Century College
Student Handbook

2020
Directory of Offices

Academic Affairs (West Campus) 651.779.3360, W3232
Academic Affairs (East Campus) 651.779.3964, E2340
Academic Support Center (West Campus) 651.779.3258, W2640
Academic Support Center (East Campus) 651.779.3293, E2525
Access Center 651.773.1745, W2440
Admissions 651.773.1700, W2350
Advising and Counseling 651.779.3285, W2410
Bookstore 651.779.3284, W1240
Business Office 651.779.3278, W2340
Career Services 651.779.5774, W2402
College Health Services 651.779.3954, E2232
DARS/Transfer Student Services 651.779.3908, W2240
Disability Services 651.773.174, E3501 (temporary location during renovation)
Financial Aid 651.779.3305, W2201
Fitness Center 651.747.4054, W1605
Information Technology 651.779.3495, E1650
LGBTQ Center 651.779.3452, W1216
Library 651.779.3968, E1800
Multicultural Student Center 651.773.1709, W1220
Public Safety 651.747.4000, E1392
Records/Registration 651.779.3299, W2220
Student Life 651.747.4015, W1211
Veterans Center 651.779.3218, W1217

3300 Century Avenue North, White Bear Lake, Minnesota
651.779.3300 • 800.228.1978 • century.edu

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.
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General Information

Mission Statement

Century College inspires, prepares, and empowers students to succeed in a changing world.

This means:

- We inspire students to learn and to develop as whole people: intellectually, physically, and emotionally
- We inspire students to continue learning throughout life
- We prepare and empower students to be successful by helping them develop knowledge, skills and abilities needed to enter or progress within the workforce or to transfer to a four-year institution, and to adapt and thrive in our increasingly diverse and ever-changing world

Values Statement

The Century College community values:

- inspiring learning
- broadening perspectives
- pursuing excellence
- responding to community needs
- achieving goals
- transforming lives
- celebrating achievement

Vision Statement

To be a national leader in transforming lives through an innovative, rigorous, and compassionate approach to education.

This means:

- We continually strive to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work
- We will become known nationally as an institution that “makes a difference”
- We continually strive to innovate – finding new and more effective ways to educate and serve students
- We sustain rigor in our work - holding high standards and expectations for both our students and for ourselves
- We approach our work with compassion - acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.
Admissions and Registration

General Admission Policies & Procedures

Century College considers all applicants without regard to race, creed, color, sex, religion, age, national origin, or disability, and marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, and by all other federal and state laws regarding equal opportunity. Students who have graduated from high school or the equivalent (GED certificate holders) as well as current high school students who meet the Post-Secondary Enrollment Options program criteria or supplemental enrollment criteria are eligible for admission to Century College. All applicants must submit an application for admission either online or to the Admissions Office. Students will be charged a $20.00 application fee.

Programs fill on a first-come, first-served basis, unless otherwise noted. Admission to the college does not guarantee admission to a specific major or program.

Immunization documentation is required if applicants were born after 1956, but not required if applicants graduated from a Minnesota high school in 1997 or after.

Registration

Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration at the Records Office, online or in-person if they do not plan to attend. For registration information regarding auditing, repeating courses and credit loads, please see Academic Policies and Program Requirements for more information. For specific course descriptions, course prerequisites and corequisites, and course restrictions, see Course Descriptions and Outlines located in the Century College online catalog.

Online and On-Campus Registration

Century College offers interactive online registration for returning students only. If you are a new student, you will register as part of orientation. Students can register for classes, check for holds on their records, look up open class sections, look up and print their class schedules, look up their grades, add and drop classes, and withdraw online. Returning students register in order of the number of credits earned. The returning students’ priority registration schedule is published prior to each semester online. Counselors, advisors, or program advisors are available by appointment and quick-stop to help students plan a program prior to registration and on a quick-stop basis during registration.

Registration will not be permitted for returning students with financial, library, or academic holds on their records. It is the students’ responsibility to satisfy any obligation to the college before registering and/or requesting a transcript. New students register after completing an orientation. Students will be given a short overview of the college, which covers essential Century information and have the opportunity to meet with an advisor/counselor and/or program advisor for help with first semester course selection. Satisfaction of the college course placement testing is required prior to registering for courses. Transfer students have the opportunity to complete an online orientation and registration process. For more information
about the online orientation and registration process, students can visit https://www.century.edu/admissions.

Wait lists
If a class is full, students have the option to add themselves to a wait list to be notified if a seat becomes available. Students will be notified at their Century College email address as their position on the wait list moves up. Once a seat in their wait listed class is offered, they have 24 hours to register (the email will indicate the registration deadline). It is extremely important that students monitor their email closely so they do not miss their wait list opening. The wait list is shut off the night before the first day of the semester.

Change of Registration

Adding Courses
Courses may be added during the first five days of fall and spring semester and the first three days of summer session. Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration online or at the Records Office if they do not plan to attend. Late adds will be processed only with the approval/signature of the instructor. Students must be on the grade sheet at the end of the term in order to receive a grade, regardless of attendance. Instructors’ signatures are required beginning the fourth day of the fall and spring semester for day courses. Instructors’ signatures are required to add evening, Saturday, alternative start courses, and all summer session courses after the first class meeting. There are some courses (i.e. internships) that are always permission required and will require the instructor’s signature.

Dropping Courses
You may drop a course during the first 5 days of fall, spring and summer semesters. Full refunds are only available prior to the term start or during the five-day drop period each term for courses starting the first week, except as specified in the Refund Policy. You may drop a late start/fast track course only through the day after the first scheduled class day to receive a full refund.

Withdrawals from Courses (Student-Initiated)
Students are expected to withdraw from a course as soon as possible after their last active participation. Students who withdraw from courses after the first five days of the semester will have the grade of W recorded on their transcripts. For late start/fast track courses, withdrawals begin two days after first scheduled date. The last day to withdraw date varies; it displays on students online schedule and on the course search details. You may qualify for a refund during the refund period if you withdraw from all classes (see Refund Policy for details). Students may withdraw (without instructor’s approval) until the scheduled last date to withdraw (approximately three weeks prior to the end of the semester). No withdrawals will be permitted past the last day to withdraw. (Exception: A withdrawal can be processed after the deadline during the current term if there are special circumstances that prevent further participation. Students must complete a Refund or Late Withdrawal Petition form available at the Business Office and provide a doctor’s statement for injury or illness.)

Students who do not process a withdrawal (W) shall receive the grade assigned by the instructor. Students who have withdrawn from a course may still attend if they have instructor’s approval. Withdrawals do not influence GPA, but do negatively impact academic progress (see Satisfactory Academic Progress).

Note for financial aid recipients: withdrawing from one or more of your classes may result in your need to repay funds distributed to you.

Withdrawals from Courses (Instructor-Initiated)
If a student never attends or actively participates in a course, the instructor may record an FN grade to indicate “faculty initiated never-attended”. In cases where an instructor has evidence that a student has stopped actively participating in the course, and where no student-initiated contact has been made, the instructor may assign an FW grade to indicate “faculty initiated withdrawal”. The student has the opportunity to be reinstated with the instructor’s written permission. Withdrawals, FN or FW grades do not influence GPA, but do negatively impact academic progress. See Satisfactory Academic Progress Policy. An instructor-initiated withdrawal does not generate tuition reimbursement.

Important: There are four ways to add, drop, or from a course:
1. Login to the eServices
2. In-person at the Records Office with your StarID or student ID
3. Written request with your signature by U.S. mail received prior to the deadline
4. Fill out the Add/Drop/Withdraw form online and email the form to records@century.edu from your Century email

Please note: A telephone message request is not considered a valid processing method

Costs
The Board of Trustees for Minnesota State establishes the tuition for the state colleges. Current tuition and fee rates are posted on Century’s website, century.edu.

Tuition Payment
All registered students are financially committed for tuition and fees. Students’ registration involves a seat reservation in each of their classes, all of which have a limited number of seats available. In requesting this reservation, students have incurred a tuition obligation.

Students are required to pay tuition and fees unless they drop classes by the deadline listed on the refund policy. Payment information and dates are posted on Century’s website, https://www.century.edu/cost-financial-aid/tuition-payment. Students can view their fee statement through eServices. Contact the Business Office at 651.779.3278 for payment options.

Students who have not made payment arrangements by the down payment due date MAY be dropped from all of their classes unless at least one of the following conditions is met:
1. You have paid at least 15% or $300 of the amount owed.
2. You have applied for the NBS e-cashier (NELNET) Tuition Management Payment Plan and have submitted the required down payment.
3. Your agency submitted a Third Party Billing Authorization to the Business Office. This will defer your charges until your agency billing has been processed.

4. You have applied for financial aid at any Minnesota State institution.

NOTE: If you have not sent FAFSA results to Century College, you will not be eligible for financial aid at Century. Even though you will not be dropped, you will still owe the amount of tuition and fees for your registered courses and are responsible for the payment. Students who do not plan on attending registered classes must drop online or complete a drop form in person at the Records Office up through the 5th day of the semester.

5. The Business Office has received a scholarship notice to cover tuition and fees.

6. You have enrolled in the Post-Secondary Enrollment Options (PSEO) program and have submitted your PSEO enrollment form to the Records Office. This form must be completed and submitted each semester.

Do NOT rely on the college to drop you from your courses. Students who do not plan on attending registered classes must drop online or complete a drop form in person at the Records Office up through the 5th day of the semester.

Deferred Payment
Persons whose tuition/fees will be paid by a government agency or established organization must notify the Business Office so that payment can be deferred.

Reciprocity
Students who are legal residents of Wisconsin, North Dakota, South Dakota, and Manitoba can attend Minnesota public colleges at special tuition rates. Formal applications must be made according to application deadlines and filed with the higher education services office in the student’s home state. Reciprocity application procedures and links are posted on Century’s website, century.edu.

Application Fee
A nonrefundable fee is charged at the time of application for all new students applying for admission.

Fee Rates
The following per-credit fees are charged each semester:
- Minnesota State College Student Association (MSCSA): Students are required to pay a fee to the Minnesota State College Student Association.
- Parking (not assessed for online courses): The parking fee supports parking lot maintenance and repair.
- Student Life: This fee supports student activity programs, fine arts programs, symposiums.
- Technology: The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, and library technology.
- Athletic: This fee provides students the opportunity to participate as a student athlete, through spectatorship, and in other campus sponsored events.

Fees are subject to change annually. Current fee rates are posted on the Century College website.

Refund Policy

Dropping a course or totally withdrawing from school according to college policies may result in a refund of tuition and fees. Credit card payments will be refunded to the same credit card that was used when tuition was paid. Refunds for payments made by cash and check will be processed through Higher One based on the disbursement option selected by the student when the Century Choice Card was activated.

<table>
<thead>
<tr>
<th>Registration Changes</th>
<th>Drop/Withdrawal from some, but not all classes</th>
<th>Drop/Withdrawal from all classes</th>
</tr>
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<tbody>
<tr>
<td>Prior to 1st day of the semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Prior to 1st day of the summer session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>1st-5th day of the semester</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>1st-5th day of the summer session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6th-10th day of the semester</td>
<td>0%</td>
<td>75%</td>
</tr>
<tr>
<td>6th-10th day of the summer session</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>11th-15th day of the semester</td>
<td>0%</td>
<td>50%</td>
</tr>
<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>16th-20th day of the semester</td>
<td>0%</td>
<td>25%</td>
</tr>
<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Remainder of the semester</td>
<td>0%</td>
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</tr>
<tr>
<td>Remainder of the summer session</td>
<td>0%</td>
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Transcript Processing Fee
There is a charge for each academic transcript requested for mailing or pickup within three business days (approximately one week for technical college courses). An additional fee is charged for rush/immediate transcript preparation. You may request delivery of an official, sealed transcript online through your student portal, online through National Student Clearinghouse, by mail, fax, or in-person. If you have attended or are currently attending one or more Minnesota State institutions, your official transcripts can be electronically retrieved by all Minnesota State institutions, including Century College. If you want your Century transcript sent to another Minnesota State institution, please contact the other institution to find out what their procedure is for them to retrieve your Century transcript.

Late Payment Fee
Tuition payments received after the due date will be subject to a one-time administrative fee and monthly late fees.

Administrative Fee
A single administrative fee for placing students on the college payment plan is assessed if tuition and fees are not paid in full by the due date.

Returned Payment Fee
A fee is charged if a payment is returned to the College due to insufficient funds, closed account, or any other reason.

Diploma Replacement Fee
A fee is charged for a replacement graduation display diploma.

Books and Supplies
Books may be purchased in the Bookstore, room 1320 West Campus, or online. Textbooks and supply costs vary greatly from program to program. Contact the program advisors or bookstore for more specific information.

Senior Citizen Fee
Senior citizens who are 62 years or older, legal residents of Minnesota, and who register before the first day of class, are charged full tuition and fees. If registering for credit the day of or after the first day of class, senior citizens are charged a reduced fee per credit if space is available or a nominal fee if they audit. Charges are based on Board Policy and are subject to change.

Canceled Classes
When a class is canceled, students receive either a phone call, email, or a letter notifying them of the cancellation and the Records Office is notified. If students do not register for another class in its place, tuition and fees will be refunded. Students do not have to petition for a refund.

