



# AANIIH NAKODA COLLEGE

# STUDENT HANDBOOK

2021-2022

## MISSION STATEMENT

The mission of Aaniiih Nakoda College is to provide quality post-secondary education for residents of the Fort Belknap Indian Reservation and surrounding communities. The college promotes individual and community development by maintaining and revitalizing the indigenous lifeways of the Aaniiih and Nakoda Tribes and by preparing students to succeed in an American technological society.

## IMPORTANT NOTICES –STUDENTS PLEASE READ

**Equal opportunity/Affirmative Action Policy:** Aaniiih Nakoda College is an equal opportunity, affirmative action institution that does not discriminate in its admissions or participation in its educational activities on the basis of race, color, religion, sex, national origin, age, the presence of mental or physical disability, or status with regard to marriage or public assistance, except as allowed by the Indian preference provision of the Civil Rights Act of 1964 or where Indian preference is otherwise allowed by law.

**Accessibility Policy:** The instructional buildings in use at Aaniiih Nakoda College are accessible to the physically challenged. In those instances, in which services or instruction are provided in buildings that are not physically accessible, reasonable arrangements will be made to assure that the needs of the individual students are met.

**Students with Disabilities:** Aaniiih Nakoda College is committed to providing educational opportunities for individuals with disabilities. Reasonable accommodations are provided for eligible students who self-identify as having a disability. The College complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. ANC uses the definition of disability contained in Section 504 of the Rehabilitation Act of 1973, which states that an individual with disability is anyone who:

1. Has a physical or mental impairment that substantially limits one or more major life activities.
2. Has a record of such an impairment.
3. Is regarded as having such an impairment.

**Process for Requesting Accommodations:** Upon admission to the College, students with physical, psychological, and/or learning disabilities can register with the Admissions Office and request academic accommodations in the form of a letter to the Dean of Students. Disclosure of disability is strictly voluntary. The College's admission process is independent from consideration of student disabilities. A student requesting accommodations may be required to provide documentation of the related disability, such as a written statement from a physician or psychologist, or a high school IEP. The student should also be prepared to discuss the types of accommodations he/she may need.

Examples of accommodations:

- Extra time for exams
- Exams given in a distraction free setting
- Assistive Equipment such as tape recorders (Must be provided by the student)
- Note Takers or Readers (Must be provided by the student and discussed with the instructor).

**Clery Act:** In compliance with the US Department of Education's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) Aaniiih Nakoda College annually submits a crime and fire report to the U.S. Department of Education. This Annual Crime Report is posted on the college web site [www.ancollege.edu](http://www.ancollege.edu).

**Annual Security Report (ASR):** The Annual Security Act goes hand and hand with the Clery Act and provides information on campus security policies and three years of selected crime and fire statistics; makes timely warnings to the community about crimes that pose a serious threat; keep a public crime log; upholding basic rights to victims of sexual assault; making accurate crime statistics and provide drug and alcohol prevention program. This is posted with the Annual Crime Report on ANC website.

**Family Educational Rights and Privacy Act (FERPA):** The FERPA regulations were written specially to guarantee each student **three primary rights**, if they are attending a post-secondary institution.

1. FERPA guarantees the student the right to inspect and review education records. A student has a right to know what the education institution is maintaining about them. Aaniiih Nakoda College is not required to provide photocopies of education records, unless refusing to do so prevents the student from reviewing their records for accuracy.
2. A student must also have a right to seek to amend those records if the records are inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. FERPA guarantees a student the right to have some control over the disclosure of information from their education records. FERPA guarantees rights to individual students who have reached the age of 18 and are attending a postsecondary institution. They are considered adults with full rights of ownership over their records. If the student has not reached the age of 18 and attending a post-secondary institution, they are still guaranteed rights under FERPA. A student must give the college written permission to release information to their parent/guardian.

**Directory Type** - An institution may disclose "directory-type" information to third parties without consent from the student according to ANC policy. The following directory-type information may be given to any inquirer without written authorization from the student:

**Name, address, major, number of credits currently taking, diplomas or certificates awarded, honors, and date of completion.**

A student who wants any or all of this information to remain confidential must inform the Registrar in writing. For further information on your rights to confidentiality, see the Family Education Rights and Privacy Act (FERPA) rules and regulations posted in the college catalog. Any student requesting a release of information covered under FERPA rules and regulations must complete a written request.

**Non Directory Type** – Non Directory Type information may not be released without the written consent of the student. The Aaniiih Nakoda College policy states that the following student information cannot be released without the written consent of the

student. This information includes date/place of birth, class schedule, parent/guardian information, grades, grade point average, academic status, credits completed, official/unofficial transcripts, and resident status. This information may be released to Aaniiih Nakoda College staff/faculty for the college use only. The college will only verify the data supplied by Government Offices, prospective employers, or other institutions.

**Accreditation:** Aaniiih Nakoda College is accredited by the Northwest Commission on Colleges and Universities.

**Registered Violent and Sexual Offenders Policy:** ANC admission application process will include disclosure of criminal background information for full time or part time students. Registered sexual or violent offenders, who are pedophiles, must stay 500 feet from any facility where children under eighteen congregate; for e.g., language immersion school, head start and day care centers. Students will be informed of the ANC policies regarding registered sexual and violent offenders via the college web page. The ANC Security Department will maintain all pertinent information, including pictures and legal descriptions of all registered violent and sexual offenders. Visitors who are registered violent or sexual offenders may be asked to leave the campus. If they do not comply, the local law enforcement will be called for removal.

## STUDENT RESPONSIBILITY FOR CATALOG AND HANDBOOK

1. Each student is responsible for reading, understanding and adhering to the information contained in the Aaniiih Nakoda College (ANC) Catalog and the Student Handbook.
2. Failure to read the regulations will not be considered an excuse for non-compliance.
3. Aaniiih Nakoda College reserves the right to revise policies and/or curriculum as the institution deems necessary.
4. Aaniiih Nakoda College places full responsibility upon the student for registering for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, with amendments. The college does not accept responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, time schedule changes, changes in degree requirements, or similar related changes or for errors resulting from consultation with and reliance upon any information acquired from any college employee.

More information may be obtained from the Dean of Student Affairs.

## STUDENT RIGHTS AND RESPONSIBILITIES

- To receive a quality education.
- To use ANC facilities and to receive the benefits of ANC sponsored activities.
- To participate in the governance of ANC.
- To see their academic record as provided by the Family Education Rights and Privacy Act.
- To be informed of inadequacies in performance and their consequence.
- To be notified any changes in course requirements, tuition, or fees.
- To be informed of their rights and disciplinary procedures.
- To have access to recourse through a grievance process.
- To exercise individual freedom within the framework of the regulations, goals, and philosophy.
- To have learning environment free from psychological and physical harm.
- To abide by the policies and regulations of ANC.
- To treat ANC employees and facilities in a responsible and respectful manner.
- To enroll and complete requirements in all courses.
- To derive the greatest college experience in academics and extra-curricular activities.

# ADMISSION POLICIES/PROCEDURES

## Admissions/Acceptance

The Registrar/Admission Office is located in the Nakoda Hall on west end of campus. The office hours are 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday. Applications for admission and the required forms are located in the Registrar/Admissions Office. All students must complete all admissions requirements in order to be accepted for admission. Original documents are required. Keep copies for your files.

## Student Ethnic Classification

Aaniiih Nakoda College is an open admissions institution. Therefore, a student is not required to be a member of a federally recognized tribe to be admitted. For reporting purposes ANC classifies students in the following categories:

- A) Native American Indian Student
- B) Non-Native Student

The Department of Education defines an Indian student as one who can provide documentation for tribal enrollment with a Federally Recognized Tribe. To be classified as an American Indian, a student must submit a Certificate of Indian Blood (CIB) with the appropriate signature.

