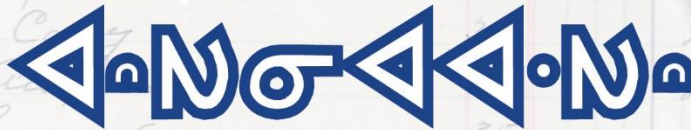


# STONE CHILD COLLEGE STUDENT HANDBOOK



Updated 2025

[www.stonechild.edu](http://www.stonechild.edu)

"Making Our Dreams Happen with Academic Excellence, Culture and Commitment."

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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**

This handbook provides an overview of Stone Child College's (SCC) policies and procedures. It is designed to help students understand their rights and responsibilities. While this document is comprehensive, all policies are subject to change. For the most current and detailed information, students should consult the official SCC Catalog and the college website. Students are responsible for familiarizing themselves with and adhering to the policies in this handbook.

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. Stone Child College is listed in the American Indian Higher Education Consortium (AIHEC), which represents tribally and federally chartered institutions working to strengthen tribal nations.

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 possesses a diploma from an accredited high school or has completed a HiSET Exam Credential (HSE Credential) or a General Educational Development Certificate (GED), will be admitted for registration at SCC.

## **Non-Discrimination Policy**

Stone Child College is an equal opportunity institution and does not discriminate based on 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.

## **Admissions**

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

1. A completed Application for Admission located on the Stone Child College website.
2. Official High School Transcript or HiSet/GED verification.
3. Official College Transcript(s)
4. AccuPlacer Placement Test, ACT, or SAT
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, HiSet Comprehensive Score Report, or GED certificate has been received in the Registrar's Office.
14. Handbook Acknowledgement page signed.

## 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 initial registration, they must complete a drop/add form, which is available in the Registrar's Office. The form requires the signatures of the instructors for both the dropped and added courses. Course changes are not official until the completed form is 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 their courses by the set deadline, 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 within the first two weeks, 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 update the SCC Admission application on the website to be re-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 Faculty Advisor, Dean of Academics and Registrar. Transfer of credit(s) will be completed and placed on the student's transcript at SCC, upon approval. Students requesting classes taken from another Institution of Higher Education (IHE) to replace required SCC classes must provide the course syllabus for the course. The faculty advisor and Dean of Academics will review for approval. 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 and are approved. 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 written approval by the Dean of Academics.

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 8<sup>th</sup> grade level). Dual-enrolled students are high school students, from partner schools, who are in either 11<sup>th</sup> or 12<sup>th</sup> grade may apply to enroll for classes at SCC for the purpose of earning college credits prior to high school graduation.

To enroll, the high school student must comply with the regular admission process and provide the required documents for admission to SCC. Approval from the parent/legal guardian and high school officials 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. Students 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).

All students must submit their immunization records before their admission application is considered complete. Students born on or after January 1, 1957, must provide proof of immunization against measles, mumps, and rubella (MMR). All students must also provide a negative PPD (tuberculosis) test result from within the last five years. Students with an active contagious airborne communicable disease, such as active TB, 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. A religious exemption will be considered for a sincerely held religious belief, practice, or observance, so long as it does not create an undue hardship for the university's operations or a direct threat to the health and safety of the university community. Any such exemption is subject to review and must comply with all applicable laws.

## **Accuplacer Test**

All incoming Freshman students who have never attended a college or university shall be required to complete the Accuplacer test prior to acceptance or submit test results from ACT or SAT. Former students who do not have Accuplacer, ACT or SAT test scores on record will be tested. The results of the test will be given by the Proctor to the admissions office. Placement test results dated further than 10 years prior will not be accepted.

## **Academic Advising**

Upon enrollment, each student will be assigned an academic advisor and co-advisor according to the student's major and/or certificate program by the Registrar's office. All

students must meet with their academic advisors before completing registration. Academic advisors and co-advisors will be assigned to specific areas on campus, or will be in their offices during student orientation, and times of pre-registration. Students that declare more than one major/certificate will need to meet with all applicable co-advisors and academic advisors.

The purpose of academic advising is:

1. To assist students in the selection of courses and the registration process,
2. To develop an Education Plan,
3. To provide students with information regarding Student Support Services,
4. To meet with students periodically throughout the semester to help ensure academic success,
5. To provide academic counseling (both short term and long term) and graduation preparation.

Co-advisors of all declared major/certificates will be the first point of contact. All students will be informed of their Education Plan for their specific major, and class selection will be made accordingly; however, it is the student's responsibility to register for the proper courses and to fulfill all requirements for a degree and/or certificate as set forth in the catalog.

## **Repeating Courses**

A student may repeat a course up to three (3) times to raise their grade. When the student repeats a course, 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. For a student to be considered full time, and eligible for financial aid programs with 12 credits, when 3 credits are repeating credits, the student must carry 15 credits in the fall and spring semesters, and 9 credits in the summer sessions.

## **Auditing Courses**

Auditing a college course allows students to attend classes and participate in course activities without receiving a formal grade or credit. Audited courses do **not** count towards course load (e.i 12 credits or more). This option is ideal for those looking to explore new subjects, enhance their knowledge, or prepare for future coursework without the pressure of grades.

Students may audit courses by registering with the Registrar upon Instructor's approval. 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 impact on the student's grade point average.

Some limitations that apply to auditing a course may include:

1. **No Credit or Grade:** Auditors do not receive academic credit or a formal grade for the course, and the course typically does not appear on their official transcript.
2. **Limited Participation:** Auditors may be restricted from participating in certain activities, such as submitting assignments, class discussion, labs, taking exams, or contributing to graded group projects and will not have access to course materials, online platforms, or resources reserved for enrolled students, such as library databases or specialized software.
3. **Instructor Approval:** Some institutions require the instructor's permission to audit a course, ensuring the auditor's presence does not disrupt the learning environment for enrolled students.
4. **Seat Availability:** Auditors are often allowed to join a course only if there are enough seats available after all credit-seeking students have registered.
5. **Limited Course Options:** Certain courses, such as those with high enrollment demand, labs, or performance-based classes, will not be open to auditors.

## 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 eligible to be challenged. Challenged courses must be paid for like other regular courses.
2. A maximum of 12 credits will be allowed for challenge courses.
3. The Course Instructor will determine the criteria for the challenge process, which may include an examination, writing a report or essay, an oral presentation, or other means of assessing that the student has equivalent knowledge and skills. **All challenge tests must be approved by the Dean of Academics.**

## **Incomplete Grades**

### **Incomplete Grade**

**An incomplete grade, "I"** may be requested by a student in writing. If the following conditions are met, the instructor may consider issuing the "I" grade:

1. The student has satisfactorily completed more than three-fourths (75%) of the class requirements.
2. The student is unable to complete the class during the normal scheduled class sessions due to unforeseen circumstances.
3. The student has an attendance rate of at least 70% for the class during the semester.
4. The student is willing to and capable of completing the required prescribed work outside the normal scheduled class sessions within the time be specified by the instructor and within the time to be specified by the instructor and within two (2) academic terms following the issuance of the Incomplete.
5. The student understands that the failure to complete the requirements as specified in the "INCOMPLETE GRADE REPORT" will result in the alternative grade to be assigned or it will automatically lapse to an "F" grade.

### **Approval Procedure**

1. The student meets conditions a - e above and requests the incomplete grade in writing.
2. The instructor, Registrar, and the Dean of Academics agree to the student's request.
3. A grade of "I" is submitted with the other course grades as required in the current SCC catalog.
4. The instructor will submit an "INCOMPLETE GRADE REPORT" to the Registrar specifying the incomplete course requirements. The "INCOMPLETE GRADE REPORT" will be placed in the student's permanent advising files.

### **Completion of the "I"**

1. The student submits work to the instructor within the time period specified in the incomplete grade report and defined in the current SCC catalog.
2. The instructor will evaluate and grade the work submitted and replace the grade of "I" by submitting a "GRADE CHANGE REPORT" to the Registrar.
3. If the above conditions have not been met, the Registrar will change the incomplete grade to the alternative grade listed on the "INCOMPLETE GRADE REPORT" submitted by the instructor.

### **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. The student will check program requirements as to whether the course credits are allowable or not if the course is taken as an independent study.

