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Section I: The College

Chartered

Chief Dull Knife College was originally chartered in September 1975.

Location

Chief Dull Knife College is located in Lame Deer on the Northern Cheyenne Indian Reservation in southeastern Montana.

Campus

The college has one main building which houses administration, faculty offices, cafeteria facilities, the bookstore, learning center and sufficient classroom space to serve 300 students. Specialized laboratory facilities include a science laboratory, a secretarial skills lab, a computer lab, mathematics lab and writing center. In addition, four separate facilities house the Dr. John Woodenlegs Library, the Adult Literacy Center, , Bill Tallbull Center, Florence Whiteman Cultural Learning Center, Hateske Early Childhood Learning Center and Student Activities Center.

Accreditation

Chief Dull Knife College is accredited by the Commission on Colleges, 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), American Indian Business Leaders (AIBL), American Indian Science and Engineering Society (AISES) Montana Association for Student Financial Aid (MASFA), and in the Northwest Association of Schools and Colleges.

Section II: Admissions and Registration Policies

Registrar's Office

The Registrar's Office provides information concerning registration, requirements for graduation, adding, dropping and withdrawing from courses, grade reports and official transcripts. Each student's official academic record is maintained in the Registrar's Office. If you need a copy of your transcript, you may request one from the Registrar's Office. CDKC reserves the right to withhold transcripts if you have an unmet financial obligation to CDKC.

Admissions

Chief Dull Knife College has an open admissions policy. The forms needed to apply are available at the Registrar's Office. The following items are required of each applicant:

- 1) A completed CDKC application for admissions. No Application Fee required.
- 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) Immunization records.

Admissions are not complete until each of these items have been received by the Office of the Registrar and the applicant has received a letter of acceptance.

Students may be admitted in any of the following categories:

1. Freshman Students

Those students who have completed high school or a GED program or have accumulated fewer than 30 College credits.

2. Transfer Students

If you have previously attended college, you will need to request all previous college transcript(s) in addition to the steps described above and meet with an advisor for an evaluation of credits. The advisor will assess previous coursework as it applies to your current educational program requirements. Students having fewer than 30 semester hours of college credit will be accepted regardless of academic standing. If the GPA is below CDKC 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.

Placement Test

Each student, prior to registration, is required to take CDKC's placement test before they can register for classes. The placement test provides the student's advisor valuable information about the student's basic skill level, the level of classes the student should start with and whether a refresher course is needed in any subject area. This helps insure the student's success from the beginning of classes. The placement test is given at the beginning of each semester.

The students who will test are:

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 a math and/or English course
3. Transfer students with English or math course(s) of "D" or lower or who have not completed math or English must take the test and 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.

Registration

Registration deadlines are listed on the Academic Calendar and in the College Catalog and all students must register within the dates specified. Registration steps are as follows:

- 1) Pick up yellow registration card in the Registrar's Office.
- 2) Obtain advisor assignment from Student Services Coordinator in room 123.
- 3) Meet with advisor, schedule classes and complete reverse side of registration card.
- 4) Proceed to Financial Aid Office. Every student must meet with the Financial Aid Officer in room 120.
- 5) Proceed to the Business Office for assessment of fees.
- 6) Stop at Registrar's Office for card check. Make sure you have completed both sides of the registration card and signed it. Turn in yellow card.
- 7) Pick up textbooks in the Bookstore.

****Note:** *If you should decide to change classes after registration has been completed, you will need to complete a Drop/Add/Withdraw Card available in the Registrar's Office. If you plan on leaving school you will need to fill out a Withdrawal card.*

Section III: Cost of Attendance

Expenses

All tuition, fees and deposits must be paid at registration except in very special circumstances where payment of these expenses may be made according to the deferred payment plan, which follows. For tuition and fee costs, please refer to current College Catalog.

Deferred Payment Plan

Deferred Payment Plan is available for students who are not eligible for Financial Aid and the following steps are applied:

1. **Fifty** percent of the total due must be paid within **30** days.
2. The full amount due must be paid within 60 days.
3. **Payment must be made even though the student withdraws from school.** Any refund due the student because of withdrawal, either voluntary or involuntary, will be applied toward the satisfaction of the deferred fee obligation. If the refund is larger than the amount outstanding, the excess of the refund due over the balance outstanding will be returned to the student. Any unpaid balance of the deferred obligation must be paid before the student may re-enroll, graduate or transfer to another college.
4. A binding contractual agreement must be completed in the Business Office before registration will be official.
5. This deferred payment plan does not pertain to books or supplies.

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 %
During the first week of the semester -----	80 %
During the second week of the semester -----	60 %
During the third week of the semester -----	40 %
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 refund is given when students reduce their class or credit loads after the first week of the semester. No fees will be refunded. 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. Students who do not officially withdraw will be responsible for full payment of all tuition, fees, books, and supplies.

Section IV: Student Financial Aid

SEE FINANCIAL AID FOR ANY UPDATED CHANGES IN FINANCIAL AID POLICIES.

Section A: General Information

The primary purpose of the Financial Aid Program at Chief Dull Knife College is to provide advice and financial assistance to students who would be unable to pursue their education at the college without such help. Although parents and students are expected to make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and yearly academic expenses.

Students applying for financial assistance at CDKC are considered for all programs for which they are eligible. The amount of financial aid awarded is generally a combination of scholarship, grant and employment, and is based on the evaluated financial need of the student. The evaluated financial need equals the difference between the total cost of attending CDKC (including fees, room and board, books and supplies, personal expenses and allowable travel expenses) and the ability of the family to contribute to those educational costs. Those factors taken into consideration when evaluating the expected family contribution include parental income and assets, medical expenses and other liabilities of the family, any benefits such as those from Social Security or the Veterans Administration, awards from outside agencies, and the student's assets and expected saving from a summer job. An independent, objective, nationally recognized method of analysis is used to evaluate the family's financial circumstances.

Any offer of financial assistance made by Chief Dull Knife College is contingent upon receipt of funds from all funding sources. Although unlikely, the Office of Student Financial Aid at Chief Dull Knife College reserves the right to revise offers of financial aid at any time during the academic year based on availability of funds and/or changes in regulations and/or procedures mandated by college, state, or federal Authorities.

Applying for Financial Aid

The following documents are required for all financial aid programs:

- Application for Admissions completed by the student
- Letter of acceptance from the college
- Completed financial aid form (FAFSA)
- Required verification documents provided by the student.

Financial aid forms can be obtained at the Financial Aid Office. Some sources of financial aid limit funds available; therefore, students are urged to complete their applications as soon as possible. Applications for financial assistance are processed in the order they are received.

A student will receive federal financial aid payments only if he/she:

- Is eligible for federal student aid based on federal guidelines
- Does not owe repayment or overpayment on any federal grant previously received
- Is not in default on any student loans
- Is attending classes regularly
- Is making satisfactory academic progress defined in the CDKC catalog for students attending Chief Dull Knife College.

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 US Congress and administered by the U.S. Department of Education and is applied consistently to all applicants. Eligibility is based on students and if dependent parents income and assets. 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. For some programs 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 complete a FAFSA.

2012-2013

Estimated Annual Student Educational Expenses

	Dependent	Independent
Tuition	\$1,680	\$1,680
Fee	\$280	\$280
Books & Supplies	\$1000	\$1000
Room/Box	\$5,400	\$5,400
Transportation	\$1,400	\$1,400
Personal	\$4,000	\$4,000
Total Expenses	\$13,760	\$13,760

Other Added Expenses:

Travel from out of town	\$2,400	\$2,400
Child Care*	\$3,200	\$3,200
Computer **	XXX	XXX

* Child care for children under 7 years of age or more than one dependent is \$3,200 per school year.

** The department of Education allows the cost of a computer as an educational expense. To add the cost, a student will need to provide a current receipt for the cost of the computer. Computer expense receipts must be turned to the Financial Aid Director in order to receive an inclusion to the budget.

Refund Policy on Distributing Student Financial Aid Funds

- a. Students withdrawing before reaching 60% of the term will receive the percentage earned based on their attendance. If it is found the student was overpaid, the student has the responsibility to pay back any unearned money paid to them.
- b. Federal Pell will be paid out at the end of the 10th week of each semester

Procedures to Determine Amount of Federal Aid Earned

- A. The date used to calculate the refund is determined as follows:
 1. In the case of a student who officially withdraws, the date of withdrawal.
 2. In the case of a student who unofficially withdraws, the drop out date, which is the last recorded date of class attendance as documented by the instructor and transition counselor. Students who fail to attend class for (10) consecutive instructional days will be unofficially withdrawn from that course(s).
 3. The retention counselor determines and documents the last recorded date of attendance in consultation with the student's instructors.
 4. In the case of a student who is expelled, the date of expulsion.
- B. If the student is over paid Federal monies; repayment is expected of the student. Failure to reimburse an over payment will automatically place the student on suspension from all Federal aid until full reimbursement has been made.

Section B: Federal Financial Aid

It is assumed by the policy makers that the student and /or the parents are primarily responsible for the education of the student. The Department of Education has established certain programs to assist the student with their education. Chief Dull Knife College participates in the Title IV programs Federal Pell Grant, FSEOG and Federal Work-Study.

Federal Pell Grant Program

The Department of Education intended the Federal Pell Grant to supplement a student seeking their first bachelor degree.

A student meeting the following criteria may be eligible:

- A. A U.S. citizen or eligible non-citizen
- B. Has an unmet need
- C. Making satisfactory academic progress according to the school policy
- D. Has a high school diploma or a GED
- E. Enrolled in a program leading to a degree or certificate
- F. Meet the CDKC enrollment/registration policy
- G. Enrolled in at least 6 semester of transfer credits each term
- H. Not in default on any Title IV loan programs or owe a refund to any Title IV program at any school
- I. Student meets all U.S. Department of Education standards

Federal Pell grants cannot exceed the award amount determined by the student's EFC number and the allocation established by the federal government. To determine a student's eligibility, the student must apply for federal aid by filing a FASFA application @ www.fafsa.ed.gov. The student will not receive any financial aid until the Student Aid Report is on file in the financial aid office. The student must meet all criteria established by the Department of Education related to receiving federal monies for educational purposes. Students convicted of a drug felony may not be eligible for funding. CDKC is a "drug and alcohol free" environment. **Any** student found abusing this policy may be expelled from school and will not receive any financial aid according to school policy.

