



CANKDESKA CIKANA  
COMMUNITY COLLEGE

*Spirit Lake Tribe*

# 2023-2024 Student Handbook

*Think Dakota*



*Live Dakota*



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Tribe*

## Mission Statement

Cankdeska Cikana Community College provides opportunities that lead to student independence and self-sufficiency through academic achievement and continuation of the Spirit Lake Dakota language and culture.

## Vision Statement

Cankdeska Cikana Community College builds a strong and viable Dakota community that enjoys physical, mental, emotional and spiritual health.

## Key Values

### **Shared Responsibility**

- We are respectful of each other.
- We believe in the value of educational and vocational training.
- We believe in the potential of our students.

### **Commitment to Quality**

- We strive to be the very best tribal community college.
- We employ qualified faculty and staff in all positions.
- We maintain accreditation.
- We structure the institution to optimize the skills and contributions of all.

## Expected Outcomes for Essential Studies Upon Graduation

- Student will know and understand critical thinking
- Student will be able to skillfully communicate
- Student will have basic technology skills, including safety/security
- Student will have better life skills

*Think Dakota*



*Live Dakota*

## Dakota Values

- Woksape** - Wisdom
- Wicowahba** - Humility
- Wowaditake** - Courage
- Wawokiya** - Generosity
- Wowaditake** - Fortitude
- Waohoda** - Respect
- Ohañ Owotana** - Honesty

## **Governance**

CCCC is chartered by the Spirit Lake Dakota Nation, with a five member Board of Regents appointed by the Spirit Lake Tribal Council. The Board of Regents is empowered via the Charter, to grant degrees to qualified applicants upon the completion of the Board approved curriculum in compliance with the Higher Learning Commission (HLC). The Board of Regents formulates and implements administrative policies and procedures for the operation of the institution. Board members represent the four district communities and serve three year terms.

## **Accreditation**

Cankdeska Cikana Community College is accredited by the Higher Learning Commission (HLC) and is a public, non-profit institution.

## **Reserved Rights**

Cankdeska Cikana Community College (CCCC) reserves the right to change any of the rules and regulations of the College at any time, including those relating to admission, instruction, curricula, and academic guidelines. CCCC reserves the right to add or withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees.

## **Student Handbook**

All students are provided a copy of the Student Handbook. Students are responsible for knowing the policies, expectations, procedures, and institutional information contained in this handbook. For the most current information/updates, a copy of the Student Handbook is maintained on the College website ([www.littlehoop.edu](http://www.littlehoop.edu)).

## **Statement of Policy on Non-Discrimination**

CCCC does 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 CCCC Title IX Coordinator, (701) 766-1137 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; (312) 730-1560.

## **Accessibility**

The facilities and instructional buildings in use at CCCC are accessible to the physically challenged. Any instances in which services or instruction are given in buildings that are not accessible, special arrangements will be made to assure that the needs of the student are met.

CCCC follows and complies with the Americans with Disabilities Act (ADA) and other laws relating to persons with disabilities. Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access.

A student with a documented disability who requests a modification, accommodation, or adjustment is responsible for creating an accommodation plan with their academic advisor and identifying himself/herself to the instructor. The instructor and advisor will work with the Academic Dean and student to develop an accommodation plan for the student.

# Students Rights & Responsibilities



## 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:

- Right to speech and assembly.
- Right to be secure in possessions and be free from unreasonable search and seizure.
- Right of religion and culture.
- Right of academic freedom.
- Right to make his/her own decisions when applicable.
- Right to humane and responsive treatment.
- Right to due process.
- Right to privacy.

## Student Responsibilities

- Academic integrity and honesty are the foundations of any college community. Students are expected to practice academic integrity in all assigned work.
- Attending classes is the responsibility of students.
- Students are responsible for completing all class assignments.
- Students are responsible for submitting and maintaining accurate contact information with the college.
- CCCC email (student.name@my.littlehoop.edu) is the official means of communication and students are expected to use and check their email frequently.
- Student using the computer facilities on campus are prohibited from knowingly acting in a manner that will disrupt normal operations of the network.
- Student using the computer facilities on campus are prohibited from using computers or networks to harass, abuse or intimidate another person.
- Computer users are not to display images, sounds or messages that could create an atmosphere of unease or harassment for others.
- Violations of computer use may result in the suspension or permanent closure of user accounts, campus disciplinary action, legal action, and/or other action.

## The Student's Role and Responsibility in the Academic Advising Process.

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

- Learn the name of the advisor, the location of the advisor's office, and phone number.
- Schedule appointments to meet with advisors at the beginning of the semester and at mid-term at a minimum. Students should immediately seek out advisors when they are having challenges. If the advisor is not available, the student should see an instructor or the Dean, Student Services.
- Be prepared to discuss course selections in terms of interests and academic objectives.
- Be responsible in academic decisions. Students, in collaboration with the advisor, keep track of progress toward the degree, noting requirements met and courses and requirements yet to be met for graduation.
- Maintain a file with academic records: transcripts, course schedules, degree programs of study, and other relevant correspondence.
- Consult with advisor when adding or dropping courses or otherwise changing the approved course schedule.
- Consult with advisor before declaring a degree program, changing the degree program, transferring to another college, or withdrawing from college.



## Admissions

General standards for admission are any one of the following:

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

## Admissions Criteria

The student must submit the following information to the Admissions Office:

1. The Application for Admissions, which is available online at [littlehoop.edu](http://littlehoop.edu) or in a paper format at the Admissions Office.
2. Proof of high school graduation or its equivalency. Official high school transcripts or a copy of a General Education Development (GED) certificate must be sent to the college.
3. If applicable, official transcripts from any post-secondary institution previously attended.
4. Scores for the Accuplacer Placement Exam (if applicable).
5. Members of a federally recognized tribe must submit official verification of Tribal enrollment either Certificate of Indian Blood (CIB) or Tribal identification.

## Registration Process

Students must complete the following steps to register for classes:

1. Complete registration materials from CCCC website – <https://www.littlehoop.edu/admissions-financial-aid/how-to-apply/>
2. Schedule an appointment to complete the Accuplacer Placement Exam (if applicable) (see below).
3. Contact Financial Aid office to complete FAFSA (Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)))
4. Contact Academic Advisor for scheduling assistance and approval.
5. Any required texts will be automatically mailed to the student's address on file with the Registrar's

office before the start of the semester. Other course materials, such as tool boxes or art kits are available for purchase through the physical bookstore at the college.

6. Contact IT for student email address, user name and password information, and laptops.
7. Contact Security for your student identification badge.

## Accuplacer Placement Exam Information

All new and incoming degree-seeking students are required to take the Accuplacer placement exam that provides the student and the college with appropriate criteria for course placement in mathematics and English courses. Additionally, students that have been out of college for three years and have not taken ENGL110: Composition I or MATH103: College Algebra will need to take the Accuplacer exam to allow for proper course placement. The TABE or COMPASS test will no longer be accepted as a placement examination at CCCC. If a student has an ACT or SAT Score, CCCC reserves the right to use those scores in lieu of the Accuplacer exam in order to correctly place the student in math and English courses.

## Transfer Students

Students who have earned college credits at other accredited institutions may request from the Registrar's Office to have such credits applied toward CCCC 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. Faxed or emailed transcripts from a student are not considered official. CCCC will accept official transcripts emailed directly from another institution or an authorized third party vendor. 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 which credits will transfer. Students enrolling at CCCC with the intention of transferring to another institution to complete their education are advised to work closely with the transfer campus as early as possible to determine which courses will transfer most effectively.

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 this 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 institution, the student may be admitted on Academic Warning at CCCC, but only if the student has sat out of studies at any institution of higher education for a period of at least one term following a suspension. (See CCCC's Academic and Financial Aid Suspension policy.)

## Early Childhood Program Admission Requirements

All Early Childhood Education students need to successfully complete a background check (the student is responsible for the \$100 charge see human resources office), provide written medical verification that they have had a physical in the past six months that states they are approved to provide childcare. Every student also needs to furnish successful documentation of Mantoux Tuberculosis testing (TB) that has been done within the last year. The Mantoux Tuberculosis testing (TB) must be done every two years.

## Student Orientation

Student orientation takes place on Moodle (CCCC's online learning management system) through an Orientation module. Students are required to complete the module every semester in order to obtain the latest information regarding CCCC's policies, procedures, and programming. When a student has completed all sections, they receive an orientation badge.

## Anti-Drug Abuse Certification

Each student must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient of a Federal program, a student who wishes to receive Financial Aid is required to certify that he/she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while attending Cankdeska Cikana Community College and receiving financial aid. The Act gives courts the authority to suspend eligibility for Federal student aid when sentencing a student who has been convicted of a drug-related offense.

## Veteran's Benefits

The Veteran's Administration is authorized by law to provide a wide range of benefits to a student who has served his/her country in the Armed Forces and to his/her dependents. Veterans may be eligible for educational

benefits under the G.I. Bill™ which provides grants, loans and work assistance.

There are various types of programs available to veterans. The Chapter 32 V.E.A.P.™ (Veteran's Education Assistance Program) which is a contributory educational plan for those who entered active military service after December 31, 1976 and before July 1, 1985. The Chapter 30 or Montgomery G.I. Bill™ is for those who entered active duty after July 1, 1985. A veteran must have an honorable discharge to be eligible for Chapter 30™ benefits. There are also chapter 35™ benefits for dependents of veterans and chapter 1606™ benefits available for students under the Montgomery GI™ bill-selected reserve. Now there are Chapter 33™ benefits available for those individuals who have served in the Armed Forces on or after September 11, 2001. All benefits are contingent on service in the Armed Forces on or after September 11, 2001, and an honorable discharge or a discharge due to a medical condition that did not result from an individual's own willful misconduct. This does not have the effect of law, so for further information it is best to contact the Veteran's Administration at toll free 1-800-827-1100.

The Financial Aid Director can assist with the application process and certify students through the VA online. For more detailed information or assistance, students may contact their nearest VA regional office, local service officer, or veteran's organization representative, including the American Red Cross, in their community. Students may access the official website of the Department of Veterans Affairs Educational Service at <http://www.gibill.va.gov> or call them at 1-88- GI-BILL-1 (1-888-442-4551).

