Vision Statement

“We can no longer live the way we used to. We cannot move around any more the way we were brought up. We have to learn a new way of life. Let us ask for schools to be built in our country so that our children can go to these schools and learn this new way of life.”

- Chief Dull Knife
  Northern Cheyenne
It has been my privilege and honor to serve as the President of Chief Dull Knife College since September of 1999. Currently, I am both the President and the Interim Dean of Cultural Affairs. Both positions keep me busy and both make it interesting to work at Chief Dull Knife. Some wise person has said that if you have a good job then it is not a job at all but something fun and interesting to do and still get paid for it. That’s the way I feel about working with the many fine people who work at Chief Dull Knife College. Yes, the job does have its ups and downs but the ups more than compensate for the downs.

I am going on and on about the job because I want everybody associated with Chief Dull Knife College to enjoy their jobs. I want the students to come to the College and be met by people who serve the Cheyenne people with evident pride. I know its a cliche but the foremost reason we are all here is for the students. We want them to be educated in an environment that is conducive to learning but the students have to do their part, too. They have to attend classes, complete assignments, finish projects and focus on going to a four-year college, a vo-tech school, or to a better job. Getting an education is very important because it broadens experiences, increases options in job selection and career alternatives. But most of all, education can lead to a better quality of life for family members, especially for children. I believe that if the elders from past centuries came back to us today, they would counsel Cheyennes to become educated because they would see it as a powerful weapon to use against poverty; ill-health, drugs, physical, and alcohol abuse; and for the perpetuation of our Cheyenne language and culture. Henačhaanehe.

Dr. Richard Littlebear,
President
# Academic Calendar 2011-2012

## Fall Semester 2011

- **Registration/Advising/Testing**
  - (Testing only at 9 a.m. & 1 p.m. each day)
- **Registration Closes**
- **Classes Begin**
- **Last Day to Add Classes (No Registration)**
- **Labor Day Holiday**
- **Cheyennes Depart Oklahoma Commemoration**
- **Native American Holiday**
- **Mid-Term Week**
- **End of 9th Week for Financial Aid Eligibility**
- **Veteran's Day Holiday**
- **Thanksgiving Break**
- **Sand Creek Massacre Commemoration**
- **Last Day to Withdraw or Drop Classes**
- **Pre-Registration for Spring Semester 2012**
- **Final Exams Week**
- **Winter Break**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/Advising/Testing</td>
<td>August 22-26</td>
</tr>
<tr>
<td>Registration Closes</td>
<td>August 26</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 29</td>
</tr>
<tr>
<td>Last Day to Add Classes (No Registration)</td>
<td>September 2</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 5</td>
</tr>
<tr>
<td>Cheyennes Depart Oklahoma Commemoration</td>
<td>September 9</td>
</tr>
<tr>
<td>Native American Holiday</td>
<td>September 23</td>
</tr>
<tr>
<td>Mid-Term Week</td>
<td>October 17-21</td>
</tr>
<tr>
<td>End of 9th Week for Financial Aid Eligibility</td>
<td>November 28</td>
</tr>
<tr>
<td>Veteran's Day Holiday</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 24-25</td>
</tr>
<tr>
<td>Sand Creek Massacre Commemoration</td>
<td>November 29</td>
</tr>
<tr>
<td>Last Day to Withdraw or Drop Classes</td>
<td>December 9</td>
</tr>
<tr>
<td>Pre-Registration for Spring Semester 2012</td>
<td>December 5-9</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>December 12-16</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 17-January 8</td>
</tr>
</tbody>
</table>

## Spring Semester 2012

- **Registration/Advising/Testing**
  - (Testing only at 9 a.m. & 1 p.m. each day)
- **Registration Closes**
- **Fort Robinson Breakout Commemoration**
- **Classes Begin**
- **Last Day to Add Classes (No Registration)**
- **Dr. Martin Luther King, Jr. Holiday**
- **Chief's Day Holiday**
- **Mid-Term Week**
- **End of 9th Week for Financial Aid Eligibility**
- **Spring Break**
- **Easter Holiday**
- **Last Day to Withdraw or Drop Classes**
- **Pre-Registration for Fall Semester 2012**
- **Final Exams Week**
- **Graduation**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration/Advising/Testing</td>
<td>January 2-6</td>
</tr>
<tr>
<td>Registration Closes</td>
<td>January 6</td>
</tr>
<tr>
<td>Fort Robinson Breakout Commemoration</td>
<td>January 9</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 9</td>
</tr>
<tr>
<td>Last Day to Add Classes (No Registration)</td>
<td>January 13</td>
</tr>
<tr>
<td>Dr. Martin Luther King, Jr. Holiday</td>
<td>January 16</td>
</tr>
<tr>
<td>Chief's Day Holiday</td>
<td>February 20</td>
</tr>
<tr>
<td>Mid-Term Week</td>
<td>March 5-9</td>
</tr>
<tr>
<td>End of 9th Week for Financial Aid Eligibility</td>
<td>March 9</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 12-16</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>April 6-9</td>
</tr>
<tr>
<td>Last Day to Withdraw or Drop Classes</td>
<td>April 20</td>
</tr>
<tr>
<td>Pre-Registration for Fall Semester 2012</td>
<td>April 23-27</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>April 30 ÷ May 4</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 8</td>
</tr>
</tbody>
</table>

(*Classes in session – Not a Holiday)
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>13</td>
</tr>
<tr>
<td>Educational Policies</td>
<td>17</td>
</tr>
<tr>
<td>Admission Policies</td>
<td>25</td>
</tr>
<tr>
<td>Financial Information</td>
<td>31</td>
</tr>
<tr>
<td>Student Activities</td>
<td>41</td>
</tr>
<tr>
<td>Student Services</td>
<td>41</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>43</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>49</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>55</td>
</tr>
<tr>
<td>College Personnel</td>
<td>66</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION
GENERAL INFORMATION

HISTORY

Chief Dull Knife College was originally chartered in September, 1975, by Tribal Ordinance as the Northern Cheyenne Indian Action Program, Incorporated, and granted funding by the Indian Technical Assistance Center of the Bureau of Indian Affairs. The Northern Cheyenne Tribal Council appointed six directors to manage the affairs of the corporation.

Previously known as Dull Knife Memorial College, CDKC was renamed in 2001 to emphasize the significance of Dull Knife as a chief and respected historical leader of the Northern Cheyenne people. Chief Dull Knife, also known as Chief Morning Star, fighting with great courage and against overwhelming odds, led his band of Northern Cheyenne back to our homeland to maintain the sovereignty of our tribe. Reflecting Chief Dull Knife’s determination, the College’s primary mission is to provide educational and cultural leadership to its constituents.

Although the original curriculum of the College was directed at training students for mining jobs near the reservation, the College has quickly expanded its offerings to include post-secondary transfer programs. The College offers Associate degrees and certificate programs, and maintains articulation agreements with institution within the Montana University system that facilitate seamless transfer for students. With the addition of interactive television technology at CDKC, the College has also been able to expand opportunities for upper level students to complete advanced degrees on-line.

As the student population has steadily increased, so has the need to acquire new facilities and the campus has utilized sustainable green-build technology to construct buildings to house Adult Literacy, technology, daycare, and visiting lecturer facilities. All of the facilities were designed and built using sustainable straw bale construction in cooperation with the American Indian Housing initiative. In addition, the campus houses the Dr. John Woodenlegs Memorial Library, a state-of-the-art library that serves both the College and community, a Learning Center that provides both educational and technological access for student research and study, and numerous computer, math and science laboratories.

LOCATION AND CHARACTERISTICS

Chief Dull Knife College is located on the Northern Cheyenne Indian Reservation in southeastern Montana. The reservation is approximately 44 miles long and 23 miles wide, encompassing 450,000 acres. Located in a rural area, the reservation is predominantly surrounded by ranching and coal mining activity. Major electrical generation plants are located just north of the reservation at Colstrip, Montana.

The reservation population lives within the five distinct reservation districts of Ashland, Birney, Busby, Lame Deer, and Muddy Creek. The largest population center is the Lame Deer District with approximately 3,215 people.

Chief Dull Knife College is located in Lame Deer approximately two blocks east and one block north of the intersection of Highways 212 and 39. Also located in Lame Deer are the Bureau of Indian Affairs offices, Indian Health Service facilities, tribal government offices, First Interstate Bank, public K-12 schools, various churches, and retail businesses.

CDKC has one main building, which houses administration, faculty offices, cafeteria facilities, bookstore, a learning center and sufficient classroom space to serve 300 students. Specialized laboratory facilities include a science laboratory, four computing labs and two specialized science research labs. In addition, separate facilities house the Dr. John Woodenlegs Memorial Library, information technology, Florence Whiteman cultural learning center, early childhood learning center, adult literacy center, student activities center, Upward Bound program and Vocational Rehabilitation Center. The Boys and Girls Club of the Northern Cheyenne Nation, tribal health fitness center and Lame Deer School gymnasium are available for athletic activities. Off-campus classes are held in classroom facilities at Colstrip Public Schools, St. Labre Indian Schools, and Lame Deer High School.
ACCREDITATION

Chief Dull Knife College is accredited by the Northwest Commission on Colleges and Universities, and, as such, CDKC operates as an independent institution of post-secondary education.

Professional memberships are maintained in the American Indian Higher Education Consortium (AIHEC), the American Association of Community and Junior Colleges (AACJC), and in the Northwest Commission on Colleges and Universities.
EDUCATIONAL POLICIES
EDUCATIONAL POLICIES

TRANSFER OF CREDITS

All CDKC course credits, properly selected to meet the lower-division requirements of a given subject major, are accepted by the colleges and universities of Montana, as well as by accredited colleges and universities outside the state. Students should check with the department to which they plan to transfer to insure full acceptance of credits in a specific program.

If you plan to transfer to a four-year college or university, follow the steps listed below:

1. Determine as soon as possible the college to which you wish to transfer.
2. Obtain a current catalog of that institution and study entrance requirements and suggestions for courses for freshman and sophomore students in your major field of interest. Refer to current articulation agreements if available.
3. Confer with your advisor about fulfilling requirements. CDKC has a Transition Counselor specifically for this purpose. Please see the Student Affairs Department.
4. Confer, either by letter or by personal interview, with an Admissions Officer or department chair of the college to which you want to transfer for further information about curriculum and transfer regulations.
5. Check at least a semester before transfer, making certain all requirements will be met to the satisfaction of the four-year college.
6. Some colleges have specific grade and/or test requirements. Research such requirements carefully.

CLASS SCHEDULING

Daytime classes, evening classes, and weekend (Friday-Saturday) workshops are offered by the college during each semester of the academic year. There is little or no distinction between daytime and evening classes. The latter are offered primarily for the convenience of adults in Lame Deer and surrounding communities, as well as for other part-time or regular daytime students.

POLICY ON NONDISCRIMINATION

In accordance with Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act, Chief Dull Knife College has a policy of nondiscrimination in employment practices and in admission, access to, and conduct of educational programs. Discrimination is prohibited on the basis of race, sex, color, national origin, religion, age, handicap, and marital or parental status. Any student, employee, or applicant for admission or employment may file a discrimination grievance. Inquiries or grievances should be directed to the Equal Opportunity Officer, Chief Dull Knife College.

DROP/ADD/WITHDRAWAL

A student who desires to drop, add, or withdraw from a course must obtain the appropriate form from the Registrar’s Office. Before the transaction is official, the form must be signed by the instructor of the course, the student’s advisor, and the financial aid officer. Should a student desire to withdraw from all his or her courses, signatures of the instructor, advisor, financial aid officer and registrar are also required.

A student can withdraw from a course until the Friday of midterm week without a notation on the transcript. After this time, a "W" will be placed on the transcript. The last day to withdraw from the class will be five days before the final or the last instructional day of the semester. The Dean of Academic Affairs and the Dean of Student Affairs will be responsible to make exceptions for extraordinary circumstances.

The instructor can initiate the drop/withdrawal process when a student has exceeded attendance requirements and has made no formal contact with the instructor explaining the absence.
**INCOMPLETES**

Incomplete grades are assigned when illness or unavoidable circumstances have prevented a student from completing the quantitative requirements of the course. The student and instructor must complete an *Incomplete Grade Report Form* indicating the course work to be completed and the deadline date for completion. Once the *Incomplete Grade Report Form* is signed by both the instructor and student, the deadline date will not be extended. Students will have the following semester to complete the course work unless the instructor indicates an earlier date. If the course work is not finished, the grade will be changed from an *I* to an *F* grade.

"Incompletes" should be given only if a student has completed 2/3 of their class. Students receiving an *I* may lose their eligibility for Financial Aid or Graduation.

**REPEATING A COURSE**

Students who repeat a course will have the most recently earned grade counted toward GPA and graduation requirements. Both credit entries and both grades appear on the student's transcript.

**AUDITING COURSES**

Students may audit courses for no grade or credit. This must be so indicated to the Registrar by the last day for adding classes each semester. After this date, no changes can be made from audit to regular enrollment, or vice versa.

**GRADES AND GRADE POINT AVERAGE (GPA)**

Grades are based upon the quality of work done. The grade-point-average is determined by dividing total grade points earned by the number of credits carried. The meaning of each grade and its value in grade points is as follows:

- A-Excellent achievement .................. 4 grade pts./credit
- B-Good; above average .................. 3 grade pts./credit
- C-Satisfactory; average .................. 2 grade pts./credit
- D-Below average; passing .............. 1 grade pt./credit
- F-Failure ........................................ 0 grade pts./credit
- I-Incomplete ................................ No credit
- W-Withdrew .................................. No credit
- AU-Audit ................................. No credit

**MIDTERM GRADES**

A student who wishes to see his/her midterm grades should contact the instructor of the class. No *I* grade will be assigned at midterm. Students who are failing or who are remiss in attendance will be notified by CDKC.

**FINAL GRADES**

Final grades are submitted by the instructor at the end of the semester. Final grade reports will be mailed to students by the Registrar Office.

