Directory of Offices

Academic Affairs (West Campus) .................................................. 651.779.3360, W3232
Academic Affairs (East Campus) .............................................. 651.779.3964, E2340
Academic Support Center (West Campus) ......................................
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
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 work force 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 coassionate 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. 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.

All applicants must submit an application for admission either online or to the Admissions Office. 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 Chapter 4, Academic Policies and Information. For specific course descriptions, course prerequisites and course restrictions, see Chapter 7, Course Descriptions.

Online and On-Campus Registration

Century College offers interactive online registration for returning students only. If you are a new student, you will register at 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. Please check Century’s website for instructions and details at century.edu.

Returning students register in order of the number of credits earned. The returning students’ priority registration schedule is published prior to each semester online at century.edu. 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. Call the Advising, Counseling, & Career Center or contact the program advisor for more information.

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 by attending 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. Completion of the college course placement testing is required prior to attending orientation.
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 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. Wait listing is not available for late start courses. Please see website for more information.

---

**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 and the appropriate academic Dean. 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 not required to add day courses before the semester begins or during the first three days of the semester, unless consent of instructor is normally required. 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.

**Dropping Courses**

Courses may be dropped through the first five days of the semester/session without the instructor’s permission and dropped courses will not be recorded on students’ transcripts.

**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. Students may withdraw (without instructor’s approval) until three weeks prior to the end of the semester unless otherwise specified. No withdrawals will be permitted during the last three weeks of any semester. (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 having withdrawn from a course after four weeks may visit thereafter until final exam week with instructor’s approval. Withdrawals do not influence GPA, but do negatively impact academic progress (see Chapter 4, Standards of Academic Progress).

*Note to 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 Chapter 4, Standards of Academic Progress Policy. An instructor-initiated withdrawal does not generate tuition reimbursement.

**Important:** Three ways to add, drop and withdraw with your Star ID and Password:

1. Via Century’s website at century.edu (click on eServices).
2. In-person at the Records Office, room 2220 west campus.
3. Written request with your signature by U.S. mail.

Telephone messages or email requests for Records Office staff are not considered valid processing methods.

---

**Costs**

The Board of Trustees for Minnesota State establishes the tuition for the state colleges. Current tuition and fee rates will be posted on the Century College website at 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. Please check the Century College website at century.edu for payment information and dates. Students can view their fee statement online at century.edu. Click on eServices. Contact the Business Office at 651.779.3278 for payment options.

*Important note:* 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 you’re 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 at century.edu 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 Business 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 at century.edu or complete a drop form in person at the Records Office up through the 5th day of the semester.

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>
</thead>
<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>
</tr>
<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>
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<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>
<td>0%</td>
</tr>
</tbody>
</table>

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, health services, fine arts programs, symposiums, lounge furniture, and day care equipment.
- 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 will be posted on the Century College website at century.edu.
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.

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 at centurycollegebookstore.com. 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 for credit the day after the first day of class are charged a nominal fee per credit if space is available or no charge if they audit. If a senior citizen registers prior to the second day of class, they must pay full tuition and fees.

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 at century.edu.

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 courses 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.
Campus News

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 and on the Century College website at century.edu 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 (WCCO-830 AM) and posted on the Century College website at century.edu.

All Student Email
This email is sent weekly to your my.century.edu email account. This assists in informing students of important reminders, events and activities on campus.

Students’ Notices
Bulletin boards are posted around the campuses for students, clubs, and college use. For more information contact marketing@century.edu.

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, applications for programs requiring supplemental admission materials, and New Student Orientation. 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 at century.edu/centurydirect/index.aspx 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.edu 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, such as:

- Planning guides that list requirements for certificates, diplomas, and degrees.
- Transfer guides that list Century courses that fulfill specific major requirements for transfer schools.
- Information guides that describe Century policies, resources, and advising tips.

Additional resources can be found on the Education Plan at gpslifeplan.org/century.

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. The following resources are available to help students prepare for transfer:

- Century advisors/counselors
- Transferology – www.transferology.com
- Century transfer guides
- Transfer information bulletin boards outside the Advising, Counseling, & Career Center.
- College representatives from various in-state and out-of-state schools visit Century to provide information to students.
- 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 or the AA with 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. See Personal Plan at gpslifeplan.org/century.

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.

Career and Life Planning (CRRS 1010) is a two-credit course offered at Century each semester. The course will help guide you through the career exploration and decision-making process. You will learn how to use the GPS LifePlan Career Plan and many other online resources in addition to Century’s Career Center, room 2400 west campus, to explore occupational and educational 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 at gpslifeplan.org/century.

Career Center
The Career Center, room 2400 west campus, is your resource to gain up-to-date information on careers (for example, employment outlooks and salary ranges) and educational planning (for examples, college catalogs and scholarship information). Computer-assisted career guidance programs, such as CAREERwise Education, and Minnesota Career Information System (MCIS) are tools that help you identify your career interests and skills, research occupations, and prepare for the world of work. For more information call 651.779.3285.

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.

For more information go to: https://www.century.edu/support-services/career-planning/career-services

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 on the web through Century's eServices. 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. More information about DARS is available on Century's website at www.century.edu/dars and at the Advising, Counseling, & Career Center.

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. www.transferology.com.

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

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 filing their income tax returns but not before January 1st for fall enrollment. 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.

