

General Information and Services

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For information about Financial Aid, please refer to the Saint Paul College Student Handbook or website: saintpaul.edu/FinancialAid

Services for Students

For information about Services for Students, please refer to the Saint Paul College Student Handbook or website: saintpaul.edu/StudentServices

Student Life and Diversity

For information about Student Life and Diversity, please refer to the Saint Paul College Student Handbook or website: saintpaul.edu/StudentLife

Rights and Responsibilities

For information about Rights and Responsibilities, please refer to the Saint Paul College Student Handbook or website: saintpaul.edu/Rights&Responsibilities

Academic Standards

For information about Academic Standards, please refer to the Saint Paul College Student Handbook or website: saintpaul.edu/AcademicStandards

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GENERAL INFORMATION

Accreditation

Saint Paul College—A Community & Technical College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The College also holds professional accreditation from:

- American Culinary Federation Education Foundation's Accrediting Commission (ACFEF)
- Commission on Accreditation for Respiratory Care (CoARC)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Accreditation Commission for Education in Nursing (ACEN)
- Association of Collegiate Business Schools and Programs (ACBSP)

Saint Paul College meets established standards and is approved for the instruction of veterans, orphans of war veterans, state and federal rehabilitation students and members of the workforce needing training or retraining. Saint Paul College meets the definition of an institution of higher education and students are entitled to participate in federal financial assistance programs.

Minnesota State Colleges and Universities

Saint Paul College is one of the 31 colleges and universities in the Minnesota State Colleges and Universities system. The colleges in the system provide a wide array of opportunities for lifelong education in academic and technical fields, ranging from short-term certificate programs to doctoral programs. Approximately 33,500 students graduate from Minnesota State Colleges and Universities each year. Refer to the System website www.minnstate.edu for further information.

Alliances and Memberships

Students, Alumni & the Employer Connection

Saint Paul College offers undergraduate programs of two years or less to a widely diverse student population. Students are welcome regardless of their background, experience, or previous educational endeavors. The common goal of all students, however, is their desire for *Education for Employment... Education for Life!*

Alumni Relations

The College sponsors an Alumni Association to complement the educational process. All Saint Paul College graduates are encouraged to join. Call 651.846.1469 or visit saintpaul.edu/Alumni for further information.

Alliances with Business and Industry

Saint Paul College's greatest asset is its success in providing employment opportunity for graduates. This is due to its partnerships with the businesses, industries and trade unions with whom we collaborate. Saint Paul College relies on these major stakeholders to:

1. Hire our graduates;
2. Serve on our Advisory Committees to ensure relevant and current curriculum content and instruction; and
3. Provide quality assurance and identity within the community.

The College's relationships with businesses, industries, trade unions and alumni have remained strong to help ensure that the tradition of quality will be continuously enhanced through information, involvement and improvement.

Workforce Training & Continuing Education (WTCE)

The Workforce Training and Continuing Education division at Saint Paul College serves the non-credit educational and professional development needs of organizations and individuals in the greater metropolitan area. For over 20 years, Saint Paul College's Workforce Training & Continuing Education division has delivered high quality workforce training and continuing education ranging from development of assessments to consulting with business to meet industry, government, non-profit organizations, entrepreneurs, and individual needs, resulting in recognized credentials that boost performance and career opportunities. We are committed to your organizational and individual success!

Workforce Training

Workforce training provides quality training programs delivered at your location, online or on campus. We assist businesses and organizations in staying informed and knowledgeable about advances and best practices pertinent to workplace skills, leadership, organizational sustainability, and business solutions.

Training is provided in the format that best meets the needs of the client, for example:

- Offering over 100 unique courses through Web-based training.
- Presenting seminars on pertinent and timely topics for industry partners and individual professional development.
- Designing hands-on experiential workshops to promote application of newly acquired behaviors, attitudes, or skills.
- Enhancing skills or specific knowledge relating to career and professional development through continuing education courses.

Continuing Education

Continuing Education provides adult learners the opportunity to enroll in non-credit courses that build career related skills for personal or professional enrichment. Choose from online or classroom-based courses in a variety of fields and content areas.

Examples of training offered through WTCE:

- AutoCAD Training
- Business Management
- Business Writing
- Coaching
- Communication Skills
- Computer Applications
- Customer Service
- Entrepreneurship
- Esthetics Re-licensure & Training
- Health Care
- Leadership/Management
- Motorcycle Training
- Quality Assurance
- Safety
- ServSafe® Certification
- Software Training
- Supervisory & Management Training
- Welding
- Workers Compensation

All WTCE classes can be offered at your work site or custom tailored to meet your employees' needs. Call 651.846.1800 or visit saintpaul.edu/WTCE for more information.

ENROLLMENT SERVICES

Admissions Process

Admission to the College is open to students who are at least sixteen years of age, have completed their high school diploma, GED, or equivalent, or meet Ability to Benefit requirements, and who are able to benefit from the educational offerings of the College. Admission to the College does not guarantee admission into a specific program or college-level classes. Clear and accessible information regarding college program admission requirements shall be provided in the Office of Enrollment Services and in other locations. Academic, fiscal and facilities considerations may limit admission to a particular program. The exception to this policy relates to those Minnesota high school students who meet the requirements of the Post-Secondary Enrollment Options (PSEO) Act of 1985 (See Minnesota State Policy 3.5) or other special high school programs.

Admission to a Major Program

Students are accepted into a major program for the purpose of obtaining a specific degree, diploma, or certificate. Students may change their major by meeting the prescribed admission requirements for the desired program. Some programs have a separate application process. For more information about specific majors, please check the Program Requirement Guides.

Application Procedure

If you have not applied to or enrolled at Saint Paul College in the past, follow this application procedure:

1. Complete an Application for Admission online at saintpaul.edu/apply.
2. There is a one time, non-refundable \$20 application fee. Saint Paul College is currently waiving the application fee.
3. Complete the Assessment in Reading and Math or complete the English as a Second Language (ESL) Assessment if you are a nonnative speaker of English. Call 651.846.1555 for more information. Scores must be turned in to the Office of Enrollment Services. A student may be exempted from taking this Assessment based on documentation of subject area test scores on the ACT exam taken within the last three (3) calendar years for Reading and Writing and two (2) calendar years, for Mathematics. If you have taken the ACT or SAT test within the last three (3) years, please bring a copy of your scores to Enrollment Services (Room 1300) for further review.
4. Request high school transcripts and/or GED scores, as well as official transcripts from all secondary and post-secondary institutions attended be sent to Saint Paul College.
5. If you have previously applied, enrolled, or requested information from Saint Paul College please contact Enrollment Services so your records can be updated.

Some major programs require additional assessment. Applicants will be notified if their program requires additional assessment. Assessment requirements may be waived based on previous college experience as validated by college transcripts or determined by the Enrollment Services Staff. To have previous transcripts reviewed, please contact student.records@saintpaul.edu.

Intake Assessment

Research shows that students who enter courses at the level that best matches their background and abilities are more successful. Therefore, Saint Paul College and Minnesota State colleges and universities require assessment of basic academic skills. The assessment for those whose native language is English covers reading comprehension and mathematical computation. The assessment for students whose native language is not English is the English-as-a-Second Language (ESL) assessment. You may be assessed in additional subjects for admission to selected programs or placement into certain courses.

The assessments are computerized and available on a walk-in basis in the Assessment Center -- room 3140 -- and usually take from 1 ½ to 2 ½ hours. Scores determine course placement. In some cases, assessment results may indicate that you may benefit from developmental coursework in reading, writing, grammar, and/or math, prior to entering your major program.

Students who want to review before taking the exam can access the following websites:

- www.testprepreview.com
- www.math.com
- www.khanacademy.com
- accuplacer.collegeboard.org
- www.testpractice.net

The assessment requirement may be waived depending on previous college experience and/or college coursework. Contact the Office of Enrollment Services at 651.846.1555 to have previous college coursework reviewed for an assessment waiver. Please call 651.846.1555 for additional information about the assessment process.

Immunization Requirements

Minnesota Law (M.S. 135A. 14) requires that all students born after 1956 and enrolled in a postsecondary educational institution be immunized against measles, rubella, mumps after the age of 12 months and against diphtheria and tetanus within 10 years of first registration, allowing for certain specified exemptions.

You must submit a statement indicating the month and year of each immunization when you register for classes, or no later than 45 days after the start of your first semester. Students born in 1956 or before are not required to provide information. Students who graduated from a Minnesota high school in 1997 or later are also exempt.

The Immunization Record form is designed to provide the College with the information required by law and will be available for review by the Minnesota Department of Health. The form is available on the College website.

Students enrolled in Health programs are required to obtain additional immunizations in accordance with clinical site policy. For more information regarding immunization requirements and resources available to meet those requirements, contact the Dean of Health Sciences and Service Programs.

Application Procedure for Transfer Students

Students seeking admission to Saint Paul College based on previous college coursework should contact Enrollment Services - Room 1300 651.846.1555 after completing the online application.

Students seeking a degree, diploma or certificate, who have previously attended accredited institutions, must have all official transcripts sent directly from the previous colleges to the Saint Paul College Records Office. If a transcript is hand carried by the student, it is to be delivered in a sealed envelope. Student copies and faxed transcripts are not considered official but can be used for admission purposes.

Re-Admission

Students who have interrupted attendance at Saint Paul College must contact the Office of Enrollment Services to apply for re-admission. To have assessment tests waived based on coursework completed at another institution, contact the Enrollment Center at 651.846.1555.

Undeclared Students

Undeclared students are not assigned an advisor and do not qualify for financial aid or veterans educational benefits. Some classes may be limited to students admitted to a specific major. If at a later date a student decides to pursue a degree, diploma, or certificate, the credits earned as an undeclared student may apply toward a program.

Change of Major

Students who have been admitted to Saint Paul College in a specific major and want to change that major must complete the Change of Major Form at the Office of Enrollment Services. Mid-semester major program changes are not permitted. The change of major program will be effective for the next semester.

Credit for Prior Learning

Saint Paul College offers adult students with sufficient work, non-college credit and/or life experiences the opportunity to document competencies relevant to specific course offerings at the College for prior learning credit. Credits earned from prior learning must be applicable to the student's program of study at Saint Paul College and are evaluated for credit by qualified faculty members. Credit for Prior Learning is not available if a CLEP exam exists for that course. Note: Credits earned through Credit for Prior Learning may not transfer to other colleges.

Post-Secondary Enrollment Options Program (PSEO)

The PSEO program enables eligible Minnesota high school sophomores, juniors and seniors to take college classes for credit. The purpose of the program is to promote rigorous academic pursuits and provide a wider variety of options than may be available in high school. Eligible students may attend either part-time or full-time. Tuition, fees and textbooks are provided at no cost to the student. For more information about the PSEO program, please contact the PSEO Coordinator at 651.846.1713. Please identify yourself as a PSEO student.

High School Articulated Credit

Articulated Credit affords high school students an opportunity to receive college credit in many subjects. Articulated Credit programs effectively blend academic and technical education in a challenging and purposeful course of study that can lead to employment and credit toward further education. Since the workplace has changed significantly enough to require some training after high school, but not necessarily a full four-year degree, articulated credit programs offer viable new options for high school students who want to connect learning with life. Articulated credit is awarded for high school classes in Business, Child Development, Culinary Arts, Carpentry, Automotive Service and many other subjects. Many programs are articulated between Saint Paul Public Schools and Saint Paul College. Consult a high school counselor for more information concerning Articulated Credit.

Transfer of Credits from Other Institutions

The College will review requests for transfer of credit from individuals who have completed coursework from other post-secondary institutions. Transfer credits accepted will appear on the Saint Paul College transcript and can be used to satisfy the program graduation requirements but will not be used to calculate the grade point average. Students seeking admission to the College who have attended another college or university and do not meet the College's Satisfactory Academic Progress Standards must appeal for admission.

If you are interested in receiving transfer credit, you must request an official transcript from each institution attended be sent to Saint Paul College - Records Office. If you previously attended a Minnesota State college or university (Minnesota State), the Records Office may be able to access your transcript electronically.

