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EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The Turtle Mountain Community College (TMCC) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with the Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions or comments may be referred to Dr. William Gourneau, Human Resource Director, Turtle Mountain Community College, PO Box 340, Belcourt, ND 58316, (701) 477-7862, or the Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and TMCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees and administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2011 -2012 academic year in as accurate and up-to-date manner as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as newspapers, TMCC website, and our message boards.

Revised 08-01-2011

TMCC Student Handbook



Turtle Mountain Community College

Approved July 2011, TMCC Board of Directors

Educational Purposes

Institutional Philosophy

Turtle Mountain Community College (TMCC) is a tribal community college with obligations of direct community service to the Turtle Mountain Band of Chippewa Indians. Under this unifying principle, the College seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

The Seven Teachings of the Anishinabe People

The philosophical foundation of the college is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

1. To cherish knowledge is to know **WISDOM**.
2. To know love is to know **PEACE**.
3. To honor Creation is to have **RESPECT**.
4. **BRAVERY** is to face the foe with integrity.
5. **HONESTY** in facing a situation is to be honorable.
6. **HUMILITY** is to know yourself as a sacred part of Creation.
7. **TRUTH** is to know all these things.

Institutional Mission Statement

TMCC is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career and Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, and student body exerting leadership in the community and providing service to it.

Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;
2. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;
3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs, and to serve as a contributing member toward its maintenance and betterment;
4. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of Western society;
5. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning ;
6. Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;
7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area;
8. Continued independent accreditation; and
9. Community service and leadership.

Student Rights and Responsibilities

TMCC recognizes the basic rights and responsibilities of the members of the College and accepts its obligation to preserve and to protect these rights and responsibilities. Further, the College must provide for its members that which best serves the nature of the educational process.

Each student should realize that TMCC's primary mission is to meet the needs of the community and of the individuals who make up the community. Public opinions may be easily formulated as a result of the actions of any single individual. With this in mind, it is expected that each student and staff member will do his or her part to represent the College and to project its name in a positive manner, thereby enabling it to fulfill its mission of service in the tradition of excellence.

Students at TMCC will be responsible for familiarizing themselves with the contents of the TMCC catalog and student handbook.

Right to Higher Education

TMCC is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, sexual orientation, national origin, or disability. In adhering to this policy, the College abides by the requirements of Title IV and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972, by sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

- Right to speech and assembly
- Right to be secure in possessions and be free from unreasonable search and seizure
- right of religion and culture
- right of academic freedom
- Right to make his or her own decisions when applicable
- right to humane and responsive treatment
- right to a safe and secure environment
- right to due process as stated in this handbook
- right to privacy

Student Responsibilities

- A student has the responsibility for submitting accurate information.
- A student has the responsibility for discharging all legal obligations.
- A student has the responsibility for completing all class assignments.

AIHEC Student Eligibility

Any student attending AIHEC competitions must be in compliance with AIHEC Competition Policies and Procedures.

Student Records and Information

Under the Buckley Amendment or the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA) the following is considered fair information practice:

The following is considered directory information:

- Student's Current Name
- Address
- Telephone Number

- Student's Major
- Dates of Attendance
- Degrees and Dates of Graduation
- College Honors
- Student's Participation in Recognized Student Activities and sports

Upon written request to the Student Services Office by the student (e.g.), the student may request non-disclosure of Directory Information, the above information will be treated as confidential and released only with the student's consent.

In implementing this policy, it is recognized that:

Parents and guardians of dependent students (as defined by Internal Revenue Code of 1954, Section 152) have legitimate interest in the progress of their sons and daughters, and information contained in the student's record may be released to them, consistent with the Family Educational Rights and Privacy Act of 1974 as amended.

The information contained in the student's record is his or hers and he or she may allow others to use it. When a student requests that his or her transcript be sent to another educational institution, TMCC shall have the right to supply other institutions with academic information as requested. No information concerning disciplinary action will be released unless such action is currently active at the time of inquiry, or unless specific inquiry is made about disciplinary actions.

Certain college departmental and administrative officers of the College have "legitimate educational interest". The need for information contained in the student's records is authorized access to this information on a "need to know" basis.

Records (including anecdotal notes) of the instructional, supervisory, administrative and educational personnel are in the sole possession of the maker and are not accessible or revealed to any other person.

Information may be released from a student's record to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or the College community. The following factors should be taken into consideration in determining whether records may be released under this section:

- the seriousness of the threat to the health or safety of a student or the College community;
- the need for such records to meet the emergency;
- whether the persons to whom such records are released are in a position to deal with the emergency; and
- the extent to which time is of the essence in dealing with the emergency.

Reasonable access and the right to inspect and review any of his or her education records and files are guaranteed to every student.

The right to request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

The right to file with the U.S. Department of Education a complaint concerning alleged failures by TMCC. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S. W., Washington, D.C. 20202-4605; (202) 260-3887, FAX: (202)

260-9001; and no record may be made on the official transcript in relation to any of the following matters except upon the express written request of the student:

- race,
- religion,
- political and social view, and
- membership in any organization other than honorary and professional organizations directly related to the educational process.

Upon graduation or withdrawal from the institution, the records and files of former students shall continue to be subject to the provisions of this Code.

Student Conduct

College students are expected to be mature individuals. Their conduct both in and out of college is expected to be that of any other responsible adult. Under these circumstances, it is expected that the student will at all times remember the reputation of this institution is affected by his or her conduct.

Student conduct regulations apply to actions on college premises and at college sponsored activities off campus. In addition, students must also abide by tribal, state and federal laws. Failure to meet the following standards of conduct may result in disciplinary action. However, the regulations do not define misconduct in every circumstance.

Academic Misconduct

TMCC students are expected to be honest in their endeavor to attain a college education. Academic misconduct includes:

- knowingly using, buying, selling, transporting, or soliciting the contents of an un-administered test;
- copying from another student's test;
- possessing unauthorized test material during a test; and getting help from another student during a test without permission;
- plagiarism- when a student steals and uses the ideas or writings of another as one's own;
- unauthorized alteration or use of any college documents is prohibited;
- Any violation will be reported to the Dean of Students.

Social Misconduct

- Use of tobacco, except as permitted in authorized areas; (See Smoking Policy page 39);
- Disruptive behavior in the classroom; and
- Disruptive behavior while representing the College on/off campus activities; (See Conduct On/Off Campus Activities page 36).
- Possession of any firearms or other weapons except as permitted by law.
- Assaulting, threatening, harassing, or endangering the health or safety of any individual.
- Use, possession, or being under the influence of any illegal drugs or alcoholic beverages; see Drug Free Policy, page 33.
- Theft or damage of public or private property on college premises.
- Unauthorized presence in or use of college premises, facilities, or properties.
- Refusing to comply with college officials performing their duties.
- **Any violation will be reported to Law Enforcement**

Penalties

Any student who is guilty of any of the above infractions may be suspended. Any student who is suspended will not be allowed to register for one academic year. An academic year consists of the next two semesters not including summer school. Upon returning to TMCC, students must show proof of resolution. The Dean of Students may place students on suspension regarding this policy.

Student Appeals Policy

The student appeals policy offers due process to students who feel they have been subject to a negative decision. The process is designed to allow for consideration of any new fact or clarification of each particular case. A student may obtain relief after any step. For example: if the Dean of Academic Programs reverses the decision, the applicant would not have to go to the next step.

STEP 1 Dean of Academic Programs Review: The student must file a written notice with the Dean of Academic Programs within three days after learning of the negative decision. The appeal should include documentation of what efforts the student has made to resolve it at lower levels of the organization, what the student wants to appeal, and any other pertinent information the student feels might persuade the Dean to reverse the decision. The Dean will provide written findings to the applicant within ten working days of the submittal. The Dean may accept or reject the decision. The student has the option to agree with the decision or proceed to step 2.

STEP 2 Appeal Committee Review: Within three working days of an appeal denial by the Dean of Academic Programs, the student may request a review by an Appeal Committee appointed by the Dean of Academic Programs. The appeal committee will be chosen by lottery and will consist of one Student Senate member, two faculty members, and two staff members. The Dean of Academic Programs will supply the Committee with the written rationale for her/his denial including relevant policy considerations as well as any documents to justify the principles in the disputed decision. The committee will meet and appoint a chairperson who will provide written findings to the applicant within ten working days of the appeal being submitted. The committee may affirm or deny the appeal. The student has the option to agree with the decision or proceed to step 3.

STEP 3 President Review: Within three working days of a committee appeal denial, the applicant may request a review by the President. The Appeal Committee will supply the President with the rationale for its denial as well as any documents supplied previously. The President will provide written findings to the applicant within ten working days of the appeal being submitted. The President may affirm or deny the appeal. The student has the option to agree with the decision or proceed to step 4.

STEP 4 The Board of Directors will review previous action and affirm or deny the appeal. Step 4 will be the final disposition.

Unfair Treatment

It is the policy of TMCC that all students have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or procedure.

Procedure

In a relationship of student to instructor and staff member of TMCC, misunderstandings can develop. Therefore, it is imperative that a formalization of procedures be developed to disarm any situation that can develop and also give the student an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist the student,

instructor, staff member, and the College in arriving at a fair and unbiased decision, this procedure will strive to assist in resolving disputes and conditions.

1. **Initial Grievance:** The student must discuss the grievance with the instructor or staff member from whom the disagreement stems.
2. If the matter cannot be settled at this point, the student then has the responsibility to confer with the Dean of Students. The student may ask one of the counselors to attend the meetings with the student.
3. **Submission of Written Grievance:** If the student is not satisfied with the verbal conference with the Dean of Students, she/he must submit a written grievance to the Academic Dean within five (5) working days, and she/he will receive a written response from the Academic Dean within five (5) working days.
4. **Grievance Committee:** If the student is not satisfied with the written response, she/he has five (5) working days to request in writing that a grievance committee hear the matter. This request is given to the Academic Dean, and a hearing will be scheduled within five (5) working days.

