

Turtle Mountain Community College

2007-2008

PLANNER & STUDENT HANDBOOK

This Planner Belongs to:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____

E-mail _____

**IF FOUND PLEASE CONTACT ME OR RETURN TO LOST AND FOUND IN
STUDENT SERVICES**

2007-2008 Academic Calendar

Fall Term 2007

Orientation/student/advisement	August	13-15
Registration for returning students	August	16
Registration for New students	August	17
First day of class	August	20
Last Day to add classes	August	31
Last day to change curriculum	August	31
Labor Day Holiday (No Work/Classes)	September	3
Financial Aid-1 st Disbursement	September	14
Incompletes Due	September	28
College Founding Day (no work/classes)	October	8
College Awareness Day	October	12
Finals 1 st Eight-Weeks/Mid-terms	October	10-11
2 nd Eight-Week courses start	October	15
Last Day to Drop Classes	November	1
Financial Aid -2 nd Disbursement	November	9
Veterans Day Holiday Observed (No Work/Classes)	November	12
Pre-Admissions/Financial Aid Day	November	15
Thanksgiving Holiday (No Work/Classes)	November	22
Pre-Registration Spring Term	November	26-Nov. 30
Finals Week (Christmas Vacation Begins after last final)	December	3-11
Pre-Admissions/Financial Aid Day	December	6
Grades Due Noon	December	11
Christmas Vacation (Faculty)	December	14-January 2
Christmas Holiday (No Work)	December	25&26

Spring Term 2007

New Year's Day (No Work)	January	1 & 2
Orientation/Student/Advisement	January	3
Student Registration	January	7
Last Day to Apply for Graduation	January	11
Last day to add a class	January	18
Last day to change curriculum	January	18
Martin Luther King Holiday (No Work/Classes)	January	21
Financial Aid 1 st Disbursement	February	1
College Goals Sunday	February	10
Incompletes Due	February	15
Presidents Day Holiday (No Work – No Classes)	February	18
Finals 1 st Eight Weeks/midterms	February	25 -29
Spring Break	March	3-7
2 nd Eight Weeks start	March	10
Easter Break/Good Friday (No Work – No Classes)	March	21-24
Last Day to Drop a Class	March	28
Financial Aid 2 nd Disbursement	April	4
Pre-Registration/Fall Term	April	7-11
Expo	April	18
Pre-Admissions/Financial Aid Day	April	26

Finals Week	April	28- May 1
Grades Due Noon	May	2
Commencement	May	10

Summer Term 2007-08

Registration	May	23
Memorial Day Holiday(No work-No classes)	May	26
Classes Start	May	27
Last Day to Add	June	5
Financial Aid Disbursement	June	6
Last Day to Drop	June	20
Pre-Admission/Financial Aid Day	June	26
4 th of July Holiday (No Work-No Classes)	July	4
Finals	July	9-10
Grades Due Noon	July	15
Pre-Admissions/Financial Aid Day	July	17

TABLE OF CONTENTS

2007-2008 ACADEMIC CALENDAR	2-3
EDUCATIONAL PURPOSES.....	7
Institutional Philosophy	7
The Seven Teachings of the Anishinabe People	7
Institutional Mission Statement.....	7
Institutional Goals	7
Student Rights and Responsibilites	8
STUDENT RIGHTS.....	8
Right to Higher Education	8-9
Student Responsibilities	9
Student Records and Information.....	9-10
Student Conduct	11
Academic Misconduct.....	11
Social Misconduct.....	11
Penalties	12
AIHEC Student Eligibility	12
Student Appeals Policy	12-13
Unfair Treatment.....	13-14
Sexual Harrassment.....	14-15
Notification of Registered Sex Offenders.....	15
STUDENT SERVICES POLICIES.....	15
Admission and General Information	15
Student Responsibility for Satisfying Requirements.....	15
Admission	16
Selective Admission Policy.....	16
General Admission Requirements-New Students/Students Seeking Readmission	16-17
Admission of Transfer Students	17-18
Admission for All Students Applying As Non-Degree Seeking Student	18
Student Classification.....	18-20
Policy and Procedure for Registration/and Academic Record	20-22
Withdrawal from School.....	23
Late Registration	23
Class Cancellation(s).....	23
Course Load Limitation	23
Participation	24
Dual Credit.....	24
Credits, Grades and Honor Points	24
Honor Point (S)	24
Grade Interpretation Per Credit Hour.....	24
Calculation of Grade Point Average	25
CLEP Policy (College Level Examination)	25
Pass/Fail Grading System/Regular Credit Courses	25
Continuing Education Units (CEU) Pass/No Credit Grading System.....	26