The maximum amount of independent study credits are as followed:

1. 3 credits per Certificate
2. 6 credits per Associate's Degree
3. 12 credits per Bachelor's Degree

Further Independent Study credits will require written approval from the Dean of Academics.

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 academic 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 and the Instructor of the course. Co-advisors cannot approve Independent Study.

### **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 and financial aid officer 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 whose 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 each program's requirements. Financial Aid (PELL) requires 60% class attendance for all courses. Class attendance is maintained daily by the instructors and entered into Empower 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 Empower 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 by logging into their Empower account.

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 at the Business office located in Sitting Old Woman. The Registrar will mail the sealed official transcript to the institution requesting the transcript. Transcripts will not be released if a student has financial obligations to the College.

## **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)**

### **Family Educational Rights and Privacy Act (FERPA) Policy**

Stone Child College adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. Under FERPA, students have the right to inspect, review, and request amendments to their education records. The college has established institutional policies and procedures to ensure compliance with FERPA and to safeguard student privacy.

### **Rights of Students**

All students declared independent have the right to:

1. Inspect and review their education records within 45 days of submitting a written request to the Registrar.
2. Request corrections to records they believe are inaccurate, misleading, or in violation of their privacy rights.
3. Request a formal hearing if their challenge to the records is denied, with the option to submit a written statement for inclusion in their records if the hearing outcome is unsatisfactory.
4. Control the disclosure of their education records, except in cases permitted by FERPA (e.g., to school officials with legitimate educational interests, other institutions, accrediting agencies, or in response to judicial orders or health/safety emergencies).

### **Consent and Disclosure**

Stone Child College will not disclose information from a student's education records without written consent, except as allowed by FERPA. Students may authorize access to their records by signing an academic year consent form. Directory information (e.g., name, address, major, dates of attendance, degrees awarded) may be disclosed unless the student submits a written request to the Registrar to withhold it. Such requests must be renewed annually.

### **Records Access and Restrictions**

Access to education records is limited to authorized college personnel with a legitimate educational interest. Records excluded from FERPA protections include:

1. Sole possession records of instructors or administrators.
2. Law enforcement records.
3. Employment records (unless employment is contingent on enrollment).
4. Alumni records.
5. Health records (though students may review these with a physician of their choice).
6. Students may not access:
7. Financial records submitted by parents.
8. Confidential letters of recommendation if they waived their right to inspect them.
9. Records containing information about other students.

## Hearing Process

Students dissatisfied with the outcome of a records challenge may request a formal hearing in writing to the Dean of Academics. The hearing panel, comprising the Dean of Academics, a Student Government representative, and the Dean of Student Services, will review the case and issue a final, evidence-based decision. If the panel rules in the student's favor, the records will be amended. If not, the student may submit a statement of disagreement to be included in their records.

## Complaints

Students who believe their FERPA rights have been violated may file a complaint with the U.S. Department of Education's FERPA Office at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Graduation Requirements**

To be eligible for graduation from Stone Child College, all students must meet the following requirements, regardless of program:

1. Academic Standards
  - a. Maintain a cumulative GPA of 2.00 or higher.
  - b. Earn a minimum grade of "C" in all courses required by the degree program and general education curriculum.
2. Degrees and Certificates:
  - a. *Associate of Arts Degree (AA)* – Completion of **60–69 credits**.
  - b. *Associate of Science Degree (AS)* – Completion of **60 credits**.
  - c. *Certificates of Completion* – Completion of **30–38 credits**, depending on program.
  - d. *Bachelor of Science Degree (BS)* – Completion of **129 credits**.
3. Credit Requirements
  - a. A minimum of **30 credits** must be earned at Stone Child College.
  - b. At least **15 credits** must be earned in the academic year prior to graduation.

#### 4. Graduation Application & Final Steps

Students must submit a **graduation application** to the Registrar's Office by the published deadline in the semester prior to or during the semester they intend to graduate, as required by the Registrar's Office.

In addition, students must:

- a. Maintain a **complete student file** on record.
- b. Complete the **Graduation Exit Survey**.
- c. Pay the **\$30.00 graduation fee** prior to graduation.

### Student Records

The SCC Registrar's Office is 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.

### Retention Of Student Records Policy

This policy outlines the guidelines for retention, access, confidentiality, and security of student records maintained by Stone Child College. It applies to all student records maintained by Stone Child College, regardless of the format or medium in which they are created, received, or stored, and to all personnel who have access to student records, including faculty, staff and administrators.

#### Definitions

- A. **"Student Record"** means any document, file, or other material that contains information directly related to a student and is maintained by Stone Child College.
- B. **"Education Record"** means any student record that is directly related to a student and is maintained by Stone Child College or by a party acting on behalf of the institution.
- C. **"Directory Information"** means information about a student that is not considered confidential and may be disclosed without the student's consent, unless the student has requested otherwise. Examples typically include, but are not limited to, student's name, address, telephone number, email address, dates of attendance, enrollment status, major field of study, degree, honors and awards received, and participation in officially recognized activities and sports.

## **Retention of Student Records**

Retention of Student Records: Student records will be maintained in accordance with the following schedules:

|                                 |                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>Admission records:</u>       | 5 years after last enrollment.                                                                                 |
| <u>Academic records:</u>        | 10 years after last enrollment. Academic transcripts will be retained permanently.                             |
| <u>Financial aid records:</u>   | 7 years after last enrollment.                                                                                 |
| <u>Student account records:</u> | 7 years after last enrollment.                                                                                 |
| <u>Disciplinary records:</u>    | 7 years after last enrollment. More severe disciplinary actions (e.g. expulsion) will be retained permanently. |
| <u>Other student records:</u>   | 5 years after last enrollment. FERPA Consent/Hearings will be retained permanently.                            |

## **Extension of Record Retention**

Retention of education records may be extended if required by applicable law or if the institution has a legitimate need to retain the records for an ongoing purpose. When records are no longer needed for legal, regulatory, or institutional purposes, they will be securely destroyed in accordance with applicable laws and regulations. A record of destruction shall be maintained by Stone Child College.

## **Access to Student Records**

Access to student records will be limited to authorized Stone Child College personnel who have a legitimate educational interest in the records. Students have the right to inspect and review their education records, and request amendments changes to their education records that they believe are inaccurate, and obtain copies of their records, in accordance with applicable laws, regulations, and institutional procedures. Requests for access or amendments to student records must be submitted in writing to the Office of the Registrar, which will process in a timely manner.

## **Confidentiality of Student Records**

Student records will be treated as confidential and will not be disclosed to third parties without the prior written consent of the student, except in cases where disclosure is required by applicable law (e.g. FERPA exceptions, judicial order, health and safety emergencies) or in accordance with applicable institutional policies. Directory information may be disclosed without the student's consent unless the student has opted out of such disclosure. requested otherwise. All personnel who have access to student records are responsible for understanding and strictly complying with this policy and all applicable laws. Training on student record confidentiality will be provided regularly to all relevant personnel.

## **Opt-Out Process for Directory Information**

Students who wish to prevent the disclosure of their directory information must submit a written request to the Office of the Registrar. The opt-out will remain in effect until the student provides written notification to rescind it. Please be aware that opting out of directory information disclosure may result in Stone Child College being unable to confirm enrollment or other directory information for purposes such as verifying attendance for insurance, scholarships, employment, or including your name in public announcements (e.g. academic awards, graduation programs).

## **Data Breach Protocol**

In the event of an actual or suspected breach of student data, Stone Child College is committed to a prompt and thorough response to protect the privacy and security of affected individuals. A data breach is considered unauthorized access, acquisition, use, or disclosure of student records or personal identifiable information.

- A. **Immediate Action & Reporting:** Any personnel who become aware of a suspected data breach must immediately report it to the designated data security personnel and their direct supervisor. No attempt should be made to investigate the breach independently beyond initial reporting.
- B. **Investigation & Containment:** Upon notification or discovery of a breach, the designated data security personnel will immediately notify the Stone Child College President, initiate an investigation to confirm the breach, assess its scope and severity, identify the affected systems and data, and take steps to contain the breach to prevent further unauthorized access or damage.

- C. **Risk Assessment:** A thorough risk assessment will be conducted to determine the likelihood of harm to affected individuals and any legal or regulatory notification requirements.