Special Course Fees
With the approval of the Minnesota State board, Century College may require special fees to cover supply costs, field trip expenses, loss or breakage to college property, physical education expenses, private music instruction or technology fees. Fees will be established before the semester registration period and will be indicated in the class listing.

EXCEPTIONS
100% refunds are given after the first five days of the semester/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. This is done through the petition process. Complete a Refund or Late Withdrawal Petition form at the Business Office, room 2340 West Campus. Documentation will be required. Refund requests must be made by the end of the following semester for the course in question. Note: Refunds are based on the first day of the semester/session, not the first day of the class (except for late-start classes).
**Late Start Courses:**
Courses starting after the first 5 days of the semester/session. 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, 100% refunds are available only through the day after the first scheduled class day.

**Withdrawal from the College/Financial Aid Refund Policy**
Please contact the Financial Aid Office prior to withdrawing if you have any questions regarding your possible repayment obligation.

If a student completely withdraws from all credits before the 60 percent point of the semester, their financial aid is subject to the state and federal financial aid refund policy. Under this policy, students earn financial aid in proportion to the time they are enrolled up to the 60 percent point. The unearned share of the federal financial aid must be returned to the program from which it was paid as prescribed by federal regulations in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. PLUS Loan
4. Federal Pell Grant
5. Federal SEOG

State financial aid programs are refunded to the Minnesota Office of Higher Education/State of Minnesota.

The student may be required to repay a portion of financial aid they received. For example, if a student withdraws after completing 30% of the term, they are entitled to keep approximately 30% of their financial aid and must repay the remaining 70%.

After the 60 percent point of the semester, the student is considered to have earned all of the financial aid eligibility and no refund is required for withdrawal.

Please contact the Financial Aid Office prior to withdrawing if you have any questions regarding your possible repayment obligation.

**Official Withdrawal:** When the student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the withdrawal date to determine the portion of the Federal Title IV aid earned (or could have been earned) to be used to pay institutional charges (such as tuition and fees).

**Unofficial Withdrawal:** A student is said to be unofficially withdrawn if they stop attending. Faculty report Last Date of Attendance and the student receives with a FW (faculty reported withdraw) or FN (faculty reported never attended). For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the return of Title IV refund calculation is deemed to be the last date of attendance recorded by the faculty at grading. A grade of F is considered a completed/earned F by the college. When a Last Date of Attendance cannot be determined, the college will use the 50% point of the term.

**Timeframe for R2T4 calculation:** Federal regulation requires the College to calculate the Return to Title IV refunds within 30 days of determining an official or unofficial withdrawal date.

**Post Withdrawal Disbursement:** In some cases, a student may withdraw from all courses before aid has disbursed. A post withdrawal disbursement is done when a student shows they have withdrawn from all of their classes prior to financial aid disbursement but began attendance in all courses and are qualified for some (earned) aid.

For Pell grant eligibility only, the earned portion of the grant is disbursed to the student account.

Federal student loans will be processed according to the federal student loan regulations.

**Refunds for Students in the Armed Forces**
Refunds to students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall to the extent possible be provided one of the following options:

1. Students may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.

2. Students may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies, a course that is retaken this way may not be counted toward students’ enrollment load.

3. If, in the instructor’s judgment, students have completed sufficient course work to earn a grade of C or better, students may be given credit for completion of a course.
Cancellation of Classes

Classes may be canceled due to an instructor’s illness or faculty professional development activities or other emergencies. When absences are known in advance, instructors will notify students during class periods and give alternative assignments. For unplanned absences, a notice will be posted outside the classroom, an email will be triggered to the students affected to their Century email and on Century’s website informing the students that the class will not be held, and it may include special instructions.

Cancellation due to inclement weather will be announced on a local radio station and local television stations (WCCO-830 AM, KSTP-5 and KARE 11), star alert messages, everyone email, and our main phone line will be updated.

Admission Services

The office of Admissions and New Student Services, located in room 2303, West Campus, serves prospective students as well as students preparing for their first semester of enrollment at Century. The office provides services pertaining to applications for admission, international students, high school student enrollment, and applications for programs requiring supplemental admission materials. For more information, call 651.773.1700.

myCentury Student Portal System/Email

Century College utilizes many forms of communication for official College business such as the U.S. Postal Service, telephone, email, and the Internet. Official College business includes all actions of the College, including but not limited to providing general information, course information, disciplinary notice, and performing other administrative functions of the college.

Email is the primary means by which the College communicates important information with students; as such, the College has provided an email account to every student. The Century address is the only email address the College will maintain and use to communicate to students. Vital college communications are sent to students via their Century email addresses on a regular basis. Students are held responsible for the information communicated via email.

By activating your myCentury account you will gain access to college computers, software, and printers. From the myCentury Portal you will be able to check your email, manage your personal or shared files on the network, access Library resources, and numerous other services.

The College encourages all students to activate their account upon admission and to check it often. The account is free. To activate your myCentury account you will need your Star ID and Password. Go to Century’s website and look for the myCentury Portal link.
Advising, Counseling, & Career Center

Academic Advising
An advisor/counselor will assist you with developing an academic plan that fits your needs. Advisors/Counselors have the professional skills to help you sort through a variety of academic issues, concerns, and options. This includes program requirements, class scheduling, placement testing, transfer planning, and graduation requirements. Resources are available in the Advising, Counseling, & Career Center, room 2410 West Campus, and, room 2332 East Campus:

- Planning guides that list requirements for certificates, diplomas, and degrees.
- Information guides that describe Century policies, resources, and advising tips.

Student can make an appointment with their assigned advisor/counselor by visiting MyCentury and clicking on the Starfish tile.

Preparation for Transfer
It is important for students to know whether their courses reflect the latest program requirements and how they will transfer to a specific school. Go to century.edu/support-services/transfer-information/transfer-out to find out the resources that help prepare students for transfer. Other resources include, but are not limited to:
- Century advisors/counselors
- Transferology – www.transferology.com
- Century sponsors transfer fairs throughout the year where representatives from many schools are in attendance

Public colleges and universities in Minnesota have developed a common general education curriculum called the Minnesota Transfer Curriculum (MnTC). Completion of this defined transfer curriculum at one institution enables students to receive credit for all lower-division general education upon admission to any other Minnesota public institution and select private and out-of-state institutions. The transfer curriculum includes 40 credits, has 10 goal areas and is the core of the AA degree. Students who have completed the MnTC core and have submitted an application for MnTC notation or AA degree graduation will receive a MnTC notation on their academic transcript. (See also Chapter 5, regarding the MnTC, the AA, AFA, and AS degrees, and Transfer. Refer to the Transfer Guide located at the back of the catalog, and mntransfer.org, the Minnesota Transfer website).

Personal Counseling
Personal counseling gives you the opportunity to enhance your emotional and social development while at Century. Professional counselors facilitate student growth through a supportive environment in which students can express themselves freely and confidentially. You can discuss and explore areas of concern that may interfere with academic success, such as:

- Transition to college
- Test anxiety
- Chemical abuse
- Time management
- Stress management
- Relationships
- Identity issues
- Mental health
- Veterans’ issues

Through the counseling experience, counselors can help you broaden your personal perspectives, gain insights, challenge biases, and develop a sense of purpose consistent with your own values and goals.

Students in crisis are encouraged to come to the Advising, Counseling, & Career Center, room 2410 West Campus, for immediate short-term counseling. Referrals to community agencies will be made when long-term counseling is needed.

Career Counseling
Century’s counselors are here to assist you in your career decision-making. Interest and personality inventories are tools to help you identify your interests, abilities, values, learning, and work styles. Counselors will help you use the information to explore and identify educational and career options.

Encouragement is given to establish and achieve your life and career goals.

Counselors are available in the Advising, Counseling, & Career Center, room 2410 West Campus, by appointment or on a quick-stop basis. For more information, call 651.779.3285, and see Career Plan on GPS LifePlan.

Career Services

Support
Career Services is here to help you prepare as you seek employment and internship experiences through resume development, interview preparation, professional development and employer connection opportunities along with our job board, The College Central Network.

College Central Network (CCN) Services
CCN Services provides a central resource for students and alumni to connect with employers. Career Services can help you set up an account that will allow you to access the job-posting opportunities as well as resources for creating a résumé or writing a cover letter. Learn more by visiting Career Services W2420 or contacting Career Services at 651.773.1753.

One to One Support
We work with students one to one regarding resume construction, cover letter writing and interview skills. We want to support you as you begin to apply for opportunities and help you learn how to best present your experience, skills and knowledge to a potential employer. To schedule an appointment, please contact Career Services at 651.773.1753.

Workshops/Events
Career Services offers a variety of opportunities for you to develop: job readiness skills, job search preparedness, opportunities to engage with employers, and experience professional development. We offer Job and Volunteer Service Fairs, Skill Workshops, Etiquette Dinners and other special offerings throughout the year. Go to century.edu/support-services/career-planning/career-services to learn more.
**Degree Audit Reporting System (DARS) and Transferology**

**Degree Audit Reporting System (DARS)**

The Degree Audit Reporting System (DARS) is part of Century's commitment to academic advising for students. A DARS report is an electronic summary of a student's academic progress toward completion of a degree or program.

Students may run their own DARS report anytime through Century's e-Services. A DARS report indicates requirements that have already been completed, requirements that remain unsatisfied, and how transfer courses fulfill requirements. The report offers suggestions for appropriate courses that may be taken to meet specific requirements and is particularly helpful when meeting with counselors and academic advisors.

**Transferology/Will My courses Transfer?**

Students who have completed courses in higher education want to know which colleges and universities will accept those courses and apply them to a degree. Transferology will provide quick answers from hundreds of institutions in a streamlined and dynamic interface.

**English for Speakers of Other Languages (ESOL) Advocate**

The English for Speakers of Other Languages (ESOL) Advocate is available to help any non-native speaker of English at Century College, even if they have never taken ESOL classes. The ESOL Advocate can help if a student is struggling with any aspect of college (e.g., Accuplacer ESL testing, classes, studying, registration, financial aid). For more information, call 651.747.4087.

The ESOL Center is located in E1551-1552 and is open to all students learning the English language. The center includes a state-of-the-art Digital Language Lab for high-tech voice recording and pronunciation practice as well as a regular computer lab for practicing grammar, pronunciation, and word processing. Lab assistants, nearby teachers, and student tutors can answer questions about American culture, the English language and provide academic support for ESOL classes. For more information, call 651.747.4039.

**e-Services**

e-Services is an online service for students to review all their student service information such as course registration, grades, financial aid, student bills and update your contact information. You will log into your personal account using e-Services to access your specific information (which is the same information College Student Affairs personnel view). You should be very familiar with this site as it contains valuable information on you.

- **Dashboard** gives you a quick summary view of critical information.
- **Account Management** allows you to update your personal and log in information.
- **Courses & Registration** allows you to find courses, register for courses, view your course cart in Review My Plan, view/modify your class schedule, check registration holds, view your registration window (when can you register for classes), and view your registration log (when did you take action on registration activity).
- **Grades and Transcripts** allows you to check your grades, view your academic record, or run a DARS (Interactive Degree Audit Report).
- **Financial Aid** allows you to view your financial aid status, if additional information is needed, notice of financial aid, awards by credit level (how much aid based off enrolled credits), and loans (request loan funds and complete needed Loan Agreement and Entrance Counseling, monitor status of loans).
- **Bills and Payment** shows your account detail (your college bill), make payments, prepayments, your payment plan and get your year end 1098-T tax form.
- **Student Employment** shows your earnings by pay period and allows you access to your year end W-2 tax form.

**Financial Aid for Students**

The Financial Aid Office located in room 2201 West Campus assists students in applying for and receiving financial aid to help pay the cost of education. The financial aid website contains a wealth of information about application procedures and links to many non-Century sites to make the search for financing easier. The office staff can be reached at 651.779.3305 or by email at finaid@century.edu.

**1. APPLICATION PROCESS**

**When to Apply:** Students should apply for financial aid after October 1 for the following academic year. Students are encouraged to apply early and MUST APPLY ANNUALLY.

**How to Apply:** To determine eligibility for grants, loans, and student employment, students are required to complete the Free Application for Federal Student Aid (FAFSA) and have the results sent to Century College. The Federal Code to release FAFSA results to Century College is 010546.

A signature is required to complete the FAFSA and can be signed electronically provided the student (and parent of a dependent student) has a Federal Student Aid ID. To apply for a FSAID, visit fsaid.ed.gov.

**STUDENTS MUST APPLY FOR FINANCIAL AID EVERY YEAR.**

**What to Expect After Applying:**

After the FAFSA is completed online and an email address was provided, the student will receive an email in a few days with a secure link to the Student Aid Report (SAR) on the web. Review the SAR as it is the product of your FAFSA application and contains eligibility information. The SAR will not tell you what your financial aid award is but will tell you important information about the EFC (Expected Family Contribution) used to calculate your award, the colleges that you chose to release the information to, and/or if more information is needed to compile your award.

**Additional Information/Verification**

Students may be required to submit additional documents to complete the financial aid application, such as tax transcripts and citizenship status information. The Financial Aid Office will contact you for more information if necessary. Failure to respond will result in a delay in determining what financial aid you may be eligible to receive.
Award Notice

The College will determine award eligibility after all documents are received and processed. The student will receive an email with instructions on how to access their award notice online. Students can access application and award information through Century’s e-Services.