Incomplete Grade Policy	26
Course Repetition	27
Deficiencies/Unsatisfactory Progress Report	27
Grade Reports	27
Grade Change	27-28
Student Academic Review Process	28-29
Honor Roll	29
Transcript Policy	29
Academic Bankruptcy	29-30
Requirements for Graduation	30
Assessment of Student Learning	31
Commencement	31
Transfer to Other Colleges	31-32
Standards of Satisfactory Academic Progress	33-34
Reinstatement	35
Financial Aid	35
Financial Aid Satisfactory Academic Progress	
and Duration of Eligibility Review	35-36
Change of Degree Plan	37
Remedial Courses	37
Transfer Credits	37
Repeated Courses	37
Student Enrollment Status, Financial Aid	
and Satisfactory Academic Progress	37
Student Status	37
Incompletes and Financial Aid	38
Financial Aid Probation	38
Financial Aid Suspension	38
Financial Aid Appeal Procedures	38-39
Mitigating Circumstances	39
How to Apply For Financial Aid	39
Financial Aid Disbursement	40
Frequency and Means of Payment for Student Financial Aid	40
Rights and Responsibilities Of Students Who Receive Financial Aid ...	40
Student Attendance Policy	40
Repayment/Refund Policy for Students Receiving Financial Aid	40-41
Turtle Mountain Community College Institutional Refund Policy	41
Refund Calculation Procedures	41
Military Selective Service Requirement	41
Anti-Drug Abuse Certification	42
Student Support Services	42
LIBRARY	42
Policies for the Library	42-43
Computer Access Policies	43
Rules	43

CENTRAL SUPPLY/BOOK POLICY	43
BUSINESS OFFICE POLICIES	44
STUDENT SENATE	45
Officers Duties	46
Ratification	47
Amendment or Revision of the Constitution	47
The Constitution	47
Rules of Election	47
Student Senate Advisor	48
Committees and Commissions	49
Smoking Policy	49
STUDENT DRUG AND ACOHOL ABUSE	49
Standards of Conduct	49
Sanctions	50
Student Referral	50
Dissemination	50
Health Risks	50
Counseling, Treatment, Rehabilitation or Re-entry Programs	50
Legal Sanctions	51-52
Handicapped Parking Policy	52
Student Right-To-Know	52
Personal Crime Prevention Tips	52
Important Phone Numbers:	52

EDUCATIONAL PURPOSES

INSTITUTIONAL PHILOSOPHY

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Chippewa Tribe. 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.

to cherish knowledge is to know **WISDOM**

to know **LOVE** is to know peace

to honor Creation is to have **RESPECT**

BRAVERY is to face the foe with integrity

HONESTY in facing a situation is to be honorable

HUMILITY is to know yourself as a sacred part of the Creation

TRUTH is to know all of these things.

INSTITUTIONAL MISSION STATEMENT

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, vocational 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

The Turtle Mountain Community College hereby establishes the following goals:

a learning environment stressing the application of academic concepts to concrete problems;

academic preparation for learning as a life-long process for discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;

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;

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;

continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning;

Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;

cooperation with locally Indian-owned businesses and stimulation of economic development for the service area;

continued independent accreditation; and

community service and leadership.

STUDENT RIGHTS AND RESPONSIBILITIES

Turtle Mountain Community College 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 serve the nature of the educational process.

Each student should realize that Turtle Mountain Community College'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 Turtle Mountain Community College catalog and student handbook.

STUDENT RIGHTS

RIGHT TO HIGHER EDUCATION

The Turtle Mountain Community College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, sex, 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.

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 Turtle Mountain Community College. 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 laws, state laws 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

Turtle Mountain Community College 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 ones own.
 - Unauthorized alteration or use of any college documents is prohibited.
- Any violation of the above Academic Misconduct will be reported to the Dean of Students.

SOCIAL MISCONDUCT

Any violation listed below will be reported to the Dean of Students:

- use of tobacco, except as permitted in authorized areas; See smoking policy page 35
- disruptive behavior in the classroom;
- disruptive behavior while representing the college on/off campus activities; page 31

Any violation listed below will be reported to Law Enforcement:

- 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 36.
- 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;

PENALTIES

Any student who is guilty of any of the above reasons 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 will place students on Suspension regarding this policy.

AIHEC STUDENT ELIGIBILITY

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

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. So, for example, if the Dean of Academic Programs reverses the decision, the applicant would not have to go to the next step. A student may appeal for reasons such as those listed under student conduct, academic misconduct and social misconduct

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 student has the option to agree with the decision or proceed to step 2.