Contact the Records Office to confirm the availability of a Minnesota State transcript. Each credit to be considered for transfer must be supported by an official transcript from the originating institution and must be approved by the Institution prior to the awarding of credit. Refer to the College Catalog for additional information regarding transfer credits.

A student shall earn a minimum of 20 credits for all associate degrees at the College. The residency requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State institution and/or the University of Minnesota. One-third of the credits required for a diploma or certificate must be earned at Saint Paul College. At least one course must be completed at Saint Paul College in order to earn the Minnesota Transfer Curriculum (MnTC).

Students also may be eligible to transfer credit to the College through the following:

- AP - Advanced Placement Exams (for high school students)
- CLEP - College Level Examination Program
- Credit for Life Work/Work Experience (Prior Learning)
- IB - International Baccalaureate (for high school students)
- International Credentials
- Military - Related courses and experience

Transfer of Credit Policies

Transfer of credit and courses will be evaluated based on policies and procedures of the College, as outlined in the College's catalog, Minnesota State system policies and procedures, and according to Family Educational Rights and Privacy Act (FERPA).

Institution Accreditation

Transfer of credit will be considered for college level coursework completed at accredited institutions:

- Regionally Accredited: Degree-granting public, private, nonprofit and for-profit, two- and four-year institutions in the United States accredited by the Higher Learning Commission, (a Commission of North Central Association of Colleges and Schools) and/or parallel accrediting agencies in other regions of the United States.
- Nationally Accredited: Specialized institutions, including distance learning providers and freestanding professional schools recognized by the Council of Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE). Coursework will be considered on a course-by-course basis through an appeal process and will be judged to be comparable or equivalent to courses offered at Saint Paul College.

Transfer Course Evaluation

Courses will be reviewed and considered for transfer as follows:

- General education coursework completed at Minnesota State that fulfills the Minnesota General Education Transfer Curriculum (MnTC) will transfer based on the assigned goal area at the sending institution.
- General education coursework completed at the University of Minnesota or other institutions outside the Minnesota State system will be considered for transfer as:

Equivalent to a Saint Paul College general education course and MnTC Goal Area

Not equivalent to a specific Saint Paul College course, but will fulfill a MnTC Goal Area

- Coursework that is not general education will be considered for transfer as:

Equivalent to a specific course in a technical program (within five years of course completion, if in a technical program)

Elective credit that does not apply toward general education or technical course requirements (including technical courses over five years old)

Transfer Equivalency

Courses approved for transfer must be comparable in nature, content, and level, and match at least 75% of the content and goals of the course syllabus for which the student is seeking equivalent credit.

Transfer Appeal

If a credit transfer is denied, you may request an appeal. Appeal forms are available online. If you are not satisfied with the results of the appeal, you may appeal to the Vice President of Academic Affairs at the College. A third and final transfer appeal is available at the system level.

Transfer Grades

All college level courses in which a student has received a grade of A, B, C, D or P/S will be considered for transfer evaluation. No F or D- grade courses will be accepted. Please note that while D grades will transfer, some programs require a grade of C or higher for all courses to fulfill requirements.

Time Limit for Courses

General education courses shall have no transfer time limit. Additionally, technical courses applying toward an Associate of Arts (AA) degree shall have no transfer time limit.

To ensure students graduate with up-to-date skills, technical credits are valid for five years or have a five-year "lifespan." This includes transfer technical credits which are used for specific technical program requirements. Technical courses that are beyond the five-year limit may be accepted, based on currency, relevancy and the student's current work experience.

Degree Residency

A student shall earn a minimum of 20 credits for all associate degrees at the College. The residency requirement shall be reduced to 12 college-level credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. One-third of the credits required for a diploma or certificate must be earned at the College.

Equivalency

The number of transfer credits granted per course shall not exceed the number granted by the originating institution. All quarter credits will be converted to semester credits.

Additional Types of Credit

AP—Advanced Placement Exams (for High School Students)

Advanced Placement (AP) gives high school students an opportunity to take college-level courses in various subject areas. A score of 3 is the minimum for credit awarded. Grades of 3, 4 or 5 qualify students for credits and/or placement into advanced courses at Saint Paul College. There is no limit to the number of credits a student may earn through the AP exams. However, credits earned through Advanced Placement will not satisfy the residency requirement for graduation at Saint Paul College. Credit can be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be given elective credits.

CLEP—College Level Examination Program

Saint Paul College will consider CLEP exam credits for students who want to test out of general education courses and selected business courses. There is no limit to the number of credits a student may earn through the CLEP exam. However, credits earned through CLEP examinations will not satisfy the residency requirement for graduation at Saint Paul College. A student must provide the College with an official report of CLEP examination scores in order to obtain credit. Equivalent courses and required scores can be found on the College website at saintpaul.edu.

Note: Colleges establish their own policies for accepting CLEP credit. Students should consult their transfer college's CLEP policy to determine whether CLEP credits will transfer and/or how they will be accepted. Consult the College Board website www.collegeboard.org for testing locations, fees and exam information.

Credit for Life Work/Work Experience (Prior Learning)

Prior Learning (Competency-Based Education) allows students to present nontraditional learning as competencies to be evaluated for credit by qualified faculty members towards their educational program. These competencies must be the equivalent of what would have been achieved through college coursework. At Saint Paul College, Credit for Prior Learning offers, on a limited basis, students with sufficient work, non-college credit and/or life learning experiences, the opportunity to document competencies and theory learning relevant to specific courses offered at the College. Credits earned from prior learning must be applicable to the student's program of study. The Credit for Prior Learning option may be available for a limited number of courses. Students interested in pursuing the option of earning credit for prior learning must discuss this option with the assigned Faculty Advisor and the Prior Learning Coordinator.

IB—International Baccalaureate (for High School Students)

The International Baccalaureate (IB) program is an internationally recognized program through which high school students complete a comprehensive curriculum of rigorous study and demonstrate performance on IB examinations. Students may present a full IB diploma or a certificate recognizing specific higher level or standard level test scores.

Credit may be awarded for scores of 4 or higher on individual IB examinations or successful completion of the IB diploma. Credit can be given for a specific college course if an exam covers substantially similar material. There is no limit to the number of credits a student may earn through the International Baccalaureate (IB) program. However, credits earned through International Baccalaureate (IB) will not satisfy the residency requirement for graduation at Saint Paul College.

International Transcripts

Saint Paul College does not evaluate international transcripts. Students who have completed courses in another country must have their transcripts evaluated by a third-party evaluation service. Colleges and universities differ in how they accept these courses. For more information contact the Enrollment Center.

Military Education and Experience

Saint Paul College is an SOC (Servicemembers Opportunity College) and will consider academic credit for military education and experience gained while on active duty. The American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces will be used to evaluate military education and experience. A copy of the student's Report of Transfer or Discharge (Form DD-214) and an official SMART or AARTS transcript are required for evaluation.

For more information on military transcripts, go to the American Council of Education website at www.acenet.edu and select "Military Students and Veterans" found under "Higher Education Topics."

A maximum of 16 semester technical credits will be accepted as elective credits in transfer from military transcripts. General education credits satisfying the Minnesota Transfer Curriculum (MnTC) will be accepted beyond the 16 semester credit maximum. Students may petition for an evaluation of military credits believed to be equivalent to a specific program.

DANTES—Defense Activity for Non-Traditional Education Support

The DANTES program supports the voluntary educational program for active military personnel and members of the National Guard and Reserves. The DANTES Subject Standardized Tests (DSSTs), however, are now available for use by civilians at universities and colleges throughout the country. The DSSTs are a series of examinations in various college and technical subjects. The DSST program allows students the opportunity to demonstrate college-level learning acquired outside the classroom. All tests carry ACE (American Council on Education) credit recommendations. Saint Paul College will honor the ACE recommendation and accept courses applicable to a program or course of study.

Background Checks Policy

Designated Health and Child Development Careers program students are affected by the following:

Minnesota Statutes require that the Department of Human Services (DHS) conduct background studies on individuals providing direct contact services to people receiving services from facilities and agencies licensed by DHS and the Minnesota Department of Health (MDH). Direct contact is defined as providing face-to-face care, training, supervision, counseling,

consultation, or medication assistance to people receiving services from the agency or facility. A fee will be applied for the background check.

An individual who is disqualified from having direct contact with persons served by the program as a result of the background study and whose disqualification is not set aside will not be permitted to participate in a clinical placement in facilities with programs subject to licensure under Minnesota statutes. This is to protect the health, safety and rights of persons served by those programs. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. The Department of Human Services (DHS) determines disqualification and the Department of Human Services will inform an individual of this report.

Students are reminded of the background study requirement upon admission to the program, during the first introductory course in the program and when a work setting is identified for a clinical placement. Background studies must be submitted annually.

REGISTRATION

The College Course Schedule is available online and contains a complete listing of classes that are available each semester. It is available approximately ten weeks before the beginning of the semester. The Course Schedule lists the courses, number of credits, class times, instructors' names, room numbers and prerequisites. Please note this information is subject to change without notice.

Returning students in a declared major have registration priority. When planning for future courses you are encouraged to work with an Advisor or your program faculty. If you need help in making career decisions, you should make an appointment with the Director of the Career Services. Classes have limited enrollment. Closed classes are posted on the online course schedule.

Registration for classes takes place each semester, including summer semester. Information on how and when to register is sent to new students when they are accepted for admission. Information is also posted on the College website. Not all courses listed in the College Catalog are offered every semester.

A Registration Schedule is published on the College website for each semester and indicates assigned dates and times for registration. Students with an unpaid balance at the College or any other Minnesota State College or University will be unable to register for courses until all unpaid balances have been paid.

Returning students have a variety of resources to assist with course selection, including Pathway Advisors, Degree Audit Reports, and Program Requirement Guides.

Registration Process for Current & Returning Students

1. Review Program Requirements Guide and Degree Audit Report (DARS) and meet with a Pathway Advisor. Select courses.
2. Login into your account to register online; or if assistance is needed, you may go to the Office of Enrollment Services for online registration assistance.
3. Pay tuition online or print your fee statement and present it with payment at the Tuition Office before the posted

due date. You will receive a paid fee statement upon receipt of payment. Refer to Tuition & Fees for details for payment options.

4. Purchase books and supplies.
5. Attend all courses for which you've registered.

Helpful Hint: Purchase your books prior to the start of class, either at the Bookstore or online at saintpaulcollegebookstore.com. This will help you to avoid the long lines at the Bookstore on the first day of the semester.

Adding, Dropping, or Withdrawing

Students bear primary responsibility for their Course Registrations. Students are responsible for canceling their registration by the due dates posted in the course schedule or to pay any balance due. To cancel registration, a student must login to their e-services account and drop their classes prior to the end of the designated drop/add period. Non-attendance is not a cancellation and students will be held responsible to pay any amount owed.

All students, including those receiving financial aid, will be assessed tuition and fees for the semester based on the number of credits for which they are registered on the 6th day of the semester.

Students may add courses at any time during the published "add" period for each semester. For a course that meets for the full semester, students who drop a course through the 5th day of a semester, may receive a tuition refund (pro-rated for summer semester). The refund schedule varies for courses that meet less than the full semester. Contact the Tuition Office for details on short courses. The add/drop and withdraw deadlines are listed on the course schedule.

Students may withdraw from courses to receive a "W" grade from the 6th day of the semester through the posted date of withdrawal for the semester. For courses that do not run the entire semester, withdrawal is permitted before 80% of the class session is over.

Students must withdraw from courses online in eServices. No refund is permitted after the 5th day. Courses from which a student officially withdraws will be assigned the letter grade "W" (withdraw). Students who fail to withdraw from a course but stop attending before the end of the semester are subject to being assigned a grade of FW. Refer to the current online schedule in eServices for details regarding withdraw dates.

Students who cannot attend class during the first week of classes (or do not plan to log on for the first day of an online class) need to make arrangements in advance for all absences with their instructor. Students who miss class the first week without making prior arrangements with their instructor are subject to being assigned a grade of FN (Failure for Nonattendance). Students must drop courses they do not intend to attend before the end of the add/drop period.