### **Data Security and Storage**

#### **Empower Network and Data Security.**

Stone Child College utilizes the Empower system for managing student data. The production servers are protected via operating system usernames and passwords, with root/administrator access restricted to ComSpec support personnel. Where appropriate, additional layers of security are implemented using application-specific usernames and passwords (e.g., Oracle, ColdFusion administrator, MS SQL Server). Technical support access is limited through a Virtual Private Network (VPN). User access to data is allowed through the application only. Direct access to the production transactional database is not allowed. The reporting database is available to only pre-defined trusted IP addresses. Security Patches are applied a minimum of once a month to all servers, with more frequent application if critical patches are released.

#### **Data Encryption in Transmission.**

When utilizing Empower's hosting/cloud services, there are two secure methods to access Empower data: 1. EMPOWER portal 2. Empower applications run through Uniface Anywhere. All data transmissions are encrypted, regardless of content, to protect sensitive student information. The minimum encryption level in use is 2048 bit and frequently 4096 bits. Encryption is implemented through the use of industry-standard commercial certificates.

## **STUDENT SERVICES**

### **Book Store**

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

Students are allowed to charge against PELL Grants and/or stipend programs. Students will need to provide verification from program and/or financial aid officer to Book Store personnel in order to charge. 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 if they do not have their ACT and/or SAT scores

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 Register 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.

Refer to Accuplacer Test section in Academic Policies for more information (pg. 10)

## **Child Care Program**

Submission of a current class schedule will need to be submitted to the Dean of Student Services and the ECLC before usage of the program. Out-of-class usage is permitted but students will acquire a bill for such use. Payments will be submitted to the Business Office in Sitting Old Woman.

## **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 the Student Success Coach to schedule appointments. Faculty will refer students to the Student Success Coach if the student's current grade is below a C.

## **Counseling/Referral**

Several personnel on campus provide counseling services to the students. The SCC Career Counselor, NACTEP counselor, and Retention Officer provide students educational, career counseling, and some personal counseling as requested. Emergency situations and drug/alcohol problems are referred to the local White Sky Hope Center and Rocky Boy Health Center. Students may also reach out to the Dean of Student Services for further guidance or assistance.

## **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 databases 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 must 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 And Network Use Policy**

This policy governs the use of Stone Child College's (SCC) computer and network resources, provided to students, faculty, staff, and guests to enhance learning, efficiency, and productivity. All users are responsible for understanding and adhering to this policy.

### **Purpose**

This policy establishes acceptable use parameters for SCC's computing facilities and resources, balancing open access with the need to protect resources, maintain network security, and comply with legal requirements.

### **Scope**

This policy applies to all users of SCC computing resources, regardless of location or device used. This includes, but is not limited to:

- SCC-owned or leased computers, devices, and networks.
- Personally owned devices connected to the SCC network.
- Software and data stored on SCC systems.
- Internet access provided by SCC.
- Email accounts provided by SCC.

### **Acceptable Use**

Acceptable use aligns with SCC's mission and demonstrates respect for the rights of other users, data confidentiality, and legal regulations. Examples include:

- Academic research and learning.
- Conducting SCC business.
- Communication related to SCC activities.
- Limited personal use that doesn't interfere with SCC operations or violate this policy.

### **Prohibited Activities**

The following activities are prohibited:

- **Illegal Activities:** Engaging in any activity that violates local, state, or federal laws, including copyright infringement, software piracy, unauthorized access, and distribution of illegal content.
- **Unauthorized Access:** Accessing or attempting to access systems, data, or accounts without explicit authorization.
- **Network Abuse:** Disrupting network operation, including denial-of-service attacks, spreading malware, and excessive bandwidth consumption.
- **Harassment and Discrimination:** Using SCC resources to harass, intimidate, or discriminate against any individual or group.
- **Inappropriate Content:** Accessing, downloading, or distributing obscene, pornographic, or sexually explicit material.
- **Commercial Use:** Using SCC resources for personal gain or commercial purposes without authorization.
- **Misrepresentation:** Impersonating another user or misrepresenting your identity.
- **Violation of Privacy:** Accessing or disclosing personal information without consent.
- **Circumventing Security:** Attempting to bypass or disable security measures, including content filtering.
- **Unauthorized Software:** Installing or using unlicensed software.
- **Data Breach:** Failing to report any suspected or actual data breach.
- **Password Sharing:** Sharing your SCC account password with others.
- **Using another person's password.**
- **Disabling or modifying system tasks or services without authorization.**
- **Using remote access software without authorization.**
- **Removing license decals or inventory tags.**
- **Intentional misuse or vandalism of equipment.**

### Copyright and Intellectual Property

Users must respect copyright and intellectual property laws. Installing or distributing pirated software, unauthorized copying of copyrighted materials, and violating software license agreements are strictly prohibited.

### Email Use

- SCC email accounts are primarily for college/educational purposes. Limited personal use is permitted. Commercial use is prohibited.
- Users should exercise professional judgment when using email.
- SCC may monitor email activity when there is reasonable suspicion of policy violation or illegal activity.

- Spamming, phishing, and other forms of email abuse are prohibited.
- Using third-party email systems for SCC business is prohibited.

### **Social Media**

- Users are responsible for their online behavior, even on personal social media accounts.
- Avoid posting confidential SCC information or making disparaging remarks about SCC, its employees, or students.
- Be mindful of how online activity may reflect on SCC.

### **User Accounts and Privacy**

- All user accounts, including email, are SCC property.
- SCC may monitor and record network activity, including email, with or without notice. Users should have no expectation of privacy when using SCC resources.
- Accounts are limited to SCC employees and currently enrolled students. Guest accounts are available at the library.
- Users are responsible for managing their files and protecting their passwords.
- SCC may delete accounts when employment or student status ends or at its discretion. SCC is not obligated to recover files from deleted accounts.

### **Computer Maintenance**

- The SCC IT Department is responsible for maintaining the computing environment.
- Only authorized software may be installed on SCC computers.
- Only authorized IT personnel may repair SCC equipment.
- Maintenance requests should be submitted promptly.

### **Enforcement**

Violations of this policy may result in disciplinary action, up to and including:

- Loss of access to SCC resources.
- Suspension or expulsion.
- Termination of employment.
- Legal action.

## **Right of Appeal**

Users who violate this policy may appeal to the relevant college administrator.

## **Disclaimer**

SCC is not responsible for any data loss or damage due to the use of its computing resources. SCC provides no warranty, expressed or implied, regarding these resources. Liability is limited to fees paid for use of the resources.

## **Student Code of Conduct and Disciplinary Policy**

### **I. Purpose and Scope**

Stone Child College (SCC) is dedicated to fostering a safe, respectful, and inclusive environment that supports the intellectual, social, and personal growth of all students and community members. The Student Code of Conduct applies to all students, faculty, staff, and visitors on campus and is designed to promote trust, fairness, and accountability in all aspects of college life.

SCC recognizes its responsibility to uphold the common good and to minimize influences that hinder the intellectual and social development of the college community. Students are expected to act as responsible members of the college and broader community, contributing positively to the campus environment. This policy ensures that SCC remains a place where personal safety, well-being, and the freedom to learn are prioritized.

### **II. Reporting Incidents and Emergencies**

Prompt reporting is essential for maintaining a safe campus. The college community is encouraged to report all crimes and emergencies without delay. Every member of the SCC community—students, faculty, staff, and visitors—has a responsibility to report violations they observe. Assistance with filing a complaint may be obtained from Student Services staff.

- A. Criminal Actions and Immediate Emergencies:** All criminal actions and emergencies requiring immediate police intervention should be reported to the **Chippewa Cree Law Enforcement** by calling their emergency number.
- B. Non-Immediate Incidents:** Other incidents and emergencies that do not require immediate police action should be reported to the **Campus Security Officer (CSO)**

or to the nearest available college personnel, who will then contact the CSO. The CSO will follow up on all reports to determine any necessary actions.

- C. **Confidentiality:** The college encourages the prompt reporting of all crimes and will make every effort to protect the confidentiality of individuals who make reports. However, anonymity cannot be guaranteed, particularly in cases that proceed to a formal hearing or criminal investigation.