STEP 2 Appeal Committee Review: Within three working days of a decision by the Dean of Academic Programs, the applicant may request a review by an Appeal Committee set up by the Human Resource Director. The appeal committee will consist of one Student Government member, two faculty members, and two staff members, to be chosen by lottery. 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 supplied by the principles in the disputed decision. The committee will meet and appoint a spokesperson 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 between students, instructors and/or staff members of the college, 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 such matters. It is the intent of this policy to attempt to alleviate any feelings of retribution or misunderstandings that may arise from what may be interpreted from policies of the college which in turn may cause hard feelings. To assist the student in dealing with decisions of instructors, staff members, and/or 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. This can be done in written form or verbally. If the matter cannot be settled at this point, the student may either drop the grievance or take it to the next step.
2. **Written Grievance:** Within five (5) working days following the decision of the initial grievance phase, the student must present, in written form, his/her official grievance, in detail, to the Academic Dean. The Academic Dean has five (5) working days to render a decision, in writing. If a decision is not reached by either side, the next step will be followed

Grievance Committee: If no decision has been made at Step 2, then the student has five (5) working days to request, in writing, that a grievance committee be formed to hear the matter. The request will be given to the Human Resource Director who will select a committee and schedule a hearing within five (5) working days. A committee will be comprised of the following:

- a. Human Resource Director
- b. Counselor from Student Services selected at random
- c. One faculty member selected at random
- d. One staff member selected at random
- e. One member of the TMCC Student Senate selected at random

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. In this case, 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 and 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 Turtle Mountain Community College'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.

STUDENT SERVICES POLICIES

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 Academic Dean, Registrar, or Advisor.

Admission and General Information

Student Responsibility for Satisfying Requirements

Each student has complete responsibility for complying with the instructions and regulations set forth in this catalog, for selecting courses that will satisfy his/her educational objectives, and for satisfying course prerequisites. Student Services and advisors are always available and willing to assist students.

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 application for fall 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

Turtle Mountain Community 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.

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. An ACT Assessment (American College Testing Program) results. Those students who are 24 years of age and older and have not matriculated at TMCC will not be required to take the ACT assessment test. Students who are younger than 24 years of age are required to take the ACT assessment test. The ACT assessment test is administered at Turtle Mountain Community College for the February, April and October test dates each year. ACT registration material and testing information can be obtained from Student Services and Student Support Services offices.
4. A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable.
5. A completed FAFSA application

Note: All students need to complete the FAFSA (Free Application for Federal Student Aid)

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 requirements letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. If the documents are not received, the student will need to contact the admissions officer for a waiver of admissions. Students who have completed all admission requirements will receive a letter of acceptance. The letter will contain information about orientation, registration, and first day of classes.

Admission of Transfer Students

A transfer student must meet the general admission requirements of Turtle Mountain Community College (see page 11).

1. A transfer student must provide an official transcript of all previous college work.
2. If the student has been suspended in the previous semester at another institution, the student will not be allowed to register at TMCC, see the [Standards of Satisfactory Academic Progress page 22-23](#).
3. A student may be admitted on Probation if GPA does not meet Turtle Mountain Community College Standards of Academic Progress
4. Any coursework transferring must meet the same criteria as the courses listed in the Turtle Mountain Community College catalog.
5. Only regular credit college courses with a "C" or better will be accepted in transfer.
6. All transfer credits with a "C" or better will be recorded with a "P" grade. Decisions about transfer credit may be appealed to the Academic Affairs Committee.
7. A transfer student seeking to receive an Associate Degree from Turtle Mountain Community College must have a minimum of 25 semester hours taken in residence. A transfer student seeking to receive a Certificate from Turtle Mountain Community College

must have a minimum of 30% of their semester hours taken in residence with a C or better average. (See graduation requirements)

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 requirements letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. If the documents are not received, the student will need to contact the admissions officer for a waiver of admissions. Students who have completed all admission requirements will receive a letter of acceptance.

Note: All students need to complete the FAFSA (Free Application for Federal Student Aid)

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
2. A registration form
3. A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable

Student Classification

A student enrolled as a candidate for a degree and who is seeking eligibility for Financial Aid must satisfy admission requirements. A student who has earned less than 30 semester hours of credit is classified as a freshman. A student who has earned 31 semester hours of credit or more is classified as a sophomore. A student admitted to the Elementary Education program or Secondary Science Program is classified as a junior or senior as noted in the Department's program of study. A "Full-time" student is one who is enrolled for at least twelve semester hours of credit for the fall and spring term or at least six credits for the summer term. A "Part-time" student is one who is enrolled for fewer than twelve semester hours of credit in the fall and spring term or less than six 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 enrolled 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 and earns credits that count toward high school graduation as well as toward a college certificate or degree. Credits earned by “Dual Credit” will be banked at Turtle Mountain Community College until all admission requirements are satisfied. A student who wished to apply for dual credit must receive written approval of high school counselor and registrar prior to registration. A dual credit student may enroll for a maximum of 8 hours per semester. This includes any credits earned as a special student.
3. A “Non-Degree” seeking student is not eligible to receive Federal Financial Aid and is classified as a “Special Student” defined as follows:

A "Special" student is one who meets one of the following criteria:

- i. Is a current high school student who has earned 14 units and has the written approval of the high school counselor and registrar prior to registration. A high school student may enroll for a maximum of 8 hours per semester.
- ii. Is a current GED student who has passed three of the GED test 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.
- iii. Credits earned by a "Special" student cannot be counted toward a degree or certificate until all admission requirements have been satisfied. Credits earned will be banked by the institution until the admission file is complete.
- iv. An "Auditor" 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”.

- v. A "Continuing Education Unit" student is one who is enrolled in courses for CEU credit.
- vi. A “Customized Training” student is one who is enrolled in courses designed to meet the training needs of an employer.

A “Non-Traditional" student is one who may not satisfy admission requirements, but may have the "ability to benefit" from certain courses. The registration of a Non-Traditional student is subject to the approval of the Dean of Academic Programs. Proper documentation from an outside source showing the student’s "ability to benefit" may be required before the student is admitted.

Policy and Procedure for Registration/and Academic Record

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

A student is assigned an advisor according to their admitted degree or certificate program.

Orientation is an organized informational seminar and an important part of the registration process. At the session, staff and peer mentors present an overview of information for all freshmen and transfer students who intend to enroll for six or more credits.

. See the academic calendar at the front of this catalog for the date.

Pre-registration is conducted for one week in the semester for currently enrolled students seeking enrollment for the next term. See academic calendar for dates. Students who pre-register in the spring term for the next academic fall term need to complete and return the intent to enroll form. This form needs to be returned by the deadline date published in the academic calendar. If the form is not received by the deadline the student’s enrollment will not change from pre-registration to registration. The student will then have to arrange a new course schedule and enroll on the dates scheduled in the academic calendar for registration; these dates are usually two days prior to registration.

Registration is conducted each semester. See the academic calendar at the front of this catalog for dates. Faculty is available to advise students during the fall/spring registrations. Starting one to two weeks before registration,

prospective students are informed by mail and media about the date, time, and place of registration.

All new students are required to take placement tests in the following areas: English and math. Students who lack basic skills based upon these tests will be required to register in developmental courses. Students will have a one time opportunity to challenge the test results. The placement tests are normally schedule the day prior to registration.

1. Registration packets are available in Student Services. Each student, with the assistance and approval of an advisor, prepares a schedule of classes. After reviewing the program of study with his/her advisor, the student indicates appropriate classes on the registration schedule form. The advisor must sign the registration form.
2. Each student will take the registration schedule form to the designated registration area where an operator will register the student.
3. The Registrar's Office will process the student's registration materials and notify the instructors of the student's enrollment in class(es).
4. Change of Registration, Add/Drop and Total Withdrawal

a. **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. There is a \$2.00 fee for changes in registration after the third day of classes.

b. **Course Additions**

A student may add a class until the completion of the 10th day of instruction for the fall and spring terms. No adds will be accepted after the 10th day of instruction without approval of the Academic Affairs Committee. Registration for online courses closes after the 5th day of classes. If a student does not attend any classes within the first ten days, an administrative withdrawal will be given to the student.

c. **Adding and/or Dropping Courses**

Adding/dropping of classes can be done in accordance with the dates shown in the calendar at the beginning of this catalog. The procedure is as follows:

1. Pick up the Add/Drop or Total Withdrawal card from Student Services.
2. Fill in the class(es) added/dropped. Fill in revised class schedule.
3. Obtain required signatures.
4. Return all books for dropped classes to the Book Store.
5. Go to the Business Office and pay the \$2.00 fee.
6. Return the completed card to the Registrar. The card will be checked for accuracy and processed.

d. **Program of study change**

If a student decides that they would like to be admitted to a different program before the first day of classes, they may contact the Registrar and ask for admission consideration to their new choice. The student will need to receive approval from their advisor prior to the change. The decision to make the change will be based on availability and your academic quality. After classes begin, you must complete at least one semester of coursework before you can attempt to switch programs, unless it is before the last day to change program of study as stated in the TMCC calendar located at the front of this catalog. If the program of study change is approved by the Registrar, the request will be forwarded to admissions for processing.