**PASS/FAIL POLICY**

Some courses are graded on a pass/fail basis. Students performing at a satisfactory level will receive a grade of *P* which will not be included in the computation of the Grade Point Average (GPA). Students not performing satisfactorily will receive a grade of *F* which will be used in calculating the GPA. All courses offered on a pass/fail basis will be indicated with (P/F) following the course description in the back of this catalog.
CLASSIFICATION OF STUDENTS

Full-Time .............. enrolled for 12 or more credits
Part-Time .............. enrolled in less than 12 credits
Freshman .............. having fewer than 30 credits
Sophomore ............. having 30 or more total credits

STUDENT ORIENTATION

The Student Orientation Class is required for all new incoming students. This orientation class is designed to make the adjustment to college life a pleasant experience. Students will become acquainted with college personnel and location of classrooms. This class will also acquaint students with registration, financial aid, tutoring, counseling, student clubs and organizations.

COLLEGE SKILLS

College skills is required for returning students who are on financial aid probation or suspension. The goal of this course is to enhance the potential for academic success at CDKC.

CLEP CREDITS

CLEP, the College Level Examination Program is a national program that enables the student to achieve credits for courses by examination rather than by attending classes. CLEP credits are honored by CDKC.

CHALLENGE EXAMINATIONS

Students may, with the approval of the student’s advisor, the instructor, and the Dean of Academic Affairs, request to receive credit for a course by special examination. Performance on the examination will become the basis for a grade in the course and the results will be recorded on the student’s permanent record. Students may not challenge a course which is a prerequisite to a course already completed.

Challenge credits may not be applied toward the last 15 credits required for graduation. Challenge examinations need to be added and completed prior to the closing date of Last Day to Add Classes-No Registration each semester. Challenge fees are the same as those which apply to courses taken for credit.

Official approval forms should be secured in advance from the Office of the Registrar.

ACADEMIC STANDARDS

The college will make all reasonable efforts to assist students toward academic success. Degree and certificate students are required to maintain a cumulative 2.0 Grade-Point-Average (GPA). Some programs, scholarships or grants may require a higher GPA. Students who do not achieve a minimum of 2.0 GPA for any one semester will be notified that their work for that semester does not reflect a satisfactory level of progress, and jeopardizes their degree or certificate objective. Two successive semesters of such notification will require a consultation among student, faculty advisor, and counselor to determine the most appropriate course of action, and may result in a recommendation that the student be dropped from enrollment at the college for at least one semester.

CLASS ATTENDANCE POLICY

Chief Dull Knife College expects students to attend all of their classes on every scheduled day. Students are expected to maintain an 80 percent attendance rate or higher for all classes. For the purposes of this policy, there is no distinction between excused and unexcused absences; attending less than 80 percent of class hours regardless of the reason will initiate a formal procedure (see student handbook).
SCHOLARSHIP HONORS

The names of students carrying 12 or more credits who maintain a cumulative grade-point-average of 3.5 or higher will appear each semester on the President’s Honor List. Students with a 3.0-3.49 will appear on the Dean’s List.

SEMESTER UNIT OF CREDIT-DEFINITION

College work at Chief Dull Knife College is measured in terms of semester credits. A "credit" in a lecture-type class involves 1 hour of classroom work and 2 additional hours of outside work or preparation weekly. There may be variations of this pattern to accommodate courses, which utilize laboratory, studio, shop, workshops, online or other delivery formats.

A 3-credit course (lecture type) thus meets 3 hours per week, but assumes that an additional 6 hours will be spent in study or other course-related work. Computed in this manner, the average credit load of 15 units involves approximately 45 hours of college work per week on the part of the student.

CREDIT LOAD RECOMMENDATION

A full study "load" for the average student is 15 credits per semester, which means that approximately 45 hours per week is devoted to college work. Students employed in outside work should reduce their credit load proportionately and should consult with their Advisor in determining an appropriate credit load.

The following are maximum credit load recommendations:
Freshman - 15 credit hours
Sophomores - 18 credit hours

COURSE NUMBERS AND CLASSIFICATION

Course numbers at Chief Dull Knife College are interpreted as follows:

1. The two-letter prefix indicates an area of study. For example BU is an abbreviation for Business and all courses offered in this specific area are prefixed by this two-letter code.

2. The first digit of the three digit code following the two letter prefix indicates whether a course is at the developmental (0), freshman (1), or sophomore (2) level. Sophomore level courses may be taken during the first year of study if a) they have no unsatisfied prerequisites and b) the instructor determines that the student has sufficient background to be successful in the course.

3. The second digit of the three-digit code indicates whether the course is designed as an occupational/vocational course or is designed for transfer. A second digit of 0,1,2,3, or 4 indicates an occupationally (A.A.S. Degree or Vocational Certificate program) oriented course. A second digit of 5,6,7,8, or 9 indicates a transfer (A.A. or A.S. degree) oriented course.

Courses designated as occupational or vocational are not intended for transfer to four-year institutions but are designed to provide skills applicable to the College’s designated A.A.S. and Certificate programs.

4. The third digit in the three-digit sequence indicates whether the course is one of a sequence.
Special case numbers are as follows:

**241 or 271 Practicum Courses**

Students may enroll in practicum experience courses, which will be numbered under the appropriate departmental heading. These courses are designed to give the students working experience in their field of concentration. A maximum of 4 credits per semester will be awarded for Practicum courses, with a maximum of 12 credits counted toward graduation.

**240 or 270 Independent Study Courses**

CDKC offers two categories of independent study:

The first category is the regular coursework equivalent. When there is an unalterable schedule conflict a student may take a regular course by independent study. Course requirements are the same as for regular courses.

Second category is independent study for which there is no course equivalent. The student must obtain approval from a sponsoring instructor and must work with the instructor in developing an individual contract that states the objectives, the resources to be used, the method(s) of evaluation, and the relationship of the independent study to the student’s educational objectives. A cumulative GPA of 2.5 and permission of both the sponsoring instructor and the Dean of Academic Affairs is required in order to take a course in either category of independent study. A student may take a maximum of one independent study course per semester. A maximum of 9 credits of independent study may be applied to graduation requirements. A student must have 30 or more credits or be a sophomore to take an Independent Study course in either category.

The independent study form must be turned in with the registration card during registration. The following steps need to be followed; 1) Approval and signature from Advisor; 2) A GPA of 2.5 or higher; 3) Signature from the Instructor; 4) Signature from the Dean of Academic Affairs and; 5) Signature from the Registrar.

**249 or 299 Special Courses, Workshops, Seminars**

A course, seminar or workshop within a subject area may be organized for the study of some special topic of interest which is not available in the regular curriculum. Special topic courses can be used as electives. The maximum number of credits within this category that a student can apply toward graduation is six.

**277 Internship Courses**

Students may enroll in internship courses with the consent of a sponsoring instructor. Internship courses will be numbered under the appropriate departmental heading. A maximum of 6 credits per semester will be awarded for Internship courses, with a maximum of 12 credits counted toward graduation.
ADMISSION POLICIES
ADMISSION POLICIES

Chief Dull Knife College has an open admissions policy which stipulates that anyone who can benefit from CDKC’s educational offerings and services will be admitted as a full or part-time student. Students are accepted into the college in any of the following classifications:

FRESHMAN STUDENTS

Those eligible are students who have completed high school or a GED program and have never attended a college or university.

The following items are required of each applicant:

1. A completed Chief Dull Knife College application for admission;
2. Official high school transcript or a high school equivalency certificate issued by a state department of public instruction;
3. Scores from the CDKC placement test;
4. Tribal enrollment certification if an enrolled member of a recognized tribe;
5. Evidence of Immunization.

Admission is not complete until all the required documentation has been received in the Admissions/Registrar’s Office. The applicant will then receive a letter of acceptance.

TRANSFER STUDENTS

Those eligible are students who have attempted college credit at another college or university. Students having fewer than 30 semester hours of college credit will be accepted regardless of academic standing. If the GPA is below Chief Dull Knife College standards, the student will enter on academic probation. Students dropped from another institution for disciplinary reasons may be admitted at the discretion of the college administration.

DUAL ENROLLMENT

Those eligible are juniors or seniors in high school who wish to enroll to strengthen and enrich their educational program. Eligible students must be at least 16 years of age, and may enroll in any course with the written consent of their high school counselor/principal. Credit for completed coursework will be deferred until the student has graduated from high school or receives a high school equivalency certificate.

STANDARDS FOR VETERAN STUDENTS

1. Registration - Each veteran student will be counseled about benefits, credit load, withdrawal procedures, remedial and tutorial assistance and then have his enrollment card approved by the Veterans Affairs Office (VAO) during each registration.

2. Drop-Add - Each veteran must have the approval of the VAO before dropping or adding classes. Instructors are to note the last date of the veteran’s attendance on the drop-add slip. The veteran will be counseled about credit load and applicability of courses to his major field. All changes in enrollment are reported to the Veteran Administration.

3. Prior Credit - All previous military and civilian training will be evaluated for the purpose of granting appropriate credit.

4. Standards of Programs - Any veteran or other eligible student receiving educational benefits from the Veteran Administration is
STANDARDS FOR VETERAN STUDENTS (CONTINUED)

expected to maintain satisfactory progress toward his educational goal, and must meet the following standards:

a) Degree and certificate standards require a cumulative 2.0 "C" GPA.

b) Educational benefits will be terminated for any veteran or other eligible person whose cumulative GPA remains below a 2.0 for more than two consecutive terms. A student may reapply for educational benefits once his cumulative GPA reaches 2.0.

c) All final grades of the veteran or other eligible person will be considered in computing the GPA for the purpose of determining whether the veteran is maintaining satisfactory progress for V.A. payment purposes (V.A. benefits will be withheld for any courses not used in computing the GPA).

5. Refund - Refunds for veterans and other eligible persons, as required by V.A. Regulation 14254 (c)(13), are based on the pro-rated balance of the total charges, and are provided whether the veteran withdraws from school or is dismissed.

VETERAN’S UPWARD BOUND

The MSU-Northern Veterans' Upward Bound is housed on the MSU-Billings Campus. The Veterans' Upward Bound and Chief Dull Knife College share a proud tradition of academic excellence and personal attention to their students. There are two programs available to eligible students:

The Veterans College Transition Program is a ten-week developmental skill program held on the MSU-Billings campus each semester. The course work is non-credit refresher classes in math, writing, reading, speech, science and computers, all of which are offered free of charge to eligible veterans.

The Tribal College Program allows eligible veterans to enroll at their tribal college campus. Veterans' Upward Bound will pay up to $360.00 for tuition only. This often allows the veteran to attend college on a full-time basis. Veterans must complete either the college's or VUB's skill assessment in math, writing and reading, to qualify. Veterans qualifying for this program are eligible to receive assistance in applying for veterans benefits, federal financial aid, career assessment and planning.

ELIGIBILITY

A U.S. Veteran having served at least 181 days of active duty or have been medically discharged.

*Have received a discharge other than dishonorable.

*Meets low-income and/or first generation college student criteria.

EVIDENCE OF IMMUNIZATION

All students seeking admission to Chief Dull Knife College must provide evidence of a) immunization for measles, mumps and rubella; or b) proof of a positive serologic test for measles and rubella; or c) proof that the student has a medical exemption to the immunization requirement; or d) a signed statement of a religious philosophical exemption to the immunization requirement.

PLACEMENT TESTING

Student Services will test (using the Adult Basic Education TABE test):

1) All new students who have not attended another college.

2) Students that have not attended another institution of higher education for two years and did not complete Math, English and Science courses.

3) Transfer students with English, Math or Science course(s) of "D" or lower or who have not completed math these courses must
**Placement Testing (Continued)**

- take the test or show proof of transcript. The transcript will remain on file in the Registrar’s office.

4) Former students returning after an absence of 6 years or more are required to take a placement test before enrolling unless they have a previous Associate Degree or higher.

**Advising**

Students are assigned an advisor by the Student Services Coordinator depending on career and academic goals.

Although advisors are here to help, it is important for students to realize that the ultimate responsibility for meeting all graduation requirements is their own. Students can increase their academic planning effectiveness by fully utilizing the advising system, and by acquainting themselves with the academic requirements of their major fields, college policies for registration and graduation, and scholastic requirements. The CDKC catalog is the official source of information on these matters and is available upon request from the Registrar’s Office.

**Transcripts**

Requests for transcripts should be directed to the Registrar’s office. Official transcripts may not be released if a student has financial obligations to the College. After the first free transcript, there will be a $2.00 charge for each additional copy.

**Request for Waiver or Course Substitution**

Students who request a waiver or a course substitution may do so with the consent of the advisor, Dean of Academic Affairs and the Registrar.
FINANCIAL INFORMATION
Financial Information

Tuition And Fees Payment

Student Financial Obligations/Responsibilities:

Students with outstanding financial obligations to CDKC will not receive official copies of transcripts, nor will they be allowed to participate in commencement activities. Financial obligations include educational costs such as, but not limited to, tuition, books, supplies, fees, day care and library charges.

Deferred Payment

Students who are unable to pay their total educational costs on the day of registration may make arrangements with the Business Office for partial or deferred payment. Deferred payment does not apply to books and/or supplies.

Payroll Deduction

Students who are employed may contact the Business Office to arrange for a payroll deduction to pay for tuition and fees prior to registration.

The fees listed below are those effective Fall Semester 2011.

