ST. CLOUD TECHNICAL & COMMUNITY COLLEGE HISTORY
St. Cloud Technical College was established in 1948 and was part of the St. Cloud School District-ISD 742 until 1983. In 2010, SCTC became a comprehensive college, offering AA general education degrees that were transferable into four-year Minnesota State institutions. The school’s name was changed to the St. Cloud Technical & Community College (SCTCC). In addition to the Northway (Main) building, the campus also include the Heartland Building, CTEC, and the Health Sciences Building.

St. Cloud Technical & Community College offers over 90 degree programs in six primary categories: Business, Communication, and IT; Construction Technology; Manufacturing Technology; Transportation Technology; Natural and Health Sciences; and Liberal Arts and Transfer Studies. The complete list of program degree options can be found at http://www.sctcc.edu/degrees-programs
ST. CLOUD TECHNICAL & COMMUNITY COLLEGE’S MVP: MISSION, VALUES, AND PRIORITIES

PILLARS OF SUCCESS
The pillars of success are SCTCC’s priorities to achieve performance excellence, focusing on accountability, data-driven decision-making, and assessment. The identified key measures help SCTCC define and measure progress toward our priorities.
The six pillars include:
- Student Success
- Community Building
- Skilled Workforce
- Sustainability
- Employee Engagement
- Equity and Inclusion

VISION STATEMENT
St. Cloud Technical & Community College is the college of choice for quality career, technical and transferable education, focused on highly skilled employment and life-long learning opportunities.

MISSION STATEMENT
St. Cloud Technical & Community College prepares students for life-long learning by providing career, technical and transferable education.

CORE VALUES
- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe, and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity, and flexibility
- Contextual and technologically driven learning experiences

DISCOVERY ACADEMY (CONCURRENT ENROLLMENT)
In Minnesota, concurrent enrollment courses are college courses offered at the high school, usually taught by a trained high school teacher. These are offered in partnership with a college or university. Students who successfully complete these courses generate both high school and transcripted college credit from the partnering postsecondary institution. Many people refer to these courses as College in the High School. There is no cost to the student to participate in these courses. Discovery Academy is the concurrent enrollment program at St. Cloud Technical & Community College.

Minnesota Statute 124D.09 Postsecondary Enrollment Act outlines the specifics regarding PSEO and Concurrent Enrollment. The complete statute can be found online at https://www.revisor.mn.gov/statutes/cite/124D.09.

LIST OF KEY DISCOVERY ACADEMY AND SCTCC CONTACTS:
Susan Jordahl, Director of K-12 Initiatives
susan.jordahl@sctcc.edu
(320) 308-5908

Ken Matthews, Interim Vice President of Student Affairs and Institutional Effectiveness
Kenneth.matthews@sctcc.edu
(320) 308-532

Melanie Matthews, Student Support Manager
melanie.matthews@sctcc.edu
(320) 308-5096

Nathan Jacobson, Assessment Coordinator
njacobson@sctcc.edu
(320) 308-6007

Bretta Edwards, Registrar
bedwards@sctcc.edu
(320) 308-1595
DISCOVERY ACADEMY PROGRAM GENERAL INFORMATION

DISCOVERY ACADEMY ELIGIBILITY
In order to participate in Discovery Academy, students must meet certain eligibility requirements. Students must meet the requirements outlined in the MN statute and the Minnesota State Board Policy and Procedure. In addition to meeting those requirements, SCTCC requires Discovery Academy students to take the Accuplacer test, which is SCTCC’s placement test. A student may forgo the placement testing with qualifying MCA/ACT/SAT scores.