Financial Aid for Students
The FAFSA is completed online at fafsa.gov. A signature is required to complete the FAFSA and can be signed electronically provided the student (and parent of a dependent student) has a PIN number. To apply for a PIN, visit pin.ed.gov. The Federal Code to release FAFSA results to Century College is 010546. 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 financial aid award. 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 financial aid award. 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 financial aid 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 verified and send the student an email with instructions on how to access their award notice online at century.edu. Students can access application and award information with their Century password and pin at Century College’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 College 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.

Financial Aid for Developmental/Remedial Coursework
Students who are eligible for federal financial aid (Pell 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, English 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.

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 website at century.edu/finaid.

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.

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 outside the Financial Aid Office.
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 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:
The Century Foundation awards more than $100,000 each year in scholarships to new and returning students. Awards are designed to encourage cultural diversity, service learning, academic achievement, and career development. Application information is available in the Foundation Office, room 2511 east campus, by calling 651.779.3356, or visiting the website at century.edu/foundation/.

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.

The GPS LifePlan Center located in room 1230 west campus, is a place where students can attend free workshops in all five areas of the LifePlan, get assistance with and work on ePortfolios, and receive help with developing goals.

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 information and 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 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. Refer to the Records and Registration webpage at http://www.century.edu/currentstudents/records/transcripts.aspx. The college follows the Student Privacy Act. See the Student Handbook section in this catalog for student privacy information.

Voters Registration Forms are available at the Records Office. For complete information regarding voting and downloadable forms go to: http://www.sos.state.mn.us/index.aspx?page=204.
Services for Students with Disabilities

Access Center
The Access Center is a Student Services office, which provides accommodation, advocacy, support, and referral information for students with various types of 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 the Director/ADA Coordinator at 651.779.3354 or the Disability Service Advisor at 651.779.3477 or accesscenter@century.edu or Minnesota Relay Service 711 or 1.800.627.3529 or by fax at 651.779.5831.

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 65 students at St. Paul’s Como Park, Harding, and Johnson 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 six secondary locations in the St. Paul Public Schools. For more information, call 651.779.3967.

Resource Centers

West Academic Support Center
The Academic Support Center is located in room 2461 west campus and houses the Peer Tutoring, Tutors Linked to Classes, and the Student Support Services offices. For more information call 651.779.3452.

East Academic Support Center
Located in room 2542 east campus, the center provides academic support. Other services include professional and peer tutoring, assistance with organizing study groups, and GPS LifePlan workshops. All services and opportunities are free and available to all students enrolled in Century College classes for credit. A student ID is required for services.

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 – check online at century.edu/labs for current calendar and availability.

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 non-credit 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 1216 west campus is a safe space for students of all gender identities and sexual orientations. There are resources available about a wide variety of topics which impact our LGBTQ students and their families. We have several programs each semester including the Spring Drag Show, Trans 101 workshops, and other trainings. It is both a programming space and a space to just hang out and talk about issues surrounding sexuality, gender, and identity. For more information call 651.779.3452.
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 additional 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 651.773.1794.

Peer Tutoring Program
The Century College Peer Tutoring Program located in the West Academic Support Center in room 2461 west campus and in the East Academic Support Center in room 2542 east campus, provides one-on-one tutoring assistance free to everyone currently enrolled in classes at Century College. Tutors are available in a variety of courses. Appointments are encouraged, but not required.

The Tutors Linked to Classes Program is also located in the Peer Tutoring Offices 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 please call 651.779.3258 on the west campus and on the east campus call 651.779.3293. A Student ID is required for services.

Reading and Student Success Center
The Reading and Student Success Center located in room 3250 west campus is open to all students seeking assistance in reading and study skills. The center is also a classroom resource for students in Reading and Student Success classes. Students may visit the center to use computers for research and coursework, get ideas on engaging books to read and check out books. A center coordinator, peer tutor and faculty are available to assist students. Appointments are not required but are recommended. For more information call 651.779.3351.

Resource & Support Center
The Resource & Support Center located in Room W2450 provides connections with community resources to help students succeed in and outside of the classroom with the following resources and more:
- Food Pantry
- Clothing
- Bridge to Benefits Screening
- Housing Information
- Legal Assistance Information
- Child Care Resources
- Campus and Community Services
- Applying for Scholarship
- Transportation Resources
- Parent Services
- Opportunity Community Model

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

Veterans Resource Center
Located in room 1217 west campus, the Veterans Resource Center is a place where veterans can study, socialize and network. Century has an active Veterans Club where students meet to celebrate and connect with other veterans of the Armed Forces. Century College has over 560 identified military students and dependents. For more information call 651.779.3218.

Writing Center
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 is staffed by English faculty members, the Writing Center Coordinator and Assistant Coordinator, and student tutors. The Writing Center staff is available to answer specific questions about grammar, punctuation, and mechanics, and to help students identify patterns or errors in their writing. The Writing Center staff can also provide assistance at any point during the writing process by helping students in areas such as development, focus, and organization. Computers, reference materials, and grammar exercises are just a few of the resources available in the Writing Center. All Century College students are welcome. A Century College Student ID is required. For more information call 651.779.3400.

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.

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 metroride.org. Discounted bus passes are also available for purchase at The Connection.
The Century Foundation is a supporting organization of Century College. The purpose of the foundation is to:

- promote interest, commitment, and financial assistance to further the mission of the college;
- provide financial assistance for scholarships, special education and cultural projects;
- enhance academic and personal student services;
- remove barriers to higher education for students who have financial hardship; and
- integrate new technology into the instructional process.

The Foundation encourages philanthropic support from community members. Donations help Century College provide scholarships, upgrade outdated equipment, expand learning resources, ensure facilities meet the needs of students with disabilities, and support life enrichment programs to benefit the community.

