student Affairs Administrator. A request for an appeal meeting must be made in writing to the Student Affairs Administrator identified in the notice of sanction and received within ten (10) business days of the e-mail notice of sanctioning. Failure to request an appeal meeting in writing within the ten (10) day time period presumes acceptance of the sanction.

A student who has received a sanction of a long-term suspension or expulsion may accept the sanction or may request a formal hearing. A request for a formal hearing must be made in writing to the Student Affairs Administrator identified in the notice of sanction and received within ten (10) business days of the e-mail notice of sanctioning. Failure to request a formal hearing in writing within the ten (10) day time period presumes acceptance of the sanction.

Subpart B. Formal Hearing

After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time, place and date of hearing. Such notice to the student shall also include:

- A summary of the witness and documentary evidence that may be presented in support of a charge.
- A statement that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence.
- Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney.
- Notice that the student must provide a summary of their witnesses and documentary evidence that may be presented at the formal hearing by a proscribed date.

The student may elect to have a hearing before the Student Affairs Administrator or before a College Conduct Committee made up of members of the College community. The hearing will be conducted in the following manner:

1. The Student Conduct Officer or designee who imposed the sanction shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.
2. The accused student shall next present evidence or testimony to refute the complaint.
3. Only those materials and matters presented at the hearing shall be considered as evidence.
4. The hearing shall be held in closed session unless the Student Affairs Administrator/Conduct Committee Chair determines there is a compelling reason and neither the accused student nor the complainant presents an objection.
5. The accused student may have an advisor or attorney present. However, the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the Conduct Committee hearing, the Committee in closed session shall consider the evidence and make a recommendation to the Student Affairs Administrator. The Student Affairs Administrator will consider the recommendation and evidence that is forwarded by the Conduct Committee and will decide to uphold the sanction, exonerate the student, or impose a different sanction.

If the student elects to have a hearing before the Student Affairs Administrator, the hearing will be conducted in the manner described above. Upon conclusion of the hearing, the Student Affairs Administrator shall consider the evidence and decide to uphold the sanction, exonerate the student, or impose a different sanction.

A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student or 2) two-days (excluding Sundays and legal holidays) after the notice is e-mailed to the student's College assigned e-mail account. If the Student Affairs Administrator affirms a long-term suspension or expulsion, the notice shall inform the student of his/her right to a contested case hearing under Minnesota law.

Part 7. Contested Case Hearings

If a long-term suspension or an expulsion is upheld by the Student Affairs Administrator, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the Student Affairs Administrator within ten (10) business days of the e-mail notice of the Student Affairs Administrator's final decision. The College will request a hearing from the Office of Administrative Hearings. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the Chief Administrative Law Judge pursuant to Minnesota Statute section 14.50.

Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College President.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College President shall make a decision. The President's decision shall be final.

Part 8. Summary Suspension

In some cases, a complaint may allege threats of harm or serious harm to individuals. If in the judgment of the Student Conduct Officer or designee, the accused student's presence on campus would constitute a serious threat to the safety and well-being of others, the Student Conduct Officer or designee may impose a summary suspension. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension.

Notice of a summary suspension shall be provided to the accused student in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the Student Conduct Officer or designee. A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations, and laws.

Part 9. Appeal Guidelines

The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the hearing, violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.

Part 10. Implementation

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

Part 11. Definitions

For purposes of 4.04 Student Code of Conduct and 4.04.01 Student Code of Conduct Procedures the following definitions apply:

Expulsion. Permanent denial of the privilege of enrollment at the College.

Hazing. An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

Preponderance of evidence. A standard of responsibility that it is more likely than not that the code has been violated.

Student. The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through the College, including any type of course, but not limited to traditional, CECT, PSEO, TRIO, etc., OR
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code, but before an outcome is rendered, OR
3. Are not currently enrolled, but have been enrolled in at least one course in the preceding calendar year or are registered for at least one course in the upcoming term (traditional or non-traditional terms), OR

4. Have been notified of their acceptance for admission or have initiated the process of application within the last calendar year or have applied for admission to the college within the last calendar year.

