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Academic Calendar

Summer 2012

Compass Testing...Ongoing
Pre-Registration...May 1-4, 2012
Registration...June 4-5, 2012
Classes Begin...June 5, 2012
Last Day to Add a Class...June 15, 2012
Midterms...June 25- 27, 2012
Independence Day**...July 4, 2012
Last Day to Withdraw...July 13, 2012
Fall 2012 Pre-Registration...July 23-27, 2012
Finals Week...July 23-27, 2012
Grades Due in Registrar's Office...July 30, 2012

Fall 2012

Compass Testing...Ongoing
Pre-Registration...July 23-27, 2012
Orientation...August 27, 2012
Registration...August 22-28, 2012
Classes Begin...August 29, 2012
Labor Day**...September 3, 2012
Last Day to Add a Class...September 14, 2012
Native American Day**...TBA
Mid-terms...October 14-18, 2012
Veteran's Day (Observed)**...TBA
Thanksgiving Break**...November 22-23, 2012
Last Day to Withdraw...November 30, 2012
Spring 2013 Pre-Registration...December 10-14, 2012
Finals Week...December 10-13, 2012
Grades Due in Registrar's Office...December 17, 2012
Christmas Break**...TBA

Spring 2013

Compass Testing...Ongoing
Pre-Registration...December 10-14, 2012
Orientation...January 14, 2013
Registration...January 9-15, 2013
Classes Begin...January 16, 2013
Martin Luther King, Jr. Day**...TBA
Last Day to Add a Class...January Feb. 1, 2013
Presidents Day**...TBA
Mid-terms...March 4-7, 2013
Spring Break*...March 11-15, 2013
Easter Break**...TBA
Chief Rocky Boy's Birthday (Observed)**...TBA
Last Day to Withdraw...April 19, 2013
Summer 2013 Pre-Registration...May 6-9, 2013
Finals Week...May 6-9, 2013
Graduation...May 10, 2013
Grades Due in Registrar's Office...May 13, 2013

Summer 2013

Compass Testing...Ongoing
Pre-Registration... May 6-9, 2013
Registration...May 29-June 4, 2013
Classes Begin...June 5, 2013
Last Day to Add a Class...June 14, 2013
Mid-terms...June 24-27, 2013
Independence Day**...TBA
Last Day to Withdraw...July 12, 2013
Fall 2013 Pre-Registration...July 22-26, 2013
Finals Week...July 22-25, 2013
Grades Due in Registrar's Office...July 29, 2013

Fall 2013

Compass Testing...Ongoing
Pre-Registration... July 22-26, 2013
Orientation...September 3, 2013
Registration... August 8-September 3, 2013
Classes Begin...September 4, 2013
Labor Day**...September 2, 2013
Last Day to Add a Class...September 20, 2013
Native American Day**...TBA
Mid-terms...October 21-24, 2013
Veteran's Day (Observed)**...TBA
Thanksgiving Break**...November 28-29, 2013
Last Day to Withdraw...December 6, 2013
Spring 2014 Pre-Registration...December 16-20, 2013
Finals Week...December 16-19, 2013
Grades Due in Registrar's Office...December 23, 2013
Christmas Break**...TBA

Spring 2014

Compass Testing...Ongoing
Pre-Registration...December 16-20, 2013
Orientation...January 13, 2014
Registration...January 8-12, 2014
Classes Begin...January 15, 2014
Martin Luther King, Jr. Day**...TBA
Last Day to Add a Class...January 31, 2014
Mid-terms...March 3-6, 2014
Spring Break...March 10-14, 2014
Easter Break*...TBA
Chief Rocky Boy's Birthday**...TBA
Last Day to Withdraw...April 25, 2014
Summer 2014 Pre-Registration...May 5-9, 2014
Finals Week...May 5-8, 2014
Graduation...May 9, 2014
Grades Due in Registrar's Office...May 12, 2014

* = SCC Open/No Classes

** = SCC Closed/No Classes

Student Handbook

Introduction

The Student Handbook contains policies and procedures that affect students and organizations at Stone Child College; these policies govern student and organizational behavior. It provides students with necessary information on college life at Stone Child College including campus resources, student organizations, policies and procedures, and college services.

The purpose of the SCC 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. Students are responsible for becoming familiar with the contents of the SCC Student Handbook.

