

STUDENT HANDBOOK

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SECTION I

Mission

To provide higher education opportunities, at the community college level, including vocational and technical training. As a tribal college we emphasize the teaching and learning of Dakota culture and language toward the perpetuation of the Spirit Lake Dakota Nation. The goal is student independence and self-sufficiency through academic achievement.

Vision

A Dakota community that enjoys physical, mental, emotional, and spiritual wellness and growth, through academic education and training.

Key Values

Shared Responsibility

- *We strive to be respectful of each other*
- *We believe in the value of education*
- *We value working together – student, College, family and the community*

Commitment to Quality

- *We strive toward being the best tribal community college*
- *We strive to provide appropriate courses and academic programs*
- *We employ fully qualified faculty and staff in all positions*
- *We structure the institution to optimize the skills and contributions of staff, faculty, students and Board of Regents*

RESERVED RIGHTS

The College reserves the right to change any of the rules and regulations of the College at any time, including those relating to admission, instruction, and graduation. The College reserves the right to add or withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who already are enrolled in the College. Announcements contained in such printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institution. In times of changing conditions it is especially necessary to have this understood. As these announcements are prepared some time in advance, changes are sometimes necessary during the academic year. Cankdeska Cikana Community College administration and faculty reserve the right to make changes in curricula, academic guidelines, and other rules and regulations at any time.

ACCREDITATION

Cankdeska Cikana Community College is accredited through The Higher Learning Commission, North Central Accreditation of Colleges and Schools. Cankdeska Cikana Community College is a member of the American Indian Higher Education Consortium (AIHEC) and the North Dakota Association of Tribal Colleges (NDATC).

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

LAND GRANT STATUS

In 1994, twenty-nine Native American post-secondary institutions were recognized by the U.S. Congress with land grant status under the authorization of the Equity in Educational Land Grant Status Act (Section 354 of P.L. 103-382).

This legislation was significant in that these institutions represented Indian Tribes with land bases not receiving primary land grant support prior to 1994. Cankdeska Cikana Community College was one of the Tribal Colleges and Universities (TCU's) identified in the legislation as a '1994 Tribal Land Grant College'.

Acquiring this land grant status was instrumental in creating opportunities and obtaining resources for TCUs to carry out the three traditional tenets of land grant institutional missions - teaching, extension, and research. The TCUs are now charged with organizing and delivering land grant programs for Indian Nations and Tribal communities that have historically been neglected by mainstream institutions.

1994 Tribal Land Grant Colleges and Universities are supported in the following areas:

1. An endowment fund (in lieu of a land grant).
2. Tribal land grant equity grants to be used for specific institutional projects related to the Tribal land and natural resource needs.
3. Extension programs for addressing Tribal community needs.
4. Research.

CCCC is a publicly supported comprehensive land-grant institution with principal responsibility in North Dakota. CCCC provides a growing capability for delivering education, cultural activities, and information to every school and to the homes of all the citizens of North Dakota but with an emphasis on the Spirit Lake Reservation community.

SECTION II

STUDENT RIGHTS AND RESPONSIBILITIES

Cankdeska Cikana Community College recognizes the basic rights and responsibilities of the members of the college and accepts its obligation to preserve and protect these rights and responsibilities.

Each student should realize that Cankdeska Cikana Community College's primary mission is to meet the needs of the community and of the individuals that make up the community.

Students at Cankdeska Cikana Community College are responsible for becoming familiar with the contents of this handbook.

Student Rights

1. Right to Higher Education.

Cankdeska Cikana Community College abides by the requirements of Title IV and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972, by section 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

2. Right to speech and assembly.
3. Right to be secure in possessions and be free from unreasonable search and seizure.
4. Right of religion and culture.
5. Right of academic freedom.

6. Right to make his/her own decisions when applicable.
7. Right to humane and responsive treatment.
8. Right to due process.
9. Right to privacy.

Student Responsibilities

1. Academic integrity and honesty are the foundations of the college community. Students are expected to practice academic integrity in all assigned work.
2. Attending classes is the responsibility of students when they are admitted to the college and registered for classes.
3. Students are responsible for completing all class assignments.
4. Students have the responsibility for submitting accurate information.
5. Student using the computer facilities on campus are prohibited from installing or using unauthorized software (including games, screensavers, plug-ins and communication software), or changing default parameters on the installed software base.
6. Knowingly acting in a manner that will disrupt normal operations of the network.
7. Using computer or networks to harass, abuse or intimidate another person is prohibited.

8. Computer users are not to display images, sounds or messages that could create an atmosphere of discomfort or harassment for others.
9. Food and drink are prohibited in public access computing areas.
10. Violations of the computer use may result in the suspension or permanent closing of user accounts, campus disciplinary action, legal action and/or other action.
11. CCCC is a smoke free campus. Smoking is permitted in the campus designated areas only.

The student's role and responsibility in the advising relationship.

Students share a significant responsibility for the success for the success of the advising relationship. Students should take the initiative in seeking advice and developing close relationship with their advisors. In order to develop an effective advising relationship with their advisors, students should:

1. Learn the name of their advisor, the location of the advisor's office, and phone number.
2. Schedule appointments with their advisor early in each registration period.
3. Be prepared to discuss their course selections in terms of their interests and academic objectives.
4. Accept responsibility for their academic choices. Students must keep track of progress toward the degree, noting requirements met and courses and requirements yet to be met for graduation.

5. Maintain a file for themselves with their academic records: transcripts, course schedules, degree progress reports, relevant correspondence and copies for petitions of waivers.
6. Become familiar with all-college requirements.
7. Consult with their advisor when they add and drop courses or otherwise change their approved course schedule. Students are ultimately responsible for their own choices, but advisors need to know what is going on in order to be helpful.
8. Consult with their advisors before declaring a degree program, changing the degree program, transferring to another college, or withdrawing from the college.
9. As a minimum meet with their advisors at the beginning of the semester and at mid-term. Students should immediately seek out their advisors when they are having difficulties. If the advisor is not available, the student should see the Vice President of Academic Affairs.
10. Become familiar with the range of opportunities and services at the college. Some of these include the Admissions Office, Financial Aid Office, Library, tutoring assistance, support services, plus others.

Travel Policy

1. Purpose

Cankdeska Cikana Community College strives to enrich the education of students by supporting travel for its student leaders and student organizations. The College recognizes the importance of student participation in college-related activities including but not limited to competitions, conferences, conventions, retreats, workshops, etc.

This policy applies to travel in excess of 25 miles that is undertaken by one or more students presently enrolled at Cankdeska Cikana that is organized and sponsored by the college and that is travel funded by the institution and using vehicles owned or leased by the institution or travel required by a student organization registered at the institution.

An *organized event* is one that is initiated, planned and arranged by a member of the College's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A *sponsored event* or activity is one that the College endorses by supporting it financially, or by sending students to participate in it as official representatives of the College.

An *enrolled student* is one who has been admitted to and is attending classes at the College.

An *appropriate administrator* is a Vice President, or Director of an administrative unit, Program Director, or their delegate.

All student travelers are bound by the Code of Student Conduct of Cankdeska Cikana Community College.

2. General Guidelines

2.1 Any student representing Cankdeska Cikana Community College while attending any conference or workshop and while traveling to and from these events is expected to conduct themselves in a manner that positively reflects upon themselves and Cankdeska Cikana. All students are governed by the Student Code of Conduct as printed in the student handbook while attending conferences or workshops. Any violation of the Code of conduct may result in appropriate disciplinary

action, including, but not limited to, loss of privileges to attend future conferences, restitution of funds provided for student to participate in the event, and/or possible suspension from Cankdeska Cikana Community College. In addition, Cankdeska Cikana Community College students attending conferences and workshops representing student organizations and the College must follow the procedures as prescribed below.

2.2 Pre-Trip Orientation

The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, will hold a pre-trip orientation meeting for participants to discuss the planned itinerary, behavioral expectations, and transportation details.

2.3 Participation

Students are expected to participate fully in the conference or workshop by attending all programs and events as outlined by the conference when feasible. If participating as a part of a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.

2.4. Summary of Experience

If a student attends a conference without their advisor, the student and/or the student group is responsible for providing a summary (oral or written) of the conference activities and sessions, along with copies of any pertinent materials obtained. This summary must be communicated to the advisor within two weeks following the conclusion of the conference. Failure to complete and submit the above-referenced summary as required may result in the loss of future student travel privileges and may also result in being required to repay the College for all travel-related expenses incurred on the

student's behalf. (This report is in addition to the travel report which must be filed with the Business Office)

2.5 Alcohol and Illegal Substance Prohibited

Students shall not consume, possess, or transport any alcoholic beverages or illegal substance. Alcohol/drug use is prohibited during the time each student attends the conference or workshop programs and activities. For purposes of this section, the period of time during which drinking/drugs is prohibited begins upon leaving for the conference or workshop and ends only upon return from the conference.

3 Expenses

3.1 Airlines

Any student missing a scheduled flight for any reason other than illness or accident will be solely responsible for all costs incurred and could be restricted from any additional College related travel. Special circumstances should be brought to the attention of the department Director immediately.

3.2 Taxi/Shuttle

As a general rule, only taxi fares from airport to hotel, hotel to airport will be reimbursed.

3.3 Per Diem

Student travelers will be reimbursed for meals and incidental expenses based on current per diem rates of the CCCC. The individual traveler will pay any costs over the per diem rates.

3.4 Additional Charges

Any student designated to travel who makes changes that causes additional charges to be incurred will be responsible for paying those extra charges.

- Personal phone calls will not be reimbursed.

- Internet access from a hotel room, etc., will not be reimbursed unless approved in advance by department Director.
- Alcoholic beverages will not be reimbursed.
- Tips will not be reimbursed.
- Movie rentals (hotel rooms, etc.) will not be reimbursed.