<table>
<thead>
<tr>
<th>CR.</th>
<th>Tuition</th>
<th>Activity Fee</th>
<th>Bldg. Fee</th>
<th>Compr. Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>70.00</td>
<td>10.00</td>
<td>10.00</td>
<td></td>
<td>90.00</td>
</tr>
<tr>
<td>2</td>
<td>140.00</td>
<td>15.00</td>
<td>10.00</td>
<td></td>
<td>165.00</td>
</tr>
<tr>
<td>3</td>
<td>210.00</td>
<td>20.00</td>
<td>10.00</td>
<td></td>
<td>240.00</td>
</tr>
<tr>
<td>4</td>
<td>280.00</td>
<td>25.00</td>
<td>10.00</td>
<td></td>
<td>315.00</td>
</tr>
<tr>
<td>5</td>
<td>350.00</td>
<td>30.00</td>
<td>10.00</td>
<td></td>
<td>390.00</td>
</tr>
<tr>
<td>6</td>
<td>420.00</td>
<td>35.00</td>
<td>25.00</td>
<td></td>
<td>480.00</td>
</tr>
<tr>
<td>7</td>
<td>490.00</td>
<td>25.00</td>
<td>40.00</td>
<td>25.00</td>
<td>580.00</td>
</tr>
<tr>
<td>8</td>
<td>560.00</td>
<td>25.00</td>
<td>45.00</td>
<td>25.00</td>
<td>655.00</td>
</tr>
<tr>
<td>9</td>
<td>630.00</td>
<td>25.00</td>
<td>50.00</td>
<td>25.00</td>
<td>730.00</td>
</tr>
<tr>
<td>10</td>
<td>700.00</td>
<td>25.00</td>
<td>55.00</td>
<td>25.00</td>
<td>805.00</td>
</tr>
<tr>
<td>11</td>
<td>770.00</td>
<td>25.00</td>
<td>60.00</td>
<td>25.00</td>
<td>880.00</td>
</tr>
<tr>
<td>12</td>
<td>840.00</td>
<td>25.00</td>
<td>65.00</td>
<td>30.00</td>
<td>980.00</td>
</tr>
<tr>
<td>13</td>
<td>910.00</td>
<td>25.00</td>
<td>70.00</td>
<td>30.00</td>
<td>1055.00</td>
</tr>
<tr>
<td>14-18</td>
<td>980.00</td>
<td>25.00</td>
<td>75.00</td>
<td>30.00</td>
<td>1130.00</td>
</tr>
<tr>
<td>19</td>
<td>1050.00</td>
<td>25.00</td>
<td>80.00</td>
<td>30.00</td>
<td>1205.00</td>
</tr>
<tr>
<td>20</td>
<td>1120.00</td>
<td>25.00</td>
<td>85.00</td>
<td>30.00</td>
<td>1280.00</td>
</tr>
</tbody>
</table>

Each additional credit over 20 add $75.00

Activity Fee

Any student taking 7 or more credits will pay a $25.00 Activity Fee per semester.

Auditing Fee

Auditing fees are the same as those which apply to courses taken for credit.

Miscellaneous Course Fees

Certain courses require the use of special facilities, non-reusable materials, special equipment or materials, which require a general fee. These courses will have an additional fee, which will be specified on each semester’s course schedule.
**Refund of Tuition**

Students who are granted permission to withdraw from the College after completing registration will be given a tuition refund according to the following schedule:

- Before the first session of any class: 100 percent
- During the first week of the semester: 80 percent
- During the second week of the semester: 60 percent
- During the third week of the semester: 40 percent
- After the third week of the semester: No Refund

A refund of tuition is made only when a student makes an official withdrawal from the College at the business office. No refunds are given when students reduce their class or credit loads after the first week of the semester.

Students whose tuition and fees are being paid under contractual agreement are required to make full payment on their contract, less the percentage of refund indicated above.

No fees will be refunded.

**Student Financial Aid**

Federal Pell Grant is designed to provide undergraduate, first degree, eligible students with a “foundation” for financial aid. High school academic performance has no bearing on eligibility. To be eligible to receive a Federal Pell Grant, a student must:

- Be a U.S. Citizen (or be in the U.S. for other than temporary purposes).
- Need financial assistance to further his/her education and
- Make satisfactory academic progress in a declared course of study.

The financial need of a student is determined by a formula developed by the U.S. Department of Education and is applied consistently to all applicants. The award is to be used solely for educational expenses, which include tuition, fees, rooms, books, and supplies. Additional funding is available for childcare and for disabled students. These grants cannot exceed 100 percent of the actual cost of attendance established for Chief Dull Knife College. The amount of the grant also depends on the amount of funds actually available for a given year. To be eligible for institutional-based assistance, a student must apply for the Federal Pell Grant Program.

**Applying for Financial Aid.** The Financial Aid Office administers federal and state aid, as well as scholarships, waivers, stipends and internships. The purpose of all CDKC financial aid programs is to provide financial assistance to eligible students who, without such aid, would find it difficult to attend college. Although families and students are expected to make a maximum effort to meet the costs of education, financial aid is available to help fill the gap between family resources and yearly academic expenses.

**How to Apply.** Students must apply for all forms of federal, state, and institutional aid by completing the Free Application for Federal Student Aid (FAFSA). Students are encouraged to fill out the application via the web at http://www.fafsa.edu.gov. A paper FAFSA, which can be obtained from the Financial Aid Office or from most high schools, can also be submitted. The FAFSA serves as the universal application in initiating all financial aid at CDKC. For assistance in completing the FAFSA please contact the CDKC Financial Aid Office at (406) 477.6215. Chief Dull Knife College’s school code is: 014878.

**When to Apply.** The FAFSA or Renewal Application must be completed every year. March 1 is the Montana priority date for submitting the FAFSA to the Department of Education. Early application is encouraged to ensure that students have full access to all available financial aid programs. Some of the financial aid programs are limited and will be awarded to students who submit their FAFSA early. It is recommended that families complete their taxes as soon as possible after the first of the year in order to complete the FAFSA process.

**How Financial Aid is Calculated.** When a completed FAFSA is received by the United States Department of Education, a formula mandated by Congress is used to calculate the Expected Family Contribution (EFC). Students will receive a Student Aid Report (SAR), and the school whose code is listed on the FAFSA will receive an Institutional Student Information Report (ISIR). The SAR/ISIR will
contain the EFC, which is used to determine eligibility for financial aid. The Financial Aid Office uses the estimated Cost of Attendance (COA) (tuition, fees, books, room, board, and other related expenses) less the EFC to determine students financial need. Contingent upon the availability of funds, students applying for financial aid are considered for all programs for which they request aid and are eligible. The amount of financial aid awarded is generally a combination of grants, work-study and other available aid and is based on the remaining need of the student (COA − EFC = Need).

**Financial Aid Process.** This process must be followed in order to receive financial aid. It is very important that students provide accurate and complete financial information to the Financial Aid Office in a prompt manner to prevent delays in receiving financial aid.

1. Student fills out and submits the FAFSA with CDKC school code listed (014878).
2. Department of Education processes and calculates students EFC.
3. Student receives SA; CDKC receives the ISIR.
4. If the student application is chosen for verification, CDKC sends a letter to the student requesting additional information, which may include copies of tax forms, W2, etc.
5. Student supplies requested information to the Financial Aid Office.
6. The Financial Aid Director determines the student financial need and creates a financial aid award package.
7. The Financial Aid Office sends students an award letter, SAP Policy flyer and other forms required for file completion (or completes with the student onsite).
8. Student returns the signed award letter and forms to the Financial Aid Office.
9. Students who have been awarded and accepted work-study must complete employment forms.
10. Funding is disbursed to the student on designated dates which they agree to when signing their Pell Authorization form. Most financial aid is disbursed by crediting the student account at CDKC.
11. If the amount of the grant exceeds the amount due to CDKC, students are refunded the remaining amount.

**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 application. The student will be required to provide the Office of Financial Aid with the documents necessary to complete the verification process. The student 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. 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.

**Financial Aid Disbursements.** Most types of financial aid are credited to the student account at CDKC to pay institutional charges, such as tuition, fees, and room. After school charges are deducted, any remaining balance is to be used for other expenses, such as books, supplies, and living expenses. Payments of financial aid are made during the designated weeks contained within the Pell payment authorization form, and upon completion of students financial aid files.

**Satisfactory Academic Progress.** Federal regulations require that schools participating in federal financial aid programs determine whether students are progressing through their programs of study in a satisfactory qualitative academic manner (academic standard), and at a satisfactory quantitative rate (rate of progress standard).

If a student does not maintain Satisfactory Progress according to the following guidelines, the student will be placed on financial aid probation for one semester. Students under financial aid probation have access to any aid that they are eligible for during that semester. If the following satisfactory progress guidelines are not met during the probation period, the student will then be placed on financial aid suspension, which terminates eligibility of federal financial aid. Adjustments are made for less-than-full-time students.

**Standard for Satisfactory Academic Progress.** CDKC establishes a standard for satisfactory academic progress to be consistently used for all students. Meeting this standard is also a requirement for all students to continue to receive financial assistance, unless otherwise provided by the requirement of a specific type of assistance.

In accordance with the 1976 Amendments to the student aid programs under Title IV of the Higher Education Act of 1965 and other applicable regulations, CDKC has established a policy to define and administer standards of satisfactory academic progress for all students receiving financial assistance for all aid programs. The purpose of this policy is to satisfy regulatory intent that students receiving financial assistance maintain progress in an eligible program of study cumulating with a degree.

CDKC offers two-year associate programs (minimum of 60-semester credits) and one-year certificate programs (minimum of 30-semester credits). However, CDKC recognizes, in some cases, it may take longer to complete the requirements of a one-year or two-
year program. In these cases, students must complete 67% of the cumulative semester credits attempted. Adjustments in the number of credit hours and cumulative grade point averages are made for part-time students. For purposes of financial aid, a student is considered full-time if enrolled in twelve (12) semester credits.

A One-Year Certificate Programs. Full-time students enrolled in one-year certificate programs must successfully complete a minimum of 30 semester hours of required coursework with a cumulative grade point average of 2.0 within three semesters.

A Two-Year Associate Programs. Full-time students enrolled in Associate degree programs must successfully complete a minimum of 30 semester hours of required coursework with a cumulative grade point average of 1.75 at the end of their first year of studies and a cumulative grade point average of 2.0 upon completion of their degree program or upon completion of their sixth semester, whichever comes first.

GUIDE FOR MEASURING SATISFACTORY ACADEMIC PROGRESS. Students receiving financial aid are required to make satisfactory academic progress in their degree program. An evaluation of semester grades will determine satisfactory academic progress. Students who are making satisfactory academic progress must have successfully completed a certain percentage (see Minimum Percentage of Completed Hours) of their required credits each academic year. Successful completion of those credits requires passing grades. Grades of F, I, and W do not count toward successful completion. Adjustments are made for part-time students.

Measuring Satisfactory Academic Progress. Minimum Percentage of Completed Hours: To earn enough credits to graduate within the maximum number of attempted hours, students are required to successfully complete two-thirds (67%) of the cumulative hours attempted as monitored at the end of each semester.

A Credit Hours Attempted: The number of credit hours attempted per semester by a student for which a letter grade is given.
A Credit Hours Completed: Courses completed are counted if a student receives a passing grade. Grades of F, I, and W do not count as credit hours completed.
A Required Grade Point Average: Students must have a cumulative grade point average of 1.75 at the end of their first academic year and a minimum of a 2.0 grade point average upon completion of their program of studies.

A cumulative grade point average of 2.0 is needed to graduate.

RATE OF PROGRESS STANDARD (QUANTITATIVE DETERMINATION). Students may receive financial aid up to 90 semester hours attempted, which is the equivalent of 150% of the published length of the program of studies. Students who exceed this number of credits attempted will no longer be eligible for financial aid.

TRANSFER OF CREDITS. Students who transfer credits from another institution will have transfer credits evaluated and counted toward the maximum time frame by the Financial Aid Office.

FINANCIAL AID PROBATION. If a student fails to meet the minimum satisfactory academic progress standard, he/she will be placed on financial aid probation for one semester. Students are eligible to receive financial aid during their probationary period but must achieve the minimum standard. If they do not, they are placed on financial aid suspension at the end of their probationary period. A student may only have one probationary period per academic year.

FINANCIAL AID SUSPENSION. If a student is not making satisfactory academic progress as defined by this policy for two consecutive semesters, he/she will be placed on financial aid suspension. Students on financial aid suspension will not be eligible for financial aid until the minimum standard has been achieved. Therefore, in order to be reinstated, students must successfully attend one semester as a full-time student at their own expense.

FINANCIAL AID APPEAL. Under special circumstances, financial aid probation or suspension may be waived. These circumstances include (but are not limited to): injury to the student, illness of the student, death of an immediate family member (spouse, child, sibling, parent) or in a case of undue hardship. The appeal process includes the following:

1. The student must submit a written appeals request to the Financial Aid Officer within 30 days of official financial aid status notification and indicate clearly why probation or suspension should be waived.
2. The Financial Aid Appeals Committee will be notified and meet within ten working days of the request.
3. The student will be notified by mail of the decision of the Financial Aid Appeals Committee. All decisions are final.

WITHDRAWAL. Students who withdraw from classes and are receiving financial assistance will have their financial aid recalculated to reflect the current number of credits taken. In accordance with CFR 668.22 effective July 1st, 2011 CDKC will be required to begin the
withdrawal process for a student, whom has been deemed by student services as not attending courses within the past 14 days of their last day of attendance. If a student completely withdraws from college, their progress will be calculated under CDKC standard for Satisfactory Academic Progress guidelines.

**Repeated Courses.** Courses may be repeated. The most recently earned grade will count toward grade point average and graduation. Repeated credits may count for financial aid purposes, but only one retake of a course counts toward a students eligibility for financial aid funds. Students should check with their advisor and financial aid officer before repeating a class.

**Course Selection.** Inappropriate selection of courses is not an acceptable reason for failure to maintain satisfactory academic progress. Students should contact an advisor for proper course selection. The financial aid officer has the right to refuse financial aid to students who abuse the inclusion of repeated courses, special assistance, and/or challenge courses to obtain federal and institutional funding.

**Enrollment Status.**
- Full-time student: 12 or more credit hours
- Three-Quarter student: 9 to 11 credit hours
- Half-time student: 6 to 8 credit hours
- Less than half-time student: up to 5 credit hours

**Professional Judgment.** Students who believe that they have special circumstances that warrant a consideration of professional judgment should contact the Financial Aid Director at 406.477.6215. Some examples that might warrant special circumstance include loss of job and income, loss of nontaxable benefits, loss of resources due to death, separation or divorce, increase in budget, or change from dependent to independent status. The Financial Aid Office has the right to deny or accept a request for professional judgment.

**Incomplete Grades.** Students who receive an incomplete grade (I) for attempted coursework shall be given an opportunity to achieve a passing grade in the following semester. If the student does not complete the required coursework and does not receive a passing grade by the prescribed date, the incomplete will become an F grade and no earned credits will be achieved. Students whose incomplete turns to an F grade will have their financial assistance adjusted according to the Standard of Satisfactory Academic Progress.