If, at any time, an individual who is using his/her entitlement, is failing to maintain satisfactory progress (see Standards of Satisfactory Academic Progress in this catalog), the Veteran's Administration will be notified within (30) days of the occurrence.

## Title 38 United States Code Section 3679(e) School Compliance

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## Name Change Policy

To legally change your name on your student records, you will need to complete a Change of Information Form accompanied by the corresponding legal documentation (i.e. marriage license, divorce decree, or other court documents) showing the change and a signed social security card matching the new name. All paperwork will need to be submitted to the Registrar’s office. Name changes will only be processed in between semesters.

## 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 (FERPA). The release of such information shall only be made in conformance with CCCC policy on access of records that may be obtained at the Registrar’s Office.

## Family Educational Rights and Privacy Act (FERPA)

Under the terms of FERPA, CCCC has established the following as directory information that may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Registrar:

- Student Name
- Local Address/Phone
- Permanent Address/Phone
- E-mail Address
- Campus Login
- Date and Place of Birth
- Hometown
- Degrees & Awards Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-time Enrollment Status
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Member of Athletic Teams
- Most Recently Attended Education Institute
- Major Field of Study
- Academic Level
- Residency Status
- Photographs

With the exception of security reports, all other information may not be released without written consent of the student. Grades, social security numbers, ethnic background and student schedules may not be released to anyone other than the student — and never over the phone.

Please note: Students are given the opportunity to restrict directory information each year. If the student restricts the release of directory information, a notation of “N” is placed on the directory information screen in colleague (SIS) and no information can be released on that student without further written permission of the student. Appropriate faculty/staff response: “There is no information available on that person.”

Any questions concerning FERPA may be referred to the Registrar.

# Financial Aid Services



## Estimated Cost of Attendance

### Estimated Cost of Attendance

A full time student for tuition purposes is a person who is enrolled in 12 credits per semester. The cost of tuition and fees for part-time enrollment are prorated. The following is a general estimate of the necessary expenses of a student for each semester.

#### **Tuition - \$150.00/per credit hour**

|   |                               |
|---|-------------------------------|
| Tuition - 12 cr/\$150                             | \$1800/semester               |
| Fees  | \$175/semester                |
| Books, Course Materials,<br>Supplies, & Equipment | \$700/semester                |
| Miscellaneous Expenses                            | \$600-\$700/semester          |
| Transportation                                    | \$1000-\$2000/semester        |
| Living Expenses<br>(Housing & Food)               | \$2000-\$2875/semester        |
| <b>TOTAL</b>                                      | <b>\$6275-\$7450/semester</b> |

#### OTHER FEES AS APPLICABLE:

|  |                   |
|--|-------------------|
| Art                                      | \$15/course       |
| CPR/First Aid                            | \$25              |
| Audit                                    | \$150/credit hour |
| ECE Background Check                     | \$100             |
| CDL Fee (Physical & Drug Testing)        | \$170             |
| CDL Fee (Vehicle Use - Fuel & Insurance) | \$1000            |
| Science Lab                              | \$15/course       |
| Credit by Exam                           | \$150/credit hour |

*Fees may vary depending upon the individual courses taken within a program.*

## Financial Aid

Financial aid provides students with the resources to cover their cost of attendance and are designed to complement the student's own resources based on their financial need. All degree-seeking students must complete the FAFSA application before they are registered for courses. Financial aid consists of grants and scholarships, work-study programs, or waivers of tuition.

### Types of Financial Aid

CCCC provides four types of financial aid:

1. Grants: are monies that do not have to be repaid.
2. Employment: allows a student to work and earn money to offset educational expenses while going to school.

3. Scholarships: are gifts awarded to students on the basis of academic achievement, need, or other criteria.
4. Waivers: are gifts generally based on SAP and depends on the availability of funding.

Many students qualify each year for scholarships offered by private and public agencies, groups, and organizations. **Students are encouraged to apply for all scholarships that are available to them.** The Financial Aid Office provides students with the information and assistance in completing the online forms. Scholarship information can be found at <https://www.littlehoop.edu/admissions-financial-aid/scholarships/>. Scholarship information can also be found on Moodle, Social media, and is sent to student's college email.

### Tuition Work Waiver Program

The purpose of the Tuition Work 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.

### Tuition Waiver Policy

CCCC proudly serves all students and maintains a goal of assisting those interested in achieving a postsecondary education at CCCC. CCCC will waive all or a portion of tuition charges for: 1) New high school graduates; 2) New General Equivalency Diploma (GED) graduates; 3) Elders (ages 62 and over); 4) any active military personnel; and others as determined by CCCC & funding sources.

### High School Graduates criteria:

**Timeline:** The student must have graduated with a high school diploma and must attend the next full semester (fall or spring) after graduation to be eligible (the summer after completion may be utilized also).

**Enrollment:** The student must be officially accepted as a full or part time student.

**Satisfactory Academic Progress:** The student must remain in good academic standing as defined by Satisfactory Academic Progress (SAP). Students not maintaining SAP during their first semester will lose their tuition waiver eligibility for the second semester.

**Tuition Waiver Amount:** The tuition waiver is the amount equal to the cost of 6 credits of attendance per semester for two consecutive semesters. The student will be responsible for the cost of books, fees, or any additional credits.



## GED Graduates criteria:

**Timeline:** The student must have graduated from a GED program and must attend the next full semester (fall or spring semester) to be eligible (the summer after completion may be utilized also).

**Enrollment:** The student must be officially accepted as a full or part time student.

**Satisfactory Academic Progress:** The student must remain in good academic standing as defined by Satisfactory Academic Progress (SAP). Students not maintaining SAP during their first semester will lose their tuition waiver eligibility for the second semester.

**Tuition Waiver Amount:** The tuition waiver is the amount equal to the cost of 6 credits of attendance per semester for two consecutive semesters. The student will be responsible for the cost of books, fees, and any additional credits.

## Elder (ages 62 and over):

**Timeline:** The student must be ages 62 and over.

**Enrollment:** The student may enroll as a full-time or part-time student.

**Satisfactory Academic Progress:** Students must remain in good academic standing as defined by Satisfactory Academic Progress (SAP). Students not maintaining SAP during their current semester will lose their tuition waiver eligibility for the next semester.

**Tuition Waiver Amount:** The tuition waiver is the amount equal to the cost of 6 credits per semester up to a maximum amount of 36 credits. The student will be responsible for the cost of books, fees, or any additional credits.

## Federal Financial Aid

### Who May Apply

Students applying for financial aid must:

- Be a U.S. citizen or an eligible non-citizen
- Have earned a high school diploma or GED certificate
- Not have already earned a baccalaureate degree
- Be enrolled as a degree-seeking student in an eligible program of study
- Be making satisfactory academic progress toward completion of an eligible program of study
- Not be in default on a Federal education loan
- Not owe a refund or repayment on a Federal education grant (Pell, SEOG, SSIG, ACG, SMART, TEACH, or other Federal financial aid grant)
- Be determined eligible based on information submitted on the FAFSA.

## How To Apply

The Free Application for Federal Student Aid (FAFSA) is the online application for all (grants and employment) financial aid at CCCC. The FAFSA is available after October 1st every year and is used to apply for financial aid for the regular academic year and on a limited basis for summer semesters. Students MUST apply every year!

Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list CCCC's school code (015793) on the FAFSA. Students and/or parents/guardians (if applicable) are required to use an FSA ID (<https://studentaid.gov/fsa-id/sign-in/landing>). The FSA ID is used to confirm identity when accessing financial aid information and electronically signing the FAFSA and other Federal financial aid documents.

## When To Apply

The FAFSA must be completed as soon as possible after October 1 to be considered for funding from the North Dakota State Incentive Grant (SSIG) and to receive priority funding from the Federal SEOG and the Federal Work Study programs at CCCC.

Students are encouraged to complete the FAFSA starting **October 1** using prior-prior year taxes. Example: School year 2023-2024 uses year 2021 taxes. School year 2024-2025 uses year 2022 taxes. The FAFSA must be completed each year.

**PLEASE NOTE:** *Students completing the FAFSA incorrectly or omitting necessary information may be required to resubmit the FAFSA. This may cause delays in determining a student's eligibility or may cause students to miss the priority funding deadline.*

## How Financial Aid is Awarded

Financial aid is awarded on the basis of "financial need," or in other words, the "total family contribution" subtracted from the "estimated costs for the academic year." The "total family contribution" is calculated from the information on the FAFSA such as family income, family assets, student's income and student's assets. "Estimated costs for the academic year" include tuition, fees, room, board, books, supplies and other educational expenses.

The Federal Pell grant, Federal Supplemental Educational Opportunity Grants (SEOG) and Federal Work Study funds are awarded for the school year during the initial awarding process. These programs also are awarded based on priority deadlines.

## How Financial Aid is Disbursed

Financial aid funds are disbursed at the end of the 7th week of class each semester. Direct crediting is the process of automatically applying financial aid awards 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. If a student owes a bill from a

prior award year, all scholarships, grants, stipends and other awards will be applied to the bill until it is paid in full. Each award year, CCCC will apply a maximum of \$200 from the student's current Federal Pell grant award toward a previous bill.

A student is considered to have begun attendance in a course if the student attended at least one day of the course that was used to determine Federal Pell grant eligibility. CCCC will recalculate the Federal Pell grant award based on the lower enrollment status if the student does not begin attendance in all registered classes.

## Verification

The U.S. Department of Education or CCCC may ask students to document that the information they provided on their application for financial aid is correct. If students are selected, they may be asked to verify such information as income, Federal income tax paid, tax transcript, household size, status as a dependent or independent student, and citizenship. As part of this process, dependent students must provide the Financial Aid Office with their parents' Federal Income Tax transcript and in some cases, statements from the Social Security Administration, Veteran's Administration, or other agencies to verify benefits and income that the student and/or the student's family has received.

If information on any of these documents conflicts with the information reported on the student's FAFSA, the student may be required to provide additional information. Failure to provide proof may result in the cancellation of aid from all of the Title IV programs and may also result in the cancellation of aid from other sources.

Federal financial aid received because a student reported incorrect information will have to be repaid. Any person who intentionally makes false statements or misrepresentations on a Federal financial aid application is violating Federal law and is subject to a fine or imprisonment or both under provisions of the U.S. Criminal Code.