### III. Prohibited Conduct

The following behaviors are considered violations of the Student Code of Conduct and are subject to disciplinary action. This list is not exhaustive, and the college reserves the right to address any conduct that disrupts the educational mission or endangers the community.

1. **Academic and Institutional Dishonesty:** Any form of dishonesty, including but not limited to cheating, plagiarism, forgery, alteration, or misuse of SCC documents, or knowingly furnishing false information to the college.
2. **Disruption of College Activities:** Disruption or obstruction of teaching, research, disciplinary proceedings, or other college-sponsored activities.
3. **Abuse and Harassment:** Physical, verbal, or emotional abuse of any person on SCC premises or at a college-sponsored event. This includes, but is not limited to, threats, intimidation, demands, badgering, and all discriminatory acts on the basis of race, color, sex, sexual orientation, age, disability, religion, or ethnic or national origin. **Acts of physical violence, including fighting and assault, are strictly prohibited.**
4. **Theft and Vandalism:** Theft of, damage to, or unauthorized use of college property or the property of any member of the Rocky Boy Community while on campus.
5. **Failure to Comply:** Failure to comply with the directions of SCC officials acting in the performance of their duties.
6. **Technology Misuse:** Misuse of technology and digital resources, including but not limited to, theft of electronic devices, improper use of college computer privileges, cyberbullying, and improper use of social media.
7. **Unauthorized Weapons and Substances:** Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals on college grounds, buildings, or facilities. This policy does not apply to authorized police officers. Weapons may include, but are not limited to, BB guns, stun guns, rifles, handguns, martial arts devices, brass knuckles, daggers or similar knives, and switchblades. A harmless instrument designed to look like a weapon is also included if used to cause fear or assault another person.

8. **Alcohol and Drug Violations:** The use, possession, or sale of alcohol or illegal drugs on campus. Appearing on campus under the influence of alcohol or drugs, as demonstrated by impaired inappropriate conduct, is also a violation.
9. **Disorderly Conduct:** Lewd, indecent, or obscene expression, including abusive language or excessive noise that intentionally disturbs the peace and quiet of any person or group of persons.
10. **Illegal Gambling:** Participation in illegal gambling activities in violation of the law.

#### IV. Academic Honor and Integrity

As members of the SCC community, students are expected to uphold the highest standards of academic integrity, honesty, and responsibility. By enrolling in courses at SCC, students agree to adhere to the principles of academic honor. Any student who violates these principles may face disciplinary action.

##### Principles of Academic Honor

1. **Original Work:** Students must complete their own work and refuse to allow others to complete assignments on their behalf.
2. **Refusal to Assist in Dishonesty:** Students must refuse to provide unauthorized assistance to other students. This does not include peer-to-peer study groups and tutoring.
3. **Avoidance of Plagiarism:** Plagiarism is the act of using someone else's words, ideas, or work without proper acknowledgment. To avoid plagiarism, students must:
  - a. **Use Proper Citations:** When directly quoting, enclose the text in quotation marks and provide an in-text citation and a full reference in the works cited list.
  - b. **Paraphrase and Summarize Correctly:** When rewriting in their own words, students must still include an in-text citation and a full reference.
  - c. **Provide a Reference List:** Every assignment must include a complete list of references, formatted according to the required citation style (e.g., MLA, APA).

#### V. Grievance and Disciplinary Process

The college's disciplinary authority is vested in the President, who has delegated decision-making to the Dean of Student Services and the Dean of Academics. SCC is committed to a fair and impartial process for addressing all student complaints and

alleged misconduct. The grievance process is designed to be a constructive way to resolve concerns by moving them to the next level of authority if a satisfactory resolution is not reached at an earlier stage.

**A. Initial Filing of Complaint or Grievance:** The initial point of contact for a complaint or grievance depends on the nature of the issue.

1. **Disciplinary Action:** A charge of misconduct must be filed in writing with the Campus Security Officer (CSO) within seven (7) business days of the incident. The CSO will then conduct a preliminary investigation within five (5) business days to determine if the matter can be resolved informally or if a formal hearing is required.
2. **Academic Grievances:** A student's objection concerning academic matters (e.g., grades, course policies, or instructor decisions) must be submitted in writing to the instructor, staff member, or administrator within five (5) business days of the decision.
3. **Non-Academic Grievances:** A student's objection concerning non-academic matters must be submitted in writing to their advisor or program coordinator within five (5) business days of the decision. Examples of non-academic grievances include issues with student life, financial aid (other than Federal PELL Grants), college facilities, or other administrative policies.

**B. Grievance and Appeals Process:** Students have the right to have objections or appeals heard. The process for both is reviewed on a case-by-case basis. **Failure to meet the specified timelines may result in the dismissal of the grievance or appeal.**

### **Academic Grievances**

If the objection concerns academic matters, the following steps apply:

1. **Step 1: Contact the Instructor/Staff/Administrator.** The student must submit a written objection to the instructor, staff member, or administrator within **five (5) business days** of the decision. The party receiving the objection will respond in writing within **five (5) business days**. If the student is not satisfied with the response, they may proceed to the next step.
2. **Step 2: Contact the Dean of Academics.** The student must submit a written appeal to the Dean of Academics within **five (5) business days** from the response of the instructor/staff/administrator. The Dean will respond in writing within **five (5) business days**. If the student is not satisfied with the decision, they may proceed to the next step.

3. **Step 3: Contact the SCC President.** The student must submit a written appeal to the SCC President within **five (5) business days** of the Dean's decision. The President will respond in writing within **ten (10) business days**. If the student is not satisfied with the decision, they may proceed to the next step.
4. **Step 4: Submit to the SCC Grievance Committee.** The student must submit a written appeal to the **SCC Grievance Committee** within **five (5) business days** of the President's decision. The Committee will conduct a hearing with the student present and provide a final written response within **ten (10) business days**. The Committee's decision is **final**, and no further recourse is available.

### Non-Academic Grievances

If the objection concerns non-academic matters, the following steps apply:

1. **Step 1: Contact the Student Advisor or Program Coordinator.** The student must submit a written objection to their advisor or program coordinator within **five (5) business days** of the decision. The advisor or coordinator will respond in writing within **five (5) business days**. If the student is not satisfied with the response, they may proceed to the next step.
2. **Step 2: Contact the Dean of Student Services.** The student must submit a written appeal to the Dean of Student Services within **five (5) business days** of the initial decision. The Dean will respond in writing within **five (5) business days**. If the student is not satisfied with the decision, they may proceed to the next step.
3. **Step 3: Contact the SCC President.** The student must submit a written appeal to the SCC President within **five (5) business days** of the Dean's decision. The President will respond in writing within **ten (10) business days**. If the student is not satisfied with the decision, they may proceed to the next step.
4. **Step 4: Submit to the SCC Grievance Committee.** The student must submit a written appeal to the **SCC Grievance Committee** within **five (5) business days** of the President's decision. The Committee will conduct a hearing with the student present and provide a final written response within **ten (10) business days**. The Committee's decision is **final**, and no further recourse is available.

### Disciplinary Appeals

A student has the right to appeal a disciplinary sanction or decision. To initiate an appeal, the student must submit a written request to the **Dean of Student Services** within **10 business days** of receiving notice of the final sanction. The Dean of Student Services will then forward the appeal to the **SCC Disciplinary Appeals Committee** for review. The SCC Disciplinary Appeals Committee shall be 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. The SCC Disciplinary Appeals Committee will review all documentation related to the case and may hold a hearing with the student present. The Committee's decision is **final**, and the student will be notified of the outcome in writing.

### **Interim Suspension and Emergency Action**

To protect the safety and well-being of the campus community, the college reserves the right to take immediate action in emergency situations.

- A. **Interim Suspension:** The **Dean of Student Services** has the authority to impose an interim suspension on a student whose continued presence on campus, or at a college-sponsored event, poses an immediate threat to the physical or emotional safety of the community. This includes, but is not limited to, situations involving physical violence, domestic violence, credible threats of harm, or other serious misconduct. An interim suspension is a temporary measure, not a final sanction. A hearing will be scheduled as soon as is reasonably possible following the suspension.
- B. **Compliance with Legal Orders:** The college will comply with and enforce any legal directives, such as court-issued no-contact orders. A student who violates a court-issued no-contact order will be subject to an interim suspension and formal disciplinary action.