Discovery Academy eligibility requirements are as follows:

- Must be enrolled as a high school sophomore (10th grade), junior (11th grade) or senior (12th grade)
- Taken the appropriate Accuplacer test(s)
- A minimum of a 2.5 grade point average OR a written recommendation from a high school counselor or teacher regarding interest, determination, and compatibility with this type of coursework and including the following information:
  - Cumulative GPA
  - Completed GRAD assessment OR completed PLAN with scores at or above 13
- For sophomore (10th grade) students who register for a CTE course, students must pass the 8th grade MCA to be eligible
- Completion of appropriate introductory high school courses or required pre-requisite coursework

PLACEMENT TESTING OPTIONS
SCTCC requires Discovery Academy students to take the Accuplacer test. Many of the courses in the Discovery Academy program require only a basic Reading score, however, there are some course that might require a Math or English placement level.

High schools are responsible for ensuring that all students have met the prerequisite requirement of their registered courses and must submit test scores if the student is using ACT/SAT/MCA score(s) to bypass the Accuplacer test.

The high schools are required to ensure eligibility requirements are met for all Discovery Academy students prior to their application to the program.

DISCOVERY ACADEMY PRICING
For the 2020 – 2021 academic year SCTCC will charge $2,750 per course, per mentor-mentee relationship, per term, for the first 30 students. There is a $110 per student charge for each student over 30 per course, per mentor-mentee relationship, per term.

The cost will continue to increase by $250 per year until 2021 - 2022, when SCTCC charges reach $3,000 per course, per mentor-mentee relationship, per term, for the first 30 students. There is a $110 per student charge for each student over 30 per course, per mentor-mentee relationship, per term. This pricing will align with the Minnesota State mandated common pricing structure for all Minnesota State system two-year colleges participating in offering concurrent enrollment courses.
HIGH SCHOOL INSTRUCTOR INFORMATION

HIGH SCHOOL INSTRUCTOR ELIGIBILITY
In order for a high school instructor to teach Discovery Academy courses in their high school they must meet the credentials according to the guidelines outlined in Minnesota State Colleges and Universities ("MinnState") Policy 3.32. This policy can be found at: https://www.minnstate.edu/board/policy/332.html.

More information regarding Minnesota State’s credentialing requirements can also be found here: https://minnstate.edu/system/asa/academicaffairs/cfc/index.html

Discovery Academy High School Instructors are expected to abide by all policies outline in the SCTCC College Policies & Procedures, found at: https://www.sctcc.edu/policies

HIGH SCHOOL INSTRUCTOR APPLICATION PROCESS
Interested High School Instructors are required to submit the following application materials to the K-12 Initiatives Department:
- Application
- Resume
- All undergraduate and/or graduate transcripts

Complete applications must be received by the K-12 Initiatives Department no later than March 1 for courses starting the next Fall or October 1 for courses starting the next Spring semester.

Once the K-12 Initiatives Department receives the application they verify it is complete and then forward it on to the corresponding SCTCC Dean.

The SCTCC Dean reviews the application and provides the approval or denial to the K-12 Initiatives Department.

The K-12 Initiatives Department then sends the applicant and their Principal an approval or denial letter.

Once a high school instructor is approved, they will be assigned a SCTCC Faculty Mentor. The high school instructor ("mentee") and SCTCC Faculty Mentor will work together to ensure the Discovery Academy course offered at the high school, taught by the approved high school instructor meets the SCTCC rigor and standards as the courses taught by SCTCC faculty on the SCTCC campus.

HIGH SCHOOL INSTRUCTOR ("MENTEES") EXPECTATIONS
- First time mentees are required to participate in course-specific training offered by SCTCC
- Participate in annual discipline-specific professional development activities as approved by SCTCC
- Create a course syllabus in compliance with SCTCC policy and receive approval from the assigned faculty mentor;
• Submit a final class roster to susan.jordahl@scctc.edu in the K-12 Initiatives Department after the drop period is over (10th business day after the course starts);
• Maintain the rigor of the course to meet the on-campus expectations by utilizing similar grading standards and covering all objectives and topics found in the course summary;
• Require students to complete the provided course evaluation at the end of the course and discuss results with assigned faculty mentor;
• Submit grades to the K-12 Initiatives Assistant within five business days of course(s) ending.
• Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee, and/or the assigned faculty mentor;
• Correspond and collaborate with the assigned faculty mentor in a professional manner;
• Arrange 3-4 visits (in-person, electronic or telephone) with assigned faculty member per course, including at least one in-class observation;
• Arrange for the class to visit and/or tour SCTCC at least once during the school year;
• Follow the mentor interaction requirements, listed here:
  o Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
  o For a new class, instructor, or mentor, three interactions are required including at least two in-class observations.