Student Records

The Records Office is the official recorder of student academic records and progress.

Student Transcripts

Requests for Saint Paul College official transcripts are processed through the Records Office. All financial obligations to the College must be met before transcripts are released. An official transcript is issued for a fee upon written request or online submission from

the college website: saintpaul.edu/studentservices/documents/RequestforOfficialTranscript.pdf. The transcript serves as the official record of student effort while enrolled at the College. Requests are processed within three business days. There is an additional fee for next business day service.

Satisfactory Academic Progress Guidelines

Saint Paul College is dedicated to providing all students with the opportunity to reach their educational goals. Students who have completed at least six credits are responsible for maintaining an acceptable level of academic progress. The Satisfactory Academic Progress (SAP) standards define the GPA and completion rates students must meet.

To support their efforts to meet academic standards, students should attend class regularly and actively engage in the learning process. Students are also expected to monitor their own academic progress.

The following standards are used to determine a student's academic status at the end of a semester:

Grade Point Average (GPA) Requirement

- Students must successfully maintain a minimum 2.0 semester grade point average.
- Students must successfully maintain a minimum 2.0 cumulative grade point average.

Completion Rate Requirement

Completion rates are calculated with the first attempted credit and for grades A, B, C, D, and P. Grades of I, F, FN, FW, and W are counted as attempted credits.

- Students must successfully maintain a minimum 67% semester completion rate.
- Students must successfully maintain a minimum 67% cumulative completion rate.

Academic Warning

The first time academic standards are not met, the student will be placed on academic warning for the next semester of enrollment. Once the warning is issued, a hold is placed on the student's account. Students must complete the online Academic Warning Agreement Form to have their registration hold removed and are strongly encouraged to meet with their Pathway Advisor to develop a success plan to improve their academic standing. Students placed on warning for a deficient GPA are strongly encouraged to enroll in Study Skills and College Success Strategies (CSCR 1406). Students must earn a minimum 2.0 GPA and 67% completion rate while on warning. Students will remain on academic warning until a cumulative grade point average of 2.0 or higher and a cumulative completion rate of 67% or higher is achieved.

Academic Suspension

Students who fail to meet academic standards in their warning period will be placed on academic suspension for two semesters. All students placed on suspension must appeal to be reinstated. First-semester students who attempt six or more credits and earn grades of all F's, FN's, and/or FW's will be immediately placed on academic suspension.

Appealing Academic Suspension

Appealing Due to Extenuating Circumstances Students who believe they failed to achieve satisfactory academic progress due to extenuating circumstances may file an appeal prior to taking the required two semesters off. However, students must provide documentation supporting their claim of extenuating circumstances interfering with their ability to be successful in school.

Appealing for Reinstatement After Serving the Required Two Semesters Students who have served their suspension period must appeal for reinstatement by completing the Suspension Appeal Packet, which can be obtained in the Office of Enrollment Services or via the Saint Paul College website.

Academic Probation

Students with an approved appeal will be reinstated to the College on probationary status. Students will stay on probation and may continue to attend Saint Paul College if they receive a 2.0 GPA and 67% completion for the semester, even if 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 semester standard will be suspended again.

Academic Forgiveness Policy

The Academic Forgiveness policy is available only to students whose coursework was taken at Saint Paul College (formerly St. Paul Technical College). The policy is a one-time opportunity. The student cannot have been enrolled at Saint Paul College for a minimum of two calendar years (24 months) and the student must have a cumulative GPA of less than 2.0. The coursework forgiven will remain on the student's transcript; however, the credits and the grades will not be carried forward into the student's cumulative grade point average. The student will be permitted to select the courses within the semester to be forgiven. Only Ds, Fs, FNs, FWs and Ws can be forgiven. If more than one term is forgiven, they must be consecutive terms. A maximum of two terms may be forgiven. In order to meet eligibility requirements for Academic Forgiveness, the student must have completed a minimum of 12 credits in residence at Saint Paul College with at least a 2.0 GPA after returning from the minimum 2-year absence. The student must apply for Academic Forgiveness within one calendar year after completing the 12 semester credits with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement. The student can obtain the Request for Academic Forgiveness at the Office of Enrollment Services.

Student Transcripts

Requests for Saint Paul College transcripts and other related records, must be processed through the Student Records Office. All financial obligations to Saint Paul College must be met before transcripts can be released.

An official transcript is issued, for a fee, upon written request or through online submission and is sent to a third party, such as another institution or employer, within three business days. The transcript will serve as the official record of student effort while enrolled at the College. There is an additional fee for next day service, if requested.

Satisfactory Progress Standards - for financial aid recipients

Federal regulations require that a college develop a standard of satisfactory academic progress. This satisfactory academic progress standard must have both a qualitative standard (grade point average) and a quantitative standard (course completion). If the student fails to meet either of these two standards, the student will first be given a warning semester. If the student fails to meet either of the satisfactory academic progress standards during the warning semester, the student will be suspended from financial aid.

Students who have been suspended from financial aid due to these standards, may receive financial aid again after they have met the satisfactory academic standards or by successfully appealing the loss of aid. Appeal procedures for the loss of financial aid may be found online at saintpaul.edu/financialaid. If the appeal is approved, the student will be placed on probation until both standards have been met. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

Qualitative Standard

Students are required to maintain a minimum 2.0 cumulative GPA for all coursework including withdrawals, incompletes and non-credit courses. For repeated courses, the highest grade achieved will be used for the GPA. Transfer credits do not affect the student's GPA.

Quantitative Standard

Students are required to complete 67% of the cumulative credits attempted based on their enrollment status. All credits attempted will be calculated into the completion percentage. This includes courses that are designated with a withdrawal, incomplete, non-credit courses and courses that have been repeated. Any coursework that has been accepted as transfer credit toward current program completion will also be included in progress made toward the current program.

Maximum Time Frame

All students are expected to complete their program within an acceptable period of time. Financial aid recipients meeting Satisfactory Academic Progress requirements may receive aid until they complete their program or until they have attempted 150% of the required coursework in their current program/declared major. All credits attempted at the College count toward maximum time frame. This includes withdrawals, incompletes, non-credit courses, and courses that have been repeated. Credits taken under a previous major and transfer credits will count toward maximum time frame.

Implementation

Academic progress is evaluated at the end of each semester. A student who fails to meet cumulative progress requirements will be placed on financial aid probation or suspension. Academic progress will be monitored as follows:

1. Satisfactory Academic progress monitoring begins with the first credit. Upon six (6) credits of enrollment, all students with registered credits during a semester will be evaluated at the end of the semester.

2. Any student who fails to meet cumulative GPA and completion rate satisfactory academic progress requirements for one semester will be placed on warning for the subsequent semester and will be notified by email. Financial aid may be received during a warning status.
3. A student on warning who fails to meet the required cumulative standards will be suspended from financial aid and notified by email.
4. Upon evaluation, if the College determines that it is not possible for a student to meet the minimum cumulative standards prior to completing a degree/diploma or certificate for their declared major, the student will be suspended from financial aid and will be notified by email.
5. A student who has exceeded the maximum time frame will be placed on suspension from financial aid and will be notified by email.

Suspension for Extraordinary Circumstances

The College may immediately suspend a student in certain circumstances, such as but not limited to:

- A student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent semester
- A student who registered for but does not earn any credits for one semester by earning all FN/FW/F grades
- A student who demonstrates an attendance pattern that abuses the receipt of financial aid.

Financial Aid Appeals

A student who fails to make satisfactory academic progress and is suspended from financial aid has the right to appeal based on unusual or extenuating circumstances, which may include but shall not be limited to a death in the family, student's injury or illness, etc.

Appeals Process

Appeals forms are available online at saintpaul.edu/financialaid. The appeal must include a thorough explanation of the circumstances that affected academic progress and complete "Financial Awareness" counseling on www.studentloans.gov. If applicable, the appeal must include supporting documentation beyond the written explanation. Appeals must be submitted to the Financial Aid Office to be evaluated for an approval or denial. A written decision on the appeal will be provided to the student.

If the appeal is approved, the student may receive financial aid for the next semester. When GPA and/or completion rate requirements for the approved appeal semester are met, the student will remain financial aid eligible. If these requirements are not met for the semester and the student does not meet required standards, the student will be suspended from financial aid eligibility.

Probation

Students who have successfully appealed their suspension will be placed on probation for the next enrolled semester. If, at the end of that semester, the student has met the college's cumulative grade point average (2.0 GPA) and completion rate (67%) requirements, the student will be in good standing.

Students who do not reach the college's cumulative grade point average and completion requirements, but have a semester GPA of at least 2.5 and course completion of 100% on probation for another semester of enrollment. Students who fail to meet cumulative or semester requirements for GPA and completion will be placed back on financial aid suspension.

TUITION AND FEES

Tuition Rates

The Board of Trustees for Minnesota State Colleges and Universities establishes tuition rates annually. Tuition rates are established on a per-credit basis for all credit course offerings and are subject to change. The Course Schedule lists tuition and fee rates for the term.

If you are a qualified senior citizen (over the age of 62) you may be eligible to attend classes at a reduced tuition rate. Refer to the current Course Schedule for details. Registration is allowed on a space-available basis beginning second class session. Senior citizens who register before the first day of the semester must pay full tuition and fees.

Student Fees

Course Fees Selected courses have additional course fees which can include, but are not limited to, charges for such items as: tools, books, materials and supplies retained by the student, liability insurance (clinical experiences), or special testing fees, etc. Course fees are listed in the Course Schedule displayed on the College website. To determine if a course has additional course fees, select the course from the semester course schedule and place cursor on the course title and click the link to view the course details.

Fees Charged Per Credit MSCSA (Student Association) Fee

The Minnesota State College Student Association fee, assessed to all students, provides for support of the statewide student association by providing training and development of campus leaders, and lobbying of student interests with the legislative and executive branches of the State of Minnesota as well as at the national government level. The MSCSA fee is \$0.92 per credit for the 2017-2018 school year

Parking/Safety/Facilities Fee

This fee at the College covers costs associated with parking, safety, and facilities. The fee must cover all costs associated with the parking operations of the College. Parking Prices can be found on the College website at saintpaul.edu/parking.

Student Life Fee

These funds are for the support and development of Student Life groups, activities and functions.

Technology Fee

A technology fee is charged as allowed by the Minnesota State. The technology fee is used for purchasing instructional equipment and materials such as computers and software, audio-visual equipment, library technology, and support staff.

Other Fees

Late Fee

There is a late fee of up to \$50.00 per semester fee charged to debtors who do not pay their account balance, in full, by the

established deadlines. A hold will be placed on your account for any unpaid balance. This hold will prevent you from registering for classes.

Library Fine

Students who fail to return materials will be charged for all overdue library materials.

Non-sufficient Funds/Returned Check Fee

When checks are returned to the college, due to non-sufficient funds (NSF), account closure or stop payment a fee of \$24.00 is assessed for each check.

Transcript Fee

There is a \$5 charge for each academic transcript request. Allow three days for processing. An additional \$5 will be charged for next business day service.

SPC Card Replacement Fee

The SPC Card provides multiple campus functions and is used as a photo ID, a parking access card and door access card. There is a \$15 charge to replace a lost or stolen SPC Card.

All fees are subject to change.

Tuition Payment/Deferment Options

The full tuition and fees must be paid by the posted due date for the semester or classes will be deregistered. You may defer tuition and fees by any of the seven options below.

1. Online through your student account. Payment types accepted are Visa, MasterCard, Discover, or E-Check.
2. Make a payment at the Tuition Office during business hours. Payment types accepted are Master Card, Visa, Discover, cash, or check.
3. Mail your payment to the address below. (Please do not mail cash) Make sure to include your student ID number, name, and phone number. Mail your payment no later than five business days before tuition is due.