Disclaimer

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

Accreditation

Stone Child College (SCC) is a tribally chartered community college of the Chippewa Cree Tribe and offers programs of study that lead to associate degrees and certificates.

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

Stone Child College is committed to meeting the needs of the community, tribal members, tribal programs, and is dedicated to helping promote pride in each tribal member's Chippewa Cree heritage. Our Mission Statement is a testimony of this feeling of pride in our community.

The SCC Mission Statement

Mission Statement: Stone Child College (SCC) is a tribally chartered college, established to deliver post-secondary educational opportunities through degrees, certificates 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 Regents has committed the college to the following principles:

1. Preserve and promote the languages, cultures, and histories 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

ACADEMIC POLICIES AND PROCEDURES

Open Enrollment

SCC maintains open enrollment. Anyone who possess a diploma from an accredited high school or who possesses a General Educational Development Certificate (GED), will be admitted for registration at SCC. All Native American Indian students who are enrolled members of a federally-recognized tribe within the United States must provide certification of Native American Indian blood quantum for documentation purposes.

Non-discrimination Policy

Stone Child College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, disabled veterans, or veterans of the Vietnam era as defined by law. All complaints regarding discrimination should be registered with the SCC Personnel Office at 406-395-4875 Ext. 277.

Admissions

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

1. A completed Application for Admission Form (Returning students submit an Application for Re-Admission)
2. Official High School Transcript
3. Official College Transcript(s)
4. Compass Placement Test
5. Certificate of Immunization (MMR 2 doses)
6. Tuberculosis Skin Test with results in the last 5 years
7. Copy of Tribal Membership Verification
8. Release of Information
9. Declaration of Major

10. Drug and Alcohol Compliance Policy
11. Transfer students must request one official copy of their transcripts from previously attended colleges to be sent directly to the Registrar/Admissions Office
12. High School graduates, transfer students, and GED students are not eligible for Federal Student Aid until a copy of their high school diploma, transcript, or GED certificate has been received in the Registrar's Office.

Registration

Registration is the process of selecting a course of study and officially enrolling for a class or classes at SCC. Students are encouraged to attend orientation and browse the SCC website for calendar dates for student enrollment.

A student is considered enrolled at Stone Child College when they complete the Application for Admission with all necessary documentation previously listed above. The documents are then 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 changes have been fully paid.**

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

It is the responsibility of each student to register, add/drop, or withdraw from classes at Stone Child College. If a student does not attend classes and does not withdraw from college, the grades will convert to "F" grades and will remain on the student's transcripts. The student will be held responsible for all tuition and fees for taking the classes. 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.

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

Returning Students

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

Transfer Students

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

Ability to Benefit Students

Ability to Benefit applies to students who are admitted to a post-secondary institution but who do not have a high school diploma or GED. These students are eligible to attend the institution, however, they are not eligible for Title IV Funding (i.e. PELL, SEOG, Federal Work Study) and must make arrangements for payment of tuition, fees, and books with the SCC Business Office.

High School Students

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

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

Tuition, fees, and book charges are the responsibility of the student/parents of the high school student attending SCC. Fees assessed 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 classes. 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.

Immunization

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

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

Academic Advising

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

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

Students are required to have the approval of their advisor for class selection and advisors must sign off on class schedules. If students change academic programs, they must sign a new declaration of major form with the Registrar and a new advisor will be assigned.

Repeating Courses

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

Auditing Courses

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

Course Challenges

Students may request to receive credit for a course by special examination. Procedures and

general guidelines for course challenges are as follows:

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

Incomplete Grades

If at the end of the semester the quality of a student's work is satisfactory, but some essential requirement of the course has not been completed due to unforeseen circumstances, it is the student's responsibility to request from the instructor a grade of "Incomplete". Student receiving an incomplete must complete the course requirements within the time specified by the instructor and Dean of Academics with a maximum of two (2) academic semesters following the issuance of the incomplete grade.

Independent Study

Independent study credits are granted to students for work on an individual basis in a specific area of interest. 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 is responsible for developing a suitable problem or project to include a title, description, goals and objectives, and proposed activities. The student will be required to complete and submit the "Request for Independent Study" form and obtain approval from an instructor who will supervise the project. Students who wish to undertake an independent study project should obtain further information from the Dean of Academics. The project proposal or outline must be approved by the Dean of Academics prior to registration.