Federal Supplemental Education Opportunity Grants (FSEOG)

This Federal grant is based on demonstrated financial need as determined by the federal government and is awarded by the Office of Student Financial Aid. These are limited funds and awarded to students who apply early with a zero EFC. A percentage is set aside for second semester applicants.

Federal Work Study (FWS)

The Federal Work-Study (FWS) provides jobs for undergraduate students with financial need, allowing them to earn money to help pay for educational expenses. The program encourages community service work and work related to course of study. Position vacancies are posted on the student services bulletin board.

Veteran's Benefits

Veterans may be eligible to receive benefits under the Veterans Education Assistance Programs. Applications for veterans' educational benefits should be initiated with the Registrar's Office. Veterans should be prepared to provide certified copies of legal documentation required for participation in these educational assistance programs.

Veterans' Upward Bound

The MSU-Northern Veterans' Upward Bound is housed on the MSU-Billings Campus and maintains communications with veterans through the Registrar's Office at CDKC. Both 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 you. 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. Veterans must complete either the colleges or VUB's skill assessment in math, writing and reading, to qualify. Veterans qualifying for this program are eligible to receive student assistance by applying for veteran's benefits federal financial aid, career assessment and planning.

Eligibility

U.S. Veteran having served at least 181 Days of active duty or have been medically discharged. They must have received a discharge other than dishonorable and meets low-income and/or first-generation college student criteria.

Tribal Higher Education Grants

Students who are enrolled members of a federally recognized tribe must contact their tribal agency for information and applications.

Vocational and Rehabilitation Services

Certain disabled or handicapped persons may qualify for educational assistance either through the Montana Department of Social and Rehabilitation Services. For assistance and more information, students should contact those departments.

Scholarships

Scholarships offered at Chief Dull Knife College are awarded on an individual basis, depending on the availability of funds and the requirements involved in awarding the scholarship. Please contact the Financial Aid Office for availability and application requirements. Grants or scholarships are posted in the Student Services' Hallway and applications are available in the financial aid office.

Annual scholarships offered are:

**Note: Scholarships guidelines can be picked up at the Financial Aid Office.*

1. **Honor Student Scholarships:** 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 starting the fall semester through the spring semester. 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 in the semesters they receive the award. Dropping below full-time status during an award semester will terminate eligibility for the coming semester. Scholarships 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 the 18 credits will be the financial responsibility of the students

2. **CDKC Scholarships:**
Scholarships are awarded on the basis of
 - (1) Academic aptitude, achievement, and promise.
 - (2) Financial need.
 - (3) Citizenship and character.

Scholarship awards depend on availability of funds and apply directly to student tuition/fees. Application is made with the CDKC Student Financial Aid Office.

3. Senior Citizens Scholarship: Any student 55 years of age or older who is ineligible for any other financial aid will have tuition/fees waived.
4. Dr. John Woodenlegs: An award of \$500.00 presented to a graduating sophomore. Recognizes academic excellence, citizenship and leadership.
5. Edwin Dahle Memorial Scholarship: An award of \$500.00 presented to a full-time 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 receiving for an Honor Scholarship.
6. American Indian College Fund: Amounts vary each semester as per the AICF foundation. Special scholarships will be awarded based on meeting criteria standards attached to special scholarship funds.
7. Tuition Waivers: Tuition waivers for up to two CDKC classes per semester area available for board members and those staff members who are employed ½ time or greater on the date of registration. Spouses and children of these individuals are similarly eligible for tuition waivers.

Section C: Determination of Financial Needs

Education beyond high school is an expense to the student and family. Financial Aid is a supplement to help the student meet that expense. The family or student is expected to contribute to their education first and foremost.

To determine a student's unmet need: Cost of Attendance – Expected Family Contribution (EFC) = Unmet need

The Cost of Attendance for one academic year is listed in this handbook. The Department of Education Federal Methodology based on the information provided on the FAFSA form determines the Expected Family Contribution (EFC). Students can receive grants and scholarships up to their unmet need.

The number and amount of financial aid awards is subject to the availability of institutional and federal funds. The type of aid and the amount received is also determined by the status of the student's, established financial need, and the aid desired. A student cannot necessarily expect a full scholarship as financial aid funds at CDKC are limited and should be available to all students meeting the criteria for awards. CDKC's financial aid helps cover the cost of attendance to include tuition/fees, books and supplies and meal tickets.

Section D: Satisfactory Academic Progress (SAP)

SATISFACTORY ACADEMIC PROGRESS All students have a responsibility to maintain certain academic standards and make satisfactory academic progress (SAP) toward a degree. The Financial Aid Office is required by federal and state law to determine the eligibility of financial aid applicants, even if they have not received financial aid previously. These standards apply to all grants, loans, work study, tuition waivers, and some scholarships.

All enrolled students' academic progress will be evaluated at the end of each payment period (semester).

Federal law requires the consideration of three factors when determining whether a student is making satisfactory progress toward a degree: 1) the qualitative standard, or grade point average; 2) the maximum timeframe allowed, which at CDKC is 150% of the published length of the program; and 3) the quantitative standard, or pace, at which a student must progress through his/her program to ensure that he/she will graduate within the maximum timeframe.

Pell Lifetime Eligibility (LEU)

In accordance with the Consolidated Appropriations Act of 2012 (Public Law 112-74). Students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. Lifetime Eligibility Used is determined by the U.S. Department of Education, therefore Pell LEU percentage is viewable via NSLDS and Pell LEU history can be verified by visiting a Financial Aid Officer.

TRANSFER CREDITS: Credits attempted at prior post-secondary institutions will be included in determining Satisfactory Academic Progress. For this reason, transcripts will be collected and evaluated prior to determining financial aid eligibility of transfer students. Incoming transfer students who do not meet minimum SAP standards are ineligible for financial aid but can appeal.

NON-PASSING GRADES: Grades of W (Withdraw), I (Incomplete), AU (Audit), and F (Failure) will be counted toward the number of credits attempted but not counted as passed or earned.

REMEDIAL COURSES: Students enrolled in: MA 060, or CS 080 will not be entitled to Title IV Funding through the Department of Education in accordance with (34 CFR 668.20). Regulations state that courses must be at least at the high school level to be considered for Title IV Funding.

REPEAT COURSES: All repeated credits will be counted toward the number of credits attempted. Repeats of previously unearned credits are eligible for funding within reason. Students may receive funding for a previously passed course one time only.

MINIMUM GRADE POINT AVERAGE: Students are expected to maintain a 2.0 grade point average (GPA) and a 2.0 overall GPA.

MAXIMUM TIMEFRAME: Students are expected to earn a degree or certificate in a specific amount of time, measured by the credits attempted. At CDKC, this is 150 percent of the published length of the program, measured in credit hours. For example, if a degree requires 60 credits, a student is eligible for financial aid for a maximum of 90 attempted credits. If a student's total attempted credits exceed the maximum allowed for his/her program, or if it becomes evident a student cannot graduate within the maximum credits allowed for his/her program, the student becomes ineligible for financial aid. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further federal and/or state funding for that program. Please note that change of major does not reset the maximum timeframe.

PACE is the rate at which a student must progress through his/her educational program to ensure that the student will complete the program within the maximum timeframe. Pace is determined by dividing the total number of credit hours the student has successfully completed by the total number attempted.

Successful completion requires a minimum grade of D or P (Passing). Grades of W (Withdraw), I (Incomplete), AU (Audit) and F (Failing) are not considered to be passing grades.

FINANCIAL AID SUSPENSION occurs when a student:

- Is academically suspended
- Withdraws from CDKC
- Earns zero credits during a semester
- Exceeds the maximum timeframe for his/her program; or at any point when it becomes mathematically impossible for the student to complete the program within the appropriate timeframe. (Financial Aid Warning does not apply)
- Has a cumulative GPA below 2.0

- Earns less than 67% of overall attempted credits
- Fails to meet minimum SAP standards after warning period

FINANCIAL AID WARNING A student who was eligible at the beginning of a payment period but is not meeting Satisfactory Academic Progress standards because of GPA or Pace deficiency at the end of a payment period, will be placed on financial aid warning status. Students in warning status remain eligible to receive funding for one additional semester. A student must meet all standards at the end of the one semester warning period, or he/she will be suspended from financial aid eligibility.

Students who earn zero credits during a semester, or are academically suspended, are suspended immediately from financial aid and are ineligible for warning status. Incoming transfer students who do not meet minimum SAP standards are ineligible for a warning status. Students found ineligible due to a violation of maximum timeframe are ineligible for a warning status.

Students suspended from financial aid for any reason will remain ineligible until all deficiencies are remedied and Satisfactory Academic Progress is met according to all three criteria. Attending another college, sitting out for a period of time, or “bankrupting” credits will not reinstate financial aid eligibility.

Once a student believes he/she is meeting minimum satisfactory academic progress standards, it is the student’s responsibility to notify the Financial Aid Office for reconsideration of eligibility.

FINANCIAL AID PROBATION Students who fail to make satisfactory academic progress but who have a successful appeal will be placed on Financial Aid Probation. The student placed on probation will be required to follow a specified academic plan.

APPEAL PROCEDURES. A student who is suspended from financial aid because of failure to maintain satisfactory academic progress and feels there were extenuating circumstances which contributed to the lack of progress, may appeal the suspension. Examples for the basis on which a student may file an appeal are the death of a relative, an injury or illness of the student, or other extenuating circumstances.

Appeals will be reviewed each semester and students will be notified in writing of the results and conditions expected.

