

Lake Superior College

Student Handbook



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Section I - Welcome and General Information (<http://www.lsc.edu>)

- Mission Vision - <http://www.lsc.edu/Mission/>
- Mission Statement <http://www.lsc.edu/Mission/>
- Accreditation <http://www.lsc.edu/StrategicDevelopment/>

- History

Lake Superior College (LSC) is the result of the merger of Duluth Community College and Duluth Technical College on July 1, 1995. The registration for Fall 2007 consisted of over 4,500 students enrolled in transfer programs, technical programs, continuing education, apprenticeship training, and custom training courses.

- Affirmative Action/Equal Opportunity

Minnesota State Colleges and Universities (MnSCU) have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of religious affiliation, race, ethnic heritage, gender, age, sexual orientation, or physical ability. Representing all sectors of higher education in Minnesota, we publicly declare our intention to:

- continue the development of multicultural learning communities that will not tolerate acts of harassment
- establish, communicate, and enforce standards of behavior for students, staff, and faculty that uphold our academic values and our legal obligations
- promote the acceptance and respect for individuals in an atmosphere of caring for others

Section II - Academic Information

- **Academic Evaluation**
Student academic performance will be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabi, or Student Handbook. Students will have protection against prejudiced or capricious evaluation and will not be evaluated on the basis of opinion or conduct in matters unrelated to academic standards. Students will have the right to review their corrected examinations or other required assignments used by the faculty in evaluating academic performance.
- **Academic Property Rights**
Term papers, essays, projects, works of art, and similar property shall be returned to a student upon request, within a reasonable time frame, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained or published.
- **Active Duty in the Armed Forces Policy**
<http://explore.lsc.edu/policies/default.aspx>
- **Add/Drop/Withdrawal Policy 3.11**
<http://explore.lsc.edu/policies/default.aspx>
- **Admission to the College 3.4**
<http://explore.lsc.edu/policies/default.aspx>
- **Announcement about College Closing for Weather or Emergency**
Canceled classes and activities are announced on the following radio stations as well as Duluth commercial television stations: KDAL-AM, 610-AM; KDAL-FM, 95.7-FM; KKBC-FM, 105-FM; KLDJ-FM 101.7-FM; KTCO-FM, 98.9-FM; KRBR-FM, 102.5-FM; WDSM-AM, 710-AM; WEBC-AM, 560-AM. The decision to cancel classes will be made by 6 a.m. when possible. Students are encouraged to use their own judgment when weather conditions are severe.
- **Application for Graduation**
Application for a degree or diploma must be made by the published deadline. Any student meeting the graduation requirements at the end of that term must complete

the Request to Graduate form, available from the Student Services Center, and pay a \$10 graduation fee.

- **Articulation Agreements**

To assist students and provide seamless educational opportunities, Lake Superior College has articulation agreements with certain four-year colleges/universities and Tech Prep articulation agreements with local high schools. For more information on these 2+2+2 agreements, contact the Student Services Center and/or a Professional Advisor.

- **Assessment for College Course Placement Policy 3.3 and 3.3.1**

<http://explore.lsc.edu/policies/default.aspx>

- **Awarding Degrees and Diplomas**

Degrees and diplomas will be awarded at the end of each semester, and a formal commencement ceremony will be held at the end of Spring Semester. Students receiving degrees or diplomas at the end of Fall semester may participate in the Spring ceremony that follows the completion of their course work. Students planning to complete their course work during Summer term may participate in the ceremony immediately preceding the Summer term.

- **Bomb Threat**

In the event of a bomb threat or other situations that may constitute a safety threat, all building occupants will be notified by administration of the appropriate procedure. No one should attempt to remove any suspicious packages or articles but should report their location to an administrator or other college personnel.

- **Calendar**

<http://employee.lsc.edu/calendars/pages/calendars.aspx>

- **Canceled Classes**

Notification of unplanned (illness, emergency) class cancellations will be posted online at <http://explore.lsc.edu>, at classroom entrances, and on campus monitors. When known in advance, instructors will notify students during their class period and give alternative assignments. If no announcement of instructor absence is made, students are expected to remain for ten minutes after the class is scheduled to begin. Such occurrences should be reported to the Academic Affairs office (E2360).