The committee shall be comprised of the following:

- a. One Student Services counselor selected by the Academic Dean
- b. One faculty member selected by the Academic Dean
- c. One staff member selected by the Academic Dean
- d. One member of the TMCC Student Government selected by the grieving student
- e. One Board of Director's member

The recommendations of this committee will be given to the TMCC President within five (5) working days of the hearing. The President will have an additional five (5) working days to decide whether to accept the recommendation of the committee or to render a different decision. The President will notify the student in writing within that time frame. The decision of the President is final and there are no further means of appeal to be made, unless the appeal involves the President. If the appeal involves the President, the appeal will be heard by the Board of Directors

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is prohibited by law. It is the policy of the College that sexual harassment is unacceptable, shall not be tolerated, and that no member of the College community may sexually harass another.

Sexual harassment is unwelcome sexual conduct that is either implicitly or explicitly a term or condition of employment or academic advancement. There are two types of sexual harassment, "quid pro quo" and "environmental".

"Quid pro quo harassment" - occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment decisions or academic decisions that affect such individuals.

"Environmental sexual harassment" - is unwelcome sexual conduct that unreasonably interferes with an individual's job or academic performance or creates an intimidating, hostile, or offensive working or academic environment, even if it leads to no tangible or economic job consequences.

Procedure

Any complaint or sexual harassment should be handled in the following manner:

1. The person making the complaint should try to resolve the issue with the person who this complaint is made. This should be done through a constructive and agreeable manner. This may be done verbally or in writing.
2. If the situation continues, the issue must immediately be taken to TMCC's President, Human Resource Director, or Academic Dean for informal discussion with both parties.

3. When such facilitative measures do not remedy the situation and merit for probable cause is determined, a hearing committee made up of three members (selected by TMCC President) will be authorized to form a binding agreement to resolve the sexual harassment situation.
4. Any further violation will result in written reprimand and possible suspension of employment or in the case of a student, disciplinary dismissal until treatment or counseling or both is received.
5. Termination or expulsion will result should behavior continue.

Notification of Registered Sex Offender

For further information on registered sex offenders in North Dakota please visit the North Dakota Registered Sex Offender's website at www.sexoffender.nd.gov.

Admission and General Information

TMCC does not assume responsibility for student misinterpretation of policies and procedures presented in this section of the student handbook. Any question concerning the content should be referred to the Academic Dean, Registrar, or Advisor.

Student Responsibility for Satisfying Requirements

Each student has complete responsibility for complying with the instructions and regulations set forth in this catalog. The College does not assume responsibility for student misinterpretation of policies and procedures presented in this catalog. Any question concerning the content should be referred to the Dean of Academic Programs, Registrar, or Advisor.

Admission

All correspondence regarding admission to the College should be addressed to the Admission Office. Each student is urged to make an application for fall/spring semester admission as early as possible. If a student is denied admission to the College, he/she may appeal to the Admission and Financial Aid Committee for a case review. Any questions concerning appeal procedures should be addressed to the Admissions/Records Technician.

Selective Admission Policy

The College has an open-admission policy for most of its programs. However, the College does reserve the right to institute a selective admission policy in programs of study where limitations are necessary. In addition, some programs might require background checks.

General Admission Requirements-New Students/Students Seeking Readmission

An applicant who wishes to be considered for admission must have the following documents on file:

1. A complete application for admission;
2. An official transcript from an accredited or approved high school with the date of graduation, or the official transcript of the General Education Development (GED) examination;
3. A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable; and
4. A completed FAFSA file (Free Application for Federal Student Aid). **All students need to complete the FAFSA. The only exception is that if the student has a bachelor's degree.**

*Note: A student maybe required to prove legal name, via a social security card.

The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student. Students who have completed all admission requirements will receive a letter of acceptance.

Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College (see page 14).

1. A transfer student must provide an official transcript of all previous college work.
 - a. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at TMCC.
2. A student may be admitted on probation if his/her GPA does not meet TMCC Standards of Academic Progress.
3. Any coursework transferring must meet the same criteria as the courses listed in the TMCC Catalog.
4. Only regular credit college courses with a “C” or better will be accepted in transfer.
5. All transfer credits with a “C” or better will be recorded with a “P” grade. *Note: Decisions about transfer credit may be appealed to the Academic Standards Committee.
6. College Level Examination Program (CLEP): TMCC does not give the CLEP test, but a student may transfer CLEP credits into the institution. (See the Admission/Records Technician for CLEP information).
7. In order for a transfer student to receive an associate degree/certificate from the TMCC, the institution requires that 30 of the last 60 credits that it awards for a bachelor’s degree, 15 if the last 30 for an associate’s degree, and a minimum of 15 semester hours for a certificate program must be delivered by the institution.
8. The student will be required to complete all of the above admission requirements before registering. If any of the requirements are not satisfied, a missing requirement letter will be sent to the student. It is the responsibility of the student to ensure all documents are received **before registering for classes**. Students who have completed all admission requirements will receive a letter of acceptance.

Admission for All Students Applying As Non-Degree Seeking Student

An applicant who wishes to be considered for admission as a Non-Degree Student must have the following documents on file:

1. A complete application for admission; and
2. A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable.

Student Classification

A student who has earned less than 29 semester hours of credit is classified as a freshman. A student who has earned 30 semester hours of credit or more is classified as a sophomore. A student admitted to the Elementary Education or Secondary Science Education program will be classified as a junior or senior as noted in the Department’s program of study.

Part-Time/Full-Time Status and Type of Candidacy

A “Full-Time” student is one who is enrolled for a minimum of twelve semester hours of credit for the fall and spring semesters, and a minimum of six credits for the summer term. Any student applying for admissions to Turtle Mountain Community College will be admitted to one of the following classifications:

1. A “Regular” student is either full-time or part-time, has satisfied all of the admission requirements, and is enrolled as a candidate for a degree or certificate.
2. A “Dual Credit” student is enrolled in courses on campus or at an approved high school, and earns credits that count toward high school graduation as well as toward a college certificate or degree. A dual credit student is a current high school student who has earned 14 units of high school credit. Credits earned by “Dual Credit” will be banked at TMCC until all admissions requirements are satisfied. A student who wishes to apply for dual credit must get written approval of a high school principal/superintendent and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester.
3. A “Non-Degree” seeking student is not eligible to receive Federal Financial Aid. A “Non-Degree” student is one who meets one of the following criteria:
 - a. Is a current GED student who has passed three of the GED tests, and wishes to enroll in ASC 086-Writing Basics or MATH 100-Applied Math. The GED student must have written approval from the GED Coordinator and Registrar prior to registration.
 - b. An “Auditor” is a student who will attend classes only as a listener, and participation will be at the discretion of the instructor. College credit will not be received, and cannot be used toward a degree or certificate. The Auditor will receive a grade of “AU”.
 - c. A “Continuing Education Unit” student is one who is enrolled in courses for CEU credit.
 - d. A “Customized Training” student is one who is enrolled in courses designed to meet the training needs of an employer.
 - e. An “Ability to Benefit” student is one who may not satisfy admission requirements, but may have the “ability to benefit” from certain courses. Proper documentation from an outside source showing the student’s “ability to benefit” may be required before the student is admitted. The registration of an “ability to benefit” student is subject to the approval of the Dean of Academic Programs

Policy and Procedure for Registration/and Academic Record Information

Registration dates for each term are shown in the academic calendar at the front of this catalog, posted on the College website, listed in the student handbook, and posted at various locations around campus.

Registration is conducted each semester. See the academic calendar at the front of this catalog for registration dates. Faculty members are available to advise students during the fall and spring registration periods. One to two weeks before registration, prospective students are informed by mail and media about the date, time, and place of registration.

Orientation is an organized informational seminar and an important part of the registration process. Orientation is a requirement for all students. At the session, staff and peer mentors present an overview of

information for all freshmen and transfer students who intend to enroll for the semester. See the academic calendar at the front of this catalog for the orientation date.

Pre-registration is conducted for one week in the fall semester for currently enrolled students seeking enrollment for the next term. See academic calendar for pre-registration dates.

All new students are required to take placement tests in the following areas: English, math, and science. Students who lack basic skills, based upon the results of these tests, will be required to register in appropriate courses. Students will have a one-time opportunity to challenge the test results. See academic calendar for placement test dates.

Registration Process

Registration forms are available in Student Services. All students will be required to pay a registration fee of \$25.00 regardless of how many credits the student registers for in that semester. This fee will be assessed each semester.

1. Each student, with the assistance and approval of an advisor, prepares a schedule of classes.
2. After reviewing the program of study with his/her advisor, the student indicates appropriate classes on the registration schedule form. The advisor and student must sign the registration schedule form.
3. Each student will take the registration form to the designated registration area where a student services representative will register the student. The registered student will receive a copy of his/her class schedule. If the student has registered for online course(s), they are required to attend the Jenzabar training for that course. Jenzabar training dates will be announced on registration day.
4. The student will then take their schedule to the designated area to obtain a student identification card. Students will be required to present the class schedule and student identification card to the bookstore to receive textbooks.
5. The Registrar's Office will process the student's registration materials and notify the instructors of the student's enrollment in class(s).

Change of Registration

Changes in registration during the first two weeks of a semester will be classified as a registration adjustment and will be processed by Student Services. This registration adjustment can include course additions, withdrawals, and section changes. Courses dropped within this period will not appear on the student's record.

***Note: Students who register for classes and do not attend any of the classes within the first two weeks of the semester will administratively be withdrawn from all the courses for that semester.**

Adding and/or Dropping Courses

Adding/dropping of classes can be done in according to the dates shown in the calendar at the beginning of this catalog. The procedures are as follows:

1. Pick up the Add/Drop card from Student Services.
2. Fill in the class(s) added/dropped on the back of card. Fill in revised class schedule in front of card.
3. Obtain required signatures.