HIGH SCHOOL SITE VISITS
In order to maintain the rigor and standards of the Discovery Academy course there are mandatory high school site visits, as outlined in the expectations listed previously.

If site visits are not conducted as required the Director of K-12 Initiatives will investigate as to why the visit did not occur. If it is evident that the lack of a visit was due to SCTCC Faculty Mentor a warning letter will be sent to the faculty mentor with their Dean copied on the letter. If it is evident that the lack of a visit was due to the high school instructor, a warning letter will be sent to the high school instructor with their principal copied on the letter. If a visit does not happen for a second year in a row the faculty mentor and/or high school instructor will be ineligible to teach/mentor the course.

SYLLABI AND COURSE ASSESSMENT
It is integral that the Discovery Academy course and the SCTCC on-campus course are taught to the same rigor and standards, covering the same content with equal learning objectives/outcomes and assessments. The course syllabus from each should reflect the shared course learning objectives/outcomes and assessments. It is required that copies of paired course syllabi are submitted to the Director of K-12 Initiatives each time the course is offered. Assessment is the process of evaluation that gauges the level of student learning within a particular discipline and provides data used to improve the classroom experience. High school instructors and SCTCC faculty mentors are required to discuss and agree on assessments for the Discovery Academy course. It is required that copies of paired assessments (from the Discovery Academy course and the on-campus SCTCC course) are submitted to the Director of K-12 Initiatives each time the course is offered.
The syllabus and course assessments are integral pieces of the high school instructor and SCTCC faculty mentor initial meeting prior to the start of the Discovery Academy course.

**NON-COMPLIANCE**
The Discovery Academy High School Instructors are vital members of the program and SCTCC community. In teaching a Discovery Academy course the high school instructor agrees to uphold the rigor and standards to that of an on-campus course. Additionally, the high school instructor also agrees to the requirements outlined in the High School Instructor Agreement, such as, maintaining regular communication with their SCTCC faculty mentor and participating in at least one discipline specific professional development opportunity annually.

If the SCTCC faculty mentor determines that the class being taught by the high school instructor does not meet the rigor and standards of a college-level course, or the high school instructor does not uphold the requirements outlined in the High School Instructor Agreement the SCTCC faculty mentor will notify the Director of K-12 Initiatives. The Director of K-12 Initiatives, Faculty Mentor and High School Instructor will meet to discuss how the issue(s) can be addressed. Not meeting the standards is cause for termination of the Discovery Academy program partnership.

SCTCC reserves the right to de-certify, suspend or dismiss any High School Instructor at any time for gross misconduct or non-compliance with SCTCC Policies and Procedures. Please visit [http://www.minnstate.edu/board/procedure/1c0p1.html](http://www.minnstate.edu/board/procedure/1c0p1.html) to access the Employee Code of Conduct.
DISCOVERY ACADEMY FACULTY MENTORS

SCTCC FACULTY MENTOR

Once a High School Instructor is approved to teach a Discovery Academy course they are paired with a SCTCC Faculty Mentor who teaches in the same discipline at SCTCC. The faculty mentor provides advice regarding teaching the college course, assistance with syllabus preparation, and serves as a helpful resource for the high school instructor. The faculty mentor model is in place to ensure that the Discovery Academy courses are taught at the same rigor and standards as the on campus course.

To assure these standards are met the faculty mentors meet with the high school instructor a minimum of three times throughout the course, with at least one in-person observation. The visits serve as opportunities to discuss course outlines and learning objectives, assessments, grading, teaching styles, grade distribution, etc.

