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STUDENT HANDBOOK

INTRODUCTION

The purpose of the Stone Child College (“SCC”) Student Handbook is to assist students in understanding the policies and procedures, student rights and responsibilities, and freedoms accorded to students while attending Stone Child College. The handbook is intended to clarify policy jurisdiction and support our institution in the efforts to maintain a comfortable learning environment with high expectations for student achievement and conduct. Students are responsible for becoming familiar with the contents of the SCC Student Handbook.

DISCLAIMER

No claim is made that this document fully encompasses all rules and regulations on the SCC College Campus. The rules and regulations are subject to change at any given time. Students are to browse the SCC Website and look at our catalog or obtain a hardcopy of the Stone Child College Catalog for more comprehensive information.

At end of the Handbook, Students will sign as to the acceptance and adherence to the contents of the Stone Child College Student Handbook.

ACCREDITATION

Stone Child College is a tribally chartered community college of the Chippewa Cree Tribe and offers programs of study that lead to a bachelor degree, associate degrees, certificates, endorsements, and continuing education.

SCC was chartered by the Chippewa-Cree Business Committee on May 17, 1984 and is accredited by the Northwest Commission on Colleges and Universities. It is listed in the Accredited Institutions of Higher Education (AIHEC), published by the American Council on Education for the Council on Post-Secondary Accreditation.

Stone Child College is committed to meeting the needs of the community tribal programs and is dedicated to helping promote pride in Chippewa Cree culture and language. Our Mission Statement is a testimony of this feeling of pride in our community.

MISSION STATEMENT

Stone Child College (SCC) is a tribally chartered college, established to deliver post-secondary educational opportunities through degrees, certificates, endorsements, and continuing education. SCC stresses the importance of preserving the Chippewa Cree language, culture and history. SCC will promote transfer students, professionally prepared and career-ready individuals.

GUIDING PRINCIPLES

To provide further specificity to the Mission Statement, the SCC Board of Directors has committed the college to the following principles:

1. Preserve and promote the language, culture, and history of the Chippewa Cree
2. Assist tribal organizations in staff development, planning, research, and other needed services
3. Collaborate with other institutions and agencies in furthering the interests of the college and community
4. Continually assess institutional programs and student achievement for increased efficiency and effectiveness
5. Maintain a student-centered, life-long learning-oriented environment, including opportunities for leadership and community service

CORE THEMES

1. Core Theme One: Increase Post-Secondary Education Opportunities, Achievements, and Attainments for American Indian Students, Students who are Economically Disadvantaged, and First-Generation College Students.
2. Core Theme Two: Provide quality Post-Secondary Education for Transfer or Workforce.
3. Core Theme Three: Build Community Partnerships and Provide for Continuing Education.
4. Core Theme Four: Support the Cultural Perpetuation, including the language, culture, and history of the Chippewa-Cree.

ACADEMIC POLICIES AND PROCEDURES

OPEN ENROLLMENT

SCC maintains open enrollment. Anyone who possess a diploma from an accredited high school or is seeking a HiSET Exam Credential (HSE Credential) or a General Educational Development Certificate (GED), will be admitted for registration at SCC. All American Indian students who are enrolled members of a federally-recognized tribe or provide proof of descendency within the United States must provide certification of American Indian blood quantum for documentation purposes proving descendency. Canadian Indians are not included unless they are also enrolled with American Indian Tribe.

NON-DISCRIMINATION POLICY

Stone Child College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, disabled veterans, or veterans of the Vietnam era as defined by law. All complaints regarding discrimination should be registered with the SCC Personnel Office at 406-395-4875 Ext. 3241.

ADMISSIONS

The Registrar/Admission Office is located on the second floor of Kennewash Hall. Admission application forms are available at the Registrar's Office and on the SCC Website. Students must provide the following materials before they are registered for a course:

1. A completed Application for Admission Form (Returning students submit an Application for Re-Admission).
2. Official High School Transcript
3. Official College Transcript(s)
4. AccuPlacer Placement Test
5. Certificate of Immunization (MMR 2 doses)
6. Tuberculosis Skin Test with results in the last 5 years
7. Copy of Tribal Membership Verification
8. Copy of Social Security Card
9. Release of Information
10. Declaration of Major
11. Drug and Alcohol Compliance Policy
12. Transfer students must request one official copy of their transcripts from previously attended colleges to be sent directly to the Registrar/Admissions Office.
13. High School graduates, transfer students, and GED students are not eligible for Federal Student Aid until a copy of their high school diploma, transcript, or GED certificate has been received in the Registrar's Office.

REGISTRATION

Registration is the process of selecting a course of study and officially enrolling for courses at SCC. New students are required to attend orientation and take Freshmen Seminar.

A student is considered enrolled at Stone Child College when they complete the Application for Admission. All documents are submitted to the Registrar's Office and payment for tuition is expected upon completion of the registration process.

A full listing of current tuition, fees, books and other college related expenses are available at either the Registrar/Admissions Office or the Business Office.

Tuition and fees must be paid or written arrangements for payment must be made at the time of registration. Students may not register for a subsequent term unless all charges for the preceding term have been paid or satisfactory arrangements for payments have been approved by the Business Office. Transcripts, grade reports, or diplomas cannot be released until all charges have been fully paid. All financial aid received on behalf of the student will be applied towards their educational related expenses first, before any refunds are processed. A maximum of \$200.00 per term can be applied toward a balance from a previous academic year.

If a student decides to change a class after his/her initial registration, the student will need to complete a drop/add form located in the Registrar's Office. Instructor's signatures on both the dropped course and the class to be added are required when filling out the form. Changes in a course will not take effect until the paperwork has been completed and submitted to the Registrar's office.

It is the responsibility of each student to register, add/drop, or withdraw from a course at Stone Child College. If a student does not attend a course and does not withdraw from college, the grades will convert to "F" grades and will remain on the student's transcripts. The student will be held responsible for all tuition and fees for taking the course. If a student wants to add a course after the drop/add period has ended, the student must obtain the instructor's signed permission to take the class. If a student registers for a course and never attends, they will receive an Administrative Withdrawal.

Registration procedures are discussed in detail at the annual Fall and Spring Semester Orientation, which is open to all students and required for all new students.

RETURNING STUDENTS

All returning students must complete the SCC Re-Admission application to be admitted to the college. All returning students must comply with the immunization policy that requires students to have their MMR (2 doses) and a tuberculosis skin test within the last 5 years.

TRANSFER STUDENTS

Students who transfer from another institution must complete the admission process and submit an official transcript from the institution previously attended. Credits earned at another institution will be evaluated by the Dean of Academics and Registrar and a transfer of credit will be completed and placed on the student's transcript at SCC. Advisors will evaluate and approve any transfer credits. Students requesting classes taken from another Institution of Higher Education (IHE) to replace required SCC classes must provide the course syllabus for the course. Transfer of credit for courses completed will be accepted at SCC if the student completes the course with a "C" or better from an accredited post-secondary institution. Transferred course credits will not be included in the computation of the grade point average at SCC. Credits more than 10 years old from the date of initial admission to Stone Child College are subject to approval by the Dean of Academics.

ABILITY TO BENEFIT STUDENTS

Ability to Benefit applies to students who are admitted to a post-secondary institution but who do not have a high school diploma or GED. These students are eligible to attend the institution and are eligible for Title IV Funding (i.e. PELL, SEOG, Federal Work Study) under certain criteria.

HIGH SCHOOL STUDENTS

Students currently enrolled in high school can only enroll as a part-time student. They may enroll to take college freshman-level courses on a part-time basis. High school students are not eligible for Title IV Funding. (The compulsory age in the State of Montana is 16 years old or completed 8th grade level).

To enroll, the high school student must comply with the regular admission process and provide the required documents for admission to SCC. Parental approval and approval of the high school officials of the high school he/she is attending is required.

Tuition, fees, and book charges are the responsibility of the student/parents of the high school student attending SCC. Fees assessed to the high school student will be at the regular fee schedule listed in the SCC Catalog. College credit is earned upon the successful completion of coursework.