4. Return all books for dropped classes to the Book Store.
5. Return completed card to the Registrar.

Program of Study Change

If a student decides that they would like to be admitted to a different program of study before the first day of classes, they may contact the Admissions Officer. The decision to make the change will be based on availability of courses and the student's academic ability. After classes begin, the student must complete at least one semester of courses coursework before he/she can attempt to switch programs, unless it is before the last day to change program of study as stated in the academic calendar located at the front of this catalog. If the program of study change is approved by the Admissions Officer, the request will be forwarded to the Registrar for processing. **A change is not final until the above procedure is complete.**

Withdrawal from College

Students who withdraw from all courses taken in a semester will be required to meet with the college counselor before they can withdraw. A student who totally withdraws will receive a "W" for all courses in that semester, unless they withdraw before the last day to add. A student does not withdraw simply by dismissing themselves from the course. A student who does not formally withdraw may receive the grade of "F" in each course for which they are registered. To avoid this, a withdrawal card must be fully processed before or on the last day to drop/withdraw from a class. Students may not withdraw from class(s) after the "last day to drop/withdraw" without approval of the Academic Standards Committee (see academic calendar at the front of the catalog for dates).

General Student Procedures

Book and Library Returns

Students are required to return all textbooks and items checked out from the library at the end of each semester. Students may purchase their textbooks or may have their textbooks purchased for them. Students who do not purchase their textbooks and do not return the textbooks and library material at the end of each semester will have a hold placed on their records. This hold will prevent the individual from registering in subsequent semesters or having a transcript request processed.

Class Cancellation(s)

Courses with less than 10 students enrolled may be cancelled. Student Services will inform the students and advisors when a course is cancelled. When the institution cancels a course and the student has to add another course, the add/drop card must be filled out (See Change of Registration procedure page 18). Students are not charged for cancelled courses.

Course Load Limitation

The average course load for a regular full-time student is 15 credits with a minimum of 12 credit hours. A student can enroll for a maximum of 19 credit hours. A student who desires to take more hours than the maximum must petition the Academic Standards Committee to request approval of the overload. The maximum course load for any student is 21 semester hours. A student who carries an overload must hold a cumulative GPA of 2.75. Students on probation will only be allowed to enroll in 12 semester hours of academic credit. First semester students will not be allowed to take more than 19 credit hours. A student who transfers and wishes to take more than 19 credit hours must have a cumulative GPA of 2.75 from their last institution attended.

Participation

It is the responsibility of the student to meet the specific participation requirements of each instructor and for the make-up of work missed by absences. No absences are “excused” in the sense of relieving the student of their academic responsibilities.

Dual Credit

Dual credit college courses allow students to receive both high school and college credit and are authorized according to the provisions of North Dakota Century Code 28-32-01. High school students can enroll in college courses and earn credits that count toward high school graduation as well as toward a college certification or degree.

Deficiencies/Unsatisfactory Progress Report

Instructors process deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The retention technician will notify the student of a deficiency. Copies of the reports may be sent to Student Support Services, advisors, or funding agencies who may request a meeting with the deficient student. It is the student’s responsibility to keep informed of his/her own performance in a course. If a student receives a deficiency notice, the student is required to contact the instructor who submitted the notice.

Honor Roll

To qualify for all levels of the Honor Roll, a student must be registered for a minimum of 12 regular credit hours. Any course with a grade of “P” or “S” is not calculated in the grade point average, as a “P” or “S” grade generates no honor points. A student with a 4.00 GPA will be placed on the President’s Honor Roll, a student with a 3.50 to 3.99 GPA will be placed on the Dean’s List and a student with a 3.0 to 3.49 GPA will be placed on the Honor Roll. The Honor Roll is published each semester.

Credits, Grades and Honor Roll & Points

The College functions on the semester plan. All academic work is completed in terms of semester credit hours. The semester hour is the unit of credit and represents one hour of class instruction or two hours of directed laboratory work per week for a term of sixteen weeks (some Career and Technical Education programs have exceptions to this policy). A class period usually involves 50 minutes, except for directed laboratory work. Exact distribution of time may vary with the type of course, so students are encouraged to check the class schedule. All study for credit is recorded by letter symbols, each of which carries a value in honor points per credit hour. The grading system and honor point scale is as follows:

Grades	Grade Interpretation per Credit Hour	Honor Point(S)
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing, no credit granted	0
P	Passing	0
	The Mark of “I” represents:	Incomplete
	The Mark of “AU” represents:	Audit
	The Mark of “N” represents:	No credit (CEU course(s) only)
	The Mark of “S” represents:	Satisfactory
	The Mark of “U” represents:	Unsatisfactory
	The Mark of “W” represents:	Withdrew
	The Mark of “*/”R” represents:	Course repeated
	The Mark of “WIP” represents:	In Progress

Grade Point Average

The grade point average (GPA) for regular credit courses is computed by dividing the total number of quality points earned by the total number of HGPA credits. This average is as a minimum qualification for graduation. Credits with a grade of, “W”, “P”, “N”, “AU”, “S”, or “U” are not included in computing GPA.

Calculation of Grade Point Average

At the conclusion of each semester, a student will be evaluated by using the cumulative or total grade point average based on the Standards of Satisfactory Academic Progress. If the student fails to maintain satisfactory progress, the student will be placed on probation, continued probation, or be suspended. When a student is placed on probation, they are required to meet standards of satisfactory academic progress the following semester. Students failing to meet the standards of satisfactory academic progress as specified will be suspended.

Pass/Fail Grading System/Regular Credit Courses

A student may elect to take courses for Pass/Fail grades under the following conditions.

1. Consent of the advisor and the instructor must be obtained for complete registration.
2. A student may register for only one pass/fail course per semester.
3. A maximum of 12 semester hours of “P” grades taken from TMCC will be accepted toward an Associate Degree.
4. Pass/Fail may be used only for elective credit, with the exception of Supervised Occupational Experience (SOE).

A student should understand it may be difficult for designated courses with pass (“P”) grades accepted in transfer to another institution of higher education. The “P” indicates that the credit earned counts toward the total credits required for graduation. However, the credits with the grade of “S”, “P”, “N”, or “AU” are not used in the calculation of grade point average.

Continuing Education Units (CEU) Pass/No Credit Grading System

The CEU will appear with a “P” for pass, or “N” for no credit on the student transcript. CEU’s cannot be used to satisfy graduation or financial aid requirements. CEU’s may not transfer to another institution (See Continuing Education Division). They are issued to certify successful participation in specific workshops, courses, or training programs for your resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to the TMCC Academic Dean. Fifteen (15) hours of classroom training is equivalent to one (1) CEU credit.

Incomplete Grade Policy

The mark “I” is assigned to a student who has been in attendance and has done satisfactory work within three weeks of the close of the semester, and whose work is incomplete for reasons acceptable to the instructor. An incomplete grade should be for extenuating circumstances only. **It is the student’s responsibility to initiate the incomplete process.** The student must get an incomplete card from Student Services and then negotiate the incomplete with the instructor. If the instructor allows the student to receive an incomplete, the instructor then returns the card to the Registrar when final grades are submitted.

Under extenuating circumstance such as those stated, an instructor may submit an incomplete card on behalf of the student. The following circumstances are considered extenuating:

- Student is hospitalized or under a doctor's orders to stay home and is unable to get to the College to fill out the form.
- The student is incarcerated.
- There is a death in the immediate family, defined in the TMCC personnel policy manual.

When the instructor submits the "I" grade, they also submit a letter grade, which reflects the student's progress to that point. In the next semester of residence (and before one calendar year), the student must fulfill the course requirements. The incomplete work must be completed by the end of the sixth week in order to receive a grade other than the one that was submitted with the "I." The six-week stipulation does not apply to the Summer Session. At the end of one calendar year, and if the student has not re-enrolled, the "I" will automatically be changed to the letter grade submitted by the instructor. Students are not notified when incomplete grades are changed.

Course Repetition

Students may repeat TMCC courses taken in residence in which they have a grade of D or F. Repeated courses must be taken in residence and can only repeat TMCC courses. If a student receives a failing grade in a course, the course should be repeated the next time the course is offered. (Note: Courses that were taken in the quarter system cannot be repeated in the semester system.) A course, once recorded cannot be removed from the record. When a course is repeated only the last grade earned and credit earned will be used in computing the cumulative grade point average. A repeated course will be indicated on the transcript with asterisk "*" or "R" next to it. Students will not be allowed to repeat courses that they have received a grade of "B" or better. A student may be allowed to repeat a course that received a "C", but only by written approval of the Registrar. Courses where the student received a "C" or better will not be covered under federal financial aid for that term.

Grade Reports

When grades are submitted to the Registrar's Office, students will be mailed their grade report in 3-5 days at the end of each semester by the Office of the Registrar (See Academic Calendar for dates). Grade reports may be withheld from a student who has not satisfied all entrance requirements, if the student has not returned all library materials and all textbooks by the end of the semester, or has financial obligations to the institution.

Grade Change

A grade change may be processed up to three weeks into the following semester of receiving the grade regardless of enrollment status. A grade change may be made for the following reasons:

- There has been a calculation error in computing the grade.
- The wrong grade was posted to the grade roll.
- To re-evaluate a previous grade with no additional work submitted.

A grade change should not be made if a student completes additional work beyond the end of the semester or term. Students who do work beyond the end of the semester or term should request to have a grade of "Incomplete" if they have extenuating circumstances. A previous grade cannot be changed to a "W" (official withdrawal); if the student had extenuating circumstances. The student should file a petition for withdrawal with the Academic Affairs Committee.

To initiate the grade change process, the student needs to contact the instructor of the course. The grade change cards are located in the Registrar's office and may only be given to faculty and processed by faculty. The card is then properly filled out and returned to the Registrar for approval and processing. Processing time usually takes 3-5 days.

Student Academic Review Process

The Academic Standards Committee has been established for students who encounter situations involving extenuating circumstances or emergencies potentially affecting their academic records that fall outside the realm of normal TMCC policy and procedure. Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as a serious injury or illness, death in the family, and, under some circumstances, employment. The general principle of a late withdrawal is a non-academic circumstance that is outside of the student's control, such as when that emergency has caused the student to miss more class time and work than the student can make up. Students are encouraged to initiate this process within one year of the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc., to accompany the request. The decision made by the Academic Standards Committee will be based on the extenuating circumstances that are involved in the petition. Consequences the student may face either real or perceived, are not usually reasons for an exception.