## Professional Judgment

The Free Application for Federal Student Aid (FAFSA) does not provide students with a place to explain special or unusual circumstances affecting their ability to pay for their education. The Federal Need Analysis Methodology (FM) is likewise a rigid formula, with no provisions for exceptions. To remedy this, Congress has delegated to the school's Financial Aid Administrator the authority to compensate for special or unusual circumstances on a case-by-case basis with adequate documentation.

- Special Circumstances refer to the financial situations (loss of a job, etc.) that justify an aid administrator adjusting data elements in the COA or in the EFC calculation.
- Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g., human trafficking, refugee or asylee status, parental abuse or abandonment, incarceration), more commonly referred to as a dependency override.

Professional Judgment refers to the authority of a school's Financial Aid Administrator to adjust the data elements on the FAFSA and to override a student's dependency status. The school does not have the authority to change the need analysis formula itself or to make direct adjustments to the Expected Family Contribution (EFC). Instead, the school may adjust the inputs to the formula. The changes to the inputs are dictated by the impact of the special or unusual circumstances on the student's income and assets. The standard formula is then applied to the new data elements, yielding a new EFC figure.

All Professional Judgment requests must be reviewed by the Financial Aid Director. Students will be notified in writing after the Professional Judgment request has been reviewed and approved or denied. The decision of the Financial Aid Administrator is final, there is no appeal. By law, neither the school's President nor the U.S. Department of Education can override the Financial Aid Director's final decision.

Students must contact the Financial Aid Office to initiate the process.

**Legislative Authority:** The authority to conduct professional judgment reviews is granted by sections 479A and 480(d)(7) of the Higher Education Act of 1965. Section 479A is concerned with the authority to adjust data elements of the FAFSA application and the authority to refuse to certify a student loan. Section 480(d)(7) is concerned with the authority to override a student's dependency status.

## Appeal Process

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

## Standards of Academic Progress for Financial Aid Eligibility

CCCC, in compliance with Federal regulations, establishes the following policies and procedures to ensure that students who receive Federal financial aid (Pell, SEOG, FWS) are making Satisfactory Academic Progress (SAP) toward a certificate or associate degree. Students who fail to meet SAP will not be eligible to receive Federal financial aid until eligibility is once again established. It is the student's responsibility to stay informed of the SAP policy and to monitor their own progress. A student has the right to appeal the disqualification of their financial aid eligibility.

## Measures of Satisfactory Academic Progress (SAP):

SAP standards are measured as qualitative academic standards (grade point average) and quantitative rate of progression or PACE (number of credits completed divided by the number of credits attempted). SAP requirements

apply to all terms (including summer), to all students (aid and non-aid recipients), and are measured in three areas - GPA, Hours Earned and Maximum Time Limit - to be eligible for Federal student aid.

## Minimum GPA requirement (Qualitative):

Students are required to earn a minimum cumulative grade point average of 2.0 at the end of every academic semester.

Students are required to successfully complete a minimum of 67% of attempted credits. This percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for at the close of business on the last day to add a full-term course.

Successful completion is defined as completed credit hours for grades of A, B, C, D, P or S.

Any course that a student repeats will count in the calculation of hours attempted and completed.

Credit hours that are NOT considered successfully completed include blank grades as well as grades of F, AW (academic withdrawal), W (withdrawal), U (unsatisfactory), and I (incomplete); however, these hours are included as attempted hours.

If a grade is officially changed by the instructor due to grade grievance or other reasons, the instructor and student are asked to notify the Financial Aid Office immediately. Federal regulations limit the total number of credits a student can attempt for undergraduate work. Once the maximum number of credits or terms has been met, the student will be disqualified from receiving Federal aid. Undergraduates are required to complete their degree within 150% of the published length of their program.

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

Second Degrees. The credits from all majors successfully completed will be included in the total number of credits they have attempted if a student has changed majors.

## Warning

The first semester a student does not meet Satisfactory Academic Progress (SAP), he/she will be placed on academic and financial aid warning for the next semester of enrollment. The student will automatically be removed from **warning** if all of the requirements at the end of the semester of warning have been met. If at the end of the semester of warning, the student does not meet SAP requirements, he/she will be placed on **academic and financial aid suspension**. The student will not be eligible to receive Federal aid while on academic suspension.

Students will receive notification of their SAP warning or suspension at the end of each semester following grade

posting. Notification will be sent to the student's school email address.

Academic and Financial Aid Warning means: During the next semester of enrollment, the student may receive Federal financial aid, but must meet SAP at the end of the semester. If he/she does not meet SAP requirements, the student will be disqualified from receiving Federal financial aid. No appeal or reapplication for aid is required while on Academic and Financial Aid Warning.

During the semester of warning, students are encouraged to seek assistance from various on-campus resources that may assist them in meeting their personal and educational goals. Available resources include tutoring service and academic advising. At the end of the semester of warning, the student must again be meeting the SAP requirements or he/she will be placed on Financial Aid Suspension.

## Suspension

A student who does not maintain a 2.0 GPA and complete 67% of the credits attempted in the term enrolled at CCCC for two consecutive terms, will be placed on academic and financial aid suspension. A student on academic and financial aid suspension will be required to sit out one full semester during the regular academic year. Summer semester will not be counted as a semester in this instance.

A student who has been suspended must sit out one full semester before they may reapply for admission back into the college. A student re-admitted after sitting out a semester will be allowed to enroll in only six to eight semester credits. They will be re-admitted on warning and will be eligible for financial aid.

Academic and Financial Aid Suspension means:

- The student has lost eligibility for Federal student aid for one semester of non-enrollment (does not include summer semester).
- If the student had an extenuating medical or emotional circumstance that negatively impacted his/her academic performance, the student may appeal the suspension.

## Financial Aid Appeal Procedure

Students who have failed to make SAP may appeal to reestablish eligibility on the basis of medical, legal, emotional or other extenuating circumstances. The student must submit an appeal form and supporting documentation (if applicable) to the Financial Aid Office. The Financial Aid Director will review the appeal to determine whether the 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 Dean of Student Services, who has the final authority on financial aid appeal decisions.

Example of appeals include:

- Students who were suspended due to extenuating circumstances beyond their control (such as a natural disaster, lengthy and serious illness, or death of an immediate family member).

No payments and no adjustments will be made to compensate for aid lost during periods of ineligibility.

## Reinstatement

Students have an opportunity to reestablish eligibility after one semester has elapsed from the date the student was placed on suspension (summer semester does not count). The student will need to reapply for admission to CCCC as a returning student and complete an appeal form with supporting documentation (if applicable).

The admissions and financial aid staff will confer with the Dean of Student Services. 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 reacceptance. A student re-admitted after meeting the semester leave requirement will be allowed to enroll in only six to eight semester credits. The student will be readmitted on academic and financial aid warning and will be eligible to be considered for financial aid providing he/she meets all other eligibility requirements.

## 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 Grade Policy).

## Transcripts – Degrees – Diplomas – Certificates

No degree will be conferred, nor any diploma, certificate, or official transcript of record issued to a student who has not made settlement of his or her financial account.

## 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.

## Federal Pell Grant Program – Duration of Eligibility

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If a student has exceeded the 12-semester maximum, he/she will lose eligibility for additional Pell Grants.

Equivalency is calculated by adding together the percentage of Pell eligibility received each year to determine whether the total amount exceeds 600%.

For example, if the maximum Pell Grant award amount for the 2023-2024 school year is \$7,395, but the student only receives \$3,698 because they are only enrolled for one semester, the student would have used 50% of the maximum award for that year. If in following school year, the student was enrolled only three-quarter time for both fall and spring semesters, student would have used 75% of the maximum award for that year. Together, you would have received 125% out of the total 600% lifetime limit.

## Summer Pell Grant Eligibility

Summer Pell Grants take into consideration the enrollment status and amount disbursed for the current academic year (i.e. Fall 2023 and Spring 2024 for Summer 2024).

To be eligible for a summer Pell Grant:

- Students who received a full-time (12+ credits) Pell Grant for fall AND a full-time Pell Grant for spring for the current academic year
- Must enroll and attend at least half-time (6+ credits) in summer classes to receive a summer Pell Grant (students enrolled in less than 1/2 time (1-4 credits) in summer are not eligible).
- Students who DID NOT receive a full-time (12+ credits) Pell Grant for fall OR a full-time Pell Grant for spring for the current academic year
- Students may be able to receive a Pell Grant even if they are below the 1/2 time (6+ credits) in summer, depending on their EFC.

## Satisfactory Academic Progress and Duration of Eligibility Review

Students 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. The student has the responsibility to contact the Financial Aid office to initiate the appeal or reinstatement process.



## Refund Policy

Any student who officially withdraws may owe a repayment to a funding source. For a dropout date, the institution will use the date the student officially withdraws or the last date of contact at an academically-related activity.

If a new or transfer student withdraws from CCCC, a refund of tuition & fees will be completed 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 (per Federal guidelines):

Federal Pell.

Federal SEOG.

Other Title IV Student Assistance Programs.

### Refund of Tuition and Fees

Any student who drops a class during the first two weeks of instruction of a fall/spring semester or first week of instruction of a summer semester will receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped.

No refund for a dropped class will be allowed after the first two weeks of instruction of a fall/spring semester or first week of instruction of a summer semester; however, classes of the same or fewer credits may be substituted when added prior to the published deadline (see Academic Calendar) for the dropped class at no additional tuition charge.

CCCC will charge the student for the additional credits and any special course fee(s) if added classes result in an increase in credit hours if under 12 credits or if an added class requires special course fees if over 12 credits.

### Refund Policy for the Title IV Financial Aid

CCCC has implemented the Federal Refund Policy for all continuing and returning students whether they receive or do not receive Federal Title IV financial aid in order to comply with current Federal regulations.

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

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

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

### All Failing or Incomplete Grades

Students who receive all failing or incomplete grades in a given semester are considered to have unofficially withdrawn from the college. Federal regulations require a

refund calculation be done for all students receiving state and Federal funds unless an official last date of attendance beyond the 60% point in one the of the student's classes is documented. The calculation and return of these funds may result in the student owing a balance to the college and/or Department of Education.

