

Fall 2007

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Compliance and Security Report

- **Campus Security Report**
- **Harassment and Discrimination**
- **Drug and Alcohol Free Campus Policy**
- **Employee Conduct**
- **Student Conduct/Academic Honesty**
- **Student Grievance/Complaint**
- **Student Data Privacy**
- **Graduation and Transfer-out Rates**
- **Equity in Athletics Disclosure**



CenturyCollege

An affirmative action, equal opportunity employer and educator

Century College Compliance and Campus Security Report

Welcome

Century College is committed to providing students with a quality educational experience. The faculty, administration and staff are partners with students in this effort. There are many services, resources and information available to assist you.

The following pages provide Century College's compliance and safety reports and policies. This information is made available to employees and registered students annually in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Equity in Athletics Disclosure Act, the Right to Know, the Campus Security Act, the Drug-Free Workplace Act, and the Family Educational Rights and Privacy Act, and is available to prospective students and employees upon request. All students and employees are encouraged to familiarize themselves with these compliance reports. In addition, other important information on topics that contribute to a positive campus environment is presented. Additional information appears in the Century College Catalog.

The Compliance and Campus Security Report (Right to Know) is available in the Counseling Center, room 2410 west campus, in brochure displays at the main entrances of the east and west campus buildings, at <http://www.century.edu/employees/publicsafety/default.aspx> and by calling (651) 779-3929. It will also be made available in alternate format upon request (contact the Access Center at (651) 779-3354, voice or (651) 773-1715, TTY).

Mike Bruner
Vice President Student Services/Campus Facilities
Fall 2007

Table of Contents:

Campus Security Report..... Page 4

Crime Statistics for 2004-2006..... Page 8

Harassment and Discrimination Reporting Process..... Page 11

Drug and Alcohol-Free Campus Policy for Students and Employees..... Page 14

Resources..... Page 16

Employee Conduct – General Harassment..... Page 17

Student Conduct/Academic Honesty Policy..... Page 17

Student Complaint/Grievance Policy..... Page 20

Notification of Rights Under FERPA for Postsecondary Institutions..... Page 20

Student Right to Know Graduation and Transfer-Out Rates..... Page 23

Financial and Institutional Information..... Page 24

Equity in Athletics Disclosure Act Academic Year 2006-2007..... Page 24

Dropping/Withdrawing from Classes and Refund Policy..... Page 26

Tuition Payment Policy..... Page 27

Other Information..... Page 27

Campus Security Report – Century College 2007

1. CAMPUS SECURITY:

Century College encourages all students and college community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, Century monitors criminal activity, publishes this report, and maintains a three-year statistical history of crime reports. The College will distribute a copy of this report to each current student and employee. Century will notify prospective students and employees of its availability, and will provide a copy of the report upon request.

Century College has a variety of policies and procedures relating to campus security and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

2. CRIME REPORTING POLICIES:

A. Reporting Policies:

1. The Public Safety Office, located on the East Campus in room 2239 (651-779-3979 or cellular 651-747-4000) is the office to which criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to report **immediately** any and all potentially criminal activity to the Public Safety Office and/or the White Bear Lake Police Department (West Campus) or Washington County Sheriffs (East Campus). Individuals reporting to Century who also wish to file a complaint with the police will be provided with assistance from the College upon request.

2. Century College normally requires a written complaint from someone to begin the investigation process. Century also usually needs the assistance of the complainant in the disciplinary process against the accused. Century will make exceptions when necessary, including cases presenting clear danger to the victim and/or the college community.

3. Century will issue an annual report of criminal reports made to Public Safety and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus. It includes the following **reports** of crime:

1. Murder;
2. Sex offenses:
 - (a) Forcible;
 - (1) Forcible rape;
 - (2) Forcible sodomy;
 - (3) Sexual assault with object;
 - (4) Forcible fondling.
 - (b) Non-Forcible:
 - (1) Incest;
 - (2) Statutory rape.
3. Robbery;
4. Aggravated Assault;
5. Burglary
6. Motor Vehicle Theft;
7. Murders evidencing hate crime;
8. Forcible rape evidencing hate crime;
9. Aggravated assault evidencing hate crime.

The report also includes **arrests** for the following:

10. Liquor law violations;
11. Drug abuse violations;
12. Weapons possession.

4. The Associate Vice President of Information Technology and Administrative Services serves as the primary liaison for Public Safety with all law enforcement agencies.

5. When reports are made to the Associate Vice President of Information Technology and Administrative Services, the Associate Vice President or other Public Safety personnel on duty will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

B. Reporting Procedures:

1. All criminal activity occurring on campus should be reported **immediately** to Public Safety (651-747-4000) and/or to the White Bear Lake Police Department or Washington County Sheriffs. Public Safety will assist the complainant in completing criminal reports. These reports will also be forwarded to the appropriate police department. In appropriate cases, reports will also be shared with the Campus Student Conduct Office. Public Safety will assist the police departments with investigations.

2. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

3. If you are a victim of a crime or witness a crime:

a. Call Public Safety (at 651-747-4000) or the White Bear Lake Police Department or Washington County Sheriff (at 911) for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities;

b. Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to Public Safety or the police;

c. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Public Safety and/or police arrive.

4. Public Safety will accept third-party reports in cases of sexual assault in order to protect the victim's identity.

5. All employees, faculty or staff who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Public Safety. The following people with significant responsibility for student and campus activities must report potential criminal activity of which they are aware to Public Safety:

Access Center Coordinator, Admissions Director, Affirmative Action Officer, Athletic Director, Bookstore Supervisor, Career and Placement Services Director, Coaches, Counselors, Deans, Department Chairs, Financial Aid Director, Health Services Director, Nurses, Human Resources Director, President, Registrar, Student Services Directors, Student Life Director, Vice Presidents, as well as any assistants and associates. These individuals should not attempt to investigate, but should instead report and allow Public Safety to investigate.