Each year the Century Foundation awards more than $100,000 in scholarships to new and returning students. Awards are designed to encourage cultural diversity, service learning, academic achievement, and career development. For more information contact the Foundation Office, room 2511, east campus, call 651.779.3356, or visit the website at century.edu/foundation.

### 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 Pantry
Through a collaboration with the White Bear Area Emergency Food Shelf, current students in need of food assistance can now get help on campus. The Food Pantry is located in the Resource and Support Center, room 2450 west campus. For more information call 651.747.4098.

### 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 courses 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 W2450 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.

### Veterans
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. Contact the Records Office at 651.779.3296 for more information. Also, see century.edu/military.
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 listed in this chapter 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
Please see Chapter 2, Change of Registration Policies.

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 Website (www.mntransfer.org) 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 all 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 also Chapter 5, regarding MnTC, AA, AFA and AS degrees, and Transfer.

and www.mntransfer.org, the Minnesota Transfer website).

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 refer to the Century College Transfer Student Services Office or the website for details. 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 credit(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.

• Maintain a 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 graduation in good standing.

• Present your Career and Technical Education Certificate of Credit or Northeast Metro Career and Technical Center transcript to the Century College Transfer Student Services 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, or refer to the website: http://ctecreditmn.com/

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.

Attndances 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 Learners
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, we anticipate approval of new Individualized Studies awards. 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
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
- Volunteer and community activities
- Travel
- Parenting
- Independent study
- Non-credit college courses
- Seminars/workshops/training
- Military service
- Hobbies

College credit for prior learning is awarded and recorded on your Century College transcript as equivalent to a particular college course, a Minnesota Transfer Curriculum goal area, or as elective credits. These credits can accelerate your progress toward completing your degree or program of study.

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, credit by exam, evaluation of non-college programs, and individual portfolio assessments.

NATIONAL STANDARDIZED EXAMS

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

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 Services Office. Century College will award credit for a CLEP test score of 50 or higher with the exception of Level 2 foreign language examinations for which a minimum score of 63 for German language, 62 for French language, and 66 for Spanish language is required.

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 3 or higher will be considered for transfer.

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.

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.

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 Services Office.

- Certified Professional Secretary (CPS)/Certified Administrative Professional (CAP)

Students who successfully completed the CPS or CAP exam in the past 7 years and have earned 10 Century College credits will receive a maximum of 16 elective credits.

INDIVIDUAL PORTFOLIO ASSESSMENTS

Portfolios are developed through a process outlined in a series of workshops and an online course. The workshops will help you reflect on the knowledge and skills you have acquired and develop your portfolio to demonstrate the college-level learning you gained through written essays, documentation, performance, and discussion, and other pieces of evidence. A committee evaluates the portfolio and determines the equivalent courses and credits to award you for your prior learning. Students will be charged a per-credit fee for faculty assessment of the portfolio. Portfolios are evaluated by a team of college faculty.

Successful students will receive a grade of P (pass) or No Credit which will be reflected on your Century transcript and will not be included in the calculation of GPA. Century College adheres to Minnesota State policies and procedures on credit for prior learning and the Council for Adult and Experiential Education (CAEL) national standards for awarding college credit for previous learning outside the classroom.

For complete and current information on the process for assessment of prior learning, please see the Century website.

Successful students will receive a grade of P (pass) or No Credit which will be reflected on your Century transcript and will not be
included in the calculation of GPA. Century College adheres to Minnesota State policies and procedures on credit for prior learning and the Council for Adult and Experiential Education (CAEL) national standards for awarding college credit for previous learning outside the classroom.

For complete and current information on the process for assessment of prior learning, please see the Century website.

**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.

**Credit Transfer Guarantee**

If you plan to transfer after completing your coursework in liberal arts and sciences, Century College will guarantee that your credits taken and listed on a dated Century College guide sheet will transfer. You must meet certain criteria and complete a credit guarantee form at the Vice President of Student Services’ office, West Campus. For more information, call 651.779.3929.

**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.

**Diplomas**

See Transcripts and Diplomas in this chapter.

**Dropping Courses**

See Chapter 2, Change of Registration Policies.

**Drugs and Alcohol**

Drugs and alcohol are not permitted on campus or at any college function. Students using drugs or alcohol on campus will be subject to disciplinary action. (Please also see the Student Handbook in this catalog.)

**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
- HA – 4 grade points per credit (indicates an Honors class of Honors option)
- 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.
- 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).
- 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.
- AU – student was a visitor in the course. AU’s 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 on or 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 in the first 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.

**Student Withdrawal and Academic Alert**

Students 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 in the first...
week of the semester and one business day for late-start courses.

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
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 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
6. You must earn a grade of C or higher in ENGL 1021 If this is the Goal 1 course you selected (exception: 16 credits or less certificates)

There may also be specific course grade requirements in your program. Please see Chapter 6, the Advising, Counseling, & Career Center, or your program advisor.

**MINNESOTA TRANSFER CURRICULUM NOTATION**

The Minnesota Transfer Curriculum (MnTC) is a total of 40 credits fulfilling ten goals. (Please see Chapters 5 & 6 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**

You can obtain graduation application forms by viewing graduation information at https://www.century.edu/academics/graduation. The application for graduation is available once you have reviewed the Apply to Graduation information. Submit the graduation application in to the Records Office by the deadline listed. Graduation requirements are available in the Advising, Counseling, & Career Center, room 2410 West Campus, on the website, and in chapters 5 and 6 of this catalog. 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.