## Returning Students

All returning students must complete a re-admission application in order to be readmitted.

## **Fresh Start Policy**

Aaniiih Nakoda College students may eliminate one semester of their previous coursework at the institution under the “Fresh Start” option. This policy is subject to several restrictions, and may not be available to all students. Under the policy, students who are returning to Aaniiih Nakoda College after an absence of one academic year may erase a maximum of one semester or one quarter of previous Aaniiih Nakoda College coursework. The coursework will remain on the student’s academic record, but the credits and grades will not be carried forward into the student’s cumulative grade point average (GPA). Once a student has elected to exercise the Fresh Start policy, the effects of the policy cannot be rescinded. The following conditions must be met to apply for the Fresh Start option:

- ◆ Must be returning students after one academic year.
- ◆ Can only use the Fresh Start option once.
- ◆ Must apply for the fresh start option during their first semester of their return to Aaniiih Nakoda College. Cannot be enrolled in previous semester.
- ◆ Must complete the returning term with a 2.00 or better.

The Fresh Start Policy does not remove students from Financial Aid suspension.

Students must meet with Financial Aid Officer for reinstatement requirements.

## **Transferring to ANC from Another College**

A student transferring from another institution must complete the admission process and submit an official transcript from the previously attended college(s). An evaluation of credits previously earned at a recognized accredited post-secondary educational institution will determine which classes can be accepted when the student transfers to Aaniiih Nakoda College. In cases where no formal transfer credit agreement exists between the Aaniiih Nakoda College and the sending institution, the Registrar's Office will review all eligible course work for transfer credit. An evaluation of transfer credits must be completed before registering for classes.

1. Only courses with grades of "C" or above can be accepted as transfer courses from an accredited post-secondary institution.
2. Transferred course credits will not be included in computing the grade point average (GPA) at ANC.
3. A minimum of fifteen (15) semester hours of credit must be earned at ANC prior to graduation.

A transfer student shall have their financial aid eligibility and satisfactory academic progress evaluated from the time they begin at Aaniiih Nakoda College. Length of financial aid eligibility will be determined by the number of credits that transfer into the student's degree program. A student has a maximum of 90 credits to earn a degree here at Aaniiih Nakoda College, unless otherwise appealed to complete the degree program. Satisfactory Academic Progress will be evaluated based on the grade transcript received at the previous institution of higher learning.

## **NON DEGREE SEEKING STUDENTS**

A non-degree seeking student is defined as a student whose purpose in attending Aaniiih Nakoda College is not to pursue a degree. If a non-degree seeking student subsequently decides to pursue a degree, he/she must complete a regular admission application and be accepted. Non-degree seeking students do not qualify for Financial Aid.

## **COLLEGE CATALOG**

To become familiar with the policies and graduation requirements, the student must read the ANC catalog. Since the catalog is revised each year and policies and requirements change, the catalog at the time of the students' enrollment and declaration of major will be their guide to adhering to the policies and meeting graduation requirements. If a student changes majors, then the catalog in effect at the time of the change governs requirements. If assistance is needed in understanding the requirements outlined in the catalog, students should consult with their advisor, the Registrar/Admissions Officer, the Dean of Student Affairs or Dean of Academic Affairs.

# REGISTRAR POLICIES/PROCEDURES

## Registrar's Office

The primary functions of the Registrar's Office are:

### 1. Register students for classes and maintain the official student file to include information regarding academic progress at ANC and other pertinent data of the student--

- A student must have completed the admission process as well as completed all the appropriate documentation for the financial aid office to be eligible to register for classes. A student who is not receiving federal student aid is responsible for purchasing his/her own books and supplies and all tuition and fees.
- Registration for the fall and spring semesters is held annually the last week in August with the spring semester registration held during the third week of January. Students must meet with their advisor before registration for classes. The advisor's pin and signature is required. All registration is completed via the EMPOWER system.
- Please note when the first day classes will begin. Late Registration is available in the Registrar/Admissions Office in Nakoda Hall for those students who did not register during the scheduled time.

### 2. Assign Advisors and Changing a Program of Study

- An advisor will be assigned according to the student's declared major by the Registrar/Admission Officer prior to registration. The assigned advisor is listed on the student's letter of acceptance. The advisors are experts in their instructional areas and will explain the degree requirements for the chosen course of study and provide guidance throughout the students' entire academic career at ANC. Advisors will post their office hours for the semester and students are strongly encouraged to meet with them periodically throughout the semester for assistance with any questions, problems or concerns.
- Advisors will be located in their offices during registration. All students must meet with their advisors to complete registration. Remember, it is the student's responsibility to register for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, which may contain amendments.
- A student can change their program of study (major) by contacting the Registrar and completing a new declaration of major form. A new advisor will be immediately assigned. **(This change may affect the students' length of eligibility for financial aid therefore it is highly recommended that the student meet with the Financial Aid Officer.)**



### 3. Changes in Class Registration - Dropping and/or Adding a Class

**IT IS THE STUDENT'S SOLE RESPONSIBILITY TO COMPLETE THE DROP/ADD FORM BEFORE THE SCHEDULED DEADLINE.**

A student may wish to change their schedule by dropping a class and adding a different one after registration. This is a change in class registration. The deadline for dropping and adding a class is the first week after registration. The student must process a **drop and/or add form** from the Registrar's Office and obtain signatures from their advisor and Financial Aid Officer before the deadline, no exceptions. The deadline date is noted on the student's class schedule form and posted in the college calendar.

It is important to **officially drop** from the class. Failure to attend is not officially dropping the class. Failure to officially drop will result in the student receiving an "F" for the class.

If a class is dropped the first week it does not show on the transcript and a 100% refund is applied from the business office (see catalog).

### 4. Withdrawing from a class

**IT IS THE STUDENT'S SOLE RESPONSIBILITY TO COMPLETE THE WITHDRAWAL FORM BEFORE THE SCHEDULED DEADLINE.**

Withdrawal from class(es) is a formal process and the necessary paperwork must be completed and received by the Registrar/Admission Officer before the deadline. Note: A student who withdraws after the first week may owe a partial portion of the tuition and fees.

After the first week beginning with week 2 through week 10 of the semester a student may withdraw from a course but will receive a grade of "W" recorded on the official academic transcript. The last day to withdraw is noted on the student's class schedule and posted on the college calendar. A student cannot add a class during this time period.

Failure to **officially** withdraw from the class will result in the student receiving an "F" for the class. If a student stops attending this is not an official withdrawal from the class. See the Financial Aid Officer for additional information concerning withdrawing, refund of tuition and the effects of the withdrawal on financial aid.

### 5. Administrative Withdrawals

Aaniih Nakoda College does not process or approve administrative withdrawals for failure to attend. If a student fails to attend a class or just quits attending after the 7<sup>th</sup> week of the semester they are graded appropriately by the instructor.

If a student has been attending and becomes incapacitated due to a medical emergency and cannot complete the semester a total “Administrative Withdrawal” can be approved by the Registrar/Admissions Officer.

**The definition and example of “incapacitated” is a student who has an extreme medical emergency, i.e. hospitalization, etc.** Each request will be evaluated and a final decision presented to the student. If a student is not satisfied with the decision of the Registrar/Admissions Officer he/she may appeal to the Dean of Student Affairs.

If a student is arrested and must serve jail time this is not an emergency for an administrative withdrawal. However, the student can notify the Registrar’s office and request an official “withdrawal” form to be processed if within the timeframe allowed.