4 Documentation

- 4.1** Students voluntarily participating in elective student activities requiring travel will be required to complete a waiver and release form verifying that they understand and accept the risks involved in participating in the travel activity, and assume responsibility of their behavior. Students under the age of eighteen (18) must have a release form signed by their parents or legal guardian.
- 4.2** Students must submit a travel report (including a copy of the agenda) to the accounting department within five (5) days after travel has been completed. The travel report must include original receipts attached for lodging, transportation, registration fees, etc. (See trip report form) Upon receipt of travel report and related receipts from the student, the Business Office will compute expenses for reimbursement less any travel advances paid to the student and less any expenses paid directly by the College. This computation will result in an amount owed to the student from the College or an amount owed to the College from the student. Amount owed to the College must be paid in full prior to receiving future student travel privileges.
- 4.3** It is the responsibility of the Departmental Sponsor/Organization Adviser and/or Program Director to insure that travel reports are submitted within five (5) days of completion of College-related travel.

5 Student Eligibility

5.1 Students must meet the following criteria in order to be eligible to participate in a college related event requiring travel. It is the responsibility of the department, organization, academic program or Program Director that sponsors the organized student travel to assure compliance with these requirements.

- Student must have a 2.0 cumulative GPA.
Decisions involving first time students who have not established a GPA will be decided at the discretion of the appropriate administrator.
- Student must not owe an outstanding bill
- Students who are placed on academic probation or suspension sanctions will not be allowed to travel

6 Insurance

6.1 The faculty member or administrators responsible for the trip shall communicate to all participants that the College does not provide medical insurance for any student participation in trips. All student participants shall be responsible for any medical expenses incurred during and/or as a result of the trip.

7 Reporting Accidents

7.1 If students should become ill, hospitalized, involved in accidents or die on an approved trip, the Dean of Students should be notified immediately.

8 Commercial Travel

8.1 Students traveling by commercial transportation, whether domestic or International, must comply with all laws regulating travel and the rules of the specific carrier.

9 Use of Personal Vehicles by Employees

9.1 College employees occasionally use personal vehicles while transporting student to and from events organized and sponsored by the College. College employees driving privately owned vehicles for organized student travel within the U.S. must have a valid North Dakota driver's license

and possess personal automobile insurance coverage as mandated by the State of North Dakota, and their vehicles must have all the appropriate licenses and registration. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting college business should be made aware of the possibility of personal liability related to such use.

10 Use of Personal Vehicles by Students

10.1 Students driving privately owned vehicles for organized student travel within the U.S. must have a valid North Dakota or other state driver license and possess personal automobile insurance coverage as mandated by the State of North Dakota, and their vehicles must have a current state registration

10.2 Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substance. Operators shall not drive while under the influence of drugs or alcohol; this includes over the counter or prescription medication that may impair the driver's ability.

Handicapped Parking Policy

CCCC has designated "Handicapped Parking" areas for those individuals who display the required permit. Any individual who parks in designated "Handicapped Parking" areas and does not display a handicapped permit will:

1. be towed away at the owner's expense; and
2. be ticketed/fined at a rate consistent with tribal law.

SECTION III

SILVER CERTIFICATE

In March 1994, the State Board of Higher Education adopted a General Education Transfer Agreement (G.E.R.T.A.). This agreement was created to help students when they transfer between institutions comprising the North Dakota University System (N.D.U.S.). CCCC is formally recognized by the N.D.U.S. as a Silver Certificate institution. By knowing what general education classes and credits will transfer prior to actually transferring, students can better plan and make use of their time and resources, both at the student's original campus and at the campus to which the student transfers.

The categories are English (ND:ENGL), Speech (ND:COMM), Fine Arts Activities (ND:FA), Humanities (ND:HUM), History (ND:HIST), Social Science (ND:SS), Laboratory Science (ND:LABSC), Mathematics (ND:MATH), Computer Science (ND:COMPSC), and Science and Technology (ND:SCI).

DEGREES and CERTIFICATE

CERTIFICATE	ASSOCIATE OF APPLIED SCIENCE	ASSOCIATE OF SCIENCE	ASSOCIATE OF ARTS
Carpentry	Office Technology	Agriculture	Accounting
	Computer Applications	Pre-Nursing	Business Administration
	Tribal Administration	Natural Resource Management	Early Childhood Education
	Automotive Technology		Indian Studies
			Liberal Arts

Associate of Arts/Associate of Science

The Associate of Arts (AA) and Associate of Science (AS) degree consist primarily of diverse, introductory-level courses in academic and professional areas and require a minimum of 60 semester credit hours. This degree prepares students for transfer to baccalaureate programs and/or for seeking employment.

Associate of Applied Science

The Associate of Applied (AAS) degree combines vocational-technical course work with academic course work. In the vocational-technical specialty field, the degree prepares students for employment. The academic area provides a broader education than would be available in a certificate program but less than in the Associate of Arts or Associate of Science program. The AAS requires a minimum of 60 semester credit hours.

Certificate

A certificate of completion is awarded for successful completion of vocational-technical programs. Certificate programs provide vocational skills training, and can be completed in one year or less. The number of required credits varies by program. A student may complete a prescribed course of study and apply for certification through the Registrar's Office.

SECTION IV

ACADEMIC SERVICES

BOOKSTORE

Required textbooks are available for purchase through the bookstore. Charging is allowed in the bookstore only with prior notification from the Business Office or third-party pay or agency funding, e.g., JTPA, BIA, etc. Book buyback occurs late in fall and spring semesters. For further information call 766-1336 or 766-1338.

VALERIE MERRICK MEMORIAL LIBRARY

The Valerie Merrick Library – located near the north end of the main building – serves as a reference and research center for students, faculty, and residents of surrounding communities. In addition to the book collection there are also magazines, journals and state and local newspaper subscriptions. The library also subscribes to the EBSCO periodical and newspaper database and the Ethnic Newswatch database there is also a substantial collection of paperback books. Interlibrary loan provides access to a vast array of materials. Of special note is the library's collection of materials covering Native American topics and a recent partnership with the National Library of Medicine/National Institutes of Health, to increase health related acquisitions. Children's materials as well as videos are also available. Students should contact the library staff for information on additional services. For further information call (701) 766-1353.

COMPUTER FACILITIES

Cankdeska Cikana Community College offers wireless service throughout the campus. Students have access to three

computer labs, as well as computers available in the student lounge. Community and general public access is provided at workstations in the Valerie Merrick Memorial Library. All full and part-time students are provided with network access that includes a web-based e-mail account and server storage space.

STUDENT LOUNGE AND STUDY AREA

The lounge is located adjacent to the hallway leading to the new classroom addition. The two-level lounge features a TV, study tables, and wireless computers for student use.

STUDENT GOVERNMENT

The Student Government is an elected body representing the student population of the College. It is comprised of a president, vice president, secretary, treasurer and sergeant at arms who are elected by the total student body each September. Candidates must be nominated and the election is held in the Student Lounge by a secret ballot vote, presided over by the Student Government Faculty Advisor. The Student Government promotes student participation in College events and the coordination of student activities. The organization provides for student involvement in the College decision-making process and for communication between College administration and students.

AIHEC (AMERICAN INDIAN HIGHER EDUCATION CONSORTIUM)

Students are offered opportunities each year to compete with students from other tribally controlled colleges in areas of math, science, office simulations, computers, speech, athletics, cultural activities, and art. Students have the opportunity to participate in activities of the AIHEC Student Congress as well as to serve as officers of the Student Congress.

STUDENT SUPPORT SERVICES

The Student Support Services (SSS) program, funded by a grant from the U.S. Department of Education, is an academic support program. The goals of the program are to increase retention and graduation rates at Cankdeska Cikana Community College and to facilitate the participant's transition from one level of higher education to the next.

The five-member staff at Student Support Services provides services as needed by the student in the areas of academic, financial, or personal advising; tutoring; instruction in basic study skills; assistance in securing admission and financial aid for enrollment in four-year institutions; and information about career development. Student Support Services also offers an opportunity to participate in workshops, campus workshops, campus tours, and cultural events.

A student accepted to the program must be either low-income, first generation (neither parent has a four-year degree), or disabled. Services are provided to all students accepted in to the program regardless of race, religion, color, sex, national origin, age, or handicapped status.

Student Support Services does work with other programs within the college to provide the best services possible to its participants. For additional information on the Student Support Services program call (701) 766-1122.

CONTINUING EDUCATION

CCCC Continuing Education strives to provide rewarding and enriching nontraditional educational opportunities for residents of Ft. Totten and the surrounding area. Credit and non-credit classes and workshops are offered for professional and workforce development, personal growth, or personal enrichment.

Continuing Education Units (CEU's) do not count as college credit, do not transfer, and do not satisfy graduation or financial aid requirements. The participant gains from the

knowledge acquired as well as from permanent documentation of his/her continuing education activities being available to employers both current and prospective. For further information call the Registrar's Office at 766-1342.

NORTH DAKOTA INTERACTIVE VIDEO NETWORK (I.V.N.)

Some Cankdeska Cikana Community College courses are offered through the Interactive Video Network (IVN). This mode of instruction uses video to transmit live audio and video between North Dakota Tribal Colleges and North Dakota Universities. Through funds from the BRIN and INBRE grants, CCCC now has a fully functional IVN room in the science lab. This equipment can be used to transmit science courses, including lab work, among North Dakota's tribal colleges. The North Dakota IVN is dedicated to enhancing educational opportunities in North Dakota through distance education. College credit classes have first priority for scheduling; however, other organizations and individuals are encouraged to use the system for meetings, conferences, and workshops as the schedule permits. For further information call (701) 766-1309.

TITLE III

The goals of the program are to develop and implement a technology degree that will increase the students' knowledge and practical experience; develop and implement a student recruitment effort targeting high school students, out of school individuals and tribal employees. For further information call (701) 766-1305.

USDA EQUITY GRANT

The USDA Tribal College Equity Grant is designed to enhance educational opportunities for Native Americans by strengthening programs in the food and agricultural sciences in the nation's 30 colleges and universities designated as 1994 Land-Grant Institutions. For further information call (701) 766-1385.