Important Note: Receiving the Award Notice is not necessarily the last step for receiving financial aid. Additional steps are required for both student loans and student employment. See the Century website for details at century.edu.

2. FINANCIAL AID POLICIES

Financial Aid for Summer

Students may be able to utilize financial aid for summer provided the eligibility has not been used for the preceding academic year. Students who have a complete financial aid application and have registered for summer classes will receive a financial aid award for summer for any eligibility that may exist. Students must be registered for at least 6 credits to be eligible for a student loan. Students must be registered for at least 1 credit to be eligible to receive student employment.

Financial Aid for Developmental/Remedial Coursework

Students who are eligible for federal financial aid (Pell Grants and SEOG Grants and Direct Student Loans) can receive financial aid for up to 30 credits of developmental coursework. Developmental/remedial courses are numbered below the 100 level (i.e. MATH 0030, ENGL 0080). If you have received financial aid for 30 such credits and enroll in additional developmental/remedial credits, you will not receive federal financial aid for those credits.

Withdrawal from College/Return of Title IV Funds

If a student completely withdraws from all credits (either officially or unofficially) in a term before the 60% point of that term, the financial aid disbursed is subject to the federal and state “Return of Title IV” policy. Students earn financial aid in proportion to the time they are enrolled up to the 60% point. The unearned share of financial aid is returned to the programs from which they were paid as prescribed by federal and state regulations. The student will be required to repay all unearned financial aid. Students also may need to repay a portion of financial aid they received if courses are not completed satisfactorily. Please contact the Financial Aid Office prior to withdrawing if you have any questions regarding your possible repayment obligation.

Changes in Enrollment (Add/Drop/Withdraw)

When you change your enrollment (add/drop/withdraw), your financial aid eligibility may change. The financial aid source and the date of your drop or withdrawal has an impact on the change of financial aid. Contact the Financial Aid Office if you have questions.

Late Start Classes: If you drop a late start class before it begins and have been paid financial aid for your enrollment in the class, the Financial Aid Office will recalculate your eligibility and you may have to refund all or part of the financial aid for the term.

Pell Grant Recipients: Federal regulations require colleges to establish a Pell Grant lock date to determine the courses that are counted toward a student’s Pell Grant eligibility. Century College has established the 10th day of class as the lock date. Financial aid disbursements then begin on the 11th day of class based on your lock date enrollment.

Dropped courses that are eligible for a tuition refund will have Pell Grant eligibility reduced to the new credit level.

Satisfactory Academic Progress Policy for Financial Aid Summary:

The Satisfactory Academic Progress Policy for Financial Aid requires that a student maintain acceptable academic standards in the pursuit of their chosen degree, diploma, or certificate. The student is required to maintain, at a minimum:

- A cumulative GPA of 2.0, and,
- Completion rate of 67% of credits attempted, and
- Have not reached or exceeded 150% of the maximum credits needed to attain the chosen academic goal (including transfer credits).

The complete policy and appeal process can be found on the Financial Aid Policies webpage.

The Satisfactory Academic Progress Policy for Financial Aid differs from the College’s Standard for Academic Progress. It is possible to be suspended from financial aid and not be suspended from the College. Students can appeal their suspension.

3. SOURCES OF FINANCIAL AID

Federal Pell Grant:

Available to undergraduates only and does not need to be repaid and is available for up to twelve semesters of full-time attendance.

Federal Supplemental Educational Opportunity Grant (SEOG):

The SEOG is a grant for exceptional need students but has limited availability. The Financial Aid Office determines eligibility on a first-come, first-served basis.

Minnesota State Grant:

State grant assistance for Minnesota residents who have not exceeded four years of enrollment past high school.

On-Campus Employment:

Part-time employment positions are available for qualified students from either the Federal or Minnesota State Workstudy Programs. Job openings are posted online.

Federal Direct Loan Programs:

A low interest loan program is available under the Subsidized or Unsubsidized Direct Loan Programs. Students must be enrolled for at least six credits to apply for and receive these student loans. First-year students can borrow up to $5500 and second year students (after earning 30 credits) are eligible for $6500.

LOAN PRORATION: A Federal Direct Loan borrower is subject to certain prorated loan limits if the student is enrolled in a program of study that is less than 30 credits. Loan limits must also be prorated if the program’s duration is equal to or longer than 30 credits but the borrower is completing the remainder of the program in a period of enrollment that is shorter than an academic year such as with a fall term graduation.

4. ADDITIONAL FUNDING SOURCES

Century Foundation Scholarships:

Each year the Century College Foundation awards more than $100,000 in scholarships to new and returning students.

The general application period for scholarships
is February 1 through April 1 each year. Scholarships applied for in spring will be awarded the following fall semester and/or academic year.

Students must apply online for a Century College Scholarship, and must provide a copy of an unofficial transcript/academic record, a personal essay, and one or more letters of recommendation.

Review the Scholarship Guide for a complete listing of scholarships and application details.

Follow the Award Spring application guide for help with submitting your application. The Foundation also offers Tips for Asking for help with submitting your application.

For more information, visit the Foundation web and Tips guide.

writing a personal essay in the Essay Template

The Foundation also offers Tips for Asking for help with submitting your application.

Follow the Award Spring application guide for help with submitting your application. The Foundation also offers Tips for Asking for help with submitting your application.

For more information, visit the Foundation web page.

Outside Agencies:

Students are encouraged to seek financial assistance from outside sources. Examples include Bureau of Indian Affairs, Minnesota Indian Scholarship Program, Department of Rehabilitation Services, and church or local civic organizations.

GPS LifePlan (Goals + Plans = Success)

One of the many resources available to students at Century is the GPS LifePlan. This free tool is designed to help students stay in school and graduate. Students get answers to their questions, develop goals, make plans, and find resources they need to be successful academically, personally, and in their career objectives. The GPS LifePlan is organized into Career, Education, Finance, Personal, and Leadership sections.

Students can explore the GPS LifePlan through workshops, campus resources, the web, or on their phone. When in the website, they can explore and save assessments and goals. Visit the GPS LifePlan website at gpslifeplan.org to start exploring the wealth of resources that are available. It’s time to create the life you want to lead.

Health Service

College Health Service

The College Health Service is located in room 2232 East Campus and is staffed by registered nurses. Services available at no charge are:

- Alcohol, drug & tobacco use assessment & referral
- Blood pressure checks
- Condoms
- Diabetic screens
- First Aid
- Health education
- Mental Health counseling & referral
- Over-the-counter medications
- Pamphlets on a variety of health issues
- Pregnancy tests
- Referrals for medical care
- Special needs assistance
- Stress management
- Student insurance information
- Triage nursing

All visits are confidential. We give tuberculin skin tests for a fee. We also have a doctor on campus 3 hours a week to see credit students at no charge.

The Minnesota College Immunization Law (Minnesota Statutes Section 135A.014)

Since the fall of 1991, there has been a state mandate for college students to have documentation of up-to-date immunization against diphtheria, tetanus, measles, mumps and rubella, with the exception of students who graduated from a Minnesota high school in 1997 or later.

The newest amendment extends this law to provide education about viral hepatitis, including information about the hepatitis A and B vaccines. For more information, call the College Health Service 651.779.3954.

Records & Registration Office

The Records Office, located in room 2220 West Campus, provides services pertaining to student schedules, veteran certifications, registration, grade changes, withdrawals, residency, change of programs, address and name changes, graduation confirmation, evaluation of academic progress, and academic transcript requests. For enrollment verification/certification use the myCentury Student Portal. Please see website for Records forms.

Note: All students are responsible for keeping address and phone number information current with the Records Office.

Transcript Service: Transcripts are sent at the written request of the student through the myCentury Student Portal or online at getmytranscript.com, with a designated fee. Transcripts will NOT be faxed. There is an additional $5.00 charge for rush transcripts.

Minnesota State Colleges and University transcripts can be pulled through electronically at the request of the student.

Note: NE Metro transcripts cannot be done as a rush. Contact Records and Registration. The college follows the Student Privacy Act.

Voters Registration Forms are available at the Records Office. For complete information regarding voting and downloadable forms, go to: https://www.sos.state.mn.us/home/?page=204.

Services for Students with Disabilities

Access Center

The Access Center is a Student Affairs office, which provides accommodation, advocacy, support and referral information for students with documented conditions such as physical, psychological or learning disabilities. Based on the individual needs of the students, services may include, but are not limited to, early registration, note-taking, test-taking accommodations, and the provision of sign language interpreters. Documentation must be provided within the first semester of service.
The Access Center ensures the rights of disabled students and assists Century College in meeting its obligations under the Rehabilitation Act of 1973 (P.L.93-112, Section 504) and the Americans with Disabilities Act. The Center’s commitment is to remove educational, programmatic, and attitudinal barriers, allowing students with disabilities equal access and opportunity to participate fully in all education programs and activities. This is made possible by the provision and arrangement of reasonable accommodations on a campus-wide level. Services provided are based on individual need.

The office is located in room 2440 West Campus. Contact Access Services at 651.773.1745 or accesscenter@century.edu.

TRIO Programs
TRIO programs, funded by the U.S. Department of Education, assist selected students in their pursuit of and persistence with postsecondary educational goals. Participating students must possess academic potential, yet demonstrate a need for academic support.

Four Century College TRIO programs serve participants who are from low-income families or are first-generation to complete college. Student Support Services—Traditional and Student Support Services—Veterans are designed to serve enrolled Century students, while Upward Bound and Educational Talent Search are targeted toward middle and high school youth who are college-bound.

Student Support Services – Traditional and Veterans
The Student Support Services - Traditional program (206 participants) and the Student Support Services—Veterans program (120 participants) serve enrolled Century students who are seeking a degree and/or intend to transfer into a bachelor degree program. The programs seek to enhance academic skills among its participants and increase their retention and graduation rates through tutoring, academic support, and personal enrichment activities. Students must meet eligibility for one of the following: family income, parent education, and/or documented disability. For more information, call 651.779.3226.

Upward Bound
Upward Bound seeks to develop the skills and motivation necessary for its participants to successfully complete high school and prepare for a college education. Century College’s Upward Bound program serves 140 students at Como Park High, Harding High, Johnson High, and North High Schools. Students receive a variety of services that include; after-school tutoring, academic advising, ACT prep, college admission assistance, Saturday sessions, and a six-week academic summer program. For more information, call 651.779.3328.

Educational Talent Search
Educational Talent Search program promotes education for individuals in grades 6-12, by encouraging students to graduate from high school and assists them in enrolling in and completing a postsecondary education at a college of their choice. The 636 participants receive information and support in academic, career, and college planning, and are encouraged to remain focused on personal goals. Program staff provides services at five secondary locations in the St. Paul Public Schools. For more information, call 651.779.3980.

Resource Centers

West Academic Support Center
The West Academic Support Center is located in room W2460 and houses the Peer Tutoring, Tutors Linked to Classes, and the TRIO Student Support Services offices. For more information about these programs see Student Support Services under TRIO Programs and Peer Tutoring Program under Resource Centers. Please bring your Student ID for services.

East Academic Support Center
Located in room 2542 East Campus, the center provides academic support. Services include peer tutoring, Tutors Linked to Classes, and information about online tutoring as well as other services scheduled throughout the year. Tutoring is free and available to all students enrolled in Century College classes for credit. A student ID is required for services.

Online Tutoring
Century College has partnered with Tutors.com to provide FREE online tutoring to support your academic success. Tutors are available 24/7 for most subjects, so you can study on your own schedule.

Tutors are available to assist you in the following topics: math, computer science, English, writing, economics, accounting, healthcare, science, history and more!

To access Tutor.com, please visit your D2L course page. Go to your class and go to the ribbon at the top of the page and select Resources. It is a drop-down menu and Tutoring from Tutor.com is at the bottom of the list.

Information Technology Division - Open Computer Centers
Information Technology Services provides two open Computer Centers (room 3165 West Campus and room 1710 East Campus) which provide computer access to all registered Century students. The Centers provide support for college courses and offer both Windows and Macintosh computers. Staff members are available to provide assistance in the use of the computer equipment. Open Computer Centers are available with extended hours throughout the term.

Language Laboratory
Located in room 1190 West Campus, the Language Laboratory provides opportunities for language students to converse with native speakers and/or tutors in Spanish and Chinese. The Language Laboratory also supports noncredit activities for College members interested in various language conversation groups and/or participating in the Spanish, Chinese, and Intercultural Clubs. For more information, call 651.779.3978.

LGBTQ Center
The LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) Center located in room 1405 East Campus is a safe space for Century students and their families. The Center provides a programming space and a space to just hang out and talk about issues surrounding sexuality, gender, and identity. For more information, please go to the LGBTQ Center website, https://www.century.edu/campus-life/lgbtq-center.
Library
Located on the first floor of the Science/Library Building on the East Campus, the Century College Library provides comfortable space for quiet and group study. The library’s print and online collection includes thousands of books, journals, magazines, newspapers, audio and video recordings. The online portion of the collection is available both on and off campus. Materials that are not in the Century Library collection can be borrowed from other libraries through interlibrary loan. To check out materials or use online library resources from off campus, students must have a Century College student photo ID, which serves as their library card. The library also provides PCs and laptops for use on site, eReaders for checkout, photocopiers/scanners, faxing service, and reservable study rooms. Staff are available to introduce students to the library and support them in their use of its resources.