## **6. Maintenance of Students’ Official Transcripts and Records**

The Registrar’s Office maintains the student’s official academic files and personal permanent records. The official academic files includes mid-term reports, transcripts, drop/add forms, academic status, correspondence, etc. Personal information must be current; therefore, any change in address, phone numbers, or name must be reported immediately. Original documents are required and maintained with the Registrar’s Office.

The Aaniiih Nakoda College advises each student to make a copy of all documents presented to the Registrar/Admissions Office. In accordance with the Family Education Rights and Privacy Act (FERPA) the Aaniiih Nakoda College is not required to provide photocopies of educational records. If a student requires a copy from their file a fee of fifty cents (\$.50) will charged per sheet.

## **7. Verifying the Students Graduation Application and Program Requirements**

It is the student’s sole responsibility to submit the application for graduation after meeting with their advisor. The graduation applications are due in the Registrar/Admissions Office by **December 1** of the Fall Semester for Spring commencement ceremonies.

The student must have a cumulative grade point average of 2.25 to be eligible for graduation from ANC. The cumulative grade point average only includes the classes needed to complete the program requirements. A student must receive at least a “C” in a required course in order to meet graduation requirement. Note: A grade of “D” or “F” in a degree course does not meet graduation requirements.

The minimum requirement for graduation is a total of 60 credits for an associate degree. For a transfer student, 20 credits must be earned at Aaniiih Nakoda College to qualify for graduation. A minimum of 15 credits must be earned immediately preceding graduation. A student should work closely with their advisor to insure all requirements are met. For a dual major, an additional 10 credits must be earned.

## 8. Provide Grade Reports to Students

Upon completion of the semester, grade reports are available through the web based Empower system. Students can access their midterm and final grades using the Empower system. Grades will not be mailed to the student's address on file. Grades cannot be released over the phone. Please see the Registrar's Office to have your password reset.

## 9. Incomplete Grade Requests

A student may apply for an incomplete "I" grade for a class with the instructor, if;

- 75% of the course requirements have been met within the last two weeks of the end of the semester; and,
- The work is satisfactory, but some essential requirement of the course has not been completed due to an *extreme emergency*.

The incomplete "I" grade request form is available in the Dean of Academic Affairs' or the Registrar's office. The student must complete the form and obtain signatures from the instructor, Dean of Academic Affairs and Registrar.

**An "Incomplete" grade cannot be given for lack of attendance, independent study or challenge courses.**

In order to receive Financial Aid the student must complete the course requirements within two weeks into the next consecutive semester. Upon completion of the course work, the instructor will submit a "change of grade" form to the Registrar's Office. The student who has not completed the course work within the allowable time frame will receive a failing grade "F".

## 10. Grade Appeal/Challenges Requests

A grade appeal/challenge is used when a student receives an unsatisfactory grade and cannot resolve the issue with their instructor. The following procedures are:

- Within 30 days of the issuance of the grade from the Registrar's Office, the student must submit a written grade challenge letter and deliver to the instructor. The 30 day time limit may be appealed to the Dean of Academic Affairs if there is a special circumstance the time limit cannot be met.
- The instructor has four (4) days to respond to the grade appeal/challenge letter. The instructor will give their response to the Dean of Academic Affairs.
- If the student is not satisfied with the response he/she can appeal to the Dean of Academic Affairs within 5 days after receipt of the instructor's response.

- The Dean of Academic Affairs will make a decision within four (4) days. The Dean of Academic Affairs will decide if the appeal/challenge warrants a hearing before an appeal committee. A private meeting with the committee will be held within five (5) days. **The decision of the hearing committee is final.**

## **11. Student's Academic Progress**

A student must meet the requirements for the course to receive a grade and credit. The course and grade will be recorded on the student's official transcript. Instructors make the final determination on all grades.

Studying is another important factor of your success at Aaniiih Nakoda College, therefore, it is the student's responsibility to study and obtain any help needed to successfully complete the class.

Don't wait until after midterm reports are issued. If you need help please ask someone for help.

## **12. Mid Term Academic Grades**

The instructor will submit Mid Term Academic Progress Grade Report to the Registrar's Office on the 8<sup>th</sup> week of the semester. The Mid Term Progress Grade Reports will be available after the 8<sup>th</sup> week on the web based Empower system. A student who is failing all courses will be strongly encouraged to meet with their advisor, instructor(s) and/or the Registrar/Admissions Officer. Midterm grades are not final grades and will not be recorded on the official transcript.

## **13. Determine Academic Honors**

**President's List** Any student obtaining a grade point average (GPA) of 4.00 in college level courses for the semester will have attained the highest academic honor on the Aaniiih Nakoda College campus. This feat entitles them to be placed on the President's Honors List for the semester.

**Dean's List** Any student obtaining grade point average (GPA) of 3.25 to 3.00 in college level courses for the semester will have attained academic honor on the Aaniiih Nakoda College campus. This feat entitles them to be placed on the Dean's Honors List for the semester.

The term GPA is used to determine the President's and Dean's List, not the cumulative GPA. A student who receives an "Incomplete" grade during the current semester will not be eligible for the President or Dean's honors list. Developmental Studies (DS) or Remedial courses, credits and grade points are also not calculated in the GPA honors. These credits will only be calculated in the overall cumulative GPA for academic progress and financial aid purposes.

## **14. Determine Academic Probation**

The purpose of “Academic Probation” is to notify the students of their failure to meet academic requirements to pass. After the final grades are posted, the Registrar/Admissions Officer will notify all degree-seeking students whose term GPA falls below 2.00. The student will be required to report to an advisor before registering for the next semester. Unless there are extenuating circumstances, the student will be placed on academic probation for unsatisfactory academic progress. Being placed on “Academic Probation” during one semester can lead to “Academic Suspension”. (see below)

Any student reinstated after suspension, will be placed on academic probation upon return and will be suspended again if they fail to meet the 2.00 GPA.

## **15. Academic Suspension**

If the student fails to maintain the following term with a GPA of 2.00, while in *academic probation status*, the student will be placed on “Academic Suspension”. Any student reinstated after suspension, remains on academic probation and will be suspended again if they fail to meet the 2.00 GPA. All decisions of the appeals committee are final.

**First Academic Suspension** - When a student has earned “academic suspension” for the first time, they will not be allowed to register for classes the following semester. After a mandatory leave of absence for one semester the student may return and register for classes but will remain in “Academic Probation” status. The student must see the Registrar/Admissions Office before returning.

**Second Academic Suspension** - Should the student not attain satisfactory academic progress (2.00 GPA), they will be placed again on academic suspension and will not be allowed to register for one full academic year. A student may appeal this status (see Appeals Process.) All decisions by the Appeals Committee are final.

**Third Academic Suspension** - Should a student earn a third academic suspension status; they will no longer be able to attend Aaniiih Nakoda College. A student may appeal this status (See Appeals Process.) All decisions by the Appeals Committee are final.

## **16. Academic Appeals Process**

**First Suspension** - the student is automatically re-instated after the lapse of one (1) semester without an appeal and upon notification to the Registrar/Admission Officer of his/her intent for re-enrollment.

**Second Suspension** - the student may appeal for reinstatement to Aaniiih Nakoda College by submitting a letter to the Appeals committee after a minimum of two semesters has lapsed.

**Third Suspension** – the student will not be allowed to register for classes at ANC.

## **17. Prepare Official Transcripts**

1. A student must provide a written request for an official transcript to the Registrar's Office. Phone calls will not be accepted.
2. Transcripts will not be released if a student has financial obligations to ANC.
3. Each student enrolled in the current semester is entitled to receive three (3) free official transcripts for that semester. After three (3) official transcripts are issued there will be a charge of \$5.00 for each additional request.
4. If you are not a current student you will be charged \$5.00 for each transcript request.
5. Transcript requests are completed upon payment and receipt of a written request.
6. Students may print their own unofficial transcripts from the web based Empower system.

