Hibbing Community College (HCC), in partnership with area high schools, offers College in-the-Schools (CITS), a program that allows high school juniors and seniors the opportunity to take college classes for credit while enrolled at their respective high school. CITS is one form of Post-Secondary Enrollment Options (PSEO) as established by the Minnesota Legislature and governed by HCC and the Minnesota State system board.

**Who is eligible for CITS courses?**
Only high school juniors and seniors are eligible for CITS courses. As a high school Junior you must have a 3.0 grade point average and/or be in the top 1/3 of your high school class. High School Seniors must have a 2.5 grade point average and/or be in the top ½ of your high school class. Potential CITS students MUST complete the college’s ACCUPLACER placement test (OR provide nationally-standardized test scores such as MCA scores or ACT scores), and students MUST place at college-level to register for CITS courses.

**Reasons to enroll in CITS courses:**
CITS courses often help fulfill the general education requirements of a student’s college education. Specific courses fulfill the requirements of the Minnesota Transfer Curriculum (MTC) and are often applied towards an Associate of Arts (A.A.) degree or used to meet certain technical program requirements. Therefore, a student earns college credits for free, and then he or she may transfer those credits to another Minnesota college or university. Many private colleges also accept courses in the MTC. Plus, every CITS course is monitored by an HCC faculty member who collaborates with the respective high school teacher. The HCC faculty member ensures the CITS course meets college-level standards.

**How much do CITS courses cost?**
There is NO COST to enroll in CITS courses. Tuition is covered as part of the PSEO program. Books and course material are supplied by the respective high school and remain the property of the high school, so there is no need to buy textbooks!

**How do I enroll in CITS courses?**
Each semester, a college advisor visits with each high school class deemed CITS-eligible. This visit provides students with the opportunity to hear more about CITS and voice any questions or concerns. At this time, the advisor also provides CITS applications. Students must complete an application if they want to enroll in the CITS course. Students must also complete the ACCUPLACER placement test (OR provide nationally-standardized test scores) and place at college-level and meet all course prerequisites to register for CITS.
courses. The college advisor also provides information regarding testing dates and times as well as registration during her visit.

After you enroll in a CITS course:
Students who need to “drop” a first semester CITS course after it begins must do so by September 20, 2019 of fall semester by contacting their college advisor at 218-262-7370 or christina.brown@hibbing.edu. If a student drops a course within this time frame, the class is removed from their college transcript.

Students may “withdraw” from a course up until the 80% mark of the semester (November 27, 2019 for fall semester), but a “W” is then recorded on their transcript. “W” grades have the potential to place a student on academic warning or suspension from HCC. They also have the potential to interfere with a student’s financial aid eligibility in the future.

When considering “dropping” or “withdrawing” from a CITS course, students should always consult with their high school instructor and high school counselor first to review high school graduation requirements. The same is true if a student fails a CITS course, since this too affects students’ graduation requirements.

Also, since the high school and college record grades independent of one another, the potential exists for a teacher to record a different grade on a student’s high school transcript than on their college transcript.

Additional considerations:
Success in college requires a commitment to challenge, proactiveness, and self-discipline. The pace, and the subsequent stakes for success, are much higher in college than high school. In college courses, students are responsible for asking questions, monitoring their own progress, and seeking help from their instructors if necessary. Are you ready to commit to these requirements in order to succeed? The following questions help determine if you are ready for college coursework:

How well do you prepare for class?
Do you leave yourself enough time to process a reading assignment before class begins? Do you formulate questions that you want answered during the next class? Unlike high school, most assignments are completed outside of class, and you are expected to begin discussion of the assigned reading as soon as class begins.

Do you take detailed notes during class? Do you review your notes frequently?
College exams are often based on lecture notes, making it important to take detailed notes during class.
Do you seek help from your teachers if you encounter problems? College instructors do not track down students who are “at risk” of not passing their class. Therefore, students are expected to schedule appointments during office hours to seek help from their instructors.

Do you manage your time well? Do you turn your work in on time? Using school activities or work as an excuse for not completing your assignments or performing poorly on an exam is not acceptable at the college level. You are expected to complete your assignments before class begins and to prepare outside of class for any exams.

Are you organized? Do you schedule assignments and tests in a calendar or planner? College instructors do not give reminders for assignment deadlines or testing dates. Students are expected to keep track of that information themselves.