VETERANS

Veterans that are eligible for Veteran's Educational Benefits should notify the Registrar's Office at SCC of their intent to register for a course. They must fill out the Application for Admission and all other required documents for entry into college. Veterans should file their DD214 with the Registrar's Office and the Registrar will assist them with their certification procedures. Student must provide verification of eligibility to the Registrar if eligible for veteran benefits (or qualified or entitled).

IMMUNIZATION

Every student at SCC must submit their immunization record before their admission application is complete. If born on or before January 1, 1957, an individual is required to provide proof of immunization against measles, mumps, and rubella (MMR).

In addition, all students are required to submit the results of a PPD (tuberculosis) test. The test must be within the last five (5) years. Positive PPD testers will be required to receive an x-ray to eliminate contagious factors. A student with contagious airborne (active TB) communicable disease will not be admitted for attendance. Exemptions to this requirement are permitted to those individuals who have had a physician-diagnosed case of the disease(s) or a medical or religious exemption.

ACADEMIC ADVISING

Academic advising is provided by the faculty and staff at Stone Child College. The purpose of academic advising is to assist students in selection of courses, registration process, completion of an Education Plan, referral of students for tutorial assistance, provide academic counseling, and graduation preparation.

All students will be informed of their Education Plan for their specific major and class selection will be made accordingly; however, it ultimately is the student's responsibility to ensure that all courses selected will follow their Education Plan.

Students are required to have the approval of their advisor for class selection and advisors must sign off on class schedules. If students change academic programs, they

must sign a new declaration of major form with the Registrar and a new advisor will be assigned.

REPEATING COURSES

A student may repeat a course up to three (3) times to raise their grade. To repeat a course, the student must have the consent of the instructor and the Dean of Academics. When the student repeats a grade, the most recent letter grade will be recorded on the transcript as part of the GPA with the earlier grade remaining on the transcript followed by an "R". Repeated courses do not count for attempting credits in monitoring satisfactory academic progress.

AUDITING COURSES

Students may audit courses by registering for audit of the course with the Registrar. No academic credit is earned in an audited course and a \$2.00 per credit hour fee, plus a \$35.00 registration fee will be charged for auditing the class. A grade of "N" is placed on the student's transcript with no change in the student grade point average.

COURSE CHALLENGES

Students may request to receive credit for a course by special examination. Procedures and general guidelines for course challenges are as follows:

1. A student who requests to challenge a course must complete challenge requirements before the last day to add (3 weeks into the semester). Prerequisites apply for all courses taken on a challenge basis. Some courses are not challengeable and challenged courses must also be paid for like other regular courses.
2. A maximum of 12 credits will be allowed for challenge courses.
3. All challenge tests must be approved by the Dean of Academics.

INCOMPLETE GRADES

If at the end of the semester the quality of a student's work is satisfactory, but some essential requirement of the course has not been completed due to unforeseen circumstances, it is the student's responsibility to request from the instructor a grade of "Incomplete". Students receiving an incomplete must complete the course requirements

within the time specified by the instructor and Dean of Academics with a maximum of two (2) academic semesters following the issuance of the incomplete grade.

INDEPENDENT STUDY

Independent study credits are granted to students for work on an individual basis in a specific area of interest or for a required course. In general, a project will represent thirty (30) hours of work for each credit earned. Independent study credits are not a substitute for required course work. Student will check program requirements for allowability. The maximum amount of independent study is 12 credits per bachelor's degree.

The student is responsible for developing a suitable problem or project to include a title, description, goals and objectives, and proposed activities or have approval from the course instructor. The student will be required to complete and submit the "Request for Independent Study/Option" form and obtain approval from a faculty sponsor, the student's advisor and Dean of Academics. The faculty sponsor will supervise the project. Students who wish to undertake an independent study project should obtain further information from the Dean of Academics. The project proposal or course syllabi must be approved by the Dean of Academics prior to registration.

ACADEMIC PROBATION

At the end of any semester, degree-seeking students who were placed on academic warning during their previous semester of attendance and their cumulative GPA is still below 2.0 will be placed on academic probation. An exception is made if they earn at least a 2.0 GPA for the semester without raising their cumulative GPA to a 2.0. In such cases, students will remain on academic warning. The purpose of academic probation is to issue to students, a second and final reminder that they will be suspended from Stone Child College if their academic performance does not improve. Students placed on academic probation should contact their advisor or counselor before registering for another semester.

ACADEMIC SUSPENSION

At the end of any semester, degree-seeking students who were placed on academic probation during their previous semester of attendance and their cumulative GPA is still below 2.0 will be academically suspended. An exception is made if they are at least 2.0 GPA for the semester without raising their cumulative GPA to a 2.0. In such cases, the student remains on academic probation. The effect of academic suspension is that the

student may not re-enroll. The student may petition to continue to attend Stone Child College if it is a subsequent semester.

****NOTE** - If this is your last semester on academic warning, please refer to academic probation. If this is your second semester on academic probation, please refer to academic suspension.

Following the academic suspension, students are automatically reinstated after a lapse of one (1) year upon notification to the Registrar of their intent to return to SCC. All students reinstated after academic suspension are reinstated on academic probation and will be suspended once again, unless they meet the requirements as explained under academic suspension (above).

ATTENDANCE

Stone Child College maintains an attendance policy for all students attending college. Students that are on programs must maintain at least. Students that are on programs must check with each program requirements. Financial Aid (PELL) requires 60% class attendance for all courses. Class attendance is maintained daily by the instructors and entered into the Campus AnyWare class attendance roster. The daily attendance is collected weekly and a weekly attendance report is computed on all student class attendance. Students that do not attend courses or maintain the mandatory percentage of class attendance are dropped from the program; those students on financial aid will not receive their PELL grant until they have reached the mandatory attendance requirement.

Family situations and life circumstances occur, however, a student must notify their instructor as soon as possible, if a situation arises that prevents a student from attending class. The student is responsible for any homework missed during their absence from class. Permission to make up any missed homework is at the discretion of the instructor. Students may be required to submit proof of the absence in class due to an individual illness or family member illness.

TRANSCRIPTS

All student transcripts are located in the Registrar's Office in Kennewash Hall on the second floor. Transcripts are maintained in the Campus AnyWare student database system and only select personnel have access to these transcripts. A student may access an unofficial copy of their transcripts from the Stone Child College Website, however, if a student is requesting an official copy of their transcripts, they must fill out a request for

official transcript form and pay the required fee. The Registrar will mail the sealed official transcript to the institution requesting the transcript.

REGISTRAR

The office of the Registrar is located in Kennewash Hall on the second floor. The Registrar is responsible for records maintenance, registration, and admission of all students at Stone Child College.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All students have the right to inspect and review their own education records as provided by the "Family Educational Rights and Privacy Act." (FERPA) As amended FERPA is a federal law that states that a written institutional policy must be established, and a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution maintains the confidentiality of student education records.

Stone Child College accords all the rights under the law to students who are declared independent. The institution will not disclose any information from student education records without the written consent of the student. The student must sign an academic year consent form which allows a specified individual access to their records. However, according to exceptions permitted under the act, student records may be disclosed to personnel within the institution, to officials of other institutions where students seek enrollment, to persons or organizations providing students with financial aid, to accrediting agencies, to persons in compliance with a judicial order, and to persons protecting the health or safety of students or other persons associated with them.

Within the Stone Child College community, only those members, individually or collectively, acting in the student's educational interest, are allowed access to student education records. These members include personnel in the Offices of the Registrar, Business Manager, Financial Aid Officer, Admissions Officer, and academic personnel within the limitations of their need to know. At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, current class schedule, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially-recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing prior to the first day of class for the semester. Request for non-

disclosure is honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Admissions/Registrar's office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at existing rates which are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe their education records contain information that is inaccurate, misleading, in violation of their privacy or other rights, may discuss their problems with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Registrar of the right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Dean of Academics who, within a reasonable period of time after

receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which adjudicates such challenges, will be the Dean of Academics, a representative of the Student Government and the Dean of Student Services.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearings, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA) Department of Education, Room 4074 Switzer Building, Washington, DC 20202

GRADUATION REQUIREMENTS

1. A cumulative grade point average of 2.00 or higher is required for each of the following degrees or certificates:
 - a. Associate of Arts Degree - Awarded by Stone Child College upon completion of 60-69 credits in General Studies and Human Services.
 - b. Associate of Science Degree - Awarded by Stone Child College upon completion of 60 credits in Business, Office Administration, and Computer Science.
 - c. Certificate of Completion - Awarded by Stone Child College upon completion of 34 credits in the program of Office Technology, and 38 credits in the program of Chemical Dependency.