Academic Probation

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

Academic Suspension

At the end of any semester, degree-seeking students who were placed on academic probation during their previous semester of attendance and their cumulative GPA is still below 2.0 will be academically suspended. An exception is made if they are at least 2.0 GPA for the semester without raising their cumulative GPA to a 2.0. In such cases, the student remains on academic probation. The effect of academic suspension is that the student may not re-enroll. The student may petition to continue to attend Stone Child College if it is a subsequent semester.

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

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

Attendance

Stone Child College maintains an attendance policy for all students attending college. Students that are on programs must maintain at least 70% attendance in classes and financial aid (PELL) requires 60% class attendance. Class attendance is maintained daily by the instructors and entered into the Campus Anyware class attendance roster. The daily attendance is collected weekly and a weekly attendance report is computed on all student class attendance. Students that do not attend classes or maintain the mandatory percentage of class attendance are dropped from the program; those students on financial aid will not receive their PELL grant until they have reached the mandatory attendance requirement.

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

Transcripts

All student transcripts are located in the Registrar's Office in Kennewash Hall on the second floor. Transcripts are maintained in the Campus Anyware student database system and only select personnel have access to these transcripts. A student may request a copy of their transcripts from the Registrar, 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 three (\$3) dollars for the official transcript. The student may pick up the sealed official transcript and hand deliver it to the institution requesting the transcript, or the Registrar will mail it to the institution.

Registrar

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

Family Educational Rights and Privacy Act (FERPA)

All students have the right to inspect and review their own education records as provided by the "Family Educational Rights and Privacy Act." The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that a written institutional policy must be established, and a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution maintain the confidentiality of student education records.

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

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

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records

with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at existing rates which are listed in the current catalog. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe their education records contain information that is inaccurate, misleading, in violation of their privacy or other rights, may discuss their problems with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Registrar of the right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Dean of Academics who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which adjudicates such challenges, will be the Dean of Academics, a representative of the Student Government and the Dean of Student Services.

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

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

Graduation Requirements

1. A cumulative grade point average of 2.00 or higher is required for each of the following degrees or certificates:
 - a. Associate of Arts Degree - Awarded by Stone Child College upon completion of 60-69 credits in General Studies and Human Services.
 - b. Associate of Science Degree - Awarded by Stone Child College upon completion of 60 credits in Business, Office Administration, and Computer Science.
 - c. Certificate of Completion - Awarded by Stone Child College upon completion of 34 credits in the program of Office Technology, and 38 credits in the program of Chemical Dependency.
2. A minimum of 30 semester hours of credit must be earned at Stone Child College, and a minimum of 15 semester hours must be earned immediately preceding graduation.
3. Students must submit a complete application for graduation to the Registrar's Office the semester before they graduate.
4. Students must have a complete student file and complete all graduation requirements (including grades) before participating in graduation ceremonies.

Records

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

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

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

The following directory-type of data may be given to any inquirer without written authorization from the student: name, program of enrollment, period of enrollment, diplomas or certificates awarded, honors, and/or date of completion. Any student wanting any or all of this information to remain confidential must inform the Stone Child College Registrar in writing.

Student Right-To-Know Act

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

Policy Statements

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

Criminal actions are reported to the Rocky Boy Police Department. Other emergencies are reported to the nearest available college personnel and/or the Rocky Boy Police Department.

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

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

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or use of SCC documents as instruments of identifications with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SCC activities.
3. Physical or verbal abuse of any person on SCC premises or at a SCC sponsored event.
4. Theft of or damage to SCC property or property of a member of the Rocky Boy Community on college premises.
5. Failure to comply with directions of SCC officials acting in performance of their duties.
6. Violation of published SCC regulations including those relating to entry and use of institutional facilities, the rules of this code of conduct and any other regulations which may be enacted.

7. Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.
8. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers or chemicals within or upon the grounds, buildings, or college facilities.

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

1. A charge is filed with the Campus Security Officer (CSO) within 60 days of the incident.
2. The CSO makes preliminary investigation within 5 days of the charge being filed. This will determine if the grievance can be resolved informally or must go through the hearing process (an example of informal resolution would be a meeting of the two parties facilitated by a third party mediator).
3. If a formal hearing is required, all charges are presented to the accused student in written form and a time set for a hearing not exceeding 15 days after the charges are presented.
4. A hearing is held by the CSO and will utilize the procedures and standards listed below.