**Transfer.** Students entering CDKC who were on financial aid probation or suspension from another school will automatically be placed on financial aid probation at CDKC during their first semester.

**Pre-College Courses.** As part of their minimum credit load, students may include certain pre-college courses that do not apply toward graduate requirements. For financial aid purposes, a student may enroll for no more than six credits in any given semester and may repeat a course only once.

**Disbursement, Refund, and Repayment.** Disbursement of federal financial aid shall be made:
- After the student meets all eligibility requirements
- After proper notification is given to the Business Office of the detail of the award

If a refund is due to a student who has been withdrawn, dropped out, or leaves CDKC for any other reason, the unused portion of the funds shall be returned to the account from which the student received the funds. Students who withdraw, drop out, or are expelled, may owe a repayment of cash disbursements received.

**Types of Aid**
Listed below is a brief description of the programs administered by the Student Financial Aid Office. Students should bear in mind that regulations governing federal programs are subject to frequent change.

**Grants and Scholarships**

**Bureau of Indian Affairs - Higher Education Grants**
Students who are enrolled members of a federally recognized tribe must contact their tribal agency for information and applications
**Federal Pell Grant**

The grant cannot exceed one-half of the actual cost of attendance. The amount of the grant also depends upon available funds in a given year. Further information concerning the program is available at high schools, post offices and the CDKC Office of Student Financial Aid.

**Maximum Eligibility**

A full time student will be eligible for financial aid for 150% of the time posted to receive their first baccalaureate degree. Maximum Pell Grant Eligibility at a two year institution is six semesters or ninety credits.

**Federal Supplemental Educational Opportunity Grants**

This grant is based on demonstrated financial need as determined by the federal government and is awarded by the Office of Student Financial Aid.

**Federal Work Study**

The Federal Work Study (FWS) provides jobs for undergraduate students with financial need, allowing them to earn money to help meet their educational expenses. The program encourages community service work and work related to their program of study. A student must be enrolled as a full-time student to be eligible for FWS. Position vacancies are posted in the student services bulletin board.

**Scholarships**

Grants or Scholarships are posted in the student services hallway and applications are available through the Financial Aid Office.

**Honor Student Scholarship**

Honor Scholarships are awarded during graduation ceremonies to returning students who have successfully completed a minimum of 30 credits during their freshman year while maintaining full-time status and a 3.5 GPA or better during both semesters. This scholarship will provide payment of tuition and fees. Students will be notified of the award by mail and will be required to sign a letter of acceptance outlining conditions of the award.

It is expected that student recipients of the Honor Scholarship will enroll with a full-time course load and maintain that full-time status during the semesters they receive the award. Dropping below full-time status following an award semester will terminate eligibility for the coming semester. The scholarship will be terminated if the student receives an incomplete in any course in which they are enrolled in during the Fall semester resulting in loss of full-time status. Students must maintain a 3.5 GPA for the fall and spring semesters consecutively.

Payment of the scholarship is limited to 18 credits per semester. Classes taken above 18 credits will be the financial responsibility of the student.

A student scheduled to graduate at the end of a semester for which the award is made, may be granted a waiver of the 12+ credit standard if the number of credits required for graduation is less than twelve. This decision is made by the Student Financial Aid Committee on a case by case basis. They will review the justification and if warranted, grant an exemption to the student regarding the 12+ credit standard to keep the award. As a general procedure, this exemption will be granted to only those students who may need less than 12 credits to graduate successfully by the end of the semester in which the award has been made and are seeking work in the community during that semester.

**Senior Citizen Scholarships**

Any student, 55 years of age or older will have tuition/fees waived.
DR. JOHN WOODENLEGS SCHOLARSHIP

An award of $500.00 presented to a graduating sophomore. This scholarship recognizes academic excellence, citizenship and leadership.

EDWIN DAHLE MEMORIAL SCHOLARSHIP

An award of $500.00 to be applied toward tuition and fees is presented to a freshman student who has demonstrated academic excellence, commitment to completing a degree program and will continue at CDKC during the ensuing academic year. The student receiving the scholarship must have completed a minimum of 30 credits and have a minimum GPA of 2.5 or better and is not eligible for an honor scholarship.

AMERICAN INDIAN COLLEGE FUND

American Indian College Fund scholarships usually become available within the first month of each semester. Students must reapply for the scholarships each semester. Amounts and criteria vary each semester. Special Scholarships will be awarded based on meeting criteria standards stipulated by special scholarship donors. Students can access on the scholarship application at http://www.collegefund.org.

TUITION WAIVERS

Tuition waivers for up to two CDKC classes per semester are available for board members and those staff members who are employed 1/2 time or greater on the date of registration. Spouses and children of these individuals are similarly eligible for tuition waivers.
STUDENT ACTIVITIES

CLUBS & ORGANIZATIONS

A number of activities by and for students are planned throughout the year. The activities include intramural sports, college dances, game nights, and other seasonal events. Chief Dull Knife College has an active Indian Club and an American Indian Business Leaders Club (AIBL).

STUDENT GOVERNMENT

The student governing body at Chief Dull Knife is the Student Senate. It consists of the President, Vice-President, Secretary/Treasurer, one sophomore representative and one freshman representative. The Faculty Advisor is appointed. Members of the Student Senate serve on various committees at the College and through this representation maintain a duly elected voice in decision making.

INTRAMURALS

The intramural program provides an opportunity for student participation in a variety of sports including volleyball, basketball, and softball. The objectives of the intramural program are to provide recreation, physical fitness, social contact, and an opportunity to develop a life long interest in sports.

STUDENT SERVICES

ACADEMIC ADVISING

The college maintains an advising program designed to assist students formulate educational and career plans and thereby maximize benefits realized through attendance at CDKC.

Specific services offered by the staff include academic advising; transition counseling; career planning and placement; and interest, ability, achievement, and G.E.D. testing. These and other college services are available to students and their dependents. Personal counseling is available by referral to licensed counselors to access these services. Please see Student Affairs Department.

TRANSITION COUNSELING

Students planning to transfer to a four-year institution will benefit from meeting with their advisor upon beginning their course of study at CDKC. Transfer requirements and courses of study at four-year colleges will be explored with their advisor who will evaluate transcripts and cross-reference CDKC courses with those of the institution the student will be transferring to.

MENTAL HEALTH COUNSELING

Mental Health Counseling is available to CDKC students/families upon referral or request. See Dean of Student Affairs.

HEALTH SERVICE

Chief Dull Knife College is located three blocks from the Indian Health Service Clinic. Complete medical and dental services are available for tribally enrolled students and their families.
**STUDENT SERVICES (CONTINUED)**

**FOOD SERVICE**

The College has a food service facility where students may purchase meals (Monday-Friday). Short orders and snacks are available.

**EARLY CHILDHOOD LEARNING CENTER**

A Montana State Licensed Early Childhood Learning Center is available for children of CDKC students. The Early Childhood Learning Center is open daily during the regular school year, including summer, when the college is in session and serves children 6 months to 5 years of age. Child care services and availability are subject to change.

**BOOKSTORE**

The College Bookstore provides textbooks and required course supplies. The bookstore also has an assortment of native jewelry, art supplies, office supplies, and college clothing available for purchase.

**HOUSING**

CDKC is a non-residential campus. All CDKC students live in the community or surrounding rural areas. Apartment rentals are located within a 20 mile radius.

**HANDICAPPED PARKING**

Parking facilities for the handicapped are located near the east and south entrances of the building and all buildings are handicapped accessible.

**COLLEGE COMPUTER USAGE POLICY**

CDKC computers, printers, equipment, etc. are accessible to college students, staff, and faculty only. Login names and student id numbers are required to access. Computers for public usage are available in the library.

**DR. JOHN WOODENLEGS MEMORIAL LIBRARY**

The library provides students, faculty, and community members with materials for research, study, and leisure. The library is open Monday through Thursday, 8:00 a.m.-5:00 p.m. and Friday, 8:00 a.m. - 4:30 p.m. during fall and spring semesters, 8:00 a.m. Ì 4:30 p.m. Monday through Thursday during the summer session. Library hours are subject to change at the discretion of the college.

An experienced librarian and staff provide reference assistance during library hours. Staff is also available for guided tours and library instruction.

The library has an automated circulation system that provides access to over 1,000,000 books from the OMNI consortium. Students are encouraged to utilize the interlibrary loan service for materials not available locally. Internet access is available in the library as well as access to several online databases. The library has a growing Cheyenne Collection as well as other valuable documents within the archives and the vertical file. The library owns a collection of videotapes, CDs, and DVDs, including some on Native American topics. Photographs of Cheyenne elders and paintings depicting Cheyenne leaders and historical events are displayed throughout the library.

The library maintains a balanced collection of periodicals in paper and online full-text formats. These periodicals are accessed using computers and several periodical indexes housed in the library.
The Tribal College and University Programs grant focuses on raising the science, math and technology proficiency for students attending the Northern Cheyenne Reservation schools and Chief Dull Knife College.

Student Services provides a wide range of services to students including testing, developmental studies, study groups, tutoring, personal development, computer access, referrals to outside services, agencies and programs, and disability support in compliance with the Americans With Disabilities Act.

The Program is located in the main hallway of CDKC campus. Offices open from 8:00-4:30 p.m. Monday through Friday.

The Developmental Studies Program provides individualized instruction in Reading, Language Arts, and Math for students who require refresher classes before entering college-level courses. These courses are offered each semester in the regular class schedule.

Chief Dull Knife College currently facilitates instruction through distance learning, utilizing the following methods:

Interactive Television (ITV)
ITV offers students the opportunity to enroll in upper division courses provided by Montana Tribal Colleges and State Colleges and Universities. The two-way interactive communication system uses cameras and microphones at each site, allowing students and instructors to interact in real time.

Satellite Downlink
Satellite delivery of instruction is a one way video presentation to students. A telephone connection may be available in some instances. The satellite may be bridged to the ITV for multiple site instruction.

The Chief Dull Knife College Adult Basic & Literacy Education (ABLE) Program offers open entry/open exit pre-testing and tutoring to students who are either brushing up on basic skills or preparing for GED testing. The program also offers GED testing and ESL tutoring.

A student handbook is available in the Registrar’s Office. College policies, rules, and regulations are detailed in this handbook. It is the responsibility of the student to become familiar with this information.

Although the college does not have a formal dress code, students and staff are expected to dress appropriately.
**STUDENT AFFAIRS (CONTINUED)**

**STUDENT RIGHTS & RESPONSIBILITIES**

Enrollment of a student at Chief Dull Knife College is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful mission, processes and functions. In addition, as the student does not surrender any civil rights as a citizen upon enrollment, the obligations of citizenship continue. Enrollment does not give a right to immunity or special consideration with reference to civil and criminal law. As members of the academic community, students have equivalent responsibility with the faculty for study and learning and to conduct themselves with academic integrity in a manner compatible with the College functions as an educational institution.

Furthermore, all members of the College have a special responsibility to protect the College as a forum for the free expression of ideas.

**STANDARDS OF STUDENT CONDUCT**

In any case of alleged and admitted academic dishonesty, including cheating and plagiarism, the instructor involved may deal with the matter appropriately, including the issuance of a failing grade for the course. The student may appeal the instructor's decision to the Dean of Academic Affairs.

In any case where, after being informed of suspicion of academic dishonesty, a student either denies the charge or elects to remain silent, the faculty member involved shall immediately notify the Dean of Academic Affairs who will review the situation and deal with the matter appropriately. This may include the issuance of a failing grade for the course.

In matters of student conduct, the following code constitutes the expectations the College holds for each of its students: Students, as citizens, are expected to be familiar with and comply with existing Federal, State and municipal laws governing civil and criminal behavior, both on and off campus. Violations may result in disciplinary action by the College.

In addition, the following breaches of proper conduct on college property and at all College sponsored functions shall warrant disciplinary action:

- Drunkenness, gambling, or breach of the peace. Possession of alcoholic beverages and/or controlled substances on campus.
- Presentation as one's work the work of another, or otherwise falsifying or cheating.
- Obstructing the orderly flow of college processes.
- Hazing, tormenting or maltreating a fellow student, staff member, faculty member or administrator.
- Misconduct of any kind which is destructive of college property, detrimental to the college, or which is injurious to the welfare of the student body.
- Failure to follow directions of college officials acting in the performance of their duties, including identification upon request.

Students who violate college conduct regulations shall be called to appear before the Committee on Student Affairs, comprised of members of the faculty and staff, who shall determine the disciplinary action to be taken.

**DRUG & ALCOHOL POLICY**

CDKC seeks to prevent drug/alcohol abuse and strives to provide knowledge, understanding, and awareness about substance abuse as well as other addictive behaviors. Use or possession of illegal drugs (controlled substances) on college premises is strictly prohibited. Any student violating this policy may be referred to substance abuse counseling programs or student assistance programs or may be disciplined, up to and including dismissal for the first offense. Any student who is found to be a seller or involved in the sale, solicitation, or dealing in illegal drugs will be terminated as a student of the College.
**STUDENT AFFAIRS (CONTINUED)**

**RIGHT OF APPEAL & GRIEVANCES APPEALS**

The student should be aware that, in case of disagreement with the decision of a staff member, an appeal for review of the decision may be made to the next higher official or body. If the student is in doubt concerning the person to whom the appeal should be made, he or she should consult the Office of the Registrar.

Student grievances are to be handled by approved procedures within the College. Grievances may be of at least four types: 1) academic, 2) student conduct, 3) discrimination or sexual harassment or 4) other non-academic grievances.

1. Academic Grievances:
   Academic grievances involve coursework, grades, etc. All such grievances are to be handled in accordance with approved procedures.

2. Student Conduct:
   Grievances are those which do not involve academics or alleged discrimination or sexual harassment. Copies of college conduct guidelines and procedures for handling conduct grievances are listed in the student handbook and are available from the Office of the Registrar.

3. Discrimination or Sexual Harassment:
   Any student who believes he or she may have experienced unlawful discrimination on account of race, sex, color, national origin, religion, age, marital status or physical or mental handicap should visit the Equal Opportunity Officer to discuss his or her concerns and to initiate any formal grievance procedure. In addition, Chief Dull Knife College prohibits all forms of sexual harassment of students by staff, faculty or administrators. Students seeking advice on, or wishing to file a grievance related to, alleged sexual harassment should contact the Equal Opportunity Officer. A copy of the College approved policy and procedures regarding sexual harassment is available from that Office.