Nothing in this definition limits the college's right to address conduct issues involving graduates where the issue could impact their entitlement to a degree, diploma, certificate or other award, as well as other issues to the college's discretion

Summary suspension. A suspension imposed without an informal meeting or formal hearing to ensure the safety and well-being of members of the college or university community.

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.

Notification of Rights under FERPA for Postsecondary Institutions

Important notice to students of Minneapolis College about Public vs. Private Student Information. The Federal Family Education Rights and Privacy Act of 1974 and the Minnesota State Legislative Chapter 479 and 401 provide direction for the data practices at Minneapolis College. Each college may establish what information is public (sometimes referred to as directory information) on its students.

Student Records Policy

Part 1. Confidentiality of Student Records:

The Federal Family Education Rights and Privacy Act (FERPA) of 1974, and the Minnesota State Legislative Chapter 479 and 401 provide for specific regulations regarding the collection, security, dissemination and confidential status of data in student records. Besides classroom academic papers, students enrolled in the College are required by various departments to supply information necessary for services to be rendered to the student. The College gives assurance that student information will be safeguarded against improper disclosure as indicated in this policy. Students who refuse to supply official college-requested information will not receive the services rendered by that department.

Part 2. Public vs. Private Student Information

Subpart A. Public Information

At Minneapolis College, the following information is Public Information (directory information). This data is accessible to any member of the public for any review:

- Name of Student
- Date of Attendance
- Graduation, Certification
- Field of Study

Minneapolis College does not publish a student directory. No directory or other lists of students will be released to individuals or commercial agencies. (Please note exception: Students attending graduation ceremonies may have their addresses released to the graduation photographer so that pictures may be mailed to participants).

Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology-related purposes internal to the Minnesota State that are approved by

System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.

A student may make a written request not to release public information without his/her written permission (i.e., request confidentiality); this request should be submitted to the Records Office in T.2100. Currently enrolled students should notify the Records Office by the fifth day of the term.

Subpart B. Private Information

Private information may be released by the College to students requesting information about themselves, to appropriate College personnel or to **Minnesota State** personnel who have a legitimate educational interest, to the Higher Education Services Office, to the National Student Loan Clearinghouse for enrollment verification, **for financial disbursement**, or if necessary to protect the health and safety of the student or other persons. Other exceptions authorized by law which permit the release of private information without consent include: to other schools in which you seek or intend to enroll; to the federal Comptroller General or other federal, state or local educational officials for purposes of program compliance, audit, or evaluation; as appropriate, in connection with your application for, or receipt of, financial aid; to a court, grand jury or state or federal agency, if the information is sought with an appropriate subpoena or court order; to an institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction; an accrediting organization in connection with its accrediting functions; if required by a subpoena or a court order, or when permitted by other state or federal laws. Private information includes:

- Address and phone number of the student
- Academic information including transcripts, grades, assessment, and test results
- Recommendation information
- Evaluations
- Profile information which identifies individuals
- Student financial records and other financial information
- Background information including behavior, performance, traits, etc.
- Counselor records (except as they contain information stated as confidential or as public)
- Suspension or probation status
- Conduct reports

Subpart C. Exception to Private Information listed above

There is a federally mandated exception that authorizes the release of some otherwise private information to the United States military.

Under the Solomon Amendment to the National Defense Authorization Act (1996), Minneapolis College must provide access to the following information on students to the United States military:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- The educational institution in which the student was most recently enrolled

Part 3. Confidential Information

Confidential information is information available only to individuals or agencies authorized by law to gain access, such as investigation information, legal counsel data, and some financial records and statements. This information may not be available to the subject of the data.

Part 4. Student Records

Student records contain information that is directly related to a student *and are only* those records maintained by an educational agency or institution. These records are most often needed to fulfill requests by students for various needs.