- Catalog and Course Information

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

<http://www.epaperflip.com/aglaia/viewer.aspx?docid=4651a2c9aea54faa97e701d95300985b>

- Change of Address/Name

Students who have changed their address, telephone number, or name after registration must make the appropriate changes on the college's web site. Any communication from the college using the most recent name and address listed in the student information computer system will be considered to be properly delivered.

- College Closing

The following are reasons for closing the college campuses: severe inclement weather, power outage, water outage, fire, structural damage, bomb threat, release of liquid, gas or vapor.

- Course Repeat Policy

<http://explore.lsc.edu/policies/default.aspx>

- Credit for Prior Learning

<http://explore.lsc.edu/policies/default.aspx>

- Credits for Work Completed in High School Policy

<http://explore.lsc.edu/policies/default.aspx>

- Course Placement Reassessment Policy

<http://explore.lsc.edu/policies/default.aspx>

- Credit by Exam

<http://explore.lsc.edu/policies/default.aspx>

- Credit for Prior Learning

<http://explore.lsc.edu/policies/default.aspx>

- Credit Load

Full time is 12 credits or more; however, 15-18 of the required credits are needed each semester to complete most programs in two years. To take more than 18 credits in a term, a student must have a completed and approved Petition, with the recommendation of his/her advisor.

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- Dean's List Policy

<http://explore.lsc.edu/policies/default.aspx>

- Degrees, Diplomas and Certificates

<http://explore.lsc.edu/policies/default.aspx>

- Emergency Evacuation: Severe Weather

In the event of severe weather, announcements will be made throughout the building. Everyone should seek shelter in an interior area of the building and away from windows. Never use the elevators during weather emergencies, as power outages may occur. Sit down, cover heads, and remain there until the all clear signal is given by college personnel. When possible, take shelter in interior rooms or under stairwells or tables. Avoid rooms with windows to the outside.

- Fire

When the fire alarms ring, all individuals should evacuate the building and remain at least 50 feet from the building until re-entry is authorized. Never use the elevators during emergencies such as fires. In order to provide safe evacuation of students and other occupants with disabilities, it is critical that persons with special needs notify their instructor /supervisor if assistance is needed. Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus judicial processes. Unauthorized sounding of a fire alarm or tampering with fire extinguishers is a violation of Minnesota law. Persons caught violating this law can be fined and/or imprisoned.

- Fresh Start Policy

<http://explore.lsc.edu/policies/default.aspx>

- Grading System Policy
<http://explore.lsc.edu/policies/default.aspx>
- Honors at Graduation
<http://explore.lsc.edu/policies/default.aspx>
- Non Attendance Policy
<http://explore.lsc.edu/policies/default.aspx>
- Non Degree Seeking Student Registration
<http://www.lsc.edu/admissions>
- Program Change
<http://explore.lsc.edu/student services/records/default.aspx>
- Registration
<http://explore.lsc.edu/student services/records/default.aspx>
- Senior Citizen Registration
<http://explore.lsc.edu/student services/records/default.aspx>
- State Residency Requirements
<http://explore.lsc.edu/campusinfo/Shared%20Documents/Policy.aspx>
- Transfer Student Applications Policy
<http://explore.lsc.edu/policies/default.aspx>
- Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
<http://explore.lsc.edu/policies/default.aspx>

Section III - Financial Aid and College Costs (<http://explore.lsc.edu/FinAid/>)