Federal regulations require the institution to develop a mechanism for determining whether a student who is a recipient of Title IV grant funds has ceased attendance without notification during a period of enrollment. This regulation requires CCCC to identify and resolve instances where attendance through the end of the period could not be confirmed for a student. To comply with these regulations, the following steps will be taken to identify such students at CCCC:

- A list of students who received all F's or I's for a semester (period of enrollment) will be extracted from the Registrar's Office records.
- An email will be sent to all of the student's class instructors asking them to document the last known date of an academically related activity for the student (i.e., an exam, daily assignment, or attendance in class).
- If the last date any instructor can document is after the 60% point in the enrollment period, the student is considered to have earned 100% of their financial aid funds and no further action will be required. If the latest date is before the 60% point in the semester, the latest documented date or the 50% point in the semester (whichever is later) will be used as the last date of attendance by the student.
- Based on the last date of attendance, a Return of Title IV funds worksheet will be processed to determine the type(s) and amount(s) of financial aid to be returned.
- All financial aid funds to be returned will be the responsibility of the student. The institution will not refund any tuition, fee or book charges.
- A letter and CCCC's policy on unofficial withdrawals will be mailed to the student notifying them of their obligation at the time the institution returns the financial aid funds.
- A hold will be placed on the student's record at CCCC with the Registrar's office.
- Students will be placed on Financial Aid Probation or Suspension following the term that they receive all "F"s or "I"s.

## Refund Calculations Procedures

CCCC 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 into consideration the following items:

- The student’s documented last date of contact at an academically related activity.
- The date the student began the official process of withdrawal from college.
- Aid disbursed and aid that could have been disbursed.
- Number of days attended and number of days in the semester.
- 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.

All students withdrawing from classes must complete and return the CCCC Registration Action form to the Registrar’s Office. Failure to comply with this requirement may require a student to repay a larger amount of their 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 students that either drop, academically withdraw and/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 who 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 Finance Office also receives a copy of the refund form. If the student is required to repay Federal Pell Grant, Academic Competitiveness Grant or Federal SEOG funds, the Finance office will bill the student the amount to be repaid by the student.

Repayments received by the Finance Office will be distributed back into the proper Federal Title IV accounts. The priorities for restoring funds are in the following order: 1) Federal Pell Grant; 2) Federal Academic Competitiveness Grant; and 3) 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 CCCC or any other College. All repayment arrangements must be made with the Finance Office.

## Student Billing

We no longer send out statements as students are able to access their bill at anytime on the Empower Student Portal. How to access and use the student empower portal is outlined in student orientation as well as students are given instructions and are shown how during the registration process.

### Financial Aid

All Financial Aid awarded to students is processed through the billing system. Any balance owed CCCC will be deducted from the award and the remainder will be disbursed to the student in an excess aid check.

### Payments

1. Bills are to be paid in full by the end of each semester.
2. CCCC reserves the right to prohibit future registration in the event a bill is not paid in full by the end of a semester attended.
3. If there is a balance remaining due on a student bill after financial aid is awarded or a student is not eligible for financial aid, the student will set up a payment plan with the Business Office. The plan must be set up in a way to ensure the bill is paid in full by the end of the semester.
4. Students may apply for a tuition work waiver with the Financial Aid Officer if they are ineligible for Title IV financial aid or any other type of aid.
5. Eligibility for a tuition work waiver award is determined by the CCCC Financial Aid Office, which considers all pertinent student financial data plus certain academic factors to analyze the need of each individual student. The Financial Aid Director will award work waivers after reviewing each individual case.
6. All financial aid disbursements will run through student billing and will be applied to any outstanding balances. CCCC will apply a maximum of \$200 per term from the students current Federal Pell grant award toward a previous award year bill.



## Degrees and Certificates Silver Certificate

In March 1994, the ND 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 (NDUS) and ND Tribal College System (NDTCS). CCCC is formally recognized by the NDUS 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 NDUS general education 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).

## 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.

## 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.

## Course Offering Definitions

**ONLINE** - means strictly ONLINE - taking it yourself - asking instructor questions, as needed.

**HYBRID** - means synchronous ZOOM meeting at scheduled dates/times and asking instructor questions, as needed.

**FACE TO FACE** - means having class IN PERSON in the room designated on your schedule.

## Programs of Study

| Associate of Arts          | Associate of Science        |
|----------------------------|-----------------------------|
| Business Administration    | Natural Resource Management |
| Indigenous Studies         | Pre-Engineering             |
| Early Childhood Education  |                             |
| Liberal Arts               |                             |
| Social Work                |                             |
| Fine Arts                  |                             |
| Certificate                |                             |
| Carpentry                  |                             |
| Administrative Assistant   |                             |
| Professional Driving - CDL |                             |
| Dakota Language            |                             |

## Essential Studies (General Education) Outcomes

1. Critical Thinking
2. Communication
3. Technological Literacy
4. Personal Attributes

## Degree Requirements

### Associate of Arts

An Associate of Arts degree is obtained by meeting the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
2. Successfully complete a minimum of 60 semester credits.
  - a. Successfully complete a minimum of 38 semester credits of general education from the following disciplines:
    - i. Communications (9 credits); must include ENGL 110, ENGL 120 and COMM 110.
    - ii. Mathematics/Science/Technology (10 credits).
    - iii. Social Science or History (6 credits);

- iv. Arts or Humanities or History (6 credits)
  - v. Institutional Specific (6 credits); must take DS 110 & DSL 250.
  - vi. Student Success course (1 credit).
- b. Successfully complete the required program core and elective classes.

Note: Program core and elective credits vary by program.

## Associate of Science

An Associate of Science degree is obtained by meeting the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
2. Successfully complete a minimum of 60 semester credits.
  - a. Successfully complete a minimum of 38 semester credits of general education from the following disciplines:
    - i. Communications (9 credits); must include ENGL 110, ENGL 120 and COMM 110.
    - ii. Mathematics/Science/Technology (10 credits).
    - iii. Social Science (6 credits)
    - iv. Arts and Humanities (6 credits); must take DS 110 & DSL 250.
    - v. Program Specified (6 credits).
    - vi. Student Success course (1 credit).
  - b. Successfully complete the required program core and elective classes.

Note: Program core and elective credits vary by program.

## Academic Calendar

CCCC offers instruction for fall, spring, and summer semesters. The college calendar for an academic year is posted on the CCCC website, under Student Resources.

## Academic Advisement

CCCC is committed to providing each student with 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.

Each degree-seeking student is assigned an academic mentor and an academic advisor at the beginning of their first semester and generally remains the same as the student's progress through his or her program.

Accuplacer test scores will be used by the academic advisors in a personal interview session to help prepare a plan of study consistent with each student's individual needs, interests and abilities.

## Student Credit Load

An average student load is fifteen (15) credit hours per semester. 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) credit hours.

## Dual Credit

The North Dakota Legislature enacted Senate Bill 2033 to allow high school juniors and seniors in North Dakota to enroll in post-secondary academic and vocational courses from regionally and nationally accredited colleges across the country and obtain both high school and college credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. The credit earned in college by high school students does not become official until the student provides the college with a high school transcript verifying graduation.

Joint standards have been developed for dual credit courses (college courses that students take during their high school years that become dually eligible for high school credit). These standards were created with some basic concepts in mind. Dual credit courses are college courses. Dual credit courses must maintain the academic rigor and achieve the expected outcomes of the college classes. Colleges/universities and high schools are expected to abide by the following standards.

- Students must complete an Admissions Application.
- Students must maintain a high school 3.0 grade point average.
- Students will only be allowed to enroll in two (6 semester credits) courses per semester.
- Students must have written permission from the school superintendent or principal.
- Instructors teaching credit-bearing college-level courses for dual credit must meet the same academic credential requirements as faculty teaching on campus. Instructor credentials must be on file with CCCC's Human Resource Department.
- Students must meet the same academic criteria as those enrolled in credit-bearing college courses.
- College credit courses will be offered within the term of one semester.
- Learning outcomes for dual credit courses offered in the high school will be assessed and are expected to match those for the course taught on campus.

- Institutions shall provide high school instructors with an orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses.
- Dual credit courses shall be reviewed annually by appropriate campus personnel to ensure consistency with campus courses.
- Dual credit courses taught at the high school must use college approved syllabi, textbooks, and materials.
- The student is responsible for books, fees, and any additional credits.

A college course must be at least 2 semester hours to be considered for dual credit unless the course is an affiliated science lab.

The maximum number of credits waived for any student enrolled in early entrance and/or dual credit courses is 12 semester hours.

Any student taking classes for credit above the maximum number of waived credits will be charged accordingly:

1. The fee per credit hour is \$150.00 for all credits taken as a dual credit or early entrance student.

## Early Entrance High School and GED Students

The purpose of the High School and GED Student Policy is to provide an opportunity for students who are still enrolled in high school or enrolled in a GED program to earn college credit. Students must be classified as a junior or senior in high school or be a GED student having completed 3 of the 4 tests. High school students must have a minimum high school GPA of 3.0. Students under the age of 18 must have a parent/guardian consent form signed prior to enrolling in courses at CCCC. Credit earned does not become official until the student provides CCCC with a transcript verifying high school or GED completion. Students can enroll for a maximum of 6 credit hours per semester. This includes any dual credit courses. A student wishing to enroll for more than 6 credits will need approval from the Academic Dean. CCCC will waive the tuition cost for up to 6 credits per semester upon successful completion of the course with a "C" or better. This includes dual credit courses. The student will be responsible for the cost of books, fees, and any additional credits. Students must meet CCCC Satisfactory Academic Progress in order to enroll the following semester.

Students are required to follow the regular admissions procedure below:

1. Student must complete an Admissions Application.
2. Student must complete ACCUPlacer placement exam.
3. Students under the age of 18 must have a parent/guardian consent form signed prior to enrolling in courses at CCCC.
4. High school students must sign a transcript release form.
5. GED students must provide a copy of GED upon completion.
6. Official Verification of tribal enrollment if applicable.
7. Students must meet CCCC's policy on satisfactory academic progress as outlined in the college catalog.

The maximum number of credits waived for any student enrolled in early entrance or dual credit courses is 12 semester hours.

## Adding and Dropping Classes

After registration, students should consult with their academic 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 on which the change 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-semester course will be removed from the student's transcript. Classes dropped after the Drop Date will receive an "AW" which indicates an Academic Withdrawal (weeks 3-5) or a "W" which indicates a Withdrawal (up to the last date to withdrawal based on the academic calendar). Refunds due are determined by a schedule outlined in the "Financial Aid" Section of the college catalog.