6. All persons in the Century community are encouraged to assist anyone in reporting alleged criminal activity by contacting Public Safety and/or the White Bear Lake Police Department or Washington County Sheriffs Department, as well as providing assistance in making the report.

7. For medical emergencies, call 911 if life threatening and/or Public Safety for assistance (651-747-4000).

8. Student organizations with control of any facility are encouraged to report safety and security concerns to Public Safety.

9. Counselors are asked to provide information relating to crimes on campus but may continue to honor the confidentiality of victims.

C. College's Response to Reports:

1. All allegations will be investigated. These investigations may be made in conjunction with the appropriate police department.

2. Reports will be classified by the Associate Vice President of Information Technology and Administrative Services in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.

3. When alleged perpetrators are identified as students, the case will be forwarded to the College Student Conduct Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

4. The College will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) or murder, forcible rape or aggravated assault, in cases where the Associate Vice President of Information Technology and Administrative Services (or the Associate Vice President's designee) determines there is a continuing threat to the College Community. In such cases, warnings will be published through campus bulletins, flyers on doors, announcements on monitor system, class announcements, e-mail and voice mail.

3. POLICIES CONCERNING SAFETY OF AND ACCESS TO CAMPUS FACILITIES:

A. Personal Security Recommendations:

1. Public Safety staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

2. **Call for an Escort!** Public Safety officers are on duty 6:30 a.m. to 10:00 p.m. Monday through Thursday, 6:30 a.m. to 5:00 p.m. on Friday, 8:00 a.m. to 3:00 p.m. on Saturday. Extended hours are provided for other college-sponsored events. Patrol and escort services are normally available during these times. Call 651-747-4000 and request an escort.

3. **Be aware of when patrol is on duty.** Public Safety staff normally patrols the campus between the hours of 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 4:00 p.m. on Friday, 7:30 a.m. to 3:00 p.m. on Saturday. The Public Safety Office personnel (651-747-4000) are available during these hours.

4. Protect your property:

- a. Do not loan your keys to anyone--even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
- b. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
- c. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- d. Participate in Operation Identification by engraving your Operation Identification number on your valuables.
- e. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
- f. Always lock your door whenever you leave your office. Always lock your car doors.
- g. Protect all valuables in your office or classroom. Do not leave valuables in plain view.
- h. Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

5. Protect your automobile:

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

6. Protect yourself at night:

- a. Avoid walking alone at night--walk with a classmate to your car.
- b. Refrain from taking shortcuts, walk where there is plenty of light and traffic.
- c. Call for an escort (651-747-4000)

7. Protect yourself walking and jogging:

- a. Avoid walking and jogging alone after dark. If you must travel alone at night, use the College Escort Service (651-747-4000) to escort you to your on-campus destination.
- b. Walk along well-lit routes.
- c. 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 lighted area or a group of people.
- d. Have your keys ready when returning to your car and keep your personal or valuable items concealed and close to your body.

8. Help us protect you:

a. Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call Public Safety immediately (651-747-4000).

1. Suspicious activity:

(a) If you see any suspicious activity or people on or near campus, call Public Safety

immediately (651-747-4000). Do not assume that what you observe is an innocent activity or that it has already been reported.

(b) Do not assume the person is a visitor or college staff member that you have not seen before.

2. Suspicious people may be:

(a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.

(b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.

(c) Exhibiting threatening behavior or stalking.

(d) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

b. Report all thefts, property loss, and suspicious behavior to Public Safety immediately (651-747-4000).

c. Be security conscious at all times.

B. Security Considerations of Campus Facilities.

1. Building access and maintenance:

a. The College campus is for the use of the students, faculty, staff and visitors and those on official business with Century. All others are subject to being charged with trespassing.

b. Access to campus buildings is limited to normal business hours.

c. Students, faculty, staff and visitors are encouraged to report needed repairs to the Vice President of Student Services for all college areas (651-779-3288).

2. Policies and procedures for safe access to buildings:

a. Keys are issued to authorized faculty, staff and students only.

b. Exterior building doors should not be blocked open when the doors are locked.

c. Fire or other alarms (continuous warning horn) should be taken seriously. Building evacuation is mandatory for all fire alarms. Only Public Safety or local police department officials can authorize reentry. For tornado alarms (intermittent warning horn), staff will move students to the first floor away from glass structures.

d. Buildings are normally open from 6:30 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours will be questioned and may be asked to leave.

e. Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Public Safety (651-747-4000). The building should be secured when the last employee leaves. In areas that have outside windows, employees should close and lock them before leaving the building.

f. On-campus telephones are located in most building entries for emergency calls to Public Safety. These telephones are also capable of dialing 9-911.

g. Problems related to people in buildings after hours should be reported to Public Safety (651-747-4000-leave message) immediately.

4. POLICIES CONCERNING LAW ENFORCEMENT:

A. Public Safety staff are employees of Century College; they are not certified or sworn peace officers. Public Safety staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of a White Bear Lake Police Officer or Washington County Sheriff.

B. Public Safety works closely with these police departments and state and federal law enforcement agencies to track and respond to campus criminal activity.

C. Report all crime immediately:

All criminal activity on campus should be reported immediately to Public Safety (651-747-4000) and/or the appropriate police department.

1. Century will assist the complainant in completing criminal reports.

2. Century will accept third party reports in certain cases, such as sex offenses. Century prefers to receive reports from the victim, as the detail is often more accurate when received directly from the victim.

3. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

D. Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face including eye color, hair color, hair style (short, curly, etc.), jaw, nose
6. Dress/clothing
7. Facial hair
8. Glasses
9. Distinguishing marks (including scars)
10. Distinguishing gait
11. Voice

5. PROGRAMS TO EDUCATE CENTURY COLLEGE COMMUNITY REGARDING SECURITY:

A. Educational Programming on Campus:

1. Century encourages students and employees to be responsible for your own security and the security of others.
2. Public Safety provides assistance in presenting programs on campus security and safety. Public Safety develops and presents educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc. Public Safety works with the local police departments.
3. Public Safety has available, at no cost, brochures and flyers, pamphlets concerning various safety and security issues.
4. The Century College Health Service and Counseling Center provide staff to aid students in coping with alcohol and drug abuse.