### **Student Rights and Communication**

All students involved in a disciplinary matter have the right to be treated with dignity and respect.

- A. **Student Rights:** An accused student has the right to have a support person or advisor of their choosing from within the SCC community. This individual may attend meetings or hearings with the student to offer support, but may not speak or act on the student's behalf. Students also have access to campus counseling services to support their well-being during any part of this process.
- B. **Formal Communication:** All official notifications of decisions, sanctions, and hearing dates will be provided in writing. Notifications will be delivered to the student's official college email address or by certified mail to the address on file. The communication will include a summary of the findings and the imposed sanction(s).

## Informal Resolution Process

For minor infractions, the CSO may determine that the matter can be resolved informally. This process may include a mediated conversation between the parties, a written apology, or other mutually agreed-upon actions. A successful informal resolution concludes the matter without a formal hearing or sanction.

## VI. Disciplinary Sanctions

Sanctions are designed to address misconduct while promoting accountability. The following sanctions may be imposed, depending on the severity and nature of the violation. Each incident is reviewed on a case-by-case basis.

1. **Warning:** A written or oral reprimand for violating specific regulations. Further violations may result in more severe sanctions.
2. **Disciplinary Probation:** A written notice that further violations may result in more severe consequences. This may include exclusion from privileged activities for a period 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. This may include written or verbal apology.
4. **Suspension:** Temporary separation from the college for a definite period. A student may be separated for **not less than one term and not more than one academic year**. In cases of fighting or intoxication, a suspension for up to one year may be imposed.
5. **Expulsion:** Permanent separation from the college, which severs the student's relationship with SCC. This is reserved for the most serious offenses, and a student may be indefinitely expelled for a third offense of fighting.
6. **Referral to Counseling/Restorative Measures:** In addition to, or in place of, other sanctions, the college may require a student to participate in restorative justice practices. This can include referral to the White Sky Hope Center, or other approved service providers, for counseling services, or other approved service providers, participation in conflict resolution workshops, anger management counseling, or community service.

## VII. Sexual Harassment Policy and Procedures

This policy addresses the college's commitment to preventing and responding to all forms of sexual harassment and misconduct. SCC is committed to fostering a safe, educational, and working environment free from all forms of sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

### Definitions of Prohibited Conduct

1. **Sexual Harassment:** Unwelcome conduct on the basis of sex that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity. This includes:
  - a. ***Quid Pro Quo* Harassment:** An employee of the college conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
  - b. **Hostile Environment Harassment:** Unwelcome conduct based on sex that creates a hostile, intimidating, or offensive environment.
2. **Sexual Assault:** Any sexual act directed against another person without their consent.
3. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
4. **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or who has cohabitated with the victim as a spouse or intimate partner, or by any other person against an adult or youth victim who is protected by the domestic or family violence laws of Montana.
5. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

### Reporting and Resources

SCC encourages all members of the community to report incidents of sexual harassment and misconduct. There is **no time limit for reporting an incident**. Timely reporting is encouraged to aid in evidence gathering, but reports can be made at any time.

1. **Reporting an Incident:**

- Reports may be made to the **Title IX Coordinator** through the reporting form on the SCC **Title IX webpage**, or directly to the **Campus Security Officer (CSO)**.
- The **Title IX Coordinator** is the **primary point of contact** for all reports of sexual harassment and misconduct and will ensure that reports are addressed promptly and appropriately.

#### 1. **Confidential Resources:**

- Students seeking confidential support can contact the college's Counseling Services.
- These services can provide support and guidance without initiating a formal report to the college or law enforcement unless required by law.

#### 1. **Non-Confidential Resources:**

- The **Title IX Coordinator**, the **Dean of Student Services**, and all other SCC employees are considered **non-confidential resources**.
- While these staff members cannot guarantee confidentiality, they can:
  1. Provide information about the **formal complaint process**.
  2. Connect students with **supportive measures** (such as academic accommodations, counseling referrals, or changes to class schedules).
  3. Explain available options for pursuing an informal or formal resolution.

### **Mandatory Title IX Training Requirement**

To foster a safe and inclusive learning environment, all Stone Child College students are required to complete annual Title IX training. This training provides information on student rights, responsibilities, and available resources under Title IX.

Completion of Title IX training is a prerequisite for eligibility to receive federal and institutional financial aid. Students who fail to complete the training by the published deadline will not have their financial aid disbursed until proof of completion is submitted.

### **Supportive Measures and Complaint Procedures**

Upon receiving a report, the college will offer reasonable and appropriate supportive measures, which may include academic accommodations, changes to campus work or

living arrangements, and no-contact orders. These measures are available regardless of whether a formal complaint is filed.

1. **Formal Complaint:** A formal complaint may be initiated by the Title IX Coordinator or the reporting party. A thorough investigation will be conducted to protect the rights of all involved parties.
2. **Appeals:** A person who is found responsible for a violation of this policy has the right to appeal the decision to the **SCC Disciplinary Appeals Committee**.
3. **External Reporting:** In addition to the college's internal process, a student or employee may also file a formal complaint of sex discrimination with the **EEO Officer/Law & Order or Tribal Courts**.

## **VIII. Campus Safety and Security**

Stone Child College is committed to providing a safe and secure campus environment.

1. **Campus Law Enforcement:** The college employs a Campus Security Officer (CSO) to ensure safety. The CSO's authority is to investigate incidents, enforce college policies, and act as a liaison with the **Chippewa Cree Law Enforcement**, the primary law enforcement agency for criminal matters.
2. **Annual Security Report:** In compliance with applicable law, the college will prepare an annual security report that includes crime statistics and information on campus safety policies and procedures. This report will be made available to the college community.
3. **Access to Facilities:** The college maintains an open campus. Access to classrooms and laboratories is regulated by instructors, and security personnel are available for emergencies.
4. **Registered Sex Offenders:** The college complies with all federal and state laws regarding the registration and public notification of sex offenders. Information on registered offenders in the area can be found on the Montana Department of Justice website. The college reserves the right to perform background checks on prospective employees and to take appropriate action, including exclusion from campus, to ensure the safety of the community.

## **IX. Drug and Alcohol Policy**

Stone Child College is in strict adherence with applicable laws governing drugs and alcohol. All students of SCC are expected to comply with applicable laws regarding the

sale and use of alcohol and drugs. Organizations collectively and students individually will be held responsible for any violations. The college will not endorse any student organization which raises funds through the sale of drugs and/or 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.

1. **Sanctions:** Students who manufacture, distribute, dispense, possess, or use a controlled substance while on campus or at a college-sponsored activity may be placed on probation, suspended, or expelled.
2. **Indian Religious Freedom Act:** Any drugs listed under the Drug-Free Workplace Act that are in conflict with the **Indian Religious Freedom Act** are exempt from this policy. This exemption applies to the ceremonial use of peyote by members of the Native American Church.

#### **X. Crime Prevention and Awareness**

The college provides educational programs to inform students and employees about campus security practices and crime prevention.

1. **Student Programs:** Information on campus security policies and procedures, including crime statistics, will be provided during student orientation and general assembly each semester. These programs will also include presentations from the Campus Security Officer and Chippewa Cree Law Enforcement on crime prevention and personal safety.
2. **Staff Programs:** The CSO and facilities manager will provide staff training on campus security at least annually. The campus security policies will be included in the Staff Policies and Procedures Manual.

### **Student Conduct Code**

#### **Academic Honor and Student Integrity**

##### **Stone Child College Academic Honor Policy**

As members of the SCC community, students are expected to uphold the highest standards of academic integrity, honesty, and responsibility. SCC is committed to fostering a culture of learning where students are encouraged to achieve their full potential while adhering to the college's mission, goals, policies, and procedures.

By enrolling in courses at SCC, students agree to:

- Attend all class sessions as scheduled in the course syllabus and semester class schedule.
- Complete their studies to the best of their ability with honesty and integrity.
- Uphold the principles of academic honor as outlined in this policy.

### **Principles of Academic Honor**

1. Original Work: Students are expected to complete their own work. This includes:
  - a. Refraining from copying the work of another student.
  - b. Not allowing others, including family members or friends, to complete assignments on their behalf.
2. Refusal to Assist in Dishonesty: Students must refuse to provide unauthorized assistance to other students and/or complete assignments. This does not include peer to peer studying groups and tutoring.