## **18. Transfers to Other Institutions**

The student should obtain an admission packet and current catalog of the institution to which the student is planning to transfer, study the entrance requirements, and pay attention to suggestions for freshman and sophomore programs in the major field of interest. Regardless of the number of credits earned, the credits accepted for transfer toward a degree are determined solely by the institution where the student transfers.

## **19. Provide Orientation to New and Returning Students**

Orientation is required for all new students entering Aaniiih Nakoda College and attendance is strongly recommended for returning students to become familiar with any policy changes. Orientation provides valuable information, such as financial aid issues, scholarship information, building locations and introduction to the faculty and staff.

# Student Services

## Student Success Center

Students may utilize the Student Success Center located in Nakoda Hall for a quiet place to study, tutorial assistance, and assistance with homework assignments and there are several computers available for student usage. The computers are equipped with the latest software to help complete assignments or to do research. With the new COVID 19 restrictions in place, students may need to make an appointment first.

## Class Attendance

Class attendance is an important factor in the student's success at Aaniiih Nakoda College. In fact, upon registering for classes, a student is in effect, signing a contract in which they are assuming responsibility for attendance and completing the class assignments. Attendance is maintained in all classes for financial aid purposes as a student must maintain a 60% attendance rate in order to receive a PELL grant. Failure to maintain this rate may affect the amount of PELL grant a student receives and may result in the payback of the PELL funds. Some instructors require attendance as part of the course requirements for grading purposes.

Authorized or excused absences do not relieve the student of their class responsibilities. When the number of absences hinders a student's progress in a course, the instructor may initiate a recommendation to the student to withdraw from the class.

## Native American Career Technical Education Program (NACTEP)

The NACTEP program is a Department of Education funded project designed to meet the vocational and technical education needs of the adult members of the Fort Belknap Indian Reservation. The project provides education, training and work experience in the fields of Natural Resources, Allied Health, and Computer Technology and Business Technology for at least 45 students each year. Program participants also receive career guidance counseling. See Harlan Mount, NACTEP Director or Arlene Gardipee, NACTEP Counselor for more information and an application.

## Student Support Services

The ANC Student Support Services is a federally funded TRiO program that is designed to assist in preparing qualifying students for college. This project is an integral part in retaining, graduating, and transferring low-income, first-generation, and/or disabled students at ANC. Services include supplemental instruction, intrusive academic advising, peer and professional tutoring, holistic counseling, financial literacy education, assistance completing financial aid applications, information-sharing about federal

student aid programs and benefits, career pathways exploration, transfer assistance, and cultural enrichment to increase participants' chances of persisting in their academic programs, graduating from the institution, and transferring to a four-year university to pursue a baccalaureate degree.

## Extracurricular Activities and Student Clubs

### **Student Government**

The Student Government is made up of elected student representatives who administer funds generated by the activity fee that is paid during registration. This is a formal council that is an important function of the College. The purpose of the Student Government is to: 1) provide development of leadership skills; 2) act as a liaison between the student body and the faculty and staff; 3) act as a liaison between the student body and the Board of Directors; 4) provide input opportunities for Aaniiih Nakoda College from the student body; and 5) govern using skills that follow “Robert’s Rules of order” and/or traditional circle format.

Clubs and organizations must enroll with and be approved by the Dean of Students and register with Student Government. All clubs must have by-laws which accurately describe the organization, governance, and operational policies and procedures. The College provides a current listing of activities available to students. Students are encouraged to join existing clubs or to create a new one if new interest areas are sought.

Red Lodge Society

Archery Club

Computer Club

American Indian Business Leaders (AIBL)

Phi Theta Kappa (Honors Society)

### Smoking

All buildings on campus are smoke-free. Smoking areas are set up behind all the building. Please do not smoke in front of the buildings.

### Soliciting

Under no circumstances will personal or group solicitation be permitted unless it has been approved by the administration. Please see the ANC President for permission.



# Student Conduct Code

## Student Conduct

*The official ANC Student handbook sets forth standards of student conduct. Aaniiih Nakoda College expects students to conduct themselves in a respectable, responsible and mature manner: including respect for other students, staff and faculty. Students are expected to represent Aaniiih Nakoda College in an honorable manner, whether on campus or in travel status.*

It is the policy of Aaniiih Nakoda College to allow students maximum freedom consistent with good scholarship and good citizenship. Good citizenship implies high standards of conduct both on campus and elsewhere; and, requires conformity to the laws of the United States, State of Montana and the Fort Belknap Indian Reservation, and the ANC Policies and regulations.

Aaniiih Nakoda College maintains the disciplinary powers to protect the integrity of institution; property; staff, faculty & students; and its purpose: educating students.

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

1. All forms of dishonestly, including cheating, plagiarism, knowingly furnishing false information to the college; forgery, alteration or use of ANC documents as instruments of identification with intent to defraud;
2. Disruption or obstruction during teaching, research, disciplinary proceedings or other ANC activities;
3. Physical, verbal or sexual harassment/abuse of any person (includes spouses) on ANC premises or at a sponsored event;
4. Theft or damages to ANC property or property of a member of the ANC community on college premises;
5. Failure to comply with directions of ANC officials acting in performances of their duties;
6. Violation of published ANC 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 in enacted; Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence of drugs or alcohol, as demonstrated by impaired physical conduct.

7. Violence or threat of violence on campus is subject permanent expulsion from ANC.

### Academic Honor and Student Integrity

Aaniih Nakoda College is dedicated to the excellence of the individual. The idea is that every student at all times recognizes the obligations as members of the College community and fulfills them completely. Enrollment is a voluntary entry into a community college for the purpose of training and study. With enrollment, the student accepts both the rights and responsibilities afforded to ANC students. As members of the College community, a student has the responsibility to study and learn, and to conduct themselves with integrity in relation to the College's mission, goals, policies and procedures. A student registered for classes has the responsibility of attending all scheduled class periods.

When students register, they expect ANC to educate them and treat them fairly. In return, ANC expects student to do their best and be honest. In signing their names to a registration form, students promise to stand for the principle of Academic Honor.

1. Do your own Work!
  - Never copy other student's completed assignments.
  - Do not sub-contract your assignments to family, friends or other students.
2. Refuse to do assignment for other students.
  - If asked, remind that person that honor must be earned.
  - Remember, too, that intellectual growth calls for individual effort.
3. Guard against plagiarism.
  - 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. MLA or APA style.
  - MLA style is author page, i.e. (Deloria 175)
  - APA style is author, date, and page, i.e. (Deloria, 1991, p. 175)
  - End your assignment with a list of books and references.
4. Student Integrity
  - A student of ANC must not knowingly commit theft, cheating, forgery, alternation of documents, physical, verbal or sexual harassment/abuse of any person on ANC premises or at a sponsored event.

**A student who violates academic honor may fail the assignment, fail the course, or face expulsion.**

## Filing Procedures

All complaints are directed to the Dean of Student Affairs, whether the complaint is one of academic, personal or sexual misconduct, the procedure is:

Notify the Dean of Student Affairs as soon as possible. This notification **need not be in writing**. Notification should be within 30 days of the incident or misconduct.

Misconduct reported after 30 days may be investigated, but the type and level of possible sanctions will be affected. Incidents of sexual misconduct may be investigated up to 3 years after the occurrence.