Saint Paul College Tuition Office

235 Marshall Avenue
Saint Paul, MN 55102

4. Drop your payment in the Tuition Office Drop Box located next to the tuition windows. Please include your student ID number, name, and phone number. Payments dropped after business hours will be processed the next business day.
5. Set up a payment plan through Nelnet Business Solutions. NBS is a third party tuition management company. For a fee they will set up a payment schedule and forward your payments to the Tuition Office. Allow at least one week prior to the tuition due date for processing.
6. Complete a Financial Aid (FA) application (FAFSA). Please allow two weeks for the Institutional Student Information Record (ISIR) to be received at the school. You are responsible for completing the full FA process.
7. Students who receive funding from scholarships, sponsoring agencies, or organizations will have their tuition deferred. Authorizations should be submitted using the Saint Paul College Authorization for Payment

or a similar form that provides the same information. It is the student's responsibility to ensure that the Tuition Office receives the proper authorization from the third party one week before the tuition due date.

For students registering or adding classes after the tuition due date, the tuition is due within 24 hours of adding classes. Invoices are not mailed. Students must check their account balance online and pay any balance due by the posted due dates on the academic calendar. Students should also check their Saint Paul College email accounts for tuition payment deadline reminders and informational announcements.

For further details on different payment options visit: saintpaul.edu/admissions/tuition-and-fees-payment-options. Students will be responsible for any balances remaining after financial aid, third party, and Nelnet payments have been finalized.

Tuition Policy

You are responsible for dropping the courses you do not wish to take. Please check your eServices account each day during the add/drop period to ensure your schedule is what you intend to take. You are financially and academically responsible for any registered courses. Non-attendance is not a cancellation and students will be held responsible to pay any amount owed.

Non-Resident Tuition Status

The College considers resident and non-resident students the same for tuition rate purposes.

Non-Payment of Tuition

Students who have not made payment or do not have a tuition deferment by the posted due date may lose their place in each registered class. Students who are not planning on attending should drop themselves from courses prior to the start of the semester. Students who have not deregistered are responsible for the unpaid balance. Refer to the current Course Schedule for details.

Tuition Refund Policy

Refunds for Total Withdrawal from College

If you withdraw from all courses, you may be eligible for a tuition refund according to the schedule below. You may submit the request online through your account or present an Add/Drop/Withdraw Form to the Office of Enrollment Services by the noted due dates. Failure to attend class does not constitute withdrawal.

Withdrawal Period - Fall & Spring Semester Refund

Prior to the 1st day of the semester 100%
 1st through 5th business day of the semester 100%
 6th through 10th business day of the semester 75%
 11th through 15th business day of the semester 50%
 16th through 20th business day of the semester 25%
 After the 20th business day of the semester 0%

Withdrawal Period - Summer/Other Semester Refund

At least 3 weeks but less than 10 weeks in length
 Prior to the 1st day of the semester 100%
 1st through 5th business day of the semester 100%
 6th through 10th business day of the semester 50%
 After the 10th business day of the semester 0%

Refunds for Change of Credit Load

No tuition refund will be made, nor will fees be reduced, by withdrawing from only part of your credits after the 5th business day of the semester.

Refund Time Frame

Refunds for tuition payments made by cash or check will be made to the student's refund preference of direct deposit, check or OneAccount. Credit card payments will be refunded to the same credit card that was used when the tuition was paid. A minimum of one week is required to process refunds paid by cash or credit card. A minimum of two weeks is required to process refunds for tuition and fees paid by check.

Waivers

The College may waive amounts due for the following reasons: employee benefit provided by bargaining agreement, death of a student, medical reasons, college error, employment related condition, significant documented personal circumstances, student leader stipends, course conditions, natural disasters or other situations beyond the control of the College. The College cannot waive the LeadMN student association fee. Contact the Tuition Office if you feel you are entitled to a waiver.

FINANCIAL AID

General Information

Financial aid is money that is available to help students finance the cost of an education. Financial aid comes in the form of grants (money that the student does not have to pay back), loans (money that the student must pay back) and college work-study (money the student earns through employment). Eligibility is determined from the results of the Free Application for Federal Student Aid (FAFSA).

As a student, you have the primary responsibility to pay for your education. Financial aid is intended to supplement the difference between the cost of education and the expected family contribution. Several programs are available to help you meet your educational expenses. The Financial Aid Office determines Saint Paul College financial aid eligibility after receiving the FAFSA results and after processing all required documents.

The student must be admitted to a program/declare a major at Saint Paul College that leads toward a degree, diploma, or eligible certificate to be qualified to receive financial aid.

Financial Aid Definitions

- FAFSA - The FAFSA is the Free Application for Federal Student Aid, FAFSA. This is the application for all types of financial aid: grants, loans, or college work-study.
- Cost of Attendance - This is considered the cost of

education at the College. It includes tuition, fees, a room and board allowance, books, supplies, a transportation allowance, and a personal expense allowance. It helps determine how much financial aid a student is able to receive during a semester of enrollment.

- **Expected Family Contribution** - An amount, determined by a formula called Federal Methodology, that indicates how much of the student and the student's family's resources should be available to help pay for school. The Expected Family Contribution (EFC) is used in determining the student's eligibility for federal and state financial aid. If a student has unusual expenses that may affect the student's ability to pay for school, the student should notify the Financial Aid Office.
- **Financial Need** - Financial need is the difference between the cost of attendance and the expected family contribution.
- **Full-Time Enrollment**: 12 credits or more per semester.
- **Three-Quarter-Time Enrollment**: 9-11 credits per semester.
- **Half-Time Enrollment**: 6-8 credits per semester.
- **Less Than Half-Time Enrollment**: 5 credits or fewer per semester.

Types of Financial Aid

Grants

Grants are gift aid, which the student does not have to pay back. Students who have completed a bachelor's degree, or the equivalent from another college, are not eligible for grants.

Federal Pell Grant

Students apply for the Federal Pell Grant by completing the FAFSA. Pell Grants vary from \$400 per year up to the federally legislated maximum. Pell Grant recipients must be enrolled in an eligible program and must maintain satisfactory progress in their coursework.

Federal Supplemental Education Opportunity Grant (SEOG)

This program is designed for students who have exceptional financial need. Funds are limited. Eligibility is determined by the Financial Aid Office with priority given to students who apply for Financial Aid early.

Minnesota State Grant

A grant for Minnesota residents who are attending an accredited post-secondary institution, the award process is similar to the Pell Grant. Students apply by completing the FAFSA.

Minnesota Postsecondary Child Care Grant

This grant is for students who are Minnesota residents, have children ages 12 and under (14 and under, if disabled), have financial need, and have child care expenses. Recipients must not be receiving Minnesota Family Investment Program (MFIP) assistance. Students who have received an award letter can request an application from the Financial Aid Office or online.

Work-Study Programs

These programs employ students on campus. Pay is established by the College. These programs provide work for up to 20 hours per week. Total work-study earnings are not to exceed the cost of attendance. Work study positions available on campus include tutors, office assistants, and lab assistants.

Loans

Loans are financial aid that must be paid back. You must complete online entrance loan counseling and a Master Promissory Note through Saint Paul College in order to apply for a loan.

Federal Direct Loans

Students can also receive help to meet their educational expenses by borrowing money from Federal Student Aid. Subsidized and Unsubsidized loans are available based on eligibility. Dependent first year students can borrow up to \$5,500 per academic year. Upon completion of 30 credits toward program requirements, eligibility increases to \$6,500 per academic year. Independent students are eligible for additional unsubsidized loans. All loans must have two disbursements. Loans accepted for only one semester will have a disbursement at the start of the semester and a second disbursement half-way through the semester.

PLUS Loan Program

The Federal Parent Loans for Undergraduate Students (PLUS) Loan Program for undergraduate students can be used by parents of dependent students who are in need of additional funds. The program allows parents to borrow up to the cost of attendance minus other aid. Parents must successfully pass a credit check to be eligible for a PLUS loan.

Private Loans

You are strongly encouraged to pursue the availability of free or lower-cost financial aid with the College's financial aid office; however, private educational loans can bridge the gap between government programs and the cost of attendance. Eligibility is typically based on your credit score. You can only apply for these loans by contacting banks or other lenders.

Other Sources of Financial Assistance

Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines who is eligible for assistance.

- Division of Rehabilitation Services (DRS/DVR): www.deed.state.mn.us/rehab
- Minnesota Indian Scholarship Program: www.ohe.state.mn.us
- Veteran Benefits (VA): www.vba.va.gov/VBA
- Services for the Blind (SSB): www.mnssb.org

Private Scholarships - check with your high school counselor or the public library, and the following websites:

- www.fastweb.com
- www.finaid.org
- www.fastaid.com
- www.college-scholarships.com

How to Apply for Financial Aid

1. Apply for admission to the College. Students must declare a major and be enrolled in a program leading towards a degree, diploma or eligible certificates to be qualified for financial aid. Awards vary based on your enrollment level (full-time, part-time). Financial aid will be based on the number of enrolled credits by the drop/add deadline.
2. Fill out the Free Application for Federal Student Aid (FAFSA). You must apply electronically through the Federal Department of Education website at www.fafsa.gov. During the application, enter the Saint Paul College school code, 005533. The Financial Aid Office will receive an electronic copy of the results within two weeks.
3. If you have attended any post-secondary schools prior to Saint Paul College and want to be considered for the Minnesota State Grant, submit academic transcripts to the Financial Aid Office from all previously attended schools.
4. After the Financial Aid Office receives the FAFSA results from Student Federal Aid, your application will be reviewed. Quickly respond to any and all requests for additional information. When your file is complete, financial aid eligibility will be calculated and you will be notified by email that an award letter has been created on your College e-services account.
5. Carefully read your award letter and follow the instructions for receiving awards. All loans and the Minnesota Child Care grant require additional application requirements.

Students Selected for Financial Aid Verification

The College verifies Free Application for Federal Student Aid (FAFSA) information of students selected by the Federal Student Aid or selected by the College. Students selected for verification will be notified by email that the Aid Application Status Letter, explaining the required documentation to complete the verification process, is available on their e-services account. The Aid Application Status Letter will request specific information and/or documents required for verification. Self-reported information including household size or number attending college may be requested or documents including proof of citizenship or child support paid may be needed. The documentation requested will depend on the verification group the student is placed in, as chosen by Federal Student Aid or the College.

Students should submit all required documentation within 30 days of the request. The financial aid process will not continue until the required documentation is received. Not submitting the requested documentation in a timely manner may result in loss of eligibility for the current academic year.

Once all required documentation has been received, students

should allow a minimum of 14 business days for the verification process to be completed. If the FAFSA data matches the verification information, the Financial Aid process will continue toward a complete and accurate file at which time the student Award Letter can be viewed on-line at saintpaul.edu under the student's eServices account. Any FAFSA discrepancies found as a result of the verification process will be corrected by the Financial Aid Office and electronically submitted to the central processor. Upon receiving a corrected FAFSA report from the central processor, an Award Letter will be available to the student. Any cases of suspected fraud or misreported information or altered documentation to fraudulently obtain federal funds will be discussed with the College administration and referred to the Office of Inspector General of the Department of Education via Minnesota State.

Applying Financial Aid to Your Account

Financial Aid and other awards start applying to your student account during the third week of each semester. If you are using financial aid to pay your tuition and fees, you will have a balance on your account until the third week of classes. Students interested in charging books and supplies to their student accounts can do this through their Financial Aid award notification process. Any charges made through book charging will be added to your account and then paid when aid is applied.

Any remaining excess funds will be sent to the student through HigherOne. You will receive a letter in a green envelope from HigherOne shortly after registering for your first class. After you receive the letter, you must choose how you want to receive any excess funds. You can set up a direct deposit to a current bank account, request a debit card (known as the Saint Paul College Card) from HigherOne, or have a check mailed to you. For more information on disbursement, go to Saint Paul College Card: Disbursement Options.

After the first disbursement of the semester, aid applies weekly to student accounts on Wednesdays. First-time loan borrowers must wait 30 days until the first disbursement of their loans. All loans must have at least two disbursements. Semester-only loans will be disbursed at the beginning of the semester and at the half-way point of the semester.