### **Avoidance Of Plagiarism**

Plagiarism is the act of using someone else's words, ideas, or work without proper acknowledgment. At Stone Child College (SCC), students are expected to uphold academic integrity by giving proper credit to the sources they use in their work. The following guidelines outline how to avoid plagiarism:

#### **Direct Quotations:**

When directly copying a sentence, phrase, or passage from a source, students must:

- Enclose the text in quotation marks.
- Include an in-text citation with the author's name, publication year, and page number (if applicable).
- Provide a full reference in the works cited or references list at the end of the assignment.
- Example:  
Original Source: "The only thing we have to fear is fear itself." (Franklin D. Roosevelt, 1933)
- Proper Use: As Franklin D. Roosevelt famously said, "The only thing we have to fear is fear itself" (Roosevelt, 1933, p. 12).

### **Paraphrasing and Summarizing:**

When paraphrasing (rewriting in your own words) or summarizing (condensing the main ideas) a source, students must:

- Ensure the rewritten content is entirely in their own words and sentence structure.
- Include an in-text citation to credit the original author.
- Provide a full reference in the works cited or references list.
- Example:  
Original Source: "The Industrial Revolution marked a major turning point in history, influencing almost every aspect of daily life."  
Proper Paraphrase: The Industrial Revolution was a pivotal period that significantly transformed nearly every facet of everyday life (Author, Year).

### **Citing Sources:**

Students must use the appropriate citation style (e.g., MLA, APA, Chicago) as required by their instructor.

Citations should include:

- In-text citations: Brief references within the body of the assignment (e.g., Author, Year, p. #).
- Full references: Complete details of the source in the works cited or references list at the end of the assignment.

Example of APA Style:

- In-text: (Smith, 2020, p. 45)
- Reference List: Smith, J. (2020). *The History of Innovation*. New York, NY: Academic Press.

### **Reference List:**

Every assignment must include a complete list of references at the end, detailing all sources used.

The reference list should be formatted according to the required citation style (e.g., MLA, APA).

Example of APA Reference List:

- Book: Author, A. (Year). *Title of book*. Publisher.

- Journal Article: Author, A. (Year). Title of article. *Journal Name*, Volume(Issue), Page Range. DOI or URL

### **Common Knowledge Exception:**

Information that is widely known and accepted as fact (e.g., “The Earth revolves around the Sun”) does not require citation. However, when in doubt, it is better to provide a citation.

### **Consequences of Plagiarism**

Plagiarism is a serious violation of academic integrity and may result in:

- Failing the Assignment: The student may receive a zero for the plagiarized work.
- Failing the Course: Repeated or severe cases of plagiarism may result in a failing grade for the course.
- Disciplinary Action: In extreme cases, students may face suspension or expulsion from the college.

### **Consequences of Violations**

Any student who violates the principles of academic honor may face the following consequences, depending on the severity of the violation:

- Failing the Assignment: The student may receive a failing grade for the specific assignment in question.
- Failing the Course: The student may receive a failing grade for the entire course.
- Expulsion from the College: In cases of repeated or severe violations, the student may be expelled from SCC.

### **Reporting Violations**

Faculty, staff, and students are encouraged to report suspected violations of academic integrity to the appropriate department or academic advisor. All reports will be handled confidentially and investigated thoroughly.

### **Tobacco Free Policy**

Stone Child College is a tobacco-free campus. Smoking, vaping 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.

## **Pets**

To maintain a safe and healthy campus environment, pets are not permitted on the Stone Child College campus. This policy applies to all students, staff, and visitors.

### **1. No Pets Allowed:**

- Pets are not allowed in classrooms, campus buildings, or outdoor areas.
- This includes pets carried in carriers or allowed to roam freely.

### **2. Exception for Service Animals:**

- **Service animals**, as defined by the Americans with Disabilities Act (ADA), are permitted to assist individuals with disabilities.
- Proper documentation must be submitted to the **Registrar's Office** for approval.

## **Students With Disabilities**

Stone Child College (SCC) is committed to providing equal access and reasonable accommodations to students with disabilities in compliance with the **Americans with Disabilities Act (ADA) of 1990** and **Section 504 of the Rehabilitation Act of 1973**.

### **Definition of Disability:**

Under the ADA and Section 504, a person has a disability if they have a **physical or mental impairment** that substantially limits one or more **major life activities**, such as:

- Walking, standing, seeing, speaking, hearing, sitting, breathing, or taking care of oneself.

### **Eligibility Requirements:**

To qualify for disability-related services, students must:

#### **1. Provide Documentation:**

Submit documentation from a **licensed professional** (e.g., physician, psychologist, or specialist) that:

- Certifies the existence of a disability.

- Describes the functional limitations caused by the disability.
- Recommends reasonable accommodations.

## **2. Request Accommodations:**

Contact the **Dean of Student Services** to initiate the accommodation process.

A meeting will be scheduled with Academics and Student Services to determine feasible accommodations based on the documentation provided.

### **Reasonable Accommodations:**

Accommodations are tailored to the individual needs of the student and may include, but are not limited to:

- Extended time on exams.
- Note-taking assistance.
- Accessible classroom seating.
- Assistive technology or software.

### **Confidentiality:**

All documentation and information related to a student's disability are kept confidential and shared only with authorized personnel on a need-to-know basis.

## **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.

## **Name Change Policy**

Stone Child College (SCC) requires students to promptly report any legal name changes to ensure accurate records and compliance with college policies. This includes changes due to marriage, divorce, or other legal reasons.

### **Reporting Requirements:**

#### **1. Notification:**

Students must promptly notify the **Registrar's Office** and the **Financial Aid Office** of any legal name change.

Students must also provide all other names they have been known by (e.g. maiden name, previous legal names).

## **2. Documentation:**

Proper documentation must be submitted to support the name change request.

Acceptable documents include:

- Marriage certificate.
- Divorce decree.
- Court order
- Other legal documents verifying the name change.

## **Impact on Record:**

Once the name change is processed, all official records (e.g. transcripts, diplomas, financial aid documents) will be updated to reflect the new name.

Students are responsible for ensuring that their name is consistent across all college systems and documents.

For assistance with name changes, students should contact:

Registrar's Office  
(406) 395-4875 ext. 1271 | Kennewash Hall

Financial Aid Office  
(406) 395-4875 ext. 1267 | Kennewash Hall

## **Transferring To Other Institutions**

Students planning to transfer to another institution of higher learning should take the necessary steps to ensure that their credits earned at Stone Child College will be accepted toward a degree at the transfer institution. The receiving institution determines the transferability of credits, and students are encouraged to plan carefully to meet all requirements.

## **Steps for Successful Transfer:**

1. **Research the Transfer Institution**

Obtain the most current catalog or visit the website of the institution you wish to transfer to. Review the entrance requirements and recommendations for freshman and sophomore programs in your intended major.

2. **Consult with Stone Child College Advisors**

Meet with your Stone Child College Co-Advisor, and/or Faculty Advisor to discuss how to fulfill the transfer requirements and ensure your coursework aligns with the expectations of the transfer institution.

3. **Contact the Transfer Institution**

Reach out to an Admissions Officer at the institution you plan to transfer to. This can be done via letter, email, or a personal interview. Request detailed information about their curriculum, transfer policies, and any specific regulations you need to follow.

4. **Verify Requirements Before Transfer**

One or two semesters before transferring, confirm that you have met all requirements and that your credits will transfer as expected. This ensures a smooth transition and compliance with the transfer institution's regulations.

## **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](http://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. Students must be Federal PELL eligible.
2. Student Aid Index (SAI) is calculated with students having the lowest SAI 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 Eligibility**

The amount of Federal Pell Grant funds students may receive over their lifetime is limited by federal law to be the equivalent of six (6) years of Pell Grant funding or completion of first bachelors, whichever comes first.. Since the maximum amount of Pell Grant funding that a student can receive each year is up to 150% for an academic year, the six-year equivalent is 600%, for a lifetime.

**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 determined by using a student's Student Aid Index (SAI) that is calculated from the information students (and their family) provided when student filed for 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%. If student determines they will be attending summer semester, an additional 50% can be awarded.