ACADEMIC INFORMATION

CITS students are HCC students. By applying for CITS courses, students are also applying for admission to HCC.

Satisfactory Academic Progress: CITS students are required to maintain a minimum GPA of 2.0 and a course completion rate of 67%. Students who fall below a 2.0 cumulative GPA or fail to complete 67% of the credits they attempt are placed on academic warning. Falling below this standard in a subsequent semester results in a student being placed on academic suspension from HCC. Once placed on suspension, a student needs to file an appeal in order to continue taking courses at HCC or any other Minnesota State college or university. Please see the HCC student handbook for more details.

Transcripts and Transfers: Remember, CITS students are enrolled at their local high school and HCC. Therefore, CITS courses are recorded on both a student’s high school transcript and an HCC transcript. Credits earned are fully transferable to any college within the Minnesota State system, and if a class meets the Minnesota Transfer Curriculum (MnTC) goal at HCC, other Minnesota State colleges must accept it as meeting the same goal at their college. Students hoping to transfer credits to a private or out-of-state college need to check with the respective college regarding transferability. Often, these colleges want to see course syllabi, so students should always keep a copy for this purpose.

For more information on college degree requirements or the MnTC, please contact your college advisor or visit the HCC website at www.hibbing.edu. Students can obtain
unofficial transcripts from their college advisor, and official transcripts (for a fee) at www.getmytranscript.com.

Family Education Rights and Privacy Act (FERPA): The purpose of the Family Rights and Privacy Act is to afford certain rights to students concerning their education records. These rights include: the right to inspect and review the education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of directory information from the records. Rights can be found at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/psOfficials.html

SERVICES FOR STUDENT SUPPORT

Academic and Career Counseling: The advisors and counselors at Hibbing Community College are dedicated to seeing you succeed in all aspects of your life. We know you lead busy, often stressful lives, and we are here to help! Our counselors offer a confidential, yet welcoming, environment for all students to discuss both academic and personal concerns. The only exception to our confidentiality policy is situations involving danger or serious harm to you or others. We also offer the following services to our students:

1. Academic Planning: Assistance with adds, drops, withdrawals, registration, schedule changes, and transcripts.
2. Career Planning: Career assessments (such as the Campbell Interest and Skill Survey), career tools (such as Career One Stop and GPS LifePlan), and help with prospective college research.
3. Conflict Resolution and Mediation: Conducted with classmates, instructors, roommates, and/or teammates.
4. Counseling Resources: A wide array of diagrams, handouts, pamphlets, and up-to-date information on a variety of topics.
5. Crisis Assistance: Basic needs assistance (such as clothing, food, housing, and medical) and the option to complete a crisis fund application.
6. Food Closet: Available to all students when necessary!
7. Personal Counseling: Brief, crisis counseling and support often followed by a therapy referral in the community.
8. Referrals: Addiction, clothing, food, housing, medical, therapy, etc. to agencies within our community and beyond.

If you wish to schedule an appointment, please call (218-262-7292) or stop by Student Services at Hibbing Community College.

Academic Tutoring: The Academic Center provides free tutoring to HCC students in most liberal arts courses. Peer Tutors, recommended by faculty and staff and trained in
the Academic Center, are available to help students by appointment or on a walk-in basis. Study group support is also offered if requested and available. Online tutoring is also available through Tutor.com for many subject areas. See the Academic Center for more information and assistance. The Academic Center is located at HCC in Building M room M-162, 8:00-4:30, Monday through Friday or at 218-262-6745.

**Disability Services:** HCC is committed to providing access and does not discriminate against qualified students or employees with disabilities. Admissions decisions and access to programs are based on a policy of non-discrimination. (Section 35.107, Dept. of Justice regulations). As stated in section 504 of the Rehabilitation Act of 1973, “no otherwise qualified handicapped individual shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.” To apply for services, follow these steps:

1. Fill out Disability Services application. Applications may be obtained outside the Disability Services office – M128 or by contacting Jen Boben, Disability Services Coordinator or jenniferboben@hibbing.edu.
2. Provide updated documentation of disability that has been completed by a medical professional (EX: medical doctor, licensed mental health counselor or licensed physiologist) within the last 3 years
3. Schedule an appointment with Jen Boben, Disability Services Coordinator to discuss needs and develop a reasonable accommodation plan.