Financial Aid Policies & Procedures

Withdrawals

If you withdraw from the College before the add/drop date for a semester, you will not receive financial aid funds because there will be no class registration. If you withdraw from attendance at the College for any reason after the add/drop date for the semester, you will be placed on financial aid probation the following academic semester.

Students who receive financial aid and withdraw from all classes are subject to a Federal Return of Title IV Funds policy. The policy states that if you withdraw up through 60% of the semester, a proportional amount of financial aid either received or that was applied to your student account must be refunded to the Federal government.

Any institution refund calculated within the first four weeks of school semester will be applied to the student's account to reduce the student's share of the Return of Title IV Funds. Funds returned to the federal government are used to reduce the federal program amount from which funds were disbursed.

Funds are returned in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant

Other assistance under Title IV for which a Return of Funds is required

After the institution's share of any required refund to Title IV programs has been refunded, a proportional share of any remaining institutional refund (not to exceed the amount of the State grant payment the student initially received for the semester), must be returned to the State Grant Program.

Consortium Agreements for Financial Aid

If you are taking classes at another college which are required for your program at the College, you must complete a consortium agreement if you would like those courses considered for financial aid eligibility. The Consortium Agreement form is available online on the Financial Aid Forms page and also in the Financial Aid Office, and must be completed with an attached registration form from the host institution and submitted to the Financial Aid Office by the add/drop deadline. If a consortium agreement is not submitted, financial aid calculations cannot consider courses taken at the host school, as you cannot receive financial aid at two different schools during the same semester of enrollment.

Tuition & Fee Deferrals

Tuition and fees will be deferred provided the following has been met by the posted tuition deadline for the semester:

1. Student has received an Award Letter with financial aid eligibility equal to or greater than the tuition/fee charge. (Loan eligibility requires a submitted Promissory Note).
2. An electronic Institutional Student Information Record (ISIR) is received resulting from submission of a FAFSA.
3. Any tuition/fee balance not covered by Financial Aid is the student's payment responsibility.

Financial Aid Book Charging Process

You may charge the cost of your books prior to financial aid being disbursed if you meet all the following criteria:

1. You are registered for current semester classes.
2. You have received your Financial Aid Award Letter and have completed the loan acceptance, if you will be using loan funds to pay for books and supplies.
3. The total financial aid you will be receiving, at your registered credit level, exceeds your current account balance.
4. You have completed the one-time Miscellaneous Charge Authorization in your Financial Aid Award Notification in eServices.
5. You have activated your Saint Paul College email account.

Financial Aid Book Charging allows students to charge books and supplies at the Saint Paul College Bookstore and is administered by the Tuition Office.

Special Circumstances/Income Review

Federal laws governing financial aid allow the College Financial Aid Office to recalculate financial need in cases of special circumstances not taken into consideration by the Free Application of Federal Student Aid (FAFSA). To ensure fairness and compliance with federal regulations, there are limits to which circumstances can be considered. Special circumstances are considered on a case by case basis.

For more detailed information on types of special circumstances and requirements for submitting a "Special Circumstances Appeal Form" go to saintpaul.edu/financialaidforms.

Dependency Override Appeal

Federal Student Aid determines a student's status as dependent or independent by the answers the student provides on the thirteen questions listed in Step 3 of the Free Application for Federal Student Aid (FAFSA). Students are classified as dependent or independent because federal student aid programs are based on the principle that students (and their parents or spouse) are considered the primary source of support for postsecondary education. The Dependency Override process is used to address on a case-by-case basis a student who claims to be independent but does not meet the federal criteria. The student must demonstrate unique and extenuating circumstance.

For more detailed information on types of extenuating circumstances given consideration and requirements for submitting a "Dependency Override Appeal: Student Information/Recourse Statement" form go to saintpaul.edu/financialaidforms.

Audited & Credit by Exam Courses

Audited or Credit by Exam Courses are not eligible for Financial Aid.

Consortium Credits

Credits for which financial aid is disbursed under a consortium agreement will be recorded as consortium agreement credits and will be included in the calculation of Satisfactory Academic Progress for financial aid.

Developmental Education Courses & ESOL Courses

Developmental Education courses and ESOL courses will be included in the cumulative GPA and completion rate. ESOL courses and up to 30 credits of Developmental Education coursework will be excluded from the 150% maximum time frame calculation.

Repeated Courses

Courses may be repeated for financial aid eligibility for "F," "W," "FN" or "FW" grades or if program requirements require a higher grade. The cumulative GPA will use the highest grade achieved. To request the opportunity to repeat a course for the third time, students should meet with their Pathway Advisor. Courses repeated a third time require registration permission from the Associate Dean of Student Success. The cumulative completion rate includes all repeated courses.

Satisfactory Academic Progress for Financial Aid

Transfer Credits

Credits taken at previous schools accepted for current program requirements will be included in the 150% maximum timeframe.

Withdrawals

All coursework designated with a withdrawal are calculated in the cumulative completion rate and maximum timeframe.

Tax Benefits for Education

Tax credits, deductions and savings plans can help taxpayers with their expenses for higher education.

- A tax credit reduces the amount of income tax you may have to pay. Education credits include the American Opportunity Credit and the Lifetime Learning Credit.
- 1098-T Tuition statements are issued in January.
- Please go to the following website for additional information:
www.minnstate.edu/system/finance/taxinformation
- A deduction reduces the amount of your income that is subject to tax, thus generally reducing the amount of tax you may have to pay.
- Certain savings plans allow the accumulated interest to grow tax-free until money is taken out (known as a distribution), or allow the distribution to be tax-free, or both.
- An exclusion from income means that you won't have to pay income tax on the benefit you're receiving, but you also won't be able to use that same tax-free benefit for a deduction or credit.

EDUCATIONAL PROGRAMS

Liberal Arts and Sciences Associate of Arts (AA) Degree

Program Overview

The Associate of Arts (AA) degree is awarded for successful completion of 60 semester credits in liberal arts and sciences and is designed to constitute the first two years of a baccalaureate degree. It is also intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. No specific major is listed in conjunction with the degree; however, students may choose electives in a particular field of study in preparation for a planned major or professional emphasis at a four year college or university. An AA degree must include the entire Minnesota Transfer Curriculum (MnTC) 40 semester credits which, pursuant of Minnesota statute, must transfer to any institution in the Minnesota State Colleges and University system or to the University of Minnesota. Students are to develop an educational plan with a Pathway Advisor to verify degree requirements are fulfilled, as requirements may vary depending upon the major and transfer college.

The AA degree can be completed through a variety of course delivery methods including face to face, hybrid and/or online. The

Science, Technology, Engineering and Math (STEM), and Liberal and Fine Arts departments offer online classes to satisfy the MnTC requirements. A student may choose to complete the entire AA degree online.

Program Outcomes:

1. Knowledge of the important concepts and principles of the natural sciences, mathematics, history, social and behavioral sciences, arts, and humanities
2. Skills necessary for life roles, including skills in thinking, communication and methods of inquiry and applications of knowledge
3. Critical examination of, and an appreciation for, diverse people, cultures and life roles

General Requirements

- At least 60 earned college-level credits (40 MnTC credits and 20 additional MnTC and/or pre-major elective credits)
- A grade of "C" or better in ENGL 1711
- Cumulative GPA of 2.0
- MnTC GPA of 2.0
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota.

Total Credits Required for the AA Degree

Minnesota Transfer Curriculum (MnTC): 40 credits
 Additional MnTC and/or pre-major elective courses: 20 credits
 Total Requirements: 60 credits

MnTC Distribution Requirements for the AA Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AA degree are listed below. (Refer to the MnTC Course List)

Course	Cr
Minnesota Transfer Curriculum (MnTC) Goals 1-10	40
Goal 1: Communication ENGL 1711 Composition 1 – 4 cr ENGL 1712 Composition 2 – 2 cr SPCH XXXX One eligible course – 3 cr	9
Goal 2: Critical Thinking Fulfilled when all the goal areas are completed (40 credits)	
Goal 3: Natural Sciences Minimum of two courses from two different disciplines, one of which must be a lab course.	7
Goal 4: Mathematical/Logical Reasoning Minimum of one course. Courses must be numbered between 1700-1799 or 2700-2799	3
Goal 5: History and the Social and Behavioral Sciences	9

	Minimum of three courses from two different disciplines.	
Goal 6:	Humanities and Fine Arts Minimum of three courses from two different disciplines.	9
Goal 7:	Human Diversity Minimum of one eligible course	1-4
Goal 8:	Global Perspective Minimum of one eligible course	1-4
Goal 9:	Ethic and Civil Responsibility Minimum of one eligible course.	1-4
Goal 10:	People and the Environment Minimum of one eligible course.	1-4

Note: Refer to the MnTC Course List. Some courses may be applied to more than one goal area. If you meet the MnTC goal requirements with fewer than 40 semester credits, select additional MnTC courses to complete the minimum requirement of 40 semester credits.

Associate of Science (AS) Degree

The Associate of Science (AS) degree is awarded for successful completion of a program of 60 semester credits in a designated field or area which transfers to a baccalaureate major in a related scientific or technical field. The AS degree provides a balance of liberal arts education and career-oriented classes. The AS degree may prepare students for direct employment; however, articulation agreements must exist between the institution awarding the Associate of Science degree and an institution awarding a related baccalaureate degree. An Associate of Science degree shall include a minimum of 30 semester credits in general education as described in the MnTC distribution requirements for the AS degree.

Transfer Note: While the AS degree has more limited transferability than the AA degree, specific transfer articulation agreements exist with designated four-year colleges and universities for each AS degree. Minnesota Transfer Curriculum courses within the AS degree transfer to institutions in the Minnesota State Colleges and Universities system and other colleges. Please see a Pathway Advisor and refer to the Transfer Articulation Agreements Table for specific information.

AS Degree Programs

- Biology Transfer Pathway
- Business Transfer Pathway
- Chemistry
- Child Development Careers
- Child Development Careers ASL
- Computer Graphics and Visualization
- Computer Science
- Data Science AS Degree
- Engineering Broad Field
- Finance
- Health Sciences Broad Field
- Management Information Systems
- Public Health
- Science Technician

General Requirements for the AS Degree:

- 60 earned college-level credits (a minimum of 30 credits from MnTC courses)
- Cumulative GPA of 2.0
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. For specific course requirements, see the individual program descriptions, located in Enrollment Services, or speak with your Pathway Advisor.

MnTC Distribution Requirements for the AS Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AS degree are listed below. Credit and course requirements are specific for each program. Refer to the curriculum requirements listed in the Programs of Study for each AS degree program.

Note: Specific course recommendations or requirements for some AS degree programs may apply.

<u>AS Degree General Education Requirements</u>	<u>Cr</u>
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
Goal 1: Communication ENGL 1711 Composition 1 – 4 cr SPCH XXXX (Goal 1 only) – 3 cr	7
Goal 3 or Goal 4 Goal 3: Natural Sciences Goal 4: Mathematical/Logical Reasoning	3
Goal 5: History, Social Sciences and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Goals 1–10 of the Minnesota Transfer Curriculum Select a minimum of 14 additional credits Students must select courses from at least six (6) Goal Areas of the Minnesota Transfer Curriculum.	14
Total General Education Requirements	30

Associate of Applied Science (AAS) Degree

The Associate of Applied Science degree (AAS) is awarded for successful completion of a program of 60–72 semester credits and is intended for students who desire immediate employment upon graduation. At Saint Paul College, the AAS program shall include a minimum of 16 semester credits of liberal arts and sciences courses as described in the MnTC distribution requirements for the AAS degree.

Transfer Note: The AAS degree is not intended to transfer to an upper-division college; however, some articulation agreements exist with designated four-year colleges and universities for several of the AAS degree programs. Minnesota Transfer Curriculum (MnTC) courses within the AAS degree transfer to institutions in the Minnesota State Colleges and Universities system and other colleges. Please see a Pathway Advisor for specific information and refer to the Transfer Articulation Agreements Table.