**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 Student Aid website ([studentaid.gov](http://studentaid.gov)) Using Federal Student Aid ID students may view their LEU. See the Financial Aid Office for further questions.

## Standards Of Satisfactory Academic Progress

Stone Child College, in compliance with Federal regulations that require colleges to establish satisfactory progress, has established the following requirements for students receiving federal financial aid. Students who fail to meet these Standards of Satisfactory Academic Progress will not be eligible to receive federal financial aid.

Satisfactory academic progress is defined as progression in a regulated manner toward fulfilling requirements for an eligible program of study that leads to a college degree or certificate. 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 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 any degree seeking student, regardless of full-time or part time, receiving Federal Financial Aid.

1. **Grade Point Average:** A minimum cumulative grade point average of 2.0 must be maintained for any student receiving financial aid. A requirement for graduation at SCC is that a student completes all courses pertaining to a degree program. All final SCC grades in the students' program of study will be considered in computing GPA. Cumulative Grade point average will be evaluated following the end of every term.

### Grade Point Grading Scale

- A – Excellent 4
- B – Good 3
- C – Average 2
- D – Below Average 1
- F – Failure 0

Grades of I (incomplete) or W (withdrawal) are not calculated in a student's GPA but are counted towards a student's attempted coursework for the semester. If the course is a retake, the most recent letter grade will be recorded on the transcript and used in the calculation of the student's GPA.

2. **Pace of Progression:** 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 timeframe. The pace of progression is calculated by dividing cumulative hours that have been successfully completed by the cumulative hours attempted. For example, 12 credits attempted, and 9 credits completed for the semester ( $9 \text{ credits completed} / 12 \text{ credits attempted} = .75$  or 75%).
3. **Maximum Timeframe:** All students are expected to complete the degree or certificate requirements within 150% of the published length of the program.

For Example:

Certificate of Completion - 30 credits ( $30 \times 150\% = 67$  credits)

Associate degree - 64 credits ( $64 \times 150\% = 96$  credits)

Bachelor degree - 126 credits ( $127 \times 150\% = 189$  credits)

4. SAP, which includes Minimum Cumulative grade point Average, Pace of Progression (67% rule), and Maximum Timeframe is measured at the end of every semester. If a student is found to not be meeting Satisfactory Academic Progress they will be notified in writing.
5. Students can repeat courses up to three times and still receive financial aid for the courses. They are considered attempted credit hours. For the purpose of determining satisfactory progress, grades "F" and "I" (incomplete) or "W" and "D's" for the term will count towards determining the number of credits attempted. Accepted credits from previous colleges will count toward the pace of progression.

**Incomplete Grade:** The Incomplete Grade will be counted as an "F" when calculating the Quantitative measure until the grade change is completed with the Registrar and changed on student's transcript.

## **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 falls below the required minimum and/or student fails to complete 67% of their credit hours will be considered SAP ineligible for financial aid and will be placed in a financial aid Warning or Suspension. 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 to be back in good standing of SAP. If the required GPA or credit hours completed is not

attained, 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.

## **Financial Aid Warning**

A student who fails to meet satisfactory academic progress will receive a Financial Aid Warning. Any financial aid student receiving warning is expected to meet SAP requirements at the end of the next enrolled semester. If the student again fails to meet the SAP requirements at the end of that semester they will be moved to Financial Aid Suspension.

## **Financial Aid Suspension**

If a student who was on Financial Aid Warning fails to meet Satisfactory Academic Progress while on Warning will then be placed on Financial Aid Suspension and no longer eligible for Financial Aid until they can successfully complete a semester by completing 67% of their credit hours and having a 2.0 GPA.

## **Appeal Process**

A student who is on Financial Aid Suspension has the right to appeal based on extenuating or mitigating circumstances that contributed to their inability to meet Satisfactory Academic Progress. These circumstances may include but are not limited to injury or illness, death of a family member, or in a case of undue hardship.

1. Submit an appeal application to the Financial Aid Coordinator (application can be picked up in the financial aid office). Application must be submitted by the Thursday of the 2<sup>nd</sup> week of the semester they are appealing.
2. Write a personal statement and explanation of the extenuating or mitigating circumstances that led to the inability to meet Satisfactory Academic Progress and an explanation of what has changed in the student's situation that will allow them to meet SAP requirements.
3. A student must submit any and/or all supporting documents to support the appeal.

Decisions will be made by the Financial Aid Office Team (Financial Aid Assistant & Financial Aid Officer). Upon review the student will be notified by email or in person no later than 7 working days after the appeal is received. If appeals are denied the student must complete a semester on their own expense (without Title IV funding). If a student successfully completes the semester with a 2.0 GPA and at least 67% of credits attempted,

they will then be considered SAP eligible and Financial Aid may be reinstated for the following semester of enrollment. The Financial Aid decision may be appealed to the Dean of Student Services at the student's discretion. The Dean of Student Services decisions are final. If an appeal is approved, the student will be placed on Financial Aid Probation.

## **Financial Aid Probation**

A student who has successfully appealed their Financial Aid Suspension will be placed on probation for one semester and is able to receive financial aid. Prior to the start of the semester and release of any financial aid the student will be required to meet with their advisor to complete the Plan of Study and obtain their advisor's signature.

If at the end of the next semester when SAP is evaluated, a student on probation status who has not fulfilled Satisfactory Academic Progress will then be placed on Suspension losing financial aid eligibility until the student can successfully meet Satisfactory Academic Progress.

## **PELL Verification**

Stone Child College participates in the Federal PELL Grant Program, which provides financial assistance to eligible students.

To ensure the accuracy of information provided on the Free Application for Federal Student Aid (FAFSA), the U.S. Department of Education selects certain applications for a process called verification. Students selected for verification must provide documentation to confirm the accuracy of their FAFSA data.

### **Verification requirements**

If your FAFSA is selected for verification, you will be notified by the Stone Child College Financial Aid Office. You are required to submit the following documents (as applicable):

1. **Verification Worksheet:** Complete and submit the required verification form provided by the Financial Aid Office.
2. **Tax Information:** Provide a copy of your IRS Tax Return Transcript or use the IRS Data Retrieval Tool (DRT) to transfer your tax information directly to your FAFSA.
3. **Income Documentation:** If applicable, submit W-2 Forms, proof of untaxed income, or other requested financial documents.

4. **Household Information:** Provide documentation to verify the number of household members and the number of family members enrolled in college.
5. **Other Documents:** Submit any additional documentation requested by the Financial Aid Office to resolve discrepancies or clarify information.

### **Deadlines**

- Students must submit all required verification documents by the deadline specified by the Financial Aid Office. Failure to meet this deadline may result in the loss of PELL Grant Eligibility for the current academic year.
- Documents must be submitted in a timely manner to ensure that financial aid is processed before tuition and fee payment deadlines.

### **Consequences of Non-Compliance**

- If a student fails to complete the verification process, their PELL Grant and other federal financial aid will not be disbursed.
- Incomplete or inaccurate documentation may delay the processing of financial aid and could result in the student being responsible for paying tuition and fees out-of-pocket.

### **Confidentiality**

All documents submitted for verification are kept confidential and used solely for the purpose of verifying FAFSA information in compliance with federal regulations.

### **Appeals and Questions**

Students who have questions about the verification process or who wish to appeal a decision related to their financial aid eligibility should contact the Stone Child College Financial Aid Office for assistance.

### **Federal Return of Title IV Funds Policy**

The law specifies how a school must determine the amount of Title IV program assistance that you earn if you withdraw from school. If you withdraw from all of your classes, you may be required to return Federal Financial Aid. Stone Child College participates in the following programs: Federal Pell Grants, and Supplemental Educational Opportunity Grants (SEOG).

Students who attend more than 60% of the term are considered to have fully earned their financial aid. However, students who did not attend courses until the 60% point of the term, have unearned financial aid that will need to be returned to the U.S. Department of Education (ED). The percent of the semester completed and correspondingly the percentage of aid earned, is calculated by taking the calendar days attended by the student, divided by the total number of calendar days in the term. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds. For students who have unearned financial aid at Stone Child College, it will be returned in the following order:

1. Federal PELL Grants
2. Federal Supplemental Educational Opportunity Grants

Stone Child College does not participate in Federal Loan programs.