Examples of student records include:

- Admission and application records
- Advising
- Assessment testing
- Financial aid
- Registrations and grades
- Student accounts

Part 5. Notification of rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, a written request that identifies the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want corrected, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. This procedure can be found in College Procedure 4.11.1, as well as a reiteration of student and educational records examples.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 which 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, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without

consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.) Minneapolis College discloses educational records to National Student Loan Clearing House, a national educational agency that serves as an agency of the College by providing verification of attendance for financial aid recipients and for other purposes.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minneapolis Community and Technical College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Voter Registration Information

Minneapolis College encourages all students and staff to be active participants in exercising their right to vote in local, state, and national elections if they are eligible to vote. Voter Registration Forms are available at the student life office located in the Helland Center. In addition, Student Life promotes an annual voter registration drive. Please email Student.Life@minneapolis.edu if questions.

Minnesota is a state that is covered by section 4(b) of the National Voter Registration Act (42 U.S.C. 1973gg-2(b) which permits eligible voters to register at their polling place on Election Day.

Where Do I Vote?

Generally, you vote in the neighborhood where you live. You may call your county auditor or city clerk's office for the address of your polling place. If you recently registered to vote (see "How Do I Vote"), you will receive a postcard that tells you the location of your polling place. You can also lookup your polling place on the Secretary of State's Website <https://www.sos.state.mn.us/> Select "Elections and Voting" and then "Election Day Voting" followed by "Where do I vote?"

How Do I Vote?

1. Register to vote.
2. Go to your polling place on Election Day. An election judge will check if you're on the list of voters and, if so, have you sign the list. Then you'll get a ballot. If you can't go to your polling place on Election Day, you can apply for an absentee ballot.
3. Vote! The election judges will show you the process for marking and depositing your ballot in the ballot box. They also will help you read or mark the ballot if you need assistance.

Regarding Voter Registration

Before you can vote, you need to be on the official list of voters. This is called being "registered." You need to register if you just became eligible to vote, moved, changed your name or haven't voted in the last four years. The easiest way to register is by filling out a voter registration card and mailing or dropping it off at your city clerk, county auditor or the secretary of state's office. When you fill out the card, remember that you can only vote where you live. If you are a student living at school, you can choose whether to register at home or at school but not both!

Where Can I Get A Voter Registration Card?

- Secretary of State website at www.sos.state.mn.us
- at state, county, or city offices and public libraries
- where you apply for, renew, or change your Minnesota Driver's License or ID card
- at many businesses, stores, and community groups
- from the government pages of most phone books

Can I Register On Election Day?

If you miss registering before Election Day, you can still register at your polling place on Election Day, by bringing one proof of residence listed below:

- ID with current name and address
- Valid Minnesota Driver's License, learner's permit (or a receipt for any of these)
- Tribal ID with name, address, photo, and signature
- Photo ID and a document with current name and address
- A registered voter who can confirm your address
- Valid registration in the same precinct
- Notice of Late Registration
- A staff person of a residential facility

This information (any further details) on voter registration is available in the "Elections and Voting" section of the Minnesota Secretary of State website at <https://www.sos.state.mn.us/>

Student Right-to-Know Graduation and Transfer-Out Rates

What is Student Right-To-Know?

Student Right-To-Know is a federal law that requires all colleges and universities to disclose certain information to students. This handout provides the information that a college must provide to students on graduation rates and transfer-out rates for full-time students seeking degrees at Minneapolis Community and Technical College (Minneapolis College).

What is a graduation rate and what is a transfer-out rate?

Federal regulations specify how to calculate the graduation and transfer rates. The rates come from a study of Minneapolis Community and Technical College students who started at the college in the fall of 2020. The study includes all first-time, students who enrolled full-time that fall and were seeking to earn a degree, diploma or certificate at the college. The **graduation rate** is the percentage of these students who graduated from Minneapolis College within three years. The **transfer-out rate** is the percentage of these students who did not graduate from Minneapolis College, but instead transferred to another college or university within three years.

What do I need to know about these rates?

These rates do not report on all students at Minneapolis Community and Technical College. The 423 first-time, full-time students in the study were 7 percent of all students enrolled at Minneapolis College in fall of 2020.

What are the graduation and transfer-out rates for Minneapolis Community and Technical College students and how do they compare to rates for other colleges?