**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 receive a Minnesota State notation on the Century College transcript, you must have attended one semester at Century College.

**Honors at Graduation**

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 the Honors Program. The Program welcomes 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.

**Petitions for Exceptions**

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 DARS 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.

In order to petition for a waiver of serving either a first or second suspension and to seek re-admitance for the next academic term, you must complete an Academic Plan and a Waiver of Academic Suspension with the help of a counselor. Please note: Final approval of all appeals rests with the Dean of Students.

**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.

**ROTC-Army**

The Army Reserve Officer Training Corps is a leadership development program designed to prepare you for commissioning as a second lieutenant in the U.S. Army. A cooperative program between Century College and the University of Minnesota provides the opportunity for you to enroll concurrently in the Army ROTC basic course. Scholarships are available to you if you have prior service, are a member of the National Guard or Army Reserve, or wish to join. Upon graduation from a four-year program, you may serve in a full-time or part-time Army career. For more information, please contact the Department of Military Service at the University of Minnesota at 612.626.1584 or http://www1.umn.edu/arotc.

**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:

- 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.
- Graduation recognition. If you complete at least 40 hours of service learning before college graduation, you will be noted in the commencement program and during the commencement ceremony.

Students across the country say they enjoy and benefit from service learning. "We learn these theories in school, but until we really apply them or see them in action, they’re not real."

At Century College, service learning

- Is integrated into specific courses at the discretion of faculty members or academic departments. Service learning students must meet specific requirements, such as serving a minimum number of hours and selecting a service site that meets certain criteria.
- Occurs on a semester basis.
- 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 651.748.2602. For more information, please visit www.centuryservicelearning.project.mnscu.edu

**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 probation, 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.

**Technical Education Guarantee**

If you graduate with a State Board approved Associate in Applied Science degree or diploma, but are judged by your employer as lacking technical job skills, you will be provided up to 12 semester credits of instruction free of charge. Certain standards apply to this guarantee. Please contact the Vice President of Student Services, West Campus, for more information or call 651.779.3929.

**Transcripts and Diplomas**

Century College provides transcripts for a fee through National Student Clearinghouse at www.getmytranscript.com, or through your myCentury student portal. Upon earning an award at Century College, the diploma is mailed to the student. For a replacement diploma, contact the Records office for fee information. The College will withhold issuance of transcripts and/or diplomas to you until all money due the College has been paid. The only exceptions to this policy are student loans scheduled to mature at a future date.

**Transfer Agreements**

Please see page 19, Articulation Agreements.

**Transfer of Credits from Other Institutions**

Transcripts will be evaluated in time for New Student Orientation sessions for new students who have reserved an orientation session and whose transcripts were submitted by the Priority Deadlines of March 15 (for Summer) and June 15 (for Fall Semester) and October 15 (for Spring Semester). If you are enrolled in courses during the current semester, you will receive a full evaluation for registration for the next semester. Transcripts that arrive after the deadlines will be evaluated after registration during that semester. If you are not enrolled in courses during the current semester you will not receive a full evaluation until you register. Transcripts will be retained on file for one year.

All passing credits (A, B, C, D, P) earned at a regionally accredited institution will be accepted towards a Century College program.

**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 at www.transferology.com. You can also refer to Chapter 5, which contains information regarding Minnesota Transfer Curriculum and Transferring to another college. Additional information is located in Chapter 12, The Transfer Guide, in this catalog or go to www.mntransfer.org, the Minnesota Transfer Website.

**Withdrawing from Courses**

See Page 4, Change of Registration Policies.
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 25 clubs and organizations for students to participate in at Century College. There are special interest clubs, cultural organizations, and program specific groups. For a complete list of clubs please consult our web site at https://www.century.edu/campus-life/student-clubs-organizations.

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.

STUDENT PHOTO ID
Students will need a Century photo ID to use the library, fitness center, to check out game room and recreation equipment, and
to use the mathematics, English or reading labs. The first photo ID card is free. Lost or replacement cards are $5.00 (payable at the Business Office).

To obtain a Century College photo ID you will need a copy of your current course schedule along with a driver’s license or other government-issued photo ID. This service is located at the Records Office, room 2221 west campus.

STUDENT PUBLICATIONS

The All-Student Email is sent weekly to inform students of activities for the week, services that are available and information of importance. For further information call 651.748.2608.

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 651.747.4015

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.

THE CONNECTION

Located in room 1205 west campus, The Connection is a great place to get involved in the many happenings at Century College. The Connection provides discount ticket prices, food, bus passes, a local fax machine and much more. It can also connect you to the many student groups and their events on campus including the Planning Activities Committee which sponsors events such as Wood Duck Days, Blizzard Blast and the Fright Walk. Contact The Connection at 651.779.3358, by email at Connection@Century.edu or on our eFolio web site at centuryconnection.project.mnsu.edu .

The Connection is also the home of the outdoor recreation equipment. There is seasonal equipment that is available for check out including but not limited to in-line skates and protective equipment, snowshoes, fishing poles and equipment, cross-country skis, backpacks and tents.

Intercolligate Athletics

Century College is a member of the Minnesota College Conference (MCC) and the National Junior College Athletic Association (NJCAA). Century College offers intercollegiate men’s and women’s soccer and baseball and softball. For more information call 651.779.3325.

Intramural/Recreation Programs

Fitness Center

Located in Room 1605 on the West Campus, the Fitness Center provides a full complement of weight training and aerobic machines for use by current Century students and staff. Watch for on-going fitness workshops.