4. Other Non-Academic Grievances:
   Student Financial Aid Appeals: Appeals of actions of the Financial Aid Office, which relate to financial aid awards, may be addressed to the Student Financial Aid committee. The student should first contact the Director of Student Financial Aid and if the grievance cannot be resolved at that level, the director will refer the student to the chairman of the Student Financial Aid Committee. Appeals must be made in writing.

**STUDENT ACCESS TO RECORDS**

At CDKC students have access to their educational records kept in the Registrar’s Office. Likewise, Financial Aid files are open with the exception of parents’ financial statements. Students will have access to any placement files that may be established. The student may waive this right of access to any or all of these files.

Faculty members will either return to the student or retain for inspection, all sources, including tests, papers, projects and evaluations, of the student’s final grade. Retained material will be available to the student for one semester after the awarding of the final course grade. For Spring Semester grades, retained material will be available to the student during the entire following Fall Semester. Students may challenge any grade source during that time. The Dean of Academic Affairs shall be the final authority for resolution.

After the required period of time, the faculty member will either destroy the retained material or submit it to the Registrar who will determine if the material should be placed in the student’s main office file. Any material not filed will be destroyed.

Students have the right to the opportunity of challenging the content of their education records and to secure the correction of inaccurate or misleading entries. A student may insert into his records a written explanation respecting the content of such record. A student may challenge a grade only on the ground that it was inaccurately recorded. The College may release directory information without student consent unless the student has asked that his prior consent be obtained. Directory information includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and the most recent previous educational institution attended by the student.
THE ACADEMIC PROGRAMS

ASSOCIATE DEGREES (A.A. & A.S.)

The Associate in Arts and Associates in Science are degree programs of general studies for those students whose educational or professional goals will require them to transfer to a 4-year college for completion of their preparation and training. Chief Dull Knife College offers a wide variety of Lower Division (Freshman and Sophomore) coursework leading to a Bachelor’s Degree at most 4-year colleges and universities. A minimum of 60 credit hours of courses numbered 100 or higher in an advisor approved transfer plan is required for an Associate Degree.

A cumulative grade point average of 2.00 or better is required in the credits earned toward the Associate Degree. As part of the 60 credits, students must earn at least the minimum number of credits listed in the group requirements.

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

The A.A.S. is a degree program of specific training in an occupational career field. The A.A.S. program is designed to prepare students for immediate entry into employment upon completion. Some of the coursework may be transferred to Bachelor’s Degree programs at selected 4-year institutions.

The A.A.S. Degree is currently offered in Administrative Assistant and Business Management.

A minimum of 60 credit hours of courses numbered 100 or higher in a combined occupational and academic program is required for the Associate in Applied Science Degree.

A cumulative grade-point-average of 2.0 or better is required in the credits earned toward the A.A.S. Degree.

CERTIFICATE

Certificate programs are designed for students who seek to acquire an occupational skill in specific training programs that are shorter in duration or narrower in scope than those leading to the A.A.S. Degree. A certificate is awarded for satisfactory completion of courses or programs of fewer than 30-45 credit hours. Specific requirements vary with each certificate program.

GRADUATION REQUIREMENTS

The graduation requirements listed in the Chief Dull Knife College catalog which is current at the time the student determines that he/she plans to graduate from CDKC or when the student first attends on a full-time basis, are the requirements that apply to that student.

At least 15 credit hours must be earned at CDKC to meet degree graduation requirements.

A maximum of seven credits of“D” grade will be applicable towards degree or certificate requirements. (Also read below. “FOUR YEAR INSTITUTION TRANSFER INFORMATION” regarding “D” grades.)

All graduation requirements including application for graduation will need to be complete before going through the graduation ceremony.

All student accounts will need to be paid in full before participating in the graduation ceremony.

APPLICATION FOR GRADUATION

Students must make formal application for graduation with the Registrar by at least the second week of the semester in which the course requirements are expected to be completed.

FOUR YEAR INSTITUTION TRANSFER INFORMATION

Students planning to transfer to a four year institution need to be aware that the Montana University System requires all core classes transferred must have a “C” grade or better. “D” grades may be accepted at the discretion of the transferring school for non-core classes.
ACADEMIC PROGRAMS
ASSOCIATE DEGREES

ACADEMIC FOUNDATIONS REQUIREMENTS

Chief Dull Knife College awards an Associate of Arts Degree and an Associate of Science Degree. The associate degrees are granted without designation of major, but do follow curriculum transfer plans. Students need 60 semester credit hours and a 2.0 cumulative grade-point-average to complete an associate degree.

Academic Foundations (previously referred to as General Education) provide students the opportunity to study across many disciplines. All students are required to complete the Academic Foundations program as an essential component of the associate degree.

A minimum of 20 electives credits, selected in consultation with the student’s advisor, provide students with the opportunity to study areas of personal interest consistent with their own academic goals. Typically, the A.A. degree is the best choice for students planning to major in humanities, liberal arts or the social sciences, while the A.S. degree is the best choice for students planning to major in math, science, engineering or business areas.

ACADEMIC FOUNDATIONS CATEGORY DESCRIPTIONS

Students will complete 40 semester credits of required courses with either traditional courses or discipline-specific courses within each of the following categories.

<table>
<thead>
<tr>
<th>Communication Arts</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to read, write, and assess sources of information are fundamental and necessary skills for effective oral and written communication.</td>
<td>The ability to use scientific methods to investigate and draw conclusions about the natural world.</td>
</tr>
<tr>
<td>Students will:</td>
<td>Students will:</td>
</tr>
<tr>
<td>● Demonstrate the ability to read, write, listen, and speak effectively.</td>
<td>● Demonstrate knowledge and application of scientific principles, methodology, terminology, questioning, and reasoning.</td>
</tr>
<tr>
<td>● Evaluate research materials and incorporate them into informative writing and oral presentations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to utilize computers to obtain, analyze, and present information.</td>
<td></td>
</tr>
<tr>
<td>Students will:</td>
<td></td>
</tr>
<tr>
<td>● Demonstrate knowledge of and ability to use computers in today’s technological environment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities/Fine Arts</th>
<th>Social Science/Human Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to explore and experience qualitative relationships wherein judgments are made but change with time and circumstances.</td>
<td>The ability to understand, interpret, and analyze human behaviors within the context of social sciences.</td>
</tr>
<tr>
<td>Students will:</td>
<td>Students will:</td>
</tr>
<tr>
<td>● Demonstrate knowledge and understanding of human cultural traditions as expressed in art, theater, language, literature, philosophy, and Native American studies.</td>
<td>● Identify theories of human behavior and the participation of individuals in psychological and social processes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Cheyenne Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ability to demonstrate quantitative and logical reasoning abilities and apply mathematical principles to problem solving.</td>
<td>Knowledge and understanding of Northern Cheyenne history, culture and language in sustaining the tribe’s identity.</td>
</tr>
<tr>
<td>Students will:</td>
<td>Students will:</td>
</tr>
<tr>
<td>● Read and evaluate problems and quantitatively solve those problems with mathematical reasoning.</td>
<td>● Develop an awareness of and appreciation for Northern Cheyenne culture, history and language.</td>
</tr>
</tbody>
</table>


**Academic Foundations Requirements (continued)**

**Category I. Communication Arts**

Students are required to take two writing courses and one oral communication course. CA 151 is required. The second written communication course must be one of the following: CA 251, BU 250, selected in consultation with the student’s advisor. CA 165 is required for oral communication.

A. **Written Communication - 6 credits**
   - CA 151 Composition I (3cr)
   - CA 251 Composition II (3cr)
   - BU 250 Business Communication (3cr)

B. **Oral Communication - 3 credits**
   - CA 165 Fundamentals of Public Speaking (3cr)

**Category II. Computer Applications**

A. **Computer Science - 3 credits**
   - CS 150 Introduction to Computers (3cr)

**Category III. Humanities/Fine Arts**

Students are required to take one course from Humanities and one course from Fine Arts.

A. **Humanities - 3 credits**
   - AC 150 Foundations of Art (3cr)
   - CH 161 Cheyenne Language I (3cr)
   - CH 162 Cheyenne Language II (3cr)
   - CH 181 Foundations in Cheyenne Oral Traditions I (3cr)
   - CH 182 Foundations in Cheyenne Oral Traditions II (3cr)
   - CH 261 Cheyenne Language III (3cr)
   - CH 262 Cheyenne Language IV (3cr)
   - LI 151 Introduction to Literature (3cr)
   - NS 160 Introduction to American Indian Art (3cr)
   - NS 252 Introduction to Native American Literature (3cr)
   - PH 150 Introduction to Philosophy (3cr)

B. **Fine Arts - 3 credits**
   - AC 154 Introduction to Photography (3cr)
   - AC 165 Introduction to Drawing (3cr)
   - CA 252 Fundamentals of Creative Writing (3cr)
   - CA 253 Introduction to Acting (3cr)
   - CH 151 Cheyenne Beadwork I (3cr)
   - CH 152 Cheyenne Beadwork II (3cr)
   - MU 151 Beginning Instrumental Studio(3cr)

**Category IV. Mathematics**

A. **Mathematics - 3 credits**
   - MA 151 College Algebra (4cr)
   - MA 156 Mathematics for Liberal Arts (3cr)
   - MA 171 Finite Mathematics (3cr)
   - MA 172 Mathematics for Elementary Teachers I (3cr)
   - MA 252 Pre-Calculus I (3cr)
   - MA 255 Statistical Methods (4cr)

**Category V. Science**

A. **Biological Science - 3 or 4 credits**
   - SC 152 Introductory Ecology (3cr)
   - SC 156 Introductory Plant Biology/Lab (4cr)
   - SC 157 Environmental Science (3cr)
   - SC 158 Discover Biology/Lab (4cr)
   - SC 161 Principles of Living Systems/Lab (4cr)
   - SC 162 Principles of Biological Diversity/Lab(4)

B. **Physical Science - 3 or 4 credits**
   - SC 152 Introductory Ecology (3cr)
   - SC 153 Astronomy (3cr)
   - SC 154 Geology/Lab (4cr)
   - SC 155 Conceptual Physics/Lab(4cr)
   - SC 157 Environmental Science (3cr)
   - SC 171 Introduction to General Chemistry/Lab (4cr)

**Category VI. History/Political Science**

A. **History/Political Science - 3 credits**
   - HS 151 Western Civilization I (3cr)
   - HS 152 Western Civilization II (3cr)
   - HS 251 U.S. History I (3cr)
   - HS 252 U.S. History II (3cr)
   - NS 270 History of the Cheyenne People (3cr)
   - PS 160 American Political Systems (3cr)

**Category VII. Social Science/Human Behavior**

A. **Social Science/Human Behavior - 3 credits**
   - BU 251 Microeconomics (3cr)
   - BU 252 Macroeconomics (3cr)
   - CA 161 Introduction to Intercultural Communication (3cr)
   - NS 150 Introduction to Native American Studies (3cr)
   - PY 150 Introduction to Psychology (3cr)
   - SS 151 Introduction to Sociology (3cr)
   - SS 152 Social Problems (3cr)
   - SS 255 Introduction to Physical Anthropology (3cr)

**Category VIII. Cheyenne Studies**

A. **Cheyenne Studies - 6 credits**
   - CH 161 Cheyenne Language I (3cr)
   - CH 162 Cheyenne Language II (3cr)
   - CH 181 Cheyenne Oral Traditions I (3cr)
   - CH 182 Cheyenne Oral Traditions II (3cr)
   - CH 250 Ethnobotany (3cr)
   - CH 261 Cheyenne Language III (3cr)
   - CH 262 Cheyenne Language IV (3cr)
   - NS 270 History of the Cheyenne People
# Associate in Applied Science (A.A.S.) Programs

The A.A.S. is a degree program of specific training in an occupational career field. The Associate of Applied Science is designed to prepare students for immediate entry into employment upon completion.

## Business Management

Program Outcomes: Upon completion of the specified course work the graduate will:

- Demonstrate competency in the fundamentals of written and oral communication in the English language.
- Demonstrate necessary knowledge and skill in computer usage, mathematics, and the social sciences.
- Demonstrate skills and broad-based knowledge in accounting, office suite software, computer operating systems, personnel supervision, business law, and management.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 150 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 151 Principles of Accounting I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 152 Principles of Accounting II</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 251 Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 252 Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 257 Business Law I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 260 Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Administrative Assistant

Program Outcomes: Upon completion of the specified course work the graduate will:

- Demonstrate competency in the fundamentals of written and oral communication in the English language.
- Demonstrate necessary knowledge and skill in computer usage, mathematics, and the social sciences.
- Demonstrate entry level skills and broad-based knowledge in accounting, office-suite software, computer operating systems, personnel supervision, and business law.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 150 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 151 Principles of Accounting I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 251 Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 252 Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 257 Business Law I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 260 Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 150 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 151 Principles of Accounting I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 152 Principles of Accounting II</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 251 Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 252 Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 257 Business Law I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 260 Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Communication Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 151 Composition I</td>
<td>3 cr</td>
</tr>
<tr>
<td>CA 165 Introduction to Public Speaking</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 250 Business Communication</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Computer Applications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 131 Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CS 150 Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 151 Word Processing</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 156 Spreadsheets</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 157 Desktop Publishing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 131 Business Math</td>
<td>3</td>
</tr>
</tbody>
</table>

## Human Behavior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 150 Introduction to Psychology</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Cheyenne Language

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 161 Cheyenne Language I</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

## Total Semester Program Hours

| Total Semester Program Hours | 60      |

---

## Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 150 Introduction to Business</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 151 Principles of Accounting I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 251 Microeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 252 Macroeconomics</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 257 Business Law I</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 260 Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Communication Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 151 Composition I</td>
<td>3 cr</td>
</tr>
<tr>
<td>CA 165 Introduction to Public Speaking</td>
<td>3 cr</td>
</tr>
<tr>
<td>BU 250 Business Communication</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Computer Applications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 131 Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CS 150 Introduction to Computers</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 151 Word Processing</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 154 Operating Systems</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 156 Spreadsheets</td>
<td>3 cr</td>
</tr>
<tr>
<td>CS 157 Desktop Publishing</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 131 Business Math</td>
<td>3</td>
</tr>
</tbody>
</table>

## Human Behavior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 150 Introduction to Psychology</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Cheyenne Language

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 161 Cheyenne Language I</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

## Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

## Total Semester Program Hours

| Total Semester Program Hours | 60      |
A certificate program is designed for those students who seek occupation skills in specified training programs that are narrower in scope than those leading to the Associate in Applied Science degree.