- d. Bachelor of Science Degree - Awarded by Stone Child College upon completion of 129 credits
2. A minimum of 30 semester hours of credit must be earned at Stone Child College, and a minimum of 15 semester hours must be earned immediately preceding graduation.
3. Students must submit a complete application for graduation to the Registrar's Office the semester before they graduate.
4. Students must have a complete student file and complete all graduation requirements (including grades) before participating in graduation ceremonies.

RECORDS

The Stone Child College Registrar's office maintains information regarding students' academic progress at Stone Child College, including grade reports and permanent academic records (transcripts).

The SCC Registrar's Office is also responsible for collecting and maintaining current and accurate student information, such as tribal enrollment status, address, major, and advisor's name. This information is required by the federal government for determination of funding and also for maintaining accurate mailing addresses for the student body. Personal data changes such as change of address, change of major, or change of advisor should be reported to the Stone Child College Registrar's Office.

The release of a student's grades, transcripts, and other data requires written authorization by the student. Transcript requests from students should be directed to the Registrar. Copies of transcripts may be requested at any time. Students will be charged \$3.00 per copy after the first copy is issued. To expedite services, an additional \$3.00 will be charged for immediate transcript requests. Transcripts may not be released if a student has financial obligations to the College.

SCC does not have to release the student directory information requested. SCC may choose to release the information, but it would require SCC to notify the student/parent prior to the release of such information and allow them time to object to the disclosure of their directory information. Any student wanting any or all of this information to remain confidential must inform the Stone Child College Registrar in writing.

STUDENT RIGHT-TO-KNOW ACT

Stone Child College complies with the Student Right-to-Know Act, which was passed into law November 1990. The Act requires all colleges and universities to report data of three types. The data to be reported are statistics on campus crime; information on security policies and procedures; and the completion rates of SCC students and student athletes who receive athletic financial assistance.

CRIMINAL POLICY STATEMENT

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus or at school functions and policies concerning the institution's response to such reports.

Criminal actions are reported to the Chippewa Cree Law Enforcement. Other emergencies are reported to the nearest available college personnel and/or the Chippewa Cree Law Enforcement.

Stone Child College will follow-up on all incidents and emergencies to determine additional actions needed, such as, policy changes, facilities or equipment modifications, or special meetings. A log of campus incidents and emergencies is maintained in the Campus Security Office.

Stone Child College maintains the disciplinary powers to protect its educational purpose. This is done through the setting of standards of scholarship and conduct and through the regulations of the use of its instructional facilities. The following areas of misconduct are subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the college, forgery, alteration or use of SCC documents as instruments of identifications with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SCC activities.
3. Physical or verbal abuse of any person on SCC premises or at a SCC sponsored event.

4. Theft of or damage to SCC property or property of a member of the Rocky Boy Community on college premises.
5. Failure to comply with directions of SCC officials acting in performance of their duties.
6. Violation of published SCC regulations including those relating to entry and use of institutional facilities, the rules of this code of conduct and any other regulations that may be enacted.
7. Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.
8. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers or chemicals within or upon the grounds, buildings, or college facilities.
9. Needs to be added as computer theft, electronic device, and misuse of computer privileges

The following are steps that a person must follow to report an incident:

1. A charge is filed with the Campus Security Officer (CSO) within 7 business days of the incident.
2. The CSO makes preliminary investigation within 5 business days of the charge being filed. This will determine if the grievance can be resolved informally or must go through the hearing process (an example of informal resolution would be a meeting of the two parties facilitated by a third-party mediator).
3. If a formal hearing is required, all charges are presented to the accused student in written form and a time set for a hearing not exceeding 15 business days after the charges are presented.
4. A hearing is held by the CSO and will utilize the procedures and standards listed below.

All hearings will be private if requested by the accused student. In a hearing involving more than one student, severance will be allowed if requested. An accused student has the right to be represented by an advisor of his/her own choosing from within SCC.

Production of records and other exhibits may be required, and a record will be kept of the proceedings.

Following a hearing before the CSO, any one or more of the following may be imposed:

1. **Warning:** A written or oral reprimand for violation of specific regulations, including the possibility of more severe disciplinary sanctions in the event of other violations of any SCC regulations within stated period of time.
2. **Disciplinary Probation:** Exclusion from participation in privileged activities as specified in writing for a period of time not to exceed one school year.
3. **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation at the discretion of the CSO. This may include written or verbal apology.
4. **Suspension:** Exclusion from a course, other privileges or activities as specified in writing for a definite period of time not to exceed two years.

In case of probations or suspensions, the student may have a choice of one of the following:

1. Appear before the CSO and accept the decision.
2. Appear before the SCC Grievance Committee made up of two students, two (2) faculty members and a chairperson from the administration. The chairperson will be a non-voting member except in case of a tie vote. The chairperson will also be someone other than the CSO.

Recommendation for the imposition of sanctions is based on the evidence in support of the charges and not on the failure of the accused students to answer charges or appear at the hearing. The decision of the CSO is final unless the student elected to appear before the SCC Grievance Committee.

B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

Stone Child College maintains an open campus. Instructors regulate access to the classrooms and laboratories. Campus security personnel are immediately available for emergencies that arise on campus.

C. A statement of current policies concerning campus law enforcement, including:

1. the enforcement authority of security personnel, including their working relationship with federal, state and local police agencies; and
2. a policy which encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

Stone Child College does have a campus security officer and all criminal incidents should initially be reported to the CSO, unless the incident requires immediate police action. In that case, the local law enforcement agency (Chippewa Cree Law Enforcement) should be contacted first.

The identity of persons making reports is kept confidential. Reporting incidents as a form of good citizenship is encouraged at general assemblies and staff workshops.

D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Information on campus security policies and procedures will be provided during student orientation or general assembly each semester. In service the security officer and facilities manager will provide staff training on campus security at least annually. The campus security policies will be made a part of the staff Policies and Procedures Manual and the Student Handbook.

E. A description of programs designed to inform students and employees about the prevention of crimes.

The program for students and staff will be presentations by campus administrators on reporting procedures, information from the facilities manager on campus security and fire systems, and presentations by Chippewa Cree Law Enforcement personnel on crime prevention and personal safety.

F. Statistics concerning the occurrence on campus, during the most recent school year, and during the two (2) preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

1. murder,
2. forcible or non-forcible sex offenses,
3. robbery,
4. aggravated assault,
5. burglary; and
6. motor vehicle theft.

Programs presented to staff and faculty will have the most recent statistics on reportable crimes on campus and the surrounding area.

Statistics will also be presented on incidents of a more minor nature, such as, petty theft and campus accidents. SCC will prepare an annual report on campus crimes and incidents which will cover the preceding two years for which information is available.

G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of SCC. The off-campus student organizations are those recognized by SCC, including student organizations with off-campus housing facilities.

We do not have off-campus student organizations and therefore, do not have a reporting requirement for this section.

H. Statistics concerning the number of arrests for the following crimes occurring on campus:

1. liquor law violations;
2. drug abuse violations; and
3. weapons possessions.

Statistics will be kept through our incident reporting system on these crimes. This information will be provided in our annual report and at student and staff presentations.

- I. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this Act.**

The use or possession of alcohol or drugs is prohibited at SCC. Attending class under the influence of alcohol or drugs is reason for dismissal. Under Federal regulations, SCC is required to have a drug and controlled substance code.