AAS Programs

- Accounting
- Auto Body Repair
- Automotive Service Technician
- Child Development Careers
- Clinical Sports Massage
- CNC Toolmaking
- Computer Network Engineering
- Computer Programming
- Cosmetology
- Culinary Arts
- CyberSecurity
- Esthetician (Medical Setting)
- Esthetician (Spa)
- Geographic Information Science
- Global Trade Specialist
- Health Information Technology
- Healthcare Informatics
- Hospitality Management
- Human Resources
- Individualized Studies
- Marketing
- Medical Laboratory Technician
- Medical Office Professional
- Nanoscience Technology
- Office Management Professional
- Patient Care Technician
- Pharmacy Technician
- Project Management
- Respiratory Therapist
- Sheet Metal-HVAC Ducts and Fittings
- Sign Language Interpreter/Transliterator
- Sport and Exercise Sciences
- Supply Chain Logistics
- Surgical Technology
- Visualization Technology

General Requirements for the AAS Degree:

- 60–72 earned college-level credits (a minimum of 16 credits from MnTC courses)
- Cumulative GPA of 2.0 or higher
- Meet Saint Paul College residency requirement of 20 credits. This requirement shall be reduced to 12 credits for students transferring with at least 12 college-level credits from another Minnesota State Colleges and Universities institution or the University of Minnesota. For specific course requirements, see the individual program descriptions, located in Enrollment Services, the Office of Enrollment Services staff or your faculty advisor.

MnTC Distribution Requirements for the AAS Degree

The minimum Minnesota Transfer Curriculum (MnTC) distribution requirements for the AAS degree are listed below. Credit and course requirements are specific for each program. Refer to the curriculum requirements listed in the Programs of Study section for each AAS degree program.

AAS Degree General Education Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
Goal 1: Communication ENGL 1711 Composition 1 – 4 cr SPCH XXXX (Goal 1 only) – 3 cr	7
Goal 3 or Goal 4 Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning	3
Goal 5: History, Social Sciences and Behavioral Sciences	3
Goal 6: Humanities and Fine Arts	3
Total General Education Requirements	16

Diploma Programs

Diplomas are awarded for successful completion of 30–72 semester college-level credits and are intended for students who desire entry-level employment skills or career advancement. Students in diploma programs are required to complete technical courses as well as general education courses. One third of the credits required for a diploma must be earned at the College.

Certificate Programs

Certificates are awarded for successful completion of 9–30 semester college-level credits. Certificates are awarded for successful completion of a program intended to provide students with entry-level employment skills or to enhance a student's technical skills. One third of the credits required for a certificate must be earned at the College.

Developmental Coursework

Developmental coursework has assisted thousands of students in getting started in College programs. The goal of developmental coursework is for students to acquire the necessary knowledge and skills that will help them succeed in programs. Developmental courses are not considered college-level credit and will not apply towards any certificate, diploma, or degree completion requirements.

English for Speakers of Other Languages (ESOL)

The purpose of English for Speakers of Other Languages (ESOL) coursework is to assist limited-English speakers from different ethnic and cultural backgrounds to learn English and increase their chances of success at Saint Paul College. These classes are tailored to meet these unique needs.

Internships

Some major program areas require an internship. For other areas, an internship is optional. When students are ready to complete this phase of their training, they should consult with their faculty advisor to coordinate the internship.

While completing the internship, the student remains registered at Saint Paul College. Students are not excused from tuition payment and must continue to meet course requirements for all courses in which they are enrolled.

Saint Paul Joint Apprenticeship

Saint Paul College has worked with the building trades for many years. In cooperation with Advisory and Joint Apprenticeship committees, Saint Paul College works to give trade apprentices the most up-to-date education and training available in the United States.

Most applicants are accepted into an apprenticeship program by either a) working in the occupation, b) being referred by an employer, or c) having completed a pre-apprenticeship training program. To enroll in one of the trade programs, please contact the Office of Enrollment Services for the next available opening date and application. Entrance exams, and in some cases interviews, are required.

To enroll in a program without a program completion requirement, students must contact that apprenticeship coordinator. Students may obtain their name or number by calling the Career and Technical Division, 651.846.1320.

MINNESOTA TRANSFER CURRICULUM

The Saint Paul College mission endorses the centrality of general education in its programming and its commitment to offer breadth, as well as depth, of study in its curriculum. The Minnesota Transfer Curriculum (MnTC) is a coherent requirement of Saint Paul College programs and is clearly identifiable as an integral part of the curriculum. The College is committed to, and strives toward, outcomes that impart common knowledge, intellectual concepts and attitudes every person ought to possess.

Minnesota Transfer Curriculum Goals

The Minnesota State Colleges and Universities system has developed a common general education curriculum called the Minnesota Transfer Curriculum (MnTC). Completion of this defined transfer curriculum at one institution enables a student to receive credit for all lower division general education upon admission to any other Minnesota public institution.

The MnTC is intended to achieve the following ten goals:

1. Written and Oral Communication

To develop writers and speakers who use the English language effectively and who read, write, speak and listen critically. As a base, all students should complete introductory communication requirements early in their collegiate studies. Writing competency is an ongoing process to be reinforced through writing-intensive courses and writing across the curriculum. Speaking and listening skills need reinforcement through multiple opportunities

for interpersonal communication, public speaking and discussion.

- understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- locate, evaluate, and synthesize in a responsible manner material from diverse sources and points of view.
- select appropriate communication choices for specific audiences.
- construct logical and coherent arguments.
- use authority, point-of-view, and individual voice and style in their writing and speaking.
- employ syntax and usage appropriate to academic disciplines and the professional world.

2. Critical Thinking

To develop thinkers who are able to unify factual, creative, rational and value-sensitive modes of thought. Critical thinking will be taught and used throughout the general education curriculum in order to develop students' awareness of their own thinking and problem-solving procedures. To integrate new skills into their customary ways of thinking, students must be actively engaged in practicing thinking skills and applying them to open-ended problems.

3. Natural Sciences

To improve students' understanding of natural science principles and of the methods of scientific inquiry, i.e., the ways in which scientists investigate natural science phenomena. As a basis for lifelong learning, students need to know the vocabulary of science and to realize that, while a set of principles has been developed through the work of previous scientists, ongoing scientific inquiry and new knowledge will bring changes in some of the ways scientists view the world. By studying the problems that engage today's scientists, students learn to appreciate the importance of science in their lives and to understand the value of a scientific perspective. Students should be encouraged to study both the biological and physical sciences.

- demonstrate understanding of scientific theories
- formulate and test hypotheses by performing laboratory, simulation, or field experiments in at least two of the natural science disciplines. One of these experimental components should develop, in greater depth, students, laboratory experience in the collection of data, its statistical and graphical analysis, and an appreciation of its sources of error and uncertainty.
- communicate their experimental findings, analyses, and interpretations both orally and in writing.
- evaluate societal issues from a natural science perspective, ask questions about the evidence presented, and make informed judgments about science-related topics and policies.

4. Mathematical/Logical Reasoning

To increase students' knowledge about mathematical and logical modes of thinking. This will enable students to appreciate the breadth of applications of mathematics, evaluate arguments and detect fallacious reasoning. Students will learn to apply mathematics, logic and/or statistics to help them make decisions in their lives and careers. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence, through intermediate algebra.

- illustrate historical and contemporary applications of mathematical/logical systems.
- clearly express mathematical/logical ideas in writing.
- explain what constitutes a valid mathematical/logical argument (proof).
- apply higher-order problem-solving and/or modeling strategies.

5. History, Social and Behavioral Sciences

To increase students' knowledge of how historians and social and behavioral scientists discover, describe and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

- employ the methods and data that historians and social and behavioral scientists use to investigate the human condition.
- examine social institutions and processes across a range of historical periods and cultures.
- use and critique alternative explanatory systems or theories.
- develop and communicate alternative explanations or solutions for contemporary social issues.

6. Humanities and Fine Arts

To expand students' knowledge of the human condition and human cultures, especially in relation to behavior, ideas and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy and the fine arts, students will engage in critical analysis, form aesthetic judgments and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

- demonstrate awareness of the scope and variety of works in the arts and humanities.
- understand those works as expressions of individual and human values within an historical and social context.
- respond critically to works in the arts and humanities.
- engage in the creative process or interpretive performance.
- articulate an informed personal reaction to works in the arts and humanities.

7. Human Diversity

To increase students' understanding of individual and group differences (e.g., race, gender, class) and their knowledge of the traditions and values of various groups in the United States. Students should be able to evaluate the United States' historical and contemporary responses to group differences.

- understand the development of and the changing meanings of group identities in the United States, history and culture.
- demonstrate an awareness of the individual and institutional dynamics of unequal power relations between groups in contemporary society.
- analyze their own attitudes, behaviors, concepts and beliefs regarding diversity, racism, and bigotry.
- describe and discuss the experience and contributions (political, social, economic, etc.) of the many groups that shape American society and culture, in particular those groups that have suffered discrimination and exclusion.
- demonstrate communication skills necessary for living and working effectively in a society with great population diversity.

8. Global Perspective

To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic and political experiences.

- describe and analyze political, economic, and cultural elements which influence relations of states and societies in their historical and contemporary dimensions.
- demonstrate knowledge of cultural, social, religious and linguistic differences.
- analyze specific international problems, illustrating the cultural, economic, and political differences that affect their solution.
- understand the role of a world citizen and the responsibility world citizens share for their common global future.

9. Ethical and Civic Responsibility

To develop students' capacity to identify, discuss and reflect upon the ethical dimensions of political, social and personal life and to understand the ways in which they can exercise responsible and productive citizenship. While there are diverse views of social justice or the common good in a pluralistic society, students should learn that responsible citizenship requires them to develop skills to understand their own and others' positions, be part of the free exchange of ideas and function as public-minded citizens.

- examine, articulate, and apply their own ethical views.
- understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- analyze and reflect on the ethical dimensions of legal, social, and scientific issues.
- recognize the diversity of political motivations and interests of others.

- e. identify ways to exercise the rights and responsibilities of citizenship.

10. People and the Environment

To improve students' understanding of today's complex environmental challenges. Students will examine the inter-relatedness of human society and the natural environment. Knowledge of both bio-physical principles and socio-cultural systems is the foundation for integrative and critical thinking about environmental issues.

- a. explain the basic structure and function of various natural ecosystems and of human adaptive strategies within those systems.
- b. discern patterns and interrelationships of bio-physical and socio-cultural systems.
- c. describe the basic institutional arrangements (social, legal, political, economic, religious) that are evolving to deal with environmental and natural resource challenges.
- d. evaluate critically environmental and natural resource issues in light of understandings about interrelationships, ecosystems, and institutions.
- e. propose and assess alternative solutions to environmental problems.
- f. articulate and defend the actions they would take on various environmental issues.

Minnesota Transfer Curriculum (MnTC)

Course List

To earn the full Minnesota Transfer Curriculum, all ten goal areas listed below must be completed. A total of at least 40 semester credits must be earned. Courses designated with a superscript (e.g., BIOL 1710¹⁰) satisfy more than one goal area; however, credits are counted only once toward the 40-credit minimum requirement. A (p) indicates a prerequisite is required for that course. Completion of the MnTC meets the lower division general education requirements at Minnesota State Colleges and Universities and the University of Minnesota. Contact the Pathway Advisor for more information.

To follow the Associate of Science or Associate of Applied Science requirements for general education courses, choose from the MnTC courses in the next column, according to the distribution requirements for your degree. The Associate of Science degree requires 30 MnTC credits; the Associate of Applied Science degree requires 16 MnTC credits.

For any additions or changes in the MnTC Course List, contact a College Pathway Advisor in Advising & Counseling.