SECTION V

ADMISSIONS & STUDENT INFORMATION

CAMPUS VISITS

Prospective students or any other interested persons are invited to visit CCCC campus at any time. Campus tours may be scheduled through the Admissions Office and appointments with instructors can be arranged if desired. For further information call the Registrar's Office at (701) 766-1342.

ACADEMIC YEAR

The Academic Year consists of two semesters 15-weeks each and one 8-week summer semester. Academic courses are designed for a semester of study. For example, a three-credit course normally meets for three sixty minute sessions for 15-weeks.

STUDENT LOAD

The average student load is fifteen (15) credit hours. A minimum of 12 hours is required to be considered a full-time student. A student must obtain permission from the Academic Dean to enroll in more than eighteen (18) academic hours.

{Note: Please see the "Financial Information" section for the relationship between credit load and financial aid.}

ADMISSION POLICY

Cankdeska Cikana Community College is an open admission institution. Open admission means that any person that has graduated from high school or has successfully completed the GED program with state approved scores will be admitted to Cankdeska Cikana Community College. Cankdeska Cikana is an Equal Opportunity Institution and complies with Sections 503 and 504 of the Rehabilitation Act of 1973; Titles VI and VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act; Title IX of the Education Amendments of 1972; Americans with Disabilities Act; and related Federal and State laws and regulations involving civil rights, equal employment and equal educational opportunity. The College declares that it will not discriminate on the basis of race, religion, age, color, sex, disability, sexual orientation, national origin, marital status, veterans' status or political belief or affiliation.

ADMISSION REQUIREMENTS

General standards for admission are currently established as being any one of the following:

1. A graduate of an accredited high school.
2. A student transferring from another accredited collegiate institution.
3. A holder of the General Education Development (GED) Certificate.

ADMISSION PROCESS

To gain admission to CCCC, a student must submit the following data to the Admissions Office:

1. The Application for Admission form.

2. Proof of high school graduation or its equivalency. Official transcripts of high school work completed or a copy of a General Education Development (GED) Certificate should be sent to the college.
3. All incoming students must submit all academic transcripts from other post secondary institutions attended.
4. Scores for the Test of Adult Basic Education (TABE).
5. Enrolled members of a federally recognized tribe must submit official verification of tribal enrollment.

REGISTRATION PROCEDURES

During registration week, representatives from the Registrar's Office, Financial Aid Office, Business Office, Counseling office, and all academic/vocational departments are available for consultation. With the assistance of these individuals, students must complete the following steps in order to register for classes:

1. Obtain registration materials from the Registrar's Office.
2. See Financial Aid Office to finalize financial aid paperwork.
3. Complete the Test of Adult Basic Education (TABE).
4. Meet with Academic/Vocational Advisor for scheduling assistance and approval.
5. Return all registration material to the Registrar's Office.
6. Contact the bookstore and acquire the necessary textbooks and materials.

TEST OF ADULT BASIC EDUCATION (TABE)

The Learning Center will test all students. Students will be administered the Test of Adult Basic Education (TABE) to determine English, reading, and math proficiency to determine

the proper placement of students in math and English courses. The test is utilized as an academic and vocational advising instrument only and does not affect admission. All graduating students must take a post-TABE prior to graduation. To schedule an appointment please call (701) 766-1377.

STUDENT ADVISEMENT PROCESS

CCCC is committed to providing each student with a series of advisement services that begins as soon as he or she is accepted and continues through to the time of job placement or transfer to another institution. The orientation process begins when students attend the Student Orientation Program at the beginning of Fall or Spring Semesters. TABE test scores will be used by the college advisors in a personal interview session to help prepare a plan of study consistent with each student's individual needs, interests and abilities.

Each degree-seeking student is assigned a faculty advisor who serves as a guide in the student's progress through his or her program. Other supporting functions include individual, group counseling, and a computerized career guidance system.

STUDENT ORIENTATION

Student Orientation is offered for all incoming new students. A one-day orientation occurs the week before each semester. Orientation is designed to make the adjustment to college life a pleasant experience. Students will become acquainted with many of the departments and employees who can help with registration, counseling and financial aid. It will also familiarize students with student support services such as tutoring, counseling, and student clubs and activities. More importantly, student orientation gives students the opportunity to meet other students who are successfully

navigating college life and who may serve as a means of support.

TRANSFER STUDENTS

Students who have earned college credits at approved institutions may apply to the Registrar's Office to have such credits apply toward a Certificate, Diploma, or Degree requirements. Only official transcripts forwarded by the institutions granting the credit will be accepted as proof of credit earned. The student is responsible for having official transcripts forwarded to CCCC. Only courses in which the student received a "C" or better may be considered for transfer credit. Upon receipt of all transcripts, the Registrar determines those credits that will transfer. Student's enrolling at CCCC with the intention of transferring to another institution to complete their educational objectives are advised to work closely with the transfer campus as soon as possible to determine which courses will transfer most effectively. Fax copies are not considered official.

Students who have attended other accredited colleges or universities will be admitted without restriction to CCCC if they left the last transfer institution in good academic standing and if their cumulative grade point average (GPA) meets the Academic Progress standards outlined in the catalog. Failure to list all colleges, universities, and schools previously attended may result in denial of admission, dismissal, loss of credits, or other appropriate sanctions.

If a student has been academically suspended from another college or university, the student may be admitted on Academic Probation at CCCC but only if the student has sat out of studies at any institution or higher education for a period of at least one term following the suspension. See CCCC's Academic and Financial Aid Suspension policy.

ADDING & DROPPING CLASSES

After registration, students should consult with their faculty advisor before adding or dropping classes. Students should be aware that changes to their registration during the semester could affect financial aid eligibility in future semesters. Students desiring to make changes to their registration should do so as early in the semester as possible because tuition and fee adjustments are determined by the date, which the changes occurs. The last day to add or drop a class is posted on the Academic calendar. Classes officially dropped prior to the close of business on the last day to add a full-term course will be removed from the student's transcript. Classes dropped after the Drop Date will receive a "W" which indicates a withdrawal. Refunds due are determined by a schedule outlined in the "Financial Information" Section.

STUDENT WITHDRAWAL FROM THE COLLEGE

A student wishing to withdraw from college must initiate the withdrawal process on or before the last day to withdraw from classes. In the event that withdrawal is necessary, following the proper procedure may avoid financial loss and prevent a student from receiving grades of "F". A student who wishes to withdraw must fill out the necessary form(s), obtain the signatures of his/her Advisor and Instructors, and return the form(s) to the Registrar's Office. A student does not withdraw by simply leaving college. When students do not formally withdraw from the college, they will receive a grade of "F" in each course in which they are registered. Students must complete the formal withdrawal process only when they are dropping ALL of their classes. Tuition refunds are determined by a schedule outlined in the "Financial Information" Section.

ATTENDANCE POLICY

Regular class attendance is encouraged and is an important component of the success of CCCC students. Students are responsible for understanding and complying with the specific attendance requirements of their courses. No absences are “excused” in the sense of relieving the student from the responsibility of making up missed work. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor. The student is responsible for mastery of material and completion of assignments missed. Students will be withdrawn from a course without penalty if they have not attended at least once during the first 2 weeks of the semester.

STUDENT CONDUCT POLICY

I. Scope of Regulations

CCCC assumes that students are responsible citizens. Emphasis is placed on standards of student conduct rather than on student limits or restrictions.

General Note:

When a student fails to maintain a reasonable standard of conduct whether on or off campus, he or she becomes subject to disciplinary action. All penalties provided for misconduct on the campus may be applied for similar misconduct off the campus.

A. Introduction:

CCCC has regulations reflecting the values to which the college is committed and which are designed to help ensure order in the campus. Students enrolled at CCCC will be expected to be truthful; to respect the rights of others; to maintain integrity in scholastic work; and to have regard for

the preservation of college property as well as the private property of others. A student is expected to be responsible for his/her actions whether acting individually or in a group. This judicial system has been established to deal with students who are accused of violating college policies and is comprised of students, faculty, and staff. The members of this system are committed to conducting fair hearings and following due process as well as being concerned with both the education of individual students and upholding the values to which CCCC is committed.

In all disciplinary proceedings it shall be recognized that CCCC is an educational institution and not a court of law. The concept of fair treatment shall be the norm for all settings and the guiding disciplinary philosophy shall be educational in nature. Every attempt will be made to resolve disciplinary incidents in an informal setting with the following goals in mind:

1. To assist the student in understanding why his/her/ behavior was inappropriate.
2. To assist the student in confronting the value questions involved in the behavior.
3. To encourage the student to understand the importance of considering in advance the consequences of his/her behavior so he/she might make better decisions in the future.

B. When the College Rules and Regulations Govern:

Students who are enrolled in the college are subject to the rules and regulations of the institution.

Students are expected to conduct themselves in accordance with the local laws, the laws of the federal government and the state of North Dakota, Board of Regents policies, and college regulations. Students may be disciplined by the college for violating these standards of conduct even though the students may be punished by local, federal, state authorities for the same act.

II. STANDARDS OF CONDUCT

A. Financial Transactions with the college:

The Business Office is responsible for matters relating to student financial transactions. Students who owe debts to the college may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid.

B. Other Offenses:

Notwithstanding actions taken by civil authorities, the Vice President of Student Services or his/her designate may initiate disciplinary proceedings against a student who:

1. Violates either singly or in concert with others the local laws, the laws of the state of North Dakota or the United States, whether or not the violation occurs on college property or in connection with any college-oriented activity.
2. Possesses or uses firearms or fireworks on college property.
3. Conducts himself/herself in a manner that significantly interferes with the operation of the college.
4. Conducts himself/herself in a manner that significantly endangers the mental or physical health or safety of members of the college or visitors on the campus.
5. Damages, defaces or destroys college property.
6. Possesses or uses intoxicating beverages in a college classroom building, laboratory, library building, faculty or administrative office, or any other public campus area. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages.
8. Misuses, alters or forges a student identification card.
9. Falsifies, defaces, alters or mutilates any college document-ID card, receipt, transcript, etc.-or withholds or falsifies information on an admissions or financial aid application.
10. Possesses unauthorized keys to college buildings.