This program requires a cumulative grade-point-average of 2.0 and a minimum of 33 credits.

Program Outcomes: Upon completion of the specified course work the graduate will:

- Demonstrate acceptable levels of knowledge of the fundamentals of written and oral communication, and business mathematics.
- Provide evidence of appropriate skill levels in office-suite software, and office/business procedures.

### Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU 101 Business Fundamentals (3cr)</td>
<td>3</td>
</tr>
<tr>
<td>BU 150 Introduction to Business (3cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Communication Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 131 Workplace Communications (3cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Computer Applications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 131 Database Concepts (3)</td>
<td>3</td>
</tr>
<tr>
<td>CS 150 Introduction to Computers (3cr)</td>
<td>3</td>
</tr>
<tr>
<td>CS 151 Word Processing (3cr)</td>
<td>3</td>
</tr>
<tr>
<td>CS 156 Spreadsheets (3cr)</td>
<td>3</td>
</tr>
<tr>
<td>CS 157 Desktop Publishing (3cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 131 Business Mathematics (3cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Human Behavior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 109 Human Relations in the Workplace (3cr)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Semester Program Hours

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
</tr>
</tbody>
</table>
Course Descriptions
**COURSE DESCRIPTIONS**

**ARTS**

**AC 150 Foundations of Art**
3(F)

An introduction to the principles of design, artistic styles and art history with attention to beginning techniques in art.

**AC 154 Introduction to Photography**
3(F, S)

This class introduces the student to the skills, theory and ethics of photography. Students will learn how to handle a digital camera and work in an interactive environment. The emphasis is based on photographic content, and producing digital images from a variety of assignments such as: portraits, quality of light, features and photo stories.

**AC 165 Introduction to Drawing**
3(S)

Introduces the student to the basic fundamentals of drawing and linear perspective.

**AGRICULTURAL SCIENCES**

**AG 100 Introduction to Welding**
3-OD

Introduction to welding includes a strong emphasis on welding safety and situational facility awareness, welding nomenclature as well as basic weldment layout and fit-up procedures. Topics include oxy-acetylene cutting, welding and brazing as well as shielded metal-arc welding processes. The student will work to develop manual skills necessary to produce high quality gas and shielded metal-arc welds and flame cuts. The student learns to set related equipment for all phases of oxy-acetylene welding and cutting. This course specifically develops basic shielded metal arc welding skills such as safety, striking/maintaining proper arc length, adjusting equipment and manipulating the electrode.

**AG 120 Introduction to Small Gasoline Engines**
3-OD

This course introduces students to the theory and operating principles of internal combustion engines. Emphasis is placed on basic engine systems, special tools and testing equipment, shop safety rules and equipment. Upon completion, students will understand shop rules and be able to identify engine components, identify special tools and demonstrate their use, discuss the process of internal combustion; identify shop safety rules, list engine components and explain their function.

**AG 150 Introduction to World AgriScience and Technology**
3(S)

Studies the needs of all people: food, fiber and shelter. Blends science, agriculture, and technology together. It emphasizes biological, earth and physical sciences as related to agriculture. Students examine agriculture and its related areas as science in action.

**AG 160 Rangeland Science**
3(OD)

Description of the rangelands of the world: historical, present, and potential use(s). Explanation of how uses affect the nutrient, biological and hydrologic cycles of rangelands and how the ecosystem responds to changes. Concepts as related to ecological condition, land potential and ecological trends will be introduced.

**AG 202 Intermediate Welding**
3(S)

Instruction includes a strong emphasis on welding nomenclature, joint design, specific weldment layout and fit-up procedures. Students will learn to properly analyze and set related equipment for specific welding procedures. This course is a continuum to develop student welding skills and shop safety protocol. Procedural topical emphasis is placed in shielded metal-arc welding processes, MIG and related emphasis in the introduction to carbon steel and white-metal TIG welding and applications. Prerequisite: AG 100

**AG 250 Introduction to Animal Science**
3(F)

Provides the student an overview of the opportunities associated with the production of domestic animals for food, fiber, power, and recreation. Students will have the opportunity to become familiar with breeds and management practices of beef and dairy cattle, sheep, swine, equine and other domesticated livestock.

**AG 255 Introduction to Soil Science**
3(S)

Studies soil and its use as a component of the ecosystem: physical, chemical and biological properties: water, geologic parent materials; classification; nutrient cycling; holistic and sustainable management; land resource inventory and planning, environmental quality.

**AG 260 Equine Science**
3(S)

Provides the student with current information as related to equine management with emphasis on behavior, anatomy and physiology, conformation, biomechanics, nutrition, and production. Other areas of interest will be discussed as related to class needs.

**AG 265 Feeds and Feeding**
3(F, S)

Examines the importance of proper livestock nutrition, the digestive and metabolic processes, feed types and determinations of feedstuffs and rations for a variety of domestic livestock classes.

**AG 275 Farm and Ranch Management**
3(S)

Allows for the exposure of students to the basic tools of economic decision making processes. The economics of farm/ranch and business decisions as well as the national economic policy with emphasis on agriculture will be discussed.
**Course Descriptions**

**Allied Health**

**AH 151 Medical Terminology I**  
3(F)

A basic introduction with an emphasis on word structures and meanings, spelling, and pronunciation. All the body systems are included.

**AH 250 Nutrition**  
3(S)

A course covering basic concepts of human nutrition as they relate to health and food consumption at different stages of the life cycle. Principles and application of dietary modifications used in health and disease. Course is designed for pre-nursing students.

**AH 255 Human Life Cycle**  
3(S)

A comprehensive study of the physical, social, emotional, and intellectual facets of human development from infancy through the human life cycle.

**Business**

**BU 101 Business Fundamentals**  
3(F)

This course provides students with the opportunity to gain basic business skills and knowledge. These skills can immediately be used by small business owners, managers, business majors, or non-business majors to increase efficiency and fundamental everyday business practices.

**BU 150 Introduction to Business**  
3(F)

An introduction to the various aspects of business: ownership, organization, administration, decision making, legal and regulatory environment, finance, and personnel.

**BU 151 Principles of Accounting I**  
3(F)

Introduction to basic accounting concepts including the accounting cycle. Explores accounting systems and accounting principles through problem solving for single proprietorships, partnerships, and corporations.

**BU 152 Principles of Accounting II**  
3(S)

Continuation of introductory accounting sequence covering financial reporting for corporations, managerial accounting principles and systems, planning and control functions, and decision making based on analysis of accounting information.  
PREREQUISITE: BU 151 or equivalent.

**BU 200 Entrepreneurship**  
3(OD)

The course will cover the basic requirements for individuals planning to start their own businesses. It will cover business planning, market analysis, business plan development, business plan writing, and capital search. The students will complete a full research business plan.

**BU 250 Business Communications**  
3(S)

A study of the communication skills needed for effective business writing. Students learn to plan, setup, and produce business letters, memos, reports and power-point presentations. PREREQUISITE: CA 151.

**BU 251 Microeconomics**  
3(F)

Introduces the tools of the economist as they pertain to microeconomic theory: nature of economics, and application to human behavior. The focus is on dealing with issue of economic scarcity incorporating supply and demand theory, resource allocation, analyzing various market and industry structures, shortages, government controls, social costs and benefits, and international trade.

**BU 252 Macroeconomics**  
3(S)

Introduces the student to the behavior of modern market economy and the national economy, analyzes relationships between national income, employment, inflation and the quantity of money, while applying human behavior. Evaluates issues with government expenditure, taxation and monetary policy, international finance, and economic development.

**BU 257 Business Law I**  
3(F)

Provides an introduction to the principles of contracts, negotiable instruments, and the Uniform Commercial Code.

**BU 260 Management**  
3(S)

A survey of the field of management with attention to planning, organizing, directing, coordinating, and controlling the factors of business.

**BU 265 Personnel Management and Supervision**  
3(OD)

A study of the mid-management responsibility to personnel including organization, selecting, training, motivating, and evaluating employees.

**BU 271 Practicum**  
3(F,S)

The student is afforded the opportunity to participate in practical on-the-job experience within the area of entrepreneurship.

**BU 275 Principles of Marketing**  
3(OD)

Discusses the principles of marketing in institutional, behavioral, competitive, legal, and intra-firm contexts and situations. Introduces marketing management principles as they apply to product, price, promotion, and distribution.
Course Descriptions

Communication Arts

CA 090  College Reading and Writing I 3(F,S)
This course will help students improve their critical reading skills while they develop fluency in writing.

CA 091  College Reading and Writing II 3(F,S)
This course continues CA 090. Students work with a variety of instructional materials to master a full range of reading and writing processes before taking CA 151 Composition I. Extra lab time is required. Satisfactory passing score on placement examination or grade of \textit{fC\textasciitilde} or better in CA 090.

CA 109  Human Relations in the Workplace 3 (OD)
Covers practical and applied understanding of communication processes in a working environment. The course aims at raising self-awareness of interpersonal dynamics and the individual\textaship\textasciitilde participation in them. Development of the student\textaship\textasciitilde skills of observation, assessment, and expression are focused on successful communication in a variety of work contexts.

CA 131  Workplace Communications 3 (OD)
Designed to teach students the fundamentals of the English language for application in the workplace. Includes grammar, spelling, punctuation, and word usage in written and oral communication.

CA 151  Composition I 3(F,S)
This course introduces students to academic writing. The focus will be on writing as a process and problem-solving tool. Organizational tactics and persuasive techniques will be emphasized. Students will learn to use the A.P.A. (American Psychological Association) guidelines for formatting, citation, and documentation. PREREQUISITE: Satisfactory passing score on placement examination or grade of \textit{fC\textasciitilde} or better in CA 091.

CA 161  Introduction to Intercultural Communication 3 (OD)
This course examines communicative encounters among people of different cultural, ethnic, and minority groups. Local, national, and global in scope, the course also analyzes identity, verbal and nonverbal communication, popular culture, intercultural relationships, and multicultural communication in applied settings. Practical guidelines for enhancing intercultural interactions will be offered while noting the layers of complexity in communicating across cultural boundaries.

CA 165  Introduction to Public Speaking 3(S)
This course is designed to develop the student\textaship\textasciitilde speaking abilities. Students acquire an understanding of basic rhetorical theory and its application in a variety of speech situations. Listening, speaking and critiquing abilities are emphasized. This course addresses the following topics: speech preparation and delivery, forming and fielding questions, audience analysis, listening skills, critiquing, and speaker anxiety.

CA 222  Media Writing 3(OD)
This course introduces students to the fundamentals of newsgathering in print and broadcast journalism. The course covers basic skills necessary for newsgathering such as reporting techniques, story composition, and interviewing methods. This course will focus on digital media and the convergence of new technologies in journalism.

CA 251  Composition II 3(F,S)
This course continues the opportunity to develop writing and thinking skills and reinforces the use of the writing process necessary for higher-level academic writing. Students will continue to use the A.P.A. guidelines and be introduced to a variety of academic documentation and citation styles from the primary academic disciplines. Assignments, projects and the final research paper will be determined by the individual student\textaship\textasciitilde chosen field of study. PREREQUISITE: CA 151

CA 252  Fundamentals of Creative Writing 3(S)
This course introduces the principles and techniques of various kinds of creative writing, ranging from personal expression in simple narrative and description to basic elements of fiction and poetry. Students will engage in writing exercises, try various writing techniques, and complete a final portfolio. No prior experience in creative writing required.

CA 253  Introduction to Acting 3(OD)
Uses theatre games and scripted material to introduce the student to basic concepts of the art of acting. Uses formal speech and drama presentations to develop student performance skills and comfort with public presentations. The student will gain an appreciation for the art of acting both from the point of view of the audience and the performer.
**Course Descriptions**

**Cheyenne Studies**

CH 120 Plains Indian Sign Language I  
3(OD)

Introduction to the universal language of the tribes of the interior plains region of North America.

CH 121 Plains Indian Sign Language II  
3(OD)

Continuation of the universal language of the tribes of the interior plains region of North America.

CH 151 Cheyenne Beadwork I  
3(F,S)

An introduction to traditional crafts and art forms of the Cheyenne people. Introduction to traditional designs, symbols, and meanings of colors. Emphasis is on beadwork and beading techniques.

CH 152 Cheyenne Beadwork II  
3(F,S)

Continued exploration of Cheyenne design through advanced beading. Completion of a major beading project is required. PREREQUISITE: CH 151 or consent of instructor.

CH 161 Cheyenne Language I  
3(F,S)

An introduction to the Cheyenne language to provide non-Cheyenne speaking students with insights into Cheyenne culture via alphabetic and pronunciation keys, basic concrete concepts, and special manner/emphasis nouns.

CH 162 Cheyenne Language II  
3(F,S)

Continuing study of the Cheyenne language emphasizing verbs, adjectival and adverbial participles, locatives, and conjunctions to increase and enhance speaking ability. PREREQUISITE: CH 161 or demonstrated ability to speak rudimentary Cheyenne.

CH 181 Foundations in Cheyenne Oral Tradition I  
3(F)

An introduction to the philosophy and psychology of the Northern Cheyenne people as expressed and retained by tribal oral tradition.

CH 182 Foundations in Cheyenne Oral Tradition II  
3(S)

A continuation of Northern Cheyenne philosophy and psychology as maintained by the oral tradition of the tribe.

CH 250 Ethnobotany  
3(S)

This course is a study of the uses of native plants by the traditional Native American cultures of the Northern Plains region with particular emphasis on how such plants were and are utilized by the Northern Cheyenne people. Scheduled field trips are a required part of this course.