An appeal consists of:

- **SHORT LETTER** addressing why the student failed to make SAP and what has changed that will now allow him/her to progress.
- **APPROPRIATE DOCUMENTATION** supporting the reason for the appeal and/or showing how the problem has been resolved. If a student feels it is not possible to document his/her extenuating circumstances, his/her letter of appeal must explain why.
- **ACADEMIC PLAN OF STUDY** completed by the student and his/her academic advisor, showing how the student will meet SAP standards by a specific time or complete their program of studies.

The appeal will be Approved, Denied, or Tabled.

- **APPROVED APPEAL** Students with an approved appeal are placed on Financial Aid Probation and are eligible to receive funding on a probationary basis. The majority of approved appeals require that certain terms and

conditions be met in order to maintain financial aid eligibility. For example, a student may be required to earn 100 percent of the credits he/she attempts each semester with a grade of “C” or higher in each course.

A student actively on probation due to a successful appeal will be reviewed for continued probation at the end of each payment period (semester) until he/she is making SAP according to all three criteria. If, at the end of the payment period, the student is meeting minimum standards, he/she can be taken off probation status. If, at the end of the payment period, the student continues to not meet minimum SAP standards but has met the terms and conditions of the appeal and is following the Academic Plan of Study, he/she may continue on probation. Failure to meet the terms of the appeal or follow the Academic Plan of Study will result in financial aid suspension.

- **TABLED APPEAL** Appeals may be tabled for additional documentation, further explanation, current or mid-term grades, receipt of transcripts from transfer colleges, or any other appropriate materials.
- **DENIED APPEAL** Students will be informed of the reasons for the denial of their appeal and given an explanation of how they can restore Financial Aid eligibility.

Appeal procedures and Plan of Study forms are available in the Financial Aid Office.

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.

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.

Verification Policies and Procedures

Introduction

Regulations governing Title IV student financial aid programs require institutions to verify applicant reported data in certain instances. These regulations also require institutions to develop written policies, and procedures to carry out the verification process. To achieve consistency, comply with the regulations governing verifications, and incorporate the below stated principles, the procedures contained in this chapter have been established.

Chief Dull Knife College adheres to the following verification principles developed by the National Association of Student Financial Aid Administrators (NASFAA).

- To ensure that limited financial aid funds are awarded to eligible students in an equitable and consistent manner, all institutions must develop policies for verification of family-reported information.

- Requirements for verification of family-reported information for purposes of qualifying for financial aid must be cost effective, flexible, and based upon acceptance of a reasonable tolerance range for error applied to award amount.
- While institutions vary widely by type, students served and mission minimum standards for verification must exist for all institutions.
- Established institutional policies, which outlined required forms and procedures to fulfill verification standards shall be written and made available to applicants for financial aid.
- Verification procedures must be uniformly applied to all financial aid programs, which require demonstrated financial need as an eligibility criterion.
- Verification procedures used by institutions should as a minimum be based on an accurate representation of the applicant pool and may include the use of single or multiple edit checks used to establish error-prone criteria.

A. Who must be verified?

1. The institution will verify applicants selected by the Secretary via the federally approved edits.
2. The institution will verify applicants who do not go through a system, which utilizes the federally approved edits.
3. The institution will, in addition, select applicants for verification when there is conflicting information or documentation in the student's file.
4. The institution's selection policy will be applied consistently to all applicants not selected or required to be selected by the Secretary.
5. The institution will require transfer students previously selected for verification to reverify their information unless they are excluded under the provisions specified by regulation.
6. Dependent students seeking independent status must document and substantiate their claims for "independent status." Each case will be reviewed on a case by case basis and if approved enter that status based on "Professional Judgment."

B. Verification items.

1. For applicants selected under A1 or A2, the institution will verify the items specified in regulations.
2. For applicants selected under A3 above, the institution will verify only those items that appear to be inconsistent.
3. The institution will resolve discrepant application information for all applicants in compliance with regulations.

C. Applicant Responsibility

1. Applicants selected for verification by the U.S. Department of Education are required to provide requested information or documentation in order to be eligible to receive Title IV student aid funds.
2. Pell Grant applicants whose dependency status changes during the award year must fill out a correction application unless the change results from a change in marital status.

3. Selected applicants must certify and/or update the household size and number in post secondary education to reflect accurate data as of the date of verification.
4. All students must provide "Student Data" information prior to financial aid consideration.
5. The applicant must repay any overpayment discovered during verification.

D. Documentation

1. The institution will require applicants to submit acceptable documentation as specified under regulations.
2. With respect to the household size, in order to determine the need for additional documentation, the institution will consider the feasibility of the individuals reported and if more than one are listed as being in college, request a copy of that person's aid application to see if they meet the condition of dependence.
3. With respect to the number in post secondary education, in order to determine the need for additional documentation, the institution will consider the feasibility of the number reported and if there is doubt, request a statement from the Registrar of each school listed.
4. With respect to the verification of child support, in order to determine the need for additional documentation, the institution will not require any further documentation if they are receiving other aid.
5. Other circumstances under which the institution will request additional documentation:
Whenever there is conflicting information on other documents in the students file.
6. The institution will follow the guidelines of regulations with respect to the "ability" of the parent to provide documentation.

E. Time Period

1. Applicants selected for verification either by the Department of Education or the institution must provide the requested information or documentation no later than the deadline set by the Department of Education.
2. For purposes of the Pell Grant Program, an applicant selected for verification must provide requested documentation within 30 days of the date specified by the institution.

F. Interim Disbursements

1. The institution will not disburse a Pell Grant for a student for whom the institution has documentation, which indicates the application information is inaccurate.
2. The institution will accept requested documentation after the specified time period and award aid to such applicants under the following circumstances:
When well-documented circumstances delayed the submission of requested information as long as it meets all other final payment and certification deadlines.

G. Tolerances

1. For the Pell Grant Program, the institution will not recalculate the EFC (Expected Family Contribution) for an applicant if the application information changes as a result of verification.
2. For the Pell Grant Program, the institution will use the "Expected Disbursement Schedule" for the purpose of determining whether an applicant requires a change in award amount.

H. Notification

1. The institution will inform the applicant of verification procedures and requirements through the following means:

Letter requesting the information; sent 3 times within 15-day intervals.

2. The institution will notify the applicant of the results of verification through the following means:

An award letter, request for resubmission of SAR, or no need letter.

3. For the Pell Grant Program, the institution will notify the student if a dollar error in his/her application information would increase his/her Pell Grant award but the institution elects to pay on the student's original SAR.

I. Referral Procedures

1. The institution will forward to the Department of Education the name, Social Security number, and other relevant information of an applicant who has received funds based on possible incorrect information, after the institution has made a reasonable effort to resolve the discrepancy.

2. The institution will refer to appropriate authorities the name, Social Security number, and other relevant information of an applicant to comply with regulations.

Disbursement of Financial Aid

Fall Semester / Spring Semester

Federal Pell Grants will be disbursed after the tenth week of classes. Students not having completed their paper work at least two weeks prior to Pell pay out will have to wait until their files are completed. Scholarships will be disbursed after the Scholarship Committee reviews and determines the availability of funds and student compliance with requirements for disbursements.

Denial of Aid and Award Adjustments

Some students are denied financial aid due to being found ineligible based on need. The denial of aid is made after evaluation of the family's financial information, which determines that the student and/or family have sufficient resources to meet the student's educational expenses. Such an evaluation is made in accordance with institutional and federal rules and regulations.

If a student is denied aid by the Financial Aid Office but has questions regarding this decision, the student should write or call the Financial Aid Office for clarification. However, the student should realize that the denial was based on financial and other data that was submitted by the student and the parents. If there is a significant change in a family's financial circumstances the student should notify the Financial Aid Office in writing, explaining fully the changes that have occurred and request a revision of the financial award. In situations where the institution is unable to provide financial assistance, a student and his/her parents should investigate sources of aid not administered by the institution.

A student should understand that a decision to deny financial aid relates only to the academic year for which the student applied. Since criteria for eligibility change from year to year, a student should seek financial aid in subsequent academic years by submitting a new application.

Pell Grant Documentation and Over Award Procedures

CDKC requires all students receiving Federal Pell Grants to submit all documentation necessary to meet federal regulations two weeks prior to the Pell disbursement.

If there is a change in the award amount after verification is completed, the student will be notified by letter and office appointment will be made within 7 days prior to Pell disbursement. If errors or discrepancies are found during the verification period, the student will be notified by letter of the discrepancies and given 10 working days after notification in which to rectify the errors. If the student has to send for information that may cause delay, he/she must notify the Financial Aid Officer of the time delay. These requirements are posted in the Student Handbook and are on record in the

Financial Aid Office.

If an over award is discovered during verification, the F.A.O. will notify the student of such over award by letter. The student will be required to meet with the F.A.O. and discuss a method of repayment for the over award amount. The College will do all it can to collect the amount due. If repayment cannot be collected, the College will notify the Education Department of the over award and the Education Department will then proceed with the collection. The student will not be eligible for any Title IV funding until such time as the over award is paid in full.

Financial Aid Appeal Procedure

The purpose of the financial aid appeal is to give the student the opportunity to document extenuating or unusual circumstances, which warrant exception to, established Chief Dull Knife College financial aid policies or procedures. Regulations established by the Federal and State government cannot be appealed.

The Financial Aid Committee at CDKC will have authority over all appeals and shall consist of the following members:

- 1-2-representative of the faculty
- 1-2- representative of Student Services
- 1-representative of the administration

The Financial Aid Director shall moderate the meetings of the committee, but shall not have a vote. The meetings will be held at a designated time and place as established by the Financial Aid Office. Additional meetings can be called by the Financial Aid Office as necessary.

Instructions for Financial Aid Appeal Procedure

1. Obtain a Financial Aid Appeal Form from the Financial Aid Office.
2. Complete the Financial Aid Form completely.
3. Collect and attach any documentation, which might support your appeal.
4. It is the **student's** responsibility to obtain and attach a current copy of their college transcript whenever they are appealing probation or suspension.
5. Return the Appeal Form and all documentation to the Financial Aid Office at least two working days prior to the meeting of the Financial Aid Committee.
6. The student is encouraged to appear personally before the committee when their appeal is heard, but is not mandatory.