Mathematics Resource Center
The Mathematics Resource Center, located in room 3315 West Campus, is available for all students enrolled in mathematics courses at Century College. The Center is staffed by two professional assistants and several student tutors. Students are welcome to come for assistance with their course, for a quiet place to study mathematics, and to use the computers, textbooks, and other resources that are available. The Mathematics Department encourages students to use this resource as an extension of the classroom. For more information, call 651.779.3375.

Multicultural Student Center
The Multicultural Student Center, located in room 1220 West Campus, provides a comfortable place where students can network, study, lounge, and just socialize. To support and retain students, the Center provides multicultural programming, sponsors guest lecturers, and referral services for students. Center staff are dedicated to promoting a campus environment that embraces multiculturalism, celebrates diversity, and enriches the campus experience for students. The center maintains active outreach initiatives to inform prospective students about educational opportunities available at Century College. For more information, call 651.773.1704.

Peer Tutoring Program
The Century College Peer Tutoring Program is located in the West Academic Support Center on the West Campus in room 2460 and in the East Academic Support Center in room 2542 East Campus. Peer Tutoring provides one-on-one free tutoring assistance to all Century College students. Tutors are available in a variety of courses. Appointments are encouraged, but not required. Please bring your Student ID for services.

The Tutors Linked to Classes Program is also located in the Academic Support Centers with liberal arts courses coordinated out of the West Academic Support Center and Science and Technical programs coordinated out of the East Academic Support Center. For more information about tutoring services or how to apply to be a tutor, please call 651.779.3258 on the West Campus and on the East Campus call 651.779.3293.

Reading and Student Success Center
The Reading & Student Success Center located in room 3250 West Campus supports all Century College students in using and developing effective reading and college success strategies. Staff can help students practice reading efficiently, understand their learning styles and strategies, and learn test taking tips and ways to improve memory and time management. Computers and printers are available as well as quiet study space and a contemporary reading collection. The professional staff and qualified student workers are available on a drop-in basis or by appointment. For more information, call 651.779.3351.

Resource & Support Center
The Resource & Support Center located in Room W1490 provides connections with community resources to help students succeed in and outside of the classroom with the following resources and more:

- Food Pantry
- Bridge to Benefits Screening
- Housing Information
- Legal Assistance Information
- Child Care Resources
- Campus and Community Services
- Applying for Scholarship
- Transportation Resources

Parent Services is located in the Resource and Support Center and is available to students currently enrolled at Century College with at least one child who is 18 years old or younger. Programming and resources are geared toward the unique challenges of student parents.

Lactation rooms are available on East Campus (E2232 and E2231) and West Campus (W1203 and W1067). Diaper Changing Stations are located in these restrooms: W2010 (near the Financial Aid Office), W3146 and W3147 (near the Computer Center), E1804 and E1802 (near the library), E2777 and E2778 (near the Fab Lab and Link 6 classrooms), and E2604 and E2060 (near the east cafeteria).

This is a child-friendly space. For more information, call 651.747.4098.

Veterans Services
Veterans Center is located in room 1217 West Campus, the Veterans Resource Center is a place where veterans can study, socialize and network. In addition, students can connect with the North Metro Regional Coordinator from the Minnesota Department of Veteran Affairs who regularly meets with students in the center.

Century College is approved by the Veterans Administration for the education of veterans, and is responsible for certifying training and transmitting necessary credentials and information to the Veterans Administration.

For more information, go to the Veterans website, https://www.century.edu/support-services/veterans-services.

Writing Center
The Century College Writing Center, located in Room W1490 on the West Campus, is an encouraging environment where writers from all disciplines come together for mutual support and assistance with invention, drafting, revision, and editing. The Writing Center staff are available to answer questions and provide assistance at any point during the writing process. Computers, reference materials, and grammar exercises are just a few of the resources available in the Writing Center. All Century College students are welcome. For more information, call 651.779.3400 or visit us at Twitter: @CenturyWriting, Facebook: @CenturyWriting, Instagram: centurywritingcenter.
The Century College Writing Center, located in room 3280 on the West Campus, is an encouraging environment where writers from all disciplines come together for mutual support and assistance with invention, drafting, revision, and editing. The Writing Center staff is available to answer questions and provide assistance at any point during the writing process. Computers, reference materials, and grammar exercises are just a few of the resources available in the Writing Center. All Century College students are welcome. For more information, call 651.779.3400 or email writingcenter@century.edu. Students can also schedule appointments at century.mywconline.com.

**Century College Clothing Closet:**

**Clothes Pins**

West Campus Room - W1010

Students can come to the Clothes Pins to shop for gently used clothing for themselves and children for free. All they need is either a student ID card or student ID number. All current students are eligible to use Clothes Pins.

**Additional Services**

**Bookstore**

The Century College Bookstore is located in room 1320 West Campus. Books may be purchased in the Bookstore or online. Some of the merchandise available includes new and used textbooks, backpacks, school and art supplies, imprinted clothing and trade books. The bookstore has a “textbook buy back” during finals week of each semester. For more information, call 651.779.3284 or go to the bookstore website.

**Business Office**

The Business Office located in room 2340 West Campus, processes payments and distribution of financial aid, grants, loans, and scholarships. Students may pay their tuition and fees online, via mail, or in person at the Business Office.

**Emergency Calls**

Century College does not have a message system for students. Students will be contacted for medical emergencies only. Contact the Vice President of Student Services office at 651.779.3929.

**Food Service**

Century College provides quality cafeteria-style food service for students and staff. Hot entrees, sandwiches, salads and snacks are available every day that classes are in session. Vending machines are available at all times.

**Housing and Transportation Information**

A Housing and Transportation bulletin board is located just outside of the Resource and Support Center, room 2450 on West Campus. The purpose of this board is to connect Century College students with housing and transportation resources and opportunities in the community. Some examples may include room for rent or ride share. For more information, call 651.747.4098.

**Lockers**

*West Campus:* lockers are located in various areas around the west campus. There is a charge that is payable at the Connection, room 1205 West Campus.

*East Campus:* lockers are available from program advisors free of charge, but students must purchase a lock at the Connection, room 1205 West Campus.

**Lost and Found**

Inquiries pertaining to lost and found articles should be made at the Bookstore in room 1320 West Campus or the Public Safety office in room 1392 East Campus.

**Transportation**

**Bus Service**

Metro Transit buses stop at both the east and west campuses and provide connecting service to Maplewood Mall and downtown St. Paul. Schedules are available at The Connection, room 1205 West Campus, and reception desk, second level, East Campus or by calling 612.373.3333 or visiting metrotransit.org. Discounted bus passes are also available for purchase at The Connection.

**Parking**

Parking is available on campus for students, college staff members, and visitors. Parking regulations are in effect 24 hours every day and are enforced by Public Safety and the White Bear Lake Police Department. Since the college is located on state property, police can tag cars with expired license plates.

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*East Campus:* lockers are available from program advisors free of charge, but students must purchase a lock at the Connection, room 1205 West Campus.

**Lost and Found**

Inquiries pertaining to lost and found articles should be made at the Bookstore in room 1320 West Campus or the Public Safety office in room 1392 East Campus.
Academic Policies

Academic Calendar

You can find a copy of the Academic Calendar along with the Semester Calendar on the college website.

You can find information about registration days, final examination days, and nonclass days on the website or by contacting the Advising, Counseling and Career Center, West Campus.

Academic calendars in the Minnesota State system are subject to modification or interruption due to occurrences out of control of the college. In the event of any such occurrences, the College will attempt to accommodate its students. It will not, however, guarantee that courses of instruction or other college programs or events will be completed or rescheduled. Refunds will be made to eligible students only according to the policies adopted by Minnesota State and Century College.

Topics are listed in alphabetical order.

NOTE: The Policies and Procedures are subject to change

Academic Renewal Policy

The Academic Renewal policy, also known as Academic Forgiveness and Fresh Start, recognizes that for various reasons, some students who completed previous coursework at Century College have not met scholastic requirements. This policy acknowledges that students can change, mature or rediscover their potential and an appreciation of the benefits of an education. Academic Renewal allows students a one-time opportunity to establish a new Grade Point Average (GPA), at Century College. Instead of needing to enroll at another college/institution to get a fresh start, Academic Renewal provides an opportunity for students to continue to pursue their educational goals at Century.

Academic Renewal parameters include the following:

• A student may only be granted Academic Renewal one time.
• A student must be currently attending Century to request Academic Renewal.
• The student cannot have earned a degree, diploma or certificate at Century following initial attendance at Century and applied any of those credits for which the Academic Renewal is sought toward the award(s). Century College awards include those earned from Lakewood Community College and/or Northeast Metro 916 Technical College.

• The student must not have been enrolled in credit-based coursework at Century for a minimum of three (3) consecutive years prior to requesting Academic Renewal.
• After being readmitted to Century, the student must complete a minimum of 12 credits at Century and achieve a minimum 2.00 GPA in those credits before requesting Academic Renewal for courses completed at Century prior to the period of three (3) consecutive years (Fall-Fall, Spring-Spring, Summer-Summer) of not having been enrolled at Century.

• A student may request to exclude the following:
  1. All courses with grade of F, or
  2. All courses with grades of D and, F
  3. Courses with grades of NC, FN, and FW do not count in the GPA therefore do not need to request to exclude from GPA

Courses identified for Academic Renewal will no longer be calculated in any GPA (cumulative, career/occupational and MnTC). However, these courses and grades will remain on the student’s transcript.
• A possible implication for choosing to exclude courses with D grades for Academic Renewal may be the need to complete additional requirements for graduation. Courses with D grades are considered passing though some requirements accept only courses with a grade of C or better.
• The student must meet and consult with an academic advisor or counselor to determine whether Academic Renewal will be beneficial, that all above parameters have been met and to complete the procedure for requesting Academic Renewal.
• The student and academic advisor or counselor must complete and submit the Academic Renewal Application form to the Vice President of Academic Affairs.

Activity Participation Credit
You can register for activity credit only during the semester you complete the activity and this must be done during the first five days of the semester. Credits earned in activity courses can be applied as elective credits in any program. You cannot earn credit for the same activity course more than 4 times.

Adding Courses
Courses may be added during the first five days of fall and spring semester and the first three days of summer session. Students should register carefully. Students are liable for tuition/fees for any registered courses. Students must cancel/drop their registration online or at the Records Office if they do not plan to attend. Late adds will be processed only with the approval/signature of the instructor. Students must be on the grade sheet at the end of the term in order to receive a grade, regardless of attendance.

Instructors’ signatures are required beginning the fourth day of the fall and spring semester for day courses. Instructors’ signatures are required to add evening, Saturday, alternative start courses, and all summer session courses after the first class meeting. There are some courses (i.e. internships) that are always permission required and will require the instructor’s signature.

Articulation Agreements
1. To help you transfer more easily, Century College develops and maintains articulation agreements with all Minnesota State institutions, the University of Minnesota, and many other colleges and universities. For more details, please visit the Minnesota Transfer articulation database or contact the Advising, Counseling and Career Center for specific agreements and more information. In addition, Century College offers you the Minnesota Transfer Curriculum (MnTC), a collaborative effort among two- and four-year public colleges and universities in Minnesota to help you transfer their work in general education. If you complete the Minnesota Transfer Curriculum at Century College and then transfer to any other Minnesota public baccalaureate-degree-granting university, you will have fulfilled all lower division general education requirements. (See Program Requirements regarding requirements for AA, AFA, AS, and AAS degrees, diplomas, certificates, and MnTC Notation).

2. You may be awarded college credit upon successfully completing Career and Technical Education (formerly Tech Prep) through the Northeast Metro Career and Technical Center. Please note that only those high school courses identified in the articulation agreements will be accepted. Your Career and Technical Education courses may fulfill elective credits(s) for some program/degree requirements at Century College.

In order to receive Career and Technical Education credit for courses taken through Northeast Metro Career and Technical Center you must:
• Complete the course goals in your high school.
• Earn grade of A or B in your course.
• Enroll in courses at Century College within three years of completing your high school course(s).
• Submit a high school transcript to Century College that shows a graduation date.
• Present your Minnesota Articulated College Credit Certificate to the Century College Transfer Student affairs Office.

Transfer credit will be awarded when your enrollment at Century College is verified and when you have the criteria above. You will also need to remain in courses at Century College past the tenth day of Fall or Spring semester (summer session would not apply). A Century College transcript will be developed for you only if you enroll at Century College. If you would like more information about receiving college Career and Technical Education credit, please contact Century’s Director of Transfer Student Services, 651.779.3908, or the Northeast Metro Career and Technical Center Supervisor of Outreach, 651-415-5610.

If you have been awarded college credit(s) at Century for Career and Technical Education and plan to transfer from Century to another college or university, you should contact the Transfer Specialist at that college or university to learn how your Career and Technical Education credit(s) would be accepted at that institution. Each college or university decides which, if any, credit(s) transfer and whether those credits meet specific degree requirements.

Attendances and Absences
You are expected to attend all scheduled classes. If you are ill, or other factors exist to prevent you from attending classes for a period of time, contact your instructor as soon as possible. If you experience an extended illness and wish to withdraw, you may do so online or at the Records Office.