11. Illegally uses, possesses and/or sells a drug or narcotic. Students are expected to abide by local ordinances, Board of Regents policy and state and federal laws regarding the consumption or possession of drugs.

12. Engages in disruptive activity such as disorderly conduct which is defined by North Dakota Century Code 12.1-31-01.

1. An individual is guilty of a class B misdemeanor if, with intent to harass, annoy or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed or alarmed by the individual's behavior, the individual:

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language, or makes an obscene gesture.
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. Creates a hazardous physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
- g. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

2. This section does not apply to constitutionally protected activity. If an individual claims to have been engaged in a constitutionally protected activity, the court shall determine the validity of the claim as a matter of law and, if found valid, shall exclude evidence of the activity.

13. Maliciously and/or negligently tampers with fire equipment on the CCCC campus.

14. Smokes in any building on campus.

15. Engages in any form of academic dishonesty including but not limited to the misrepresentation of another's work as one's own.

III. ESTABLISHMENT OF JUDICIAL BODY

Consists of 2 faculty and/or staff members, which will be appointed by the Vice President of Student Services, and 2 student members appointed by the Student Government, when the need arises.

IV. GRIEVANCE PROCEDURE

HANDLING OF COMPLAINTS OR VIOLATIONS:

A. Any student, college faculty or staff member, or administrator may file a report of a college policy violation, no later than ten (10) calendar days after the event occurred. The report should provide the name of the accused student, the specific details of the violation, and the signature of the person filing the report.

B. Allegations of violations of disciplinary rules or regulations shall be referred to the Vice President of Student Services or his/her designate.

C. Upon receipt of allegations of violations of disciplinary rules or regulations, the Vice President of Student Services or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation.

D. After the initial investigation is complete, the Vice President of Student Services or his/her designate may:

1. Take administrative action to counsel, advise or admonish the student.
2. Initiate hearing procedures.

E. Pending action on any charges, the status of a student may not be altered, or the right to be present on the campus to attend classes suspended, except when necessary for the student's physical or emotional safety and well-being, or for reasons relating to safety and well-being of other students, faculty or college property.

F. When hearing procedures are initiated the Vice President of Student Services or his/her designate may:

1. Hear and make a decision concerning the case (Administrative Hearing).
2. Refer the case to the Judicial Body. The accused may indicate a preference for an Administrative or a Judicial Body hearing but final determination shall rest with the Vice President of Student Services or his/her designate.

G. The Vice President of Student Services or his/her designate shall schedule hearings on allegations or violations and shall notify all parties of the matter of concern. The hearing shall be held not less than five days after the receipt of the letter. A student may request in writing that an earlier date be set if feasible.

H. The notice of hearing shall include the following:

1. A statement of the time, place, and nature of the hearing;
2. A reference to the particular sections of the rules or regulations involved;
3. A short and plain statement of the matters asserted;
4. A statement of the student's rights under these regulations.

I. Hearing Procedures:

1. Hearings on allegations of violations of disciplinary rules or regulations shall be conducted informally.
2. Opportunity shall be afforded all parties to respond to the allegations and to present evidence and argument on all issues involved.
3. The burden of proof will rest upon the party attempting to prove the violation of a College regulation.
4. A party may bring to a hearing an advisor of his/her choice. This advisor may address the hearing body only at the pleasure of the chairman.
5. Upon conclusion of the hearing, the person conducting the hearing shall issue written findings of act and, if a violation is found, shall impose sanctions.

J. The Appeals Procedure:

1. The Judicial Body shall hear all appeals from decisions rendered by the Vice President of Student Services or his/her designate with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspension, expulsion, or the imposition of specified restrictions on a student's activities. Students shall have the right to one appeal before the committee.
2. Any student adversely affected by a decision of the Vice President of Student Services or his/her designate or a committee relating to a violation of disciplinary regulations may appeal such decision to the appropriate body. The appeal shall be instituted by filing a written notice of appeal with the appropriate committee within ten (10) days after the decision was rendered.
3. Upon receipt of notice of appeal, the Chairman of the committee, or in his or her absence the Vice Chairman, shall schedule a hearing on such appeal as soon as practical, after consultation with the student and the college officials concerned with the hearing.
4. Stay of Sanctions Pending Appeal: The filing of a notice

of appeal shall stay the imposition of any sanction imposed as result of a hearing except that such stay shall not apply to removal of a student from the campus to ensure the safety of other members of the College community or to prevent damage to College property.

K. Disciplinary Sanctions

1. A WARNING is a discussion of misconduct which becomes a matter of at least temporary record.
2. PROBATION indicates that continued enrollment is conditional upon good behavior during a specific period. It is a matter of office record and may include specific restriction of activity.
3. SUSPENSION is a temporary withdrawal of the privilege of enrolling in the College for a specific period. Suspension may be deferred to allow completion of an academic term, after which it is automatically invoked unless a provision for review was made at the time of the original decision. During a period of deferment, the suspension will be enacted immediately by administrative staff decision if additional misconduct occurs.
4. EXPULSION is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year. Suspension and expulsion are the only actions reflected in the official transcript. In each case, the words "may not register" appear without explanation. Reinstatement after suspension follows an interview with the Academic Dean, who will inform the Registrar that the student may enroll again.
5. WITHHOLDING TRANSCRIPTS AND GRADES is a refusal by the College to provide transcripts and grades to the student, to other institutions, to employers and to other agencies.

L. Student Rights:

A student against whom an allegation charging violation of the College disciplinary rules and regulations has been alleged shall have the following rights:

1. To be given written notice of the charges in sufficient time to ensure an adequate opportunity to prepare for the hearing.
2. To present information on their own behalf, including written and oral statements and physical exhibits when appropriate.
3. To hear all information presented and to question all who present it.
4. To be advised by an advisor for consultation during questioning.
5. To receive a timely written decision.
6. To appeal decisions involving the imposition of specified restrictions, probation, suspension, or expulsion.

SCHOLASTIC DISHONESTY

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. The instructor will handle cases of scholastic dishonesty. Instructors have the authority to decide how the incident of dishonesty will affect the student's grade in the course. If the student has a grievance, the grievance would be processed according to the Student Grievances and Appeals Procedures. Students are to submit their appeal in writing and follow procedures identified by those procedures.

- A. Cheating on a test includes, but is not restricted to:
 1. Copying from another student's test.
 2. Possessing or using material during a test not authorized by the person giving the test.

3. Collaborating with or seeking aid from another student during a test without permission from the instructor.
 4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test.
 5. Substituting for another student or permitting another student to substitute for oneself to take a test.
 6. Bribing another person to obtain an un-administered test or information about an un-administered test.
- B. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's work.
- C. Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

GRADE FORGIVENESS

Grade Forgiveness is designed for the student who has an extremely poor start academically. Grade forgiveness allows all grades to be forgiven in semesters that adversely affect the student's grade point average (GPA).

1. Currently enrolled students who have interrupted their education for four or more years may petition to the Vice President of Academics to exclude previously taken CCCC courses and grades from GPA calculations.
2. Students must maintain Satisfactory Academic Progress for two semesters to apply for Grade Forgiveness.
3. All courses and grades will remain on the transcript, but will not be used in calculating the cumulative GPA.

4. Grade Forgiveness does not clear an individual's record of previously attempted credits and grade point average for the Title IV funding (Pell) eligibility.
5. Grade Forgiveness can be granted for more than one semester, but only once throughout the student's CCCC academic career.
6. Courses no longer offered by CCCC will be forgiven by request as the opportunity to retake the course is not available to the student.

NORTH DAKOTA UNIVERSITY SYSTEM TRANSFER

The North Dakota University System, (NDUS) Transfer Agreement was developed to assist students who transfer within the NDUS. If you have completed your general education course work at CCCC and transfer to another NDUS institution, normally your general education requirements will have been met. If you have not completed your generals before transferring, most courses will be acceptable as generals at another NDUS Institution; however, the courses may be redistributed in general areas.

REQUIREMENTS FOR GRADUATION

CCCC award a Vocational Certificate, Associate of Applied Science, Associate of Science, and Associate of Arts Degrees. All candidates for graduation must:

1. Complete a prescribed course of study
2. Complete a prescribed course of study with a cumulative grade point of 2.0
3. Earn at least fifteen semester hours of credit at CCCC
4. File an Application for Graduation form
5. Pay graduation fee, which is non-refundable
6. Clear all college obligations (i.e., library and course materials returned, trip reports filed, financial aid, business office, etc.)

7. Complete post-assessment process (exit evaluation interview, post-TABE test)

GRADUATION REQUIREMENTS FOR THE NON-CONTINUOUS STUDENT

Students who are readmitted to CCCC after an absence of two or more semesters must fulfill the graduation requirements stated in the current catalog in effect at the time they return to CCCC.

STUDENT ASSESSMENT

Assessment of Student Learning

All students are required to participate in CCCC's assessment program. The assessment program consists of multiple methods, both graded and non-graded, and is used throughout the semester to determine the learning that is taking place. It is through the assessment process that the instructor, program, and College will improve the educational process. It is very important that you give your best effort to every assessment method in which you participate.

The scores from the assessment evaluations are used primarily for statistical and institutional research purposes in order to provide a database for improving student learning and effective teaching. The pre-assessments are usually completed during the student's freshman year and post-assessments are completed during the semester the student plans to graduate. Students will be notified regarding what needs to be completed. *Failure to participate in CCCC's assessment program could result in the College withholding transcripts, certificates and/or a diploma.*

CLASSIFICATION OF STUDENTS

Full-time Student: is one who is enrolled in twelve (12) or more semester hours of credit.

Part-time Student: is one who is enrolled in less than twelve (12) semester hours of credit.

Freshman: is a student who has accumulated less than thirty (30) semester credit hours.

Sophomore: is a student with thirty (30) or more semester credit hours.

Note: Students receiving financial aid or Veteran Administration benefits must be enrolled in at least twelve (12) hours to be classified as full-time. Registration and completion of fewer hours will result in an appropriate part-time classification.