Students who manufacture, distribute, dispense, possess or use a controlled substance while on the SCC campus, or attending a college class away from the main campus, or participate in a college sponsored activity may be placed on probation, be suspended, or be expelled from further attendance at SCC.

A "controlled substance" is defined in Drug Free Work Place Act of 1988, Public Law 100-690, by referring to the definition in schedules I-V of section 202 of the Controlled Substance Act (21 U.S.C. 812). Any drugs listed under the Drug Free Work Place Act that are in conflict with the Indian Religious Freedom Act are exempt from this policy.

- J. A statement of policy regarding the registered sexual offenders who might be present on campus.**

1. It is the students right to know if sexual offenders are on campus or attending a course. <https://app.doj.mt.gov/apps/svow/default.aspx>. Registered sexual offenders will be monitored via internet by campus personnel and they will contact all administrators and instructors if such person should enter the SCC campus. Registered sexual offenders who are pedophiles must stay 1500 feet from any facility where children under eighteen congregate such as grade schools, high schools, head start, day care centers, and colleges.
2. If a sexual offender or violent offender submits an application for employment with the college, the administration will review the application thoroughly and decide if it is appropriate for that individual to be hired at SCC. The president and administration reserve the right to thoroughly do a background check on a sexual offender that applies for a part-time or full-time position at the college.
3. Visitors who are registered violent or sexual offenders may be asked by SCC security to leave the college campus. If they do not comply, Chippewa Cree Law Enforcement will be called and remove the individual(s) from the campus.

STUDENT SERVICES POLICIES

BOOK STORE

The bookstore carries an inventory of required textbooks, educational supplies, clothing items, logo items, and a variety of other merchandise.

Students and staff are allowed to charge off PELL Grants, stipend programs, and staff payroll.

The bookstore serves the Stone Child College staff, faculty, students and community. It is a business operation and is managed as an auxiliary enterprise. The bookstore has regular business hours, which are posted on the door. Refer to bookstore policies available in the bookstore for further information.

ACCUPLACER TESTING

AccuPlacer Testing is a placement test required by all new students enrolling into Stone Child College.

AccuPlacer testing is administered in the following areas: Math, Reading and Writing. The test is approximately one hour in duration and all students are encouraged to schedule their time accordingly. Tests are administered daily from 8:00 am to 3:00 pm. Call Student Services for an appointment.

Transfer students who have already taken college level Math and English are not required to take the AccuPlacer Test. SCC will accept similar (Compass or ACT) Math and English test scores from other colleges, tribal colleges, or universities in place of the AccuPlacer Test.

CHILD CARE PROGRAM

Students at Stone Child College are able to get free child care as long as they are attending class. Students have first priority for child care. Students are subject to the SCC Early Childhood Learning Center's Policy and Procedures. Additional openings for child care are open to the general public, if space permits. Payments for child care to the general public are made on a sliding fee scale that takes into consideration the individual's gross income.

TRANSPORTATION SERVICES

All students at Stone Child College are eligible for transportation services to and from the college campus within the Rocky Boy's Indian Reservation. Students must sign up on the transportation sign-in sheet the day before pickup so transportation can be arranged for that particular student.

TUTOR SERVICES

Tutoring services include individual, group, and peer tutoring at no additional cost to the student. All students at Stone Child College are eligible for this service. Students needing tutorial services should contact Student Services.

COUNSELING/REFERRAL

Several personnel on campus provide counseling services to the students. The SCC Counselor, NACTEP counselor, and Retention Officer provide students educational, career counseling, and personal counseling on a daily basis. Emergency situations and drug and alcohol problems are referred out to the local White Sky Hope Center and Rocky Boy Health Center.

LIBRARY

The library provides learning and information resources which support the mission and goals of Stone Child College. The library has the following academic goals:

1. To provide reference and research materials for student and faculty that support the curriculum and educational programs at Stone Child College.
2. To assist students in developing and applying college level research skills.
3. To provide resource sharing with other libraries in the northwestern part of the country and tribal college libraries in Montana.
4. To develop a collection of audio-visual media and materials that will be available for instructional use in the college, area schools, and other tribal institutions.
5. To provide state-of-the-art library services by integrating technology. Use of on-line database and Internet resources will be increased.
6. To house and maintain a special collection of Chippewa Cree materials.

Students who withdraw or graduate from the college are expected to return the library materials borrowed from the library. They have to obtain clearance from the library on the prescribed to the effect that they do not owe anything to the library and hand it over to the Registrar's Office. Failure to do so will result in grades being withheld.

CLUBS AND ORGANIZATIONS

STUDENT GOVERNMENT

The Student Government, made up of elected student representatives, administers funds generated by activity fees and Student Government fund-raising events for student activities. Student organizations requesting student activity funds to be used for student activities must make their request in writing to the Student Government. Student Government will rule on the request and make a recommendation to the College President to disburse activity fees. In some cases, the President will have to take requests to the College Board of Regents for final approval or denial.

The purpose of Student Government is to:

1. Develop leadership skills; and
2. Act as liaison between students, faculty, and staff; and
3. Act as liaison between students and the Board of Regents; and
4. Help evaluate programs and personnel; and
5. Aspiring Educators.

All clubs on campus must go through Student Government for approval. All clubs should have by-laws that describe the organization, governance, and operational policies and procedures. A listing of current SCC clubs includes but are not limited to the following:

1. Student Government; and
2. Native American Student Association (NASA) Indian Club; and

3. American Indian Business Leaders (AIBL); and
4. American Indian Sciences and Engineering Society (AISES).

STUDENT SERVICES POLICIES AND PROCEDURES

ATHLETICS

The athletic policy is consistent with the educational objectives of the institution. The objectives of the intercollegiate athletic program are:

1. To provide an opportunity for intercollegiate athletic competition.
2. To encourage physical fitness and the development of physical skills and emotional control; to foster good sportsmanship, school spirit, and loyalty; and to present opportunities to participate at a high level of competition.
3. To provide an opportunity for the student body to witness and enjoy good intercollegiate athletic competition.

All students participating must meet or maintain academic requirements of 9 or more credits and a 2.0 or above grade point average (GPA). The Montana North Dakota Intercollegiate league rules are adhered to at SCC.

COMPUTER USE POLICY

Stone Child College (SCC) provides computer and Internet resources to students, faculty, and staff, as well as the community, as a means of enhancing learning, efficiency, and productivity. Technology allows students to access resources beyond the boundaries of our physical campus, so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. These resources enhance productivity by providing avenues of immediate communication on a global scale. In order to provide this resource to all persons affiliated with the college, a set of standards must be established for its management.

Purpose

This policy is to establish parameters of acceptability for use of the College computing facilities and resources by College faculty, staff, students and other SCC network users.

Acceptable Use

For Internet use to be acceptable, it must demonstrate awareness and sensitivity towards the intent of the College in granting users' access, the co-existing privileges of property rights of others, and the ownership and confidentiality of data.

The Internet

The Internet, as an information resource, enables SCC to provide information beyond the confines of its campus. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive or disturbing to others, inaccurate, or illegal under U.S. law. SCC cannot police the global network and takes no responsibility for its content. Rather, all users must take responsibility for their own actions and activities on the Internet. The use of the Internet must be consistent with the mission of SCC, the policies of the College, and State and Federal Law. Access to the Internet over college computers is a privilege granted to users, and the College reserves the right to suspend this privilege if a user violates any acceptable use clause.

User Accounts

All user accounts, including email, are the property of SCC. As such, any information associated with these accounts is not private. SCC reserves the right to monitor and record all network activity including e-mail, with or without notice, and therefore users should have no expectations of privacy in the use of these resources. Accounts on any College-owned computer equipment are limited to employees and current students. Access to College networks is restricted to SCC faculty, currently enrolled students and SCC staff. Community members and others who do not meet the aforementioned requirements are allowed temporary "guest" access at the SCC Library. All authorized users are solely responsible for managing their files (including the files that constitute an online course) and their email. Accounts may be deleted when employment is terminated, when student status has ended or at the discretion of the Administration of the College and /or the discretion of the Administrator of the network. The college is under no obligation to recover or protect user files from deleted accounts. Each individual user is responsible for the proper use of their assigned account, including password protection. Users must not share their computer account information with others who have not received College authorization. In the event of disciplinary action, the fact that someone else used your account will not be an excuse for violations of this Acceptable Use Policy. User accounts assigned to another person will not be used without written permission of the system administrator.