Procedures for filing Petitions are as follows:

- Write a letter to the Academic Standards Committee giving a short explanation of the extenuating circumstance or emergency. List events in proper sequence using dates where possible. The semester in question needs to be clearly defined along with the course number and title of courses the student is petitioning.
- When circumstances involve a physician, counselor, employer, etc., you should request this individual/agency write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead of the individual/agency and submitted along with the student letter.
- If requesting to add a course after the last day to add, the student will need to submit a letter of support from the instructor approving the late add.
- Return the above documents to the office of the Dean of Academic Programs to be presented to the Academic Standards Committee.
- The Student will be notified in writing of the appeal decision.

Transcript Policy

Transcript requests must be submitted in writing. Either a completed "transcript release" form or a letter bearing the student's signature and social security number can be used. According to Federal Law, telephone requests and requests by relatives or friends of a student will not be honored. If the student has a FERPA release form on file, those individuals will be honored. A request for a transcript of credits by a student who has a bill with TMCC or has a hold placed on their record for unreturned books or other items, will not be honored until the debt is paid or the items are returned or compensation is made. Each transcript includes the student's entire academic status. The College does not fax official transcripts. An official copy of a transcript is never released directly to the student. A student who desires transcripts of course work earned elsewhere must order official transcripts from the institution at which the courses was taken. TMCC does not issue or certify copies of transcripts from other institutions. A \$2.00 fee is assessed for transcripts. This fee must be paid at the Business Office before any transcript request will be processed. Official transcripts are processed on Wednesday and Friday of each week. Updated transcripts will be withheld from a student who has not satisfied all entrance requirements, not returned all library materials, and textbooks, or has financial obligations to the institution.

Academic Bankruptcy

TMCC has a policy for allowing a student who has experienced academic problems to apply to the Academic Standards Committee in writing for Academic Bankruptcy. Academic Bankruptcy is designed for the benefit of the student who had an extremely poor start academically. Students may apply for Academic Bankruptcy only after they have sat out the required term or terms of their suspension or have been suspended twice from TMCC.

The consequences of Academic Bankruptcy are:

- No credit is counted from previous transfer course work.
- All courses and grades will remain on the transcript, but will not be used in calculating cumulative GPA.
- Academic Bankruptcy will only be granted once throughout a student's academic career at TMCC.
- Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
- A student who is using Veterans Administration benefits must consult a veteran's representative before they use this policy.

Requirements for Graduation

Elementary and Secondary Science Education majors must meet the requirements of the Education Department.

Nursing students must meet the requirements of the Nursing Department. A candidate for the Associate of Science degree, the Associate of Arts degree, the Associate of Applied Science degree, or the certificate programs must meet the following criteria:

1. Satisfy all entrance requirements.
2. Fill out the graduation application for the degree or certificate at the Registrar's Office.
3. Satisfy all requirements of the suggested catalog curriculum.
4. Earn a minimum overall grade point average of 2.0
5. Fulfill all financial and academic obligations prior to the date of graduation.
6. The institution requires that 30 of the last 60 credits that it awards for a bachelor's degree, 15 if the last 30 for an associate's degree, and a minimum of 15 semester hours for a certificate program must be delivered by TMCC.

Commencement

Commencement takes place at the close of each academic year. A Candidate for a degree are strongly encouraged to be present at commencement in cap and gown.

Commencement Honors

Commencement honor's GPA is calculated using the students cumulative GPA. A candidate for the Associate Degree who achieves a scholastic average of 3.5 and above will graduate cum laude; a candidate with a grade point average of 3.75 and above will graduate magna cum laude; and the candidate with the highest cumulative grade point average over 3.75 will graduate summa cum laude.

Assessment of Student Learning

All new, returning and graduating students are required to participate in TMCC's assessment program. The assessment program consists of several pre and post-tests, general departmental evaluations, satisfaction surveys, and the college and community initiatives. Some programs require an electronic portfolio for a graduation requirement. A student should consult their academic advisor on program assessment requirements for graduation.

Transfer to Other Colleges

A student may enroll in a TMCC program of study that will qualify them for junior standing in the TMCC Elementary Education or Secondary Science education Programs or at most four-year colleges and universities. In May of 2002, TMCC implemented a General Education core curriculum that qualifies transfer within the North Dakota University System, and North Dakota colleges. Since the requirements of colleges and universities out of state may vary, a student must familiarize themselves with the program requirements of the TMCC or the four-year college where he/she will transfer. A student who is planning to transfer should adhere to the following:

1. The lower-division requirements at most four-year colleges and universities consist, in general of two parts: a) the general education requirements which are required of all candidates for a degree

regardless of the proposed major (See the NDUS gold and silver pages, which is available from your advisor or registrar); and b) the major department requirements which are part of the student's projected field of specialization.

2. The four-year college or university, in the final analysis, determines the transferability of any course.
3. General Education courses, while not equivalent in all aspects, are similar in content. Therefore, all NDUS colleges and other out of state colleges accept courses to satisfy general education requirements. If a student is in doubt about the transfer of any course, they should ask for an evaluation by the Registrar at the institution to which they plan to transfer.

Standards of Satisfactory Academic Progress

Satisfactory Academic Standing – A student who maintains at the standards of satisfactory academic progress at the conclusion of any academic term (2.00 GPA) is considered to be making satisfactory academic progress at TMCC.

Less Than Satisfactory Academic Standing - A student who fails to maintain the standards of satisfactory academic progress (2.00 GPA) at the conclusion of any academic term is considered to be failing to maintain satisfactory progress and will be placed on academic probation. TMCC has established the following probation, continued probation, and suspension procedures:

- **Academic Probation-** After grades are reported at the end of any academic term, a student whose current term grade point average falls below a 2.00 will be placed on “Academic Probation.” A student who is on “Academic Probation” may not enroll for more than the 12 credit hours. A student who meets the Standards of Satisfactory Academic Progress (2.00 GPA) at the conclusion of that term will be removed from “Academic Probation.”
- **Continued Academic Probation-** When the cumulative grade point average is not satisfactory according to the Standards of Satisfactory Academic Progress; the student must maintain a minimum of 2.00 term grade point average each semester and will remain on “Continued Academic Probation” until the student meets the standard of satisfactory progress with a 2.00 overall GPA.
- **Academic Probation for Transfer Students-** A transfer student who is on academic probation at the institution from which they are transferring will be placed on “Academic Probation” at TMCC; or if the student transfers with a cumulative GPA below a 2.00, the student will be placed on “Academic Probation.”
- **Academic Probation/Suspension after Incompletes are Satisfied-** When a student satisfies their incomplete(s) after the sixth week in residence and the student's grade point average is not in compliance with the standards of Satisfactory Academic Progress, they will be placed on “Academic Probation/Suspension.” All of the TMCC conditions for academic probation/suspension will apply.
- **Academic Suspension-** Any student on “Academic Probation” or “Continued Academic Probation” who fails to maintain satisfactory academic progress according to the semester grade point average requirements will be suspended. The suspension will be for one semester not including the summer semester. A student suspended from the college is denied the privileges of the institution. The Registrar may re-admit the student who has been suspended once. A student meeting the semester stop out requirement and returns to the institution, will be readmitted on “Academic Probation” and may be limited to take a maximum of 12 credits depending upon approval of readmission. A student who is receiving Financial Aid should refer to the Financial Aid section of the catalog for eligibility criteria. A student who has been academically suspended more than once must petition the Admissions and Financial Aid Committee when seeking readmission to TMCC.

- **Academic Suspension after Incompletes are Satisfied** - When a student who is on “Academic Probation” receives an incomplete(s), the student will be identified by the Registrar before the beginning of the new term. The student will be sent a letter of notification containing conditions for continued enrollment. If the student’s grade-point average is not in compliance with the semester grade point average requirements when the student’s incomplete grade is satisfied, the student’s registration will be canceled and be suspended.

Reinstatement

Students have an opportunity to re-establish eligibility after one semester (summer semester does not count) has elapsed from the date the student was placed on suspension. The student must submit an application to the Admissions Office when wishing to be readmitted after suspension. A student readmitted after meeting the semester stop out requirement will be readmitted on probation and may only be allowed to take up to a maximum of 12 credits depending upon approval of readmissions. A student who is suspended twice will need to petition the Academic Affairs Committee for readmission. If readmitted, an academic success plan will be developed for the student.

Financial Aid

The TMCC Financial Aid Office, utilizing one or more of the student aid programs described in this section, will make every effort to provide adequate financial assistance to the student that demonstrates legitimate financial need. Priority consideration deadlines are as early as March 15 for some programs. Applications received after May 1 will be considered on a funds-available basis. The Financial Aid Director will make an effort to satisfy the student’s unmet need to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

Financial aid is awarded for one academic year. A student must complete a new FAFSA application each year. A student who wishes to apply for financial aid should contact the Financial Aid office for information and application forms.

Academic Student Budget 2011 -2012

(Subject to change without notice)

Dependent Student Budget

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$ 1,000	\$ 2,000	\$ 500	\$ 2,500
Books and Supplies	200	400	150	550
Room and Board	1,832	3,664	600	4,264
Personal Expenses	625	1,250	350	1,600
Transportation	<u>2,150</u>	<u>4,300</u>	<u>950</u>	<u>5,250</u>
Total Education Costs	\$ 5,807	\$11,614	\$2,550	\$14,164

Independent Student Budget with no Dependents

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$ 1,000	\$ 2,000	\$ 500	\$ 2,500
Books and Supplies	200	400	150	550
Room and Board	2,250	4,500	900	5,400
Personal Expenses	1,000	2,000	500	2,500
Transportation	2,150	4,300	950	5,250
Utilities	<u>550</u>	<u>1,100</u>	<u>240</u>	<u>1,340</u>
Total Education Costs	\$7,150	\$14,300	\$3,240	\$17,540

Independent Student Budget with Dependents

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$1,000	\$ 2,000	\$ 500	\$ 2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,475	2,950	530	3,480
Transportation	2,150	4,300	950	5,250
Utilities	<u>700</u>	<u>1,400</u>	<u>240</u>	<u>1,640</u>
Total Education Costs	\$8,712	\$17,424	\$3,378	\$20,802

*Add an additional \$100.00 per academic year for each additional dependent for an independent student (At the student's request).

*A student may claim child-care expenses with proper documentation (At the student's request).