The student will receive a letter indicating the results of their appeal within one week of the meeting in which their appeal was heard.

Section V: Academic Regulations

Students are expected to familiarize themselves with the academic policies and procedures of CDKC. These are discussed below:

College Catalog

Academic definitions and policies are published in the CDKC catalog. Students should consult this catalog to be familiar with the policies and requirements while attending CDKC. The catalog in effect when the student enrolls and declares a major remains in effect until the student graduates in the original major. If a student changes majors, then the catalog in

effect at the time of the change governs requirements. If assistance is needed in understanding the requirements outlined in the catalog, students should consult with their advisor, counselor or Registrar.

Degrees/Certificates Offered

Associate in Arts (A.A.)

The associate degrees are granted without designation of major, but do follow curriculum transfer plans. Students should consult with their advisor to create an appropriate plan of study.

Associate of Science (A.S.)

Typically the A.S degree is the best choice for students that wish to major in math, science, engineering, or business areas. Students should always consult their advisor to create an appropriate plan of study.

Associate in Applied Science (A.A.S.)

Administrative Assistant
Business (Management Option)

Certificate

Office Assistant

Classification of Students

Enrolled students at CDKC are classified according to the following:

- Full-Time** = Enrolled for 12 or more credit hours
- Part-Time** = Enrolled for less than 12 credit hours
- Freshman** = Having fewer than 30 total semester credits
- Sophomore** = Having 30 or more total semester credits

The following are maximum credit load recommendations:

- Freshman** = 15 credit hours
- Sophomore** = 18 credit hours

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 2.00/"C" GPA. Students who do not achieve a minimum of 2.00 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.

Grading

Grades are based upon the quality of work done. The Grade Point Average (GPA) is determined by dividing the grade points earned by the number of credits carried. The meaning of each grade and its value points is as follows:

- A** -Excellent Achievement.....4 grade points/credit

B -Good; above average.....	3 grade points/credit
C -Satisfactory; average.....	2 grade points/credit
D -Below average; passing.....	1 grade point/credit
E -Withdraw Failing.....	0 grade points/credit
F -Failure.....	0 grade points/credit
I -Incomplete.....	No credit
W -Withdraw.....	No credit
AU -Audit.....	No credit

Student Orientation

Student Orientation 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 a required class for returning students who are on financial aid probation and suspension. This class is in conjunction with student orientation. The goal is to reinforce the necessary skills to attain academic success at CDKC.

Class Attendance

Student attendance is the responsibility of the student; however, it is the decision of the faculty member whether or not absences affect performance. Individual faculty members, therefore, can exercise the option of making class attendance affect the grade. This requirement must be included in each course outline or course syllabus and will, thereby, be communicated to the student in writing at the beginning of each course.

Drop/Add Procedures

Course enrollment should be carefully planned during each academic semester in conjunction with the appropriate advisor so that once registration has been completed; changes will not be necessary or will, at least, be kept to a minimum. A student who has registered and who wishes to change a class (es) may obtain an add/drop card from the Registrar's Office. A student can drop or withdraw from a course during the drop/add period at the beginning of each semester without a notation on the transcript. After this date a "W" will be placed on the transcript. The last day to withdraw from a course(s) will be the last instructional day of the semester. The Academic Dean will be responsible for making exceptions for extraordinary circumstances.

Students should use the following procedures to add and drop a course:

- 1) Obtain a drop/add card from the Registrar's Office.
- 2) Discuss with your advisor the reason for the change. Advisor, financial aid director and course instructor must sign cards
- 3) Student must turn in the completed drop/add card at the Registrar's Office to make it official.
- 4) Refer to the calendar for drop/add dates. Students who wish to add classes should do so as soon as possible in order to keep pace with the rest of the class. It is entirely at the instructor's discretion in accepting students into a class already started.

Incompletes

"I" 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 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, honor roll 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. The course will cost the same as enrolling in a course for credit. This must be so indicated to the Registrar by the last day for course changes each semester. After this date, no changes can be made from Audit to regular enrollment or vice versa.

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.

Challenge Examinations

Students may, with the approval of the student's academic advisor, the instructor, and the Academic Dean, 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 taken.

Challenge credits may not be applied toward the last 15 credits required for graduation. Challenge examinations will 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.

Weekly Referrals

Instructors submit weekly referral sheets to Student Services identifying students who have excessive absences or unsatisfactory performance in class. The Student Services office will then make every effort to contact the student to discuss problems, concerns and options.

Mid-Term Warnings

Instructors compile mid-term grades. Any student who is not making Satisfactory Academic Progress at mid-term time will be notified in writing by the Student Services office. If a mid-term warning is received, a student should discuss options with the instructor and/or advisor.

Transferring to Another Institution

A student who plans to transfer to any other institution will be expected to meet the program requirements in effect at the institution to which the student transfers. Regardless of the number of credits earned, the credits accepted for transfer

toward a degree are determined solely by the institution to which the student transfers.

A student who plans to transfer should follow these steps:

1. Determine as soon as possible the school 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. Also, refer to current transfer agreement if available.
3. Confer with your faculty advisor about fulfilling requirements.
4. Confer either by letter or personal interview, with an admissions officer or department chair for further information about curriculum and transfer regulations.
5. Check, a semester before transfer, to be certain all requirements will be met to the satisfaction of the other institution.
6. Some schools have specific grade and/or test requirements. Research such requirements carefully.
7. Keep all paperwork and correspondence you send or receive from the other institution.

For all of the above steps, work with the CDKC Transition Counselor for maximum benefits.

Graduation Requirement

I. Associate in Arts Degree (A.A.)

- A. 60 credits or more in courses numbered 100 or above
- B. Grade Point Average (GPA) of 2.00
- C. At least 15 credit hours must be earned at CDKC in courses numbered 100 or above
- D. A minimum of seven credits of "D" grades will be applicable towards the degree

II. Associate of Science (A.S.)

III. Associate in Applied Science Degree (A.A.S)

- A. 60 credits or more in courses numbered 100 or above
- B. Grade Point Average (GPA) of 2.00
- C. At least 15 credit hours must be earned at CDKC in courses numbered 100 or above
- D. A minimum of seven credits of "D" grades will be applicable towards the degree

III. Certificate

- A. 30 credits or more in courses numbered 100 or above
- B. Grade Point Average (GPA) of 2.00
- C. Other requirements as listed under certificate program.

Applying for Graduation

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

Equal Education and Equal Employment Policy

CDKC is committed to equal employment opportunity and to equality in educational opportunity. All students shall have

the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, counseling, employment assistance, extracurricular activities and other school-related activities.

Discrimination in education or employment because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

Injuries or complaints regarding discrimination should be directed to the EEO, Chief Dull Knife College.

Section VI: Student Services

Student Services is a program designed to help students achieve their maximum potential in academic areas. The primary purpose of the program is to insure that students succeed in college and eventually graduate. A variety of services including advising, counseling, tutoring and remediation for academic deficiencies are provided to eligible students to assist them in reaching these goals.

Advising and Academic Planning

During registration, each student is to meet with an advisor. An advisor is assigned to each student entering Chief Dull Knife College. Many students ask, "What does an advisor do?" An advisor is a staff member who knows your area of interest and can guide your choice of classes to fulfill your academic goals.

Your advisor assists you in understanding college regulations and urges you to use campus resources to enhance your education. When dropping or adding a class, the faculty advisor and instructor's signatures are required on the add/drop card. In short, an advisor is an extremely helpful person to know and keep in touch with! To get an advisor, contact Student Services. If you change your major, contact Student Services for advisor reassignment.

Remember that 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.

Advising Checklist

- 1) Obtain a copy of the College catalog from the Registrar's Office and familiarize yourself with the academic requirements for the degree program you have selected.
- 2) Check the semester calendar to determine preregistration and late registration dates, as well as placement testing dates and times.
- 3) Familiarize yourself with the registration process. Make sure that you have completed all necessary admissions requirements well in advance of registration deadlines so that registration can be completed without delay.
- 4) Select courses from the current semester schedule, which satisfy degree requirements. Make sure to check prerequisites for courses you plan to register for.
- 5) Review your list of courses with your academic advisor, and finalize your semester class schedule. In addition, you may have other questions about academic regulations or career opportunities and you are encouraged to discuss these with your advisor. Make a list before meeting with your advisor so that you will get all your questions answered.
- 6) Keep in touch with your advisor and talk with your instructors about classroom concerns. You will find all of

these people willing to answer your questions and responsive to student inquiries.

Counseling

In addition to the academic advising and guidance services, which are provided to the student at the time of registration and throughout the semester, the college also offers personal and career counseling, and assistance with job seeking.

Tutorial Program

Provides free one-to-one or group tutoring in academic courses upon request by the student or referral by the instructor.

Assessment Program

Provides diagnostic testing services in Reading, English, and Math areas and communicates scores and recommendations to academic advisors to assist students in planning their educational programs.

Placement Testing

As mentioned earlier, all new and transfer students are required to take a short battery of tests, which will assist advisors in helping students select appropriate courses. Testing is conducted before registration each semester at 9:00 a.m. or 1:00 p.m.

Transfer Assistance

Students planning to transfer to a four-year institution will benefit from meeting with the transition counselor when they begin their course of study at CDKC. Transfer requirements and courses of study at four-year colleges can be explored with the transition counselor who will evaluate transcripts and cross-reference CDKC courses with those of the institution the student will be attending.

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 severely impacts a student's ability to master course objectives. As such, students are advised not to miss class unless a true emergency arises or unless she/he has a contagious illness.

For students who miss 20 percent (9 hours) of scheduled class for a given course, the student will be notified by Student Services via the contact information on file for the student. The student must report to the Student Services Coordinator within five (5) business days of attempted contact.