Use of Copyrighted Material

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by SCC is strictly prohibited. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted movies, and the installation of any copyrighted software for which SCC or the end user does not have an active license is strictly prohibited. Violations of "Use of Copyrighted Material" clause can result in the loss of computer access, suspension, or dismissal.

General Provisions

- Damage or destruction of equipment, software, or data belonging to the College or to other users, including the unauthorized adding, altering, or deleting files on College workstations and/or servers. Altering of system settings or Internet browser settings on college owned computers without express permission of an instructor or a member of the SCC IT Department staff.
- Reproduction of materials protected by copyright.
- Violating software license agreements.
- Violating or attempting to violate computer system or network integrity, including attempts to bypass network security functions, or to obtain restricted passwords for system administration.
- Using College technological resources to harass others.
- Users are advised not to reveal the address, phone number, or other personal details about themselves or others.
- Engaging in unlawful or malicious activities.
- Use of social networking sites (Facebook, YouTube, Twitter, etc.) can/will be restricted if deemed necessary by SCC IT Department and/or President.
- Sending, receiving, or accessing pornographic materials.
- Utilizing the Internet and/or College equipment for unauthorized material/commercial gain or profit.
- Using the Internet or any College technological resource for any activity prohibited by Federal, State or International law.
- Attempting to utilize computing resources for which you do not have access.
- Sharing your personal password with others.
- Using another person's password.

- Impersonating another user via any form of electronic messaging.
- Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- The production of and/or intentional dissemination of self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
- Destroying, deleting, erasing, or concealing College files or other College data, or otherwise making such files or data unavailable or inaccessible to the College or to other authorized users of College systems.
- Disable or modify any running tasks or services.
- Use remote accessing software or hardware to take control of any network attached device or workstation.
- Remove License decals or inventory control tags attached to the systems.
- Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

EMAIL USE POLICY

Email provided by the college is to be used for college/educational purposes only. Any use of "all campus" email lists is restricted to business purposes only. The misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of email system and make users aware of what deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Network.

Scope

This policy covers appropriate use of any email sent from an SCC email address and applies to all employees, vendors, students, and agents operating on behalf of SCC.

General Provisions

All use of email must be consistent with SCC policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. An SCC email account should be used primarily for SCC business related purposes; personal

communication is permitted on a limited basis, but non-SCC related commercial uses are prohibited. Email should be retained only if it qualifies as an SCC business record. Email is an SCC business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email. The SCC email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any SCC employee should report the matter to their supervisor immediately. Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct SCC business, to create or memorialize any binding transactions, or to store or retain email on behalf of SCC. Such communications and transactions should be conducted through proper channels using SCC-approved documentation. SCC employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. SCC IT Department may monitor messages without prior notice. SCC IT Department is not obliged to monitor email messages.

COMPUTER MAINTENANCE

The responsibility for maintaining the campus-computing environment rests with the SCC IT Department. In order to ensure the smooth functioning of computer equipment, all students, faculty and staff must observe the following:

- Only authorized software may be installed on any College computer. The SCC IT Department is responsible for determining what software may or may not be installed, based on technical specifications and licensing.
- Only authorized SCC IT Department personnel or their assigned agents may repair College computer equipment.
- Maintenance requests for labs should be submitted in a timely fashion, i.e. at least two weeks in advance.
- A list of all required software and proof of licensing should be provided to the technician at that time.

Right of Appeal

Any student, faculty or staff member in violation of these guidelines may appeal their case to the relevant College Administrator. Students who have lost the privilege to use computer resources may appeal to the relevant College Administrator to have their access re-instated. Faculty and staff may appeal to their Dean or Director.

Right of Free Speech

The purpose of this document is not to restrict access to information or to restrict personal expression. The guidelines stated herein are to ensure the health of the network for educational purposes and to conduct the business of the college. You may disagree with any or all information resource guidelines, either publicly or privately, in accordance with your First Amendment rights. However, you may not violate any published guidelines for any reason or cause. Questions regarding these guidelines should be submitted to the Director of SCC IT Department.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Disclaimer

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of SCC computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, and PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

DRUG AND ALCOHOL POLICY

Stone Child College is in strict adherence with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226. All students of Stone Child College are expected to comply with federal, state, and tribal laws regarding the sale and use of alcohol and drugs. Organizations collectively and students individually will be held responsible for any violations. Failure to adhere to regulations relating to alcoholic beverages and/or drugs will result in disciplinary action.

Stone Child College will not endorse any student organization which raises funds through the sale of alcoholic beverages. All students are required to read and sign a drug and alcohol policy every school year which will be kept in the student's file.

If a student is involved in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at Stone Child College while attending courses, the following action will be taken:

1. The Campus Security will be immediately notified of the violation and the campus security will contact the Tribal Law Enforcement.

2. The Dean of Students will be notified.
3. The Campus Security will complete a written account of the incident and it will be placed in the student's file.
4. The student will be placed under suspension indefinitely by the Dean of Students.

If a student is found intoxicated on campus, the following action will be taken:

1. The Campus Security will be immediately notified.
2. First offense: the intoxicated student will be asked to leave the campus.
3. Failure of the student to leave the campus will result in notification of Chippewa Cree Law Enforcement.
4. Second offense will result in the student receiving a referral to the White Sky Hope Center and possible suspension from college for one year.

FIGHTING POLICY

Individuals involved in fighting on the Stone Child College campus will be turned over to the Chippewa Cree Law Enforcement. Individuals who continue fighting will be dealt with as follows:

First Offense -	Suspension. If a student is caught fighting, suspension will be for a period of up to one year of time or indefinitely.
Second Offense -	Expulsion. Expelled from SCC for one semester, or one year.
Third Offense -	Expulsion. Expelled from SCC INDEFINITELY.

PERSONAL PROPERTY

Stone Child College is not responsible for the loss, misplacement, or destruction of the personal property of students.

STUDENT CONDUCT CODE

The SCC Student Code of Conduct directly applies to all students and community members on the college campus and is intended to provide guidance, trust, and fairness to students in the classrooms and daily activities on the campus.

Stone Child College is dedicated to the growth of the individual. SCC has the responsibility of promoting the common good and of rendering, as remote as possible, influences which are detrimental to the intellectual and social development of the college and community. Students should at all times recognize their obligations as contributing members of the college/community and should fulfill them completely. Judicial policies within an educational institution parallel the institution's academic policies in that they are concerned with promoting an effective academic community, the freedom to learn, and personal responsibility. It is every student's responsibility to help ensure that the College is an orderly and responsible community, one in which each member is assured of personal safety and well-being and has the opportunity to obtain the desired educational experience. For this reason, any member of the College who observes a violation of accepted guidelines or behavior has the responsibility to ensure corrective action is taken. Therefore, any member of the community, student body, faculty, or staff may file a complaint and has the responsibility to do so. Help with preparing a complaint may be obtained from Student Service staff.

Responsibility and authority for the regulation of student behavior is vested in the President of the College by the Board of Regents. In all disciplinary matters, the President has delegated decision-making authority concerning campus discipline with the Dean of Student Services and Dean of Academics. The College reserves the right to determine what constitutes inappropriate behavior and appropriate sanctions. The list of sanctions includes but is not limited to the following: verbal warning, disciplinary warning status, student activity probation, suspension, expulsion, fines, restitution for damages and exclusion from extracurricular activities. In the case of the suspension, a student may be separated from the College for not less than one term and not more than one academic year. In the case of expulsion, a student's relationship with the College is permanently severed. In addition, a student who is suspended will be given a grade "F" in cases in which the work of the course has not been completed before suspension.

The following forms of student misconduct are subject to disciplinary action at SCC:

1. All forms of dishonesty including but not limited to cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or use of SCC documents as instruments of identifications with intent to defraud.