*Add an additional \$550.00 for tools for students in Construction Technology.

*Add an additional \$250.00 for tools for students in Computer Support Specialist.

*Add an additional \$210.00 for students in Power Plant Technology/credit fee.

Elementary Education/Secondary Science Student Budget 12 Month Budget-Junior Year 2011 – 2012

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$ 1,000	\$ 2,000	\$ 500	\$ 2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,475	2,950	530	3,480
Transportation	2,150	4,300	950	5,250
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
Total Education Costs	\$ 9,812	\$19,624	\$ 3,753	\$23,377

Elementary Education/Secondary Science Student Budget 12 Month Budget-Senior Year 2011 -2012

	One Semester	Fall & Spring Semesters	Summer	Fall/Spring & Summer
Tuition and Fees	\$1,000	\$ 2,000	\$ 500	\$ 2,500
Books and Supplies	200	400	150	550
Room and Board	3,187	6,374	1,008	7,382
Personal Expenses	1,700	3,400	670	4,070
Transportation	2,600	5,200	950	6,150
Utilities	700	1,400	240	1,640
Technology	600	1,200	205	1,405
Clothing	500	1,000	170	1,170
Student Teaching Expense	<u>500</u>	<u>1,000</u>	<u>170</u>	<u>1,170</u>
Total Education Costs	\$10,987	21,974	\$4,063	\$26,037

*Add an additional \$100.00 per academic year for each additional dependent of independent student (At the student's request).

*A student may claim child-care expenses with proper documentation (At the student's request).

Student Cost of Attendance

Every effort is made to keep tuition and fee costs as low as possible, but realistic enough to financially operate the College. The student cost of attendance is reviewed on a yearly basis. Adjustments may be made annually. TMCC's cost of attendance budgets are compared with cost of attendance at similar colleges. Since TMCC is a commuter campus, care is taken in developing transportation, housing, and cost of living budgets.

Tuition and Fees per Credit Hour 2011-2012

<u>CREDITS</u>	<u>TUITION</u>	<u>STUDENT ACTIVITIES</u>	<u>TECHNOLOGY FEE</u>	<u>TOTAL</u>
1 credit	\$ 74.00	\$ 9.00	\$0.00	\$ 83.00
2 credits	\$148.00	\$ 18.00	\$0.00	\$ 166.00
3 credits	\$222.00	\$ 27.00	\$0.00	\$ 249.00
4 credits	\$296.00	\$ 36.00	\$0.00	\$ 332.00
5 credits	\$370.00	\$ 45.00	\$0.00	\$ 415.00
6 credits	\$444.00	\$ 54.00	\$2.00	\$ 500.00
7 credits	\$518.00	\$ 63.00	\$2.00	\$ 583.00
8 credits	\$592.00	\$ 72.00	\$2.00	\$ 666.00
9 credits	\$666.00	\$ 81.00	\$2.00	\$ 749.00
10 credits	\$740.00	\$ 90.00	\$4.00	\$ 834.00
11 credits	\$814.00	\$ 99.00	\$4.00	\$ 917.00
12 credits	\$888.00	\$108.00	\$4.00	\$1,000.00

Additional Costs:

- A \$25.00 Registration fee will be charged each semester to all students regardless of the number of credits enrolled.
- An audit fee will be charged to less-than-full-time students who wish to attend a class and not receive credit. The charge is \$41.00 per credit hour.

- Transcript Fee- There will be a \$2.00 transcript fee, regardless of whether it is unofficial or official. There will not be a transcript fee for transcripts sent to the Tribal Scholarship Program, BIA-Job Placement and Training Program, or the Turtle Mountain Vocational Rehabilitation Program.
- A Textbook/Supplies usage fee will be assessed based on the number of credits enrolled. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example: CD's). The chart below specifies the rate assessed.

Books will be provided on a textbook usage basis ONLY. All students will be charged a textbook usage fee based on the table below:

Textbook Usage fee table based on credit hours enrolled per semester

1-3 (credits)	\$25 or buy the book(s) whichever is less
4-6 (credits)	\$50
7-11(credits)	\$75
12 and above (credits)	\$100

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee.

Textbooks can also be purchased if the student decides to do so.

Textbooks must be returned within five days of the end of the semester. Students who do not return textbooks will be billed the full price of the textbooks.

Students that return textbooks damaged will be assessed the full price of the textbook.

Other Course Costs

For some courses, a fee is charged to cover rental of equipment and facilities or for materials the student will need. However, a student can fulfill their requirements without enrolling in a class that requires a fee. The fee is variable depending on the class.

Tuition Waiver Eligibility Requirements

The following procedures will be performed by the Financial Aid Office to ensure that every student applies for financial aid assistance. Each student will need to apply for a sufficient number of grants and scholarships in order to meet the requirement of “applying for financial assistance”. If a student is deemed “ineligible” for financial assistance, the student may qualify for a tuition waiver. The purpose of this requirement is for the student to prove they do not qualify for financial assistance and do not have the resources to cover the cost of tuition. The following order will be followed in determining the student’s eligibility for a tuition waiver

1. The Financial Aid Office will verify that the student has a complete FAFSA on file. If the student does not qualify to receive the Federal Pell Grant, the student will need to be deemed “ineligible” for any type of assistance before they can apply for a tuition waiver.
2. If a student qualifies for financial assistance, the aid will be awarded in the following order:
 - a. Program dollars (Programs paying tuition costs for their students)
 - b. Title IV funding
 - c. Other grant aid

- d. Internal/External scholarships
- e. Tuition Waivers- (Decisions for granting waivers will be determined by the Financial Aid Committee and will be awarded based on each individual's inability to pay.

*Forms for tuition waivers can be picked up in Student Services. Tuition waivers that are available for students are the Employee Tuition Waiver, Elderly Tuition Waiver, and the Financial Hardship Tuition Waiver. Each waiver has specific requirements. Students that receive the Financial Hardship Waiver will still be required to pay their student fees.

Note: If a student does not apply for any financial aid, they are not eligible to apply for a tuition waiver.

Financial Aid and Refunds

If the student will be receiving financial aid from grants or scholarships, the amount of tuition and fees due will be subtracted from the aid. If the amount of aid exceeds the amount the students is being charged, the student will receive the balance from the Business Office.

Disbursements will be processed every Friday beginning on the days designated as Financial Aid disbursements dates for each semester listed in the Academic Calendar in the College catalog. Checks can be picked up at the Business Office by the students.

Payment Methods

TMCC business office will accept cash, personal checks, money orders, or traveler's checks. Checks can also be mailed directly to TMCC, P.O. Box 340, Belcourt, ND 58316.

Questions: General questions about your bill can be answered by the Business Office which is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Business Office can be reached by calling student accounts at 701-477-7862, ext. 2204

Financial Aid Satisfactory Academic Progress and Duration of Eligibility Review

Federal law requires that financial aid recipients must maintain satisfactory academic progress in a program of study that leads to a degree, certification, or transfer program. Financial Aid Satisfactory Academic Progress (SAP) has the following components to measure a student's progress toward a degree or certificate:

1. Cumulative grade point average.
2. A completion ratio of all courses attempted. This must be at cumulative completion rate of 67% or higher.
3. Duration of eligibility, which is 150% of the program of study they are enrolled, or reach the maximum time frame as listed under student status.
4. Requirements (the completion ratio allows for remedial work by the student if it is required of the program of study).

Students applying for federal financial aid (Pell, SEOG, College Work Study, and State Incentive Grant) are required to make satisfactory progress toward completion of their degree requirements.

There are two areas that are assessed for the 150% maximum time frame:

- A student must complete the requirements for the degree within 150% of the time it normally takes to complete the degree.

Example: 63 credits required for X 150% = 95 credit hours a student may attempt while working on the degree.

- At the end of each semester, the Director of Financial Aid will review the student's file to determine credits attempted and completed.

Example: 60 credits x 67% = 40 credits
 30 credits x 67% = 20 credits
 12 credits x 67% = 8 credits
 9 credits x 67 % = 6 credits

Example: A student has attempted a total of 38 credits and has completed his third semester. $38 \text{ credits} \times 67\% = 25.46 \text{ credits}$. He must have successfully completed at least 25.46 career credit hours and have at least a 1.80 cumulative grade point average (according to the chart of SAP on next page) to be making satisfactory academic progress.

The following will not be considered as credits successfully completed, but will be counted as credits attempted in computing satisfactory academic progress.

“F” Failing
“W” Withdrawal
“I” Incomplete
“P” Passing

Each student receiving financial aid will have their academic progress and duration of eligibility reviewed on an annual basis.

Students on “Financial Aid Probation” will have their academic progress and duration of eligibility reviewed each semester.

Duration of eligibility for a student receiving Title IV funding will receive up to 150% of credit requirements in their program of study.

Example: A student has attempted 95 credits, and their program of study requires 63 credits to complete.

Students desiring a second degree must be officially admitted to the new program of study, and all courses from previous programs that are applicable will be counted as courses completed for the new program of study. Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing.

All students who apply for federal financial aid (including but not limited to the Pell Grant, Federal Work Study, and Supplemental Educational Opportunity Grant programs) must meet TMCC's Satisfactory Academic Progress policy standards regardless of whether they have ever received financial aid in the past.

Financial Aid Satisfactory Academic Progress Chart

2 to 4 Year Programs

Semester	Cumulative Grade Point Average
1 st Semester	1.4
2 nd Semester	1.6
3 rd Semester	1.8
4 th Semester	2.0
All Subsequent Semesters	2.0

9-Month Programs

Semester	Cumulative Grade Point Average
1 st Semester	1.8
2 nd Semester	2.0

Summer Pell Grant Policy

The summer Pell policy went into effect in May of 2010.

For the summer of 2011, TMCC will consider the summer term to be a crossover payment period. TMCC will disburse a Pell Grant either from the 2010-2011 or 2011-2012 award year depending on which award year provides the most Pell Grant eligibility. Students must have valid Individual Student Information Records (ISIRs) on file for the year that is used to determine Pell Grant eligibility. If students use their first scheduled awards and enroll in a minimum of six (6) credit hours, they can be eligible for a second scheduled award. Students must have one (1) credit hour extend into their second year.