A change is not final until the above procedure is complete. If a student drops after the last day to add, a "W" will be entered on the transcript. A student does not withdraw simply by dismissing him/herself for the course. A student who does not formally drop may receive the grade of "F" in each course for which he/she was registered. To avoid this, a withdrawal card must be fully processed before or on the last day to drop a class. Students may not drop class(es) after "The last day to drop.", without approval of the Academic Affairs Committee (See academic calendar at the front of this catalog for dates)

Withdrawal From School

Students who withdraw from all courses taken in a semester will be required to meet with the retention officer before they can return. 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 him/herself for the course. A student who does not formally withdraw may receive the grade of "F" in each course for which he/she was 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(es) after "The last day to drop/withdraw.", without approval of the Academic Affairs Committee (See academic calendar at the front of this catalog for dates)

Late Registration

A student who registers after the first day of classes assumes responsibility for the make-up of missed work at the convenience of the instructor.

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 16) The \$2.00 fee to add a class will be waived.

Course Load Limitation

The average course load for a regular full-time student is 16 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 Affairs Committee to request approval of the overload. A student who carries an overload must hold a cumulative GPA of 2.5. The maximum course load for any student is 24 semester hours. Students on probation will only be allowed to enroll in a maximum of 12 semester hours of academic credit. Those students who are first semester students will not be allowed to take more than 19 credit hours. Those students who are transferring and wish to take more than 19 credit hours must have a cumulative GPA of 2.5 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 this responsibility.

Dual Credit

Dual credit college courses allow students to receive both high school and college credit. TMCC is authorized by the provisions of North Dakota Century Code 28-32-01 to offer dual credit. 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.

Credits, Grades and Honor Points

The college functions on the semester plan. All academic work is expressed 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 & Technical Education programs are 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. Check with the class schedule for reference.

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:

Honor Point (S) Grade Interpretation Per Credit Hour

A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
P	Passing	0
F	Failing, no credit granted	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 "*" represents:	Course repeated
The Mark of "WIP" represents:	In Progress

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, or suspension. When a student is placed on probation they are required to meet standards of satisfactory academic progress the following semester, or they will be suspended.

CLEP Policy (College Level Examination)

Turtle Mountain Community College does not give the CLEP test, but a student may transfer CLEP credits into the institution. See the Admissions/Records Technician for CLEP information.

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 from Turtle Mountain Community College will be accepted toward an Associate Degree for any (period).
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 to have 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 the 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 resume or job application verification. Cultural, social, civic groups, agencies, and business and industrial organizations are encouraged to make their training needs known to Turtle Mountain Community College. Ten (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. It is the student's responsibility to initiate the incomplete. 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 for the student. The following circumstances are considered extenuating:

- Student is hospitalized or under doctors 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, as defined in the TMCC personal policy manual.

When the instructor submits the "I" grade, he/she also submits 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. This must be done 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 Turtle Mountain Community College 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 Turtle Mountain Community College courses. If a student receives a failing grade in any course, the course should be repeated the next time the course is offered. (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 received a grade of "B" or better. A student may be allowed to repeat a course that they 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.

Deficiencies/Unsatisfactory Progress Report

The instructor makes deficiencies or reports of unsatisfactory progress of a student at intervals throughout the semester. The Retention Technician sends the student the deficiency. Copies of the reports may be sent to Student Support Services, advisors, or funding agencies who may call the deficient student for a conference. 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 sent the notice.

Grade Reports

Grade reports are mailed to the student at the end of each semester by the office of the Registrar. Grade reports may be withheld from a student who has not satisfied all entrance requirements. Grade reports will be held if the student has not returned all library materials, has not returned all textbooks by the end of the semester, or has financial obligations at the institution.

Grade Change

A grade change may be made 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 any 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 an Incomplete. 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 members. The card is then properly filled out and returned to the Registrar for approval and processed. Processing time usually takes 3-5 days.

Student Academic Review Process

The Academic Affairs Committee has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational 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, and death in the family. The general principle of a late withdrawal is a non-academic circumstance that is outside of the student's control, 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 Affairs 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

- Write a letter to the Academic Affairs 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., have that person write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead 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 to the Registrar's office to be presented to the Academic Affairs Committee.
- The student will be notified in writing of the appeal decision.

Honor Roll

To qualify for all levels of the Honor Roll, a student must be registered for a minimum of 12 regular credit hours. 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. A student with a 3.0 to 3.49 GPA will be placed on the Honor Roll. The Honor Roll is published each semester.