SCTCC FACULTY MENTOR EXPECTATIONS

- Meet annually with the Director of K-12 Initiatives prior to the start of mentoring for that academic year. This meeting will serve as a chance to review the mentor responsibilities, as well as, learn any updates for the Discovery Academy;
- Complete the Faculty Mentor Checklist and Faculty Mentor Site Visit Report for each Discovery Academy course;
- Create and deliver course orientation for new instructors each year;
- Create and deliver or identify discipline-specific training and/or workshops for returning instructors each year;
- Mentor the high school instructor on subject matter, course guidelines, required materials, exams, grading, and testing procedures;
- Provide high school instructor information about SCTCC academic policies and procedures;
- Review and approve the course syllabus from the high school instructor in compliance with SCTCC policies and procedures;
- Evaluate the rigor and course guidelines to meet the on-campus expectations using the provided checklist;
- Review grading practices to ensure standards are similar to on-campus courses;
- Review assignments and assessments to ensure students are being assessed using similar methods to on-campus courses;
- Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee;
- Follow the mentor interaction requirements, listed here:
  - Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
  - For a new class, instructor, or mentor, three interactions are required including at least two in-class observations, one of which is prior to course start as an orientation for the high school teacher.
DISCOVERY ACADEMY STUDENT INFORMATION
SCTCC POLICIES & PROCEDURES
Students enrolled in Discovery Academy courses at their high school are actual SCTCC students. Our Discovery Academy students have the same learning resources available to them and are expected to follow the same rules, policies, and procedures as all other SCTCC students. These policies and procedures can be found in the SCTCC Student Handbook, found on our website at: https://www.sctcc.edu/sites/default/files/documents/studentHandbook.pdf.

CODE OF CONDUCT
Every SCTCC student is expected to conduct themselves in accordance with Minnesota State Policy 3.24 (found online at https://www.minnstate.edu/board/procedure/324p1.html); Procedure 3.26.1 (found online at https://www.minnstate.edu/board/procedure/326p1.html).

ACADEMIC INTEGRITY
Academic integrity is highly valued at SCTCC. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Please see our Academic Integrity Policy & Procedure on our website: https://www.sctcc.edu/academic-integrity.

DATA PRIVACY NOTICE

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the student handbook and college catalog. You can view the complete Student Data Practices Policy online at https://www.sctcc.edu/sites/default/files/policies/S3.7%20Student%20Data%20Practices.pdf.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
When a student enrolls in a postsecondary course, including concurrent enrollment, the rights to education records are transferred solely to the student. Meaning SCTCC and high school teachers, counselors and administrators cannot give out information to relatives or anyone else concerning a student’s postsecondary record(s) without the student’s written, signed permission. However, due to the nature of the contract with the high school, SCTCC and the high school may collaborate with each other regarding enrollment and grades each semester.

A student may grant consent to an individual by completing an Information Release form, available from the high school guidance counselor or teacher or via our website at: https://www.sctcc.edu/sites/default/files/financialaid/documents/Information%20Release.pdf.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES
Disability Services at SCTCC supports students in their academic goals, including our Discovery Academy students. The Disability Services focus is on providing students with disabilities
reasonable accommodations, which provide equal access and equal opportunity to educational services, programs, and activities at SCTCC.

They serve students with documented disabilities including, but not limited to, the following: ADD/ADHD, Autism Spectrum, blind/visual impairments, brain injury, deaf/hearing impairments, mental health/psychiatric disabilities, speech/language impairments, and physical, health, & systemic disabilities. The student needs to self-identify and request accommodations from the college.

Requesting Academic Accommodations:
   Step 1: Application/Acceptance to St. Cloud Technical & Community College
   Step 2: Read the Rights and Responsibilities
   Step 3: Complete the Application for Disability Services
   Step 4: Submit Supporting Documentation
   Step 5: Schedule an appointment with Disability Services to discuss your Accommodations Plan.
      - Phone: 320-308-5096 or 1-800-222-1009
      - Email: acc@sctcc.edu
      - TTY users may use MN Relay at 711

Please visit our Faculty Guide for Students with Disabilities (FAQ) website, https://www.sctcc.edu/faculty-guide-students-disabilities-faq, for more information.