All hearings will be private if requested by the accused student. In a hearing involving more than one student, severance will be allowed if requested. An accused student has the right to be represented by an advisor of his/her own choosing from within SCC. Any party to the proceedings may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.

Production of records and other exhibits may be required and a record will be kept of the proceedings. Following a hearing before the CSO, any one or more of the following may be imposed:

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

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

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

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

In this case, the decision of the committee is final, subject only to the student's right to appeal to the President of the college. The President may request a review, but final decision rests with the committee.

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

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

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

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

Stone Child College does not have a formal campus security department. All criminal incidents should initially be reported to the CSO, unless the incident requires immediate police action. In that case, the local law enforcement agency (Rocky Boy Police Department) should be contacted first.

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

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

Information on campus security policies and procedures will be provided during student orientation and at general assembly each semester. Staff training on campus security will be given twice a year during in-service days. The campus security policies will be made a part of the staff Policies and Procedures Manual and the Student Handbook. The SCC Newsletter will be used as a vehicle to provide monthly information on campus security issues.

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

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

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

- | | |
|---|-------------------------|
| (a) murder | (d) aggravated assault |
| (b) forcible or non-forcible sex offenses | (e) burglary; and |
| (c) robbery | (f) motor vehicle theft |

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

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

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

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

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

- (a) liquor law violations;
- (b) drug abuse violations; and

- (c) weapons possessions.

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

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

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

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

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

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

a. It is the students right to know if sexual offenders are on campus or attending classes. Students may reference the website: <http://appdiscoveringmontana.com/conweb/index.html>. Registered sexual offenders will be monitored via internet by campus personnel and they will contact all administrators and instructors if such person should enter the SCC campus. Registered sexual offenders who are pedophiles must stay 1500 feet from any facility where children under eighteen congregate such as grade schools, high schools, head start, day care centers, and colleges.

b. If a sexual offender or violent offender submits an application for employment with the college, the administration will review the application thoroughly and decide if it is appropriate for that individual to be hired at SCC. The president and administration reserve the right to thoroughly do a background check on a sexual offender that applies for a part-time or full-time position at the college.

c. Visitors who are registered violent or sexual offenders may be asked by SCC security to leave the college campus. If they do not comply, Chippewa Cree Tribal Police will be called and remove the individual(s) from the campus.

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

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

Compass testing

Compass Testing is a placement test for all new students enrolling into Stone Child College.

Compass 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. Call Student Services for an appointment.

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

Child Care Program

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

Transportation Services

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

Tutor Services

Tutoring services include individual, group, and peer tutoring at no additional cost to the student.

All students at Stone Child College are eligible for this service. Students needing tutorial services should contact Student Services.

Counseling/Referral

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

Library

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

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

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

The library has access to CD-ROM databases and Internet. Students can use these resources for information retrieval.

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
2. Act as liaison between students, faculty, and staff.
3. Act as liaison between students and the Board of Regents
4. Help evaluate programs and personnel.

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 include but are not limited to the following:

1. Student Government
2. Native American Student Association (NASA) Indian Club
3. American Indian Business Leaders (AIBL)
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 a well-rounded schedule of 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 completion.

All students participating must meet or maintain academic requirements of 6 or more credits and a 2.0 or above grade point average (GPA).

Computer Use Policy

The Stone Child College computer policies include but are not limited to the following:

1. Theft and/or abuse of computer facilities (software and hardware), capabilities and/or changing control panel settings.
2. Unauthorized use of computing facilities to interfere with the work of another student, faculty member, or college staff person.
3. Use of computing facilities to send harassing or abusive messages.
4. Use of Internet for pornography in any form.
5. Unauthorized file transfer.
6. Unauthorized downloading of music, movies, or otherwise restricted information is prohibited.
7. Intentional modification or destruction of college files.

Any of the above offenses constitutes a violation of the student conduct code and can lead to serious disciplinary action, including suspension or expulsion from the college.