6. CRIME STATISTICS:

	2004	2005	2006
A. Reports* of:			
Aggravated assault:	0	0	0
Burglary:	1	2	5
Murder:	0	0	0
Robbery:	0	0	0
Motor Vehicle Theft:	1	0	0
Hate Crimes			
Murder:	0	0	0
Forcible rape:	0	0	0
Aggravated Assault:	0	0	0
Motor Vehicle Theft:	0	0	0
Forcible Sex Offenses			
Forcible Rape:	0	0	0
Forcible Sodomy:	0	0	0
Sexual Assault with object:	0	0	0
Forcible fondling:	1	0	0
Non-forcible Sex Offenses			
Incest:	0	0	0
Statutory Rape:	0	0	0
B. Arrests for:			
Alcohol violations:	0	0	0
Drug violations:	0	0	0
Weapons violations	1	0	0

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

7. MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS:

A. All Century recognized organizations that are off-campus will still be monitored by the local police departments. Just because a facility or organization is located off-campus (i.e. conference or class) does not mean that activity at that location is not monitored. Such activity is monitored by the local police departments which shares information with Century.

B. Century includes the off-campus student organizations' crime statistics in its annual report as part of the crime at Century.

8. POLICY REGARDING THE ILLEGALITY OF ALCOHOLIC BEVERAGES ON CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS:

A. Century forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. Century also forbids the maintenance of unlawful drinking places on campus.

This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special (non-student) functions. Only the President may authorize such programming use.

B. Century enforces the Minnesota drinking laws, including the prohibition of use by persons under 21 years of age, and College policy. Possession or consumption of alcohol on campus is prohibited by Century and may result in a student disciplinary complaint.

C. If the accused is not cooperative or is underage, the police may be called to assist.

9. POLICY REGARDING THE ILLEGALITY OF DRUGS ON CAMPUS AND THE ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS:

A. Century forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing and making of narcotic drugs.

B. Century enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

10. DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with 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 Drug and Alcohol Free Campus Policy is on page 13 of this publication.

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 Century College community.

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 departments, including Public Safety, College Health Service, Counseling, and Human Resources, provide information and referral to prevention programs for those seeking help with substance abuse.

11. POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES:

A. Policy

1. Century's policy on sexual abuse is governed by the Minnesota State Colleges and Universities System's policy. In support of the system policy, Century reaffirms the policy that sexual abuse will not be tolerated. Every effort will be made to assure that all members of the college community are provided an atmosphere free from sexual abuse. To prevent sexual abuse educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and what steps can be taken if instances of sexual abuse are experienced.

2. Century conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include evening security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by the harassment officer, College Health Service and Counseling offices.

3. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several Century departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Emergency Numbers:

Public Safety: (651) 747-4000

Counseling Center: (651) 779-3285

College Health Service: (651) 779-3954

Harassment Officer: (651) 773-1780

White Bear Lake Police: (651) 429-8511

Washington County Sheriff: (651) 439-9381

B. Procedure:

1. **Contact Public Safety (651-747-4000) as soon as possible after the offense. Please remember it is most important to preserve evidence.** Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

2. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Police Department. Public Safety will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the campus community. Sexual assault survivors should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others.

3. The Public Safety Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Public Safety Office to report any information regarding assaults.

4. Sexual assault survivors have the right to have reports made anonymously (third party) to the police department. Public Safety will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third party reports may prevent the College and police department from actively investigating the criminal activity.

5. Counseling and medical services are available both on and off campus. If you are the victim of a sexual assault, Century encourages you to contact one or more of the following:

Century Counseling Center: (651) 779-3285

Century Health Service: (651) 779-3954

Harassment Officer: (651) 773-1780

6. If the Associate Vice President of Information Technology and Administrative Services (or a designee) determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Public Safety Office will inform the campus community of the reported sexual assaults by posters, appropriate notices, monitors, e-mail and voice mail.

7. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by City Police/Sheriff Department personnel.

8. The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, a change in classes.

9. The College will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the College determines there is a clear danger to the victim or the college community.

C. Procedures for Campus Disciplinary Action for Sex Offenses:

1. The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for Century to proceed, a written complaint (whether by the victim or a third party) must be filed with the Student Conduct Officer (651-773-1780). If the complaint is criminal in nature, it will also be forwarded to Public Safety and law enforcement.

2. There are different standards of proof in the student conduct proceeding than in the possible criminal action. The student conduct proceeding determines whether the accused's status as a student will be altered, whereas the criminal process determines if there will be limitations on the accused's liberty. As there are different standards and the purpose of each proceeding is different, Century encourages students who are the victims of sexual assault to go forward with the college process.

3. Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

4. Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The witnesses may be asked questions by the other party.

5. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to question witnesses during the hearing.

6. Both the accuser and accused shall be informed of the outcome of the college disciplinary proceeding concerning the complaint of sexual offense. Generally, this information should not be disclosed to the public.

7. Sanctions following a college disciplinary proceeding include but are not limited to expulsion or suspension.

HARASSMENT AND DISCRIMINATION REPORTING PROCESS

Harassment Officer:

Kristin Hageman

(651) 773-1780

Room 2252 west campus

Century College will not tolerate harassment, discrimination or sexual violence toward its students, faculty or staff. In all it forms, harassment, discrimination, sexual violence and assault violate fundamental rights and the law giving cause for disciplinary action, including dismissal or expulsion.

Harassment and discrimination can happen to anyone in any place. Harassment and discrimination are not the victim's fault. Century has established policies and procedures to handle such incidents in a timely manner. If you see or experience harassment, discrimination or assault at Century, please report the incident. Supervisors are charged with promoting and maintaining an atmosphere which properly deters and responds to harassment, discrimination and sexual violence. Administrators and supervisors must report these incidents to the college harassment officer in a timely manner.