ADD, DROP, & WITHDRAW POLICIES
Add: Students may add a course through the fifth business day of the term or before the course starts, whichever is later.

Drop: students may drop any course through the tenth business day of the term. Dropped courses do not appear on a transcript and do not affect academic standing.

Withdraw: Students may withdraw from a course through approximately 80% of the term. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing.

All students who withdraw and receive a “W” from a course must be given a Last Date of Attendance. High Schools are responsible for completing a withdraw form and submitting it to the DA staff at SCTCC.

ACADEMIC STANDING
SCTCC requires students enrolled in their courses to meet minimum standards in order to continue to enroll in courses.

Enrolled SCTCC students, including Discovery Academy students, need to meet the following minimum requirements:
   - Meet or exceed a cumulative earned grade point average (GPA) of 2.00 AND
   - Meet or exceed a cumulative earned completion percentage of 67%. If a student Fails or Withdraws from a course, they have not completed the course.
If the students do not meet these standards in a given semester, they will be placed on Academic Warning.

- A student who does not meet the standards will be placed on academic and financial aid warning at the end of the term. Students are notified in writing of the warning.
- A success plan, found on our website at: https://www.sctcc.edu/success-plan must be completed by students on warning and reviewed by a faculty adviser, academic adviser, or student service staff person. The student is responsible for coordinating a Warning Review meeting with a faculty/staff person.
- Students on warning who do not achieve a cumulative 2.0 GPA and 67% completion rate during their next term of enrollment will be suspended at the end of the term.
- Suspension will follow a student, including Discovery Academy students, and will impact their ability to register or receive Financial Aid at other institutions after high school graduation.

CONCURRENT ENROLLMENT AND SATISFACTORY ACADEMIC PROGRESS

Concurrent and dual enrollment credit courses offered through Discovery Academy allow high school students to earn both high school and college credit while still attending high school. Concurrent enrollment courses are courses are taught by college-approved high school teachers as the high school, while dual enrollment courses are college courses taught by college instructors. Area schools have formed partnerships with St. Cloud Technical and Community College-Discovery Academy to allow students to take the courses as little or no cost to the student.

Students who take advantage of these courses gain a variety of benefits including a chance to a) earn college credit before starting their first year of college; b) save money on college courses; c) embark on career exploration, and d) gain self-confidence by completing college course work.

Students should be aware, however, that effective July 1, 2011, changes to Federal Student Financial Aid rules regarding Satisfactory Academic Progress (SAP) will impact students who enroll in concurrent and dual enrollment courses. Federal law requires that all college course work be measured to determine academic success, including concurrent and dual enrollment courses.

This means that before each term (fall, spring, and summer) colleges and universities will review grades, including concurrent and dual enrollment courses taken in high school, to make sure students maintain a cumulative 2.0 GPA and a 67% course completion rate. If not, students will have one term to correct this or potentially lose their federal student financial aid. Failing a course and not completing a course carry the same consequence.

**Example 1:**
Jane is a high school student in Minnesota. She takes a 3-credit course at her local community college during her senior year of high school. She decides during the semester to withdraw from the community college course. Jane attempted 3 credits at a community college, but she did not complete the course. She therefore has a completion rate of 0%. Because Jane’s completion rate must meet or exceed 67%, when Jane starts college the next Fall she may be on “warning” status.

**Example 2**
Tony takes a 3-credit college course during Fall and a 3-credit college course during Spring of his senior year of high school. Tony withdraws from the 3-credit course in the Fall semester and completes the Spring course with a “B”. Tony’s completion rate was 0% after the Fall, which means he was in
“warning” status during Spring. Although he completed the Spring course, Tony’s completion rate is 50% for the two semesters, below the required 67%. He may lose his federal student financial aid before he starts college in the Fall.