Since every student’s situation is unique, specific accommodations for their disability is discussed during a confidential intake meeting with the Disability Services Coordinator. We will obtain the student’s written permission before entering into discussions with parents, advocates, transition coordinators, rehabilitation services counselors, or other professionals. Students often request these services:

- Testing accommodations
- Note-taking services
- Materials in alternative formats
- Assistive technology
- Specific seating

**HCC Policy for Disability Services:**
1. Hibbing Community College shall not deny enrollment to persons with disabilities and complies with the Americans with Disabilities Act and the Minnesota law for students with disabilities which provides for reasonable accommodations for students.
2. No person with a disability shall be subjected to discrimination in recruitment, in any educational program, educational services, activities or placement.
3. The College is committed to reasonable accommodations for persons with disabilities in all educational programs, activities, and assists all admitted students to reach their educational goals.
4. Included in these services are advocacy, counseling, academic assistance, placement and referral services. All appropriate and necessary services shall be provided for enrolled or admitted qualified students with disabilities based on recent assessment and documentation.

5. This policy and information will be available to enrolled students and applicants for admission in the College catalog and schedule of offerings for each term.

6. The College buildings are handicapped accessible.

HCC Library:
As a HCC student, you also have access to our library services. The HCC library provides materials and information on a variety of topics from a number of different sources. These include other libraries, online resources, lists of library-owned periodicals, newspapers, library guides and tutorials. These resources may be viewed and accessed from the Library Resources pages.

Code of Conduct:
Students at HCC are expected to conduct themselves as mature citizens both on and off campus. Each student is expected to abide by the rules, regulations, and policies established by the College for the benefit of the entire campus community. HCC is committed to creating and maintaining an environment in which students are free to pursue their academic, social and personal goals. Violations of the following rules and/or regulations will result in disciplinary action. Violations may include but not be limited to:

- Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, furnishing false information to the college.
- Unauthorized entry or use of college facilities; intentional obstruction that unreasonably interferes with freedom of either pedestrian or vehicular movement on campus.
- Theft or other abuse of computer time, including but not limited to unauthorized entry into a file, unauthorized use of another’s password, or use of computer facilities to interfere with the normal operation of the College computer system.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities on or off campus, or other authorized non-College activities on campus.
- Violation of Minnesota State Board of Trustees and college policies, rules and/or regulations.
- Use of any tobacco in college buildings. Tobacco use includes the carrying of a lighted cigarette, cigar, or pipe and use of any smoking material, as well as smokeless tobacco.
- Use, possession, manufacturing, distribution or being under the influence of alcoholic beverages (except as expressly permitted by College or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and
System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

- Use, sale or possession of drugs and/or narcotics, or paraphernalia on campus not prescribed by a physician.
- 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 is on college or university owned or controlled property.
- Act of hazing or endangering the mental or physical health or safety of a student, or destroying public or private property, for the purpose of initiation, admission to, affiliation with, or as a condition for continued membership in, a group or organization. Disciplinary action can be taken against both individuals and organizations, with the officers of the organization serving as representatives during any hearing.
- Use of fireworks, firearms, ammunition or weapons of any sort.
- Physical or psychological/emotional abuse including, but not limited to, stalking, intimidation, or harassment.
- Gambling for money or other things of value on campus or at college-sponsored activities except as permitted by law.
- Failure to comply with directions of College officials acting in the performance of their duties.
- Disorderly, inappropriate, lewd, indecent or obscene conduct or expression on college-owned or controlled property or at college sponsored or supervised functions.
- Theft or damage of College or College community property.
- Misuse of registration system.

Sanctions: One or more of the following sanctions may be imposed upon any student found to have violated the Code of Conduct. Sanctions include but are not limited to:

- Referral: A student is required to seek counseling or education on campus or within a community agency, and follow the recommendation of that agency. The student must allow the agency to notify the Provost, in writing, of compliance.
- Warning: A notice in writing to a student who is violating or has violated college rules or regulations.
- Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college rules or regulations during the probationary period. This may restrict participation in college activities, clubs, etc.
• Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or material replacement.
• Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
• Expulsion: Termination of student status for an indefinite period.

**Due Process**: Fair treatment will be afforded to all students under any and all circumstances while attending the College. Any action which results in a negative impact on a student or in temporary or permanent suspension from college activities will contain the following elements:
• Written documentation by appropriate college personnel.
• Written and timely notice to the student of the specific grounds and the nature of the evidence on which the proceedings are based.
• An opportunity for a hearing when the student can present explanations and evidence.
• Action will be taken only on grounds which are supported by substantial evidence.
• Any action, if taken, shall be commensurate with the severity of the offense.
• Written notification to the student outlining decisions and resulting consequences.