2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SCC activities.
3. Physical or verbal abuse of any person on SCC premises or at a SCC sponsored event.
4. Theft of or damage to SCC property or property of a member of the Rocky Boy Community on college premises.
5. Failure to comply with directions of SCC officials acting in performance of their duties.
6. Violation of published SCC regulations including those relating to entry and use of institutional facilities, the rule of this code of conduct and any other regulations which may be enacted.
7. Use of alcohol or drugs on campus selling drugs on campus and/or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.
8. Disorderly conduct or lewd, indecent or obscene expression including abusive language.
9. Sexual abuse/harassment; conduct, which is sexually abusive to others, including but not limited to sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of sexually explicit nature.
10. Harassment, in all forms, including, but not limited to, annoyances, threats, demands, badgering, intimidating, and all discriminatory acts on the basis of race, color, sex, or sexual orientation, age, disability, religion, ethnic, or national origin.
11. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers or chemicals within or upon the grounds, buildings, or college facilities. This policy shall not apply to any police officer or other authorized person. Weapons may include, but is not limited to, BB guns, stun guns, rifles, handguns, slingshots, martial art devices, brass knuckles, bowie knives, daggers or similar knives, and switchblades. A harmless instrument designed to look like a firearm weapon, or explosive, which is used by a person to cause fear in or assault another person is expressly included in the meaning of firearms, weapons, or explosives.

12. Excessive noise or any act occurring on the College Campus, which intentionally disturbs the peace and quiet of any person or group of persons.
13. Illegal gambling activity in violation of the law.
14. Each situation is reviewed on case-by-case basis and all information presented and will be considered and weighed in all decisions.

ACADEMIC HONOR AND STUDENT INTEGRITY

As members of the SCC College community, a student has the responsibility to study and learn, and to conduct themselves with integrity and honesty in relation to the College's mission, goals, and policies and procedures. Each student registered for courses at SCC has the responsibility of attending all class sessions at the scheduled time and place on the course syllabus and semester class schedule.

The SCC administration, faculty, and staff expect students to be honest and to complete their studies to the best of their ability. By signing the SCC registration form, students promise to stand for the principle of Academic Honor.

1. Students are expected to complete their own Work – Students will not copy the work of another student or have other students, family members, or friends do their course assignments.
2. Students will refuse to do other student's assignments.
3. Students will not plagiarize. Always give credit to the words and ideas of others while putting quotation marks around sentences they copy. Students will write paraphrases and summaries in their own words. Students will always cite sources i.e. MLA or APA style. Lastly, Students will end their assignment with a list of books and references.

Any student who violates academic honor may fail the assignment, fail the course, or face expulsion from the College

STUDENT DUE PROCESS

A student attending Stone Child College who has an objection to a decision of the staff, instructor, or administration has the right to have the objection heard.

If the objection concerns academics, the following procedure should take place:

1. The student will first contact the instructor/staff/administrator in writing within five (5) business days stating the objection and the party will reply to the objection in writing and if student is not satisfied with this decision, the student will see the Dean of Academics.
2. The student will next address the Dean of Academics in writing within five (5) business days of decision by the instructor/staff/administrator. The Dean of Academics will respond in writing within five (5) business days. If student is not satisfied with this decision, the student will see the SCC President.
3. The student will address the SCC President in writing within five (5) business days of the decision of the Dean of Academics. The President will respond in writing within ten (10) business days. If still not satisfied with this decision, the student will have the opportunity to submit objection to grievance committee.
4. The student will lastly address grievance committee this in writing within five (5) business days of the decision of the SCC President. The grievance committee will respond and conduct a hearing with the student present at the hearing. The decision of the grievance committee is final, and no other recourse is available to the student. The grievance committee will respond in writing to the student within ten (10) business days.

If the objection concerns anything else, such as rules, financial aid (other than Federal PELL Grant), policies, start with:

1. The student will first contact the student's advisor or the program coordinator in writing within five (5) business days stating the objection and the party will reply to the objection in writing and if student is not satisfied with this decision, the student will see the Dean of Student Services.
2. The student will next address the Dean of Student Services in writing within five (5) business days of decision by the student's advisor or the program coordinator. The Dean of Student Services will respond in writing within five

- (5) business days. If student is not satisfied with this decision, the student will see the SCC President.
3. The student will address the SCC President in writing within five (5) business days of the decision of the Dean of Student Services. The President will respond in writing within ten (10) business days. If still not satisfied with this decision, the student will have the opportunity to submit objection to grievance committee.
 4. The student will lastly address grievance committee this in writing within five (5) business days of the decision of the SCC President. The grievance committee will respond and conduct a hearing with the student present at the hearing. The decision of the grievance committee is final, and no other recourse is available to the student. The grievance committee will respond in writing to the student within ten (10) business days.

Failure to adhere to the above process may result in the loss of student due process rights as well as failure of the grievance process.

SEXUAL HARASSMENT

Sexual harassment is defined as action taken against a student who may make that respective student uncomfortable. Sexual harassment may include: any unwanted sexual attention, such as: sexually suggestive looks or gestures, sexual teasing or jokes, pressure for dates, sexually demeaning comments, unwanted touching, cornering, pinching, attempts to kiss or fondle, pressure for sex in exchange for grades, promotion, or salary increases.

Sex discrimination in the form of sexual harassment, defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation by a member of the SCC community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature, shall be a violation of the SCC Policy.

The SCC policy prohibits all forms of sexual harassment against male or female employees and/or students. SCC will carry out a thorough investigation in formal complaints situations to protect the rights of both the person complaining and the alleged harasser.

Sexual Harassment Complaint Procedure

Procedures to file a sexual harassment complaint: Any person filing a complaint will have 30 days from incident to report it.

Step 1: inform personnel officer of complaint; phone, e-mail, face to face as soon as possible.

Step 2: personnel officer will gather information from victim and harasser in writing.

Step 3: personnel officer will make a decision to move the complaint further and report to the Chippewa Cree Law Enforcement.

Sexual harassment is illegal and because sexual harassment is a type of sex discrimination, the student or employee may also file a formal complaint of sex discrimination with:

1. EEO Officer/Law & Order
2. Tribal Courts

TOBACCO FREE POLICY

Stone Child College is a tobacco free Campus. Smoking or chewing commercial tobacco is not allowed inside the buildings on the college campus. Designated smoking areas have been placed in various areas on the campus where students, staff, and faculty may smoke during the day. That includes vaping, e-cigarettes, and any other form of commercial tobacco use.

FOOD/BEVERAGES

No food or beverages are allowed in the classrooms or library at Stone Child College. Exceptions are made for traditional feasts, cultural activities, or special events. Food is allowed in the foyer area of the Kennewash Hall and Sitting Old Woman Building for students, faculty, and staff. Subject to the discretion of individual instructor.

PETS

No pets are allowed on campus. Students are not allowed to bring any pets to class in carriers or allow them to run free. Exceptions are service animals that are used to accommodate persons with disabilities.

STUDENTS WITH DISABILITIES

To be eligible for disability-related services at Stone Child College, students must have a documented disability condition as defined by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, taking care of oneself). The disability of the student must be documented from the appropriate licensed professional to certify a student as having a disability and to determine reasonable accommodations for the student.

STUDENTS WITH LEARNING DISABILITIES

Students with learning disabilities who need assistance with note-taking, reading, taping, sign language interpreting, academic counseling, or access to classrooms should contact Student Services. Students must submit an application or a written request to Student Services to receive these services. Stone Child College has limited services available for disabled students; however, all attempts will be made to accommodate the needs of the disabled student/students on campus.

STUDENT HEALTH

Stone Child College provides no formal student health services. Eligible tribal members are encouraged to contact Rocky Boy Health Center for medical attention. Non-Indian students should have a doctor's name, address and telephone number on file with the Registrar's Office. Students with medical problems should inform a counselor of their condition when registering that can have effect on their educational experience at SCC.

NOTICE OF NAME CHANGE

Notice of marriages or change in your name when either party is a student must be promptly reported with the Registrar and Financial Aid Officer. Also, Students will provide notice of all other names they have been known as.