For example, TMCC defines its academic year as 24 credit hours. If a student receives a full time award in fall 2010 and spring 2011 and enrolls in six (6) credit hours or more for the summer, he/she would receive a Pell Grant for the summer payment period from either the 2010-2011 or the 2011-2012 award year, depending on which year will provide the largest scheduled award and providing he is otherwise eligible.

Pell Grants for a payment period may be combined using the first and second scheduled awards if the student is eligible. For summer 2011, students must meet applicable academic progression requirements for 2010-2011 awards, or they may be eligible for a first scheduled award from the 2011-2012 year. For the summer terms in all years after 2011, the rules applied in the summer of 2011 will be applied using the correct aid years as determined by federal regulations.

This policy may change based on federal regulations.

Change of Degree Plan

Students wishing to change their degree plan should notify the Financial Aid Office so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can be transferred into the new degree and satisfactory progress standing at the end of the last term at TMCC.

Remedial Courses

Remedial courses are not included in the maximum number of credit hours attempted or successfully completed toward completion of the degree unless they are required in the program of study.

Transfer Credits

Transfer credits earned at another institution which are accepted at TMCC toward a degree/certificate a student is currently pursuing shall be used in computing the total credits attempted and earned as well as in determining the cumulative GPA.

Repeated Courses

Courses that are repeated for which the student previously received a grade of "F" or "W" will count in the calculation of hours attempted. The first grade will not be included in calculating the cumulative grade point average.

Student Enrollment Status, Financial Aid, and Satisfactory Academic Progress

Student enrollment status is determined by the credit hours attempted per semester by the student. In order to be certified as full-time, a student enrolled for 12 or more credits are full-time, students enrolled for 9 -11 credits are three-quarter time, students enrolled for 6-8 credits are half-time, and students enrolled for 5 or less credits are less than half-time. A less than half-time student may be eligible for financial aid. Each student must complete a minimum number of credits determined by the College financial aid policy to be eligible for continued aid. Each must also maintain a grade point average consistent with the Standards of Satisfactory Academic Progress.

Student Status

Full-time student (12 or more credits): The full-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Three-quarter time student (9-11 credits): The three-quarter-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Half-time student (6-8 credits): The half-time student **must complete 67% of their attempted credits** per semester and maintain satisfactory academic progress.

Less than half-time (Less than 6 credits): Eligibility may be prorated based on the existing policy for full-time, three-quarter-time, and half-time students. Satisfactory progress must be maintained.

Incompletes and Financial Aid

If a student has received any incomplete grades and has not satisfied the **67%** successful completion of his/her enrollment, financial aid will be denied until satisfactory progress is achieved. The deadline is the end of the sixth week of the next semester of the student's enrollment (See Incomplete Policy).

Financial Aid Warning

Students failing to meet any of the above requirements will be placed on warning for one term. Students will be notified in writing that they have been placed on warning. Warning notices will be distributed within 45 days of the end of the term. Students will be able to receive aid for the warning term. However, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the warning term.

Financial Aid Suspension

If a student fails to meet any of the above requirements, while on financial aid probation or fails to complete all degree requirements with the 150% limit, the student will be placed on suspension. Students will be notified in writing that they have been placed on suspension. Suspension notices will be distributed within **45 days** of the end of the term.

Students will remain suspended from financial aid until they meet the SAP requirements.

Financial Aid Appeal Procedures

The student has a right to appeal financial aid decisions by applying to the Financial Aid Office to have his/her case presented to the Financial Aid Committee (documented mitigating circumstances may be grounds for appeal). The Financial Aid Committee will hear all appeals that claim mitigating circumstances. Illness, death in the family, or other similar instances can be classified as mitigating circumstances, and can be grounds to appeal financial aid probation or suspension.

Students who have been placed on financial aid suspension, who are not meeting SAP for a second time or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. A student will be allowed one appeal per academic year. A student who files an appeal must provide the following:

- A letter of explanation
- Documentation supporting the reason for the appeal.

The documentation will be reviewed by the Financial Aid committee and students will receive written notification of the result of their appeal. If the appeal is granted, the student will be able to receive aid for the term(s) listed in the notification. The student will be placed on probation for the term that their appeal has been lifted, however, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the term specified in the notification. All results are final.

Mitigating Circumstances

Illness, death in the family, or other similar instances can be classified as mitigating circumstances and can be grounds to appeal Financial Aid suspension or probation. The Admissions and Financial Aid Committee will hear all appeals that claim mitigating circumstances. A complete explanation and formal appeal procedures can be obtained from the Financial Aid Office.

How to Apply for Financial Aid

Each student who applies for Financial Aid must complete the following:

1. Admission requirements.
2. The Free Application for Federal Student Aid (FAFSA) initiates the Student Aid Report (SAR), which is mailed to the student from the Central Processing system (CPS). The Institutional Student Information Record (ISIR) is sent to the college from CPS. The ISIR is the official determinant for the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG) and Federal College Work Study (FCWS) which is used as the authorization for the Financial Aid Office to provide Federal Title IV funding to the student. At Turtle TMCC, Federal Title IV funding is disbursed in the form of Federal Pell Grant, FSEOG, and FCWS. TMCC does not participate in the federal loan programs. Upon receipt of the ISIR, the student will be informed if they are eligible to receive Federal Title IV funding.

Financial Aid Disbursement

Financial aid is distributed through the Business Office on the date specified in the college catalog.

Students must be in attendance at least 67% of the total credit hours that they are currently enrolled in to receive Title IV funding. No Federal Title IV or TMCC controlled funding will be released to the student until all admissions and financial aid requirements are met.

Frequency and Means of Payment for Student Financial Aid

Financial Aid will be disbursed two times per semester by check from the Business Office on the dates listed in the catalog. **Attendance is reported weekly to a Student Services official and information is released to the Financial Aid official to determine aid eligibility and last date of attendance.**

A student who accepts Federal College Work Study will be paid by check from the Business Office in accordance with the regular employee pay schedule. Time sheets must be submitted to the Financial Aid Office for processing no later than Monday following the end of each payroll period.

Rights and Responsibilities of Students Who Receive Financial Aid

To receive Financial Aid, the student must maintain satisfactory academic progress as defined by the institution (see Standards of Satisfactory Academic Progress in this catalog). All individuals receiving Financial Aid must comply with the intent of the federal regulations or aid may be canceled. A student has the right to appeal their case through the Financial Aid Office. Procedure for appeal is available at the Financial Aid Office.

Student Attendance Policy

It is the policy of the TMCC to maintain and enforce attendance requirements for all students. This policy places the responsibility on students to attend class. To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and their course instructor to attend class. If a student is unable to attend class, it is their responsibility to notify their instructor, preferably in advance.

Attendance is reported weekly to a Student Services Official and is released to the Financial Aid Official to determine aid eligibility and last date of attendance. Students must be in attendance at least **67%** of the total credit hours that they are currently enrolled in to receive Title IV funding. This would exclude any eight week mini courses that have not started or which are completed for the current semester.

Examples of being eligible in 67% of total credits

*If a student is enrolled in 12 credit hours, they must be eligible in a minimum of 8 out of 12 credits.

*If a student is enrolled in 15 credits hours, they must be eligible in a minimum of 10 out of 15 credits.

For a student to determine their eligibility, they would determine how many credit hours they are eligible and divide that by the total number of credit hours they are enrolled.

Repayment/Refund Policy for Students Receiving Financial Aid

Any student who officially or unofficially withdraws may owe a repayment to a funding program. For a drop-out date, the institution will use the last recorded date of attendance.

Institutional Refund Policy

In order to comply with current federal regulations, TMCC has implemented the Federal Refund Policy for all students that are recipients of Federal Title IV Financial Aid. Following is the attendance time and percentage of refund calculation for students who drop or withdraw during the first eight weeks of the semester:

First Week	100%
Second Week	90%
Third through Fourth Week	50%
Fifth through Eighth Week	25%
After Eight Weeks	no refund

Any student that drops or withdraws after the eighth week of classes will not be subject to the Federal Refund Policy.

Refund Calculation Procedures

The Registrar's Office will notify the Financial Aid Office of all students that drop or withdraw from classes and/or from the College. The Financial Aid Office will determine if the student has received Federal Title IV funding and whether or not they are subject to the Federal Refund Policy. Students that must repay or are eligible to receive a refund will receive a letter and a complete refund calculation form from the Financial Aid Office. The Business Office also receives a copy of the refund form. If the student is required to repay Federal Pell Grant or Federal SEOG funds, the Business Office will bill the student the amount to be repaid by the student. Repayment received by the Business Office will be distributed back into the proper Federal Title IV accounts. The priority for restoring funds is Federal Pell Grant first and the Federal SEOG program second. Failure by the student to fully repay the Federal Title IV funds will result in the student's financial aid records being placed on hold and the student will no longer be eligible for Federal Title IV funds at TMCC or any other college. All repayment arrangements must be made with the Business Office. Students who pay their tuition in cash payments and do not receive aid will be refunded at the same rate as listed above.

Military Selective Service Requirement

Effective July 1, 1983, an amendment to the Military Service Act (Public Law 97-951) stipulates that any student who fails to register with the Selective Service is ineligible to receive federal student aid. Specifically, this includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work-Study, National Direct Student Loan, Guaranteed Student/Plus Loan, and State Student Incentive Grant. Among federal Financial Aid applicants, men (citizens and eligible non-citizens except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands) who are at least 18 years old, who were born after December 31, 1959, and who are not currently on active duty with the armed forces must be registered.

Anti-Drug Abuse Certification

Each student must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient of a federal program, a student who wishes to receive financial aid is required to certify that he/she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while attending TMCC and receiving financial aid. The Act gives courts the authority to suspend eligibility for federal student aid when sentencing a student who has been convicted of a drug-related offense.

Student Support Services

Student Support Services is sponsored by the United States Department of Education and primarily assists the student who is low-income, has a disability, a first-generation college student (parents who have not attained a four-year college degree), or who is a member of an under-represented group.