Transcript Policy

Transcript requests must be submitted in writing, by 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 cannot be honored nor can requests by relatives or friends of a student. A request for a transcript of credits by a student who is in debt to Turtle Mountain Community College will not be honored until the debt is paid. Each transcript includes the student's entire academic status. Turtle Mountain Community 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 course was taken. Turtle Mountain Community College 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 not be available for at least two weeks after grades are submitted to Student Services. Transcripts will be withheld from a student who has not satisfied all entrance requirements, if the student has not returned all library materials, has not returned all textbooks, or has financial obligations at the institution.

Academic Bankruptcy

1. Turtle Mountain Community College has a policy for allowing a student who has experienced academic problems to apply to the Academic Affairs Committee in writing for Academic Bankruptcy.

Academic Bankruptcy is designed for the student who had an extremely poor start academically. Without this program, students in this situation would not have a second chance to pursue their educational goals. Students may apply for Academic Bankruptcy only after they have exhausted their probationary status and have sat out the required term or terms their suspension dictates. A student has to have been academically suspended twice in order to qualify for academic bankruptcy. 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 the cumulative GPA.

2. Academic Bankruptcy will only be granted once throughout academic career at Turtle Mountain Community College.
3. Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for Title IV funding.
4. A student who is using Veterans Administration benefits must consult his/her veteran's representative before he/she uses this policy.

Requirements for Graduation

Elementary Education majors must meet the requirements of the Elementary Education 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. Earn a minimum grade point average of 2.0
2. Satisfy all entrance requirements
3. Satisfy all requirements of the suggested catalog curriculum. Specific curricular requirements may be modified by the student's advisor.
4. Fill out the graduation application for the degree or certificate at the Registrars Office.
5. Fulfill all financial and academic obligations prior to the date of graduation
6. Fulfill the residency requirements for the Institution with a minimum of 25 semester hours for an Associate of Arts, Associate of Science, or Associate of Applied Science, or a minimum of 30% of course-work in residence for a certificate and 30% of course-work for bachelors degree.

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 college and community initiatives. Some programs require an electronic portfolio as a graduation requirement. A student should consult their academic advisor on program assessment requirements for graduation.

Commencement takes place at the close of each academic year. A candidate for a degree should be present at commencement in cap and gown.

Commencement Honors

Commencement honor's GPA is calculated using the previous semester's 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, the candidate with the highest cumulative grade point average over 3.75 will graduate summa cum laude.

Transfer to Other Colleges

A student may enroll in a program of study at Turtle Mountain Community College that will qualify him/her for junior standing in Turtle Mountain Community College Elementary Education Program, Secondary Science Program, or at most four-year colleges and universities. In May of 2002 Turtle Mountain Community College has implemented a General Education core curriculum that qualifies transfer within the North Dakota University System, member institutions, and the 4 Tribal Colleges. Since the requirements of colleges and universities out of state may vary, a student must familiarize him/herself with the program requirements of the Turtle Mountain Community College or the four-year college where s/he 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, this book is available from your advisor or registrar; 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 them to satisfy general education requirements. If a student is in doubt about the transfer of any course, he/she should ask for an evaluation by the Registrar at the institution to which he/she plans to transfer. Again, we urge each student to study the college catalog of choice to review requirements. A substantial number of catalogs of four-year colleges and universities are available in the Career Counselor's office.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS

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

Satisfactory Academic Standing - A student who maintains at the standards of satisfactory academic progress at the conclusion of any academic term is considered to be making satisfactory academic progress at Turtle Mountain Community College.

Less Than Satisfactory Academic Standing - A student who fails to maintain the standards of satisfactory academic progress at the conclusion of any academic term is considered to be failing to maintain satisfactory progress and will be placed on academic probation, or suspension.

Turtle Mountain Community College has established the following probation, and suspension procedures:

- **Academic Probation** - After grades are reported at the end of any academic term, a student who fails to meet the Standards of Satisfactory Academic Progress 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 at the conclusion of that term will be removed from "Academic Probation." A student who receives an academic probation letter will be required to contact their advisor before registering for next semester.

- **Academic Probation For Transfer Students** - A transfer student who is on academic probation at the institution from which he/she is transferring will be placed on "Academic Probation" at Turtle Mountain Community College. All of the Turtle Mountain Community College conditions for "Academic Probation" will apply.
- **Academic Probation 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, he/she will be placed on "Academic Probation." The student will be after the 6th week that he/she has been placed on "Academic Probation" for the rest of the semester. All of the Turtle Mountain Community College conditions for academic probation will apply.
- **Academic Suspension** - Any student on "Academic Probation" who fails to maintain satisfactory academic progress according to the Standards of Satisfactory Academic Progress or the semester grade point average requirements will be suspended. The suspension will be for one 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. When this student returns to the institution, he/she will be placed on "Academic Probation." 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 re-admission to Turtle Mountain Community College. ." A student who receives an academic suspension letter will be required to contact their advisor before registering for next semester.
- **Academic Suspension After Incompletes are Satisfied** – When a student who is on “Academic Probation” receives 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 Standards of Satisfactory Academic Progress and/or the semester grade point average requirements when the student's incomplete grade is satisfied, the student's registration will be canceled and he/she will be suspended.