MnTC Goal 1: Communication			Credits
ENGL	1711	Composition 1	4
ENGL	1712	Composition 2 (p)	2
ENGL	1730	Introduction to Technical Writing	3
ENGL	2790	Special Topics in English	1-6
SPCH	17008	Introduction to Speech Communications	3
SPCH	17108	Fundamentals of Public Speaking	3

SPCH	17207	Interpersonal Communication	3
SPCH	17308	Intercultural Communication	3
SPCH	17509	Small Group Communication	3
SPCH	17707	Family Communication	3
SPCH	17807	Gender Communication	3
SPCH	1790	Special Topics in Speech	1-6

**Course contains lab*

(p) = Indicates prerequisite required for course

MnTC Goal 2: Critical Thinking		Credits
Fulfilled when all 10 Goal Areas of MnTC are completed		40

MnTC Goal 3: Natural Sciences			Credits
BIOC	1730*	Biochemical Laboratory Exploration	4
BIOC	1790	Special Topics in Biochemistry	1-6
BIOC	2700*	Biochemistry (p)	4
BIOC	2790	Biochemistry Internship/ Research Project	1-4
BIOL	172510*	Environmental Science	4
BIOL	1730*	Human Body Systems	3
BIOL	1735*	Understanding Biology	4
BIOL	1740*	General Biology: The Living Cell	5
BIOL	174510*	General Biology: The Living World (p)	5
BIOL	1760	Nutrition	3
BIOL	1782*	Introduction to Forensic Science	4
BIOL	17859	Biology of Women	3
BIOL	1790	Special Topics in Biology	1-6
BIOL	2721*	Human Anatomy and Physiology 1 (p)	4
BIOL	2722*	Human Anatomy and Physiology 2 (p)	4
BIOL	2750*	General Microbiology (p)	4
BIOL	2760	Cell and Molecular Biology (p)	5
BIOL	2770	Biology Internship	1-4
CHEM	1700*	Chemistry Concepts	4
CHEM	1711*	Principles of Chemistry 1 (p)	4
CHEM	1712*	Principles of Chemistry 2 (p)	4
CHEM	2700*	Organic Chemistry Survey (p)	4
CHEM	2720*	Organic Chemistry 1 (p)	5
CHEM	2721*	Organic Chemistry 2 (p)	5
CHEM	2730*	Instrumental Analysis (p)	4
CHEM	2790	Science Technician Laboratory Research Project	1-4
CHEM	2791	Cleanroom Lab Research Project	1-4
CHEM	2795	Special Topics in Chemistry	1-6

MnTC Goal 3: Natural Sciences continued

NSCI	171010*	Earth Science	4
NSCI	172110*	Introduction to Geology	4
NSCI	173010	Introduction to Oceanography	3
NSCI	174010	Introduction to Meteorology	3
NSCI	175010	Natural Disasters	3
NSCI	177010	Introduction to Energy and the Environment	3
NSCI	17809	Contemporary Issues in Science	3
NSCI	178210	Minnesota Geology	3
NSCI	1790	Special Topics in Natural Science	3
NSCI	2770	Natural Sciences Internship	1-4
PHYS	1720*	Principles of Physics 1 (p)	4
PHYS	1722*	Principles of Physics 2 (p)	4
PHYS	176010	Descriptive Astronomy (no lab)	3
PHYS	2700*	General Physics 1 (with Calculus) (p)	5
PHYS	2710*	General Physics 2 (with Calculus) (p)	5
PHYS	276010*	Introductory Astronomy (with lab)	4
PHYS	2790	Special Topics in Physics	1-6

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 4: Mathematical/Logical Reasoning

			Credits
MATH	1710	Liberal Arts Mathematics	3
MATH	1730	College Algebra	3
MATH	1740	Introduction to Statistics	4
MATH	1750	Trigonometry (p)	3
MATH	1762	Pre-Calculus (p)	5
MATH	1790	Special Topics in Mathematics	1-6
MATH	2749	Calculus 1 (p)	4
MATH	2750	Calculus 2 (p)	4
MATH	2753	Multivariable Calculus (p)	4
MATH	2760	Differential Equations and Linear Algebra (p)	4
PHIL	1710	Logic	3

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 5: History, Social Sciences, and Behavioral Sciences

			Credits
ANTH	17107	Introduction to Cultural Anthropology	4
ANTH	172010	Introduction to Physical Anthropology	4
ANTH	17308	Gender and Culture in Global Perspectives	3
ANTH	1790	Special Topics in Anthropology	1-6
ECON	1710	Introduction to the American Economy	3
ECON	17208	Macroeconomics	3

ECON	17308	Microeconomics	3
ECON	1790	Special Topics in Economics	1-6
GEOG	170010	Physical Geography	3
GEOG	17208	Human / Cultural Geography	3
GEOG	17408	World Geography	3
GEOG	175010	Minnesota Geography	3
GEOG	1790	Special Topics in Geography	1-6
GLOS	17108	Introduction to Global Studies	3
HIST	17308	Contemporary World History	3
HIST	17457	U. S. History to 1865	4
HIST	17467	U. S. History Since 1865	4
HIST	175010	Minnesota History	3
HIST	17608	History of World Civilizations to 1500	3
HIST	17618	History of World Civilizations since 1500	3
HIST	17709	History of Women in the United States	3
HIST	17737	African American History	3
HIST	27409	Immigration & Ethnic History of the United States	3
HIST	27807	Special Topics in History	1-6
HIST	27907	Historical Methods	2
POLS	17209	Introduction to American Government	3
POLS	17408	Introduction to World Politics	3
POLS	17509	Introduction to Political Science	3
POLS	17609	Introduction to Political Philosophy	3
POLS	17909	Special Topics in Political Science	1-6
PSYC	1710	General Psychology	4
PSYC	17209	Psychology throughout the Lifespan	3
PSYC	17407	Abnormal Psychology (p)	4
PSYC	17507	Introduction to Health Psychology	3
PSYC	1790	Special Topics in Psychology	1-6
PSYC	27207	Social Psychology (p)	4
SOCI	17107	Introduction to Sociology	4
SOCI	17208	Social Problems	3
SOCI	17307	Sociology of Families and Relationships	3
SOCI	17408	Sociology of Work	3
SOCI	1760	Mass Media and Society	4
SOCI	17657	Sociology of Crime and Deviance	3
SOCI	17669	Juvenile Delinquency	3
SOCI	17729	Introduction to Criminal Justice	3
SOCI	17749	Introduction to Corrections	3
SOCI	17769	Probation, Parole and Alternative Sentencing	3
SOCI	1790	Special Topics in Sociology	1-6

MnTC Goal 5: History, Social Sciences, and Behavioral Sciences continued

SOCI	27207	Social Psychology (p)	4
SPCH	17409	Mass Media & Communications	3
WGST	17859	Foundations in Women's Studies	3
WGST	17909	Special Topics in Women's and Gender Studies	1-6

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 6: Humanities and Fine Arts**Credits**

ARTS	1713	Photography 1	3
ARTS	1714	Photography 2 (p)	3
ARTS	17208	Art Appreciation	3
ARTS	17227	American Animation	3
ARTS	17247	The Design of Everyday Life	3
ARTS	17267	Art in the Cities	3
ARTS	1730	Drawing 1	3
ARTS	1731	Drawing 2 (p)	3
ARTS	1732	Two-dimensional Design	3
ARTS	1733	Three-dimensional Design	3
ARTS	1740	Introduction to Painting	3
ARTS	1742	Intermediate Painting (p)	3
ARTS	1744	Introduction to Watercolor Painting	3
ARTS	1750	Introduction to Ceramics	3
ARTS	1752	Intermediate Ceramics (p)	3
ARTS	1756	Metal Arts	3
ARTS	17608	World Art	3
ARTS	1770	Art in America	3
ARTS	1780	Beginning Printmaking	3
ARTS	1790	History of Photography	3
ARTS	1795	Special Topics in Art	1-6
ARTS	2710	Advanced Studio Arts	3-4
ARTS	2754	Advanced Ceramics (p)	3
ENGL	1720	Introduction to Creative Writing (p)	3
ENGL	1725	Introduction to Fiction Writing (p)	3
ENGL	17807	Recently Arrived Contemporary Immigrant Literature (p)	3
ENGL	17907	Contemporary Writers of Color (p)	3
ENGL	27217	Survey of American Literature 1 (p)	3
ENGL	27227	Survey of American Literature 2 (p)	3
ENGL	2725	Survey of British Literature (p)	3
ENGL	2730	Contemporary American Novel (p)	3
ENGL	2732	Exploring the Short Story (p)	3
ENGL	27407	Native American Literature (p)	3

ENGL	27507	African American Literature (p)	3
ENGL	27557	LGBTQ Writers (p)	3
ENGL	2760	The English Novel (p)	3
ENGL	2770	Introduction to Poetry (p)	3
ENGL	2775	Science Fiction and Fantasy (p)	3
ENGL	27767	Women Writers (p)	3
ENGL	2778	Urban Literature – Lost in the City (p)	3
HUMA	17208	The Ancient and Medieval World	4
HUMA	17308	The Modern World	4
HUMA	17508	Culture and Civilization: Spanish-Speaking Cultures	3
HUMA	1770	The Art of Film	3
HUMA	17807	American Film	3
HUMA	17908	International Film	3
HUMA	1795	Special Topics in Humanities	1-6
MUSC	1700	Music Theory and Lab 1	4
MUSC	1705	Music Theory and Lab 2 (p)	4
MUSC	1710	Music Theory and Lab 3 (p)	4
MUSC	1715	Music Theory and Lab 4 (p)	4
MUSC	1720	Fundamentals of Music	3
MUSC	1730	Concert Choir	2
MUSC	1735	Class Piano 1	2
MUSC	1736	Class Piano 2	2
MUSC	17408	Music Appreciation	3
MUSC	17457	History of Rock and Roll	3
MUSC	17507	Jazz History	3
MUSC	17607	American Music	3
MUSC	17657	Music of Latin America and the Caribbean	3
MUSC	17708	Music in World Cultures	3
MUSC	1790	Special Topics in Music	1-6
MUSC	27208	Music History 1: Medieval to Baroque (p)	3
MUSC	27218	Music History 2: Classical to Modern (p)	3
PHIL	1700	Introduction to Philosophy	3
PHIL	1715	Philosophy of Scientific Reasoning	3
PHIL	17209	Ethics	3
PHIL	17229	Health Care Ethics	3
PHIL	17408	World Mythology	3
PHIL	17428	Greek & Roman Mythology	3
PHIL	17508	Eastern Philosophy	3
PHIL	17608	World Religions	3
PHIL	17707	Feminist Philosophy	3
PHIL	1790	Special Topics in Philosophy	1-6
SPAN	17308	Intermediate Spanish 1 (p)	5

MnTC Goal 6: Humanities and Fine Arts continued

SPAN	17408	Intermediate Spanish 2 (p)	5
THTR	1710	Introduction to Theatre	3
THTR	17168	Theatre Around the World	3
THTR	1720	Exploring Theatre Arts	3
THTR	1725	Acting 1	3
THTR	1730	Theatre Stagecraft and Performance	3
THTR	1731	Theatre Performance. Practicum	1
THTR	1732	Technical Theatre Practicum	1
THTR	1740	Fundamentals of Playwriting: Playwriting 1	3
THTR	1790	Special Topics in Drama and Theatre	1-6
THTR	2725	Acting 2	3

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 7: Human Diversity**Credits**

ANTH	17105	Introduction to Cultural Anthropology	4
ARTS	17226	American Animation	3
ARTS	17246	The Design of Everyday Life	3
ARTS	17266	Art in the Cities	3
ASLS	1435	Deaf Studies/Culture	3
ENGL	17806	Recently Arrived-Contemporary Immigrant Literature (p)	3
ENGL	17906	Contemporary Writers of Color (p)	3
ENGL	27216	Survey of American Literature 1 (p)	3
ENGL	27226	Survey of American Literature 2 (p)	3
ENGL	27406	Native American Literature (p)	3
ENGL	27506	African American Literature (p)	3
ENGL	27556	LGBTQ Writers (p)	3
ENGL	27766	Women Writers (p)	3
HIST	17455	U.S. History to 1865	4
HIST	17465	U.S. History Since 1865	4
HIST	17735	African American History	3
HIST	27805	Special Topics in History	1-6
HIST	27905	Historical Methods	2
HUMA	17806	American Film	3
MUSC	17456	History of Rock and Roll	3
MUSC	17506	Jazz History	3
MUSC	17606	American Music	3
MUSC	17656	Music of Latin America and the Caribbean	3
PHIL	17706	Feminist Philosophy	3
PSYC	17405	Abnormal Psychology (p)	4
PSYC	17505	Introduction to Health Psychology	3