CH 260 Cheyenne Language III  
3(F)

Second year course designed to refine speaking ability and increase fluency in the Cheyenne language. Basic reading skills are also developed. PREREQUISITE: CH 162 or demonstrated fluency in spoken Cheyenne.

CH 262 Cheyenne Language IV  
3(S)

Continued development of Cheyenne language speaking and reading skills and introduction to writing in the language. Translational work is introduced. PREREQUISITE: CH 261.

**Computer Applications**

CS 080 Basic Computer Literacy  
1(F)

The student will learn to identify the parts and the functions of the parts of personal computers. Following that knowledge, this course will cover the topics of developing hand-eye coordination by mouse usage and basic keyboard skills such as text production and use of the function keys. Students will be introduced to such varied topics as use of an internet browser, how to establish and maintain an email account, how to text message, how to navigate such programs as basic word processing and accessories programs, using established databases and search engines to find information on the internet, and being able to copy, save, and print documents from various sources.

CS 131 Database Concepts  
3(S)

This course will provide an introduction to and an over-view of foundational concepts and operating principles of databases as used in many offices. It will introduce students to the use of database systems with MS Access.

CS 150 Introduction to Computers  
3(F,S)

A basic, introductory course in personal computers using Microsoft Windows and Office Suite applications. This course also covers PC history, hardware, software and operating concepts. The student will receive hands on experience in MS Windows, Word, Excel, PowerPoint and other programs. This course is a prerequisite for all other computer courses.

CS 151 Word Processing  
3(F,S)

This course expands the student's skills in word processing using MS Word. Topics covered include working with files, creating a document, creating form letters and mailing labels, creating on-screen forms, using advance table techniques, and managing long documents. Students will learn basic document formatting and gain skill using MS Word. Lab time using the computer will be required. PREREQUISITE: CS 131.
personal computer operating systems. MS Windows and other PC operating systems will be studied. Lab topics and practice will include installing, configuring, maintaining and repairing operating systems using MS Windows. There will be a balance between conceptual material and hands-on activities. PREREQUISITE: CS 150.

**CS 156 Spreadsheets 3(F)**

In this course students will learn to manage and manipulate numerical data in a spreadsheet using MS Excel. Topics covered will include spreadsheet terminology, creating worksheets, formatting data, working with formulas and functions, printing, working with charts, and graphics. Advance topics may include Table and Scenario Management, using Solver and importing data into Excel. Lab time will be incorporated in the class. PREREQUISITE: CS 150.

**CS 157 Desktop Publishing 3(OD)**

In this course students will learn to use DTP software (Microsoft Publisher) to design and produce a variety of documents including brochures, flyers, and newsletters. Students will also learn to use presentation software (MS PowerPoint) to create and modify graphic presentations. Basic functions of photo editing software will be used to prepare images used with these other programs. PREREQUISITE: CS 150.

**CS 260 Introduction to GIS 3(OD)**

This course is an introduction to the world of Geographic Information Systems. We will be using All Topo Maps and Google Earth. Students will become familiar finding and marking their position on the Earth using the GPS technology. They will learn how to incorporate that information into maps and data stores using the mapping software. Maps then can be printed or shared electronically. PREREQUISITE: Consent of Instructor.

**ED 105 Health, Safety and Nutrition for the Young Child 3(F)**

Students learn to promote good health and nutrition and provide an environment that contributes to the prevention of illness and the enhancement of the learning process.

**ED 120 Parenting 3(F,S)**

Explores a wide range of unique skills that every parent can utilize. Includes such topics as stress management, communications, self-esteem, sibling relationships, step-parenting, and developmental concerns. Cultural emphasis with applied activities.

**ED 150 Society, Schools, and Teachers 3(F,S)**

This course is designed to provide students with a historical and social overview of education in order to develop a base of knowledge regarding the education profession. The course will require students to explore historical and philosophical aspects of our education system, as well as critically analyze trends and issues in today's society and schools.

**ED 155 Human Development 3(F)**

A study of the physical, social, emotional, and intellectual aspects of human development within an educational, familial and societal context. Co-requisite enrollment of ED 271 required.

**ED 170 American Indian Education 3(S)**

A study of Indian education from the period of traditional teaching to the self-determination period; examination of federal funding for Indian education and the unique educational needs of the Indian child. This course also includes a review of the cultural materials currently used in schools.

**ED 250 Educational Psychology 3(S)**

Focuses on human learning as it provides the basis for instruction and classroom management. Provides comprehensive coverage of the principles, concepts, and implications of human learning from classical, operant, social learning, and cognitive paradigms. Covers measurement, similarities and differences in learners, management and discipline strategies, and related corollaries of human learning applied to instruction. Provides students with an in-school practicum experience.

**ED 255 Introduction to Early Childhood Education 3(S)**

A study of young children within the context of our pluralistic society. Provides a working understanding of services and professionals that are available to young children and their families.

**ED 260 Introduction to the Education of Exceptional Children 3(S)**

Considers the characteristics of children with exceptional learning needs. Examines the services required to assist these children in their total development. Emphasis is on providing appropriate services in the least restrictive environment. Incorporates a 15 hour lab experience.

**ED 271 Practicum Variable (F)**

Students will engage in supervised practical experience in the classroom.
MA 060 Sub J Math
1(F,S)

This beginning math course is designed to help students gain basic math concepts. Instruction is organized so that students can focus on their areas of greatest need as determined by the placement exam. Placement testing required.

SK 105 College Skills
1(F,S)

Required for all students on academic probation. This course is designed to help students transition into college studies and college life. A major portion of class will be provided by guest speakers. Such subjects will be covered: note taking, library research, research papers, healthy life-styles, career exploration, and learning strategies.

LI 151 Introduction to Literature
3(F)

This course examines the four major types of literature: fiction, poetry, drama, and essay. Students will learn basic strategies for reading and writing about literature. They will also be introduced to various critical approaches to literature.

MA 060 Sub J Math
1(F,S)

This beginning math course is designed to help students gain basic math concepts. Instruction is organized so that students can focus on their areas of greatest need as determined by the placement exam. Topics covered will vary individually according to student need. Placement testing required.

071-079 Math Skills Seminar
3(F,S)

Instruction designed to improve the math skills and algebra skills of students who need additional work to prepare for college credit mathematics courses. Instruction is organized so that students can work on their greatest areas of need as determined by the placement exam.
by the placement exam. The course may be repeated as many times as necessary in order to fulfill the requirements for placement in a college credit class. Topics covered will vary according to student need and can range from operations on whole numbers, fractions and decimals to working with radicals, exponents, quadratic functions, and quadratic equations. Placement testing required.

MA 081 Introduction to Basic Number Theory
1(F,S)

Course content will help students develop a deeper understanding of mathematics through the evolution of number systems (Babylonian, Egyptian, Roman and Mayan, elements of base 10, base 5 and base 2 number systems, and evolving symbols used in mathematics), develop concepts of number sets (odd/even, positive/negative, prime/composite), and learn various aids to performing mental arithmetic.

MA 082 Graphing and Linear Systems
1(F,S)

Instruction in Cartesian coordinate systems, including coordinate pairs, slope, linear equations, graphing, and linear systems of equations. PREREQUISITE: MA 075 or satisfactory score on placement test. May be taken concurrently with MA 077-079.

MA 130 Math for the Trades
3(OD)

Covers mathematics as applied in diverse occupational fields. A review of operations on rational numbers, within the topics of measurement, percent, proportions and variations, applications of algebra for solving quadratic equations, and applications of plane and solid figure geometry as used in trades and occupations.

MA 131 Business Mathematics
3(F)

This course covers the topics of simple interest and discounted notes, markup, taxes, compound interest and present value, annuities, sinking funds, amortization, depreciation, inventories, insurance, and stocks and bonds. A sufficient score on the math placement test is required prior to enrollment. PREREQUISITE: MA075, satisfactory score on placement test or consent of instructor.

MA 151 College Algebra
4(S)

Instruction in the standard topics of college algebra. Includes solution of equations, complex numbers, quadratic function theory, variation, logarithms, polynomials, determinants and matrices, and progressions. PREREQUISITE: MA 079 or satisfactory score on placement test.

MA 156 Mathematics for the Liberal Arts
3(OD)

The student is introduced to areas of interest in applied and pure mathematics. Content may vary, including topics such as statistics, probability, graph theory, trigonometry, game theory, operations research, group theory, and encryption. This is a terminal math class intended to meet a general education graduation requirement. PREREQUISITE: MA 082, satisfactory score on placement test or consent of instructor.

MA 171 Finite Mathematics
3(F)

This course can be taken instead of college algebra for business, life and social science students. The course uses the ideas of modeling, matrices, and linear regression to study finance and management problems. PREREQUISITE: 079 or satisfactory score on placement test.

MA 172 Mathematics for Elementary Teachers I
3(F)

This course is designed to give potential elementary teachers knowledge and skills in basic mathematical concepts. Topics included are problem solving, sets, logic, numeral systems, whole numbers, integers, number theory, and probability. PREREQUISITE: MA 079, satisfactory score on placement test or consent of instructor.

MA 173 Mathematics for Elementary Teachers II
3(S)

A continuation of instruction in mathematical concepts and manipulation for potential elementary teachers with emphasis on geometry, measurement, computer programming, and the use of computer software for geometric concepts. PREREQUISITE: MA 172.

MA 252 Pre-Calculus I
3(F)

The first of a two-semester sequence, this mathematics course is designed to review and teach the mathematics needed for success in a first course in calculus. Topics emphasized are the algebra of functions and their graphs, rates of change, exponential and logarithmic functions, trigonometry, trigonometric functions, inverse trigonometric function, and multivariate functions. PREREQUISITE: MA 079 or satisfactory score on placement test.

MA 253 Pre-Calculus II
3(S)

The second semester of the two semester pre-calculus sequence. PREREQUISITE: MA 252.

MA 255 Statistical Methods
4(F,S)

This course covers the principles of descriptive statistics, probability, and probability distributions, confidence intervals and hypothesis testing. PREREQUISITE: MA 079 or satisfactory score on placement test.

MA 261 Applied Calculus
4(S)

The course covers the fundamentals of differential and integral calculus with emphasis on applications to business and social science problems. PREREQUISITE: MA 151 or MA 252.
## Course Descriptions

### Native American Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 150</td>
<td>Introduction to Native American Studies</td>
<td>3(F,S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prehistory, ethnography and cultural ecology of Indians in North America. Analysis of different culture areas will be examined. Brief survey of the historical relationship between Indian/European contact.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS 151</td>
<td>Tribal Governments</td>
<td>3(F)</td>
<td>MA 253 or equivalent.</td>
</tr>
<tr>
<td></td>
<td>A study of American Indian tribal political systems and tribal institutions and their role in decision making.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS 155</td>
<td>Social Issues of the Native American</td>
<td>3(S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>An examination of the sociology of Native American emphasis on issues raised by the interface of the Native American culture and values of the majority culture: including problem areas such as alcoholism, education, health, crime and intercultural relations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NS 160</td>
<td>Introduction to American Indian Art</td>
<td>3(OD)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A study of Native American art expressions as influenced by a diversified culture. Symbolic meaning of Native American art and a familiarization with some basic techniques of Native American art are included.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Physical Education and Wellness

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 252</td>
<td>Health and Wellness</td>
<td>3(F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A course devoted to basic health concepts as affected by diet, exercise, and lifestyle. Reveals the health and safety issues of children and adolescents and provides an introduction to the role of the teacher as it applies to the eight component model of the comprehensive school health program. Fulfills Office of Public Instruction (OPI) requirements for drug and alcohol education.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Philosophy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 150</td>
<td>Introduction to Philosophy</td>
<td>3(S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduces the art of philosophical inquiry by exploring how great thinkers have raised questions about the nature of reality and how we know. A variety of philosophers will be examined.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Political Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 160</td>
<td>American Political System</td>
<td>3(S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A study of the Federal Government: Legislative, Executive, and Judicial branches; the bureaucracy; political parties; and current issues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 150</td>
<td>Introduction to Psychology</td>
<td>3(F,S)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a survey of methods, concepts, and findings in psychology. It is designed to give a broad introduction to the field and to provide a basis for further coursework in psychology. Topics discussed will include: development throughout the lifespan; biological and environmental foundations of behavior; theories of personality, health and adjustment; and, psychology applied to the social context and other professions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SCIENCE**

**SC 100 Science Seminar**  
3(F,S)

This course is meant to be a foundational course from which students can build a greater understanding of science and to develop science and academic success skills. It will introduce students to the equipment, terminology, and major concepts used in Physical Science, Earth Science, Chemistry and Biology. There will be a hands-on emphasis, focusing on inquiry and the Scientific Method of problem solving. This course can not be taken for credit after passing any other science course offered at CDKC. This course does not meet the science requirements for an A.A. or A.S. degree.

**SC 152 Introductory Ecology**  
3(F)-AY

An introduction to ecological and environmental science principles, stressing the structure and function of natural ecosystems and examining human effects on them. Environmental issues such as coal mining, deforestation, wildlife habitat loss, agricultural management, global climate change, and ozone depletion will be discussed. Satisfactory score on placement test or consent of instructor.

**SC 153 Astronomy**  
3(F)-AY

A survey of the struggle to understand the universe and our place therein. The structure, growth, methods and limitations of science will be illustrated using the development of astronomy as a vehicle. Present-day views of the universe are presented. Satisfactory score on placement test or consent of instructor.

**SC 154 Geology/LAB**  
4(S)-AY

Examination of minerals and rocks, geologic time, plate tectonics, earthquakes and volcanoes, rock deformation and mountain building, ocean floors, geophysics, earth resources, and planetary geology. Satisfactory score on placement test or consent of instructor.

**SC 155 Conceptual Physics/LAB**  
4(F)

An introductory physics course for non-science majors. Stresses the comprehension of physics concepts including: linear and non-linear motion, the properties of matter, heat transfer, thermodynamics, sound, electricity, and magnetism. Laboratory is a required part of this course. Co-requisite: MA 076

**SC 156 Introductory Plant Biology/LAB**  
4(S)

This course is an introduction to the basic principles of plant classification, structure and function, and ecology. Included in this course will be examinations of: plant structure from cell to plant level of organization; plant functions including photosynthesis and growth; plant reproduction; an overview of the classification of plants and their ecological role; and a more specific look at the conifers and flowering plants. Laboratory is a required part of this course. Satisfactory score on placement test or consent of instructor.