The College's concern is to provide appropriate support to the victim while recognizing the rights of the accused. Every effort will be taken to ensure confidentiality and provide effective remedies, including protection of victims and witnesses from retaliation.

Definitions of Discrimination and Harassment:

MnSCU Policy 1B.1 Nondiscrimination in Employment and Education Opportunity:

Minnesota State Colleges and Universities 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, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and 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, MnSCU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university nondiscrimination policies.

Racial Discrimination/Harassment

Part 1: Definitions.

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

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

Sex Discrimination/Harassment and Violence

Part 2: Definitions.

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

Subpart B. Sexual harassment is a form of sex 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 university; 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 or activities sanctioned by the college or university; or
3. Such conduct has the purpose or 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.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual

harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status; or
- unwelcome behavior or words of a sexual nature directed at an individual because of gender.

Subpart C. Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. Non-forcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
 - touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Subpart D. 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 system office and colleges and universities shall comply with the reporting requirements in M.S. Section 626.556 (reporting of maltreatment of minors) and M.S. Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse.

Subpart E. Nonconsensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability because of his/her special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

Sexual Orientation Discrimination/ Harassment

Part 3: Definitions.

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

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

Disability Discrimination/Harassment

Part 4: Definitions.

Subpart A. Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individuals employment or education.

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

Procedures for Handling Harassment and Discrimination Complaints:

See MnSCU Policy 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution available online at <http://www.mnscu.edu/board/policy> or you can request a copy from one of the Investigative Officers listed.

For assistance with definitions and procedures, contact one of the following Investigative Officers:

Kristin Hageman
Room 2252 west campus
(651) 773-1780
kristin.hageman@century.edu

Joette Hamann
Room 2581 east campus
(651) 779-3980
joette.hamann@century.edu

Herbert King
Room 2250 west campus
(651) 773-1794
herbert.king@century.edu

Wade Warner
Room 2468 west campus
(651) 779-3329
wade.warner@century.edu

DRUG AND ALCOHOL-FREE CAMPUS POLICY

The standards of conduct at Century College clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and staff on the campus premises or in conjunction with any college-sponsored activity or event whether on- or off-campus.

The College will take steps to educate its community regarding the health risks associated with alcohol and drug abuse. Appropriate referrals to counseling and health agencies will be made to individuals as needed.

The College will impose **sanctions** on students and employees who violate this policy. Disciplinary action may include, but is not limited to, the following:

- completion of an education program;
- completion of community service hours;
- referral to the Counseling Center or other appropriate department;
- suspension or separation from the College;
- referral to law enforcement agencies for prosecution of felony, gross misdemeanor or misdemeanor charges;
- expulsion from the College.

Legal Sanctions

Where appropriate, drug and alcohol violations are referred to law enforcement officials for prosecution. Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Financial Aid Suspension:

A student convicted of any federal or state law for the possession or sale of drugs is ineligible for financial aid as follows. For drug possession, the ineligibility period is one year for the first offense, two years for the second offense, and indefinitely for the third offense. For drug sale, the ineligibility period is two years for the first offense and indefinitely for the second offense. Eligibility may be restored if, during the ineligible period, the student satisfactorily completes a drug rehabilitation program that meets criteria determined by the Federal Government, and includes two unannounced drug tests.

Definition:

Drug and Alcohol-Free Campus

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, Century will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees.

Students or employees shall not use, manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange or distribute a **controlled substance or drug paraphernalia** as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation.

Students or employees shall not use or possess a controlled substance, except when the possession is for that person's own use and is authorized by law 1.) while on campus, or 2.) while involved in an on-campus or off-campus college activity, service, project, program or work situation.

Except as allowed by Minnesota Statute 624.71, students or employees shall not introduce upon or have possession upon any college campus, or while involved in a college activity, service, project, program or work situation, any **alcoholic beverage** as defined in Minnesota Statute 340A.

Employees shall not operate, use or drive any equipment, machinery, or vehicle of the College while under the influence of alcohol or controlled substances. Such employee is under the affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive college equipment.

Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the College. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

When an employee is taking medically authorized drugs or other substances which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position. Supervisors shall notify the Director of Human Resources before notifying appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession at work or on college premises. When appropriate, the College shall also notify licensing boards.

Disclosure of Offenses:

Institutions of higher education are permitted to disclose to parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law, and institutional disciplinary rule or policies related to the use or possession of alcohol or a controlled substance.

Health Risks Associated with the Abuse of Alcohol and Illicit Drugs

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
- If you take drugs, you risk overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
- Abusing drugs can also cause legal, economic and personal problems.
- People who abuse drugs often need help.
- Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

Alcohol and Drug Resources

Campus Resources:

If you need assistance with a drug or alcohol problem, the following services are confidential and available to Century students:

- **College Health Service: (651) 779-3954**
- **Century Counselors: (651) 779-3285**

Substance awareness programs and services are offered through various offices. Contact the College Health Service for information.

College employees should contact:

- **State Employee Assistance Program: (651) 259-3840**

Employee Assistance provides a professional assessment of possible alcohol or drug problem.

Community Resources:

The following counseling, treatment and rehabilitation services and programs may be called for help:

- **Ramsey County Chemical Assessment and Referral Unit: (651) 266-84787390**
- **Ramsey County Detoxification Center: (651) 266-4009**
- **Ramsey County Community Human Services Department: (651) 266-4444**
- **Washington County Community Services: (651) 430-6455**
- **Dakota County Receiving Center: (651) 437-4209**
- **Poison Control : 1-800-222-1222**
- **Crisis Connection: (612) 379-6363**
- **Alcoholics Anonymous: (952) 922-0880**
- **Al-Anon: (651) 771-2208**
- **Cocaine Anonymous: 1-800-925-6159**
- **Cocaine Helpline: 1-800-453-2124**
- **Narcotics Anonymous: (952) 939-3939**

EMPLOYEE CONDUCT - GENERAL

Harassment (Employee to Employee)

Each employee at Century College has the right to a safe work environment. Intentional behavior(s) whether physical or verbal by one employee toward another employee which has the purpose of interfering with the employee's work performance or creates an intimidating, hostile or offensive environment constitutes a violation of college policy. Complaints shall be filed at the first appropriate level of supervision. For more information, contact Betty Mayer, Human Resources Director, Century College, (651) 779-5837.