## Academic Withdrawal Policy

**Student Attendance** – If a student does not attend classes or meet Satisfactory Academic Progress (SAP) within the first two weeks of the fall/spring semester or the first week of the summer session, the student will be dropped by instructor.

**Academic Withdrawal (AW)** – After the 2 week drop date (for attendance only) faculty may academically withdraw (AW) students up until the end of the fifth week of the semester due to non-satisfactory academic progress within a course.



**Withdrawal (W)** – A student must initiate the withdrawal process on or before last day to withdraw from class(es) according to the academic calendar. This may avoid financial loss and prevent a student from receiving grades of “F”. The Registration Action Form can be found on the website under the Registrar or at the Registrar’s Office and must have his/her advisor and instructor signatures. Students do not withdraw simply by leaving college.

## Grievances and Appeals

The student is responsible to initiate and advance a grievance. Students having an informal complaint or formal grievance of alleged improper, unfair, arbitrary, or discriminatory treatment should first discuss the grievance with the college employee or student who was involved in the disputed action.

The following steps are to be used for student grievances in the event the issue cannot be resolved:

1. The first step for initiating a grievance is the responsibility of the student. A student with a complaint shall first contact the instructor or staff member in an effort to resolve the issue.
2. If the student is still not satisfied, he/she may request to meet with the Academic Dean. The request will be in the form of a written grievance that is dated, details the incident, and provides sound reasoning for the grievance.
3. The request serves as documentation for the grievance and will be the topic for the meeting between the student and the Academic Dean.
4. The instructor or staff member will be asked to share their version of the incident in writing, and a determination will be made by the Academic Dean that will be shared in writing with both parties.
5. If this process does not achieve resolution of the grievance, the student may request a formal review of the grievance by the Academic Standards Committee. The Academic Standards Committee will be comprised of randomly selected individuals from the following groups:
  - a. a student government representative;
  - b. a faculty member; and
  - c. an administrative representative of the College.
6. The Academic Standards Committee will consider the grievance as formally presented by the student, and will consult with all parties involved in the grievance through a meeting facilitated by the Academic Dean.
7. The committee will render a decision regarding the grievance within 14 school days upon receipt of the student’s initial formal written grievance. The student will be notified of the Committee’s decision.

The committee’s decision is the final step in the grievance process and their decision is final.

## Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and/or collusion. The instructor will handle cases of scholastic dishonesty and have the authority to decide how the incident of dishonesty will affect the student’s grade in the course.

- 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 a semester 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 Academic Dean 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.

## Classification Of Students

**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.

**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.

**Three-quarter-time Student:** is one who is enrolled in 9-11 semester hours of credit.

**Half-time Student:** is one who is enrolled in less than 6-8 semester hours of credit.

**Less than half-time Student:** is one who is enrolled in less than six (6) semester hours of credit.

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.

## Non-Degree Students

A non-degree student is not a candidate for a degree, but one who has evidenced competence to undertake college coursework. Coursework completed by non-degree students cannot be counted toward a degree until all admissions requirements have been satisfied, this includes obtaining official transcripts from previously attended institution(s).

## 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 every 15 hours of contact time. Laboratory sessions may be required in addition to the classroom work for some courses.

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.

One credit hour amounts to one hour of instruction (50 minutes minimum) and two hours of additional student work per week for 15 weeks.

## 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 Academic Dean 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 Academic Dean
4. Present the form to the Business Office and pay any fees required.
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 as an indication to the 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 . . . . . not included in grade point average
- AU Audit . . . . . not included in grade point average

AW Administrative Withdrawal.....not included in grade point average

R Retake..... only last grade is counted

## Grade Point Average

The grade point average (GPA) is computed by dividing the total number of honor 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.

## 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.

## 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.

## Independent Study Policy

Independent Study is an opportunity for students to earn academic credit for learning outside the formal class structure under the individual direction of a faculty member. Independent Study is provided to fill an academic need of importance to the student that cannot be filled by the regular curriculum.

## Policies/Eligibility

1. Independent study will be granted only when a student is scheduled to graduate that academic year.
2. CCCC allows a maximum of 6 hours of independent study degree credit towards completion of a program of study. A maximum of 3 hours may be taken in any one semester.
3. A written request in the form of an e-mail from the instructor to the Academic Dean will include: 1) student's name; 2) course number and course name; and 3) proposed time for when the instructor will meet a minimum of one hour with the student per week.
4. For an undergraduate student to be eligible for independent study, a student should have completed a significant portion of his/her undergraduate studies with a very good GPA, and must have some relevant background knowledge and/or experience.
5. Independent Study credit will be granted upon satisfactory completion of the project requirements as defined by the instructor and the syllabus for the course.

## Repeating a 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.

## Requirements for Graduation

CCCC awards a 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 by deadline (See Academic Calendar)
6. Clear all college obligations (i.e., library and course materials returned, trip reports filed, financial aid, business office, equipment, etc.)
7. Complete exit evaluation.

## Graduation Academic Honors

Students who complete all degree requirements for a certificate or associate Program of Study may graduate with the following honors:

- Yuonihan yatanpi (with highest honor): Gold Honor Stole - Cumulative GPA requirements of 3.70 & higher (President's List)
- Yuonihan (with honor): Silver Honor Stole - Cumulative GPA requirements of 3.25 - 3.69 (Dean's List)

## 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.

## North Dakota University System and Tribal College & University Transfer Agreement

This mode of instruction uses video to transmit live audio and video between North Dakota Tribal Colleges and North Dakota Universities in Room 106 and Room 113. These rooms can be used to transmit courses among North Dakota's tribal colleges and public institutions. The North Dakota IVN is dedicated to enhancing educational opportunities in North Dakota through distance education.

## Transfer of Credits

Students in an academic transfer track should plan their pathway 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 as well as other Tribal Colleges and Universities. 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.

# Student Resources



## Career Services

Career services are available to all students at CCCC. Career surveys are given to help students realize a career path that is in line with their interests and talents. Coaching is available to further the individual's awareness and appreciation of their natural abilities. Strengthening of natural talents is accomplished through awareness, acceptance, and achievement. **For further information contact Student Services.**

## Valerie Merrick Memorial Library

The Valerie Merrick Memorial Library (VMML) – 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 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 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, helps 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**.

## CCCC Bookstore

Required textbooks will be automatically sent to the student's address on file with the Registrar's office. Other required course materials for art, carpentry, and commercial driving can be purchased at the physical bookstore on campus. The bookstore also carries CCCC apparel. Students are able to charge required texts and course materials only to their student account. **For further information contact Student Services.**

## Technology

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 are 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 Senate

Student Senate is officially elected representatives of the Student Body of Cankdeska Cikana Community College (CCCC). The Student Senate 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.

Elections are held in September at the beginning of each school year. The Senate is comprised of the Student Body President, Vice-President, Secretary, Treasurer, 2-Delegates, and a Student Representative, who are elected by the entire student body.

Candidates must first be nominated, an election is held on campus, and student votes are cast via online voting. Student Senate elections are presided over by the Student Senate Advisors and the Dean of Student Services.

## 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. [www.aihec.org](http://www.aihec.org)

## 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 (CEUs) 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.

## Campus Visits

Prospective students or any other interested persons are invited to visit CCCC campus at any time. Campus tours may be scheduled through Student Services and appointments with instructors can be arranged if desired. For further information please contact Student Services.

## 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 online at <https://www.littlehoop.edu/crime/>**.

## Coordination With Law Enforcement

Cankdeska Cikana Community College will report information concerning possession, public intoxication, 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 on or off campus. Cankdeska Cikana Community College will cooperate fully in prosecution of any violation of the Tribal, State, and Federal laws.

## 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 students:

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. This policy covers the actions of all students during all CCCC-sponsored activities on or off campus.

- 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 or a CCCC activity 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 CCCC premises, CCCC activity, 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 CCCC employee policies and procedures.

## Tobacco Free Campus Policy

Cankdeska Cikana Community College is a smoke-free facility. Smoking is allowed outdoors in designated area only and must be at a minimum, twenty-five (25) feet from the campus facilities. “Commercial Tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner of any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.



# Student Travel Policy



## Purpose

CCCC strives to enrich the education process by supporting travel for its students. 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 that is undertaken by one or more students enrolled at CCCC that is organized and sponsored by the College and that is funded by the institution and using vehicles owned or leased by the institution.

All student travelers are bound by the Code of Student Conduct.

## Student Representation

Any student representing CCCC 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 the College.

## Pre-Trip Orientation

The advisor, staff, 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. Travel request forms, dress code, and other travel documentation will be reviewed and/or signed at this time.

## Participation

Students are expected to participate fully in the conference or workshop by attending all programs and events as outlined by the conference. 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.

## Summary of Experience

If a student attends a conference, 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. (This report is in addition to the trip report which must be filed with the Business Office).

## Alcohol and Illegal Substance Prohibited

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

## Expenses

### 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 future travel. Special circumstances should be brought to the attention of the advisor immediately.

### Taxi/Shuttle

As a general rule, only taxi fares from airport to hotel, hotel to airport will be reimbursed, unless the conference venue has several sites that are a distance apart.

### Per Diem

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

## 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 advisor.
- Tips will not be reimbursed.
- Movie rentals (hotel rooms, etc.) will not be reimbursed.

## Non-Attendance

Students who have committed to travel by submitting travel requests and have received travel compensation are responsible to reimburse CCCC if they do not travel. This includes all travel expenses paid but not utilized. It may include nonrefundable registration costs, airfare, event tickets, etc.

## Documentation of Travel

Students voluntarily participating in elective student activities requiring travel will be required to complete a Travel Contract form verifying that they understand and

accept the risks involved in participating in the trip activity, and assume responsibility of their behavior.

Students must submit a Trip Report (including a copy of the agenda) to the Business office within five (5) days after trip has been completed. The trip report must include original receipts attached for lodging, transportation, registration fees, etc. The form is available for print at the College website.

Upon receipt of trip 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. It is the responsibility of the Departmental Sponsor/Organization Adviser and/or Program Director to insure that trip reports are submitted within five (5) days of completion of College related travel.

## **Student Eligibility**

Students who meet SAP are eligible to travel.

## **Insurance**

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 on trips. Students are responsible for any medical expenses incurred during and/or as a result of the trip.