- The **graduation rate** for Minneapolis College was 17 percent.
- The **transfer-out rate** for Minneapolis College was 28 percent.
- The combination of the graduation rate and the transfer-out rate for Minneapolis College was 44 percent. The national average combined rate for similar colleges was 48 percent.

Why don't more Minneapolis Community and Technical College students graduate or transfer in three years?

- Since Minneapolis College has an “open door” mission, many new students need to take “developmental” courses to improve their reading, writing or math skills before taking other college courses;
- Students who switch from full-time to part-time enrollment or “stop out” for one or more semesters are more likely to take more than three years to graduate;
- Some students take jobs before they graduate;
- Other students delay their education for personal, family or financial reasons.

Disaggregated Student Right-to-Know Graduation and Transfer-out Rates

Minneapolis Community and Technical College	Graduation Rate	Transfer-out Rate	Combined Rate
Total Cohort	17%	28%	44%
Race Ethnicity			
American Indian or Alaska Native	*	*	*
Asian	17%	29%	46%
Black or African American	9%	32%	41%
Hispanic of any race	13%	17%	30%
Native Hawaiian or Other Pacific Islander	*	*	*
U.S. Nonresident	*	*	*
Two or more races	23%	38%	62%
Unknown race and ethnicity	*	*	*
White	25%	30%	55%
Gender			
Female	15%	34%	49%
Male	19%	20%	39%
Financial Aid			
Pell Grant Recipient	14%	24%	38%
Received neither Pell nor Subsidized Stafford Loans	19%	34%	53%
Received Subsidized Stafford Loans, but no Pell	26%	22%	48%

* Suppressed to protect student privacy.

Due to rounding, percentages may not always appear to add up.

Withdrawing from Course and Refund Policy

Dropping a course

- When you drop a class, it is removed from your schedule, D2L, and transcript as if you never registered
- Tuition and fees for the course are removed from your bill

Drop deadlines vary by course. For many courses, you have through the 5th day of the semester to drop. However, courses that do not meet for the entire semester will have a different deadline than those that meet the entire semester. Refer to the course description in the class schedule to find the drop deadline for your course.

It is your responsibility as a student to be aware of the drop deadlines for your courses, and to drop any course you do not plan to attend.

Withdrawing from a course

- When you withdraw from a course, you receive a grade of W on your transcript
- W grades are not calculated in your Minneapolis College grade point average (GPA)
- W grades are calculated toward your course completion rate for Satisfactory Academic Progress
- Withdrawing from a course does not remove tuition and fees from your bill

Withdraw deadlines vary by course. Refer to the course description in the class schedule to find the withdraw deadline for your course.

It is your responsibility as a student to be aware of the withdraw deadlines for your courses, and to withdraw from any course you are no longer attending.

Financial aid is earned by attending classes, and withdrawing from courses after the drop/add deadline may result in your financial aid awards being adjusted.

Last Date of Attendance and Never Attended

The Last Date of Attendance policy and the *Never Attended* process differ greatly

Last Date of Attendance (LDA) is defined as College Policy 4.16. It applies to situations where a student attends or participates in a course, but stops attending or participating after the deadline to drop the course. Students who stop attending or participating in a course should withdraw in eServices. However, if the student does not withdraw from the course, the instructor will record an LDA (also known as an administrative withdrawal). LDA's result in a W grade on transcripts and the student is still responsible for the tuition obligation.

The Never Attended process is defined as situations where a student was reported as never attended or participated in all of their course(s). The intent of this process is to provide a systematic method for the college to identify and administratively remove registrations where the student had no intention of attending all of the courses for the semester. Minneapolis College reserves the right to gauge intent on the student's behalf.

Non-attendance and non-participation in any course(s) along with non-communication with any instructor(s) are examples of criteria used to make this evaluation. This process removes the registration(s) from the transcript and the corresponding tuition and fees from the student account bill.

Students must drop unwanted registrations in eServices by the drop deadline to avoid the academic and final consequences. However, the college can apply the Never Attended process to the records that meet the following criteria:

1. Student did not meet the participation requirement in **any** course during the term
2. Student did not communicate with the instructor and receive approved absence response
3. Instructor recorded “Never Attended” in eServices during the first two weeks of the term

The Never Attended process does not apply to all situations. Therefore, students should manage their enrollment and promptly drop unwanted registrations by the published deadline per the financial obligation statement agreed upon at time of registration.