- Additional Funding Resources
- Appeals <http://explore.lsc.edu/policies/default.aspx>
- Definition of Financial Aid Status
- Disbursement of Funds
- Educational Costs
- Eligibility Requirements
- Financial Aid Award Types
- Frequently Asked Questions
- Grants
- Loans
- Maximum Time Frame for Program Completion
- Loan Application Process
- Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers
<http://explore.lsc.edu/policies/default.aspx>
- Scholarships <http://www.lsc.edu/foundation>
- Senior Citizen Registration
- Repeated Courses
- Return of Title IV Funds Policy
<http://explore.lsc.edu/policies/default.aspx>
- Satisfactory Academic Progress
<http://explore.lsc.edu/policies/default.aspx>
- Academic Standing and Financial Aid Satisfactory Academic Progress – Procedure
<http://explore.lsc.edu/policies/default.aspx>
- SELF Loans
- Student Employment
- Tuition
- Types of Financial Aid
- Verification of Application Information

Section IV - Student Rights and Responsibilities:

(<http://explore.lsc.edu/policies/default.aspx>)

- Acceptable Use of Computers and Information Technology Resources
- Student Conduct Policy
- Student Conduct Procedure
- Student Complaint and Grievances Policy
- Student Complaint and Grievances Procedure
- Confidentiality of Student Records Policy
- Crime Awareness and Campus Security <http://www.lsc.edu/security>
- Drug- and Alcohol-free Campus Policy
- E-mail Accounts
- Emergency Calls <http://www.lsc.edu/security>
- Nondiscrimination in Employment & Education Opportunity
- Report/Complaint of Discrimination/Harassment Investigation and Resolution - Procedure
- Petition Policy
- Possession or Carry of Firearms
- Postsecondary Enrollment Options (PSEO) Policy
- Procedure on Policies
- Satisfactory Academic Progress Policy
- Academic Standing and Financial Aid Satisfactory Academic Progress Procedure
- Sexual Violence Policy
- Smoking
- Campus Student Association Policy
- Student Involvement in Decision Making Policy
- Posting Policy
- Student Stipends Policy
- Violence Prevention Policy

Section V. - Services to Students (<http://explore.lsc.edu/>)

- Advising
- Bookstore
- Campus Ambassadors
- Center for Student Development
- Childcare: Creation Station
- Counseling
- Disability Services
- E-mail Services
- Student Services
- Admissions <http://www.lsc.edu/admissions>
- Records and Registration
- Food Service
- Handicapped Parking
- Health and Accident Insurance
- Health Service
- Housing
- Student ID Cards
- Learning Center
- Library
- Lockers
- Lost and Found
- InterCultural Services
- New Entering Student Assessment Program
- New Student Assessment & Orientation
- Placement Office
- Security
- Student Payment Office
- Student Support Services (SSS)
- Transcripts
- Transfer Preparation
- Transportation
- TV Monitor System
- Veterans Educational Benefits
- Wellness Center

Section VI. - Student Life (<http://explore.lsc.edu/StudentLife/>)

- Clubs - See Student Clubs/Organizations
- Co-curricular Transcripts
- Student Activities
- Student Senate
- Student Stipends

Section VII. - Glossary of Terms

- **A.A. Degree** - Associate in Arts Degree
- **A.A.S. Degree** - Associate in Applied Science Degree
- **A.S. Degree** - Associate in Science Degree
- **Ability to Benefit** - A set of scores candidates without a high school diploma must obtain in order to be admitted to LSC and to obtain financial aid.
- **Academic dishonesty** - using other people's work without crediting the source.
- **Accommodations** - Those conditions which are altered to make education more accessible to students with disabilities (e.g., oral testing instead of written testing).
- **Appeal** - Process used by students when they are suspended for academic reasons or when they are disciplined for violation of college policies.
- **Articulation** - An agreement with another educational entity to ease transfer of credits.
- **Assessment/Placement Test** - An exam given to incoming students and others to determine accurate placement in programs or courses, or to allow program admission without proper secondary credentials.
- **Attempted credits** - Credits that were registered for and held after the date of record (the starting day of the term). They include "I" (incomplete), "W" (withdraw), "V" (visitor audit), or "NC" (no credit).
- **Audit** - Attendance of classes without receiving credits. Students pay all tuition and fees for the class.