**SC 157 Environmental Science**  
3(S)-AY

An introduction to the scientific principles that underpin environmental science and how these inform social policies and individual action. Features local approaches to solving environmental problems using environmental science. Satisfactory score on placement test or consent of instructor.

**SC 158 Discover Biology/LAB**  
4(F)

This course emphasizes principles of Biology related to the unity of life. Covers cell structure and function, cellular metabolism, mechanisms of energy trapping, cellular reproduction, genetics, evolution and a brief introduction to ecology, classification and biological diversity. Lab is a required component of this course. Satisfactory score on placement test or consent of instructor.

**SC 161 Principles of Living Systems/LAB**  
4(S)

An introduction to living systems at the cellular level with emphasis on cell structure and function. Biochemical processes including photosynthesis, intermediary metabolism, protein synthesis, and enzyme systems are covered. Cell division, gamete formation, and genetics are emphasized. Laboratory is a required part of this course. PREREQUISITE: SC 171.

**SC 162 Principles of Biological Diversity/LAB**  
4(S)

This course will be an examination of the three Domains of Life consisting of six kingdoms: Bacteria, Archaea, Protists, Fungi, Plants, and Animals. The course will emphasize the plant and animal kingdoms and consider analogous structures, survival strategies, nutrition, reproduction, and the ecological and economical importance of each. Laboratory is a required part of this course.

**SC 171 Introduction to General Chemistry/LAB**  
4(F)

Measurement systems, atomic structure, chemical periodicity, bonding, chemical reactions, acid-base chemistry, gas laws and electrochemistry. Laboratory is a required part of this course. Satisfactory score on placement test or consent of instructor.

**SC 172 Introduction to Organic and Biological Chemistry/LAB**  
4(S)

An introduction to functional group organic chemistry and important biochemical structures, concepts, and processes.
Course Descriptions

The lab is closely integrated with lecture coverage. Laboratory is a required part of this course.
PREREQUISITE: SC 171 or consent of instructor.

SC 273 College Chemistry I/LAB
5(F)

The first of a two-semester sequence about the general principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, equilibria, and elementary thermodynamics. Laboratory is a required part of this course.
PREREQUISITE: Math 151 or equivalent. It is recommended that students also have completed high school chemistry or SC 171.

SC 274 College Chemistry II/LAB
5(S)

The second semester of the two-semester general chemistry sequence. Laboratory is a required part of this course.
PREREQUISITE: SC 273.

Social Science

SS 151 Introduction to Sociology
3(F)

Survey of the principles of human behavior, social organizations and institutions as expressed through language and culture and through methods of sociology as a science.

SS 152 Social Problems
3(S)

Investigations into the issues of social disorganization such as poverty, population, crime and delinquency, race relations, alienation, family change, violence, and environmental issues.

SS 255 Introduction to Physical Anthropology
3(F)

This course presents a survey of evolutionary thought, human biological origins, including hominid paleontology, the

emergence of modern humanity and its dispersion over the globe, and the evolution of those distinctive physical, sociological and psychological characteristics which makes us all human.

SC 263 Human Anatomy and Physiology I/LAB
5(F)

A course designed for pre-nursing students and others specifically interested in the allied health fields which introduces the relationships between structures and functions of the human body. General concepts of biochemistry and cell biology are reviewed and the integumentary, skeletal, muscular, and nervous systems are covered in depth. Laboratory activities including mammalian dissection required. PREREQUISITE: SC 161 or equivalent.

SC 264 Human Anatomy and Physiology II/LAB
4(S)

Continuing instruction in the structure and function of the organ systems of the human body. In-depth instruction and investigation of the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems plus the mechanisms of homeostasis, fluid balance, salt balance, and internal pH maintenance complete this sequence. Laboratory activities including mammalian dissection required. PREREQUISITE: SC 263.

SC 266 Introduction to Microbiology/LAB
4(F)

An introduction to the world of microorganisms including: viruses, bacteria, protozoa, and fungi. Disease-causing organisms from each group are discussed, as well as diagnosis, symptoms, and treatment. Prokaryotic cell structure, function, and genetics are included along with immunology, epidemiology, and pathogenesis. Laboratory is a required part of this course. PREREQUISITE: SC 161 or equivalent.
ALDERSON, Jeanie
  B.A., Colorado College
  M.A., University of Montana
  Instructor, ABLE

ARCHAMBAULT, George
  Maintenance

ARPAN, Audrey
  A.A.S., Chief Dull Knife College
  B.S., Rocky Mountain College
  Library Assistant

BAUER, Dennis
  D.M., Concordia Seminary
  Instructor (PT), Philosophy

BEARTUSK, Janelle
  A.A., Chief Dull Knife College
  Bookstore Manager

BEARTUSK, Kathleen
  A.A., Chief Dull Knife College
  Administrative Assistant-Instruction

BERTIN, Jim
  B.A., Montana State University
  Instructor, Mathematics

BERTIN, Kate
  B.A., Eastern Washington University
  Instructor, Communication Arts

BISHOP, Sharon
  Office Skills Certificate, A.A.S., Chief Dull Knife College
  Administrative Assistant-Cultural Affairs

BRAINE, Carrie
  B.A., College of St. Teresa
  Coordinator, Upward Bound

BURNS, Bonnie
  A.A., Chief Dull Knife College
  Director, Hatseske Day Care Center

CHARETTE, Maria
  Certificate, Billings Business College
  Enrollment Management Specialist

CLUBFOOT, Allen
  B.S., Salish-Kootenai College
  Instructor (PT), Cheyenne Studies

CURLEE, Michele
  B.S., Montana State University-Billings
  M.S., Montana State University-Billings
  Dean of Academic Affairs

DAHL, Teri
  B.S., Montana State University-Bozeman
  Career Coach

DILLON, Shonna
  A.A.S., Little Big Horn College
  B.S., Rocky Mountain College
  Director, Student Support Services

DINSTEL, Sharon
  B.S.E., M.A., Northeast Missouri State University
  Instructor (PT), Education
EVERTZ, Leslie
Director, Office of Sponsored Programs
B.A., Montana State University
M.B.A., University of Mary

GASKILL, Douglas
Instructor (PT), Education
A.A., Miles Community College
B.S., M.S., Montana State University

GLEASON, Mike
Maintenance

GLENMORE, Rhoda
Accountant II
Certificate, Southwestern Indian Polytechnic Institute

HAFER, James C.
Director, Agricultural Sciences
A.S., Murray State College
B.S., Texas A&M University-Commerce
M.S., Montana State University
Ed.D., Texas A&M University-College Station
Texas Tech University-Lubbock

HANTZ, Joan
Librarian
B.A., University of Montana

HOLUM, Shelly
Accountant II
A.A.S., University of North Dakota, Williston

HOOKER, Jeff
Director, Information Systems
B.S., Montana State University
Microsoft Certified Trainer
Microsoft Certified Systems Engineer
Microsoft Certified Solution Developer
M.B.A., University of Mary

HOUGHTON, Valerie
Instructor, Science & Psychology
B.A., California State University Northridge
M.S., California State University Northridge
Ph.D., Capella University

HURTIG, Vincent
Instructor, Mathematics
B.A., Concordia College
M.S., University of Minnesota

JENSEN, Jody
Financial Aid Assistant
A.A., Miles Community College

KANIA, Kenneth
Instructor (PT), Native American Studies
B.A., University of Wisconsin-Milwaukee

KING, Ann
Instructor (PT), Art
B.F.A., University of Indiana

KING, Verda
Director, Northern Cheyenne Reading & Writing Project
A.A., Chief Dull Knife College
B.A., Concordia College

LIMBERHAND, Bobbi
Vocational Rehabilitation Counselor
A.A., Chief Dull Knife College

LITTLEBEAR, Richard
President
B.A., Bethel College
M.Ed., Montana State University
Ed.D., Boston University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITTLEWOLF, Esther</td>
<td>Vocational Rehabilitation Counselor B.S., University of South Dakota</td>
</tr>
<tr>
<td>LONEBEAR, Eli</td>
<td>Maintenance/Custodian LONEBEAR, Juanita</td>
</tr>
<tr>
<td>MADSEN, Robert R.</td>
<td>Director, Adult Education B.S., Washington State University M.Ed., Montana State University</td>
</tr>
<tr>
<td>MANN, James</td>
<td>Supervisor, Maintenance A.A.S., Chief Dull Knife College</td>
</tr>
<tr>
<td>MCMANUS, Myrna</td>
<td>Instructor (PT), Cheyenne Studies</td>
</tr>
<tr>
<td>MEANS, Patti</td>
<td>Student Services Coordinator Certificate, Pikes Peak Institute A.A., Chief Dull Knife College</td>
</tr>
<tr>
<td>MEDICINEBULL, Burt</td>
<td>Instructor, Cheyenne Language B.S., Montana State University</td>
</tr>
<tr>
<td>MINIER, John</td>
<td>Network Specialist Network &amp; Certification Alvarion Certification B.S., American Intercontinental University</td>
</tr>
<tr>
<td>NIGHTWALKER, George</td>
<td>Instructor, Native American Studies A.A., Chief Dull Knife College B.A., MSU-Billings</td>
</tr>
<tr>
<td>PEPPERS, Thelma</td>
<td>Transcript Clerk Certificate, Billings Business College</td>
</tr>
<tr>
<td>PLEIER, Dan</td>
<td>Information Specialist B.S., Walla Walla College</td>
</tr>
<tr>
<td>PRYOR, Bryaira</td>
<td>Receptionist</td>
</tr>
<tr>
<td>REDWING, Donita</td>
<td>Administrative Assistant-Vocational Rehabilitation Program A.A.S., Chief Dull Knife College</td>
</tr>
<tr>
<td>ROUNDSTONE, Evelyn</td>
<td>Director, Upward Bound A.A., Chief Dull Knife College B.S., Montana State University-Billings</td>
</tr>
<tr>
<td>ROLLEFSON, Tom P.</td>
<td>Instructor, Communication Arts/Political Science B.A., St. Olaf College M.A., University of Maine</td>
</tr>
<tr>
<td>SEMINOLE, Mina</td>
<td>Cultural Consultant</td>
</tr>
<tr>
<td>SMITH, LaNada Smith</td>
<td>Advisor, Student Support Services A.A. Chief Dull Knife College</td>
</tr>
<tr>
<td>SPANG, Leslie</td>
<td>Maintenance                                                       A.A.S., Chief Dull Knife College</td>
</tr>
</tbody>
</table>
SPANG, Michelle
A.A., Chief Dull Knife College
Activities Director

SPANG, Troy
B.S., Montana State University-Billings
Director, CDKC Vocational Rehabilitation

SPANG, Warren
Coordinator, Upward Bound

SPANG, Zane
A.A., Chief Dull Knife College
B.S., Montana State University-Billings
Dean of Student Affairs

SPIRE, Maria
M.D., University of Honduras
R.N., Miles Community College
Instructor (PT), Allied Health

STIFF, Brian
B.S., University of Wisconsin
M.Ed., Montana State University
Instructor, Science

TALLBULL, Linwood
Instructor (PT), Cheyenne Studies

THATCHER, Corrine
B.A., Pennsylvania State University
Instructor, Math

THOMPSON, Yvonneda
B.A., University of North Dakota
Tribal College Extension Coordinator/Community Development

TWO TWO, Lenray
Maintenance/Custodian

WATERS, Lorraine
B.S., Eastern Montana College
M.Ed., Harvard University
Reading Specialist

WERTMAN, Devin
A.A. Chief Dull Knife College
B.S., Rocky Mountain College
Director, Financial Aid

WERTMAN, William
B.S., Eastern Montana College
M.Ed., Montana State University
Vice-President

WHITECRANE, Charlotte
B.S., Montana State University
Vocational Rehabilitation Counselor

WILLIAMS, Ashley
B.S., National American University
M.B.A., University of Phoenix
Instructor, Business

WOLFBLACK, Paula
A.A., Chief Dull Knife College
B.S., University of Great Falls
Administrative Assistant-Administration

YOUNGBEAR, John
Photojournalist
Instructor (PT), Photography/Design
This plan of study worksheet is provided to assist students, working closely with an advisor, to prepare a schedule of coursework that will facilitate completion of their degree and/or certificate program.

Student's Name

Career/Academic Goal

Advisor

Electives Emphasis

Expected Date of Graduation

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>(YR)</th>
<th>SPRING SEMESTER</th>
<th>(YR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE</td>
<td>CR.</td>
<td>GRADE</td>
<td>CR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL CREDITS</td>
<td></td>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>

72
Plan of Study
Student Worksheet

This plan of study worksheet is provided to assist students, working closely with an advisor, to prepare a schedule of coursework that will facilitate completion of their degree and/or certificate program.

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Career/Academic Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Electives Emphasis</td>
</tr>
</tbody>
</table>

Expected Date of Graduation

<table>
<thead>
<tr>
<th>FALL SEMESTER (YR)</th>
<th>SPRING SEMESTER (YR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE</td>
<td>CLASS TITLE</td>
</tr>
<tr>
<td>CR.</td>
<td>CR.</td>
</tr>
<tr>
<td>GRADE</td>
<td>GRADE</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER (YR)</th>
<th>SPRING SEMESTER (YR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE</td>
<td>CLASS TITLE</td>
</tr>
<tr>
<td>CR.</td>
<td>CR.</td>
</tr>
<tr>
<td>GRADE</td>
<td>GRADE</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>
This plan of study worksheet is provided to assist students, working closely with an advisor, to prepare a schedule of coursework that will facilitate completion of their degree and/or certificate program.

Student's Name

Career/Academic Goal

Advisor

Electives Emphasis

Expected Date of Graduation

<table>
<thead>
<tr>
<th>FALL SEMESTER (YR)</th>
<th>SPRING SEMESTER (YR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE</td>
<td>CR.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER (YR)</th>
<th>SPRING SEMESTER (YR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE</td>
<td>CR.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td></td>
</tr>
</tbody>
</table>