## **Reporting Accidents**

If students should become ill, hospitalized, involved in an accident or die while on an approved trip, the advisor will notify the Academic Dean immediately as well as the President.

## **Commercial Travel**

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

## **Use of Personal Vehicles by Students**

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 current state or tribal registration.

## **When the College Rules and Regulations Govern**

Students who are enrolled at CCCC are subject to the rules and regulations of the institution. Students are expected to conduct themselves in accordance with Tribal 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 CCCC for violating these standards of conduct even if the student is punished by Tribal, federal, state authorities for the same act.

# Student Code of Conduct



CCCC assumes that students are responsible citizens who have made a choice to attend college. Emphasis is placed on student code of conduct rather than on student limits or restrictions. CCCC has policies reflecting the values to which the college is committed and which are designed to help ensure safety and integrity on the campus.

Students are expected to obey tribal, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning.

Aside from following the student code of conduct outlined in this handbook, CCCC also encourages its students to live by the seven Dakota Values:

- Woksape** - Wisdom
- Wicowahba** - Humility
- Wowaditake** - Courage
- Wawokiya** - Generosity
- Wowaditake** - Fortitude
- Waohoda** - Respect
- Oñañ Owotana** - Honesty

Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal.

These policies apply to the conduct of all students, student organizations, teams and clubs. They also apply when off campus in connection with internships, academic activities and any activity sponsored or authorized by CCCC. Students will also be held accountable for behavior that occurs off campus when an offense threatens the safety or security of any individual or institution.

## Scholastic Dishonesty

Academic integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. The following are examples of academic dishonesty:

1. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
  - 1.1. Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam.
  - 1.2. Looking at another student's test during an exam or allowing another student to look at your exam.
  - 1.3. Copying from another student's test or homework assignment with or without the other student's permission.

- 1.4. Working with another student on a test or an assignment without authorization.
- 1.5. Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computers) to obtain answers or information for a test.
- 1.6. Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person.
- 1.7. Sharing answers for an assignment.
2. Plagiarism is using someone else's work in part or whole and passing it off as the student's own whether intentionally or not intentionally.
  - 2.1. Using exact words or phrases without citing the source.
  - 2.2. Buying a paper from an online source or a person.
  - 2.3. Using a paper someone else has done either for you specifically or for another class.
  - 2.4. Without documenting the source, modifying the information or combining the information from more than one source to make it appear original.
  - 2.5. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.
3. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
  - 3.1. Citing a statistic from a source without being sure if the numbers are correct.
  - 3.2. Combining sources but claiming only one of the sources.
  - 3.3. Forging of signatures on any form requiring another person's verification.
  - 3.4. Misrepresenting situations such as:
  - 3.5. claiming a member was present on a group project when he or she was absent or left early.
  - 3.6. claiming you handed in work, implying the teacher lost it or the Moodle didn't accept it.
  - 3.7. claiming a family event, illness, emergency or funeral when, in fact, there is none.

## Consequences

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted following CCCC's Student Complaint/Grievance & Appeals policies.

## Other Offenses

Notwithstanding actions taken by civil authorities, CCCC administrators may initiate disciplinary proceedings regarding student conduct, not limited to:

**Minor Misconduct:** Disciplinary action may be taken against a student who:

1. Violates tribal ordinances or state or federal laws.
2. Possesses or uses fireworks on College property.
3. Has conduct that interferes with the operations of the College.
4. Takes or causes minor damages, to the property of another.
5. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not limited to, telephone, texting, email, computer, or online social media harassment.
6. Violates the CCCC Alcohol and Other Drugs regarding the possession or consumption of alcohol and/or marijuana.
7. Misuses a student identification card.
8. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official.
9. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments.
10. Tampers with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices.
11. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct.
12. Tobacco use, including vaping in any buildings or on campus within 25 feet of main entrances, exits, and operable windows.
13. Engages in any form of academic dishonesty.
14. Engages in disruptive activity such as disorderly conduct which is defined by North Dakota Century Code 12.1-31-01.
  - a. 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:
    - i. Makes unreasonable noise.
    - ii. In a public place, uses abusive or obscene language, or makes an obscene gesture.

iii. Obstructs vehicular or pedestrian traffic, or the use of a public facility.

iv. Persistently follows a person in or about a public place or places.

**Major Misconduct** is any behavior or violation that may result in suspension, or expulsion. Disciplinary action may be taken against a student who:

1. Commits two (2) or more minor misconduct violations.
2. Violates the Sexual Misconduct/Title IX Compliance Policy
3. Violates the Sexual Harassment Policy.
4. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another.
5. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience.
6. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exists.
7. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law.
8. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
9. Intentionally or recklessly causes significant damage to the property of another.
10. Violates the CCCC Alcohol and Other Drugs policy regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
11. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
12. Engages in any conduct considered hazing which creates a risk of injury to another, or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather.
13. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.



14. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct.
15. Engages in disruptive activity such as disorderly conduct which is defined by North Dakota Century Code 12.1-31-01.
  - a. 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:
    - i. Engages in fighting, or in violent, tumultuous, or threatening behavior.
    - ii. Creates a hazardous physically offensive, or seriously alarming condition by any act that serves no legitimate purpose.
16. 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.

## Disciplinary Sanctions

1. **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.

## Student Rights

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

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

## Student Academic Complaint/ Grievance & Appeal Policy

The following procedure provides the steps for a student to file a grievance concerning a faculty member's academic decisions. An example of an academic complaint is a final grade appeal.

1. In an attempt to resolve the concern, the first step for a student wishing to file a grievance about a matter pertaining to an academic decision made by a faculty member may discuss the matter first with the faculty member whose action has caused him/her to consider filing the complaint in an effort to resolve the situation informally. This meeting must take place within fourteen (14) College days of the date of the action.
2. If not resolved through informal discussion and over a period not to exceed seven (7) college days, the student may request to meet with the Academic Dean. If the student decides to continue with a formal academic complaint, it must be in the form of a written grievance that is dated, details of the incident, and provides sound reasoning for the Student Academic Grievance Form and so submitted to the Academic Dean.
3. Within the next seven (7) College days upon receiving the Academic Grievance Form, the Academic Dean schedules a meeting with the student to attempt to resolve the complaint.
4. The instructor will be asked to share their version of the incident in writing, and a determination will be made by the Academic Dean that will be provided to the student either personally or by first-class mail within seven (7) College days of the meeting.
5. If this process does not achieve resolution of the complaint, the student may request a formal review of the grievance by the Academic Standards Committee.
6. The Academic Standards Committee will be comprised of randomly selected individuals from the following groups:



- a. a student government representative;
  - b. a faculty member; and
  - c. a representative of the student services.
7. The Academic Standards Committee will consider the grievance as formally presented by the student, and will consult with all parties involved in the grievance through a meeting facilitated by the Academic Dean.
  8. The committee will render a decision regarding the grievance within fourteen (14) College days upon receipt of the student's initial formal written grievance. The student will be notified of the committee's decision either personally and/or by first-class mail within seven (7) College days of the meeting.

The committee's decision is the final step in the appeal process and their decision is final.

## Student "Non-Academic" Complaint/ Grievance & Appeal Policy

The following procedure provides the steps for a student to file a complaint/grievance about the conduct of a faculty member, other CCCC employee, student, or auxiliary service personnel about a matter unrelated to academic decisions. Example of a non-academic complaint/grievance is student to student arguing, fighting, or threatening contact.

1. In an attempt to resolve the concern, the first step for a student wishing to file a grievance about a matter pertaining to a non-academic complaint, may discuss the matter first with the individual(s) whose action has caused him;/her to consider filing the complaint in an effort to resolve the situation informally. This meeting must take place within fourteen (14) College days of the date of the action.
2. If not resolved through informal discussion and over a period not to exceed seven (7) College days, the student may request to meet with the Dean of Student Services. If the student decides to continue with a formal non-academic complaint, it must be in the form of a written grievance that is dated, details the incident, and provides sound reasoning for the Student Non-Academic Grievance form and so submitted to the Dean of Student Services.
3. Within seven (7) College days upon receiving the Non-Academic Complaint/Grievance & Appeal form, the Dean of Student Services schedules a meeting with the student to attempt to resolve the complaint.
4. The respondent in the non-academic complaint will be asked to share their version of the incident in writing, and a determination will be made by the Dean of Student Services that will be provided to the student either personally and/or by first-class mail within seven (7) College days of the meeting.
5. If this process does not achieve resolution of the complaint, the student may request a formal review of the grievance by the Academic Standards Committee.

6. The Academic Standards Committee will render a decision regarding the grievance within fourteen (14) College days upon receipt of the student's initial formal written grievance. The student will be notified of the committee's decision either personally and/or by first-class mail within seven (7) College days of the meeting.
7. If the student is not satisfied with the Academic Standards Committee's written response, s/he has (5) College days to request the decision of the Academic Standards Committee be given to the President. The Academic Standards Committee will confer with the President and will have seven (7) College days to decide whether to accept the recommendations or to render a different decision, and to notify the student.
8. The CCCC President will notify the student in writing by first-class mail within the time frame.
9. The decision of the President is final and there are no further means of appeal to be made. In cases where the appeal involves the CCCC President, the appeal will be heard by the Board of Regents.

## Harassment or Discrimination Policy

Cankdeska Cikana Community College (CCCC) is committed to providing a work environment free of any form of harassment or discrimination (lawful or unlawful). CCCC does 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.

CCCC will not tolerate verbal or physical conduct by an employee or a student which harasses, disrupts, or interferes with another's work performance.

Prohibited harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or any other legal protected basis if:

- a. Explicitly or implicitly making submission to the conduct, a term or condition of an individual's employment;
- b. Using submission or rejection of such conduct as a basis for decisions concerning that individual's employment; or
- c. The conduct substantially interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

Prohibited harassment includes unwelcome sexual advances, sexual flirtations, request for sexual favors and

lewd, degrading, vulgar or obscene remarks, offensive comments and jokes, posters or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

CCCC is opposed to harassing conduct in the workplace or elsewhere, whether committed by supervisory or non-supervisory personnel or students. Personal, sexual, or intimate relationships among a staff member (including a faculty member) and a student, where the staff member or faculty member is in a position of authority over the student, such as, but not limited to the relationship among an instructor and a student, administration official and a student, or security guard and a student are strictly prohibited. This conduct is considered “fraternization” and is strictly prohibited even if consensual, unless the parties involved are married or involved in an intimate relationship prior to the staff or faculty member assuming a position of authority over the student.