TRANSFER TO OTHER INSTITUTIONS

Stone Child College students who anticipate transferring to any other institution of higher learning should confirm that the credits earned are accepted for transfer toward a degree and that the institution to which the student transfers determine this solely.

A student who plans to transfer to a four-year college or university should follow these four steps:

1. Obtain a current catalog of the institution to which you wish to transfer, and study the entrance requirements and suggestions for freshman and sophomore programs in the major field of interest.
2. Consult with a Stone Child College counselor or faculty advisor about fulfilling these requirements.
3. Consult, either by letter or by personal interview, with an Admissions Officer of the institution you wish to transfer for further information about curriculum and transfer regulations.
4. Check one or two semesters before transfer to be certain all requirements will be met, and all regulations observed to the satisfaction of the four-year college or university.

FINANCIAL AID

The Financial Aid Office's primary purpose is to make post-secondary education financially possible; another purpose is to equalize the cost of attending different institutions. Tuition, fees, and books must be paid at the time of registration, unless special arrangements are made with the Business Office prior to registration.

SCC maintains a program of financial assistance for students whose family resources are not sufficient to meet costs of obtaining a college education. If necessary, the Financial Aid office will assist the student in applying for financial aid. SCC does not offer any student loans to pay for the cost of attendance.

FEDERAL PELL GRANTS

The Federal PELL Grant Program is a federally funded student financial aid program designed to assist students in the continuation of their education and training. The purpose of the Federal PELL Grant Program is to provide eligible students with a base of financial aid to help defray the costs of post-secondary education.

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum Pell Grant award for each year is set by the federal government. Students can

receive one Pell Grant per semester. Each semester Pell Grant is disbursed into two (2) payments. How much a Student receives will depend on the cost of attendance, whether Students are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. Pell Grant funds will be credited to your student account in the registration process in the Business Office.

A student can apply online at www.fafsa.ed.gov. Student eligibility is based primarily on financial need that is determined by a formula applied consistently to all applicants. It is to be used solely for educational purposes, which include tuition, fees, room and board, books, supplies and miscellaneous expenses.

FSEOG AND FEDERAL WORK STUDY

Federal Work Study (FWS) and Federal Supplemental Education Opportunity Grant (FSEOG) eligibility criteria are as follows:

1. Student must be Federal PELL eligible.
2. Estimated Family Contribution (EFC) is calculated with students having the lowest EFC given top priority.
3. The student's unmet need is calculated with the highest unmet need given top priority.

Federal Work Study employment is available on or off-campus for a limited number of students. Students who are selected will be allowed to work a maximum of 20 hours per week. Students receiving financial assistance from other non-Title IV programs are not eligible for work study, unless student has remaining need. Students on work study must make satisfactory academic progress (SAP) for the semester they are on work study. Students interested in work study should contact the Financial Aid office.

DISBURSEMENT OF FUNDS

Provided students meet all qualifications to receive financial aid funds any scholarship, or grant awarded to them will be automatically credited to their expenses (tuition, fees, and books) and any other charges assessed by the institution. If financial aid credited to students' expenses exceeds allowable charges due for the term, a check will be prepared for the difference. NOTE: If for any reason students register for courses late or enroll for insufficient credits, student's aid will be delayed and possibly adjusted.

Other aid, such as BIA grants and some scholarships arrive in the form of checks. These funds will be made available after processing is completed in the Financial Aid office and distributed by the Business Office. If you have specific questions regarding charges, distribution of checks, or release processes, please contact the Business Office.

LENGTH OF AID ELIGIBILITY

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by a new federal law to be the equivalent of six (6) years of Pell Grant funding. Since the maximum amount of Pell Grant funding that a student can receive each year is equal to 100%, the six-year equivalent is 600%.

Scheduled award: The maximum amount of Federal Pell Grant funding students can receive is calculated for an award year. An award year is a period from July 1 of one calendar year to June 30 of the next calendar year.

Scheduled award:

1. Is partially determined by using a student's Expected Family Contribution (EFC) that is calculated from the information students (and their family) provided when student filed their Free Application for Federal Student Aid (FAFSA);
2. Is the maximum amount student would receive for the award year if they were enrolled full-time for the full school year; and
3. Represents 100% of student Pell Grant eligibility for that award year.

Percent used: To determine how much of the maximum six (600%) of Pell Grant students have used each year, the U.S. Department of Education (ED) compares the actual amount received for the award year with student's scheduled award amount for that award year. If student receives the full amount of scheduled award, student will have used 100%.

Lifetime Eligibility Used (LEU): ED keeps track of student LEU by adding together the percentage of Pell Grant scheduled awards that you received for each award year. Students can log on to the National Student Loan Data System website (www.nslds.ed.gov/nslds_sa/). Using Federal Student Aid ID students may view their LEU. See the Financial Aid Office for further questions.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS [SAP] FOR FINANCIAL AID RECIPIENTS

Federal regulations require colleges to establish "satisfactory progress," requirements for students receiving federal financial aid. Satisfactory academic progress is defined as progression in a regulated manner toward fulfilling requirements for a college degree or certificate in a program of study. Successful completion of courses means passing grades must be earned. Grades of an F, W, I and N do not count towards successful completion. It is the student's responsibility to find out more about student rights and the responsibilities of the institution. This information can be obtained from the Financial Aid Officer.

Federal law requires that financial aid recipients are making satisfactory progress in a course of study which leads to a degree, certificate, or transfer program. The following standards describe the minimum eligibility requirements for Federal Financial Aid.

1. SCC offers one (1) 4-year bachelor degree program, fourteen (14) 2-year associate degree programs, seven (7) certificate programs, and three (3) endorsements.
2. A minimum cumulative grade point average of 2.0 must be maintained. A requirement for graduation at SCC is that a student completes all courses pertaining to degree program. All final SCC grades in the students' program of study will be considered in computing GPA.
3. Also, students must have a cumulative completion rate of 67% for all attempted credits. This means that 67% is the minimum percentage of credit hours to be earned or completed each semester in order for the student to graduate within the maximum time frame.
4. SAP is measured at the end of every semester.
5. Students can repeat courses up to three times and still receive financial aid for the courses. They are considered attempted credit hours.

FINANCIAL AID GRADE POINT AVERAGE REQUIREMENTS

Students receiving financial assistance must maintain a cumulative 2.0 grade point average in order to continue receiving federal financial aid. A student whose GPA fall below the required minimum and/or student fails to complete 67% of their credit hours will be placed on financial aid probation. During the next semester of enrollment, the student's GPA must be 2.0 and successfully complete at least 67% of their total credits attempted in order for the probationary status to be lifted. If the required GPA or credit hours completed is not attained while the student is on financial aid probation, he or she will be placed on financial aid suspension. The student remains on suspension until he/she returns to SAP by having a cumulative 2.0 GPA and completes successfully 67% of the total credit hours attempted.

EXCEPTIONS/APPEALS

Under special circumstances, financial aid probation and suspension may be waived. These circumstances will include but are not limited to injury to student, illness of the student, death of an immediate family member, or in a case of undue hardship. The student must present written evidence or documentation showing why an exception is requested. Decisions will be made by the Financial Officer. The Financial Aid Officer's decision may be appealed to the Dean of Student Services at the student's discretion. The Dean of Student Services decisions are final.

VERIFICATION POLICY

1. If an asterisk is placed next to the student's Estimated Family Contribution (EFC) number on their Student Aid Report, the student will have to submit the verification form with the needed documents. Documents can include; a copy of their tax forms from the preceding year, income verification from their employers, and/or documents from Social Services/Human Resources.
2. The student will also be notified of all responsibilities, deadlines and consequences of failing to complete any required action. A copy of this letter will be in the student's financial aid file.
3. If students do not submit their necessary verification forms with the accompanying documents, they will not be eligible to receive Title IV (Federal PELL Grant) funds for that semester.
4. If there are discrepancies with the already processed application and the income verification documents submitted, changes will be made accordingly with the updated ISIR's.