Drug and Alcohol Policy

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

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

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

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

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

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

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

Fighting Policy

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

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

Personal Property

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

Student Conduct Code

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

Stone Child College is dedicated to the growth of the individual. SCC has the responsibility of promoting the common good and of rendering, as remote as possible, influences which are detrimental to the intellectual and social development of the college and community. Students should at all times recognize their obligations as contributing members of the college/community

and should fulfill them completely. Judicial policies within an educational institution parallel the institution's academic policies in that they are concerned with promoting an effective academic community, the freedom to learn, and personal responsibility. It is every student's responsibility to help ensure that the College is an orderly and responsible community, one in which each member is assured of personal safety and well-being and has the opportunity to obtain the desired educational experience. For this reason, any member of the College who observes a violation of accepted guidelines or behavior has the responsibility to ensure corrective action is taken. Therefore, any member of the community, student, faculty, or staff may bring complaint and has responsibility to do so. Help with preparing a complaint may be obtained from Student Service staff.

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

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

1. All forms of dishonesty including but not limited to cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or use of SCC documents as instruments of identifications with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SCC activities.
3. Physical or verbal abuse of any person on SCC premises or at a SCC sponsored event.
4. Theft of or damage to SCC property or property of a member of the Rocky Boy Community on college premises.
5. Failure to comply with directions of SCC officials acting in performance of their duties.
6. Violation of published SCC regulations including those relating to entry and use of institutional facilities, the rule of this code of conduct and any other regulations which may be enacted.
7. Use of alcohol or drugs on campus selling drugs on campus and/or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.

8. Disorderly conduct or lewd, indecent or obscene expression including abusive language.
9. Sexual abuse/harassment; conduct which is sexually abusive to others, including but not limited to sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of sexually explicit nature.
10. Harassment, in all forms, including, but not limited to, annoyances, threats, demands, badgering, intimidating, and all discriminatory acts on the basis of race, color, sex, or sexual orientation, age, disability, religion, ethnic, or national origin.
11. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers or chemicals within or upon the grounds, buildings, or college facilities. This policy shall not apply to any police officer or other authorized person. Weapons may include, but is not limited to, BB guns, stun guns, rifles, handguns, slingshots, martial art devices, brass knuckles, bowie knives, daggers or similar knives, and switchblades. A harmless instrument designed to look like a firearm weapon, or explosive, which is used by a person to cause fear in or assault another person is expressly included in the meaning of firearms, weapons, or explosive.
12. Excessive noise or any act occurring on the College Campus, which intentionally disturbs the peace and quiet of any person or group of persons.
13. Illegal gambling activity in violation of the law.

Academic Honor and Student Integrity

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

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

1. Do your own Work – Do not copy another student's completed assignments or have other student's, family members, or friends do your class assignments.
2. Refuse to do other student's assignments.
3. Do not plagiarize!!! Always give credit to the words and ideas of others. Put quotation marks around sentences you copy. Write paraphrases and summaries in your own words. Always cite your sources i.e. MLA or APA style. Lastly, end your assignment with a list of books and references.

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

Student Due Process

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

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

1. Contact the instructor; do this verbally within five (5) days and if not satisfied with this decision, see
2. The dean of Academics; do this in writing within five (5) days of decision by the instructor. The Dean of Academics will respond in writing within five (5) working days. If still not satisfied with this decision, see
3. The President; do this in writing within five (5) days of the decision of the Dean of Academics. The President will respond to this in writing within two (2) working weeks. If still not satisfied with this decision, see
4. The grievance committee; do this in writing within five (5) days of the decision of the President. The grievance committee will respond to this and conduct a hearing with the student present at the hearing. The decision of the grievance committee is final and no other recourse is available to the student. The grievance committee will respond in writing to the student within two (2) working weeks.

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

1. Your advisor or program coordinator; do this verbally within five (5) days and if not satisfied with the decision, see
2. The Dean of Student Services; do this in writing within five (5) days of decision by the advisor. The Dean of Student Services will respond in writing within five (5) working days. If still not satisfied with this decision, see
3. The President; do this in writing within five (5) days of the decision of the Dean of Student Services. The President will respond to this in writing within two (2) working weeks. If still not satisfied with this decision, see
4. The grievance committee; do this in writing within five (5) days of the decision of the President. The grievance committee will respond to this and conduct a hearing with the student present at the hearing. The decision of the grievance committee is final and no other recourse is available to the student. The grievance committee will respond in writing to the student within two (2) working weeks.