CREDITS

The college awards credits as semester hours. A semester hour represents contact hours, which may be accumulated over varying periods of time. Most academic classes are scheduled for a semester and one hour of credit is earned for each 60-minute period of classes per week for the semester. Laboratory session may be required in addition to the classroom work. Several academic classes and most of the vocational-technical credits are earned by demonstrated competency within a standard time frame. These credits, while referred to as semester hours, may actually be earned in a shorter time period because contact hours are expanded.

CREDIT BY EXAMINATION

The Challenge Program at CCCC is designed to free students from taking courses where content has already been mastered. Students enrolled at CCCC in good standing may request to challenge any courses listed in the college catalog. The Vice President of Academic Affairs and the course instructor will determine whether a challenge is appropriate and the type of

examination to be given. Credit is granted for courses successfully challenged at the “C” level or better.

The procedure for challenging a course is:

1. Obtain an Application for Credit by Examination form from the Registrar’s Office.
2. Complete the form and present it to the Instructor.
3. If approval is obtained, present it to the Vice President of Academic Affairs
4. Present the form to the Business Office and pay any fees due.
5. Return the completed form to the Registrar and obtain the “Credit by Examination Grade” form.
6. Present this form to the Instructor and arrange to take the examination.
7. The Instructor forwards the grade to the Registrar’s Office. Credit is given if a grade of “C” or better is reported.

GRADING

The following marks or symbols will appear on students’ grade reports and transcripts; they indicate quality of work:

A	Excellent	4 honor points per credit hour
B	Above Average	3 honor points per credit hour
C	Average	2 honor points per credit hour
D	Passing	1 honor point per credit hour
F	Unsatisfactory	0 honor points per credit hour
W	Withdrawal	not included in grade point average
I	Incomplete	not included in grade point average
S	Satisfactory	not included in grade point average
U	Unsatisfactory	0 honor points per credit hour
AU	Audit	not included in grade point average
AW	Administrative Withdrawal	not included in

R	Retake	grade point average only last grade is counted
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GRADE POINT AVERAGE

The grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of semester hours. Credits with a grade of W, I, S, U, or AU are not included in computing the GPA.

INCOMPLETE CREDITS

“I” (Incomplete) is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the term. An incomplete is given only if the student has completed 80 percent of the course work and cannot complete the remaining course work because of unavoidable circumstances. The instructor will submit a statement of the reasons for the incomplete and the requirements for removing it, to be placed in the student’s file in the Office of Admissions and Records. The work of the course must be completed and grade reported to this office before the end of the sixth week of the next semester following the semester of session in which the Incomplete was incurred. Unless a grade has been reported or an extension to time granted by the instructor within the specific period a grade of “F” will result.

REPEATING THE COURSE

Students may repeat a course to improve their grade. The record of both the original and the repeated course will be retained on the student’s record, but only the grade points

earned and the credits gained in the retaking will be used in computing the grade point average.

TRANSFER OF COURSES

Students attending CCCC generally are pursuing one of two educational proposes. The student is either in a vocational-technical track or pursuing an academic transfer track with the intention completing a four-year Baccalaureate degree at another institution. Students in an academic transfer track should plan their curriculum in light of the curriculum requirements at the baccalaureate degree granting institution. Students changing their educational track should expect that some credits previously completed might not apply in the new educational program.

The Higher Learning Commission accredits CCCC, therefore CCCC credits are transferable to colleges and universities throughout the United States. Students, with counseling from their faculty advisor, should consult college catalogs in order to select from the various departments, elective courses which will best satisfy the requirements for the specific institution to which they intend to transfer. A grade of “D” may disqualify credit in a given subject upon transfer.

ACADEMIC HONORS

Cankdeska Cikana Community College acknowledges the importance of dedication, determination, and discipline in academic endeavors. It awards deserving students who have distinguished themselves by their high scholastic achievement. In order for a student to be eligible, students must have been enrolled full time, have no incomplete grades, and completed all attempted credits.

PRESIDENT'S LIST– Any student achieving a 3.70 to 4.0 GPA for the semester will be placed on the President's List.

DEAN'S LIST – Any student achieving a 3.25 to 3.69 GPA for the semester will be placed on the Dean's List.

STUDENT DIRECTORY INFORMATION

Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford 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 the College receives a request for access.
Students should submit to the registrar, dean, or other appropriate official, written requests that identify the record(s) they wish 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 or misleading.
Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the

record as requested by the student, the College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person of company with whom the College has contracted with (such as an attorney, auditor, or collection agency); a person serving on the Board of Regents; 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 responsibility.

4. The right to refuse to permit the designation of all of the following categories of personally identifiable information as "directory information," which is not subject to the above restrictions on disclosure:

Name, home address, email address, and telephone number;

Gender and marital status;

Name and address of parent(s);

Student's major;

Classification as a freshman, sophomore, or special student;

Participation in officially recognized activities or sports;

Weight and height of athletic team members;
Dates of attendance at Cankdeska Cikana;
Degrees and awards received, including selection to the President's Honor Roll, honorary organizations, and graduation with honors;
Grade point average (available to campus professional and social organizations);
The most recent previous educational agency or institution attended by the student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cankdeska Cikana to comply with the requirements 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 20202-4605

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations:

Library
Registrar's Office
Financial Aid Office

INSURANCE/ MEDICAL SERVICES

CCCC does not provide an insurance program or medical services. Students are advised to carry their own individual health and accident insurance. Although medical services are not available on campus, CCCC promotes educational and informational programs on health and wellness related topics. Students are encouraged to participate in these programs.

CAMPUS SECURITY

CCCC complies with the Student-Right-to-Know and Campus Security Act of 1990 as amended and the Higher Education Amendments of 1992. Campus crime statistics are published annually in the Student Right-to-Know report and is emailed to students every fall semester. In addition, the report is available on line at <http://ope.ed.gov/Security/search.asp>

DRUG AND ALCOHOL POLICY

Cankdeska Cikana Community College has a valid interest in the health and safety of the students served by the college. It must be clearly understood that CCCC has a total “no tolerance” policy for any substance abuse. To that end it is the policy of Cankdeska Cikana Community College to identify and remove the adverse effects of alcohol or drugs and enhance the health and safety of student:

1. Cankdeska Cikana Community College maintains a drug-free and alcohol-free campus. As a part of this policy, any of the following actions constitute a violation of the Policy and may subject a student to disciplinary action including suspension.
 - a. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or controlled substance or drug paraphernalia, or attempting or assisting another to do so, on CCCC premises or property or sponsored activity.
 - b. Being on Cankdeska Cikana Community College property while in an intoxicated condition or under the influence or under the indulgence of an illegal drug or controlled substance. Being in

possession of alcohol on Cankdeska Cikana Community College premises or property is prohibited.

2. Cankdeska Cikana Community College will implement necessary measures to maintain a drug and alcohol free campus.

DRUG TESTING

Any student who is employed by the college is subject to the random drug testing policy set forth in the employee policies and procedures.

COORDINATION WITH LAW ENFORCEMENT

Cankdeska Cikana Community College will report information concerning possession, distribution, or use of any illegal drugs or drug paraphernalia to law enforcement officials and will turn over to the custody of law enforcement officials any such substance found. Cankdeska Cikana Community College will cooperate fully in prosecution of any violation of the law.

DISCRIMINATION OR HARASSMENT

Cankdeska Cikana Community College (CCCC) will not discriminate in educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the

Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

SEXUAL HARRASSMENT DEFINED. Sexual harassment is the unwarranted and unwanted actions of an individual against another individual involving sexual overtone. CCCC will not tolerate verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment.

CCCC is opposed to sexual harassment in the work place. Such harassment is against the law. Sexually harassing conduct in the workplace or elsewhere, whether committed by supervisory or non-supervisory personnel or students, is prohibited. Such conduct may include, but is not limited to:

- Sexual flirtations, touching, advances, etc.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display in the work place of sexually suggestive objects or pictures, including nude photographs.
- Explicitly or implicitly making submission to the conduct, a term or condition of an individual's employment.
- Using submission or rejection of the conduct as a basis for employment decisions.
- The conduct substantially interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

RACIAL DISCRIMINATION DEFINED: Racial discrimination occurs when one party treats an individual or group differently on the basis of race, color, or national origin without a legitimate, non-discriminatory reason so as to interfere with or limit the ability of that individual or group from participating or benefiting from the services, activities, or privileges afforded to members of the college community.

DISCRIMINATION OR HARASSMENT GRIEVANCE PROCEDURES. The following steps are to be used in the event a student or employee wishes to file a discrimination or harassment grievance related to an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic.

1. Any employee or student who believes that the actions or words of any employee, faculty, or student constitute unwelcome harassment must complete the Discrimination Complaint Form and submit to the appropriate CCCC official listed below immediately. Forms are available at the Human Resource Office, Student Services, and/or the Title IX/Section 504/ADA Coordinator.

If the alleged harasser is:

Notify:

a) Student or student group Services	Vice President of Student
b) Faculty member Affairs	Vice President of Academic
c) Vice President	President
d) Staff member	Human Resource Director
e) Human Resource Director	President
f) Other (e.g. vendor or guests)	Human Resource Director
g) President	Board of Regents

2. Upon receipt of an allegation of discrimination or harassment, a Compliance Committee of three members will be appointed by the President will begin an investigation of the allegation within 5 working days.
3. The Compliance Committee will submit a written report of the findings to the College President and notify the complainant and alleged harasser within ten working days after completion of the report.
4. ENFORCEMENT: Upon completion of its investigation the Compliance Committee will submit a written report with recommendations to the College President. Any employee, who is found, after appropriate investigation, to have engaged in harassment of another employee or student, will be subject to appropriate disciplinary action

and may be subject to immediate termination or expulsion.

What is NOT Harassment? It should be noted that ordinary teasing, offhand comments, or isolated non-serious incidents are not prohibited under federal law. Harassing behavior must be sufficiently frequent or severe to 1) create a hostile work environment, or 2) result in hiring, firing, promotion, demotion, or an undesirable work reassignment. A decision causing a significant change in benefits or compensation also might be interpreted as harassment.