MnTC Goal 7: Human Diversity continued

PSYC	27205	Social Psychology (p)	4
SOCI	17105	Introduction to Sociology	4
SOCI	17305	Sociology of Families and Relationships	3
SOCI	17655	Sociology of Crime and Deviance	3
SOCI	27205	Social Psychology (p)	4
SPCH	17201	Interpersonal Communication	3
SPCH	17701	Family Communication	3
SPCH	17801	Gender Communication	3

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 8: Global Perspective**Credits**

ANTH	17305	Gender & Culture in Global Perspectives	3
ARTS	17206	Art Appreciation	3
ARTS	17606	World Art	3
ASLS	1411	American Sign Language 1	3
ASLS	1412	American Sign Language 2 (p)	3
ASLS	1413	American Sign Language 3 (p)	3
ASLS	1414	American Sign Language 4 (p)	3
CHIN	1710	Beginning Chinese 1	5
CHIN	1720	Beginning Chinese 2 (p)	5
CHIN	1790	Special Topics in Chinese	1-6
ECON	17205	Macroeconomics	3
ECON	17305	Microeconomics	3
GEOG	17205	Human / Cultural Geography	3
GEOG	17405	World Geography	3
GLOS	17105	Introduction to Global Studies	3
HIST	17305	Contemporary World History	3
HIST	17605	History of World Civilizations to 1500	3
HIST	17615	History of World Civilizations since 1500	3
HUMA	17206	The Ancient and Medieval World	4
HUMA	17306	The Modern World	4
HUMA	17506	Culture and Civilization: Spanish-Speaking Cultures	3
HUMA	17906	International Film	3
MUSC	17406	Music Appreciation	3
MUSC	17706	Music in World Cultures	3
MUSC	27206	Music History 1: Medieval to Baroque (p)	3
MUSC	27216	Music History 2: Classical to Modern (p)	3
PHIL	17406	World Mythology	3
PHIL	17426	Greek & Roman Mythology	3
PHIL	17506	Eastern Philosophy	3

MnTC Goal 8: Global Perspective continued

PHIL	17606	World Religions	3
POLS	17405	Introduction to World Politics	3
SOCI	17205	Social Problems	3
SOCI	17405	Sociology of Work	3
SPAN	1710	Beginning Spanish 1	5
SPAN	1720	Beginning Spanish 2 (p)	5
SPAN	17306	Intermediate Spanish 1 (p)	5
SPAN	17406	Intermediate Spanish 2 (p)	5
SPAN	1790	Spanish for the Workplace	3
SPAN	1795	Special Topics in Spanish	1-6
SPCH	17001	Introduction to Speech Communications	3
SPCH	17101	Fundamentals of Public Speaking	3
SPCH	17301	Intercultural Communication	3
THTR	17166	Theatre Around the World	3

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 9: Ethical & Civic Responsibility

			Credits
BIOL	17853	Biology of Women	3
HIST	17705	History of Women in the United States	3
HIST	27405	Immigration and Ethnic History of the United States	3
NSCI	17803	Contemporary Issues in Science	3
PHIL	17206	Ethics	3
PHIL	17226	Health Care Ethics	3
POLS	17205	Introduction to American Government	3
POLS	17505	Introduction to Political Science	3
POLS	17605	Introduction to Political Philosophy	3
POLS	17905	Special Topics in Political Science	1-6
PSYC	17205	Psychology throughout the Lifespan	3
SOCI	17665	Juvenile Delinquency	3
SOCI	17725	Introduction to Criminal Justice	3
SOCI	17745	Introduction to Corrections	3
SOCI	17765	Probation, Parole and Alternative Sentencing	3
SPCH	17405	Mass Media & Communications	3
SPCH	17501	Small Group Communication	3
WGST	17855	Foundations in Women's Studies	3
WGST	17905	Special Topics in Women's and Gender Studies	1-6

*Course contains lab

(p) = Indicates prerequisite required for course

MnTC Goal 10: People & the Environment

			Credits
ANTH	17205	Introduction to Physical Anthropology	4
BIOL	17253*	Environmental Science	4
BIOL	17453*	General Biology: The Living World (p)	5
GEOG	17005	Physical Geography	3
GEOG	17505	Minnesota Geography	3
HIST	17505	Minnesota History	3
NSCI	17103*	Earth Science	4
NSCI	17213*	Introduction to Geology	4
NSCI	17303	Introduction to Oceanography	3
NSCI	17403	Introduction to Meteorology	3
NSCI	17503	Natural Disasters	3
NSCI	17703	Introduction to Energy and the Environment	3
NSCI	17823	Minnesota Geology	3
NSCI	17903	Special Topics in Natural Science	1-6
PHYS	17603	Descriptive Astronomy (no lab)	3
PHYS	27603*	Introductory Astronomy (with lab)	4

*Course contains lab

(p) = Indicates prerequisite required for course

Transfer to Other Institutions

To ensure a smooth transfer from Saint Paul College to a four-year college or university, it is important to understand the types of degrees offered at the College:

The Associate of Arts (AA) degree is designed for transfer and offers flexibility in terms of the variety of colleges to which a student can transfer and in the variety of majors that can be chosen. The AA degree requires mostly general education courses (40 credits), which is what gives it more transferability. The AA degree consists of the Minnesota Transfer Curriculum (MnTC). Completion of the MnTC with a 2.0 GPA meets the general education requirements at any of the public Minnesota State Colleges and Universities institutions and the University of Minnesota. Several private colleges also honor the AA degree. Some four-year majors require specific general education courses referred to as premajor requirements.

Note: Course requirements may vary depending on the major and transfer college, so it is important to talk to a Pathway Advisor at Saint Paul College and to the appropriate person at the transfer college. Refer to the General Transfer Table.

An Associate of Science (AS) degree is intended to prepare students for immediate employment; however, students can transfer to complete a Bachelor's degree when they transfer to colleges with which Saint Paul College has articulation agreements. In addition to technical requirements, the AS degree requires 30 credits of general education (MnTC) courses. Additional general education courses may be required to complete a Bachelor's degree, particularly if students transfer to a college where an articulation agreement does not exist. Refer to the Transfer Articulation Agreements Table.

An Associate of Applied Science (AAS) degree is intended mainly to prepare students for direct employment. Students who are following an AAS degree and who are interested in transfer are strongly advised to talk to a Saint Paul College Pathway Advisor in the Advising & Counseling Center as transfer options are more limited. In addition to technical requirements, the AAS degree requires 20 credits of general education (MnTC) courses. Additional general education courses typically would be required to complete a Bachelor's degree for students who transfer, particularly to colleges with which articulation agreements do not exist. Refer to the Transfer Articulation Agreements Table.

Understanding Transfer of Credits

The receiving college or university decides which credits transfer and if those credits meet its degree requirements; however, a course that meets a Minnesota Transfer Curriculum (MnTC) goal at Saint Paul College will meet the same goal at a Minnesota State Colleges and Universities institution.

Note: A course can meet a Minnesota Transfer Goal at the sending institution and yet may or may not be considered equivalent to a course at the receiving institution. The accreditation of both the sending and receiving institution can affect the transfer of credits earned, but it is not the only factor in determining transfer of credits.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content and level: “like” transfers to “like.” The name of a course is not sufficient to determine equivalency. Not everything that transfers counts toward graduation. Bachelor's degree programs usually count credits in three categories: general education, major/minor courses and prerequisites/electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”

A change in career goal or major might make it difficult to complete all degree requirements within the usual number of graduation credits.

Colleges and universities differ in how they accept courses and other types of college credits (CLEP, AP, IB, international credits, etc.).

Since requirements and acceptance of Saint Paul College credits differ from one college to another, it is important to talk to a Saint Paul College Pathway Advisor, consult college catalogs and websites and talk to advisors at the four-year institution. Pathway Advisors and other transfer resources are available in Advising and Counseling. Transfer guides to four-year institutions may be available to provide guidance in selecting the courses intended to transfer from Saint Paul College. Also access the Saint Paul College website (saintpaul.edu) or the Minnesota Transfer website (www.mntransfer.org) for more information.

Obtain the following materials and information from the four-year institution: college catalog, transfer brochure, information on financial aid (how to apply and by what date), information about admissions criteria and materials required for admission. (e.g., transcripts, test scores, portfolio, etc.). Note that some majors have limited enrollment and/or special admission requirements such as specific grade point averages.

Note: Minnesota State Colleges and Universities and the University of Minnesota have high school preparation requirements for admission. Consult an advisor at your

intended transfer school for more information.

After reviewing this information, contact the Pathway Advisor or someone in the division or program of interest. Be sure to ask about course transfer and admissions criteria.

Applying for Transfer Admission at Other Institutions

Application for admission is the first step in transferring. Fill out the application early, prior to the deadline and enclose the required application fee. Request official transcripts be sent from all previously attended institutions. The student may also be required to provide a high school transcript or GED test scores.

Make certain the college or university has been supplied with all the necessary paperwork. Most colleges make no decisions until all required documents are filed. If nothing has been heard from the intended college of transfer after one month, call to check on application status.

After receiving notification of acceptance, transcribed credits will be evaluated for transfer. A written evaluation should explain which courses transfer and which do not. How courses specifically meet degree requirements may not be decided until orientation or selection of a major.

Call the credit evaluator in the Office of Enrollment Services with questions or to find out why judgments were made about specific courses. Each student has the right to an appeal. See Your Rights as a Transfer Student.

Your Rights as a Transfer Student

Students are entitled to:

- A clear, understandable statement of an institution's transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process.
- A review of eligibility for financial aid or scholarships.

Steps in the Appeals Process:

1. The student fills out an appeals form. Supplemental information provided to reviewers can include: a syllabus, course description, or reading list, depending upon the type of appeal.
2. A review by the appropriate department or committee will be conducted.
3. The decision is conveyed in writing to the student.
4. The student may appeal the decision.

For help with transfer questions or concerns, contact the Pathway Advisor or your advisor at the transfer college.

Transfer Articulation Agreements

Saint Paul College has formed articulation agreements with a number of public and private institutions to assist students following some AS, AAS, diploma or certificate programs with their transfer goals. Please see a Pathway Advisor for further information.

General Transfer Table 2017-2018

For students following the Associate of Arts (AA) or other general transfer

The following table summarizes transfer to many colleges. Students who are planning to transfer to other institutions should work with Pathway Advisor at Saint Paul College and the college to which they are transferring. Certain majors require specialized coursework, so the following provides a guide for general transfer; it is not intended to cover specific requirements for all majors. Admission requirements may vary depending on the major the student is pursuing. Students should consult with the transfer college and use transfer guides to find out admission deadlines and requirements.

Note: Students are free to explore transfer to any college, including colleges not listed in the following table.

Transfer guides are also available in Advising and Counseling.

Saint Paul College	Degree / Major Offered	Transfer Institution
AA/MnTC	- Various Majors	All Minnesota State Colleges and Universities
AA/MnTC	- Various Majors	Augsburg College
AA	- Various Majors	Bethany Lutheran
Selected Liberal Arts Courses	- Various Majors	Bethel University
AA/MnTC	- Various Majors	College of St. Scholastica
AA/MnTC	- Various Majors	Concordia University
Selected Liberal Arts Courses	- Various Majors	Hamline University
AS/AAS	- Individualized Studies	Metropolitan State University
Selected Liberal Arts Courses	- Various Majors	Minneapolis College of Art and Design
Selected Liberal Arts Courses	- Various Majors	St. Catherine University
AA/MnTC	- Various Majors	Saint Mary's University, Minneapolis
AA/MnTC	- Various Majors	University of Minnesota
AA/MnTC	- Various Majors	University of North Dakota
Selected Liberal Arts Courses	- Various Majors	University of St. Thomas
AA/Selected Liberal Arts Courses	- Various Majors	University of Wisconsin-River Falls
AA/Selected Liberal Arts Courses	- Various Majors	University of Wisconsin-Stout