Failure to follow the above sequence could result in the loss of student due process rights as well as failure of the entire process.

Sexual Harassment and Complaint Procedures

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

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

The Stone Child College Policy prohibits all forms of sexual harassment against male or female students. Stone Child College will carry out a thorough investigation in formal complaint situations to protect the rights of both the person making the complaint and the alleged harasser.

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

- a. EEO Officer/Law & Order
- b. Tribal Courts

Smoking Policy

Stone Child College is a smoke-free environment. Smoking 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.

Food/Beverages

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

Pets

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

disabilities.

Students with Disabilities

Students with physical or learning disabilities who need assistance with note-taking, reading, taping, or access to classrooms should contact Student Services. Stone Child College has limited services available for disabled students; however, all attempts will be made to accommodate the needs of the disabled student/students on campus.

Fire Fighting

Firefighting is an allowable activity for the program trainees during June 1 through August 30 if approved by the program coordinator. See attendance policy on page 8.

Student Health

Stone Child College provides no formal student health services. Eligible tribal members are encouraged to contact Indian Health Services for medical attention. Non-Indian students should have a doctor's name, address and telephone number on file with the Registrar's Office. SCC personnel send patients to the nearest Indian Health Services emergency room. Students with medical problems should inform a counselor of their condition when registering.

Student Marriages

Notice of marriages or change in your name when either party is a student must be promptly reported with the Registrar and Financial Aid Officer.

Transfer to Other Institutions

Stone Child College students who expect to transfer to any other institution of higher learning should realize that the credits accepted for transfer toward a degree are determined solely by the institution to which the student transfers.

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

1. Obtain a current catalog of the institution to which you wish to transfer, and study the entrance requirements and suggestions for freshman and sophomore programs in the major field of interest.
2. Consult with a Stone Child College counselor or faculty advisor about fulfilling these requirements.

3. Consult, either by letter or by personal interview, with an Admissions Officer of the institution you wish to transfer for further information about curriculum and transfer regulations.
4. Check carefully one or two semesters before transfer to be certain all requirements will be met and all regulations observed to the satisfaction of the four-year college or university.

FINANCIAL AID

The Financial Aid office is dedicated to support the goals and purposes of Stone Child College (SCC). These goals are:

1. To assist with tribal development,
2. To assist with Chippewa-Cree Cultural Development,
3. To develop students academically,
4. To promote Indian resident self-development.

While the primary purpose of financial aid 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.

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 for the 2012-2013 award year is \$5,550. You can receive one Pell Grant in an award year. How much you receive will depend on your cost of attendance, whether you 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.fasfa.ed.gov. Student eligibility is based primarily on financial need which is determined by a formula applied consistently to all applicants. It is to be used solely for educational purposes, which include tuition, fees, room and board, books, supplies and miscellaneous expenses.

FSEOG and Federal Work Study

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

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

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

Disbursement of Funds

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

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

Length of Aid Eligibility

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

Scheduled award: The maximum amount of Federal Pell Grant funding you 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.

Your scheduled award:

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

Percent used: To determine how much of the maximum six (600%) of Pell Grant you have used each year, the U.S. Department of Education (ED) compares the actual amount you received for the award year with your scheduled award amount for that award year. Of course, if you receive the full amount of your scheduled award, you will have used 100%. It's possible that you might not receive your entire scheduled award for an award year. There are a number of reasons for this, the most common of which are that you are not enrolled for the full year or that you are not enrolled full-time, or both.

If you did not receive the full amount of your scheduled award, we calculate the percentage of the scheduled award that you did receive. For example, if your scheduled award for an award year is \$5,000, but because you were enrolled for only one semester you received only \$2,500, you would have received 50% of the scheduled award for that award year, or if you received only \$3,750 for the award year because you were enrolled three-quarter-time and not full-time, you would have received 75% for that year.

Lifetime Eligibility Used (LEU): ED keeps track of your LEU by adding together the percentage of your Pell Grant scheduled awards that you received for each award year. You can log on to the National Student Loan Data System website (www.nslds.ed.gov/nslds_sa/). Using your Federal Student Aid PIN number and view your LEU. The LEU will be found on the Financial Aid Review page.