**In any emergency or criminal activity/misconduct, will be reported to the Fort Belknap Law Enforcement Department immediately or/and Indian Health Service emergency department.**

## Disciplinary Action

### **Informal Resolution:**

Given the size and culture of the ANC Community, informal resolution is the most desirable route. A win-win agreement will be the goal. This does not mean to indicate that a person will not be sanctioned as outline in this code. Rather, the welfare of the person violated and the FB community will be of a higher priority. A summary or written statement will be generated. This may be by the complainant/victim at the request of the Dean of Student Affairs or may be compiled by the Dean of Student Affairs. The Dean of Student Affairs or designee will attempt to reach an agreement on resolution with appropriate parties within five (5) days of notification;

### **Written Charges:**

If informal resolution is not achieved, formal written charges indicating the specific violations are presented to the accused by the Dean of Student Affairs by the 5<sup>th</sup> day after the receipt of the complaint, along with the discipline sanctions or corrective action;

### **Probation:**

Students will be excluded from participation in privileged activities as specified in writing for a period not to exceed one year, in addition may have to comply with discipline sanction or corrective action.

### **Suspension:**

Depending on the severity of the incident, the student can be suspended from ANC not to exceed two years and may be required to meet specific corrective action and/or compile with sanctions.

### **Indefinite suspension:**

Students can be suspended indefinitely for violence or threat of violence against another individual while on ANC Campus.

### Appeal Procedures

A student can request a hearing, which will be scheduled no longer than 15 days after the charges are presented. The hearing is held before the Dean of Student Affairs (or designee) OR in cases of a more serious nature, the student may choose a hearing before a Student Appeals Committee made up of staff and faculty.

### **Recommendations are to be forwarded to the Dean of Student Affairs within 3 working days after the Hearing.**

The accused is notified within 5 working days after the recommendation. The victims may request to be notified of the outcome of the hearing, including sanctions.

The decision of the Dean of Student Affairs is final, unless the student elected to appear before the Student Appeals Committee. The decision of the Student Appeals committee is final. However, the President of the College may request a review of the case, but the decision of the committee is final.

**NOTE:** In the case of criminal activity, students may be suspended indefinitely, depending on the crime.

### Hearing Procedures

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 or her own choosing from within ANC.

Any party to the proceedings may request the privilege of presenting witnesses subject to the right cross examination by the other parties.

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

In cases of probation or suspension, the student may have a choice of one of the following:

- Appear before the Dean of Student Affairs and accept the decision
- Appear before a Student Appeals Committee made up of three

students, three faculty members and a chairperson from the administration. The chairperson will be a non-voting member and not the Dean of Student Affairs.

Recommendation for the imposition of sanctions is based upon evidence in support of the charges and not on the failure of the accused student to answer charges or appear at the hearing.

Cases against a faculty/staff person will be heard by a panel that includes the Dean of Student Affairs or designee and 2 faculty/staff members. The format will be the same as for student hearings. Decision is responsibility of Dean of Student Affairs, upon receiving recommendations from the panel.

### Drug Free and Zero Tolerance Campus Policy

The College policy for a drug free campus and workplace is zero tolerance: keeping in accordance with the Drug Free Workplace Act of 1988. Controlled substances, illegal and inappropriate drug use subjects all students to campus to unacceptable risks and undermines the individual's ability to function effectively and efficiently. Any person who violates this policy shall be asked to leave the campus or shall be removed from campus and disciplinary action will take place. This policy is in compliance with the following Tribal Criminal Offenses under Title IV, Part 6 of the Fort Belknap Tribal Code.

Students are not to report to classes and/or work or remain on campus while under the influence of drugs and/or alcohol. Students of the College are prohibited from using, or possessing alcohol while they are attending classes, occupying study areas and/or in the library.

The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance(s) on campus or while engaged in classroom/study activities or as an ANC ambassador off premises is strictly prohibited. Students who are ambassadors of ANC shall not use illegal drugs or abuse prescription drugs while representing the college. Students shall refrain from activities that threaten the reputation and/or integrity of the college. All students are required to abide by this policy as a condition of student-employment (internships) and the student code of conduct.

The college has zero tolerance for the use of illegal drugs or alcohol, or the illegal use or misuse of prescription medication by an employee, administrator, Board member, student or visitor on the ANC campus. Evidence that an employee, administrator, Board member, student or visitor has violated this the drug free and zero tolerance policy will be sufficient to establish a violation and will have disciplinary action taken against them.

Posted throughout campus are "No Tolerance" posters. Students and staff are required to sign a form that they were notified of the "No Tolerance" policy on drugs and alcohol on campus. This includes possession, use or being under the influence of alcohol and/or drugs on ANC campus or during an ANC sponsored student travel and off campus events. Possession and/or use of weapons are also covered under the zero tolerance policy.

## Drugs

It is the policy of Aaniiih Nakoda College that students are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at Aaniiih Nakoda College. If an employee of the college believes a student is involved in any of the above mentioned activities with drugs, the following steps will be taken:

1. The employee will contact the Dean of Student Affairs, who will immediately contact the Tribal Law Enforcement. The Dean of Student Affairs will make a written account of the incident to be placed in the student file.
2. Any student caught selling drugs or taking drugs on campus will be suspended indefinitely.

## Alcohol

It is the policy of Fort Belknap that students are prohibited from coming on campus intoxicated. If the student is found intoxicated on campus, the following steps will be taken:

1. The student will be asked to leave campus, failure to do so will result in an immediate contact with the Fort Belknap Law Enforcement Office.
2. If a student comes to campus a second time intoxicated, the student will be placed on probation with a recommendation that the student seek counseling or treatment with the Tribal Chemical Dependency Center.

Counseling and referral services will be made to the Tribal Chemical Dependency Center.

The campus will actively participate in larger, national awareness efforts, such as the National Alcohol and Drug Awareness Week. The college will provide educational material throughout the year in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each student during orientation and registration.

## Interim Restrictions

The Dean of Student Affairs or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury or interference with persons or property.

The Dean of Student Affairs will meet with the student and inform them of the basis of the interim sanction and offer the student an opportunity to explain. The Dean of Student Affairs may modify or delete the sanctions or may allow them to stand.

A hearing shall be scheduled as soon as possible and no later than 10 days after the interim sanctions are imposed. The student may request a delay.

## Campus Sexual Harassment

Persons notifying the Dean of Student Affairs of a sexual offense will be referred to an Advocate. The advocate will inform the victim as outlined in the Sex Offense Guidelines under the Higher Education Act of 1992. The Advocate will work with the victim as requested by the victim.

- To provide college employees and students with a working environment free from sexual harassment;
- To recognize the unique nature of complaints of sexual harassment, to encourage early reporting by employees and students and to resolve complaints promptly, confidentially, and at the lowest management level possible;
- To prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee and student who has testified, assisted, or participated in any manner in an investigation of a report.

It is not the purpose of this policy to intrude upon the personal lives of employees and students or to interfere with social relationships. Sexual harassment, however, is unacceptable behavior when carrying out the business of the college and will not be condoned or tolerated. Management is not obligated to investigate and respond to a report of alleged sexual harassment if the incident or action occurred more than three years prior to the report.

*Sexual harassment means--*

Sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act. Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature.

## Accidents

Any accident resulting in personal injury or equipment damage should be reported to an instructor or staff member immediately. The instructor or staff will take appropriate action.

## Children in the Classroom during Instruction Time

It is up to the faculty/instructors discretion to allow or not allow new born infants in the classroom if the mother is returning to school after child birth. Older unsupervised children are not allowed in the classroom during instruction time. Children must be supervised at all times while on campus. Please do not leave them unattended in the lobby or hallways.

## Weapons

Weapons (guns, knives) will not be allowed on campus at any time. Weapons will be confiscated.

## Pets on Campus

No pets are allowed on campus. Exceptions are pets that are used to accommodate persons with disabilities.

## Campus Closures

Any campus closures due to weather, etc. will be announced on the local radio stations, KGVA FM 88.1; KOJM FM 92.5; and KMMR 100.1.