Retaliation Prohibited

CCCC Prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment will not reflect negatively on the employee who initiates the complaint nor will it affect the employee's job assignment, status, rights, privileges, or benefits.

Questions or inquiries can be made to:

Title IX Coordinator/Section 504/ADA Coordinator

Vice President of Student Services

Erica Cavanaugh

701-766-1305

Erica_Cavanaugh@littlehoop.edu

Human Resources, Director

Mardell Lewis

701-766-1333

Mardell_Lewis@littlehoop.edu

Vice President of Academics

Leander McDonald

701-766-1133

Leander_McDonald@littlehoop.edu

Or

Office of Civil Rights

US Department of Education

500 W. Madison Street Suite 1475 Chicago, IL 60661

312-730-1560

Ocr.chicago.ed.gov

SECTION VI

FINANCIAL INFORMATION

Fees and expenses shown here are those in effect at the time of publication. All fees are subject to change without notice.

Tuition \$95.00/per credit hour

ESTIMATED COST OF ATTENDANCE

This is a general estimate of the necessary expenses of a student for each semester. A full time student for tuition purposes is a person who is enrolled in 12 or more semester hours of credit. The cost of tuition and fees for part-time enrollments are prorated. **All charges are subject to change.**

Tuition and fees \$1240/semester

Books & Supplies \$350/semester

Miscellaneous/Transportation Expenses \$1600-1900/semester

Room & Board \$2000-2875/semester

TOTAL \$5190-6365/semester

MISCELLANEOUS FEES (when applicable)

Registration Fee \$20.00/semester

Activity Fee \$50.00/semester

Technology Fee	\$30/semester
Dakota Language Fee	\$10/course
Art Fee	\$15/course
Recording Fee	\$15/semester
Audit Fee	regular credit hour charge
Automotive Technology Program	\$90.00/year
Science Lab Fee	\$15/course
Graduation Fee	\$25
Credit by Examination Fee charge	Regular credit hour

***Program fees consist of various course fees and may vary depending upon the individual courses taken within the program.
It must be noted that the above are estimates only. Tuition and fees vary for different programs.***

REFUNDS OF TUITION AND FEES

Refunds on Class Changes

Any student who drops a class during the first week of instruction of a term will receive a 100% refund of tuition and fees for the credits hours attributable to the class or classes dropped. After the first week of instruction of a term, there will be no refund for a class, which is dropped. However, classes of the same or fewer credits may be substituted when added prior to the published deadline for the dropped class at no additional tuition charge. If added classes results in an increase in credit hours, or if an added class requires special course fees, the institution will charge the student for the additional credits and any special course fee(s).

Refunds for Withdrawing Students

Any student who withdraws from CCCC shall receive a refund of tuition and fees according to the schedule below. Tuition and fees shall be refunded based on percentage, which

coincides with the instructional class day and the term in which the student formally withdraws.

Following is the attendance time and the percentage of refund calculation if a student drops or withdraws during the first eight weeks of the semester:

- | | |
|--------------------|-----------|
| 1. First Week | 100% |
| 2. Second Week | 50% |
| 3. After Two Weeks | No Refund |

FINANCIAL AID

Financial aid is available to students, who without such help would be unable to attend Cankdeska Cikana Community College. The primary responsibility for financing a college education rests with the student and his/her family. Financial Aid should be used as a supplement to family support.

Who May Apply

Students applying for financial aid must:

1. Be a U.S. Citizen or an eligible non-citizen.
2. Be admitted in a degree program as a regular student.
3. Maintain satisfactory progress toward completion of a course of study.
4. Not be in default on any Federal Family Education Loan Program (FFELP).
5. Not owe a repayment of any grant funds previously received.

How To Apply

New students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, applicants must list Cankdeska Cikana Community College as a college they plan to attend. (Code number 015793).

Returning or transfer students may complete the Renewal Application of the FAFSA. The Renewal Application is available on line at www.fafsa.ed.gov.

When To Apply

To receive priority consideration for financial aid, the FAFSA should be completed and mailed by March 1. The priority funding date is April 15. The FAFSA or Renewal Applications must be completed each year. Applications for financial aid will be accepted after April 15, but funding may be limited.

PLEASE NOTE: Students completing the FAFSA incorrectly or omitting necessary information may be required to resubmit the FAFSA. This will cause delay in determining a student's eligibility and may cause students to miss the priority funding date. Students who have a completed file by April 15 may expect to be notified of their financial aid award by June 30.

How Financial Aid is Awarded

Financial aid awards are based on the availability of funds. Need is defined as the difference between the estimated cost of education as determined by the College, and the expected family contribution as determined by the FAFSA. A need exists if the expected family contribution is less than the estimated cost of education.

The estimated cost of education includes costs recognized by the federal government as necessary for a student to pursue an education. The estimated cost of education includes: tuition, fees, books, board, room, transportation, and other

miscellaneous personal expenses. The expected family contribution formula considers:

1. Income of the student, spouse, and/or parent.
2. Assets of the student, spouse, and/or parent.
3. Family size.
4. Number of family members enrolled in college.
5. Age of the student, spouse, or parents.

How Financial Aid Is Disbursed

Financial aid funds will be disbursed on or after the fourth week of classes. Direct crediting is the process of automatically applying financial aid funds directly toward student charges. Charges may include tuition, fees and books. All grants and scholarships processed by the institution will be automatically credited. Students whose charges are less than the financial aid received will be issued an excess aid check.

VERIFICATION

If selected for verification by the Department of Education or CCCC, students must provide documentation to prove accuracy of the information provided on the FAFSA. As part of this process, students and/or parents must provide a signed copy of their Federal Income Tax Returns and other requested documentation. Financial aid may be canceled for failure to provide requested documentation within a reasonable length of time (30-45 days). Any person who intentionally makes false statements or misrepresentations on the financial aid application is violating the federal law and is subject to a fine or imprisonment or both, under provisions of the U.S. Criminal Code.

APPEAL PROCESS

A student with special circumstances may appeal his/her financial aid status by submitting documentation explaining and verifying the special circumstances to the Financial Aid Office.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Both the North Central accreditation association and the Department of Education require that an institution have a written policy pertaining to a student's academic progress toward a degree or certificate. A single academic policy that applies to both Title IV financial aid recipients and the remainder of the student body at Cankdeska Cikana is the most efficient way to monitor academic progress. There are three areas assessed each semester:

1. Minimum GPA requirement

In order to maintain satisfactory academic progress for federal financial assistance, the student must earn the minimum cumulative grade point average at the end of the academic semester for that credit level.

Attempted: 6-12 credits	1.50 (GPA)
13-24 credits.....	1.75 (GPA)
25-36 credits.....	1.95 (GPA)
37-60 credits.....	2.00 (GPA)

- a. In order to graduate a student must have an overall GPA of 2.00.

2. 67% completion of attempted credits

Students must successfully complete (with a passing grade) a minimum of 67% of the credits attempted. All

financial aid recipients are expected to meet all of the Standards of Academic Progress. The number of credit hours attempted per term will be determined by the highest number of credit hours enrolled in for the term at the close of business on the last day to add a full-term course. Failure to meet this requirement will result in academic and financial aid probation or suspension. **ATTEMPTED CREDITS** are defined as the number of credits for which a student is registered (which includes any courses added, dropped or repeated), for that term. Any course from which a student withdraws or receives grades of (F) failed, (U) unsatisfactory, or (I) incomplete, count as credits attempted, but not completed. Any course that a student repeats will count in the calculation of hours attempted and completed.

3. Maximum time frame

Students are also required to complete their program of study within the maximum number of attempted credit hours. Undergraduates must complete a program within the maximum time frame of 150% of the published length of the program. Students enrolled in a program at CCCC are eligible for federal financial assistance for the maximum of 150% of the credit requirements.

Example: 60 credits required for degree x 150% = 90 credit hours a student may attempt while working on this degree.

ACADEMIC AND FINANCIAL AID PROBATION

A student who does not complete 67% of the credits attempted in the term enrolled at CCCC at the appropriate cumulative GPA listed above will be placed on academic and financial aid probation for one term while in attendance at CCCC. The student will receive a letter from the Admissions and Financial

Aid office indicating the student is on probation. The letter will also include information on what the student must do to get back in good academic standing. A student on probation will be eligible to receive federal financial aid during the probation term providing he/she meets all other eligibility requirements.

ACADEMIC AND FINANCIAL AID SUSPENSION

A student who does not complete 67% of the credits attempted in the term enrolled at CCCC at the appropriate cumulative GPA listed above for two consecutive terms will be placed on academic and financial aid suspension. A student on academic and financial aid suspension is prohibited from taking course for a full semester. Summer semester does not count as a required semester stop out.

A student that has been suspended must stop out one full semester before they may reapply for admission back into the college. A student re-admitted after meeting the semester stop-out requirement, will be allowed to enroll in only six semester credits. They will be re-admitted on probation and will be eligible to be considered for financial aid. Failure to meet the Standards of Academic requirements will result in academic and financial aid suspension.

ACADEMIC APPEAL PROCEDURE

Students who have failed to make academic satisfactory progress may appeal to reestablish eligibility on the basis of medical, legal, emotional, or other extenuating circumstances. The student must submit a written notice of appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review the appeal to determine whether the

academic probation/suspension is justified and notify the student in writing of the decision.

FINANCIAL AID APPEAL PROCEDURE

Students who have failed to make financial aid satisfactory progress may appeal to reestablish eligibility on the basis of medical, legal, emotional or other extenuating circumstances. The student must submit a written notice to appeal to the Director of Financial Aid. The Financial Aid Director will review the appeal to determine whether the probation/suspension is justified and notify the student in writing of the decision. A student wishing to appeal the decision of the Financial Aid Director shall appeal to the Financial Aid Committee. The Financial Aid Committee has the final authority on appeal decisions.