The function of Student Support Services is to help the student experience success in college by providing advising, tutoring, teaching developmental courses, career counseling, assisting with application forms, and helping students in personal goal attainment. All services are available to eligible students at no cost. For applications and further information, contact the Student Support Services Director in Room 114.

General Student Policies

Library

The TMCC library is located on the second floor of the college in Room 208. The materials housed in the library reflect the liberal arts philosophy of the College. Students, faculty, staff, and members of the community are welcome to use the library. It is designed to provide students, staff, faculty, and community members with publications and audio-visual materials needed for study, research, and recreational purposes.

Library materials that are available for checkout include books, audiobooks on CD and cassette tapes, magazines, DVDs, VHS tapes, phonograph records, and other audio-visual materials. A coin-operated photocopier is available for everyone to use. During the summer of 1989, a security system was installed in the library. It is vitally important to properly check out all library materials. The library has 1 tutor room, a quiet lounge with a TV for viewing of DVDs and VHS tapes, 12 computers with internet access, and wireless internet access.

Library Policies

Library hours of operation are:

- Academic year: 8:00 am to 4:30 pm (until further notice) Monday thru Friday
- Breaks and Holidays: 8:00 am to 4:30 pm Monday thru Friday
- Summers: 7:00 am to 5:30 pm Monday thru Thursday, Closed on Fridays

All patrons are required to have a library card before they can check out materials. You can apply for a card in the library. Every field on registration card must be filled out or a card will not be issued.

The library patron may checkout materials for a period of up to two weeks depending on material type. Calculators may be checked out for a semester. Reference material may not be circulated they are for in-library use only. Reserved material can be checked out for 2-7 days depending on instructor. Library patrons have access to 12 computers with internet access and library is also equipped with access to wireless internet.

When checking in materials do not leave them on the front reference/circulation desk and leave, make sure that a librarian checks materials in for you. Do not drop calculators or cassette recorders off in the Book Drop Boxes; your signature is needed to turn them back into the library. **Grades and transcripts will be help until all materials are turned back into the library.** There is absolutely no food or drinks allowed by the computers. Children must be accompanied and supervised by an adult at all times.

Computer Usages Policy at TMCC

TMCC provides computers, networks, and Internet access to support the educational mission of the institution and to enhance the curriculum and learning opportunities for students and staff. The Institutional Technology (IT) Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that institutions establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

The following rules are intended to provide general guidelines and examples of acceptable and unacceptable uses. Failure to comply with these rules may result in loss of computer and Internet access privileges and disciplinary action and/or legal action.

Educational Purpose:

- Computers and computer network have been established for educational purposes only. This includes classroom activities, career development, and research activities.
- Students may not use the computer for commercial purposes. This means that they may not offer, provide, or purchase products or services through the computer system.

Unacceptable Usage:

- Students shall have no expectation of privacy regarding computer files, email, or internet usage. TMCC reserves the right to monitor all computer files, email, and internet use without prior notice to the student.
- Students may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- Students will not make deliberate attempts to disrupt the computer system, or destroy data by spreading computer viruses or by any other means.
- Students are not allowed to download, copy, or install any games or unauthorized software in the computer. Any unauthorized software and games, if found in the College computers, will be removed by the Information Technology Department (ITD).
- Students will not use the computer to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, threatening the safety of a person(s), etc.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against Inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Students will not post information that could cause damage or a danger of disruption.
- Students will not post private information about another person.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

System Security:

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to access their account. Under no conditions should a student provide their password to another person.

- Students must immediately notify the instructor or ITD if they have identified a possible security problem at 701-477-7984.

Email Usage:

- E-mail is an official means of communication at TMCC. The institution may send communications to students by e-mail, and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways. Students have the responsibility of accessing and reading their e-mail messages in a timely fashion.
- Information Technology Department (ITD) or other authorized personnel will assign all students an official institution e-mail address. It is to this address that the institution will send all official e-mail communications. This official address will also be listed in the institution's student directory unless the student has requested otherwise.
- Students are expected to read and properly dispose of e-mail promptly. Prompt disposition of e-mail is necessary to manage storage space on the student e-mail server, or by moving the e-mail onto the student's own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow students time to save messages.
- In some cases a student may wish to configure their TMCC e-mail account to forward e-mail to another address. The student takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the student from the responsibilities associated with e-mail sent to the student's official e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.
- All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as its content. The simple deletion of e-mail or other electronic files does not remove these traces, and the file or e-mail is recoverable for some time after deletion. Further, students need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to student e-mail, students should treat all e-mail as if they were public documents.
- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, students should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens, please contact the ITD for further assistance.
- TMCC graduates are granted the use of the institution e-mail as long as they are a student at TMCC. Once a student has graduated, they will have six weeks to save any email. After the six weeks, the student account will be deleted.

Central Supply/Book Policy

Students may pick up the required textbooks and other supplies in the Bookstore/Central Supply, located on the main floor in room 117 of the College. The Bookstore/Central Supply Office is open Monday through Friday from 8:15 am to 4:15 pm. Each student should familiarize themselves with the policies listed below:

- It is the student's responsibility to checkout and returns the required books each term. Books are issued on a loan basis. Students are not required to purchase their books but may do so if they wish.

- Upon registration, the student must present a copy of their registration form to the Bookstore/Central Supply Offices. Students will also need to provide their student id's when checking out books.
- Students will sign for the required books received for that term.
- The student must return all books and materials to the Bookstore/Central Supply Office at the end of each term.
- The student will be charged for any lost or damaged books.

***NOTE: Refer to textbook usage policy on page 29**

Grade reports and transcripts will not be released to students until all books have been returned or purchased.

Business Office Policies TMCC Billing Policy & Procedure

Billing Notification

TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls at the time of the student registration. Students estimated charges will be posted on the student's course schedule at the time of initial registration. This will serve as the first billing notification.

A second billing notification will be sent after the last day to add as listed in the TMCC Academic Calendar. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is on file in the Registrar's Office.

All students will be billed. No exceptions will be made. If an employer or outside organization is paying the student's tuition and fees, it will be the student's responsibility to submit the billing statement to them.

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will not be permitted registration access in a subsequent semester until the account is paid in full.

A payment plan may be allowed for those students who are unable to pay their tuition and fees. Students are required to pay 50% of their tuition and fees expenses during the fourth week of class with the remaining balance (50%) paid by the end of the semester. Bills must be paid in full by the completion of the semester.

Students are responsible to cover all costs not covered by financial aid.

Please Note: Students cannot receive transcripts or diplomas until their account is paid in full.

Financial Aid

Financial aid disbursements are made in accordance with the College catalog. All disbursements are made on Fridays (unless otherwise noted).

Transcripts

Before a transcript is released, a \$2.00 fee must be paid to the Business Office. They will issue a receipt for proof of payment. A student must submit a written request (either by a signed letter or a transcript release form) for copies of transcripts to Student Services.

Student Activities Policies

Student Activities

Social activities are an integral part of a college education. The student is given an opportunity to interact with other students as well as develop an informal contact with faculty and staff. Activities such as social gatherings, field trips, and intramural sports help to foster strong social relationships. TMCC encourages student participation in all extra-curricular activities sponsored by the College.

All Out-Of-Town Activities

To qualify for out-of-town trips, a student must have a cumulative GPA of 2.0 (except first semester students). A student must also have a signed registration form from current instructors indicating they are making satisfactory academic progress. A copy of your registration form is available in Student Services.

Conduct On/Off Campus Activities

A student who is participating in College-sponsored activities (on/off campus) is expected to abide by the policies of the College. A student who violates student conduct: Parts A) Academic Misconduct and B) Social Misconduct during their participation in college-sponsored activities will be suspended for one academic year, (two semesters following incident, excluding summer session).

AIHEC Student Eligibility

Any student attending AIHEC must be in compliance with AIHEC Competition Policies and Procedures.

Class Field Trips

Every student may attend their class sponsored field trips.

All Other Social Gatherings

Any student enrolled at TMCC either full-time or part-time will be eligible to participate in social gatherings.

Financial Requests

Persons requesting money from the TMCC Student Senate must comply with the following criteria:

- an organization or club must be formed and titled;
- the organization must have a staff or faculty member as their Advisor;
- the organization must state their purpose with goals and objectives;
- the organization must have elected officials;
- the organization must have direct affiliation to TMCC campus;
- an organization may request a one-time sum of \$300 for seed money;
- a proposal to Student Senate for seed money must be requested two (2) weeks prior;
- seed money will be used to raise funds for the activities of the organization;
- all fund raising activities must be supported or approved by an established TMCC organization;
- individual/personal profit is prohibited;
- monies raised must be recorded and turned into the Business Office by the next business day; and
- the Business Office will process all monies by proper procedure.

Note: Seed money will be awarded once for each organization and will stay in that account for the future needs of the organization. The Advisor and Treasurer will share the responsibility of handling the monies for each organization with the Business Office. Organizations formed should try to accommodate and benefit as many students in the College as possible.

Student Senate

The Student Senate is the official representative of the Student Body of the TMCC. The Student Senate processes all allocations of student activity funds. All student activities will be for enrolled students only, unless otherwise noted by Student Senate. The Student Senate is also responsible for organizing and promoting activities for the Student Body including picnics, basketball tournaments, volleyball leagues, family week activities, cultural events, etc.

Elections are held at the beginning of each school year. The Student Body President, Vice-President, Secretary, Treasurer, Delegates, and Student Representative are elected at that time. The Student Representative will represent the students on the Board of Trustees and shall follow the same guidelines for holding office.

Officers Duties

The **President's** duties shall be:

- to preside at Student Senate meetings;
- to prepare the agenda for Student Senate meetings;
- to appoint the chairperson of any special committee;
- to enforce and uphold the TMCC Student Senate Constitution ;
- to break a tie vote of the Student Senate; and
- to serve as Student Representative for the Board of Trustees.

The **Vice-President's** duties shall be:

- to chair the meetings of the Student Senate in the absence of the President;
- to perform such duties as delegated in the absence of the President;
- to serve as the chairperson of the Student Constitution Revision Committee; and
- to assist the President in the promotion of the welfare of the Student Body.