Reinstatement

Students have an opportunity to reestablish 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 Turtle Mountain Community College 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 aid application each year. A student who wishes to apply for financial aid should contact the Financial Aid office for information and application forms. -

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. Satisfactory academic progress has the following components to measure a student's progress toward a degree or certificate.

The components are:

1. Cumulative grade point average.
2. A complete ratio of all courses attempted.
3. Duration of eligibility, which is up to 150% of the program, 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 be making 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 degree 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. **Each semester, the student must pass 67% of the credits in which he/she is enrolled.**

Example: 18 credits x 67% = 12 credits
15 credits x 67% = 10 credits
12 credits x 67% = 8 credits
9 credits x 67% = 6 credits

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 his or her 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 his program of study requires 63credits 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. The student may request to receive Title IV funding for one additional semester if they are graduating at the end of that semester.

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 that are accepted at TMCC toward the 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 student (less than 6 credits)

The less than half-time student 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 made. The deadline is the end of the sixth week of the next semester of the student's enrollment (See Incomplete Policy).

Financial Aid Probation

Students failing to meet any of the above requirements will be placed on probation for one term. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 45 days of the end of the term.

Students will be able to receive aid for the probation term. However, for financial aid eligibility to continue, students must meet the SAP requirements by the end of the probation term. The probation notice will also inform the student what GPA he/she must achieve and the number of credits that must be successfully completed in order to meet requirements.

Financial Aid Suspension

If a student fails to meet any of the above requirements for two - terms or fails to complete all degree requirements within 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 term.

Students will remain suspended from financial aid until they meet the SAP requirements. The suspension notice will also inform the student what GPA he/she must achieve and the number of credits that must be successfully completed in order to 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.

The Financial Aid Committee will hear all appeals that claim mitigating circumstances

Students who have been placed on financial aid suspension or who have exceeded the 150% program of study limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within **30 days** of notification to the director of financial aid.

- A letter of explanation
- Third party documentation supporting the reason for your appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal with 14 days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the term (s) listed in the notification. 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 is required to apply for Financial Aid and must complete the following:

1. Admission requirements
2. The Free Application for Federal Student Aid (FAFSA) Stop by the Financial Aid office to get information about completing the online FAFSA. The FAFSA determines your eligibility for the Federal Pell Grant, Federal Supplemental Grant (FSEOG) and Federal College Work Study (FCWS). Turtle Mountain Community College does not participate in the federal student loan program.

Financial Aid Disbursement

Financial Aid is distributed through the Business Office on the date specified in the college catalog. Students have to be attending 67% of the total class periods of the courses they are enrolled in to be eligible to receive Title IV funding. No Federal Title IV or college 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- 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 his/her 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 Turtle Mountain Community College 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. Students must be in attendance at least **67%** of the total class periods of the courses they are enrolled in to receive Title IV funding.

Repayment/Refund Policy for Students Receiving Financial Aid

When a student officially or unofficially withdraws or is expelled during the refund period, the following action will occur:

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.

Turtle Mountain Community College Institutional Refund Policy

In order to comply with current federal regulations, Turtle Mountain Community College 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 the College. The Financial Aid Office will determine if the students have 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 are 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 Turtle Mountain Community College or any other College. All repayment arrangements must be made with the Business Office.

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 funds. 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 a student at Turtle Mountain Community College. 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 (SSS) is funded by the U.S. Department of Education and is part of the TRIO Program. Student Support Services assists students who are either low income, physically handicapped, or a first-generation college student (whose parents have never attained a 4-year college degree). Most students at TMCC are eligible for Student Support Services; there is no cost to the student. The main purpose of Student Support Services is to help students survive in college. Student Support Services offers (1) counseling and guidance, (2) career counseling, (3) financial aid assistance (4) help with application forms, (5) tutoring, (6) support groups, (7) drug and alcohol information, (8) referral services to outside agencies, (9) help with resumes, and (10) basic skills courses. Contact the Student Support Services personnel for applications and further information in Room 114 of the first floor of the college.