Examples of approved appeals include:

- Students who completed their coursework and had an incomplete removed from their transcript
- Students who were suspended due to extenuating circumstances beyond their control (such as a natural disaster, lengthy and serious illness, or death of a relative)

No payments and no adjustments will be made to compensate for aid lost during periods of ineligibility. Any part of this policy may be changed or revoked without notice.

REINSTATEMENT

Students have an opportunity to reestablish eligibility after one semester (summer semester does not count), has elapsed from the date the student was placed on suspension completing six credits at 67% completion and earning the required

cumulative grade point average. The student must complete and submit a readmission application to the Admissions Office and a written notice requesting reinstatement of Academic and Financial Aid. The admissions and financial aid staff will confer with the Dean of Academic Affairs and the student's advisor. If there is an agreement that the student has academic potential to continue his/her education at CCCC, the student will be notified by letter of readmission. A student re-admitted after meeting the semester stop out requirement will be allowed to enroll in only six semester credits. They will be readmitted on academic and financial aid probation and will be eligible to be considered for financial aid providing he/she meets all other eligibility requirements.

CREDIT COMPLETION REQUIREMENTS AND DURATION OF ELIGIBILITY

1. Full-time student (12 credits).
The full-time student must earn a minimum of 8 credits per semester and maintain satisfactory academic progress. The full-time student is eligible for 8 semesters of Federal Title IV funding.
2. Three-quarters time student (9-11 credits).
The three-quarter-time student must earn a minimum of 7 credits per semester and maintain satisfactory academic progress. The three-quarter-time student is eligible for 12 semesters of Federal Title IV funding.
3. Half-time student (6-8 credits).
The half-time student must earn a minimum of 6 credits per semester and maintain satisfactory academic progress. The half-time student is eligible for 16 semesters of Federal Title IV funding.
4. Less than half-time student (less than 6 credits).
The less than half-time student eligibility may be prorated based on the existing policy for full-time,

three-quarter time and half-time students. Satisfactory progress must be maintained.

5. Financial aid and the grade of incomplete

If a student has received any incomplete grades and has not satisfied the 67% successful completion of his/her enrollment, financial aid will be denied until satisfactory progress is made. The deadline is the end of the sixth week of the next semester of the student's enrollment. (See Incomplete Policy).

EXPIRATION OF FINANCIAL AID ELIGIBILITY

A student enrolled at CCCC is eligible to receive federal student financial assistance for earned credit hours for a maximum of 150% of the published length of the degree program. After the 150% credit hours are met, a student is no longer eligible to receive Title IV financial aid. All credits transferred to the College and all attempted credits at CCCC will apply toward the maximum time frame.

SATISFACTORY ACADEMIC PROGRESS AND DURATION OF ELIGIBILITY REVIEW

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed each semester.

Students desiring a second degree must be officially admitted to the new program of study and all courses from previous programs that are applicable will be counted as courses completed for the new program of study.

NOTE: Reinstatement of eligibility for federal aid is NOT automatic. It is student's responsibility to contact the Financial Aid office to initiate the appeal or reinstatement process.

LEAVE OF ABSENCE POLICY

The purpose of a leave of absence is to provide the student the opportunity to temporarily leave the college without penalty. If the student follows the proper procedures which are:

1. Make an appointment with the Vice President of Student Services to discuss the need for a leave of absence.
2. Complete and submit a request for Leave of Absence Form to the Registrar's Office.
3. Provide written documentation to support the request for leave of absence to the Registrar.

LEAVE OF ABSENCE CONDITIONS AND REQUIREMENTS

The leave of absence does not exceed 180 days in any 12-month period. The numbers of days in a leave of absence are counted beginning with the first day of the student's initial leave of absence in a 12-month period. The 12-month period begins on the first day of the student's initial leave of absence.

It is the only leave of absence granted to the student in the 12-month period except: One subsequent leave of absence may be granted if (1) the subsequent leave does not exceed 30 days; (2) the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and (3) the total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

Subsequent leaves of absence may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

NOTE: A leave of absence need not consist of consecutive days when granted. It is the responsibility of the Registrar to monitor all leaves of absence in order to assume the college is in compliance with the Federal Leave of Absence Regulations.

***CANKDESKA CIKANA REPAYMENT AND PROGRAM
REFUND POLICY***

Any student who officially withdraws may owe a repayment to a funding program. For a withdrawal date, the institution will use the date a student officially withdraws.

If a new or transfer student withdraws from Cankdeska Cikana, a refund of tuition & fees will be done and this may result in repayment, based on his/her withdrawal or drop-out date.

Refunds will be credited to the following programs in this precise order:

- a. Federal Pell.
- b. Federal Academic Competitiveness Grant
- c. Federal SEOG.
- d. Other Title IV Student Assistance Programs.

***REFUND POLICY FOR TITLE IV FINANCIAL AID
(WITHDRAWAL FROM ALL COLLEGE COURSES)***

In order to comply with current federal regulations, Cankdeska Cikana Community College has implemented the Federal Refund Policy for all continuing and returning

students whether they receive Federal Title IV financial aid or not.

Following is the attendance time and the percentage of refund calculation if a student drops or withdraws during the first eight weeks of the semester.

1. First Week	100%
2. Second Week	50%
3. After Two weeks	No Refund

Any continuing student that drops or withdraws after the eighth week of classes will not be subject to the Federal Refund Policy.

REFUND CALCULATIONS PROCEDURES

The college is required to perform a prorated calculation of tuition and fees earned for those federal financial aid recipients who withdraw from all classes during the first 60% of the semester. The “Return of Title IV Funds” calculation takes in to consideration the following items as well as several others:

- The date the student began the official process of withdrawal from college;
- The student’s documented last date at an academically related activity;
- Aid disbursed and aid that could have been disbursed;
- Number of days attended and number of days in the term;
- Amount of tuition and fees earned and amount of tuition and fees unearned.

Both the college and the student may be required to repay a portion or all of the Title IV funds awarded to the student to the Department of Education programs.

All students withdrawing from classes must complete the CCCC withdrawal form and return it to the Registrar's Office. Failure to comply with this requirement may require a student to repay the amount of Title IV financial aid disbursed to them for the semester. The Federal Return of Title IV Funds formula dictates the amount of Title IV aid that must be returned to the Department of Education by the college and the student.

The registrar's office will notify the Financial Aid Office of all continuing students that drop or withdraw from classes and/or the College. The Financial Aid Office will determine if the students have received Federal Title IV funding and are subject to the Federal Refund Policy. Students that must repay or are eligible to receive a refund will receive a letter and a complete refund calculation form from the Financial Aid Office. The business office also receives a copy of the refund form. If the student is required to repay Federal Pell Grant or Federal SEOG funds, the business office will bill the student the amount to be repaid by the student.

Repayments received by the business office will be distributed back into the proper Federal Title IV accounts. The priorities for restoring funds are Federal Pell Grant first and second the Federal Academic Competitiveness Grant and third to the SEOG Program. Failure by the student to fully repay the Federal Title IV funds will result in placing the student's financial aid records on hold and the student will no longer be eligible for Federal Title IV funds at Cankdeska Cikana Community College or any other College.

All repayment arrangements must be made with the Business Office.

ACCESS TO RECORDS

Files containing information regarding individual students are not open to the general public under the provisions of the Family Educational Rights and Privacy Act of 1974. The release of such information shall only be made in conformance with CCCC policy on access of records, which may be obtained at the Financial Aid Office.

TUITION WORK WAIVER PROGRAM

The purpose of the Tuition Work Waiver Program is to provide an opportunity for students, who are ineligible for Title IV financial aid or any other type of aid, to work off their student bill through part time employment in order to attend CCCC. For more information contact the Financial Aid Director. 766-1341

TYPES OF FINANCIAL AID

Cankdeska Cikana Community College provides three types of financial aid:

1. Grants
2. Employment
3. Scholarships

Grants are gifts of money that do not have to be repaid. Employment allows a student to work and earn money to offset educational expenses. Scholarships are gifts awarded to students on the basis of academic achievement, need, or other criteria.

The financial aid programs listed below represent the major programs offered at CCCC. Many students qualify each year for scholarships offered by private and public agencies, groups, and organizations. Students are encouraged to research other possible scholarship sources.

FINANCIAL AID PROGRAMS

The following financial aid sources are available at CCCC. Students are encouraged to apply for all financial aid that is available to them.

Federal Pell Grant

Pell Grants are the foundation of federal student aid, to which aid from other federal and nonfederal sources might be added. Undergraduates with no prior Bachelor's degree are eligible for this grant. Eligibility is determined by the "Total Family Contribution" as calculated by the Federal Processing Center based on financial information reported on the Free Application for Federal Student Aid (FAFSA). Awards range from \$400-\$4,310. Students apply for the Pell Grant by completing the FAFSA.

Federal Academic Competitiveness Grant (AC Grant)

The Academic Competitiveness Grant (ACG) is a federal grant program created to encourage students to take challenging courses in high school and to pursue college majors in high demand in the global economy. The Federal Academic Competitiveness Grant of up to \$750 will be awarded to freshman and up to \$1,300 to sophomores who meet the eligibility criteria. The Federal Academic Competitiveness Grant is not automatically renewable. Students apply for the AC Grant by completing the Free Application for Federal

Student Aid (FAFSA) annually and meeting the stated eligibility criteria. The amount of the ACG, in combination with Federal Pell Grant and other financial aid cannot exceed demonstrated financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Awarded to students with exceptional financial need. Eligibility is determined by the College based on financial need and availability of funds. Priority is given to students who apply by April 15. Students must be enrolled at least half-time. Students apply for the FSEOG by completing the FAFSA. Awards range from \$200-400.

Federal College Work Study (FCWS)

The Work Study program provides eligible students with an on-campus job to earn money to help pay college expenses. Awards range from \$100-1,000 per academic year and the wage is set at \$8 per hour. CCCC offers community service jobs at the Valerie Merrick Library, which also serves as the community public library. Students apply for the FCWS program by completing the FAFSA. At CCCC, priority is given to students with exceptional financial need and who apply by April 15.