STUDENT CONDUCT/ACADEMIC HONESTY

Student Conduct (General Harassment by Students)

Each student at Century College has the right to an education, and it is the responsibility of the College to provide an environment that promotes learning. Any action by a student that interferes with the education of any other student or interferes with the operations of the College in carrying out its responsibility to provide an education will be considered a violation of this code. Disciplinary action will be handled in an expeditious manner while providing due process.

Violations

1. Acts of dishonesty, including but not limited to the following:
 - A. Cheating or plagiarism (*See Academic Honesty for definition*).
 - B. Deliberately furnishing false information to any college official, faculty member or office.
 - C. Forgery, alteration, or misuse of any college document, record or instrument of identification including copyright violations.
 - D. Tampering with the election of any college-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or any authorized non-college activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person (see also Minnesota State College and University System Policy 1B.1 for definitions and procedures concerning harassment and discrimination).
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property.
5. Hazing, for the purpose of initiation, admission, affiliation or membership in a group or organization, which endangers the mental or physical health or safety of a student or which destroys or removes public or private property.

- 6.** Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to produce a valid Century College identification or a valid government issued identification when requested to do so.
- 7.** Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
- 8.** Violation of published college policies, rules or regulations.
- 9.** Violation of federal, state or local law on college-sponsored or supervised activities.
- 10.** Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 11.** Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations.
- 12.** Possession of firearms, explosives, knives, other weapons, dangerous chemicals or biological agents on college premises, unless otherwise authorized.
- 13.** Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 14.** Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored, college supervised or other authorized functions.
- 15.** Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by, the College.
- 16.** Theft or other abuse of computers, including but not limited to:
 - A. Unauthorized installation of software; unauthorized entry into a file, to use, read or change the contents or for any other purpose.
 - B. Unauthorized transfer of a file.
 - C. Unauthorized use of another individual's identification and password.
 - D. Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - E. Use of computing facilities to send obscene, harassing or abusive messages.
 - F. Use of computing facilities to interfere with normal operation of the College computing system.
 - G. Illegal use of the Internet or using the Internet to commit illegal actions.
- 17.** Abuse of the Student Judicial System, including but not limited to:
 - A. Failure to obey the summons of the Student Judicial Board or the Coordinator of Student Conduct.
 - B. Falsification, distortion, or misrepresentation of information before the Coordinator of Student Conduct, the Student Judicial Board or other judicial body.
 - C. Disruption or interference with the orderly conduct of a judicial proceeding.
 - D. Initiate a judicial proceeding knowingly without a justifiable cause.
 - E. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - F. Attempting to influence the impartiality of a member of the Student Judicial Board prior to and/or during the course of the judicial proceeding.
 - G. Threats, discrimination or reprisal against a member of the Student Judicial Board prior to, during, and/or after a judicial proceeding (see also MnSCU Policy 1B.1 for definitions and procedures concerning harassment and discrimination).
 - H. Failure to comply with the sanction(s) imposed under the Code of Student Conduct.
 - I. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Academic Honesty

The primary academic mission of Century College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty is a serious offense which undermines the educational process and the learning experience for the entire College community.

It is expected that Century College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed by the College's Academic Honesty Policy. It is expected that each student will assume responsibility for his/her work and that materials submitted in fulfillment of course, program, and college academic requirements must represent the student's own efforts. Any act of academic dishonesty attempted by a student at Century College is unacceptable and will not be tolerated.

Definitions

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information. Academic Dishonesty is not limited to the context of a course but can also occur during the admission or readmission process, assessment testing and submission of academic and Student Services appeals or petitions.

A. Cheating in the instructional setting is the unauthorized use or exchange of information by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:

1. Copying for other's work during an examination
2. Using unauthorized notes or aids during an examination
3. Taking an examination for another student
4. Collaborating with any other person during a test without authority
5. Using or giving unauthorized assistance on a take home examination, assigned physical work, projects or any other academic work
6. Arranging for another student to take an examination
7. Attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents of an unreleased test or information about an unreleased test
8. Unauthorized supplying or bribing any other person to obtain an unreleased test or information about an unreleased test
9. Submitting substantial portions of work for credit in more than one course, without consulting the instructors
10. Submitting research and assignments prepared by others (e.g. purchasing the services of a commercial term paper company)
11. Altering or forging an official College document.

B. Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; submitting a paper as one's own that is purchased from a term paper service, downloaded from the Internet or taken from any other source; or submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of Academic Dishonesty.

C. Collusion is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who assist in such actions. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for academic dishonesty.

D. Submission of False Information includes false testimony, names, and addresses, as related to the admission process, readmission, assessment testing or academic and Student Services appeals or petitions.

Procedures

A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:

- A. Reprimand
- B. Assignment of substitute and/or additional work
- C. Reexamination
- D. Lowering the grade for the assignment and/or course
- E. Failure and/or dismissal from the course
- F. Failure and/or dismissal from the program

In the instances of supplying false information regarding the admission process, readmission, assessment testing and academic and Student Services appeals or petitions, the process shall revert to Section 1, The Code of Student Conduct.

Procedures, definitions, the appeals process and sanctions are described in the Student Conduct and Academic Honesty Policy (3.6.1) available in the Counseling Center, room 2410 west campus and online at <http://www.mnscu.edu/board/policy/306.html> Also, for more information, see the Student Conduct Coordinator, room 2252 west campus, or call (651) 773-1780.

STUDENT COMPLAINT/GRIEVANCE POLICY

Student Complaint Process (Unfair Treatment by College Employee)

A student may file a *complaint* (an oral claim) concerning alleged improper, unfair, arbitrary or discriminatory treatment and discuss it with the appropriate employee or with the employee's supervisor. This is the first step in the formal process.