### **Official Withdrawal**

If a student officially withdraws from all courses after the semester begins, the Financial Aid Office will use the official withdrawal date to calculate the percentage of the payment period completed and determine the amount of Federal Title IV aid earned. Any unearned aid must be returned in accordance with federal regulations.

### **Unofficial Withdrawal**

A student is said to have "Unofficially Withdrawn" if they stop attending all courses and receive failing grades in all classes. For a student who has been determined to have unofficially withdrawn, the date of withdrawal for purposes of the Return of Title IV refund calculation is the last date of attendance or submittal of coursework reported by faculty for that term.

Return of Title IV calculation must be done within 45 days from the date of determination of withdrawal. From the date that Stone Child College determines the student withdrew all unearned funds from which it is responsible will be returned as soon as possible but no later than 45 days after determining the student has withdrawn. The student will be notified in writing via email or United States Postal Service if they owe a repayment.

## **Student Rights and Responsibilities with Financial Aid**

Stone Child College is committed to making sure students understand their rights and responsibilities when it comes to financial aid. Below is a clear summary of what you can expect as a financial aid recipient and what is expected of you.

## **Student Rights**

1. **Right to Privacy:** All records and information you submit for financial aid are kept confidential and are protected by federal privacy laws.
2. **Right to Clear Explanation:** You have the right to a full explanation of how your financial aid award was determined. If you don't understand your award or feel your application wasn't evaluated fairly, just contact the Financial Aid Office for clarification.
3. **Right to Notification:** You have the right to be notified if your financial aid is canceled or reduced, along with an explanation for that decision.
4. **Right to Appeal:** You can appeal any decision about your financial aid eligibility. To begin the appeal process, contact the Financial Aid Office to set up an appointment. You may be asked to submit a written appeal with supporting documents.

## **Student Responsibilities**

1. **Report Outside Funds:** You must report any funds or benefits you receive from outside sources (like scholarships, grants, or other assistance) both before and after your financial aid award is set.
2. **Prevent Over-Awards:** Federal law requires the Financial Aid Office to adjust your aid to prevent or correct over-awards. To avoid any issues or financial penalties, please promptly report any changes in your financial situation.
3. **Report Status Changes:** You are required to immediately report any changes to your student status, such as changing your name, moving, dropping credits, or withdrawing from school. These changes can impact your financial aid.
4. **Keep Your Records:** It's your responsibility to keep copies of all financial aid correspondence, including award letters, emails, and any other relevant documents.
5. **Use Funds Appropriately:** Financial aid funds should only be used for education-related expenses. This includes tuition, fees, books, supplies, and reasonable living costs.
6. **Understand Academic Progress:** You are responsible for understanding the college's **Satisfactory Academic Progress (SAP)** policy and what it means for your financial aid eligibility. Failing to meet SAP requirements could result in losing your financial aid.
7. **Complete Title IX Training:** Students are required to complete annual Title IX training as a condition of receiving and maintaining financial aid eligibility. Failure to complete training by the published deadline will result in a hold on financial aid disbursement until the requirement is met.

## Tribal Scholarships

Stone Child College is proud to administer the **Tribal Higher Education Scholarships** and **Adult Vocational Training Programs** for eligible Chippewa Cree tribal members. These programs provide financial assistance to support higher education and vocational training goals. Awards are granted based on eligibility and availability of funds, as determined by the Board of Directors.

### Eligibility and Application Process

- **Eligibility:** Enrolled Chippewa Cree tribal members are eligible to apply for these scholarships.
- **Application Deadlines:**
  - Submit your **Federal Pell Grant application** and **Higher Education Application** by the first deadline of **March 30**.
  - All other required documents must be submitted by **June 30**.

### Contact Information

For more information about these scholarship programs, including application requirements and deadlines, please contact the Stone Child College Scholarship Officer:

- **Phone:** 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 of class | 50% refund  |
| Friday of the third week of class  | 25% refund  |
| After the third Friday of          | 0% refund   |

Registration, admission, building, computer, student activity and lab fees will not be refunded. All requests for a 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                  |
| $\frac{1}{4}$ | 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                  |
| $\frac{1}{2}$ | 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                  |
| $\frac{3}{4}$ | 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                 |
| <b>Full</b>   | 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

Stone Child College (SCC) assesses various fees to support the operation, maintenance, and enhancement of campus facilities, services, and student activities. Below is a breakdown of the fees and their purposes:

**Admissions Fee:** A non-refundable fee of \$10.00 is charged to students entering SCC for the first time.

**Building Fee:** A fee is collected based on the number of credits enrolled. This fee supports facility rental, expansion, improvement, and maintenance.

**Computer Fee:** A fee is assessed based on the number of credits enrolled. This fee funds the purchase, upgrade, repair and maintenance of computer equipment, as well as

consumable supplies. It ensures students have access to computers for the class projects and academic work, even if they are not enrolled in computer-specific courses.

**Lab Fee:** Certain courses require lab fee to cover the cost of consumable supplies, such as paper, ink cartridges, art materials, or other necessary resources.

**Other Fees:** Fees classified as “other” are charges to offset rising costs for services such as student transportation and internet access.

**Non-Enrolled Fee:** Students who are not enrolled members of a federally recognized tribe (as per P.L. 95-471) or who have not been continuous residents of the Rocky Boy’s Indian Reservation for at least one year are subject to a fee of \$15.00 per credit hour.

**Registration Fee:** A non-refundable fee is collected each semester to help cover the cost of maintaining and updating students’ official records.

**Student Activity Fee:** This fee supports Student Government activities and the overall development of SCC.

**Infrastructure Fee:** This fee supports the ongoing maintenance, upgrades, and development of campus infrastructure, including utilities, building systems, and other essential facilities to ensure a safe and functional learning environment.

**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 Policy

Students who defer payment obligations are required to fulfill their financial responsibilities, even if they withdraw from the college. The following guidelines apply:

### 1. Refunds and Deferred Fees

- If a student withdraws (voluntarily or involuntarily), any refund due will first be applied to satisfy the deferred fee obligation.
- If the refund amount exceeds the outstanding balance, the remaining amount will be returned to the student.

### 2. Outstanding Balances

- Any unpaid balance from the deferred obligation must be settled before the student is permitted to re-enroll, graduate, or transfer to another institution.

## **Payment Of Charges**

Students are required to pay all tuition and fees at the time of registration or make written payment arrangements with the Business Office. The following policies apply:

### **1. Registration and Payment**

- Payment in full or approved payment arrangements must be made at the time of registration.
- Students cannot register for a subsequent term until all charges from the previous term are paid or satisfactory payment arrangements have been approved by the Business Office.

### **2. Release of Academic Records**

- Transcripts, grade reports, and diplomas will not be released until all outstanding charges are fully paid.

### **3. Financial Aid and Refunds**

- All financial aid received by the student will first be applied to cover educational expenses, such as tuition, fees, and other related costs.
- Any remaining funds will be refunded to the student in accordance with the Business Office refund schedule.

### **4. Contact the Business Office**

- Students are encouraged to contact the Business Office to discuss their financial obligations, payment options, or to check their account status.

## Acknowledgement of SCC Student Handbook

Please read the following statements carefully, sign below, and return this form to the **Registrar's Office and Dean of Student Services**.

### 1. Handbook Review

I acknowledge that I have received, read, and understand the Stone Child College (SCC) Student Handbook.

### 2. Commitment to Guidelines

As a student of Stone Child College, I agree to follow and abide by all written and verbal guidelines outlined in the handbook.

### 3. Conduct as a Student

I understand that I am expected to conduct myself responsibly and respectfully as a member of the Stone Child College student body at all times.

### 4. Adherence to Policies

By signing this agreement, I confirm that I have read the SCC Student Handbook and fully understand that I am required to adhere to its contents.

### 5. Completion of Title IX Training

I understand that completion of annual Title IX training is a requirement for receiving financial aid at Stone Child College. I acknowledge that failure to complete the training by the published deadline will result in a hold on my financial aid disbursement until the requirement is satisfied.

**Student Name (Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return to:**

**Dean of Student Services  
Stone Child College  
8294 Upper Box Elder Rd  
Box Elder, MT 59521**