See 704 for Sexual and Gender-Based Misconduct Policy and 705 for Sexual and Gender-Based Misconduct Procedures in compliance with Title IX of the Education Amendments of 1972; relevant sections of the Violence Against Women Reauthorization Act; and Title VII of the Civil Rights Act of 1964; and the regulations put forth by the Office for Civil Rights.

## Harassment or Discrimination Procedure

The following steps are to be used in the event a student or employee wishes to file a discrimination or harassment complaint related to an individual’s race, ethnicity, age, religion, or any other legally protected characteristic except sexual and gender-based misconduct. To file a complaint related to sexual and gender-based misconduct see 704 Sexual and Gender-Based Misconduct Policy and 705 Sexual and Gender-Based Procedures for the steps and practice.

Employees and students of the Cankdeska Cikana Community College are required to utilize the internal process prior to utilizing external sources for remediation. Failure to comply could result in disciplinary action.

Any employee or student who believes that the actions or words of any employee, faculty, student or fellow employee constitute unwelcome discrimination or harassment must complete the Discrimination Complaint Form and submit to the appropriate CCCC official listed immediately. The employee must first notify his/her supervisor in writing prior to submitting the form to the appropriate CCCC official. 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 | Academic Dean |
| b) Faculty member           | Academic Dean |

|                                  |                         |
|----------------------------------|-------------------------|
| c) Dean/Program Oversight        | 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        |

Upon receipt of an allegation of discrimination or harassment, a Compliance Committee of three members will be appointed by the President will begin a thorough investigation of the allegation within 5 working days. The investigation will include conducting of interviews and/or the obtaining of statements and supporting documents from both parties to ensure a clear understanding of the event has been achieved. The investigation must be completed within 10 business days from the date the investigation begins. Contact the HR Office for the Employee Harassment Complaint Investigation/ Determination Checklist form.

The Compliance Committee will submit a written report of the findings to the College President and notify the complainant and alleged harasser within five working days after completion of the report.

### 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.

### Grievance:

If the employee or student disagrees or is not satisfied with the decision or results of the Compliance Committee, the employee or student must submit their grievance in writing to the Board of Regents and providing a copy to the President within five business days from the date he/she is notified of the finding(s). A copy will be made for the other parties involved. The Board of Regents will hear the grievance and obtain statements from all parties involved. The Board will vote on the decision/action to remedy the grievance within five business days of the hearing.

### What constitutes 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 employees job assignment, status, rights, privileges, or benefits.

Questions or inquiries can be made to:

CCCC Title IX Coordinator/Section 504/ADA  
Coordinator

DeLana McLean, Dean of Student Services  
Phone: 701-766-1137

Sheri Diehl, CCCC Human Resources, Director  
Phone: 701-766-1309

Jackie Lampert, CCCC Academic Dean  
Phone: 701-766-1138

A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights (OCR) or the Equal Employment Opportunity Commission (EEOC).

A complaint or concern to OCR/EEOC may be sent to:

Office for Civil Rights

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Hotline: (800)-421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Equal Employment Opportunity Commission

131 M Street, NE

Washington, D.C. 20507

Hotline: (800)-669-4000

Email: [info@eEOC.gov](mailto:info@eEOC.gov)

## Sexual and Gender-Based Misconduct Policy

### Statement:

The Cankdeska Cikana Community College (henceforth called CCCC or the College) is committed to the safety, respectful, and non-discriminatory learning and working environment for all members of the College community. The College adopts this policy with a commitment to eliminating sexual and gender-based misconduct, preventing its recurrence and addressing its effects. This policy sets forth the College's strategy and response to incidents of sexual and gender-based misconduct in compliance with federal, state, and tribal laws.

### Purpose:

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to

meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; and Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment. It does not preclude application or enforcement of other College policies.

Offenses prohibited under this policy include, but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include non-consensual sexual contact, non-consensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

### Scope:

This policy applies to sexual or gender-based misconduct that is committed by students, faculty, staff, or third parties, when the discrimination and harassment occurs in the school's education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the discrimination or harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus, including online instruction.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the CCCC Title IX Coordinator identified in this policy which covers unwelcome conduct of a sexual or gender-based nature, whether committed on-campus, or off-campus where CCCC has control over the respondent or the context of the harassment.

Contacts at Cankdeska Cikana Community College:

DeLana McLean, Dean of Student Services

Title IX Coordinator

701-766-1137

[titleix@littlehoop.edu](mailto:titleix@littlehoop.edu)

Sheri Diehl, Human Resources Director

Title IX Deputy Coordinator

701-766-1309

Samantha Gourd, Registrar

Title IX Deputy Coordinator

701-766-1342

## Title IX Staff and Duties:

The President of the Cankdeska Cikana Community College shall designate CCCC officials responsible for the coordination of Title IX. The designation of a CCCC official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or has concluded that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy.

- **Title IX Coordinator:** The Title IX Coordinator is charged with monitoring the College's compliance with Title IX, ensuring appropriate education and training; coordinating the College's investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate sexual and gender-based misconduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to meet with any student, employee, or third party to discuss this policy or the accompanying procedures.
- **Deputy Title IX Coordinators:** CCCC has also designated Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive appropriate training to discharge their responsibilities.
- **Title IX Investigator:** The Title IX Investigator may include but is not limited to a CCCC security officer or staff member. The primary responsibility of the investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. The Investigator cannot be a Title IX Coordinator or Deputy Title IX Coordinator. The Investigator will receive appropriate Title IX and trauma informed training.
- **Title IX Hearing Officer:** The Title IX Hearing Officer may include a CCCC administrator or external legal counsel. The primary responsibility of the Hearing Officer will be to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. The Hearing Officer will receive appropriate Title IX and trauma informed training.
- **Title IX Hearing Member:** The Title IX Hearing Member(s) may include CCCC faculty or staff

members. The primary responsibility of the hearing member is to listen to both sides of the complaint. Each hearing member will evaluate the information being provided by both parties to make a decision whether or not a Title IX policy violation took place. Hearing members will receive appropriate Title IX training.

## Definitions:

CCCC defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

- **Advisor:** A person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a CCCC faculty or staff member, a friend or an attorney.
- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Consent:** is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes".
- **Consent is informed, knowing and voluntary.** Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- **Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.**
- **Previous relationships or consent does not imply consent to future sexual acts.**
- **Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.** Coercion is unreasonable pressure for sexual activity.
  - o In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot



make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

- o Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.
- o Examples: of when a person should know the other is incapacitated include, but are not limited to:
  - o The amount of alcohol, medication or drugs consumed,
  - o Imbalance or stumbling,
  - o Slurred speech,
  - o Lack of consciousness or inability to control bodily functions or movements, or vomiting, or
  - o Mental disability or incapacity.
- Dating Violence: is violence between individuals in the following circumstances:

The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on a consideration of the following factors:
  - o Length of the relationship
  - o Type of relationship
  - o Frequency of interaction between the persons involved in the relationship
- Domestic Violence: under CCCC policy means violence committed by a current or former spouse of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse;
- A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
- Any other person against an adult or youth victim who is protected from that person's acts under North Dakota domestic or family violence laws.
- Formal Complaint: a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g. the accused, witnesses) and sufficient detail to make a determination regarding basic elements of the formal complaint process.
- Gender-Based Harassment: is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is

sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities.

- Hostile Environment: can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.
- Non-Consensual Sexual Contact: is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.
- Non-Consensual Sexual Intercourse: is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
- Quid Pro Quo Sexual Harassment: exists when individuals in positions of authority over the complainant:
  - Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.
- Examples: of Quid Pro Quo Sexual Harassment include, but are not limited to:
  - o An instructor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
  - o The instructor probes for explicit details, and demands that students respond to him or her, though they are clearly uncomfortable and hesitant.
- Rape: is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any

gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

- Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.
- Sex Discrimination: includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- Sexual Coercion: is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.
- Sexual Harassment: is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:
  - o The frequency of the conduct;
  - o The nature and severity of the conduct;
  - o Whether the conduct was physically threatening;
  - o Whether the conduct was deliberate, repeated humiliation based upon sex;
  - o The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
  - o Whether the conduct was directed at more than one person;
  - o Whether the conduct arose in the context of other discriminatory conduct;
  - o Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and

- o Whether the speech or conduct deserves constitutional protections.

- Examples: of Sexual Harassment include, but are not limited to:
  - o A student repeatedly sends sexually oriented jokes around in an email list he or she created, even when asked to stop, causing one recipient to avoid the sender on campus.
  - o An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort.
- Sexual Violence: refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.
- Supportive Measures: are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

## Resources, Assistance, and Supportive Measures:

CCCC is committed to ensuring complainants and respondents receive assistance. For direct services provided by the College, please contact the Dean of Student Services.

Below is a non-exhaustive list of contacts that may be available to support or assist.

### Local

Spirit Lake Victim Assistance Program:

1-701-766-1816

On Call Crisis Numbers:

701-381-2930

701-351-2724

701-381-2856

701-381-2488

Spirit Lake Recovery and Wellness:

1-701-766-4285

Spirit Lake Youth Healing and Wellness:

1-701-766-4236

Spirit Lake Mental Health: 1-701-766-1613

Lake Region 24-hour CRISIS Line:

701-662-5050

Lake Region Human Service Center:

701-665-2200

Alcoholics Anonymous:

701-665-1041

## State

North Dakota Crisis Help Line:

1-800-472-2911

The Village Family Service Center:

1-866-838-6776

Altru Hospital: 1-701-780-5000

## National

Native Youth Crisis Hotline:

1-877-209-1266

National Domestic Violence Hotline:

1-800-799-7233 (SAFE)

Rape, Abuse & Incest National Network

Hotline:

1-800-656-4673 (HOPE)

Communication Services for the Deaf (TTY)

1-800-252-1017 (TTY)

Communication Services for the Deaf

(Voice):

1-866-845-7445 (Voice)

National Suicide Prevention Lifeline:

1-800-273-8255 (TALK)

Center for Psychiatric Care:

1-877-731-2511

Local law enforcement that covers the CCCC campus is the Bureau of Indian Affairs:

Bureau of Indian Affairs

816 3rd Ave., North

Fort Totten, North Dakota 58335

Phone: (701)-766-4545

# Sexual or Gender-Based Misconduct Procedure

## Statement:

The Cankdeska Cikana Community College (henceforth called CCCC or the College) is committed to the safety, respectful, and non-discriminatory learning and working environment for all members of the College community. The College adopts these procedures with a commitment to eliminating sexual and gender-based misconduct, preventing its recurrence and addressing its effects. These procedures are the College's practices and responses to incidents of sexual and gender-based misconduct in compliance with federal and state laws.