LIBRARY

The Turtle Mountain Community College Library is located on the second floor of the college. The materials housed in the library reflect the liberal arts philosophy of the college. It is designed to provide students, staff and the community with publications and audio-visual materials needed for study, research and recreational purposes. Library materials that are available for checkout include books, magazines, pamphlets, phonograph records, videotapes and other audio-visual materials. A coin-operated photocopier is also available for student use. During the summer of 1989 a Security System was installed in the library. It is vitally important to properly check out all library material. All students and other members of the community are welcome to use the library. Students also have access to computers and the Internet in the library.

POLICIES FOR THE LIBRARY

When classes are in session the library is open from 8 am to 8 pm Monday through Thursday, and from 8 am to 4:30 pm on Friday.

The library is open from 8 am to 4:30 pm when classes are not in session and during the summer months.

The student may check out materials for a period of thirty days.

All materials are due back in the library at the end of each semester.

No grade reports or transcripts will be released until all materials are returned to the library

COMPUTER ACCESS POLICIES

The computers are loaded with Microsoft Windows XP Professional software that includes programs such as word processing, database, spreadsheet, Power-point, Word, Excel, Choices, etc. Internet access is also available.

Computers are expensive and will not tolerate abuse. Foreign substances spilled on the keyboards can damage them. The following rules will be enforced to protect the machines and prolong their usage as long as possible.

RULES

- No tobacco, food, or drinks are allowed around the computers;
- Abuse to the computers or other learning center equipment will not be tolerated. (e.g.) banging on the keys or tampering with any preset settings on equipment);
- Anyone who is not familiar with computers or software and wishes to use them should seek help to prevent accidental damage;
- Absolutely No indecent material, and
- No loud speaking, horseplay, chat rooms, and games.

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 check out and return 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;
- Students will sign for the required books that they receive for that term;
- The student must return all books and materials back to the Bookstore/Central Supply at the end of each term;
- The student will be charged for any lost or damaged books and;

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

BUSINESS OFFICE POLICIES

FINANCIAL AID

Financial aid disbursements are made in accordance with the college catalog.

All disbursements are made on Fridays (unless otherwise noted).

DROP/WITHDRAWAL

Before the Business Office issues a receipt to drop or withdrawal from a class, the books that were issued for all courses must be returned to the Bookstore.

ADDING A CLASS

Before a class can be added, a \$2.00 fee must be paid to the business office. A receipt will be issued as proof of payment.

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

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). Each 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

All students who are participating in College-sponsored activities (on/off campus) are expected to abide by the policies of the college. Those students who violate 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 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 Turtle Mountain Community College 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 \$300.00 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 handle all monies by proper procedure.

Note: Seed money will be awarded once for each organization. Seed money will stay in that account for the future needs. 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 Turtle Mountain Community College. 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. Student Representative-This student 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 constitution of the TMCC Student Senate;
- 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 to 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 Department personnel and plan a budget from the previous year's 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 of 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 the Turtle Mountain Community College, 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 the Turtle Mountain Community College 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;

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 and report to the President of the Student Senate if a member's scholastic average falls below Satisfactory Progress. The advisor based on his/her judgment, in consultation with the Student Senate, 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 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:

The Turtle Mountain Community College 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, the Turtle Mountain Community College will provide smoke-free facilities. This has resulted in a ban on smoking within all of the buildings on the campus. In order to keep the smoke from entering the facilities from out of doors (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 Chief Executive Officer. The individual may be asked to leave the college property.

STUDENT DRUG AND ALCOHOL ABUSE POLICY

The Turtle Mountain Community College has 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 students with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. The students who seek 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 Turtle Mountain Community College 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, Turtle Mountain Community College 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.

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 under 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

Turtle Mountain Community College has 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:

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

STUDENT RIGHT-TO-KNOW

In compliance with the Student Right-to-Know and campus Security Act (October 1990), Turtle Mountain Community College provides students the following information regarding graduation rates and campus crime statistics:

Note: The sample consisted of those students who are receiving their first degree from Fall 2001 to Spring 2005. Other students who had other college transcripts prior to graduation were not counted.

PERSONAL CRIME

PREVENTION TIPS

- o Report any lost keys to maintenance at 477-7862;
- o Lock car at all times when left unattended; and
- o Secure valuables in trunk of car or out of plain view.

IMPORTANT PHONE NUMBERS:

COUNSELING SERVICES

Human Services 477-8658

Police 477- 6134

Doctor 477-6111

Ambulance 477- 5852

Fire DAY 477- 3185

477- 8659

NIGHT 477- 6134

5th Generation Center 477- 3121

Annette Charette 477-7842

SSS Counselor Advisor