The **Secretary's** duties shall be:

- to take and transcribe minutes of all Student Senate meetings;
- to distribute minutes to all Student Senate members before the next regular meeting for approval;
- to post approved Student Senate minutes;
- to keep an accurate record of all Student Senate officers' attendance;
- to keep an accurate file of all constitutions submitted by any new organizations and students association documents; and
- to type all correspondence related to Student Senate.

The **Treasurer's** duties shall be:

- to keep accurate records of all finances of the Student Senate;
- to work closely with the Business Office personnel and plan a budget from the previous years' experience;
- to give an oral report of the financial balances at each regular meeting;
- to aid the Treasurers of all campus organizations in fulfilling the duties prescribed in their offices; and
- to publish a report at the end of each semester listing all receipts and disbursements of the Student Senate.

The **Delegate's** duties shall be:

- to participate in policy making; and
- to present any issues of concern.

The **Student Representative's** duties shall be:

- to work in conjunction with the Student Senate;
- to act as liaison between the Board of Trustees, the public, and the Student Body; and
- to serve as a student representative on the Board of Trustees.

Ratification

All TMCC students have the right to vote at Student Senate elections. Students are to be polled on pertinent issues and the following:

Amendment or Revision of the Constitution

Amendment of this Constitution shall be proposed by a majority vote of the Student Body and then submitted to the President of the Student Senate.

The Constitution is in full force when the amendment is ratified by a 2/3 vote of the Student Senate.

The Constitution

Article I

This Constitution shall be the governing document of the Corporate Student Body, Student Association of TMCC, Belcourt, North Dakota.

Article II

Under the appropriate provisions of this Constitution, the Student Senate representing the TMCC Student Body shall act as a liaison between the Student Body and TMCC administration and faculty.

Article III

Officers of the Student Senate shall consist of President, Vice-President, Secretary, Treasurer, 2 Delegates, and Student Representative at large. The Student Senate shall be the governing body of the Student Association.

Rules of Election

- Candidates must be full-time students enrolled at TMCC with a cumulative and semester GPA of 2.5. A transfer student must use her/his most current GPA.
- Candidates are to be elected by a plurality vote of the Student Body.
- Officers shall serve for a term of one (1) school year. However, an officer may serve additional terms if re-elected.

Article IV

Removal from Office Procedure

Any officer who has more than one unexcused absence from the regular meetings in one semester will be dismissed. A letter of dismissal shall be sent to the individual from the Student Senate.

Any officer who falls below a cumulative and semester grade point average of 2.5 will be dismissed. Student Senate will send a certified letter of dismissal to the individual.

Any officer who fails to work for the good of the Student Senate and Student Body – as decided by 2/3 vote of the Student Senate – will be given 1 warning and if changes are not made, he/she will be asked to resign or be removed by a 2/3 vote by the Student Senate. The Student Senate shall send a letter of dismissal to the individual.

A vacancy in the Student Senate shall be filled in the following manner:

- Notification of opening(s) for Student Senate position(s) shall be announced no later than four (4) school days after the position has been declared vacant.
- An open election by the Student Body shall be held within five (5) school days following the posting of the vacancy.
- The newly elected Senate member shall take office at the next regular meeting.

Article V

A sum of \$35.00 will be granted to each Student Senate member once the follow criterion is met:

- Attendance of one weekly meeting;
- The Student Senate member must arrive on time and stay in attendance for the duration of the meeting, until closure;
- Should there be a request for two (2) meetings in the same week, only one \$35.00 stipend will be issued;
- Student Senate members must perform all assigned duties and responsibilities; and
- Student Senate members are responsible to find out the dates, times, and location of all meetings or activities.

Student Senate Advisor

There shall be one advisor to the Student Senate, appointed by the institutional administration. The advisor shall appoint a staff member of his/her choice to act in his/her absence. The advisor shall be provided time for comment in the agenda of all meetings and shall then articulate relevant policies of the College, as deemed necessary. He/she shall review officer's grades at every grade-reporting period. The advisor based on his/her judgment, is responsible for taking immediate action when students violate the Standards of Conduct.

Committees and Commissions

Standing and special committees shall be established and added to the document as deemed necessary by the Student Senate President.

Committee, commission members, and chairpersons shall be appointed by the Student Senate President, and approved by a simple majority vote of the Student Senate Officers, unless other provisions have been established by the Constitution.

Smoking Policy

At the August 26, 1991, board of directors meeting, the board approved the following policy proposal: TMCC is dedicated in providing a healthy environment for all staff, students, and citizens. Smoking and other tobacco use can be hazardous to the health of both users and non-users.

Effective September 1, 1991, TMCC will provide smoke-free facilities. This has resulted in a ban on smoking inside all of the buildings on the campus. In order to keep the smoke from entering the facilities from outside doors/areas (back of the building is declared a smoking area); smoking will not be permitted within twenty (20) feet of the door entrances. The Chief Executive Officer of the College will enforce this policy.

All individuals on the College campus share in the responsibility of adhering to and enforcing this policy. Any violation by staff shall be referred to the appropriate supervisor. One written warning will be given to the staff member with a copy placed in his or her personnel file. Further violations shall be considered insubordination, which shall be dealt with accordingly based on established policies and procedures. Any violation by students shall be referred to the Director of Student Services. One written warning will be given to the student and a file will be established to record the incident. Further violation shall be considered a violation of the Student Code of Conduct and shall be dealt with accordingly based on established policies and procedures.

Citizens who come to the campus shall be asked to comply with the established policy. If the individual fails to comply with the request, the incident should be reported to the President. The individual may be asked to leave the College property.

Student Drug and Alcohol Abuse Policy

TMCC adopted this policy in an effort to inform faculty, staff, and students of the adverse effects of drug and alcohol abuse, standards of conduct, disciplinary and legal sanctions related to such use or abuse, and to advise those concerned of available counseling and rehabilitation services.

Standards of Conduct

All students are prohibited from the possession, use, or distribution of illicit drugs and alcohol on College property or at College functions.

Sanctions

The following disciplinary sanctions, which are consistent with tribal, state, and federal laws, may be imposed for violation of the Standards of Conduct cited in this policy:

- Warning; Loss of Privileges; Mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry programs; Probation; Suspension; and Dismissal.
- Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed. A complete description of the applicable legal sanctions under tribal, state, and federal laws for unlawful possession or distribution of illicit drugs and alcohol is included in the Student Conduct Code.

Student Referral

The College has designated a member of its professional counseling staff to provide initial counseling assistance to a student with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. The student who seeks college-counseling assistance will also be referred to an appropriate community agency or health facility for more in-depth assessment and long-term treatment. Because TMCC is a non-

residential/commuter institution, students represent a broad geographical service region. The College is in continuous contact with counseling agencies and health facilities that serve this broad region.

Dissemination

The Drug and Alcohol policy will be distributed to all students with the class schedules at registration each semester.

Health Risks

A description of the health risks associated with the use of illicit drugs, and the abuse of alcohol is included in the Student Handbook and is attached to this Policy Statement.

Counseling, Treatment, Rehabilitation or Re-Entry Programs

Consistent with its educational mission, TMCC is committed to providing education about the effects of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse. The community does provide periodic workshops and seminars about health risks and legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, materials are placed in various locations at the College.

TMCC is now offering on-campus counseling services to all new, current and prospective students. Services available include individual and group counseling (marriage and family), brief assessment, support groups, educational guidance and advocacy and appropriate referral to local agencies. Targeted areas include but are not limited to depression, anxiety, trauma/PTSD, grieving, low self-esteem, stress, crisis intervention, suicide and addiction and substance abuse. Please contact Harmony Lindgren at 477-7947 or hlindgren@tm.edu with any questions or concerns. You are also welcome to stop by her office which is located on the south side of the Auditorium (Music Practice Room A103).

Legal Sanctions

As indicated in the North Dakota statutory complaint book.

Alcoholic Liquor, Unlawful Possession by a Minor; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-5.1

Alcoholic Liquor Unlawful Delivered to A Minor; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-09

Minor Furnishing Money for Purchase of Alcoholic Beverage; Charge: (Class B) Misdemeanor Bond - \$100.00

5-01-08

Violation of Hours for Licensed Liquor Establishments; Charge: (Class A) Misdemeanor Bond - \$100.00
1st and 2nd Conviction in 5-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Misdemeanor Bond - \$500.00

39-08-01

3rd Conviction in 5-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Bond - \$500.00

39-08-01

4th or Subsequent Conviction in a 7-Year Period – Drove or in Actual Physical Control of a Motor Vehicle while under the Influence of Alcohol or Drugs in Excess of .10% Blood Alcohol Concentration; Charge: (Class A) Bond - \$500.00

39-08-01

Injury or Death Resulting from Violating 39-08-01 or 39-08-03; Charge: (Class A/B) Bond – Jail

39-08-01.2

Open Receptacle Containing an Alcoholic Beverage or in Vehicle (moving – if operator); Charge: Bond \$50.00

39-08-1

As indicated in the Turtle Mountain Band of Chippewa Tribal Code Book

Driving under the Influence of Intoxicating Liquors or Drugs.

Code 1.2313 (pgs 59 & 60)

Open container in a Motor Vehicle

Code 1.2325 (pgs 64 & 65)

NO License shall permit any person less than 21 years of age to remain on the Licensed Premises while alcohol beverages are being sold or displayed thereon, except that a person under 21 years of age may remain in a restaurant where alcoholic beverages are being sold if accompanied by a parent or legal guardian.

Code 19.0121 (pg 311)

It shall be unlawful for any person under 21 years of age to purchase, attempt to purchase, or be in possession of alcoholic beverages or furnish money to any person for such purchase or enter any licensed premises where such beverages are being sold or displayed except a restaurant when accompanied by a parent or legal guardian.

Code 19.0131 (pg 313)

Violation of the above is punishable by a fine or not more than \$100.00 or confinement. (Revised 11-94)

Handicapped Parking Policy

TMCC offers designed “Handicapped Parking” areas for individuals who display the required license or permit. Handicapped parking can only be used when the handicapped individual is driving or is a passenger in the vehicle. Any individual who parks in designated “Handicapped Parking” areas and does not display a handicapped permit will:

- be towed away at the owner’s expense; and
- be ticketed/fined at a rate consistent with tribal law.