Standards of Satisfactory Academic Progress [SAP] for Financial Aid Recipients

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

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

1. SCC offers 61-68 credit hour, 2-year degree programs and 1-38 credit hour, 1-year certificate programs.
2. A minimum cumulative grade point average of 2.0 must be maintained. A requirement for graduation at SCC is that a student completes at least 64-68 credits with a cumulative grade point average of 2.0. All final SCC grades in the students' program of study will be considered in computing GPA.
3. Also, students must have a cumulative completion rate of 67% for all attempted credits. This means that 67% is the minimum percentage of credit hours to be earned or completed each semester in order for the student to graduate within the maximum time frame.
4. SAP is measured at the end of every semester.
5. Students can repeat courses up to three times and still receive financial aid for the courses. They are considered attempted credit hours.

Financial Aid Grade Point Average Requirements

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

Exceptions/Appeals

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

Verification Policy

1. If an asterisk is placed next to the student's Estimated Family Contribution

(EFC) number on their Student Aid Report, the student will have to submit the verification form with the needed documents. Documents can include; a copy of their tax forms from the preceding year, income verification from their employers, and/or documents from Social Services/Human Resources.

2. The student will also be notified of all responsibilities, deadlines and consequences of failing to complete any required action. A copy of this letter will be in the student's financial aid file.
3. If students do not submit their necessary verification forms with the accompanying documents, they will not be eligible to receive Title IV (Federal PELL Grant) funds for that semester.
4. If there are discrepancies with the already processed application and the income verification documents submitted, changes will be made accordingly with the updated ISIR's.

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

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

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

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

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

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

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITY

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

Tribal Scholarship and Adult Vocational Training Scholarships

Stone Child College currently administers the Tribal Higher Education Scholarships and Adult Vocational Training Programs. Eligible Indian applicants will be screened by the Board of Regents and awarded grants as funding allows.

Indian students interested in applying for this form of financial assistance should have their Federal PELL Grant and Higher Education Application submitted by the first deadline date of (March 1) to be considered as having a complete application. Students having the PELL and Higher Education application will have until June 30th to submit all other required documents. A second deadline date of June 30th will be for students with complete applications but did not meet the previous deadline of March 1st for their PELL and Higher Education Application submission.

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

Refund of Fees

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

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

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

STUDENT BILLING

Tuition and Fee Schedule

Status	Crs	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	\$60.00	\$55.00	\$50.00	\$60.00	\$15.00	\$25.00	\$265.00	\$20.00	\$285.00
	2	120.00	55.00	60.00	60.00	17.50	30.00	342.50	35.00	377.50
¼	3	180.00	55.00	70.00	60.00	20.00	35.00	420.00	50.00	470.00
	4	240.00	55.00	80.00	60.00	22.50	40.00	497.50	65.00	562.50
	5	300.00	55.00	90.00	60.00	25.00	45.00	575.00	80.00	655.00
½	6	360.00	55.00	100.00	60.00	27.50	50.00	652.50	95.00	747.50
	7	420.00	55.00	110.00	60.00	30.00	55.00	730.00	110.00	840.00
	8	480.00	55.00	120.00	60.00	32.50	60.00	807.50	125.00	932.50
¾	9	540.00	55.00	130.00	80.00	35.00	65.00	905.00	140.00	1045.00
	10	600.00	55.00	140.00	80.00	37.50	70.00	982.50	155.00	1137.50
	11	660.00	55.00	150.00	80.00	37.50	75.00	1057.50	170.00	1227.50
Full	12	720.00	55.00	160.00	80.00	37.50	80.00	1132.50	185.00	1317.50
	13	780.00	55.00	160.00	80.00	37.50	80.00	1192.50	200.00	1392.50
	14-20	840.00	55.00	160.00	80.00	37.50	80.00	1252.50	215.00	1467.50
	21	900.00	55.00	160.00	80.00	37.50	80.00	1312.50	230.00	1542.50

FEE DEFINITIONS

Admissions Fee

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

Building Fee

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

Computer Fee

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

Lab Fee

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

Other Fees

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

Non-Enrolled Fee

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

Registration Fee

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

Student Activity Fee

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

Tuition Cost

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

Continuing Education Unit (CEU)

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

Deferment

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

Payment of Charges

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

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

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