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.

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.

• 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.

• 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 Jazz Ensemble –  
The study and performance of high level jazz arrangements with an emphasis on improvisation. Audition required. Open to students as an activity or for academic credit or through Continuing Education. For more information call 651.747.4033.

• Shakespeare and Company –  
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.

College Policies

These policies and statements are not an irrevocable contract, and the College reserves the right to change any policy without notice.

Compliance, Safety and Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the Department of Education. The goal of the Clery Act is to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

Century College is committed to the well-being of our campus community including students, employees, and visitors. The college has taken numerous steps to maintain a safe learning environment for all. The college also encourages students, faculty, staff and visitors to take appropriate steps to insure their own personal safety. We encourage all to report suspicious individuals, activities, or hazardous conditions immediately.


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 student account, the Information Technology Services department shall notify you via your Century College student 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 student will result in a student code of conduct notification and associated penalties, including restrictions from using Century College technology resources.

For further information about illegal file sharing, please visit:


Drug and Alcohol-Free Campus Policy

The standards of conduct at Century College clearly prohibit the 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. Please read the Compliance, Safety and Security Report for specific information on the state and federal laws regarding drugs and alcohol on a college campus.

NOTE: Although the Minnesota Medical
Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student or employee is on college or university owned or controlled property or any function authorized or controlled by the college or university.

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

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

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

The Compliance, Safety and Security Report lists health risks associated with abuse of alcohol and drugs; and if anyone needs assistance with a drug or alcohol problem, a list of services is available.

Tobacco-Free Policy

Century College is a tobacco-free campus. Smoking, tobacco use, electronic cigarettes, and tobacco sales (including the use or sale of smokeless tobacco products) are prohibited on college owned, operated, or leased property including college vehicles. This policy applies to all persons on college property. Noncompliance is punishable by fine and/or disciplinary action.

Exception: Tobacco use inside privately owned vehicles while on campus property is permitted.

HARASSMENT AND DISCRIMINATION

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

Harassment Officer: Dean of Student Services 651.773.1780
West Campus - W1480

Century College and the Minnesota State system is committed to a policy of nondiscrimination in employment and education opportunity.

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

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

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

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Century College and the Minnesota State system, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.
PERMISSION AND CONSENT
Faculty lectures may only be recorded after obtaining the permission of the faculty member and the consent of the students who are present for the lecture. Student consent shall be implied when a student enrolls in a course in which the course description publicizes that recording of classroom lectures may occur during the class. Faculty members should also provide notice in their syllabi that their classroom lectures may be recorded and discuss this issue with students on the first day of class and the day of the recording. Absent proper notice to students that classroom lectures may be recorded, students shall sign a Century College consent form allowing their voices and/or images to potentially be recorded and the recorded lecture to be used only for non-profit educational purposes at Century College.

CONTENT USED IN RECORDED LECTURE
All content used in a recorded lecture shall be free of copyright infringement. Faculty members shall clear the copyright of all non-original materials planned for use in their lectures prior to recording the lecture. See System Procedure 3.27.1 Copyright Clearance.

USE OF AUDIO/VIDEO RECORDING EQUIPMENT AND TECHNOLOGY
Use of any recording equipment and technology owned, leased, licensed, or otherwise provided by Century College shall be for the non-profit educational purposes of students enrolled at Century College. Any other proposed use of this equipment requires written permission from a person with signatory authority at Century College.

STUDENT VIEWING AND LISTENING TO A RECORDED LECTURE
Recorded lectures will be made available only to students in a streaming audio/video format through D2L. Students who receive or are provided access to a recorded lecture are prohibited from displaying, distributing, performing, displaying, or copying the recorded lecture to another electronic device, circumventing technology controls, uploading the lecture to the Internet, or sharing the recorded lecture or any portion thereof with anyone else.

CROSS REFERENCE
Board Policy 3.26 Intellectual Property
Board Policy 3.6 Student Conduct
Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources
System Procedure 3.27.1 Copyright Clearance
System Procedure 3.6.1 Student Conduct
System Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources

Date Approved: January 2018
Date Implemented: January 2018 Tentative w/Further Review Spring and Summer 2018

PART I: ARTICLE 1: DEFINITIONS

1. College means Century College.
2. Administrator means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. Alleged student violator means any student accused of violating the Code.
4. Cheating includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
5. College official includes any person employed by the College performing assigned administrative or professional responsibilities.
6. College premises include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Code applies at all locations rented by the College.
7. Complainant means any person who submits a complaint alleging that a student violated the Code. A student who believes that he/she has been a victim of another student’s misconduct will have...
the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.

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

9. **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.

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

11. **Hearing Officer** means the person dedicated to preside over procedural matters under review by the Student Judicial Board.

12. **May** is used in the permissive sense.

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

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

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

16. **Policy** means the written regulations of the College and Minnesota State 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.

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

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

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

20. **Student 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 Government Association President.

21. **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 Hearing Officer.

22. **Suspension** means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified. Students are not permitted on campus without the permission of the Hearing Officer.

**PART 2: 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 to on-line conduct 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; or
5. The violation adversely affects the educational, research or service functions of the College.

Online comments or activity in an online course that 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 administrator 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.1.1, 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 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. College policy violation. Violation of published college policies, rules or regulations.
3. 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. Unauthorized use of another individual’s identification and password.
d. Use of computing facilities to interfere with the work of another student, faculty members or college official.