- **Certificate** - Award given for the completion of a series of courses made up of 9-30 credits. Certificates may be occupational for entry-level jobs or advanced for enhancement or raising technical skills.
- **Completed credits** - Completed credits include grades of A, B, C, D, P, and F. Completed credits may qualify for retroactive payment of financial aid.
- **Complaint** - An expression of dissatisfaction with one's treatment or the application of a rule or policy. See Complaint/Grievance Policy - III.8.1.
- **Course** - What is taught in a class. It carries a course number and a number of credits.
- **Course title** - A brief phrase identifying a course.
- **CPT** - Computerized Placement Test. The assessment used to determine reading, writing, and math abilities for use in course selection and registration.
- **Credit** - A unit measuring the numerical value of a course.
- **Credit hour** - The number of hours associated with a credit.
- **Curriculum** - A group of courses that form a coherent whole that leads to specific competencies. Taken together, the curriculum forms a particular program for a certificate, diploma, or a degree.
- **Custom Training** - The delivery of organized instruction and/or contracted ancillary services for specific business, industry, agriculture, and labor.
- **Degrees** - An award granted to students after completing a required curriculum. LSC offers AA, AS, and AAS degrees.
- **Dependent** - A person financially supported by parents/guardians.
- **Developmental courses** - Instruction in writing, reading, mathematics, and study skills that prepares students for college-level courses. These courses do not count for college graduation and are numbered below the 1000 level.
- **Diploma** - An award given to students who complete competencies for entry-level employment.
- **Disbursed** - Paid out, distributed.
- **Drop/Add period** - The time in which students may cancel their enrollment and incur no penalty for grades, tuition, or some fees.

- **Earned credits** - Successfully completed credits that count toward the required percentage of completion. They include only A, B, C, D, and P. Some programs have more stringent requirements where a D does not count as an earned credit for graduation.
- **Elective** - Courses outside of the core curriculum requirement.
- **EFC** - Expected Family Contribution. The amount an individual and/or family is expected to pay for one's education.
- **FAFSA** - Free Application for Federal Student Aid. Application form for all financial aid except scholarships.
- **Financial Aid** - Funding provided by government sources to assist eligible students to pay for post-secondary education.
- **Freshman** - Students who have earned less than 30 credits in their program.
- **Full-time** - Students registered for 12 credits or more
- **Grade Point Average (GPA)** - Numerical average based on courses taken and grades earned. It is the quotient of the student's grade point total earned divided by the grade point credits. P grades are not taken into account when calculating the GPA.
- **Grade point total** - Sum of grade points earned, which is obtained by multiplying each grade value by the number of course credits.
- **Grant** - Award of money that is not to be repaid.
- **Incomplete** - The mark of "I" is a temporary grade that is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. It is appropriate when a student has been doing satisfactory work and has a reasonable chance of satisfactorily completing course requirements independently or with little assistance from the instructor. A grade of "I" will automatically become a failing grade at the end of the next semester (not including summer term) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.
- **Independent Study** - Existing courses delivered in an independent manner as agreed to by the instructor.
- **ISRS** - A computerized student accounting system to handle registration, grades, transcripts, and various reports.

- **Liberal education** - A series of courses in the general education curriculum that are a part of the Associate in Arts and Associate in Science degrees. Those courses provide support for occupational programs as well.
- **Loan** - Award of money which needs to be repaid after a certain period of time, after completing a program, or not enrolling in college for a certain period of time.
- **Occupational programs** - Programs designed to provide skills that lead directly to employment.
- **Part-time** - Students registered for 11 credits or fewer.
- **Peer Tutoring** - Students helping students to study.
- **PELL Grant** - A federal grant that a student can receive based on the student's EFC and cost of attendance.
- **Petition** - A request for an exception to certain college policies based on circumstances beyond the student's control: medical problems, death in family, accidents, etc.
- **PLUS** - Parent Loan for Students. Federal program that enables parents to borrow money to help pay educational expenses of the dependent child.
- **Prerequisites** - Requirements that must be met and/or courses that must be taken before a student is allowed to access a program or a course.
- **Program Major** - A continuous program that leads to a diploma or associate degree.
- **PSEO** - Postsecondary Enrollment Options. A law that allows eligible high school students to enroll in post-secondary institutions.
- **Registered credits** - The courses and their numerical values for which a student is enrolled at the end of the drop/add period.
- **Registration** - Process of selecting courses and reserving a place in a class. This is done before the beginning of the term or during the drop/add period.
- **Scholarships** - Monetary award given to students based on academic merit or financial need.
- **Section** - Different scheduling days and times for a course.
- **Senior Citizen** - A person age 62 or older.