**In summary, concurrent enrollment has great benefits for high school students, yet students must be aware that their participation and performance in these courses can have both academic and financial consequences that can impact them as they proceed to college.**

**DISCOVERY ACADEMY STUDENT RESOURCES**

Our Discovery Academy students have the same learning resources available to them as our students taking classes on campus. A complete list of resources can be found on our Student Services and Resources website at: [https://www.sctcc.edu/student-services-resources](https://www.sctcc.edu/student-services-resources).

Discovery Academy students are required to watch the SCTCC E-Orientation video located on our website at: [https://webapps.sctcc.edu/e-orientation/All/](https://webapps.sctcc.edu/e-orientation/All/). Students will need their StarID and password OR their TechID.

**STAR ID INFORMATION**

Our Discovery Academy students are given a StarID, which allows students to access the SCTCC eServices account, library resources, email and D2L Brightspace.

If a student loses their StarID information or need to reset their password, they can do so online at [www.starid.minnstate.edu](http://www.starid.minnstate.edu). Students will use the email address they applied with to either look up their StarID or reset their password.

**ESERVICES**

EService is Minnesota State system-wide online platform that allows students to manage any Minnesota State institution they have attended. Through eServices, students can update their personal contact information, track degree progress, view final grades, and obtain unofficial transcripts. To log in, student use their StarID and password. Eservices can be accessed from our homepage: [www.sctcc.edu](http://www.sctcc.edu) and clicking on “eServices” in the “Quick Links” drop down at the top of the page.

**D2L BRIGHTSPACE**

D2L Brightspace is SCTCC online learning platform. Students can access online tutoring resources to assist them in their college courses. Students log into D2L Brightspace using their StarID and password from the SCTCC homepage, [www.sctcc.edu](http://www.sctcc.edu), clicking on “D2L Brightspace” in the “Quick Links” drop down at the top of the page.

**STUDENT SERVICES**

Discovery Academy students have access to all of the same services as on campus SCTCC students, including:

**Academic Advising**

Academic advisors assist and empower students to take ownership of their educational plan.

Website: [https://www.sctcc.edu/advising](https://www.sctcc.edu/advising)

Email: advising@sctcc.edu
Disability Services
Website: https://www.sctcc.edu/disability-services
Email: acc@sctcc.edu
Telephone: 320.308.5096

Center for Academic Success (CAS)
The Mary Stangler Center for Academic Success (CAS) offers free services to all St. Cloud Technical & Community College students, faculty, and staff. Tutors help students discover ways to learn course material by clarifying textbook assignments, discussing ideas and reviewing practice problems. Tutors explain and model, but do not complete assignments.
Website: https://www.sctcc.edu/cas
Email: kplante@sctcc.edu
Telephone: 320.308.5920

24/7 Tutoring
SCTCC offers students 15 hours per year of free online, on-demand tutoring, through Tutor.com. Tutors are always available, even late at night when your instructor may not be.
Website: https://www.sctcc.edu/online-tutoring

Library Services
Our library provides on-campus and online access to a wide variety of publications and resources. Items can be checked with a student’s SCTCC id or accessed online with their StarID.
Website: https://www.sctcc.edu/library
Email: library@sctcc.edu
Telephone: 320.308.5141

Cyclone ID card
The Cyclone ID card, a student’s SCTCC ID, is available to Discovery Academy students by stopping by the Cyclone Card Office (1-215) in the Northway (main) Building at SCTCC. In order to obtain the Cyclone ID students need to bring a picture ID and a current, printed class schedule. Students can obtain their SCTCC class schedule by logging into eServices with their StarID and password. For more information on the benefits of the Cyclone ID, please visit the website: https://www.sctcc.edu/cyclone-card.

Student Transcripts
Discovery Academy courses are recorded on the student’s SCTCC transcript. Students may access their unofficial transcript via eServices or request to have their official transcript sent to another institution. Complete information on transcript and how to view or request them can be found online: https://www.sctcc.edu/transcripts.