4. Dishonesty. Acts of dishonesty, including but not limited to the following:
   a. Cheating or plagiarism (See Academic Honesty policy).
   b. Deliberately furnishing false information to any college official, faculty member or office.
   c. Forgery, alteration, or misuse of any college document, record or instrument of identification including copyright violations.
   d. Tampering with the election of any college-recognized student organization.

5. Disorderedly 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.

6. Disruptive activity. Disruption of 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.

7. 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.

8. 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.

9. Harassment or threatening behavior. 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).

10. 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.

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

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

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

14. Possession of weapons. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

15. Student Judicial System abuse, including but not limited to:
   a. Failure to obey the summons of the Student Judicial Board or the Coordinator of Student Conduct.
   b. Falsification, distortion, or misrepresentation of information before the Student 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 a justifiable case.
   e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.

C. VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator.

Determinations made or sanctions imposed under this Code shall not be subject to change because criminal complaints arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant(s).

D. SANCTIONS

More than one sanction may be imposed for any single violation. 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 and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.
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 and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
9. Withholding Degree - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all sanctions imposed, if any.
10. SUMMARY SUSPENSION. In certain circumstances, the conduct administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student'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 accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the conduct administrator.
PART 3: APPEAL
Students may appeal a conduct decision to the Student Judicial Board and ultimately to the College President within five (5) instructional days after being notified of being found responsible for a conduct violation. Students may contest case hearing under Minnesota Statutes Chapter 14 in cases involving sanctions of suspension for 10 days or longer.

PART 4: PROCEDURES
Conduct procedures are found in Century College Procedure 3.6.1.

References:
Century College Policy 3.6.1
Century College Academic Honesty Policy
Minnesota Statutes Chapter 14
Minnesota State Procedure 3.6 and Minnesota State Procedure 3.6.1 Minnesota Statutes §13.04, subdivision 2
MN State Board Policy 2.3
Date Approved: PENDING REVISIONS
NOTED
Date Implemented: 1/1/2017
Date Revised: 12/12/17
12/12/17-Academic Honesty language removed from Student Code of Conduct Policy 3.6 and Procedure 3.6.1 to create this new policy and procedure. Added language that better outlines academic and student code of conduct sanctions. Appeals process was modified and authority clarified.
Minn. Data Practices Act - Stat. Sec. 13.04, Subd 2., that states as follows: Subd. 2. Tennessee warning. An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (4) the identity of other persons or entities authorized by state or federal law to receive the data.”

3.6.1 STUDENT CODE OF CONDUCT PROCEDURE
PART 1: PURPOSE: Procedure 3.6.1 implements Policy 3.6 (Student Conduct).

PART 2: DEFINITIONS: For purpose of procedure 3.6.1, definitions are found in Century College Policy 3.6.

PART 3: CONTENTS OF THE CODE OF CONDUCT: For purpose of procedure 3.6.1, Content Code of Conduct is found in Century College Policy 3.6.

PART 4: PROCESS
A. The Conduct Hearing Process is used to review allegations of:
   a. Code of Student Conduct violations, unless otherwise stated in the policy
   b. College and Minnesota State Colleges and Universities policy violations
   c. Academic Program Policy violations

SUBPART A. INVESTIGATION AND INFORMAL PROCESS
1. Any member of the College community may file a written conduct complaint alleging that a student or student organization has violated student conduct proscriptions. Any conduct complaint should be submitted as soon as possible after the event takes place. Persons filing conduct complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a conduct complaint against a student or student organization, the administrator shall immediately conduct an investigation of the allegations.
2. If the complaint seems unwarranted, the administrator meets with all parties to review the findings before proceedings are discontinued. All parties are notified in writing within five (5) instructional days of the decision.
3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting or formal hearing with the Student Judicial Board.
4. Prior to this informal hearing meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the Code of Conduct.
5. During the informal hearing meeting the administrator shall review the conduct complaint and the evidence with the student and allow the student to present a defense against the complaint. Within five (5) instructional days following the meeting, the administrator shall inform the accused student in writing of the decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing. The complainant shall receive notification consistent with state and federal privacy laws.

6. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the institution’s appeal procedures.
7. If the accused student fails to appear for the informal meeting, the administrator may proceed to review and act upon the conduct complaint in the student’s absence and shall notify the student in writing of any action taken.
8. The student may appeal the decision, in the time indicated in the outcome letter, or the student completes the sanctions.
9. In the case of appeal, sanctions may be delayed for the appeal to be processed. If the appeal is denied, sanctions from the original hearing will stand.

SUBPART B. FORMAL HEARING AND DUE PROCESS RIGHTS.
1. The Student Judicial Board hears cases referred for resolution; this may include initial referral and appeals. The Board is authorized by the College President to advise staff in rendering conduct decisions. Students, faculty and staff are appointed by the Century College Student Senate, College President, and Faculty President to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal recommendation as to whether a student has violated the Code or the sanctions imposed by the Hearing Officer. Members serve for a one-year period and may be reappointed. At least four Board members must be present to hear a case.
2. Students referred for a formal hearing shall be given a minimum of five (5) instructional days advance notice in writing of the time, place, and date of the hearing. For compelling reasons, maximum time limits for scheduling of hearings may be extended for ten (10) additional instructional days at the discretion of the College President or designee.
3. Within a minimum of five (5) instructional days prior to the hearing, the student must be informed in writing of: a) the complaint, b) the evidence to be presented against him/her, c) a list of witnesses, and d) the nature of their testimony.
4. At the hearing, the student shall be given the opportunity to speak in their own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may
provide advice to the student, but may not participate in any questioning. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney (at the student's expense) as the advocate.