## Business Office

The Business Office is located in the White Clay People Hall, east wing. Office hours and days are from 8:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday.

The Business Office is responsible for assessing tuition, registration, and other fees for services provided by ANC. The Business Office also disburses payments due to students from financial aid and employment. Fees for tuition and other charges are due at the time of registration unless other arrangements have been made with the Comptroller or Business Manager.

Past due accounts are reported to the Registrar/Admissions Office and transcripts will be held. If a student has questions on fees or tuition assessed at registration they should contact the Business Office as soon as possible.

## **Crime Awareness and Campus Security Act of 1990 Includes Higher Education Amendments of 1992 - Sexual Assault-Related Items.**

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

Criminal Actions are reported to the Fort Belknap Tribal Law Enforcement Department. Other emergencies are reported to the nearest available college personnel and/or to Tribal Law and Order, Volunteer Fire Department, IHS Ambulance Service or calling 911 as appropriate.

The institution will follow up on all incidents and emergencies to determine additional actions, needed, such as, policy changes, facilities or equipment modifications, etc. A log of campus incidents and emergencies is maintained at the Dean of Students office.



ANC 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 and Campus Residences.

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.

ANC maintains an open campus. Instructors regulate access to the classrooms and laboratories. An on campus night watchperson is responsible for evening access to buildings and their lockup.

ANC does not have a formal campus security department. All criminal incidents would initially be reported to the Dean of Students, unless the incident requires immediate police action. In that case, the local law enforcement agency (Tribal Law Enforcement) should be contacted first.

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

Information on campus security, crime awareness, and prevention of sexual crimes policies and procedures will be provided during student orientation and at a student assembly each quarter. 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.

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

- (iii) murder;
- (iv) rape;
- (v) robbery;
- (vi) aggravated assault;
- (vii) burglary; and
- (viii) motor vehicle theft.

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

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.

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

A statement of policy in the Policy and Personnel Manual regarding the possession, 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.

# Financial Aid

## Financial Aid Determination

It is the basic principle of financial aid programs that the primary responsibility of meeting educational costs lies with the student and parents. The financial aid programs should be expected to assist only when the family is unable to meet the full cost of education.

A student's financial need will be determined by an analysis of the parent's income, student's own income, and other financial resources. It is expected that students who plan on attending Aaniiih Nakoda College will be responsible for tuition and fees and other college expenses incurred.

The number and amount of financial aid awards is subject to the availability of institutional, federal, and state aid funds. The type of aid and the amount received is also determined by the status of the student, established financial need, and the aid desired.

## Standards Used to Determine Title IV Eligibility

To be eligible for Title IV (PELL) assistance, an applicant must meet the following criteria: Student must be accepted for enrollment at Aaniiih Nakoda College.

1. Be a regular student enrolled in a program of study leading to a degree or certificate.
2. Have a high school diploma or General Equivalency Diploma (G.E.D./HiSet).
3. Be a U.S. citizen or eligible non-citizen (Canadian students must meet the requirements set forth under the Jay Treaty).
4. A student who is defaulted on a Title IV education loan or Pell, ACG, FSEOG grant overpayment will not be eligible for Title IV aid until he/she pays back the full loan/grant in question.
5. A student must make arrangements with the Aaniiih Nakoda College business office to clear up any over payment on a Pell grant and Federal Supplemental Opportunity Grant (FSEOG) before the student is eligible to receive any type of Title IV aid. Please note this does include any other institution student has attended prior to enrollment at Aaniiih Nakoda College.
6. Student must have a completed financial aid file and submit other documentation as requested by the Financial Aid Director.
7. Student must sign a declaration of major form in order to be eligible for financial aid.
8. Males must be registered with U.S. Selective Service if you reached your 18th birthday or under the age of 25.

9. Be determined eligible based on the Free Application for Federal Student Aid (FAFSA).

### Financial Aid Application Procedures

Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and sign your online application with your Federal Student Aid ID (FSA ID) as part of the financial aid requirements. Dependent students must insure their parents apply for an FSA ID so the parents can electronically sign their signature. The processing time of your application takes up to 10 days sent back to you to the email address you provided and can also be accessed by logging on to your FAFSA.

At the very top of your Student Aid Report (SAR), you will see your Expected Family Contribution (EFC) number. This EFC will determine your Pell eligibility and other campus based aid based on your enrollment status (full-time or part-time) at Aaniiih Nakoda College. Again, please submit your FAFSA online.

You will be required to submit proof of all income from two years previous if the Department of Education or Financial Aid Director selects you for verification. There is a designated asterisk by your EFC which reflect if you have been randomly selected for the verification process. You will be required to fill out a verification worksheet according to your dependency status model reflected on your Student Aid Report (SAR). It is very important you comply with this policy and submit all sources of income as required; otherwise, it could delay your campus based aid.

### Financial Aid Verification:

An applicant for financial assistance may be requested to provide personal and family financial information to verify financial and family statistical data reported on the student's application.

The student will be required to provide the Financial Aid Office with the documents necessary to complete the verification process. The student's eligibility to receive financial assistance is based on the accuracy of this information. Since verification is a continual process, it may be necessary for the student to provide additional documentation, corrections and/or new information during the school year. Additionally, when students complete their FAFSA application, if there is an asterisks sign by the EFC at the top of the SAR/ISIR (Student Aid Report) as well as comments at the end of the report notifying the student to contact the Financial Aid Office, that is also notification to the student of being selected for verification by the Department of Education/Federal Student Aid. The Financial Aid Director also has the authority to request any verification documentation at any time.

Failure to provide requested documentation, corrections and/or new information can result in financial aid awards being canceled and/or the student being required to repay financial assistance already received. Misreporting of information is a violation of the law and may be considered a federal offense. No financial assistance will be awarded until the verification process is completed.

## To Obtain an IRS Tax Return Transcript:

irs.gov

## To Create a FSA ID:

fsaid.ed.gov

## Types of Federal Aid

*[See the financial aid office for further information.](#)*

- Pell
- Federal Work Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG).  
*Will be issued to students with the highest remaining need, lowest EFC and/or complete financial aid files.*

## Financial Aid Award Letter

Please note you are responsible to report all outside types of scholarships and awards to the financial aid office. If you fail to do so, your financial aid will be delayed until all required documents of aid are submitted to the financial aid office. It may, in fact, put you in an over award status which would require you to pay that amount back to the financial aid program. An over award is when a student goes beyond the financial need stated on the financial aid award letter.

The official financial aid award letter informs you of your cost of attendance for the academic year, type of awards (i.e., grants/scholarships), and financial aid unmet need while you attend Aaniiih Nakoda College. The award letter covers your cost of attendance based on your enrollment status (i.e., full-time or part-time) and your dependency status indicated on your student aid report. *[See financial aid office for further information.](#)*

1. ***Read Your Award Letter Before You Sign It***
2. ***Correct Wrong Information:***
3. ***Return Your Letter, Prior to Pell Issuance.***

## Waivers and Scholarship Awards

- ***High School Graduate Tuition Waiver:***
- ***Academic Award Waiver:***
- ***Senior Citizen Waiver:***
- ***Veterans of Combat Waiver:***

***\*\*All Waivers have specific requirements, see college catalog.\*\****

- **Scholarships:** The financial aid office at the Aaniiih Nakoda College has a list of scholarships for current and prospective students. Most of the scholarships have certain requirements and deadlines. To apply for scholarships or for more information, contact the financial aid office. Advertisements of scholarships are posted around the Aaniiih Nakoda College campus as well as the college website.