Auditing
Registration for a course without credit (AU grade) carries the same prerequisites, tuition and fees as courses taken for credit. You must consult with the course instructor concerning audit requirements and submit an audit form with the instructor’s signature to the Records Office during the first five days of the semester or the first three days of summer session. Late start course audit forms must be submitted within one business-day of course start date. Once you have registered, you cannot earn a letter grade. A course you have previously audited may be re-taken later for credit and a letter grade.

Adult Learning
Century College offers opportunities for adult learners to reach personal and professional goals through credit and non-credit courses, certificates, diplomas, and programs. These courses are offered to you through evening, online, Saturday, and Fast-Track (accelerated) options, in addition to the expansive day course schedule. Multiple options provide you with flexibility that fits into your busy life. For adults interested in designing their own degree, there is an Individualized Studies award. If you are an adult learner, help is available through the Admissions Office, Advising, Counseling, & Career Center.
Change of Address or Name
Address changes can be made online through eServices or by submitting a Student Change of Information form to the Records Office room 2220 West Campus. Name changes require legal documentation. A Student Change of Information form with valid photo identification (see form for details) and your Social Security Card, both with correct name must be submitted to the Records Office. The College reserves the right to request more than one form of documentation for verification purposes. If the college attempts to contact you using the information you have given us, we will consider the communication delivered to you.

Classification of Students
Full-Time: You are registered for 12 credits or more
Part-Time: You are registered for 11 credits or fewer
First Year: You have earned less than 30 semester credits
Second Year: You have earned 30 or more semester credits

Credit for Prior Learning
Students with a variety of work and life experiences may receive college credit. You have the opportunity to demonstrate college-level knowledge and skills gained outside a formal classroom from experience such as:
• Work
• Industry credentials
• Volunteer and community activities
• Travel
• Parenting
• Independent study
• Non-credit college courses
• Seminars/workshops/training
• Military service
• Hobbies

Various methods are used to evaluate and award college credit for prior learning. The final determination and award of credit is completed by Century College. Methods to assess credit for prior learning include: national standardized testing, evaluation of non-college programs, credit by exam, and individual portfolio assessments.

NATIONAL STANDARDIZED EXAMS
A complete list of standardized exams and how they may transfer to Century is available through Transferology. You must have your official exam score report sent directly from the issuing examination program to Century’s Transfer Student affairs Office.

ADVANCED PLACEMENT (AP)
The AP program is administered by the College Entrance Examination Board through which high school students complete designated college-level courses in high schools and earn college credit by demonstrating a specified level of performance on AP exams. An AP exam score of 3 or higher will be considered for transfer. Students must have their official AP transcript sent directly to Century’s Transfer Student affairs Office.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
The CLEP is administered by the College Entrance Examination Board through which students of any age have the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college disciplines. Students must have their official CLEP score report sent directly to Century’s Transfer Student affairs Office. Century College will award credit for a CLEP test score of 50 or higher, with the exception of some foreign language examinations.

INTERNATIONAL BACCALAUREATE (IB)
The International Baccalaureate Organization (IBO) Diploma Program (DP) is a course of study for students aged 16 to 19 that leads to examinations in various subjects. Students who participate in the full Diploma Program are required to study and take examinations in 6 different academic subjects. Exams with a score of 4 or higher will be considered for transfer. Students must have their official IB transcript sent directly to Century’s Transfer Student affairs Office.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES/DSST)
DANTES and DSST program sponsors a wide range of examination programs to assist military personnel in meeting their educational goals. DANTES and DSST exam scores that meet American Council on Education (ACE) minimum score recommendations are considered for transfer. Students must have their official DANTES and DSST score report sent directly to Century’s Transfer Student affairs Office.

MINNESOTA BILINGUAL AND MULTILINGUAL SEALS AND WORLD LANGUAGE PROFICIENCY CERTIFICATES
Minnesota districts and charter schools may award Minnesota bilingual and multilingual seals and world language proficiency certificates to graduating high school students who, in grades 10, 11, or 12 demonstrated the required levels of language proficiency on languages other than English, including American Sign Language (ASL) and American Indian (indigenous) languages.

Minnesota State (formerly MnSCU) will award college credit to enrolling students with bilingual and multilingual seals and world language proficiency certificates. Students must request college credit within three academic years of graduation from high school and upon enrollment in a Minnesota State college or university.

EVALUATION OF NONCOLLEGE PROGRAMS
Military: Military education and experience will be considered for college credit according to the Guide to the Evaluation of Educational Experiences in the Armed Services by ACE. Veterans who receive financial assistance should check for rules that do not permit payment for courses that are taken more than once and refer to Century’s Veterans Benefits Information. You must have your official military transcript sent directly from ACE or SMART or AARTS to Century’s Transfer Student affairs Office.

CREDIT BY EXAM
Credit by exam is administered by Century College faculty. Students who have acquired knowledge and skills comparable to those obtained by completing a course may take an examination in some courses and, if passed, receive college credit for that Century course. Courses completed by examination have a notation on the century transcript with a grade of CR (credit) or NC (no credit). Students will be charged a per-credit fee for credit by exam.

CREDIT LOAD
You are considered a full time student if you are enrolled for 12 credits or more. You are not required to take a minimum number of credits, but 15-18 credits are typically needed each semester to complete a program in two years (not including summer school). You should check the number of credits required to qualify for financial aid programs or medical insurance programs. If you receive
financial aid benefits, you are expected to know the course load required for those benefits.

If you wish to take more than 18 credits during a semester, you must receive permission from a counselor/advisor, room 2410 West Campus or the Registrar, Room 2220 West Campus.

Deans’ List
A student who earns 9 or more credits for a grade during the fall or spring semester and achieves a term grade point average of 3.5 or higher will be recognized on the Dean’s List. Students will be eligible for the Dean’s List with all grades reported (without incomplete or in-progress grades) when the report is run 6 weeks after the end of each term. A notation will appear on the transcript to acknowledge this achievement.

Dropping Courses
You may drop a course during the first 5 days of fall, spring and summer semesters. Full refunds are only available prior to the term start or during the five-day drop period each term for courses starting the first week, except as specified in the Refund Policy. You may drop a late start/fast track course only through the day after the first scheduled class day to receive a full refund.

Drugs and Alcohol
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.

Faculty Office Hours
Most faculty have specific times they are scheduled to be in their offices to assist you. Please check with individual faculty for office hours, open labs, or individual appointment schedules.

Grading System
Century College uses the following grading system to report academic achievement and to compute your grade point average:

A – 4 grade points per credit
B – 3 grade points per credit
HB – 3 grade points per credit (indicates an Honors class or Honors option)
C – 2 grade points per credit
CR – denotes a Credit by Exam, credit earned represents work equivalent to or above 2.0 level. Credit by Exams are not included in GPA calculation.
D – 1 grade point per credit
F – 0 grade points (no credit earned)
FN – faculty initiated non-attendance withdrawal. This grade is awarded to a student who never attended the course, but did not drop the course prior to the end of the term drop period. FN grades do not influence GPA calculations, but count against successful completion for the purpose of measuring both academic and financial aid satisfactory progress.
FW – faculty initiated withdrawal. This grade is awarded to a student who did not officially withdraw from the course but stopped attending prior to the end of the term drop period. FW grades do not influence GPA calculations, but count against successful completion for the purpose of measuring both academic and financial aid satisfactory progress.
I – upon student’s request, the instructor consented to an extension of time for course completion. I grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed.
CR/NC – used for credit by exam only. A grade of CR (credit, passing with a grade of C or higher) or NC (no credit) will be entered for the specified course on the student’s transcript for the examination and is not used in the calculation of GPA nor do the credits count toward financial aid eligibility.
P – successful demonstration of competence. Credits earned under the pass/fail system will not be included in computing GPA. A grade of P represents work equivalent to or above 2.00 level. Only certain courses have the option of P/F. Students should be informed that some institutions will not accept the P grade in transfer.
IP – in progress. This grade may be awarded to a student enrolled in a course that is of clinical or field internship nature, whether in part or in full. IP grades automatically become F grades at the end of the next term (not including summer sessions) if requirements have not been satisfactorily completed. IP grades do not influence GPA calculations, but count against successfully completion for the purpose of measuring both academic and financial aid satisfactory progress.
W – student formally withdrew from the course after the first week and not later than two weeks before final exams began. These time frames differ from Summer Session classes and classes that do not follow the normal start/end dates for a semester. These dates are listed in the class schedule. W’s do not influence GPA. Normally student initiated, but the college may assign a W under special circumstances. (See Student Withdrawal and Academic Alert). AU – student was a visitor in the course. AUs are assigned for audits and registration in restricted courses. Carries same tuition and fees as for credit. (Senior citizens receive a reduced rate if they register after the first day of class if space is available). Student must consult with instructor concerning audit requirements. Students should be informed that institutions will not accept AU grade in transfer. Audit forms must be completed and submitted by the deadline noted on the form.
Z – denotes a course in progress.
GPA – (Grade Point Average) total grade points you achieved in a given time period divided by total credits of courses for which grades of A, B, C, D and F were received.

Graduation Requirements
All awards (degrees, diplomas, and certificates) require:
• Century college-level GPA of 2.0
• Cumulative college-level GPA of 2.0
• Required career and occupational courses GPA of 2.0
• MnTC GPA of 2.0
ASSOCIATE DEGREE
GRADUATION REQUIREMENTS
Century College offers four degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science. To earn any of these four degrees, you must meet the following requirements:

1. You must earn at least 60 college-level credits (numbered 1000 or above).
2. Of the credits applied toward your Associate Degree, at least 20 must be earned at Century College. The requirement will be reduced to 12 college-level credits for students transferring at least 8 college-level credits from another Minnesota State institution and/or the University of Minnesota. (see also Degree Residency Requirement)
3. You must earn a grade of C or better in ENGL 1021 or ENGL 1020.
4. You must have a Century college-level GPA of 2.0; cumulative college-level GPA of 2.0; required career and occupational courses GPA of 2.0; and MnTC GPA of 2.0.
5. You must have a distribution of credits in general education/MnTC (Minnesota Transfer Curriculum) courses; each of the four degrees differs in the required distribution of general education credits (refer to Program Requirements & Programs for details)

There may also be specific course grade requirements in your program. Refer to Programs and Degrees for details about the requirements for your program and check your DARS and AgileGrad plan in consultation with your assigned Century counselor/advisor for your particular academic pathway.

MINNESOTA TRANSFER CURRICULUM NOTATION
The Minnesota Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (Refer to Program Requirements & Programs for specific requirement information). If you complete the MnTC at one of the Minnesota public higher education institutions and then transfer to any other Minnesota public baccalaureate-degree-granting college or university, you will have fulfilled all lower division general education requirements. The MnTC is the core of the Associate in Arts (AA) degree. When you have completed the MnTC or the AA with the MnTC core and have submitted an application for MnTC notation or AA degree graduation, you will receive a MnTC notation on your academic transcript.

Requirements include:
1. You must be a Century College student.
2. You must earn at least 40 college-level credits and have attended at least one semester at Century College.
3. You must have a distribution of credits from the ten Minnesota Transfer Curriculum goal areas as represented in the MnTC.
4. You must have a MnTC GPA of 2.0 or higher.

Awarding Associate Degrees and Diplomas
Degrees, diplomas, and certificates will be awarded at the end of each semester but a formal commencement ceremony will be held only at the end of the spring semester. If you receive degrees, diplomas, or certificates at the end of other semesters, you will be invited to participate in the ceremony.

Application for Graduation
The application for graduation is available once you have reviewed the Apply to Graduation information online. Submit the graduation application into the Records Office by the deadline listed. Graduation requirements are available in the Advising, Counseling, & Career Center, room 2410 West Campus and online at century.edu/academics/graduation. Apply for graduation at the beginning of your final semester or summer session. You must also apply to graduate to receive the transcript notation for completion of the Minnesota Transfer Curriculum.

Time Limit for Meeting Graduation Requirements
You must apply for graduation and follow any catalog in effect during the six-year period preceding the date of your graduation. You must declare which catalog year requirements your graduation evaluation will follow on your graduation application. You must have attended Century College during the catalog year you select. (For technical programs, please see below).

If you are enrolled in a technical/occupational program with agency/licensing rules and regulations, you may be required to follow changes in the career course requirements that occur in the five/six year period prior to your date of graduation. Program requirements are subject to change for other unforeseen circumstances as well. These changes will be announced and published in college materials.

Time Limit for Meeting Technical/Occupational Graduation Requirements
If you are enrolled in a technical/occupational program you may follow any catalog in effect during the five-year period preceding your date of graduation. You must have attended during the catalog year selected. If you have a break in your attendance for one semester or longer and return, you must meet with your program advisor and discuss your education plan. You will be required to follow any changes in the technical/occupational requirements that have occurred.

To insure you graduate with up-to-date skills, technical credits are valid for five years. This includes transfer technical credits being used for specific technical program requirements.
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Honors Program

Associate degrees and diplomas will be
awarded with distinction if you graduate
with a Century College cumulative grade
point average of 3.50 to 3.74 in college-level
courses. Associate degrees and diplomas
will be awarded with high distinction if you
graduate with a Century College cumulative
grade point average of 3.75 or greater in
college-level courses.