5. The hearing may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, alleged student violator and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the administrator to be appropriate.

6. After the hearing, the Student Judicial Board shall deliberate in private for the purpose of determining whether the accused has violated the Student Conduct Code sections(s) as charged.

7. The Student Judicial Board shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

8. There shall be a single verbatim record, such as a tape recording, of all testimony before the Student Judicial Board hearing. The record shall be the property of the College.

9. The hearing shall be held whether the accused attends or not so that the charges and supporting evidence become part of the official record.

PROCEDURES SUBSEQUENT TO HEARING NOTIFICATIONS
1. Within three (3) instructional days of the hearing date, the Student Judicial Board shall recommend action to the College President or designee in writing.

2. Upon receipt of the recommendation(s), the College President or designee shall render a decision within five (5) instructional days and communicate that decision, in writing, to all parties involved.

3. In all cases of suspension, the student(s) shall receive official notice from the College President or designee.

APPEALS
1. A sanction imposed by the administrator may be appealed by the accused student(s) to the Student Judicial Board within five (5) instructional days of the notification of the decision. The deadline for appeal will be indicated in the outcome letter. Such appeals shall be in writing and shall be delivered to the conduct administrator or designee.

2. If an appeal heard by the Student Judicial Board is upheld and accepted by the President or designee, the Dean may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

IV. INTERPRETATION & REVISION
1. Any question of interpretation regarding the Code of Student Conduct shall be referred to the President or designee for final determination.

2. The Code of Student Conduct shall be reviewed annually under the direction of the Student Conduct Officer.

3.7 ACADEMIC HONESTY POLICY AND PROCEDURE
I. 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 College’s Academic Honesty Policy. It is expected that each student will assume responsibility for his/her work and that materials submitted in fulfillment of course, program, and college academic requirements must represent the student’s own efforts. Any act of academic dishonesty attempted by a student at Century College is unacceptable and will not be tolerated.

Academic dishonesty cases receive a violation in the course or program where the cheating, plagiarism collusion or false information was submitted. Such sanctions have consequence on the students’ assignment or course grade. The student is also subject to sanction under the Student Code of Conduct Policy.

II. 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.

A. Cheating in the instructional setting is the unauthorized use or exchange of information by students for the purpose of meeting academic standards or requirements; examples include, but are not limited to, the following:
1. copying of other's work during an examination
2. using unauthorized notes or aids during an examination
3. taking an examination for another student
4. collaborating with any other person during a test without authorization
5. using or giving unauthorized assistance on a take-home examination, assigned physical work, projects or any other academic work
6. arranging for another student to take an examination
7. attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents of an unrealized test or information about an unreleased test
8. supplying an unreleased test or information about an unrealized test to another person without authorization
9. bribing any person to obtain unrealized test or information about an unreleased test.
10. submitting substantial portions of work for credit in more than one course, without consulting the instructors
11. research and assignments prepared by others (e.g. purchasing the services of a commercial term paper company)
12. altering or forging an official College document

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

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

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

III. PROCEDURES

1. A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:
   a) reprimand
   b) assignment of substitute and/or additional work
   c) reexamination
   d) lowering the grade for the assignment and/or course
   e) failure from the course
   f) referral to the Student Conduct Administrator for conduct violation

IV. APPEALS

1. A student can appeal a penalty imposed by a faculty. The student must submit a written appeal within five (5) instructional days to the Dean for the academic discipline in which the alleged act of dishonesty occurred. The Dean shall send written notice of dean's decision to the student and instructor within a reasonable amount of time.
2. Upon receipt of the Dean's decision, a student or instructor may submit a written appeal to the Student Judicial Board within five (5) working days. (Reference Student Judicial Board for process in Policy 3.6 and Procedure 3.6.1.)

The Judicial Board hears the case and shall recommend action to the College President or designee within five (5) instructional days.

3. Upon receipt of the Judicial Board recommendation(s), the College President or designee shall render a decision within five (5) instructional days and communicate that the decision, in writing, to all parties involved.

4. The President or designee's decision shall be the final with the institution and Minnesota State College and University System.

5. Students may contest case hearing under Minnesota Statutes Chapter 14 in cases involving sanctions of suspension for 10 days or longer.

References:
Century College Policy 3.6
Minnesota Statutes Chapter 14
Minnesota State Policy 3.6 and Minnesota State Procedure 3.6.1
Minnesota Statutes §13.04, subdivision 2
MN State Board Policy 2.3

Date Approved: 12/12/17
Date Implemented: 12/12/17

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 Services at 651.773.1760.

Student Complaint Process
(Unfair Treatment by College Employee)
Students may file a complaint concerning alleged improper, unfair, arbitrary, or discriminatory treatment and discuss it with the appropriate employee or with the employee's supervisor. They may use an informal situation resolution form or follow the grievance process below.

Student Grievance Process
(Policy Violation)
To initiate a grievance (formal written claim), students may carry an official grievance through the following steps, if necessary:
1. to the employee being grieved.
2. to the appropriate supervisor to whom that employee reports.
3. to the appropriate dean or administrator
4. to the appropriate Vice-President
5. to the College President — This is the final step in the appeal process however, if the violation involves a Minnesota State Board policy, a student may carry the grievance to a sixth step

6. to the Chancellor – the decision of the Chancellor is final and binding

Copies of the grievance policy and forms are available in the Advising, Counseling, & Career Center, room 2410 west campus. For more information contact the Dean of Student Services, 651.773.1780.