## Veterans Education Benefits:

### **Veterans Benefits and Transition Act of 2018 (Section 103)**

In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, Aaniiih Nakoda College will not impose the following penalties to covered individuals (any individual who is entitled to either Chapter 31 or Chapter 33 VA education benefits) due to the delayed disbursement of funding from the Department of Veteran Affairs:

- preventing nor delaying the student's enrollment,
- the assessment of late fees,
- the denial of access to any resources available to other students who have satisfied their tuition and fees bills to the institution, including but not limited to classes, libraries, or other institutional facilities,
- or require the student to secure alternative or additional funding

To qualify for this provision, such students are required to:

- Produce a Certificate of Eligibility
- May need to provide additional information needed to properly certify the enrollment as required by the Primary School Certifying Official.

This provision ends on the earlier of the following dates:

- The date on which payment from the VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility

Aaniiih Nakoda College will evaluate all previous postsecondary education and training, including military experience, for students using VA education benefits. Upon completion of the evaluation process, the school will grant credit as appropriate, reduce program length and cost proportionately, notify the student of the evaluation, and maintain all credit evaluation records.

### **Applying for VA Benefits**

All veterans planning to receive education benefits need to apply for benefits online. This can be done at <https://benefits.va.gov/gibill/apply.asp>. Follow the next steps to start applying for the education benefits.

- Follow directions until finished!
- When the application is submitted and you have checked it to ensure accuracy and print the confirmation page. Ensure that you get a copy of the confirmation page to the Veteran Certifying Official in the registrar's office and keep a copy for your records.

*See Registrar's office for further information.*

### Selective Service Registration

Men of ages 18 through 25 and living in the United States are required to register with the Selective Service System. On questions 21 and 22 on the Free Application for Federal Student Aid, it will ask you about registering for Selective Service. Please do not leave this blank. You have two options: 1) to go on the Internet and register at **<http://www.sss.gov>**. 2) or see your local post office and fill out a selective service registration form. Please note that this is required in order for you to receive all types of federal aid. Should you have questions about registering, please see the financial aid officer at Nakoda Hall.

### Professional Judgment

The Financial Aid Director reserves the right to use the financial aid rule of Professional Judgment regarding the student aid report (SAR) and other financial aid information provided by the student and parents, which includes but not limited to loss of income by student and/or parents. This will be only used on a case-by-case basis. Should you have further questions, please see the Financial Aid Director.

### Financial Aid Review

The Aaniiih Nakoda College reserves the right to review and cancel awards at any time because of changes in financial, marital, or academic status or because of the recipients' failure to observe reasonable standards of citizenship. All PELL grants, FSEOG, and FWS are subject to change on the availability of federal funds.

Please note that your financial aid awards will be based on the Aaniiih Nakoda College last day to add/drop classes of the current semester, this is known as the census date.

### Consumer Information

Financial planning begins with an estimate of the expenses a student will have. Institutions develop local "cost of attendance" educational expense budgets that provide for tuition, fees, books, supplies, room and board, transportation and personal and other expenses. Budgets are adjusted according to whether a student is an independent or dependent status based on the student aid report (see table below.) The student's main expenses will be tuition, fees, and books/supplies. All other expenses are added to assist you in going to Aaniiih Nakoda College by applying for grants and scholarships to

pay for your room/board expense, transportation expense, and personal expenses while you attend college.

### Return of Title IV Funds Policy

Federal regulations require all college institutions to develop a policy that determines amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date. **ANC policy states that PELL will be disbursed at the 60% attendance rate or on/about the 9th week of the semester. This policy is subject to change.** *See the financial aid office for further information*

### Offices to Contact to "Withdraw" from Classes

The Registrar's office is the official designated place students must contact when they intend to withdraw from all classes. Deadlines to withdraw are posted in the college calendar. *See the Registrar's office for further information.*

### Exceptions to Return of Title IV Funds Policy

Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the Financial Aid Director.

The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

### Aaniih Nakoda College Refund Policy

Any student who withdraws/drops a class or classes and continues to be enrolled at Aaniih Nakoda College shall receive a refund of tuition and fees as follows:

100% - 1st Week  
80% - 2nd Week  
50% - 3rd Week  
0% - 4th Week

*See the financial aid office for further information.*

### Student Self Pay Agreements

The purpose of this agreement is to enable a student, who is ineligible for financial aid or agrees to self-pay, to pay for tuition and fees with a payback agreement. The final payment is due before the start of finals week for the semester. A student is responsible for his/her own books and supplies. *See the Business Manager for further information.*



## Satisfactory Academic Progress

In order for a student to receive financial aid, he/she must be registered for and enrolled in an eligible program of study and maintain a grade point average of a 2.0. Failure to do so, federal and state aid will not be disbursed to the student.

## Qualitative Minimum Requirements

All students must maintain a semester grade point average of 2.0. All students must successfully complete the minimum number of credits for which the student received financial aid.

<u>Enrollment Status</u>	<u>Credit Load</u>
Full-time	12 or more credits
3/4 time	9-11 credits
½ time	6-8 credits
Less than ½ time	1-5 credits

**See the financial aid office/and or the student handbook for further information regarding:**

- **Quantitative Minimum Requirements**
- **Credit Load**
- **Maximum Eligibility for Federal Pell Grant**
- **Consequences of Not Attending Classes or Withdrawing from Classes**

*If a student fails to attend any classes or withdrawing from all classes after receiving state and/or federal aid, he/she may owe all of the state and federal aid received*

## Financial Aid Probation

Meeting minimum standards are based on the grades earned on the last day of the semester.

A student may be placed on financial aid probation if he/she fails to meet the minimum standards. While on financial aid probation a student continues to receive financial aid, but financial aid will not be released for the next semester until after grades for the current semester have been reviewed and approved.

Once a student is placed on financial aid probation, he or she must achieve a minimum semester grade point average of 2.0. Full-time students must successfully complete at least 12 credits and part-time students must complete at the status financial aid was paid. Only grades of A, B, C, D are assigned on the last day of the semester will count as completed course work. A student on probation who fails to meet these requirements immediately loses financial aid eligibility and the student will be placed on financial aid suspension; unless otherwise appealed. If a student drops out for a term, that student will remain on probation/suspension once he/she re-enrolls at Aaniiih Nakoda College and pending if student submits and appeals his/her financial aid status. If you failed to

make payments on a previous bill owed to Aaniiih Nakoda College; you will have to resolve payment with the Aaniiih Nakoda College business office before applying for further financial aid assistance.

### Financial Aid Suspension

If a student fails to earn any credits in a semester, aid may be canceled for future semesters. Students on financial aid probation who fail to earn the required credits at a 2.0 g.p.a. will be placed on Financial Aid Suspension and lose financial aid eligibility for subsequent semesters. Reinstatement is possible only under conditions described in the section titled "Reinstatement (Appeals)." Academic Suspension reinstatement does not automatically reinstate financial aid. Students must appeal to the Financial Aid Director for reinstatement. The student must see the Registrar/Admissions Office for further explanation on academic suspension.

### Reinstatement (Appeals)

To appeal for reinstatement a student must write a letter to the Financial Aid Director and appeals committee before the beginning of the next academic semester. Please note that if a student appeals late and does not submit the letter until after the semester begins; his/her appeals may be denied pending all related circumstances involved. Appeals will be reviewed by the Financial Aid Director and Dean of Student Affairs. All appeals will be resolved by the Financial Aid Appeals Committee. The committee's decision is final. The student will be notified by mail or in person of the decision made by the Financial Aid Appeals Committee.

A student on financial aid suspension may appeal for reinstatement of aid after successfully meeting at least one of the following conditions.