Student Grievance Process (Policy Violation)

In order to initiate a *grievance* (formal written claim), a student may carry an official grievance through three steps, if necessary:

- Step 1: To the employee being grieved - - This step is encouraged but not required.
- Step 2: To the appropriate supervisor to whom that employee reports.
- Step 3: To the College President - - This is the final step in the appeal process.

However, if the violation involves a MnSCU Board policy, a student may carry the grievance to a fourth step:

- Step 4: To the Chancellor - - The decision of the Chancellor is final and binding.

Any time an unsatisfactory answer is given, a student has five working days to present the grievance at the next step (if not presented in five working days the last answer stands and the grievance can go no farther). Initially, the student has twenty working days to start the process. By mutual agreement, time limits may be waived.

Procedures and forms are part of the policy. Copies are available in the Counseling Center, room 2410 west campus and online at <http://www.mnscu.edu/board/policy/308.html> Also, for more information, see the Associate Dean of Student Life, room 2252 west campus, or call (651) 773-1780.

STUDENT DATA PRIVACY

Notification of Rights Under FERPA for Postsecondary Institutions

Century College, in compliance with the Federal Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their **educational records**. Students can inspect and view their records within 45 days of the day the College Registrar (Records Office) receives a written request for access. Students may ask the College to amend a record by writing to the Registrar and clearly identifying what part of the record is inaccurate and why it is inaccurate. Certain educational records will not be released to other persons without permission from the student with the exception of 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, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the MnSCU Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Public Information

The following information has been designated as "directory information" and, as such, is available to the general public:

1. Name
2. Birth date
3. Dates of attendance
4. Degrees, certificates and awards received
5. Major field of study
6. Most recent previous school attended
7. Status – full-time/part-time

To prevent release of this information outside of the College, the students should contact the Registrar by the 5th class day of the term. The complete Student Data Policy is included in the Student Handbook portion of the college catalog.

Private Information

Private student information is not accessible to the public. It is accessible to the subject of the data, to individuals or agencies authorized by law to gain access, and to any person or agency having the approval of the subject.

1. Address/e-mail address
2. Background information, including behavior performance, traits
3. College and high school records
 - a) courses taken
 - b) credits attempted
 - c) credits earned
 - d) grades earned
 - e) high school rank
4. Counseling records unless they contain information classified or confidential
5. Disciplinary record
6. Evaluations
7. Financial aid records
8. Medical information
9. Recommendations
10. Social security number
11. Telephone number
12. Test scores

NOTICE: If you seek or intend to enroll in another educational institution, your education records will be provided as requested by that institution. If applicable, while concurrently enrolled in or receiving services from more than one educational institution, your education records will be available to officials of those institutions as appropriate. Disclosures of your records under other circumstances may require your prior written consent.

You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate, incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

General guidelines for requesting and accessing public information:

- Any member of the public is allowed to view public information without charge.
- Viewing of public information will be at reasonable times and places.
- Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
- Viewing may include remote access and the ability of the public to download the data on the public's own computer, but in some cases, we may charge for such access.
- We will provide access to public data as soon as we reasonably can, but we may not be able to provide the information you want immediately because we may need time to locate or copy the information.
- We do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. We may charge for those copies. See the Office of the Vice President of Student Services for a schedule of potential charges.
- You are not required to identify yourself unless we need the information for some purpose such as sending the data, or clarifying your request; you don't have to tell us why you want the information.
- Upon request, we will explain the content and meaning of the data.
- If we store the public data you want on a computer, you may ask that we provide a copy to you in electronic form, and we will do so if we reasonably can. We do not have to provide the data in a format or program that is different from how we store it, but if we agree to do so, we will charge you for the cost of providing the copy.
- If we decide that the data you request is not public, we will notify you orally or in writing as soon as we reasonably can, and will tell you which law applies. If you ask, we will provide our decision in writing.

How to make routine requests for public information:

A. Tell us what you want.

Please state that you are making a request under the Minnesota Government Data Practices Act.

Make your request in writing and make your request as specific as possible, describing the information you want as clearly as you can. We may need some time to locate the information you are requesting; clearly stating your request will help us to respond more efficiently.

B. Send your request to the appropriate person.

For academic records contact:

Susan Dickens, Registrar

(651) 779-3298

susan.dickens@century.edu

For personnel records contact:

Betty Mayer, Director Human Resources

(651) 779-5837

betty.mayer@century.edu

For other records contact:

Janet Wacker, Dean of Students

(651) 779-3302

janet.wacker@century.edu

If you have other questions about access to public data contact:

Janet Wacker, Dean of Students

(651) 779-3302

janet.wacker@century.edu

Procedures for accessing public information:

This document is designed to assist in obtaining public information from Century College. It answers such questions as who to contact for access to different kinds of public information and how to make a request. Our goal is to respond to requests for public information in a timely and efficient manner.

Public Information On-line

Public information about the MnSCU System and its colleges and universities is available on the Internet. The following MnSCU web sites may provide you with the information you need:

www.mnscu.edu – This is MnSCU’s main internet web site.

www.budget.mnscu.edu – **Budget & Negotiations.** The MnSCU Budget Unit provides financial leadership and information to improve the decision-making of institutions, the Governor, the Legislature, and the Board of Trustees.

www.ctl.mnscu.edu – **Center for Teaching and Learning internet web site.** This site contains information on Campus Leaders, Events, Resources, and Discussions.

www.facilities.mnscu.edu - **Facilities Internet web site.** This site includes information about planning, programming, design and construction, design standards, and activities.

www.firecenter.mnscu.edu - **Minnesota Fire/EMS/Safety Center Internet Site.** This site contains information on Fire Fighter Training, EMS Training, Community Training Center, Environmental Health and Safety, and Library Publications.

www.hr.mnscu.edu - **The Human Resources Department in the MnSCU System Office** provides support and assistance to the Human Resources staff at each of the colleges and universities; and administers system-wide programs.

www.licensure.mnscu.edu - **Licensure for MnSCU college faculty** assigned to UTCE and vocational technical instructors employed outside MnSCU in institutions which require a license for a vocational technical teaching position. This site includes information about licensure guidelines, fields, and forms.