Honors Program

Century College offers a special invitation to
you, as a student of excellence, to investigate
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you if you have already established a record
of academic achievement or if are interested
in seeking an academic environment wherein
you can experience significant personal
and intellectual growth. The program
offers opportunities for new and creative
courses, advantages for acceptance and
transfer to other institutions, opportunities
to participate in the activities of a new and
challenging community of fellow students,
and opportunities to build an academic record
of special interest to potential employees.

Honors Program Entry Requirements

Opportunity for entry to the Honors Program
is extended if you are a currently enrolled
student, transfer student, or a high school
senior using the PSEO program. Admission to
the program requires you to have an overall
minimum college grade point average of 3.5,
demonstrated communications skills and
approval of the program director.

Early Warning Communications and
Academic Alert System

A warning notice may be sent to you if you
have not been attending class (including not
ever showing up), have not been completing
assignments, or are at risk for not successfully
completing the course. At the request of the
instructor, a letter can be sent to you at any
time, but typically at midterm (approximately
the eighth week). Upon receipt of a letter, you
should immediately contact your instructor to
discuss the feasibility of completing course
requirements. You should consider visiting
with a counselor or advisor to consider
options. If you are in a technical/occupational
program, you should also contact your
program advisor. Also, you may withdraw
from the course at the Records Office or
online. Please note that some instructors may
not choose to initiate an early warning letter.
If you are performing inadequately in any of
your courses, you are likely at risk and should
meet with your instructor immediately.

Academic Petitions

Students may request an exception to
Century policy or procedure when extenuating
circumstances have occurred. Students may
also request an exception for a degree/
program requirement when the student would
be better served by allowing substitutions
or waivers. Students complete Century's
Academic Petition form with an academic
advisor or counselor and attach their Century
transcript and degree audit along with
supporting information such as a course
outline or syllabus, course description,
information from Transferology, or evidence
of earned certification/training (e.g., CPR).
If an instructor and/or program advisor has
information that support the request they
shall provide such information to include
with the request. Submit one petition for
each request; if the request applies to more
than one certificate or degree submit one
petition with rationale for each. Refer to the
Century College Transfer Credit Appeals and
Academic Petitions Policy, 3.12.0.0 about
requirements for petitions for exceptions.

Refund or Late Withdrawal Petitions

If you are seeking an exception to the refund
policy, you must complete a Request for
Refund or Late Withdrawal Petition form at
the Business Office, 2340 West Campus and
submit the form to the Director of Finance.
Appeals are reviewed by the Petition
Committee. All decisions are final.

Repeat Courses

If you repeat a course, you must complete
a “Repeat of Course” form at the Records
Office when you finish the repeated course.
1. Your original grade remains on the
transcript, but is not computed into
your GPA.
2. Grades of W, FN, FW and AU do not affect
this policy. All courses remain on your
permanent academic records.

You can repeat courses as often as you
want, but only the most recent grade will
be computed into the GPA (see also Grading
System). You may also petition to repeat
using a substitute course if the original
course is not available due to changes in
curriculum. Contact a counselor/advisor for
assistance.

Restricted Course Waiver

A restriction is placed on courses that cannot
be taken for credit based on completion of
similar credits taken in high school or college.
If you are taking a restricted course, you need
an instructor’s signature to receive credit for
the course. The “Restricted Course Waiver”
form must be submitted to the Records
Office during the first five days of the semester.

ROTC-Air Force

A cooperative program between Century
College and the University of St. Thomas
provides you with the opportunity to enroll
concurrently in credit courses in Aerospace
Studies at St. Thomas. Credit is transferable.
Scholarships that pay up to full tuition are
available to you, especially in engineering,
mathematics, physics, and computer science.
If you would like more information, please
contact the Department of Aerospace
Studies at the University of St. Thomas at
651.962.6320 or 1.800.328.6819, ext. 6320.

Attendance at Graduation

Attendance at graduation is optional. You will
receive an invitation to the ceremony. There
is one ceremony each year in May. Detailed
information is available online. No formal
ceremony will be held when fewer than 100
graduates plan to participate.

Degree Residency Requirement

To receive a degree from Century College,
you must earn 20 degree semester credits
through enrollment in Century College
courses. The requirement will be reduced
to 12 college-level credits for students
transferring at least 8 college-level credits
from another Minnesota State institution
and/or the University of Minnesota. At least
one third of the credits for the diploma or
certificate must be earned at Century. To
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College transcript, you must have attended
one semester at Century College.

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Service Learning

Service Learning is a type of experiential learning that engages you in service within the community as an integrated aspect of a course. Service Learning courses involve you in course-relevant activities in partnership with a community organization. It also structures opportunities for you to reflect on your service experience to gain a better understanding of course content and an enhanced sense of civic responsibility. Service Learning participation provides the following benefits:

- Valuable opportunities to help gain a better understanding of topics learned in the classroom
- A way to gain greater understanding of economic, political, and cultural structures in society and how they affect and impact individual lives, families, and communities
- Opportunity to examine your own values, attitudes, and beliefs by engaging you in new environments that lead to new questions about the world
- Sharpening of creative problem-solving abilities, collaboration skills, and leadership skills
- Expanding personal and professional networks, allowing the chance for career exploration
- Fulfilling requirements for admission into some university programs "and looked upon favorably by potential employers"
- College transcript recognition. Service learning hours are logged and listed in your official academic records.

At Century College, service learning

- Is monitored by the Service Learning Department. The Service Learning Department communicates with community partners, students, and faculty members to ensure that needs are being met through their involvement.

For a list of courses and instructors that incorporate service learning, please contact the Director of Service Learning at 651.779.5763. For more information, please visit The College Central Network.

Standards of Academic Progress

Century College wants you and every student to have a successful learning experience. We maintain an open door admissions policy, assess students admitted, and provide developmental course work and other programs of assistance to support student success. However, it is your responsibility to perform at an acceptable academic level to continue enrollment.

Century College is publicly supported by Minnesota taxpayers, resulting in a significant reduction in the actual cost of enrollment. This reduction is even greater for students who are receiving financial aid. (See Financial Aid for Students, regarding Student Academic Progress for maintaining need based awards.) The College, therefore, is obligated to follow rules and regulations set forth by the state and federal governments to monitor accountability standards regarding student academic progress. To encourage satisfactory progress, the college intervenes in appropriate ways when students experience difficulty completing courses, suggesting practices that may foster success. The Standards of Academic Progress Policy establishes specific standards that must be met by all students enrolled in credits courses at Century College. The policy is in compliance with Minnesota State policy 2.9 and is as follows:

Academic Progress and Probation/Suspension Policy

Minimum standards of academic progress are defined and measured by Century College in the following ways:

- A cumulative GPA of 2.0, and a cumulative completion rate of at least 67% of credits attempted

1. Grade Point Average (Qualitative Measure): You are required to maintain a minimum of a 2.0 cumulative grade point average on a 4.0 A to F scale.

2. Completion Rate (Quantitative Measure): You are required to maintain a completion rate of 67% of credits attempted cumulatively. Your completion rate is calculated beginning with the first attempted credit and is calculated for grades A, B, C, D, and P. Courses for which a you receive a letter grade of I, W, FN, FW, F, and Z are considered credits attempted and not successfully completed.

3. Evaluation Period: Your academic progress is monitored at the end of each academic term (Fall, Spring, and Summer semesters) beginning with the first attempted credit.

Academic Warning: If you do not meet the minimum cumulative 2.0 GPA or 67% completion rate standard of academic progress, you will be placed on academic warning for the next term you are in attendance. If you are on warning, you may continue attending college; however, you are expected to take corrective actions.

Academic Suspension: If you are on warning and fail to meet the minimum cumulative 2.0 GPA or 67% completion rate standard of academic progress during your next term of enrollment, you will be immediately placed on suspension.

Notification: You will be notified in writing upon being placed on warning, and the notice will inform you of the conditions of the warning period. You will be notified in writing when placed on suspension and the notice will include information about reinstatement.
**For the First Suspension:** You may not attend the College for one semester (not including summer term). After serving the suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed Readmit Form to the Records Office.

**For the Second and Subsequent Suspensions:** You may not attend the college for two semesters (not including summer term). After serving the suspension, you may be readmitted on probation after consulting with a counselor and submitting a signed Readmit Form to the Records Office.

**Appeals:** In order to appeal for a waiver of serving either a first or second suspension and to seek re-admittance for the next academic term, you must complete an Academic Progress Plan and a Waiver of Academic Suspension Form with the help of a counselor. Academic Progress Plans are developed with students on suspension in Pre-scheduled group sessions. Approval of the request to waive the suspension is decided by the Satisfactory Academic Progress Committee.

**Continued Probation:** A student is placed on probation after serving suspension or receiving an approved academic suspension appeal. The student will stay on probation and may continue to attend school if they receive a 2.0 GPA and 67% completion rate for the term even though they have not met the cumulative standards. Once a student has met the cumulative standards (cumulative 2.0 GPA and cumulative 67% completion rate), they will be in good standing and no longer on probation. Students who do not meet the term standard will be suspended again.

**ADDITIONAL ELEMENTS**

**Treatment of Grades:** Courses for which again receive a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion as courses successfully completed.

Courses for which you receive a letter grade of I, W, FN, FW, or F shall be treated as credits attempted but not successfully completed. Blank grades (Z) will be treated as credits attempted but not successfully completed.

**Course Repeats:** For a course that is repeated, the original grade will remain on the transcript but will not be used in the GPA calculation. The original course credits remain in the number of attempted credits but are removed from the credits earned calculation. While this has no punitive impact on GPA, the percentage of completion will reflect the original course as attempted but not earned.

**Transfer Credits:** Transfer credits accepted by the institution shall be counted as credits attempted for calculation of the cumulative completion percentage, but will not be used in calculating the cumulative GPA.

**Withdrawals:** You may withdraw from a course or courses after the posted drop period. A grade of “W” is given and will not impact GPA. But, a withdrawal will impact completion rate negatively as credits attempted and not earned are calculated in your percentage of completion.

**Transfer Agreements**

*Please see Articulation Agreements.*

**Transfer of Credits from Other Institutions**

Transcripts are evaluated for on-campus New Student Orientation sessions. Transcripts are evaluated in the order they are received. All passing credits (A, B, C, D, P) earned at a regionally accredited institution will be considered for transfer towards a Century College program(s).

**Transfer of Credits to Other Institutions**

If you wish to earn a four-year degree, you should check the lower division requirements of your chosen transfer college. Since requirements and acceptance of Century College credits differs from one college to another, you should consult the transfer college catalog and website early in your first year, use the applicable Century College transfer guide sheets, discuss transfer plans with advisors from the transfer college, and work with a Century College counselor. Also, you can look up how credits transfer by using the Transferology website. You can also refer to Program Requirements, which contains information regarding Minnesota Transfer Curriculum and transferring to another college.

Additional information is located under Transfer or go to the Minnesota Transfer website.

**Withdrawing from Courses**

See Change of Registration Policies.
Student Life

The Student Handbook has been developed to give students an overview of various activities, rules, regulations, and policies that have direct impact on them at Century. Further information concerning any of these areas may be obtained from the Dean of Student Services, located in room 1480 West Campus, or by calling 651.773.1780.

Student Life Program

The Student Life Program is designed to provide opportunities for student growth through students’ extracurricular activities. This program enriches higher education for students by providing both educational and social events. By becoming involved in activities such as academic-related events, cultural diversity programs, health and fitness programs, campus clubs, student publications, fine arts, and the intramural/recreation program, students will share in the ownership and leadership of such programs and experience a positive connection to Century College. Although the Student Life Program provides many avenues for student growth, the decision to participate is based on personal desire.

Student Activities Program

Student Club Center

The Student Club Center, room 1210 West Campus, is where great beginnings take place. It is an area for student activities. One of its main functions is to assist various clubs and organizations with their planned events. In addition, many campus-wide events are sponsored by the Office of Student Life. Any students should feel free to drop in and present new ideas or suggestions that will enhance student activities on campus.

Game Room

Free time between classes, at the beginning or end of the day? Located in room 1205 West Campus, the Game Room is a great place to unwind and enjoy recreational game activities. Table tennis and televisions are available for students’ enjoyment. Tournaments in various activities are also conducted each semester. The Game Room is also a great place to relax, enjoy a cup of coffee, watch television, meet old friends, and make new friends.

Student Clubs and Organizations

How to Get Involved

There are over 40 clubs and organizations for students to participate in at Century College. There are special interest clubs, cultural organizations, and program specific groups. Are you looking to start a new club or get involved in one of the current clubs or organizations at Century? Please contact the Director of Student Life and Leadership Development at 651.747.4015 or the Student Senate Office at 651.779.3317.

STUDENT LIFE COMMITTEE

This committee consists of student, faculty and staff representatives that make decisions regarding the student life budget, expenditures, and the student life activity fee. Please contact Kristin Hageman, Dean of Students, at 651.773.1780 for more information.
**STUDENT PUBLICATIONS**
The Century Times is a student run newspaper that is published twice a semester. It is distributed throughout campus with information relevant to the Century community. For more information, call 651.747.4060.