**Investigation and Informal Process**: Following the filing of a complaint against a student, the Student Conduct Officer shall conduct an investigation of the complaint. If the accusation seems unwarranted, the proceedings will discontinue. If there is sufficient evidence to support the accusation, the Student Conduct Officer shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting the student shall be given oral or written notice of the specific behavioral proscriptions she/he is accused of having violated and of the evidence available to support the accusation. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred to the applicable appeals, or formal hearing due processes.

**Formal Hearing and Due Process Rights**: A formal hearing (closed to protect the confidentiality of those involved) will occur and conclude within 30 school days of the date it was determined the informal process was not successful in cases of suspension or expulsion. A judicial panel will be convened. The judicial panel will include the following representatives: three students appointed by the Student Senate and three college employees appointed by the Provost or designee. Notice of a formal hearing will be served to the student(s) within 5 school days after the determination has been made to move to the formal process. The notice will include the time, place, and date of the hearing. The student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
Within 5 school days of the notice of a formal hearing, the student will be informed in writing of the following: 1) the complaint, 2) the evidence to be presented against him/her, 3) a list of witnesses and the nature of their testimony. The student shall be given the opportunity to speak in his/her own defense, to present witnesses, to question any witnesses, and may have a support person present. The support person may provide advice to the student, but may not participate in any questioning. When there is 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 as the advisor.

A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeals process if the student is found responsible for a violation. In cases involving suspension for 10 days or longer, students shall be informed of their right to request a contested case hearing under Minnesota State Statute 14.

**Appeals:** If a student found in violation of the Code of Conduct wishes to appeal the sanction, they must request in writing, within five (5) business days, to the Student Conduct Officer, a formal appeal.

**Grounds for Appeal:** An appeal opportunity is afforded to students disciplined for an alleged violation of the Student Code of Conduct. The student must submit an appeal in writing within 5 business days to the Student Conduct Officer. An appeal is not a rehearing of a case. An appeal must be based on an error in the disciplinary process that substantially impacted the outcome. An appeal hearing will be scheduled only if there is sufficient reason to believe that one or more of the grounds articulated in the student’s appeal letter may have merit.

**The following will be allowed as grounds for appeal:**
1. New evidence not reasonably available at the time of the hearing.
2. Evidence of a procedural error in the student disciplinary process that *substantially* impacted the outcome.
3. Evidence that the sanction is excessively severe.

**Grounds for appeal do not include:** the stress, expense and inconvenience of relocation, contract termination or suspension; the cost of educational sanctions, disruption to studies; separation from friends; lack of familiarity with rules; good character; or a personal commitment to behaving better in the future. Sanctions are intended to have significant impact in order to effectively deter students from engaging in future misconduct. A student who fails to appear for a conduct meeting may appeal but not on the grounds of “new evidence not reasonably available at the time of the hearing.”
For cases involving expulsion or suspension of 10 days or longer, an appeal hearing is a student right if an appeal letter identifying permitted grounds is submitted by the deadline noted in the hearing outcome letter. Possible appeal outcomes include: 1) upholding the previous decision; 2) changing or decreasing the sanction; 3) changing or increasing the sanction; 4) referring the case back for a new hearing.

**Off Campus Conduct:** The College reserves the right to hold students accountable for a violation of the behavioral proscriptions contained in the Code of Conduct committed off campus when:
- Hazing is involved; or
- The violation is committed while participating in a college sanctioned or sponsored activity; or
- The victim of the violation is a member of the college community; or
- The violation constitutes a felony under state or federal law; or
- The violation adversely affects the educational, research, or service functions of the college.

**Summary Suspensions:** In certain circumstances, the administration 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 administration, 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. Before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of 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 9 days. During the summary suspension, the student may not enter the campus or area of campus specified without obtaining prior permission from the administration.

**Appeals:** Students shall be provided an avenue of appeal within the college for any adverse outcome of a conduct proceeding. In cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota law (Chapter 14, MSA).

**CONTACT US:**
If you have any questions, please contact Christina Brown at 218-262-7370 or christina.brown@hibbing.edu

Welcome to Hibbing Community College!