- a. If the student DOES NOT report to the Student Services Coordinator, the student will be dropped from the course.
- b. If the student DOES report to the Student Services Coordinator, a contract will be immediately initiated between the student and instructor stipulating the actions the student must take to remain in good standing in the course. A copy of the contract will remain on file with the coordinator.
 - i. If the student DOES act in accordance with the terms of the contract, the student will remain in the course.
 - ii. If the student DOES NOT act in accordance with the terms of the contract, the student will be dropped from the course.

It is always in the students' best interest to bring valid excuses for absences to the Student Services Coordinator to keep on file, as well as to keep current contact information on file with the college. It is also in the students' best interest to discuss absences with the instructors in advance, whenever possible and to be familiar with their instructors' attendance policies, as attendance may be affected by arriving late or leaving early from class.

Section VII: Campus Resources

Adult Basic Education/GED Program

The Adult Basic Education program provides testing services, specific subject classes, and tutoring for GED classes. The program is open entrance/open exit to all participants trying to obtain their GED Certificate. The GED test has five subject areas Writing Skills, Social Studies, Science, Literature and Mathematics. The ABE program includes:

Life Skills - Life coping skills such as filling out credit and job application forms, studying for Drivers License examination, family literacy and consumer education.

ESL Program - English skills for those who's English is a second language to develop their abilities to use English in written and oral communication. There are no fees for these programs and neither grades or credits are given.

Agricultural

Emphasis is based on agricultural topics such as animals, plants, food, range management and crop science.

Bookstore

The College Bookstore maintains a complete inventory of college textbooks and school supplies including notebooks, binders, folders, pens, pencils and a variety of reference books. A number of used books at a reduced price are also available. In addition, the Bookstore carries a variety of attractive t-shirts, sweatshirts, sweat pants, shorts and jackets printed with the CDKC logo. Cheyenne speaking tapes and a variety of beaded items are also available to interested individuals.

Book Store hours are:

Monday - Friday – 8:00 a.m - -4:30 p.m.

Business Office

The Business Office is responsible for assessing tuition, registration and other fees for services provided by CDKC. The Business Office also disburses payments due students from financial aid and employment.

Business Office hours are:

Monday – Friday - 8:00 a.m. – 4:30 p.m.

Cultural Affairs /Language Development

CDKC and its Cultural Affairs Department is re-educating the younger generation in the Cheyenne culture and language. The loss of the Northern Cheyenne language is having detrimental effects on the present day population among the families and in attempt to avert this loss; the cultural affairs department is now devising strategies and gathering resources. It has developed a curriculum in a Cheyenne based Native American Studies Program and is also conducting a comprehensive language survey in determining the goals of future language preservation programs. The department is working with the local school systems and other institutions to be Cheyenne oriented and to become Cheyenne teachers.

Day Care Services

Day Care services are provided for the children of CDKC students. The state-licensed facility is open daily, Monday thru Friday, between the hours of 7:45 a.m. - 5:15 p.m. Applications and rates are available at Hatseske Early Childhood Learning Center.

Distance Learning

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

1. 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.
2. Satellite Downlink: Satellite delivery of instruction is 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.

Food Service

The College has a cafeteria and food service facility where students may purchase three meals a day. Short orders and snacks are available.

High Plains Rural Systemic Initiative

The High Plains Rural Systemic Initiative is a National Science Foundation collaborative project promoting increased Native American participation in the fields of science, mathematics, engineering, and technology.

Library

On the northwest corner of the campus is the John Woodenlegs Memorial Library. It provides students, faculty and community members with materials for research, study and leisure. For the convenience of patrons, microfiche reader-printers are available. The library is also making special efforts to develop a collection of materials relating to Native American literature and, in particular, the culture and history of the Northern Cheyenne Tribe.

Library hours are:

Monday - Thursday----- 8:00 am - 6:30 p.m.

Friday ----- 8:00 a.m. - 5:00 p.m.

Tribal College Extension Service

This program offers community resources to the Northern Cheyenne reservation residents and is in partnership with Montana State University of Bozeman and housed at Chief Dull Knife College. Community Development and Economic development resources are available through the CDKC Extension Services. It offers assistance to individuals interested in entrepreneurship and is providing workshops/education to the community. Staff works closely with the Northern Cheyenne Tribal Economic Development Office and is active in the community assisting organizations and programs in community development. The office is developing guidelines on business development and is compiling data for the community data bank.

Section VIII: Student Organizations

Student Senate

The student governing body at Chief Dull Knife College is the Student Senate. It consists of an executive committee made up of the president, vice-president, and secretary/treasurer who are elected by the student body as a whole, and two

representatives each from freshman and sophomore classes as elected by the students in that class. Members of the Student Senate serve on various committees at the College and through this representation maintain a duly elected voice in decision making.

Dull Knife AISES Chapter

The American Indian Science and Engineering Society (AISES) is a national private, nonprofit organization, which seeks to significantly increase the number of American Indian/Alaskan Native scientists and engineers, and develop knowledgeable leaders within native communities. AISES nurtures building of community by bridging science and technology with traditional native values. Students interested in pursuing careers in mathematics, science and engineering can participate in AISES.

HE' NE NO WATANEO (Dream Seekers)

Chief Dull Knife College Indian club

Developed to instill an interest in and positive attitude towards Indian Culture. Promoting self-esteem and a sense of accomplishment through knowledge of Native American culture and heritage. Also develop pride, character and responsibility by requiring active participation in HE'NE NO WATANEO activities. Provide an atmosphere that will educate students of all ethnicities about the Native American culture. Encourage Chief Dull Knife College students and staff to participate in traditional Native American activities beyond the academic setting. Membership is open to all students of Chief Dull Knife College.

Dull Knife AIBL Chapter

The American Indian Business Leaders is a student organization designed to promote and support the American Indian businesses student and/or entrepreneur. Future trends dictate a rise in the need for educated American Indian people to assist with tribal economic development planning and strategic implementation. AIBL's primary focus is to utilize its student foundation to assist tribal economic development through an emphasis in maintaining culturally appropriate American Indian business development. Although AIBL's College Programs are geared toward tribal college and university level students, it should be noted that the Graduate/Tribal Program is specifically geared for students participating in a Master's Of Business Administration (MBA) program. AIBL college chapters are designed to provide peer support, leadership/mentoring opportunities, career guidance, business networking connections, and internship placement opportunities.

Clubs and Organizations

A number of activities by and for students are planned throughout the year. Some of the activities include intramural sports, dances, game nights, and other seasonal events. Students are encouraged to join existing clubs or to create a new one if new interest areas are sought. Clubs and organizations must be approved by the Student Senate.

Students represent CDKC in many diverse activities including athletics, competitions and national and regional conferences or other events as authorized by the college. To be deemed eligible to represent CDKC, the student must be carrying a minimum of 9 credits and must have a 2.00 GPA (grade point average). Students must finish the previous semester attended with a minimum 2.00 Grade Point Average.

The advisor of the activity or club must inform the Activities Director in writing one week before the activity identifying the names of the student(s) and the exact days they will be absent. The student will pick up a grade sheet form from the Activities Director and have their instructors enter their grade and sign and return to the Activities Director. The Activities Director will seek approval by the Dean of Students and notify the club or activity advisor of the eligibility of the student(s).

All officers in CDKC clubs and Student Senate must maintain a minimum of 9 credits and must have a 2.00 GPA (grade point average). Students who are in an officer position must finish the previous semester attended with a minimum 2.00 Grade Point Average in order to maintain their officer status in any extra-curricular organization/club for the next academic term.

A student with less than 9 credits, who is a graduate of CDKC or who holds a degree from another institution is not eligible to participate in any CDKC club(s)/organization(s) or athletics.

Section IX: Students Rights and Responsibilities

Rights:

- To receive a quality education.
- To use CDKC facilities and to receive the benefits of CDKC sponsored activities.
- To participate in the governance of CDKC.
- To see their academic record as provided by the Family Educational Rights & Privacy Act. To have transcripts sent upon request (providing all accounts have been settled).
- To be informed of inadequacies in performance and their consequences (this is to be in writing and a copy filed in the permanent record).
- To be notified of any changes in course requirements, tuition or fees.
- To be informed of their rights and disciplinary procedures.
- To have recourse to a grievance process.
- To exercise individual freedom within the framework of the regulations, goals and philosophy of CDKC.
- To have access to a learning environment free from psychological and physical harm.

Responsibilities

- ◆ To derive the greatest good from his/her college experience in the academic field and extra-curricular activities.
- ◆ To abide by the policies and regulations of CDKC.
- ◆ To treat CDKC facilities in a responsible manner.
- ◆ To file all grievances according to the stated policies.
- ◆ To complete requirements in all courses enrolled for.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day that Chief Dull Knife College receives a request for access. A student should submit to the registrar, Dean of Academics, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Chief Dull Knife College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Chief Dull Knife College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Chief Dull Knife College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a

person employed by Chief Dull Knife College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. Upon request, Chief Dull Knife College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Section X: Student Academic Integrity Guidelines

1. Students should be prompt and regular in attending classes, make appointments when necessary to meet with faculty and keep such appointments, be well prepared for classes and submit required assignments in a timely manner.
2. Students should follow fair and appropriate procedures when evaluating their courses and professors. Factors such as race, color, religion, sex, national origin, handicap, political affiliation and activities or personal relationships otherwise unrelated to the class or course structure may not be considered.
3. Integrity of the academic process requires that credits be given where credit is due. Accordingly, it is a breach of academic integrity to present as one's own work, the ideas, representation or works of another, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students are expected to conduct themselves at all times within permissible limits of assistance as stated by the faculty.
4. Some of the more common breaches of academic integrity are: cheating, plagiarism, forgery, fabrication, facilitation or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to or otherwise manipulating laboratory equipment or computer programs, without proper authorization; alteration of grade books or files; misuse of research data in reporting results; use of personal relationships to gain grade or favors, or otherwise attempting to obtain grades or credit through fraudulent means. These breaches of academic integrity are also viewed as misconduct and are treated accordingly.