**STUDENT SENATE**
The Student Senate is the official representative student government of Century College. It operates under a constitution that has been approved by the student body and consists of volunteer senators and an elected executive board. The purpose of the senate is to work to improve the quality of education and of campus life for students at Century. One way the senate accomplishes this is by influencing the College’s decision-making process through working closely as a liaison between the student body and the administration and faculty. In order to address all issues of concern to students, the Student Senate must consider not only campus issues, but state legislation as well. Through its participation with the Minnesota State College Student Association, the Century Student Senate has a direct channel to issues and concerns on the state level.

The effectiveness of the senate depends on the quality of direct student involvement. Participation in the organization is an excellent opportunity to learn about the political process, become acquainted with the college system, and build leadership skills. For more information call 651.747.4015.

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**Intercollegiate Athletics**

**Century College Choir –**
A choral ensemble open to students without singing experience as an activity or for academic credit. One concert per semester. For more information call 651.779.3212.

**Century Jazz Ensemble –**
Provides students and community residents the opportunity to view and appreciate summer repertory theatre at Century's outdoor theatre complex. Participation is noncredit, by audition only. shakespeareandcompany.org.

**Theatre Productions –**
Students may participate in college theatrical productions using their talents in acting, stagecraft, stage makeup and/or scenery design. For more information, call 651.779.3211.

**Century Concert Band –**
The study and performance of instrumental literature. No audition. Open to students as an activity or for academic credit. For more information, call 651.747.4033.

**Century Chamber Orchestra –**
A chamber-size orchestra open to students with previous orchestral experience as an activity or for academic credit. Study and performance of standard orchestra literature. For more information, call 651.779.3214.

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**Intramural Sports**
Open to all students interested in a variety of team and individual sports. Activities include soccer, badminton, volleyball, basketball, softball, and golf to name just a few. The Intramural Sports Program provides a diverse spectrum of recreational activities for Century students and staff. For more information, call 651.779.3322.

**Gymnasium**
The gymnasium is available for a variety of activities (i.e. basketball, volleyball, and badminton).

**Outdoor Volleyball, Basketball Courts, and Golf Practice Green**
The courts and golf green are available for all to use and are located behind west campus. Balls are available through The Connection in room 1205 West Campus.

**Wood Duck Walking Trail**
Enjoy a beautiful walk through nature on this paved trail located behind west campus.

**Locker Rooms**
 Locker room facilities, located near the gymnasium (men on first floor, women on third floor) are available for those participating in intramural, recreation, and fitness activities. Students must provide their own towel and lock. Locks must be removed daily.

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**College Wide Events**

**Student Activities Fair**
Early each semester Student Life sponsors a Club/Activity Fair. Each club and organization on campus is invited to set up a table displaying information about their activities. This provides an excellent opportunity for all students to find a group that may interest them.

**Wood Duck Days**
Wood Duck Days, a school-wide event, is held each spring on the west campus in May. This day is filled with music, good food, prizes, and activities. Century's various clubs work together to sponsor the event.

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**Fine Arts**

**Art Gallery**
The purpose of the art gallery is to provide students and community residents the opportunity to view and appreciate the work of professional and student artists in a gallery setting. For more information call 651.773.1792.

**Performing Arts**
All students are welcome to participate in the Performing Arts program. Students have the choice of earning credit for participation or joining without credit.

- **Century College Choir –**
A choral ensemble open to students without singing experience as an activity or for academic credit. One concert per semester. For more information call 651.779.3212.

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Orientation

Orientation provides new students with an opportunity to get acquainted with Century College. During the session, students will learn about the many resources and student life offerings provided for all students, become familiar with campus policies and deadline dates for financial aid and tuition, and have an opportunity to meet with an advisor to go over course selections for their first semester. After attending orientation, students will feel more prepared to begin their first semester at Century.

College Policies

These policies and statements are not an irrevocable contract, and the College reserves the right to change any policy without notice. To view all College Policies, please go to century.edu/about/process-policies.

Annual Security Report

For information on the annual security report or to view the current report, please visit the Public Safety webpage, century.edu/home/public-safety

Copyright and File Sharing Policy

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted materials can result in you being prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys’ fees and civil penalties up to $150,000 per work distributed.

Use of Century College technology resources (including accessing the Century College network from your personal computer) for unauthorized distribution of copyrighted materials is prohibited.

By your use of Century College technology resources, you formally acknowledge that you have been informed of the rules regarding illegal file sharing and the consequences that can come from inappropriate use of computers and network resources belonging to Century College, located in White Bear Lake, MN. If Century College receives information about potential illegal file sharing linked to your account, the Information Technology Services department shall notify you via your Century College e-mail account and ask you to sign and return a form acknowledging that you will no longer share files. Failure to return the signed form in the time allotted and/ or repeated infractions by the same person will result in an employee or student code of conduct notification and associated penalties, including restrictions from using Century College technology resources.

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.

Tobacco-Free Policy

For the most up-to-date version of this policy, please visit the Process and Policies webpage, century.edu/about/process-policies.

Harassment and Discrimination

Century College and the Minnesota State system is committed to a policy of nondiscrimination in employment and education opportunity. A copy of this policy is available in the Dean of Student Affairs Office, in Compliance, Safety and Security Report, and online at Minnesota State Board Policies and System Procedures.

For more information on this policy, please visit the Process and Policies webpage, century.edu/about/process-policies.

PART 1. PURPOSE

Century College strives to maintain an educational community that fosters the development of students who are ethical, civil and responsible persons. Students of the College are expected to conduct themselves in a manner consistent with the College’s function as an institution of higher education. As a community of learners and scholars, all are expected to maintain conduct, which assures orderly pursuit of educational objectives, positive regard for the rights of others, and a safe environment. The purpose of this document is to set forth the specific authority and responsibility of the College in maintaining behavioral standards.

PART 2. DEFINITIONS

College means Century College.

Administrator means those persons designated by the College president for the administration of the Student Code of Conduct.

Alleged student violator means any student accused of violating the Code.

Cheating includes but is not limited to: (1) any use of unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Student Conduct/ Academic Honesty

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 and education will be subject to the conduct process.

The primary academic mission of Century College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. 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.

For more information, please visit the Student Conduct webpage, century.edu/campus-life/student-conduct-behavior.

Student Complaint/ Grievance Policy

For policy and process information, please access the Student Concern Process through the myCentury student portal or call the Dean of Student affairs at 651.773.1780.

Student Code of Conduct

For more information on the annual security report, please visit the Process and Policies webpage, century.edu/about/process-policies.
**College official** includes any person employed by the College performing assigned administrative or professional responsibilities.

**College premises** include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Code applies at all locations rented by the College.

**Complaint** means any person who submits a complaint alleging that a student violated the Code. A student who believes that they have been a victim of another student’s misconduct will have the same rights under this Code as are provided to the Complaint, even if another member of the College community submitted the complaint itself.

**Conduct Officer** means the person dedicated to preside over procedural matters to the administration of the Code of Conduct.

**Expulsion** means permanent denial of the privilege of enrollment at the College. The Administrator or designee does not permit students expelled to be on College premises at any time without written approval from the Conduct Officer.

**Faculty/Instructor member** means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

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

**Instructional Day** is defined as any of the days noted on the official Academic Calendar of the College as an instructional day, excluding Saturdays and Sundays.

**May** is used in permissive sense.

**Member of the College community** includes any person who is a student, faculty member, College official or any other person employed by the College. The Vice President of Student Affairs or designee shall determine a person’s status in a particular situation.

**Organization** means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.

**Plagiarism** includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Policy** means the written regulations of the College and Minnesota State as found in, but not limited to, the student Code of Conduct, the College and Minnesota State web pages, Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the College catalog.

**Preponderance of evidence** means a standard of responsibility that more likely than not the Code has been violated.

**Respondent** is the student accused of violating the Student Code of Conduct.

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

**Organization** means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.

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

**Student Judicial Board** is an advisory hearing Board made-up of two faculty members appointed by the Faculty Association President, two administrators appointed by the President, and two students appointed by the Student Senate President.

**Summary Suspension** means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College Community. Students are not permitted on campus without the permission of the Conduct Officer.

**Suspension** means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified. Students are not permitted on campus without the written permission of the Conduct Officer.
Tennessen Warning is to inform those involved in an investigation the purpose and intended use of the requested information; if it is legally required to supply the requested information; any known consequences arising from supplying or refusing to supply information; and who is authorized to receive the information.

Written Notice is to the student’s Century College email address.

PART 3: PROSCRIBED CONDUCT

A. Jurisdiction of the Student Code of Conduct

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

1. Hazing is involved
2. The violation is committed while participating in a College sanctioned or sponsored activity.
3. The victim is a member of the College community.
4. The violation constitutes a felony under state or federal law
5. The violation adversely affects the educational, research or service functions of the College.
6. Online comments or activity in an online course that is deemed detrimental to the aims of purposes of the learning environment.
7. Social media as it relates to posts that are threatening in any way and those that do not represent the mission and values of the College.

The Conduct Officer shall decide whether the Code shall be applied to conduct occurring off campus, on a case-by-case basis.

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

B. Violations

Any student or student-approved club/organization found to have engaged in one or more of the following behaviors is subject to the disciplinary sanctions outlined in this policy.

1. Alcoholic beverage use. Use, being under the influence, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.
2. Bullying, including but not limited to the following repeated behaviors directed at an individual or a group.
   a. Unwanted teasing
   b. Threatening or intimidating behaviors
   c. Stalking
   d. Public humiliation
   e. Spreading malicious and derogatory rumors or falsehoods.
   f. Using discriminatory slurs against an individual or group
   g. Cyberbullying- including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies, or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.
3. College policy violation. Violation of published College policies, rules or regulations.
4. Computer misuse. 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 for any other purpose.
   b. Unauthorized transfer of a file.
   c. 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 messages.
   f. Use of computing facilities to interfere with normal operation of the College computing system.
   g. Use of the Internet to commit illegal actions.
5. Dishonesty. Acts of dishonest, including but not limited to the following (See Academic Honesty procedure 3.6.2):
   a. Cheating or plagiarism
   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.
6. Disorderly conduct. 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.

7. Disruptive activity. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and 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.

8. Disruptive demonstrations. 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.

9. Failure to comply. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to produce valid Century College identification or valid government issued identification when requested to do so.

10. False Report. Falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism and the College will use all means available to assist in the identification of students who make such threats.

11. Harassment or threatening behavior. including but not limited to:

a. 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).

b. Bias-Motivated Conduct Actions which are motivated by the actual or perceived affiliation of the victim with a particular social group, race, gender, religion, sexual orientation, ethnicity, national origin, disability, age, marital status, and/or gender identity. Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Minnesota State Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Policy 1B.3, Sexual Violence Policy, Procedure 1B.3.1, Sexual Violence Procedure.

12. 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 into a student group, organization, or athletic team.

13. Illegal substance abuse. Use, being under the influence of, possession of distribution of narcotic or other controlled substances except as expressly permitted by law.

14. Law violation. Violation of federal, state, or local law on College-sponsored or supervised activities.

15. Obstruction. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored, College supervised or other authorized functions.

16. Possession of weapons. Possession of firearms, explosives, dangerous knives, other weapons, dangerous chemicals or biological agents on College premises, unless otherwise authorized.

17. Student Organization Misconduct Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following, conditions apply.

a. The offense occurred at an event that was sanctioned by an officer of the organization

b. Organizational and/or College funds are used to finance the activity.

c. The event where the offense occurred is substantially supported by the organization’s membership.

d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.

e. The organization fails to report or choose to protect the individual(s) alleged to have committed the offense.

18. Student Judicial System abuse, including but not limited to:

a. Failure to obey the summons of the Student Judicial Board of Conduct Officer.

b. Falsification, distortion, or misrepresentation of information before the Conduct Officer, the Student Judicial Board or other judicial body.

c. Disruptive or interference with the orderly conduct of a judicial proceeding.

d. Initiate a judicial proceeding knowingly without justifiable case.

e. Attempting to discourage an individual’s proper participation in, or use of, the judicial system.

19. Unauthorized Recording. Students may not make an audio or video recording within a classroom setting, including online, without prior consent from the instructor, student or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pending of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator. Determinations made or sanctions imposed under this Code shall
not be subject to change because criminal complaints arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant(s).

2. When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, the College may require the student to participate in a BAIT (Behavioral Assessment and Intervention Team) psychiatric and/or psychological evaluation. The BAIT, psychiatric and/or psychological evaluation process will assess the student’s ability to safely participate in the educational programs at the College as part of the procedure for students who are alleged to have violated this policy.

3. Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines and course syllabus to learn more about applicable standards of conduct associated with their academic program.

4. The College maintains partnerships with external institutions including but not limited to educational institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to College Policy, including the College Student Code of Conduct.

D. Sanctions

The following administrative and/or educational sanctions may be imposed upon any student found to have violated the Student Code:

1. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations

2. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period that includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.

3. **Loss of Privileges** - Denial of specified privileges for a designated period.

4. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

5. **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments.

6. **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.

7. **Expulsion** - Permanent denial of the privilege of enrollment at the college.

8. **Revocation of Admission** - Admission to the College may be denied or revoked prior to the first term.
9. Withholding or revoking awards - The College may withhold or revoke a degree/certificate/diploma or other College sponsored award.