Other MnSCU related sites:

www.mnsat.mnscu.edu – **Minnesota Satellite and Technology Internet web site.** This site contains information on products, resources, and an event calendar.

www.slsc.mnscu.edu – **Student Loans Service Center Internet Web Site.** This site contains loan information for MnSCU students.

www.eod.mnscu.edu – **Equal Opportunity and Diversity**

www.iseek.org – **ISEEK**

www.mnvu.org – **Minnesota Virtual University**

www.MnTransfer.org – **Mn Transfer**

www.grantsplus.mnscu.edu – **Education Grant Unit**

www.internationaleduc.mnscu.edu – **International Education**

www.mnscu.edu/about/legislative - **Legislative Updates**

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 Century College.

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

Federal regulations specify how to calculate the graduation and transfer rates. The rates come from a study of Century students who started at the college in the fall of 2003. The study includes all first-time students who were 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 Century within three years. The **transfer-out rate** is the percentage of these students who did not graduate from Century, 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 Century. The 1,287 first-time, full-time students in the study were 15 percent of all students enrolled at Century in fall of 2003.

What are the graduation and transfer-out rates for Century students and how do they compare to rates for other colleges?

- The **graduation rate** for Century was 12 percent. Twin Cities area community and technical colleges had an average graduation rate of 15 percent.
- The **transfer-out rate** for Century was 31 percent. Twin Cities area community and technical colleges had an average transfer-out rate of 26 percent.
- The combination of the graduation rate and the transfer-out rate for Century was 43 percent. Twin Cities area community and technical colleges had a combined rate of 42 percent.

Why don't more Century students graduate or transfer in three years?

- Since Century 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.

FINANCIAL AND INSTITUTIONAL INFORMATION

Information about how to make application for state and federal financial aid is available at the Financial Aid Office located in room 2320 west campus, or by calling 651-779-3305. Financial Aid staff can explain the terms and conditions under which students can receive aid, and can provide a summary of requirements for return of Title IV grant or loan assistance.

Information about the cost of attending, tuition and fees charged, estimates of costs for books and supplies, estimates of transportation costs, academic programs of the College including current degree programs and other educational and training programs, instructional, laboratory, and other physical facilities which relate to the academic programs, any additional cost of a program, the faculty and other instructional personnel, names of associations, agencies or governmental bodies that accredit or license the College, and special services for individuals with disabilities, is also available from the Office of the Vice President of Student Services in room 2414 west campus or by calling 651-779-3929. Upon request, a copy of the documents describing the institutions accreditation, approval or licensing will be made available.

EQUITY IN ATHLETICS DISCLOSURE ACT ACADEMIC YEAR 2006-2007

All co-educational institutions of higher education that participate in any federal student financial aid program (Federal Pell, Federal SEOG, and Federal SSIG Grants; Federal Work Study; and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs must provide the following report under the Equity in Athletics Disclosure Act of 1994, Section 360B of Pub. L. 103-382. This Act and accompanying federal regulations require that the following information, based on the previous reporting year, be available for inspection by students, prospective students, and the public by October 15 each year.

1. General Information

- A. Institution: Century Community and Technical College
 Information is for the reporting year beginning 7/1/2006 and ending 6/30/2007.
 Current Organizational Classification: NJCAA Division III

- B. Enrollment: Indicate the number of undergraduates by gender:

	#	%
Male undergraduates	3,435	41
Female undergraduates	4,858	58
Unknown undergraduates	<u>30</u>	<u>.4</u>
Total undergraduates	8,323	99.4

2. Intercollegiate Athletics

- A. Athletic Participation: Indicate the number of participants by gender for each varsity team. A participant is a student who either: a) is listed as a team member, b) practices with the team and receives coaching as of the day of the first scheduled intercollegiate contest, or c) receives athletically-related student aid. Mark coed teams specify “other” teams, and use additional pages if necessary.

Program	Men's Teams	Women's Teams
Golf (coed)	<u>16</u>	<u>3</u>
Total Participants	16	3

B. Operating Expenses: For each team, please indicate total institutional expenditures for lodging, meals, transportation, officials, uniforms and equipment for both home and away games. Coed teams' expenses are reported by prorating them.

Programs	Men's Teams	Women's Teams	Totals
Golf (coed)	<u>\$14,169.00</u>	<u>\$ 7,084.50</u>	\$21,253.50
Total Expenses	\$14,169.00	\$ 7,084.50	\$21,253.50

C. Head Coaches: For each team, please indicate the gender of the head coach (including Volunteers) and whether the head coach is assigned to the team on a full-time or part-time basis.

Programs	Head Coach Men's Teams				Head Coach Women's Teams			
	<u>Male</u>		<i>Female</i>		<u>Male</u>		<i>Female</i>	
	FT	PT	FT	PT	FT	PT	FT	PT
Golf (coed)		1				1		
Totals		1				1		

D. Assistant Coaches: For each team, please indicate the number of assistant coaches by gender (including volunteers) and whether they are assigned to the team on a full-time or part-time basis.

Programs	Assistant Coach Men's Teams				Assistant Coach Women's Teams			
	<i>Male</i>		<i>Female</i>		<i>Male</i>		<i>Female</i>	
	FT	PT	FT	PT	FT	PT	FT	PT
Totals								

3. Overall Athletic Program

A. Recruiting Expenditures: Please report the total institutional expenditures associated with recruiting for the men's and women's teams. Costs include, but are not limited to: transportation, lodging and meals for both recruits and institutional personnel engaged in recruiting; expenditures for on-site visits; and all other major expenses logically-related to recruiting.

Men's Teams	\$0
Women's Teams	\$0
Coeducational Teams	<u>\$0</u>
Total	\$0

These figures were derived from Business Office documented expenditures.

B. Revenue: Please report the total revenue for the reporting year generated by all men's and women's teams. You may report revenues for coeducational teams separately, or as a prorated portion of the revenues reported for men's and women's teams. Do not report the same revenues under both men's and women's teams and coeducational teams.