If the Financial Aid Officer becomes aware that a student has misrepresented facts on the student's financial aid application, or has committed forgery or fraud, an appointment with the student and/or the parent(s) must be made. If fraud is established, the case must be referred to the Dean of Student Services, and if necessary, referral will be made to the U.S. Department of Education Inspector General. The student will not be eligible for further financial aid at SCC. Arrangements for repayment of any over award must be made with the Financial Aid Officer in conjunction with the Business Manager before further disbursements can be made.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, and Supplemental Educational Opportunity Grants (FSEOGs).

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds, if you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll),

you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any PELL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on the Web at www.studentaid.ed.gov.

STUDENT RIGHTS AND RESPONSIBILITY

1. You have the right to privacy. All records and data submitted for financial aid are treated as confidential information.
2. You have the right to a complete explanation of the award process. If you do not understand your financial aid award, or feel your application has not been evaluated fairly, please contact the Financial Aid office.
3. You have the right to be notified of cancellation or withdrawal of aid and to be informed of why this action is being taken.
4. You have the right to appeal. You may request a review of any decision concerning your financial aid eligibility. Please contact the Financial Aid office and make an appointment. If necessary, you may be directed to submit a written appeal and supporting documentation.
5. You have the responsibility to report funds or benefits from any source (such as outside scholarships) that you receive or are promised (before and after you are awarded financial aid).
6. The Financial Aid office is required by law to make adjustments to prevent or correct over awards. This responsibility is taken seriously. You will save yourself frustration, inconvenience, and possible financial penalty by reporting any changes in your financial status promptly.
7. You have the responsibility to report any change in your student status immediately. If you move, change your name, drop credits, withdraw from school, or do anything else that may affect your financial situation, please report that information to the Financial Aid office.
8. You have the responsibility to keep copies of all correspondence regarding your financial aid.
9. You have the responsibility to use financial aid funds for educationally related expenses only such as tuition and fees, books, supplies, and reasonable living costs.

10. You have the responsibility to understand how the Financial Aid office determines if you are making satisfactory academic progress and what happens if you do not maintain satisfactory progress.

TRIBAL SCHOLARSHIP AND ADULT VOCATIONAL TRAINING SCHOLARSHIPS

Stone Child College currently administers the Tribal Higher Education Scholarships and Adult Vocational Training Programs. Enrolled Chippewa Cree tribal members will be screened by the Board of Directors and awarded grants as funding allows.

Enrolled Chippewa Cree tribal members interested in applying for this form of financial assistance should have their Federal PELL Grant and Higher Education Application submitted by the first deadline date of March 30. Students have until June 30th to submit all other required documents.

For further information on these tribal scholarship programs, contact the Scholarship Officer at Stone Child College at 406-395-4875.

REFUND OF FEES

Refunds of tuition and fees will be made according to the following schedule:

Friday of the first week of class	100% refund
Friday of the second week	50% refund
Friday of the third week	25% refund
After the third Friday	0% refund

Registration, admission, building, computer, student activity and lab fees will not be refunded. All requests for refund must be made in writing by the student to the Business Office.

STUDENT BILLING

TUITION AND FEE SCHEDULE

Status	Credits	Tuition Cost	Registration Fee	Building Fee	Computer Fee	Activity Fee	Other Fees	PL95- 471 Enrolled Total Cost	Non- Enrolled Fee	Non- Enrolled Total Cost
	1	\$65.00	\$55.00	\$50.00	\$60.00	\$15.00	\$25.00	\$270.00	\$20.00	\$290.00
	2	130.00	55.00	60.00	60.00	17.50	30.00	352.50	35.00	387.50
¼	3	195.00	55.00	70.00	60.00	20.00	35.00	435.00	50.00	485.00
	4	260.00	55.00	80.00	60.00	22.50	40.00	517.50	65.00	582.50
	5	325.00	55.00	90.00	60.00	25.00	45.00	600.00	80.00	680.00
½	6	390.00	55.00	100.00	60.00	27.50	50.00	682.50	95.00	777.50
	7	455.00	55.00	110.00	60.00	30.00	55.00	765.00	110.00	875.00
	8	520.00	55.00	120.00	60.00	32.50	60.00	847.50	125.00	972.50
¾	9	585.00	55.00	130.00	80.00	35.00	65.00	950.00	140.00	1090.00
	10	650.00	55.00	140.00	80.00	37.50	70.00	1032.50	155.00	1187.50
	11	715.00	55.00	150.00	80.00	37.50	75.00	1112.50	170.00	1282.50
Full	12	780.00	55.00	160.00	80.00	37.50	80.00	1192.50	185.00	1377.50
	13	845.00	55.00	160.00	80.00	37.50	80.00	1257.50	200.00	1457.50
	14-20	910.00	55.00	160.00	80.00	37.50	80.00	1322.50	215.00	1537.50
	21	975.00	55.00	160.00	80.00	37.50	80.00	1387.50	230.00	1617.50

FEE DEFINITIONS

ADMISSIONS FEE

A non-refundable admission fee of \$10 will be assessed for those students entering SCC for the first time.

BUILDING FEE

A building fee (depending on number of credits) is collected for the purpose of facility rental, expansion, improvement, and maintenance.

COMPUTER FEE

Though students may not be registered for computer courses, it is expected that the student body will use the computers for processing of class projects throughout the academic semester. A computer fee (depending on number of credits) is collected for equipment purchases, upgrades, repair, maintenance, and purchase of consumable computer supplies.

LAB FEE

Lab fees are charged for certain courses to defray the cost of consumable supplies such as paper, ink cartridges, art supplies or other required materials.

OTHER FEES

A fee classified as other will be charged to offset transportation costs provided to the students and internet access fees. Our costs for these services are continually rising and a fee has been designated to offset the cost.

NON-ENROLLED FEE

Students who are not enrolled members of a federally-recognized tribe, in accordance with the provisions of P.L. 95-471 or who have not been a continuous resident of the Rocky Boy's Indian Reservation for one year are subject to a non-enrolled fee of \$15.00 per credit hour.

REGISTRATION FEE

A non-refundable registration fee is collected from each student each semester to help defray the cost of recording information on the student's official records at SCC.

STUDENT ACTIVITY FEE

A student activity fee is collected for Student Government activities and SCC development.

TUITION COST

A fee charged per credit for instructional and general operating expenses. Refunds for tuition are based on number of weeks enrolled.

CONTINUING EDUCATION UNIT (CEU)

Continuing Education Units will cost each student \$45.00 per unit. CEU's will not be counted towards financial aid and do not apply towards degree programs.

DEFERMENT

Payments must be made even though the student withdraws from school. Any refund due to the student because of withdrawal, either voluntary or involuntary, will be applied toward the satisfaction of the deferred fee obligation. If the refund is larger than the amount outstanding, the excess of refund due over balance outstanding will be returned to the student. Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate, or transfer to another college.

PAYMENT OF CHARGES

Tuition and fees must be paid or written arrangements for payment must be made at the time of registration. Students may not register for a subsequent term unless all charges for the preceding term have been paid or satisfactory arrangements for payment have been approved by the Business Office. Transcripts, grade reports, or diplomas cannot be released until all charges have been fully paid.

All financial aid received on behalf of the student will be applied towards their educational related expenses first, before any refunds are processed. Refunds to students will be processed in accordance with the Business Office schedule.

Students are encouraged to contact the Business Office in regard to their financial obligations and status.

Acknowledgment of SCC Student Handbook

Please read the following statements, sign below and return to the Dean of Student Services.

I understand and acknowledge that I have read the Student Handbook of Stone Child College. As a student of Stone Child College, I agree to follow and abide by the written/verbal guidelines of Stone Child College, and to conduct myself at all times as a member of the student body Stone Child College.

By signing this agreement, I acknowledge that I have received and read a copy of the SCC Student Handbook and fully understand that I must adhere to its contents.

Student Signature

Date

(PLEASE MAKE A COPY AND TURN INTO DEAN OF STUDENT SERVICES)

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Seek wisdom and knowledge through education.