Student Academic Grievance & Review Procedures

When a student believes he/she has an academic grievance involving a faculty member, these procedural steps are to be followed:

1. The student must attempt to resolve the matter via a personal conference with the faculty member concerned. The student shall have the right to utilize the services of the CDKC Student Services staff at this step and all following steps if the student desires.
2. If a mutually satisfactory resolution to the problem cannot be reached, the student may bring the matter to the attention of the Dean of Academic Affairs. The grievance must be presented in writing to the Dean of Academic Affairs within 7 days of the meeting. A copy shall be forwarded by the Dean of Academic Affairs to the faculty member. Such grievance shall set forth, with particularity, the basis for the grievance, including the precise manner in which the student believes he/she was inappropriately treated. Should a grading practice or the assignment of a grade be challenged, the only consideration afforded the student will be whether or not the student was dealt with fairly in respect to students in a similar circumstance. Decisions of the Dean shall be final in appeals of grading practices or the assignment of a grade. Within 7 days of receipt of such written grievance,

the Dean of Academic Affairs shall appoint an Academic Appeals Board to hear the grievance.

Once a student has filed a grievance that relates to a specific course or courses in which the student is registered at the time of filing, an incomplete grade ("I") shall be assigned until such time as the matter is resolved. Should a grade have been assigned prior to the faculty member's knowledge of the filing of a grievance, and if, after the grievance procedures have been followed to completion, the grade is determined to have been unfair or otherwise improper, the grade shall be changed appropriately.

3. The faculty member against whom the grievance is filed shall be afforded the following:

- a) The right to see all exhibits or written evidence in advance of the hearing.
- b) The right to present witnesses and/or character references and introduces evidence or exhibits at the hearing. This rule shall be interpreted to mean witnesses or references within a reasonable number as determined by the chair.
- c) The right to present affidavits or depositions from witnesses who are unable to attend the hearing.
- d) The right to confront and question witnesses during the hearing and/or question any statements, which are made.
- d) The right to confidentiality. Members of the Board are not, except on a need to know basis, free to discuss the case outside the confines of the hearing, except that the chairperson must release information required to conclude the hearing and to give notice of the decision to the Board.

4. The decision of the Academic Appeals Board will be reported in writing to the student, faculty member, and to the Dean of Academic Affairs within 7 days of the hearing. The Board may take the following actions or combinations thereof:

- a) Sustain the action of the Faculty member.
- b) Increase or decrease the severity of sanctions and/or remedial action imposed by the faculty member.
- c) Recommend to the Dean of Academic Affairs that further proceeding be taken regarding actions of the faculty member, e.g., reprimand, non-renewal of contract, immediate dismissal, transfer of the case to the EEO officer for additional proceedings.
- d) Recommend or take any other action, which may be appropriate in light of the circumstances.

5. The decision of the Academic Appeals Board may be appealed to the Dean of Academic Affairs. If an appeal is not filed in writing with the Dean of Academic Affairs within 7 days following notification of Academic Appeals Board action, the matter shall be considered closed. If an appeal is filed, the Dean of Academic Affairs shall make and transmit in writing within 7 days a decision.

Academic Appeals Board

The Academic Appeals Board is not a standing board but is drawn on a case-by-case basis. Within 7 days of receipt of the appeal, the Dean of Academic Affairs will appoint a hearing officer for each case with responsibility for convening and chairing it. Additional members of the Board will consist of faculty members.

Three faculty members will be selected on the basis of availability to hear each case. Unless extenuating circumstances are present, the Board shall meet within 7 days of receipt of the appeal by the Dean of Academic Affairs. Secretarial services will be provided by the President's Office. Minutes of the proceeding will be kept. Since the Board is an

administrative hearing body and not a civil court, it is not bound by any judicial procedures or formal rules of evidence. Although the College cannot compel a person to give testimony, the Board may, nevertheless, hear a case and reach a decision based on the available evidence.

Section XI: Student Conduct & Grievance Procedures

Chief Dull Knife College welcomes students of different ages backgrounds and needs. Enrollment is voluntary entry into a community college for the purposes of training and study. With enrollment, the student accepts both the rights and responsibilities accorded to CDKC students. As members of the College community, students have the responsibility to study and learn, and to conduct themselves with integrity in relation to the College's mission, policies and procedures, and regulations. Students are expected to comply with federal, state, city and tribal laws governing civil and criminal behavior both on and off campus.

Student Conduct Code

The following are some offenses, which can lead to serious disciplinary action including suspension or expulsion from the College:

- 1) Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities, or of other authorized activities on College premises.
- 2) Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the College.
- 3) Forgery, alteration or misuse of College documents, records or identifications, or computer programs or accounts.
- 4) Physical abuse of another person (or threat thereof) or abuse of any College owned or controlled property or at College sponsored or supervised functions.
- 5) Theft or damage to property of the College or that of a member of the College community or a campus visitor.
- 6) Unauthorized entry to, use or occupancy of College facilities.
- 7) Violation of college policies, rules or regulations concerning student organizations and the use of student facilities or misuse of the time, place and manner of meetings or demonstration on College owned or controlled property.
- 8) Possession or distribution of narcotics or dangerous drugs including alcohol.
- 9) Disorderly conduct or lewd, indecent or obscene conduct or expression on college owned or at college sponsored or supervised functions.
- 10) Use or possession of intoxicating liquors in the buildings or on the grounds of Chief Dull Knife College.
- 11) Use of public address systems on the campus except with specific administrative permission.
- 12) Discharging of firearms on campus; carrying of firearms or ammunition on campus.
- 13) Storage or possession on campus of chemicals or materials or devices which by themselves or when combined could be explosive, toxic, inflammable or dangerous, except as required in scientific research in laboratories and under faculty supervision.

- 14) Failure to comply with directions of College officials acting in the performance of their duties.

Conduct of Students/Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Chief Dull Knife College Student Services Activities Department. The community, school administrators, and the student services staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of activities. The welfare of the student is our major consideration and transcends any other consideration.

All students shall abide by a code of ethics that will earn them the honor and respect that participation and competition in the Chief Dull Knife College Student Activities program affords. Any conduct that results in dishonor to the student, athlete, and the team or the college will not be tolerated. Acts of unacceptable conduct, such as, but not limited to alcohol use, drugs, theft vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the Chief Dull Knife Student Services Activities Program will not be tolerated.

Travel Policy

Students that are participating in Chief Dull Knife student activities during all off campus trips are expected to abide by the above-mentioned guideline for conduct and behavior during trips. In the event that students are traveling in private vehicles students must sign an insurance waiver and student travel permits available in the Student Activities Office.

Chief Dull Knife College is not responsible for car accidents; car breakdowns or car damage if a student chooses to travel in their own car to college related activities.

Grievance and Review Procedures

When a student or faculty member wishes to charge a student with a College conduct violation, the following procedural steps are to be followed:

1. A person reporting a conduct violation by a student should, by the quickest means available, call the matter to the attention of the appropriate College official depending upon the seriousness of the matter, the location of the offense, or the time of day. The Registrar is the appropriate person or office to contact. Typically, at a later time, a written statement by the person reporting the incident will be required by the office to which the incident was reported.
2. Written documentation of the alleged conduct violation is to be provided to the Registrar with a copy to the accused person.
3. Matters may also be referred to the Student Affairs Committee by the Dean of Academic Affairs following conclusion of academic grievance hearing procedures.
4. Student conduct grievances referred to the Registrar may be handled in any of several ways:
 - a) Counsel the student and/or make a referral to another helping service.
 - b) Place the student on conduct probation. Such probation may be for either a definite or indefinite period of time. Restitution and/or repair may be assessed and referral may be made to another helping service.
 - c) Refer the matter to the Dean of Academic Affairs for handling through the academic grievance process first if it relates to cheating, plagiarism, forgery, fabrication, facilitation or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access or other wise manipulating laboratory equipment or computer programs without proper authorization; alteration of grade books or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors;

or otherwise attempting to obtain grades or credit through fraudulent means.

- d) Refer the matter to the Student Affairs Committee. The Student Affairs Committee is a standing committee appointed on a yearly basis as described in the following section.

Student Affairs Committee

1. The Student Affairs Committee membership is appointed on a yearly basis by the College President. Members include two faculty members and one staff member. A non-voting recording secretary is provided by the President's Office.
2. A member of the staff of the Department of Student Affairs will present the case to the Student Affairs Committee except in case of referral or academic grievances, at which time the Dean of Academic Affairs or his/her designee will present the case. In all cases, the person presenting the case shall not vote.
- 3) The chairperson of the Student Affairs Committee shall obtain replacements for any Committee members previously appointed when it is determined that those persons may have a personal bias or involvement in the case.
4. A quorum is considered to be three (3) members. The chairperson of the Committee will attempt a ratio of at least one faculty member and one staff member.
5. The Dean of Student Affairs shall give the accused student written notification of the charges and the date set for the Student Affairs Committee hearing. The date of the hearing of a case shall not be sooner than 7 days following receipt of notice by the student unless the student waives his/her right to this delay. The hearing will be held at the earliest possible time following the 7-day notice and, unless extenuating circumstances exist, will be concluded within 7 days of the notice of hearing.
6. The individual against whom the grievance has been filed shall be afforded the following:
 - a) The right to see all exhibits or written evidence in advance of the hearing.
 - b) The right to present witnesses and/or character references and introduces evidence or exhibits at the hearing. This rule shall be interpreted to mean witnesses or references within a reasonable number as determined by the chair.
 - c) The right to present affidavits or depositions from witnesses or references within a reasonable number as determined by the chair.
 - d) The right to confront and question witnesses during the hearing and/or question any statements, which are made. Once questioning of witnesses is completed, the witnesses will be excused from the hearing.
 - e) The right to confidentiality. Members of the Committee are not, except on a need to know basis, free to discuss the case outside the confines of the hearing except that the chairperson must release information required to conclude the hearing and to give notice of the decision of the Committee.
7. The decision of the Student Affairs Committee will be reported in writing to the student within 7 working days of the hearing. The Committee may take the following actions or combinations thereof:
 - a) Sustain the action of previous review persons or committees.
 - b) Increase or decrease the severity of sanctions and/or remedial action previously imposed by appropriate authorities.
 - c) Require restitution and/or repair in cases such as vandalism or theft.