Men's Teams	\$0
Women's Teams	\$0
Coeducational Teams	<u>\$0</u>
Total	\$0

Athletically-Related Student Aid: Please report the total amount of athletically-related student aid awarded men and women student athletes. Athletically-related student aid is awarded a student that requires the student to participate in an intercollegiate athletic program.

Athletically-related student aid awarded male athletes	\$0	0%
Athletically-related student aid awarded female athletes	\$0	0%
Total amount of athletically-related student aid	\$0	0%

C. **Head Coaches' Salaries:** Please report the average annual institutional salary of the head coaches of the men's and women's teams. Volunteer head coaches and head coaches whose salaries are paid by entities other than this institution are excluded from this calculation. You may report average salaries of head coaches of coeducational teams separately, or as a prorated portion of the salaries of head coaches of men's and women's teams. Do not list the same salaries under both men's or women's teams and coeducational teams. Institutions are encouraged to report the number of coaches to clarify the number of salaries represented in the average.

Average salary of head coaches for men's teams	\$0
Number of head coaches included in this average:	0
Average salary of head coaches for women's teams	\$0
Number of head coaches included in this average:	0
Average salary of head coaches for coeducational teams	\$13,587*
Number of head coaches included in this average:	1

*Salaries are based on the Minnesota State College Faculty Contract.

D. **Assistant Coaches' Salaries:** Please report the average annual institutional salary of the assistant coaches for the men's and women's teams. Volunteer assistant coaches and assistant coaches whose salaries are paid by entities other than this institution are excluded from this calculation. You may report the average salary of assistant coaches for education teams separately, or as a pro-rated portion of the salaries of assistant coaches of men's and women's teams. Institutions are encouraged to report the number of coaches to clarify the number of salaries represented in the average.

Average salary of assistant coaches for men's teams	\$0
Number of assistant coaches included in this average:	0
Average salary of assistant coaches for women's teams	\$0
Number of assistant coaches included in this average:	0
Average salary of assistant coaches for coeducational teams	\$0
Number of assistant coaches included in this average:	0

*Salaries are based on the Minnesota State College Faculty Contract.

DROPPING/WITHDRAWING FROM CLASSES AND REFUND POLICY

Dropping/Withdrawing from class

The **“drop”** period takes place through the first five (5) days of fall and spring terms and the first three (3) days of summer session. If a class starts after the first week of the term, a student may attend one class, but must drop within 24 hours. Students are given 100% refund for classes they drop within the stated deadlines, and the registration does not appear on the student's transcript. Check the schedule for each term for the exact deadlines to drop.

After the drop period has concluded, if you do not wish to continue taking a class, you must **“withdraw”** from it. You receive a grade of **“W”** in classes from which you withdraw and a **“W”** remains on your transcript. Only students who totally withdraw from all classes may qualify for a refund. See Refund Policy for details.

- **“W”** grades do not affect your grade point average (GPA)
- **“W”** grades do affect your completion rate (67% completion rate is required – see Chapter 4, Standards of Academic Progress in the college catalog)

How to Drop/Withdraw from a class

To drop/withdraw from a class or classes, you must have your Student ID and your PIN number. If you do not have one or both of these numbers, you must go to the Records/Registration Office, room 2330 west campus. Three ways to drop/withdraw:

1. Via Century's website at <https://webproc.mnscu.edu/eservices/login.html?campusid=304>
2. In-person at the Records Office, room 2330 west campus
3. Written request with your signature by U.S. mail (No email requests)

Please remember that you are responsible for your registration, including financial and academic consequences that result from that schedule.

Refund Policy

Refunds for reduction of registered credits are allowed as follows:

Fall and Spring Semesters	Drop/Withdrawal from <u>some</u>, but not all classes	Drop/Withdrawal from <u>all</u> classes
Prior to the first day of the semester.....	100%	100%
1st – 5th day of the semester	100%	100%
6th - 10th day of the semester	0%	75%
11th – 15th day of the semester	0%	50%
16th - 20th day of the semester	0%	25%
Remainder of the semester.....	0%	0%

Summer Session	Drop/Withdrawal from <u>some</u>, but not all classes	Drop/Withdrawal from <u>all</u> classes
Prior to the first day of the session.....	100%	100%
1st - 3rd day of the session.....	100%	100%
4th - 5th day of the session.....	0%	75%
6th - 7th day of the session.....	0%	50%
8th - 9th day of the session.....	0%	25%
Remainder of the session.....	0%	0%

Late Start Courses: Refunds are calculated according to the beginning date of the course. 100% refunds are available only through the day after the first scheduled class day.

Short Courses: For short courses running less than three weeks, students must drop before the first scheduled class day of the course to receive a 100% refund. 100% refunds are available only through the day after the first scheduled class day

Exceptions: 100% refunds are given after the first five days of the semester and first three days of the session when a class is canceled. Refunds other than the scheduled amount may be given when there is injury or illness, or when there is college error. Complete a Student Services Petition form at the Vice President of Student Services office in Room 2414 West Campus. Documentation will be required. Requests for exceptions must be received in a timely manner.

TUITION PAYMENT POLICY

It is important to pay your tuition on time otherwise your registration may be cancelled for non-payment. Each term, the tuition payment deadline is published on-line and in the semester course schedule. Payment arrangements must be made by this date to secure your registration. View your fee statement online at

<https://webproc.mnscu.edu/eservices/login.html?campusid=304> or if you need additional assistance in making payment arrangements, stop in at the Business Office, room 2340 west campus, or call (651) 779-3278.

OTHER INFORMATION

Tuition Disclosure Information

The 1193 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 Century College pays for approximately 40% of the cost of education at the College. The amount may change based on decisions by the MnSCU Board of Trustees.

Equal Opportunity Institution

Century College will not discriminate against any person because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation or status with regard to public assistance. Century College is an equal opportunity educator and employer and a member of the Minnesota State Colleges and Universities System.