Student Data Privacy

Century College policy 2.11.0.1, Student Data Practices pertains to student data information on pages 161-163. This policy is currently under review and the following information may change during the 2017-18 academic year. Please refer to Century’s website for the most current information about student data practices.

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

Student Data Practices Policy

In accumulating this information, the College provides the following assurances:

1. Student records are official records of Century College and will be used for educational purposes according to Minnesota and federal student data laws.
2. The purpose and intended use of the data will be explained upon request as well as consequences of refusing to supply private or confidential information.
3. The Registrar, Director of Admissions, advisers/counselors, and financial aid officers, under the direction of the Vice President of Student Services, who is responsible authority, are responsible for the confidentiality and security of the information. Information maintained on students is listed in the following categories.

Public Student Data-Directory Information

To prevent release of this information outside of the College, students should contact the Records office. See the complete Student Data Policy below.

Public student data is accessible to any member of the public for any reason and includes the following items:

1. Name
2. Dates of enrollment
3. Major field of study
4. Degrees, Diplomas, Certificates and Honors received
5. Status- full-time/part-time
6. Dean’s List
7. Height and weight of student athlete

Records of Deceased Students

Upon a student’s death, education records retain the same classification that applied prior to the student’s death and shall be handled in accordance with privacy laws applicable to data on decedents including, but not limited to, Minn. Stat. §13.10. Rights of the deceased student who is the subject of private or confidential data may be exercised by the representative of the deceased student. Nonpublic data concerning a deceased student that is created or collected after death, are also accessible by the representative of the deceased student.

The Registrar’s Office shall release nonpublic data on a deceased student under the following conditions:

1. Pursuant to a valid subpoena or court order;
2. To the executor or representative of the deceased student’s estate or next of kin, if an executor or representative has not been appointed, upon showing applicable proof of the student’s death (i.e., death certificate or obituary notice) and written authorization by or identification of the executor, representative or next of kin, as applicable.

Private Student Information

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

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

Confidential Information

This data is not accessible to the public or to the subject of the data. It is accessible only to individuals or agencies authorized by law to gain access.

1. Financial records and statements of a students’ parents (however, these are accessible to the parents).
2. Investigation information collected for purposes of active or pending legal action, prior to such action.

3. Investigation information collected for purposes of anticipated suspension or expulsion of students for disciplinary reasons, prior to the formal action.

4. Psychological reports.

**Access to Private Student Data**

Private student data will be disclosed only to the following:

1. The students who are the subject of the data.

2. Any persons or agencies if the students have given informed consent. Informed consent requires the signing of a statement that includes the following:
   a) Date
   b) Indication of the expiration date, usually not to exceed one year
   c) Indication of who shall release and receive the information
   d) Information written in plain language
   e) Specifications of the nature of the data
   f) Specifications of the purposes for which information may be used

3. Accrediting organizations in order to carry out their accrediting functions.

4. Appropriate health authorities, but only to the extent necessary to administer immunization programs.

5. Appropriate person or persons on the basis of a valid court order, or lawfully issued subpoena—but only after calling the court’s attention, through proper channels, to the statutory provisions, rules, or regulations which restrict the disclosure of such information.

6. Appropriate persons in connection with student’s application for, or receipt of, financial aid.

7. Appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the students or other persons.

8. School and system office officials who have a legitimate educational interest. School official is defined as any person employed by the college in an administrative, supervisory, academic or research, support staff position (including law enforcement unit personnel); students serving on official College committees or assisting another school official in performing his or her tasks assisting qualified officials; a person or company with whom the college has contracted, such as an attorney, auditor, or collection agent; a person serving on the Minnesota State Board of Trustees, or the Century Foundation. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

9. Federal or state authorities in connection with the audit and evaluation of federally supported educational programs.

10. Officials or to other schools, upon request of the students. See notice below.

11. Organizations conducting studies for or on behalf of Century College for the purpose of the following:
   a) Administering student aid programs
   b) Developing, validating, or administering predictive tests
   c) Improving instruction. (These studies must be conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, with the information to be destroyed when no longer needed for its purpose.)

12. State and local officials, as may be required by state statute existing prior to November 19, 1974.

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

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

**Students Rights Regarding Personal Information**

Students asked to supply private or confidential data concerning themselves shall be informed of the following rights:

1. Any known consequences arising from supplying or refusing to supply private or confidential data.

2. The identity of other persons or entities authorized by state or federal law to receive the data.

3. The purpose and intended use of the data.

4. To be informed as to what is classified as directory information and, on request, have it treated as private data.

5. To receive copies of private or public data (on self), the agency may charge a fee, which covers the actual costs involved for providing copies.

6. To review all private or public data (on self) without any charge.

7. Whether one may refuse or is legally required to supply the requested data.

8. Whether the College maintains any data on him or her and the classification of that data—this includes confidential data. (Students must be told upon request of this information.)

9. Students may, in writing, contest the accuracy or completeness of public or private data; the College shall within thirty days either correct the data found to be in error or notify the students that the College believes the data to be correct. If data is found to be incorrect, the College shall attempt to notify the past recipients. The students may appeal an adverse determination of the College through the provisions of the administrative procedures act, relating to contested cases.

10. The permission or consent required of, and rights accorded to parents by statute or law, shall only be required for and accorded to the students.

11. Students will be notified annually of their rights under FERPA; the Notice of Rights will be published in the registration guide.
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.

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

**Course Title** - a phrase descriptive of course content; for example, the course Psychology 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 nondesignated 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 full-time 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.

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.

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.

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.

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.