North Dakota State Student Incentive Grant (SSIG)

Available to North Dakota residents in need of financial assistance. Students must be enrolled full-time and maintain full-time status to be eligible. To apply for the NDSSIG, students should complete the ***Free Application for Federal Student Aid (FAFSA)*** and indicate North Dakota resident status. The deadline for priority consideration is **March 15**, (this means that the FAFSA must be received at the processing center by this date to meet deadline). Applications may be submitted after this date and will be considered only if funds are available after awards have been offered to all eligible students whose applications were received by March 15. For more information, contact the ND University System office at 701-328-4114.

North Dakota Indian Scholarship Program

The intent of the Indian Scholarship Program is to assist Native American students in obtaining a basic college education. Applicants must be an enrolled member of a federally recognized tribe and a resident of North Dakota. Students must be enrolled full-time and must have a GPA of 2.00 or higher. Grants may range from \$700 to \$2,000 depending on scholastic ability, funds available, total number of applicants, and financial need. Deadline to apply is **July 15**. Applications are available at www.ndus.nodak.edu

The Gates Millennium Scholars Program

Open only to high school seniors. Applicants must be a U.S. citizen, have a minimum GPA of 3.3 on a 4.0 scale, demonstrate financial need, and leadership commitment through participation in community service, extracurricular activities, or other activities that reflect leadership abilities. Applications are available on-line at www.gmsp.org - Deadline is February 1 of each year.

American Indian Education Foundation

The AIEF was established to support educational opportunities for American Indian and Alaska Native students. Applicants must be of American Indian descent, attending an accredited 2 or 4 year college, enrolled full-time. Deadline to apply is **May 4**. Applications are available at www.aiefprograms.org

Native American Health Education Fund

Open to Native American students pursuing a career in a health related field. Scholarships up to \$500 will be awarded. Applications are available by contacting NAHEF, 1701 Pleasant Green Road, Durham, NC 27715. (919) 383-1038. Deadline is June 15.

Spirit Lake Tribal Education Scholarship

Applicants must be enrolled members of the Spirit Lake tribe. Applications are available by contacting the Tribal Secretary,

PO Box 359, Ft. Totten, ND 58335. (701) 766-1223. Deadline varies.

Spirit Lake Higher Education Program

The Higher Education Program is open to all tribal members who are enrolled in a federally recognized tribe residing within the service area of the Spirit Lake Nation. Higher Education is money for undergraduate students who are seeking a college degree. All participants are required to be full time students carrying 12 credit hours or more before funding is considered. The program does not fund part time or summer students. To be eligible for the program, students must be Pell eligible and maintain a term grade point average of 2.00 or better.

Applications are available by contacting Cheryl Belgarde, PO Box 344, Ft. Totten, ND 58335. (701) 766-1200.

Standing Rock Higher Education Scholarship

Applicants must be enrolled members of the Standing Rock Tribe. Applications are available by contacting Office of Higher Education, Standing Rock Sioux Tribe, PO Box D, Fort Yates, ND 58538. 1-800-854-2095. Deadline dates: Fall Semester-July1, Spring Semester-December 30, Summer Semester-May 30.

Three Affiliated Tribes Higher Education Scholarship

Applicants must be enrolled members of the Three Affiliated Tribes. Applications are available by contacting the Higher Education Grant Program, Three Affiliated Tribes, HCR 3, Box 2, New Town, ND 58763. (701) 627-4112. Deadline is March 15 for Fall Semester and October 15 for Spring Semester.

Turtle Mountain Higher Education Scholarship

Applicants must be enrolled members of the Turtle Mountain Tribe. Applications are available by contacting Emil LaRoque, Scholarship Office, PO Box 900, Belcourt, ND 58316. (701) 477-8102. Deadline is September 1.

Ford/AICF Corporate Scholars Program

Applicants must be Native American, have at least a 3.0 GPA, achieved sophomore status and declared a major in math, science, engineering, business, teacher training or environmental science. Applications are available at www.collegefund.org

Straws Charitable

Applicants must be an enrolled member of a federal recognized Tribe, have at least a 2.5 cumulative GPA, pursuing a degree in Bison Management or a related field. Applications are available in the Financial Aid Office or www.collegefund.org. Deadline is June 1.

American Indian College Fund Scholarships

Awarded on the basis of past academic performance and potential. Applications are available at www.collegefund.org.

American Institute of Certified Public Accountants (AICPA)

The AICPA Scholarships for Minority Accounting Students provides competitive awards to outstanding full time undergraduate minority students at regionally accredited institutions to encourage their: selection of accounting as a major, entry into the profession and ultimately achieving the CPA designation. Students must have completed at least 30 semester hours with at least six hours in accounting. All applicants must have an overall and accounting grade point average of at least 3.3. Awards are primarily based on merit (academic achievement). The AICPA defines minority students as those of Black, Native American, Pacific Island races, or of Hispanic ethnic origin. All applicants must be U.S. citizens. (212) 596-6223 (minority scholarships, fellowships). www.aicpa.org

Marcy Young McKay

The Marcie Young McKay Scholarship was established by her brothers and sisters in memory of Marcie Young McKay, one of the first Spirit Lake tribal members to graduate (1977) from Cankdeska Cikana (Little Hoop) Community College. This \$200 scholarship will be awarded to one male and one female

student, enrolled full-time and a sophomore, 2.0 GPA and demonstrate need. Applications are available in the Financial Aid Office at CCCC. Deadline varies.

Adelma Ledra Kellogg

The Adelma Ledra Kellogg scholarship was established by the family of Mr. and Mrs. Robb. Applicants must be enrolled full-time, 2.0 GPA and demonstrate need. Applications are available in the Financial Aid Office at CCCC. Deadline and amounts vary.

Helen Bergstrom Ernst Scholarship Fund

The Helen Bergstrom Ernst Scholarship Fund was established to provide members of the Spirit Lake tribe with an opportunity to pursue their educational goals. Applicants must be an enrolled member of the Spirit Lake tribe, enrolled full time in an accredited post-secondary institution and maintain a 2.00 GPA.

The deadline for the scholarship is July 15th of each year. Applications are available by contacting Cheryl Belgarde, PO Box 344, Ft. Totten, ND 58335. (701) 766-1200.

VETERANS BENEFITS

Veterans of active military service should contact their local Veterans Administration Office. Courses offered by CCCC may be approved for veteran students. Veteran students receiving education benefits must comply with the policies, procedures, and regulations of the Veterans Administration and college. Veteran students attending CCCC may contact the Financial Aid Director for applications.

***STATE WORKFORCE INVESTMENT ACT/TRIBAL
WORKFORCE INVESTMENT ACT/JOBS***

This program is designed to assist underemployed persons to obtain vocational training up to two years in length. The Spirit Lake WIA program pays an incentive allowance based on actual hours in the classroom or for tuition, books, and fees. The North Dakota WIA will pay for tuition, books, and fees. Students must take the GATB test and will be selected for the program based on the poverty guidelines. For more information, contact: Spirit Lake Employment and Training Office, Fort Totten, ND 58335. 766-1200 or Job Service of North Dakota at 766-1205 or 662-9300.

EMPLOYMENT ASSISTANCE ADULT VOCATIONAL TRAINING

A student who is a member of a federally recognized Indian tribe or band may apply for grants-in-aid administered by the Employment Assistance Program within the Bureau of Indian Affairs (BIA). Each student must apply early each year through the Employment & Training office where he/she is enrolled. For more information, contact the Spirit Lake Employment & Training program at 766-1200.

SECTION VII

AFFLIATE PROGRAMS

CHILD CARE

Day care services are available to CCCC students, with a limited number of day care openings during the year. It is recommended that students apply as early as possible before the semester they wish to enroll. Children must be at least 6 weeks old and not older than 4 years to be eligible for services. The Day care is now open evenings to provide care for students who want to take evening classes. Students should contact the Day Care Director for more information on services and cost at (701) 766-1104.

ADULT LEARNING CENTER

The Adult Learning Center at CCCC offers no cost tutorial assistance to any student who is experiencing academic difficulty with a course of study, evaluation (TABE) and assessment services and assistance in identifying learning problems related to study skills and learning styles. The Learning Center is available for use by all CCCC students and GED candidates. It is equipped with study tables, computers and reference material. GED classes are offered throughout the year at the Learning Center. Students may enroll any time and design schedules to meet their needs. Persons who are at least 18 years of age and are not in a regular high school program may enroll for this program. The program provides: individualized instruction, books and materials, GED tests are administered at the college with no cost to the student. A network of computers, with a hook up to the Internet is maintained in the center. For further information call (701) 766-1377

TALENT SEARCH

The Talent Search Program assists in enabling youth that have academic potential, but may lack adequate information or school preparation to enter, continue, or resume programs of secondary and post-secondary education. Services include academic advisement, financial aid information, workshops, tutoring, study skills, career counseling, and test taking skills. At the beginning of the second semester, the Talent Search Program sponsors a career fair for all area high school students. The Program also sponsors an intensive summer program, which meets four mornings per week for four weeks. This program offers a general overview of career options available, concentrating on various fields. For further information call (701) 766-1322.

DIABETES EDUCATION PROJECT

The Diabetes Education Project was awarded to CCCC in September 2002 through the National Institute of Health. The project is funded by a 5-year grant for the purpose of developing a k-12 Diabetes-based Science Education Curriculum. CCCC is part of a development team from Tribal Colleges in other states. CCCC has the responsibility for the development and testing of the grades 9-12 portion of the curriculum. The curriculum will reach out to the community to involve students with parents and elders in a positive, culturally sensitive health program that integrates the goals of a standards-based curriculum. For further information call (701)766-1134.

HEALTH AND NUTRITION PROGRAM

The Health and Nutrition Program is funded by USDA Tribal Colleges – Extension Services Program. The program focuses on providing the community with information on nutrition and fitness to make informed choices and to encourage the development of healthy lifestyles. Program activities are designed to impact the incidence of chronic diseases, such as

diabetes in the Spirit Lake Community. For further information call (701) 766-1123