1. Completion of a semester using non-Title IV resources. The minimum semester GPA must be 2.0. The minimum number of credits earned must be at the same status as the last time financial aid was paid.
2. This attendance may be completed at Aaniiih Nakoda College or any other accredited post-secondary institution whose credits will transfer to Aaniiih Nakoda College.
3. Not attending any post-secondary school for a minimum of one calendar year to allow for personal growth and goal setting.
4. Appealing a suspension because of unusual circumstances which were:
  - a. Beyond the student's control. Such situations may be serious medical and/or financial problems affecting the student or the student's immediate family. Death in the family or other close relationships will be considered with documentation.
  - b. A major traumatic situation. Such an appeal must have evidence that the situation is rectified and will not interfere with the student's progress for the new enrollment period. Please note the above circumstances are but a few examples but are not limited to these specific areas.

## How and When Financial Aid Will Be Disbursed

Federal Pell Grants disbursement is the 9th week of the semester. FSEOG–Federal Supplemental Education Opportunity Grants will be disbursed at the discretion of the financial aid director. Scholarships will be disbursed after selections have been posted.

## Transfer Students

A student transferring to Aaniiih Nakoda College who was not eligible to receive financial aid at a previous institution because of failure to make satisfactory academic progress enters Aaniiih Nakoda College in probation status.

A student transferring to Aaniiih Nakoda College from another institution of higher education shall have their financial aid eligibility and satisfactory academic progress evaluated from the time they begin their program at Aaniiih Nakoda College. Length of financial aid eligibility will be determined by the number of credits that transfer into the student's degree program. For example, a student that has 30 credits that transfer into his/her degree would have approximately 60 credits remaining for his/her eligibility. A student has a maximum of 90 credits to earn a degree here at Aaniiih Nakoda College, unless otherwise appealed to complete the degree program. Satisfactory Academic Progress will be evaluated based on the grade transcript received at the previous institution of higher learning. **See Financial Aid Office for further information**

## Length of Financial Aid Eligibility

Each student is required to complete his/her associate degree program and any additional degrees within 6 semesters. A student who transfers from another institution and has earned credits applied towards his/her academic program at Aaniiih Nakoda College will have his/her transcript(s) evaluated by the Registrar/Admissions Officer. The Financial Aid Director will make a professional judgment decision regarding if the student is going beyond the stated credits for his/her program, this will be done on a case by case basis.

## Renewal of Financial Aid Application

All financial aid commitments are made for one year or less, and recipients must re-apply for assistance each new academic year. All awards are subject to review of satisfactory academic progress each semester for financial aid purposes.

## Financial Aid Definitions

*Change in Major:* A change in major will not lengthen the period of financial aid eligibility. An exception to this policy will be processed by the Financial Aid Director.

*Repeat Course:* A student should note that a grade of "D" and "F" in a degree and/or certificate program will not meet graduation requirements and will need to be repeated. See your advisor and/or Registrar/Admission Officer for assistance. A course that has been repeated will not cancel out the previous grade; all grades earned will be presented on the student's official transcript.

*Remedial Work:* A Student may include, as part of their minimum credit load, certain remedial courses which do not apply toward graduate requirements. For financial aid purposes a student may not enroll for more than nine (9) remedial credits in any given semester.

*Credits Earned:* Credits are earned for courses in which the student received a grade of "D" or higher. Grades of "F", "W", "N ", and "I" are not considered credits earned. A student should note that a grade of "D" in a degree course will not meet graduation requirements and will need to be repeated.

***See Financial Aid Office for further information***

### Satisfactory Academic Progress

A student who attended Aaniiih Nakoda College without assistance of Federal Aid will be expected to make satisfactory academic progress prior to the awarding of any financial aid. Students will be evaluated according to their academic status as determined by the number of credits completed in the semester prior to their first semester of aid.

## TUITION AND FEE SCHEDULE

Credits	Tuition	Registration Fee	Internet Fee	Building Fee	Computer Fee	Student Activity	Transcript Fee	Total Cost of Attendance
1	\$70	\$60	\$30	\$25	\$25	\$30	\$15	\$255
2	140	60	30	25	25	30	15	325
3	210	60	30	25	25	30	15	395
4	280	60	30	25	25	30	15	465
5	350	60	30	25	25	30	15	535
6	420	60	30	50	50	30	15	655
7	490	60	30	50	50	30	15	725
8	560	60	30	50	50	30	15	795
9	630	60	30	75	75	30	15	915
10	700	60	30	75	75	30	15	985
11	770	60	30	75	75	30	15	1055
12-13	840	60	30	100	100	30	15	1175
14-15	870	60	30	100	100	30	15	1205
16-17	900	60	30	100	100	30	15	1235
18	930	60	30	100	100	30	15	1265
19	1300	60	30	100	100	30	15	1665

- ◆ Note: a \$10 lab fee will be assessed on each course requiring a lab class.
- ◆ 19 + Credits: A student seeking to register 19 + credits must receive written authorization from the Dean of Student Affairs and Dean of Academic Affairs. A student will be allowed to exceed the 18 credit limit under special circumstances, and if the Dean of Student Affairs, Dean of Academic Affairs and the Registrar/Admissions Officer are all in agreement. The student will be assessed the appropriate tuition and fees; the 19th credit will cost extra (19 X 70.00 + fees = \$1665.00). Each credit after that will be assessed the \$70.00 per credit. NOTE: A Pell grant, waivers and scholarships only apply to 12-18 credit load; the student is responsible all tuition and fees that exceed this credit load.

## Where to Find out Information

### **Student Services - Nakoda Hall**

General information.  
Inquiries about student rights.  
To file a grievance or waiver request  
Referrals to assistance agencies.  
For help with solutions to academic problems.  
For conversation.  
Student Government  
Recruiting.  
To talk.  
To complain.  
To talk about what is going wrong.  
To talk about what is going right.  
To find out about Social activities, Clubs and organizations.  
Information and public relations.  
To schedule events.

### **Faculty/Academics - Little River Learning Lodge**

Dean of Academic Affairs  
Faculty  
Advisors -All full-time instructors  
Approval to carry 18 credits or more  
To discuss class choices.  
To talk about careers.  
To assist with studies.  
To find out about graduation requirements.  
Get approval for class choices.  
Problem-solve course work concerns.  
Make Appointment with Advisors  
Program Sheets  
Class Schedules  
To appeal academic decisions in cooperation with the faculty and department head.

### **Registrar/Admissions Office – Nakoda Hall**

Registrar/Admissions Officer  
To apply for school.  
Drop/add classes, or change of course.  
To officially withdraw from class.  
Pick up a College catalog and/or a class schedule.  
Academic transcript request.  
Change your major.  
Inquire about course offerings.  
Change address.  
Change name on records (i.e. marriage, divorce, court order etc.)  
Change advisors.  
To receive credit for courses taken at another college.  
Obtain VA information and forms.

### **Financial Aid Office – Nakoda Hall**

Financial Aid Director  
Apply for Federal Aid.  
Apply for grants.  
Answer questions on financial aid.  
Apply for Scholarships.  
Apply for work study.

### **Library – Tech Center**

An excellent resource for all college students.  
Check out research information.  
Assistance with researching a topic.  
Information on the Aaniiih and Nakoda Tribes.

### **Student Support Services – Nakoda Hall**

Help in finding a tutor.  
To find out about your academic strengths & weaknesses.  
"Brush-up" past skills.  
To learn how to study.  
To learn how to take class notes.  
To learn how to take an exam.  
To get extra help in any subject.  
To bring math & English skills up to college level.  
To find a quiet place to study.  
To print or copy.  
To request a college tour.

### **Business Office – White Clay People Hall**

Pay tuition and fees.  
Apply for a tuition refund.  
To receive Pell, College Work Study, FSEOG disbursements.  
Receive BIA grants disbursement originating at another reservation.