10. Deactivation of Student Clubs.

Summary Suspension. In certain circumstances, the Conduct Officer may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Conduct Officer, the student respondent's presence on the College campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the student respondent shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student in person or via College email. After the student has been summarily suspended, the student shall be provided an opportunity for an informal or formal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior written permission from the Conduct Officer.

PART 4: APPEALS

Students may appeal a conduct decision made by the Conduct Officer to the Student Judicial Board within five (5) instructional days of a decision; students may appeal a Student Judicial Board decision to the Vice President of Student Affairs within five (5) instructional days of a decision. Students shall be informed of their right to contested case hearing under Minnesota Statutes Chapter 14 in cases involving sanctions of suspension for ten (10) days or longer.

PART 5: PROCEDURES

Conduct procedures are found in Student Code of Conduct Procedure 3.6.1 and Academic Honesty procedures are found in Academic Honesty Procedure 3.6.2

PART 6: Maintenance of Records

Records pertaining to students' histories of student conduct and violations and applicable sanctions shall be kept for a minimum of five (5) years and kept separate from students' academic records.

PART 7: Interpretation & Revision

Any questions of interpretation regarding the Student Code of Conduct shall be referred to the President or designee for final determination. The Student Code of Conduct shall be reviewed annually under the direction of the Student Conduct Administrator.

PART 1. PURPOSE

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 of 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 Student Code of Conduct Policy 3.6. It is expected that each student will assume responsibility for their 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.

PART 2. 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, financial aid process and submission of academic and Student Affairs appeals or petitions.

1. 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:
   a. Copying of other's work during an examination
   b. Using unauthorized notes or aids during an examination
   c. Taking an examination for another student
   d. Collaborating with any other person during a test without authorization
e. Using or giving unauthorized assistance on a take-home examination, assigned physical work, projects or any other academic work
f. Arranging for another student to take an examination
g. Attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents of an unrealized test or information about an unreleased test
h. Supplying an unreleased test or information about one to another person without authorization
i. Bribing any person to obtain unreleased test or information about an unreleased test
j. Submitting substantial portions of work for credit in more than one course, without consulting the instructor
k. Submitting research and assignments prepared by others (e.g., purchasing the services of a commercial term paper company)
l. Altering or forging an official College document

2. **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.

3. **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.

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

**PART 3. PROCEDURE**

1. A course instructor, convinced that an 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 from the course

2. A course instructor should also report Academic Honesty violations and the resulting actions to the appropriate Academic Dean via email or by entering the information into the online Academic Honesty reporting form for appropriate monitoring.
   a. A first offense will result in a written warning from the Student Conduct Officer.
   b. A student with two or more offenses shall be subject to further sanctioning through the Student Code of Conduct Procedure 3.6.1.

**PART 4. APPEALS**

1. A student may appeal a penalty imposed by an instructor. The student must submit a written appeal within five (5) instructional days of receiving the penalty to the Dean for the academic discipline. The Academic Dean shall investigate and send written notice of their decision to the student and instructor within five (5) instructional days.

2. The student may appeal the Academic Dean’s decision by submitting a written appeal within five (5) instructional days to the Conduct Administrator who will refer the case to the Student Judicial Board. (Reference Student Judicial Board for process in Policy 3.6 and Procedure 3.6.1.)

**Student Data Privacy**

Century College policy 2.11.0.1, Student Data Practices, pertains to student data information. Please visit the Data Privacy webpage, century.edu/students/data-privacy, for more information on all policies on student data privacy.

**College Terminology**

**ACCUPLACER Course Placement Testing** - the method employed to assist students in understanding their academic readiness and to help ensure that they are placed into courses that will support their academic success.

**Associate Degree** - a two-year degree offered by colleges. Century College degrees: the Associate in Arts (AA), the Associate in Science (AS), the Associate in Fine Arts (AFA), and the Associate in Applied Science (AAS).

**Career/Occupational Programs** - programs designed to lead directly to employment or career advancement.

**Certificate** - an educational program and award focusing on career or occupational skills. Century College certificates are up to 30 credits in length.

**Class Section** - a group of students meeting to study a particular course at a definite time. Sections are identified by specific section numbers.
Corequisite - two or more courses required to be taken in the same term.

Course - a particular portion of a subject selected for study. A course is identified by a course number; for example, PSYC 1020.

Course Title - a phrase descriptive of course content; for example, the course PSYC 1020 has a course title of General Psychology.

Credit Hour - the amount of credit usually earned by attending a class for fifty minutes a week for 15 weeks.

Curriculum - a group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree; for example, the accounting curriculum.

Degree - a title conferred by a college or university upon completion of a particular program of academic work. Typical degrees are the Associate in Arts (AA), the Bachelor of Arts (BA), and the Master of Arts (MA).

Diploma - an educational program and award focusing on career or occupation skills longer in length than a certificate. Century College diplomas are 31 credits or more in length.

Discipline - the subject or department prefix (example: MATH, PSYC).

Drop - discontinuing a class within the drop/add period. A drop is not recorded on students’ transcripts.

Drop/Add Period - a period at the beginning of each term when students may drop or add classes.

Elective - a non-designated course within a program. An elective permits students to select some courses of their choice within their program.

Grade Point Average - a weighted numerical average which indicates how well students have done in college classes.

Grant - an outright award of funds, usually based on need, which does not have to be repaid.

Loan - a loan may be either federal, state, short-term or emergency awarding of money to students in need of financial assistance; it must be repaid.

Minnesota Transfer Curriculum (MnTC) - a collaborative effort among all two and four year public colleges and universities in Minnesota to help students transfer their coursework in general education. 40 credits are required in ten goal areas. These courses are also used in the general education portion of the AA, AFA, AS, AAS, diploma and certificate programs.

Prerequisite - a prerequisite is a body of knowledge or level of competence students should have achieved to ensure readiness for a course. In special circumstances, a prerequisite may be waived by approval of the appropriate department. Students are not permitted to register for courses for which prerequisites have not been met. A prerequisite is met by earning credit in a course. Some courses may have specific grade requirements. See course description for prerequisites and grade requirements.

Quarter - term or period of time in an academic year. There are three quarters and two summer sessions in most quarter system schools. One quarter typically is 10 weeks long.

Registration - the process of selecting courses, completing college forms, and paying fees, all of which must be completed prior to the beginning of classes each term.

Scholarships - monetary awards given to students in recognition of outstanding academic achievement. Scholarships are sometimes based on financial need as well as academic performance.

Semester - term or period of time in an academic year. There are two semesters and one or two summer sessions in most semester system schools. One semester typically is 15 weeks long.

Transcript - a record of a students’ academic standing and college courses and grades.

Transfer Programs - programs with courses leading to an Associate in Arts, Associate in Fine Arts, or Associate in Science degree which are generally accepted in transfer to bachelor degree granting colleges and universities.

Tuition - an amount of money charged to students for each course.

Withdrawal - discontinuing a course after the drop/add period but before the withdrawal deadline. A withdrawal is recorded on the transcript as a W. Withdrawals do not influence GPA, but do negatively impact academic progress.

Work Study - a program created in 1964. Both the federal and state government, as well as the college, provide funds for part-time employment on campus. Part- or fulltime students in need of financial assistance may apply in the Financial Aid office.
Responsibilities

Students are responsible for collecting the necessary information that enables satisfactory transfer. This responsibility includes:

- Understanding the Minnesota Transfer Curriculum (MnTC), credits and credit hours.
- Providing necessary supporting course information for transfer review, such as:
  - Official transcripts
  - Syllabi
  - Course outlines with learning outcomes
  - Course descriptions
- Becoming familiar with the requirements of the student’s intended degree both at Century and at student’s intended transfer institution.

Schools are responsible for providing the necessary information and resources to allow a student to plan transfer. This includes a clear outline of their MnTC requirements and information on the intended use of various degrees, certificates and diplomas. Students may consult with transfer specialists, available through the DARS/Transfer Student Services Office and/or the Advising, Counseling, and Career Center, for assistance with transfer resources and planning.

Definitions

Transfer specialists are individuals in a college or university who assists students with transfer issues and have a deep understanding about transfer. The transfer specialist may be a registrar, admissions officer, counselor or advisor. Students planning to transfer should contact the transfer specialist at their current school and at the school to which they plan to transfer. Contact information for transfer specialists can be found through the Mntransfer.org website under “Transfer Resources.”

Minnesota State (formerly MnSCU) is the name for the colleges and universities system in the state of Minnesota, not including the University of Minnesota. Minnesota State includes Minnesota’s state supported universities, community colleges, and technical colleges.

U of M is the University of Minnesota. Their five campuses are separate from Minnesota State and are located in the Twin Cities, Crookston, Duluth, Morris, and Rochester.

Private colleges and universities are another category of schools within Minnesota. Private colleges are not state funded.

Minnesota Transfer Curriculum (MnTC) is a collaborative effort among all two and four year public colleges and universities in Minnesota to help students transfer their coursework in general education. 40 semester credits are required in ten goal areas that reflect competencies adopted by the public higher education institutions in Minnesota.

Transfer articulation agreements are written documents that outline transfer arrangements between schools. Agreements may be within or between systems or between individual schools.

Technical credits are earned through courses taken in technical programs. These courses are not part of the MnTC. Technical credits will likely transfer as free electives unless there is a transfer agreement or a course equivalence table outlining the transfer of technical credits between institutions. Students may request that these credits be reviewed by receiving institution for applicability to major. Receiving institutions may limit the number of technical credits accepted for transfer.
**Official transcripts** are transcripts sent by the Records Office/Registrar of previously attended schools directly to the institution to which a student plans to transfer. Most schools require official transcripts be received from all previously attended schools prior to a decision being made on the application for admission.

**Sending institution** is the school that is sending transcripts to another school – transfer out.

**Receiving institution** is the school that is receiving transcripts from another school(s) – transfer in.

**Accreditation** is a system for recognizing education institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality that entitles them to the confidence of the education community and the public they serve. Accreditation is the process by which students are assured of the school’s and/or program’s quality.

**Regional Accreditation** is the institutional review held by schools in the Minnesota State system, U of M system, and by most private colleges and universities in Minnesota. This level of accreditation allows for the relative ease of transfer of general education and other equivalent and comparable coursework. Level of accreditation can impact the transfer of credits and students should check with their transfer specialist if they have questions on accreditation.

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**College Level Examination Program (CLEP)** is a nationally standardized exam generally taken before entering a college or university. Credit may be used in general education, subject matter areas, and as elective credit. Official scores are required to receive credit.

**Advanced Placement (AP)** is a nationally standardized program of advanced college level courses offered during a student’s high school experience. Credit may be used in general education, subject matter areas, and as elective credit. Official scores are required to receive credit.

**International Baccalaureate (IB)** is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. Credit may be used in general education, subject matter areas, and as elective credit. Official scores are required to receive credit.

**Military credits.** College or university credit may be earned from educational experiences completed while in the military. Students must provide a military transcript to receive credit.

**State-to-state** transfer processes vary greatly depending on where and what type of institution to which a student is attempting to transfer. Students should contact the receiving institution as early as possible for information on how credits and programs will transfer. Transfer specialists at the current institution can assist students with locating the appropriate resources at the receiving institution.

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**Additional Sources of Credit**

The following are additional ways that a student may have accumulated college or university level credits. Consult your school’s transfer specialist and transfer website for how to utilize additional sources of credit.

**Credit for Prior Learning** is an attempt to translate an individual’s life and work experiences into college level credit. All schools do not recognize experiential education credits or limit the number that may be used towards a degree. This might also be known as experiential education.

**International coursework** is coursework completed at a college or university outside of the United States. International coursework may transfer to regionally accredited institutions if it was completed at a recognized or government sponsored school. Any student who has completed or plans to take coursework from a school outside of the U.S. should contact the transfer specialist at the school where they plan to earn their final degree, to determine the school’s policy on the transfer of international coursework. In order to earn credit for international coursework, students may be required to obtain additional transcript evaluations and translated documents.

**Age of credit.** Some schools and/or some majors/programs will place a time limitation on previously earned credits they will allow in transfer. This limit could apply to general education courses and to courses in a major.

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**Others**

**International coursework** is coursework completed at a college or university outside of the United States. International coursework may transfer to regionally accredited institutions if it was completed at a recognized or government sponsored school. Any student who has completed or plans to take coursework from a school outside of the U.S. should contact the transfer specialist at the school where they plan to earn their final degree, to determine the school’s policy on the transfer of international coursework. In order to earn credit for international coursework, students may be required to obtain additional transcript evaluations and translated documents.

**Age of credit.** Some schools and/or some majors/programs will place a time limitation on previously earned credits they will allow in transfer. This limit could apply to general education courses and to courses in a major.

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**Resources**

**Degree Audit Reporting System (DARS)** is a tool that lets students know what program requirements have been met and what requirements remain to be completed.

**MnTransfer.org** is a website with a tremendous amount of information on transfer within Minnesota and links to other states’ transfer sites. This website provides direct links to most other regionally accredited Minnesota schools and also provides resources about transfer planning.

**Transferology** is a resource for students who have completed courses in higher education and want to know which colleges and universities will accept those courses and apply them to a degree. Transferology will provide quick answers from hundreds of institutions in a streamlined and dynamic interface. www.transferology.com.