- **Sophomore** - Students who have earned 30 or more credits in their program.
- **SSS** - Student Support Services. Academic and personal support services funded by a grant from the U.S. Department of Education.
- **Stipend** - Money awarded to students for leadership qualities.
- **Tech Prep** - A core of courses and experiences for high school students interested in the development of their technical skills.
- **Transcript** - A record of courses a student has taken and the grades she/he received.
- **Transfer credits** - Credits earned at another college that are accepted by this college. Transfer credits are not included when calculating G.P.A.
- **Transfer programs** - Courses or degrees that may be transferred to a four-year institution toward a bachelor's degree program.
- **Tuition** - Money paid for courses taken. The tuition is based on a set cost for each credit.
- **Work Study** - Employment program supported by state or federal funds. This financial aid program allows students to hold part-time jobs that are available both on and off campus.

Section VIII. - Frequently Asked Questions

Ask Us - <https://lscmn.askadmissions.net/ask.aspx?did=2&cid=3071>

Who should apply for financial aid?

All students should apply for financial aid. Most students are eligible for some form of financial aid, and there is no fee to apply.

Can I work at the college while a student?

Holding a job at the college as a student is a great way to understand the college better. The college staff with whom you work can serve as great mentors for you, and you can gain valuable work experience as well. See the Student Services Center for more information.

Do I have to attend classes, or is there a policy about attendance?

Attendance is critical to academic success. Additionally, the College's "Non-Attendance" policy requires instructors to report students who have not attended regularly. Students who are reported as not attending receive a grade of "FN" (failure for non-attendance) which is damaging to their GPA and completion ratio. It is best to drop or withdraw if you are unable to attend.

What happens if I don't drop my classes, but I never go to class?

Your instructor will report you for non-attendance and you will receive a grade of "FN" (failure for non-attendance). You won't get a refund for the tuition and fees you paid.

What if I don't pay my debt to the college?

A hold will be placed on your transcript, and the college will turn your debt over to a collection agency.

What academic honors exist for outstanding students?

The Dean's List, Phi Theta Kappa membership, and graduation with honors.

When is a student placed on academic probation?

Whenever she/he has not completed 67% of credits attempted and or she/he has a cumulative GPA lower than 2.0.

When is a student suspended for academic reasons?

After being on probation for a semester and failing to meet the conditions of probation. See Satisfactory Academic Progress policy (Policy II.9.1).

What should I do if I can't take twelve credits to remain on my parents' insurance?

LSC participates in the statewide insurance provided through MnSCU and the Student Insurance Program. Costs vary and are lower than most other insurance policies.

Does LSC provide any health services to students?

Limited health services are available on campus in the Health Service office. The Dental Hygiene, Occupational Therapy, and Physical Therapist Assistant programs also operate clinics.

Is there public transportation for students?

The Duluth Transit Authority provides transportation to and from LSC from early morning until late evening. DTA transportation is free for students who show their LSC student ID to the bus driver.

Where do I go if I am not happy with something?

You may approach a teacher, a counselor, or any college administrator.

Is the college open during vacation breaks?

The college offices are open during instructional breaks. They are closed, however, for some holidays. Consult the academic calendar for days when offices are open.

Can I talk to a college official, or are they too busy for me?

College officials are very willing to talk to students, so feel free to visit with them. The counselors, Vice President of Student Services, and other officials are willing to hear from you.