d) Refer the student to appropriate professional help, if necessary, such as the Indian Health Service. The Registrar will coordinate such referrals.

e) Place the student on College conduct probation for a definite period of time. Probation may include constraints established by the Committee. Further actions by the student, which warrant disciplinary action during the probationary period, will be reviewed in light of events, which led to the probationary status.

f) Suspend the student from the College for any period of time. Indefinite suspension from the College means that the student is suspended for an indefinite period of time and must apply in writing to the Committee for reinstatement through the Dean of Student Affairs. The effective date of the suspension must be stipulated by the Committee and a minimum period of time may also be specified. All requests for reinstatement will come before the Student Affairs Committee unless otherwise stated. When the Committee hears the request for reinstatement, at least three of its origin members who heard the case previously shall, if practicable, be in attendance to vote on reinstatement. A majority vote of the Committee members hearing the petition is required to reinstate. Definite suspension from the College is for a definite period of time. Prior to this time lapse, the student may not be reinstated at CDKC. Reinstatement is automatic at the end of the suspension period. However, the student must notify the Dean of Student Affairs of his/her intent to enroll.

g) Recommend to the Dean of Student Affairs expulsion from the College. The Dean of Student Affairs may:

1) Concur and forward the recommendation to the President of Chief Dull Knife College with appropriate written documentation or

2) Disagree with the recommendation and refer the case back to the Student Affairs Committee for further review.

8. The decision of the Student Affairs Committee will be final except in cases where the Committee has recommended expulsion from the College. The College President's decision shall be final in cases involving expulsion.

Section XII: Crime Awareness and Campus Security Act of 1990

Chief Dull Knife College does not have a formal, campus security department. All criminal incidents should initially be reported to the Student Services Director, unless the incident requires immediate police action. In that case, the Northern Cheyenne Police Department should be contacted first. The identity of persons making reports is kept confidential. Reporting incidents as a form of good citizenship is encouraged.

The use of loud and abusive language will not be tolerated on CDKC premises. Section 7-7-5 of the Northern Cheyenne Law and Order Code, defines such activity as disorderly conduct. Section 7-4-3 defines it as intimidation under the Northern Cheyenne Law and Order Code. A person guilty of these offenses may be punished by a fine or imprisonment, or both. All threats and violent behavior will be reported.

The use or possession of alcohol or drugs is prohibited at CDKC. Attending class under the influence of alcohol or drugs is reason for dismissal. Under Federal regulations, CDKC is required to have a drug and controlled substances code. Students who manufacture, distribute, dispense, possess or use a controlled substance while on the CDKC campus or participate in a college sponsored activity may be placed on probation, be suspended, or be expelled from further attendance at CDKC.

A "controlled substance" is defined in DFWA by referring to the definition in schedules I-V of section 202 of the Controlled Substance Act (21 U.S.C. 812). Any drugs listed under any of the schedules listed that are in conflict with the Indian Religious Freedom Act are exempt from this policy.

Section XIII: Sexual Harassment Policy

Chief Dull Knife College is committed to maintaining an academic and working environment free of objectionable and disrespectful conduct and communication of a sexual nature and affirms the right of all employees and students to work and study in an environment free from all forms of discrimination, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student standing.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive working or academic environment.

Sexual harassment includes any unreasonable behavior, verbal or non-verbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of gender. Sexual harassment and/or intimidation are a violation of federal and state laws. Retaliation against persons who file complaints is a violation of federal and state laws. Sexual harassment, intimidation, and/or retaliation against persons who file complaints are prohibited by the College.

Disciplinary action will be taken when instances of sexual harassment, intimidation, or retaliation are identified and confirmed. Supervisors, who knowingly condone, fail to report, or fail to take action to remediate incidents of sexual harassment, intimidation, or retaliation will themselves be subject to disciplinary action. An employee or student who believes he/she has been the victim of sexual harassment or intimidation is encouraged to report the incident(s) or action(s) as soon as possible to the attention of any or all of the following:

1. The harasser, requesting that the action stop immediately.
2. The immediate supervisor of the harasser, or to the first level supervisor who is not involved in the alleged harassment.
3. The College EEO Officer.

The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or to take corrective action when it is found that misconduct has occurred. Individuals subject to disciplinary action as the result of a report of sexual harassment or intimidation may file a grievance under the College Grievance Policy.

Section XIV: Services to Handicapped Persons

Americans with Disabilities Act

On July 26, 1990, President George Bush signed into law "The Americans with Disabilities Act Of 1990" (ADA). This law gives civil rights protection to individuals with disabilities.

At Chief Dull Knife College, classroom assignments will be changed and other similar accommodations made in order for students with disabilities to take classes originally scheduled in inaccessible locations.

Section XV: Computer Policy

Acceptable Use Policy for Computing and Networking Resources

Computing and data communications at Chief Dull Knife College are valuable and limited resources that serve a large number and variety of users. All users have the responsibility to make use of these resources in an efficient, ethical, and legal manner.

The College's computer and network services provide access to resources on and off campus and shall be used in a manner consistent with the instructional, research, and administrative objectives of the College community in general and with the purpose for which such use was intended. Such open access is a privilege, and imposes upon users certain responsibilities and obligations. Access to the College's computers and network services is granted subject to College policies, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, copyright laws, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. All activities inconsistent with these objectives are considered to be inappropriate and may jeopardize continued use of computing facilities and networks.

In consideration of being allowed to use the College's central computer and network services ("Resources"), I understand and agree to the following:

1. I shall not use the Resources for any illegal activity or for any activity prohibited by this policy (see subsequent pages for examples of inappropriate conduct that is prohibited), the "Students' Rights and Responsibilities" policy or the policies set forth in the "Student Handbook."
2. I agree not to use the Resources to infringe upon or otherwise impair, interfere with or violate any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to, music, video, and software. I agree to be responsible for all claims arising from my use of the Resources and shall indemnify and hold harmless the College from any costs, expenses or liability that might be asserted or imposed upon it or any of its officers, agents, or affiliates as a result of my use.
3. I shall avoid any action that interferes with the efficient operation of the Resources or impedes the flow of information necessary for academic or administrative operations of the College.
4. I shall protect my computer resources such as logins and systems from unauthorized use. I acknowledge that I am responsible for reasonably securing my computer, including implementing such protections as logins to prohibit unauthorized use, applying in a timely fashion operating system and software patches that protect my computer from hackers, and implementing virus scanning software.
5. I will access only information that is my own, which is publicly available, or to which I have been given authorized access.

Examples of Inappropriate Conduct:

Conduct which violates this policy includes, but is not limited to:

- Accessing another person's computer, computer account, files, or data without permission.
- Using the campus network to gain unauthorized access to any computer system.
- Using any means to decode or otherwise obtain restricted passwords or access control information.
- Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain unauthorized access to any system.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to college data.
- Performing any act, intentionally or otherwise, that will interfere with the normal operation of computers, peripherals, or networks.
- Making or using illegal copies of copyrighted software, storing such copies on college systems, or transmitting

them over college networks.

- Harassing or intimidating others via electronic mail, news groups or web pages.
- Initiating or propagating electronic chain letters.
- Initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "flooding", or "bombing.").
- Forging the identity of a user or machine in an electronic communication.
- Saturating network or computer resources to the exclusion of another's use, for example, overloading the network with traffic such as emails or legitimate (file backup or archive) or malicious (denial of service attack) activities.
- Using the College's systems or networks for personal gain; for example, by selling access to your password or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the College.
- Engaging in any other activity that does not comply with the general principles presented above.

Enforcement

The College considers violations of acceptable use principles or guidelines to be serious offenses. The College will take such action it deems necessary to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violations may be referred to the appropriate College entity for discipline.

The Office of Information Systems will use its best efforts to contact the offending party via e-mail, telephone, or in person to explain the problem and discuss its resolution before taking any action deemed necessary to protect the integrity of the Resources.

In the case of major infractions, for example those that impair others' ability to use networking and computing resources, The Office of Information Systems may immediately restrict systems or network access as it deems necessary to mitigate such activities. Only thereafter will The Office of Information Systems make a reasonable effort to contact the involved parties when these incidents occur.

Misuse of Electronic Devices

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, Learning Center or within any college owned or college operated facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of any person without expressed permission is strictly prohibited.

Section XVI: Miscellaneous

Accidents

Any accident resulting in personal injury or equipment damage should be reported to an instructor or staff member immediately.

Children on Campus

Children are not allowed in classes, or in laboratories. Children are not to be dropped off at the John Woodenlegs

Memorial Library in lieu of childcare arrangements being made by the responsible parent. Children of staff members are not to be left unattended for long periods of time in offices or classrooms within the College buildings. Children are the responsibility of parents and/or other family members and are not the responsibility of the college.

Some specific activities, such as open houses, bazaars, concerts, and other such entertainments are suitable for children of students and staff. Children are welcomed at these gatherings but they remain the responsibility of the accompanying parent or guardian who will be held responsible for their conduct.

Facilities

Request for college facilities usage must be scheduled with the college receptionist.

Committees

Accreditation Steering Committee:

Reviews, plans and organizes in coordination with the college accreditation officer all accreditation activities.

Cultural Affairs Committee

The Cultural Affairs Committee for CDKC was established to ensure open communication and partnerships within the institution. The committee addresses issues concerning the Cultural Learning Center, and works with our local communities and other entities to ensure collaborative efforts exist with regard to cultural activities.

Curriculum Planning Committee:

Considers and acts upon all new courses, programs and materials for addition to or deletion from the College Catalog.