How to Withdraw from a Class

Dropping a class after the drop/add period has ended is considered a Withdrawal. You may withdraw from a course after the add/drop period has ended with no grade penalty, however, you will not be eligible for a tuition refund and must still pay any outstanding balances owed to the **college**.

Withdrawing from a class/es will appear on your college transcripts as “W” grades. This means that you have attempted the course.

Instructions for: Withdraw from a Class(es)

- Go to www.minneapolis.edu
- Select “Students” then select “eServices” from the links in the green banner in the middle of the page
- You will then login with your StarID and Password
- Select “Courses and Registration” and select “View/Modify Schedule.”
- Press the “x” button next to the course you want to withdraw from.
- Verify that you want to withdraw by entering your password, then select “Withdraw”.
- Check your course schedule to verify that this action has been completed.

Tuition Payment Policy

It is important to pay your tuition three weeks prior to the start of the term (Tuition Due Date), otherwise your registration may be canceled for non-payment. Each term, the Tuition Due Date is published on-line. Payment arrangements must be made by this date to secure your registration.

You are exempt from this policy if you have:

- Applied for financial aid and the College has received your FAFSA record from the Department of Education
- Submitted approved “Third Party Billing Authorization” to the Business Services Office.
- Enrolled in the Post-Secondary Enrollment Options (PSEO) program.
- You have signed up for a payment plan.
- You have been notified that Minneapolis College received an advance payment of a scholarship to cover tuition and fees.

Online payments are accepted at any time 7 days a week. If you have questions about your registration, financial aid or bill – please visit the staff at Student Services. (T.2100)

Refund policy

You can apply for a refund in accordance with these Minneapolis College Refund Policy guidelines:

Part 1. Refunds and Waivers

Subpart A. Schedule for Refunds for Dropped Classes/Withdrawals

Minneapolis College will refund tuition and fees for students who totally withdraw in accordance with the following schedule. This schedule does not apply to partial withdrawals.

There are no refunds for partial withdrawals except as allowed in Subpart B.

Fall and spring terms and other terms at least 10 weeks in length:

Withdrawal Period | Refund % -

- 1st through 5th day of term | 100
- 6th through 10th day of term | 75
- 11th through 15th day of term | 50
- 16th through 20th day of term | 25
- After 20th class day | 0
- Summer sessions | --
- 1st through 5th day | 100
- 6th through 10th day | 50
- After the 10th day | 0

Students enrolled in terms of less than 10 weeks are entitled to have the opportunity to attend the first class session without obligation. Students are obligated for any classes dropped one business day after the first class session.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, such fees will not be refunded.

If a student is obligated for a dropped class, the college or university may apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

Subpart B. Other Refunds

The college may refund amounts due to the college for the following reasons:

- Death of student (family must provide verification)
- Medical reasons (students must provide signed documentation by a medical doctor as to why their condition prevented attendance)
- College error (students must complete the student complaint process and receive approval by an Associate Dean, Dean or Vice President)
- Significant personal circumstances (circumstances must be documented and verifiable in a written format)

The college will not refund amounts due to the college for the required return of financial aid.

Subpart C. Waivers

The college must waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement
- Ward of the state
- War orphans
- Student called to military duty for any branch of the U.S. military

PART 2. ACCOUNTABILITY/REPORTING

The colleges will maintain records on waivers and refunds. Refunds due to college error shall be reported annually.

Tuition Disclosure Information

The 1993 Omnibus Higher Education Finance Bill requires colleges to inform students of the amount of State of Minnesota's appropriation that is used to support their higher education. Tuition from students at Minneapolis College pays for approximately 46% of the cost of education at the College. The amount may change based on decisions by the Minnesota State Board of Trustees.

Equal Opportunity Institution

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

This document is available in alternative formats to individuals with disabilities contacting the Accessibility Resource Center at 612-659-6730 or accessibility@minneapolis.edu