Monitors all curricular modifications such as change in credit hours or course content.

CDKC Board of Directors:

*Meets second Wednesday of each month at 12:00 Noon

Facilities Committee:

Reviews and recommends on matters of physical plant and grounds expansion and maintenance.

Library Services Committee:

Reviews and recommends on matters of general library acquisitions policy, on effective use of the library by students and faculty, and on measures to develop a well coordinated audiovisual resource center in support of the instructional program of the college. The committee additionally recommends measures for increased student library usage.

President's Council:

Serves in an advisory capacity to the college President and is concerned with the coordination and administration of all college programs and services.

*Meets every Wednesday morning at 8:00 a.m.

Student Affairs Committee:

Considers and acts upon all conduct and disciplinary violations involving students and utilizes procedures outlined in the Student Rights and Responsibilities policies.

*Meets only when a conduct or disciplinary action is presented to it.

Student Financial Aid Committee:

Addresses student grievances relative to student financial aid awards, provides direction and approves all policy and procedures relative to the student financial aid program and establishes procedures and policies for institution scholarships and selects recipients on a semester basis.

Section XVII: Glossary

A.A. - An Associate of Arts degree is a two-year degree requiring 60 credits to graduate. This degree is in General Studies and is transferable.

A.A.S. - An Associate of Applied Science degree is a two-year degree requiring 60 credits to graduate. This degree is offered in Office Management.

Advising - A service provided by a faculty member or a designated person which guides students through academic questions, problems &/or coursework to plan and complete a degree program.

Award - Term used to refer to the amounts and/or types of financial aid being offered to an eligible student.

BA./BS. - BA. stands for "Bachelor of Arts" and BS. for "Bachelor of Science". Both degrees can be earned at four-year colleges. A BA. may require two years of foreign language and a BS. may require more math or science than a BA. degree. Each school sets its own requirements. Under the semester system, this degree may have as many as 128 credits.

Budget - The amount of money necessary to attend school for a designated period of time. The budget generally consists of the cost of tuition and fees, room and board, and books and supplies.

Certificate - A one-year program requiring 30 credits. This is offered in office skills. The coursework is designed to develop specific job skills so that students can be employed as soon as possible upon completion.

Closed Class - This occurs when the pre-determined number of students to be registered has been met. You must then select another class.

Course Schedule - A listing of the courses you are taking each semester. You may adjust this schedule through the Drop/Add procedure.

Credit Hour - Normally, a credit hour represents 50 minutes of classroom instruction each week for one semester. Thus, a three-credit course will meet for three 50-minute or two 75-minute sessions each week.

Credit Load - The total hours for which you are registered.

Curriculum - All of the courses required for a particular degree. Most schools provide students with curriculum outlines in addition to the catalog. These outlines show what course you must take.

Drop/Add - The act of dropping from a class previously registered for, or adding a class to your existing schedule. This is done through the Registrar's Office.

Elective - A subject or course which you may choose to study; they are not a part of the required courses of a degree program. However, each degree program will require you take a certain number of electives.

EFC – Expected Family Contribution

Financial Aid - Financial assistance (usually from grants and scholarships) necessary to meet "need".

Financial Aid Transcript - Form required by all school Financial Aid Offices for use in determining a transfer student's financial aid history at previously attended colleges and universities.

GPA - Grade Point Average.

Section XVII: Glossary Continued

Graduate Student - A person who has earned at least a bachelor's degree and is presently enrolled in a program granting a master's degree.

Grants - Gift aid based on need, not requiring high academic achievement.

Incomplete - An instructor may, with justifiable cause, give a student an "I" if the student cannot complete the required coursework during the regular term.

Lower Division - Classes usually numbered 100 to 299. Ordinarily, freshmen take courses numbered from 100 to 199; sophomores from 200 - 299.

Major - The program or field of study in which you decide to pursue your degree.

Master's Degree - Requires additional coursework beyond the bachelor's degree. Master's students may enter a different program than the one they earned their bachelor's degree in.

Open Admission - This term means that a college admits most or all students who apply to the school.

Pass/Fail - Many colleges allow you to take certain courses on a pass/fail system. By passing the course, you will earn credits toward graduation but the grade will not count in your GPA. Pass/fail grades do not have grade points assigned to them. Most schools will not allow you to take core courses, major courses, or minor courses on this system but may allow free electives on pass/fail options.

Pre-requisite - A course(s) that must be successfully completed prior to taking a certain course.

Probation - A warning that you are not making satisfactory academic progress toward your degree. Probation is followed by suspension/dismissal unless the situation is corrected.

Required Courses - Those courses that are required by CDKC for the completion of your program and are required to obtain your degree or certificate.

Registration - The process of enrolling in classes.

Satisfactory Progress - The condition in which a student is making measurable progress toward the completion of a course of study, according to the standards of the institution in which the student is enrolled.

Scholarships - Gift aid awarded for academic excellence and students that demonstrate financial need.

Student Aid Report - (SAR) The official notification of student's eligibility for Federal Pell Grant. This must be presented to the Financial Aid Office.

Transcript - A record of all of the courses a student has taken with the grades that the student has earned in each course.

Transfer Credit - If you should transfer from one college or university to another, the number of courses the new college accepts and counts toward your degree.

Section XVII: Glossary Continued

Transfer Program - Offered at two-year colleges. Think of these programs as the first two years of general education courses in humanities, social sciences, natural sciences, mathematics, and often, Physical Education. The English, history, biology and PE courses that you take at a two-year college are very much like those you would take at a four-year college. If you are planning to continue your college education after you finish an associate degree, you should be thinking about that transfer from the day you first enroll.

Undergraduate - A student who has not yet earned a bachelor's degree.

Upper Division - Courses generally numbered from 300 to 499. Ordinarily, juniors take classes numbered from 300 to 399; seniors from 400 to 499.

Verification - The process of verifying information submitted on the Federal Pell Grant application or other forms completed by the student, through the comparison of documents (tax returns) provided by the student to the Financial Aid Office upon request.

Section XVIII: Directory

Academics

Michelle Curlee – Dean, of Academic Affairs - Ext. 124

Kathy Beartusk - Administrative Assistant-Instruction - Ext. 102

Administration

Richard Littlebear – President – Ext. 104

William Wertman – Vice-President – Ext. 117

Paula Wolfblack – Administrative Assistant – Ext. 114

Bryaira Pryor – Receptionist – Ext. 100

Admissions/Registrar's Office

Maria Charette - Enrollment Management Specialist - Ext. 107

Thelma Peppers – Transcript Clerk – Ext. 105

Agriculture

Jim Hafer - Director - Ext. 108

Bookstore

Janelle Beartusk - Book Store Manager - Ext. 115

Business Office

Leslie Evertz – Director of Office of Sponsored Programs – Ext. 132

Shelly Holum– Accountant I - Ext. 131

Rhoda Glenmore – Accountant II - Ext. 133

Cultural Affairs

Sharon Rathburn – Administrative Assistant – Ext. 148

Mina Seminole – Cultural Consultant – Ext. 149

Josette Woodenlegs – Cultural Center Videographer/Media Specialist – Ext. 175

Day Care

Bonnie Burns - Director - 477-3107

Stephanie Shotgunn – Primary Caregiver – 477-3107

Financial Aid Office

Devin Wertman - Director - Ext. 106

Jody Jensen – Financial Aid Assistant – Ext. 143

Information Systems

Jeff Hooker - Director - Ext. 110

Kevin Pleier – Network Associate

Library

Joan Hantz - Director - Ext. 136

Audrey Arpan – Library Assistant – Ext. 138

Maintance

James Mann – Supervisor – Ext. 135

Wayne Roundstone - Maintenance Worker – Ext. 135

Lenray Two Two– Maintenance Worker – Ext. 135

Leslie Spang – Day Custodian – Ext. 135

Race Littlehead – Night Custodian – Ext. 135

Northern Cheyenne Reading and Writing Project

Verda King – Director – Ext. 119

Student Services

Zane Spang – Dean of Student Affairs – Ext. 118

- Transition Counselor - Ext. 153

Joey DiTonno – Learning Center Coordinator

Patti Means – Student Services Coordinator - Ext. 154

Lorraine Waters – Reading Specialist – Ext. 156

Michelle Spang – Activities Director – Ext. 112

Student Support Services

Shonna Dillon – Director – Ext. 150

LaNada Smith – Advisor – Ext. 161

Neroy Friday – Administrative Assistant – Ext. 193

Tribal College Extension Service

Yvonneda Thompson - Coordinator - Ext. 123

Cindy McCullough – Program Assistant – Ext. 111

Vocational Rehabilitation Program

Troy Spang – Director – 477-3641

Esther Littlewolf – Counselor – 477-3641

Charlotte Whitecrane – Counselor – 477-3641

Donita Redwing – Administrative Assistant – 477-3641

Bobbi Jo Limberhand – Counselor – 477-3641

FACULTY

Kate Bertin – Communication Arts – Ext. 144

Jim Bertin – Math – Ext. 145

Mike Eakin – Legal Studies (PT)

Verda King – Cheyenne Language – Ext. 119

James Hafer - Agriculture Studies - Ext. 125

Kenneth Kania – Native American Studies (PT) – Ashland

Ann King – Art (PT)

Myrna McManus – Cheyenne Beadwork (PT)

Burt Medicinebull – Cheyenne Language – Ext. 149

Barbara Needham – Art (PT)

Mary Noel - Science

Dan Pleier – Computer Information Systems – Ext. 134

Gary Ramsey – Mathematics – Ext. 116

Tom Rollefson – Communication Arts – Ext. 116

George Nightwalker – Native American Studies – Ext. 151

Brian Stiff – Science – Ext. 140

Lynwood Tallbull – Cheyenne Studies (PT)

Devin Wertman – Health and Wellness – Ext. 106

Ashley Williams – Business – Ext. 122

Lorraine Waters – College Reading and Writing – Ext. 156

John Youngbear – Photography/Design (PT)