## Reporting Options:

### 1. Mandatory Reporting

All CCCC employees are responsible for taking all appropriate action to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All CCCC employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator.

### 2. Confidential Reporting

Any person who wishes to report an incident and remain anonymous can do so by phone, mail, or email to the Title IX Coordinator. All forms of sexual harassment should be reported, no matter the severity. In addition, CCCC should be made aware of possible threats to the campus community in order to issue timely warnings.

### 3. Reporting to the Police

CCCC strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, College disciplinary actions and/or civil actions against the respondent.

- If the incident happened on campus, it can be reported to the CCCC Security. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Know that the information you report can be helpful in supporting other reports and/or preventing further incidents. Fort Totten Bureau of Indian Affairs Department: 701.766.4545 (for non-emergencies)
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, CCCC also strongly encourages reporting any instances to the police.

- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name of the persons involved.

#### 4. Reporting of Student Instances

Students shall report any instances of sex discrimination or sexual harassment to any CCCC employee and/or the Title IX Coordinator. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the CCCC investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.

CCCC will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sex discrimination or sexual harassment has occurred. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that the sexual violence occurred, CCCC will continue to take these steps to protect the complainant and ensure his or her safety, as necessary. CCCC will provide the complainant with any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and assistance in reporting a crime to local law enforcement.

### Written Notice of Complaint:

Upon receipt of a formal complaint, CCCC will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

1. Notice of the grievance process, including any informal resolution process;

2. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
4. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
5. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct and subject to disciplinary action.

CCCC may consolidate formal complaints where the allegations arise out of the same facts.

### Investigating and Resolving Complaints:

During the complaint process and when investigating, CCCC must:

1. Ensure that the burden of proof and of gathering evidence rests on CCCC rather than on the parties.
2. Provide equal opportunity for the parties to present witnesses and evidence.
3. Not restrict either party's ability to discuss the allegations or gather and present evidence.
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor.
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate.
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation.
7. Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility.

### Investigations:

The Title IX Coordinator will make a determination to begin a formal investigation of sex discrimination or a sexual harassment incident which will lead to an institutional



action. The coordinator will be available to explain to both parties the process and to notify in writing of the receipt of a complaint and the actions CCCC will take. The burden of gathering evidence and burden of proof must remain on CCCC, not on the parties.

An investigation will be conducted by the CCCC Title IX Investigator. This investigation will include:

- Meeting personally with the complainant, (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent, (unless extraordinary circumstances prevent a personal meeting)
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made,
- Collecting any physical evidence,
- Meeting personally with any witnesses, (unless extraordinary circumstances prevent a personal meeting with one or more witnesses), and
- Reviewing any documentary evidence.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. CCCC will determine if a Title IX hearing is necessary.

If it is determined that CCCC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date.

CCCC cannot access or use a party's medical, psychological, and similar treatment records unless CCCC obtains the party's voluntary, written consent to do so.

### **Mandatory or Discretionary Dismissal:**

- **Mandatory Dismissal:** must occur when determined in the course of the investigation that allegation in a formal complaint: (1) did not occur in CCCC's program or activity; (2) did not constitute sexual harassment as defined; or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.
- **Discretionary Dismissal:** may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; or (2) the respondent is no longer enrolled or employed by CCCC; or (3) specific circumstances prevent CCCC from gathering evidence sufficient to reach a determination. Both parties must receive written notice of a discretionary dismissal and reasons.

## **Institutional Action**

### **1. Informal Resolution**

Mediation is a method of informal resolution. Informal resolutions are prohibited unless a formal complaint of sexual harassment is filed. Mediation may include conflict resolution or a restorative agreement between the parties with a trained Title IX Hearing Officer presiding over the mediation. Participation in mediation is not mandatory, but will only take place with the consent of both parties involved. Mediation may only be used:

- A. Prior to a notice of hearing being issued;
- B. When a trained Title IX Hearing Officer determines this is a suitable option for resolving the concern, and both the Complainant and Respondent agree to use the process;
- C. When the complaint does not involve sexual violence as defined in the Title IX Policy.
- D. When both parties acknowledge receipt of written notice of their rights under this policy and both parties provide written, voluntary consent.
- E. Mediation is not available when the complaint alleges a CCCC employee harassed a student.

Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted. However, either the Complainant or the Respondent may terminate mediation at any time prior to the entry of a voluntary resolution and proceed with the Title IX hearing. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

### **2. Title IX Hearing**

The Title IX Coordinator will determine if a hearing is necessary; mediation is never appropriate in sexual violence cases. If it is determined that CCCC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date, the alleged policy violation and issued a notice to appear at the hearing. The written notice will be hand delivered directly to the student(s) or mailed to the local address as filed in the Registrar's Office. Students are responsible for providing and maintaining a current local address in the Registrar's Office.

The hearing members shall include at least one trauma trained individual in sex discrimination or sexual harassment adjudication to include a trained Title IX Officer as the hearing officer and three members of faculty and staff as hearing members. The selection of the hearing members will be made by the Title IX Coordinator. Criteria for the hearing committee will include: 1) have received all appropriate training, 2) not a current instructor of either party involved, 3) have no previous substantive or direct

knowledge of the incident, and 4) have no other perceived conflict of interest as determined by interview process with the Title IX Coordinator.

Description of the duties of the Title IX Hearing Members will include but not limited to the following:

- Read and understand the Title IX Policy and Procedures, which include the hearing process.
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet.
- Read and understand the procedures of the Title IX hearing provided by the Coordinator prior to the hearing as part of a hearing packet.
- Have a clear understanding of the incident in question before going into deliberations for a decision.
- Decide the outcome (majority vote) and sanctions if needed based on the information presented, hearing notes, and the CCCC Title IX Policy.
- Provide copies of notes, if made, to the hearing officer. The hearing officer will inform the parties of the decision at the hearing and send a letter as described in this policy.

#### **Complainant's Rights:**

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students must provide CCCC with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;
- Be given a timely hearing;
- Exclude evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Clarifying that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual harassment;
- Written notification of the outcome of the hearing including any sanctions; remedies/ accommodations for the complainant; additional remedies for the school community;
- Written notification of any external counseling services that may be available;

- Written notification of options for changing academic, living, transportation, and work site situations if reasonable;
- Written notification of an avenue for appeal.

#### **Respondent's Rights:**

- Be given written notice of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire hearing;
- Have no violation presumed until found responsible;
- Be given a timely hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students must provide CCCC with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;
- Written notification of the outcome of the hearing including any sanctions; remedies/ accommodations for the complainant; additional remedies for the school community;
- Written notification of any external counseling services that may be available;
- Written notification of options for changing academic, living, transportation, and work site situations, if reasonable;
- Written notification of an avenue for appeal.

The hearing will include opening statements, each party's evidence and witnesses, and closing statements. Students are permitted to be present during the disciplinary hearing (except during deliberations of the panel). Students are permitted to make statements, present witnesses and present evidence during the hearing which has been previously collected and approved during the investigation process. Witnesses and evidence need to be directly related to the incident. The standard of proof used in CCCC Title IX Hearings is the preponderance of the evidence, which means the determination to be made, is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

In-person hearings are preferred, but videoconference hearings may be conducted if the hearing officer determines that the health, safety and welfare of all participants is better served by the alternate hearing mode.

#### **Standard of Evidence:**

CCCC utilizes the preponderance of the evidence standard when deciding sexual and gender-based misconduct complaints.

## Outcomes:

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sex Discrimination or Sexual Harassment policy violation the complaint will be dismissed.

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; in addition, sanctions may be imposed singularly or in combination when a violation of this policy is found.

Sexual Discrimination (includes gender discrimination) may include the following sanctions of the student(s) found responsible.

- Restriction – A limitation on a student’s privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent CCCC, or denial of participation in extracurricular activities.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation Level I – A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with CCCC and that further violations of regulations will subject him/her to suspension or expulsion from the CCCC.
- Suspension – If warranted by the severity of the incident, exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from CCCC are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Dean of Student Affairs. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record. Any refund of tuition or fees will be subject to CCCC’s normal withdrawal policy.
- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record. Any refund of tuition or fees will be subject to CCCC’s normal

withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

Sexual Harassment may include the following sanctions on the student(s) found responsible.

- Restriction – A limitation on a student’s privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent CCCC.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement – Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation Level II – Adds to Level I the stipulation that students are prohibited from participating in any extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or other organizations). Students must apply to get off Conduct Probation Level II by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension – If warranted by the severity of the incident, exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from CCCC are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Dean of Student Affairs. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record. Any refund of tuition or fees will be subject to CCCC’s normal withdrawal policy.
- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record. Any refund of tuition or fees will be subject to CCCC’s normal withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

Sexual Violence may include the following sanction on the student(s) found responsible.

- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student’s record. Any refund of tuition or fees will be subject to CCCC’s normal withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing by certified mail or other agreed upon form of notice within five business days after the hearing at the same time. Both parties have the right to appeal the decision reached through the hearing proceedings within five days after the hearing.

## Appeals:

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from CCCC to the party appealing who was found responsible for the policy violation. The student must show one or more of the listed grounds for an appeal. All appeals will be decided by a board or committee of the President’s choosing and the President will provide the contact information of the appointed board/committee upon notice of an appeal.

1. Appeals must be submitted in writing to the board/committee, that the President appoints, within five (5) working/school days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
  - A. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
  - B. The evidence presented at the previous hearing was not “sufficient” to justify a decision against the student or group.
  - C. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
  - D. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with CCCC procedures or precedent. Simple

dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

3. The board/committee, appointed by the President, will review the record of the original hearing, including documentary evidence. It is the board/committee’s discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing committee for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing(s) was “insufficient” to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing committee, either or both students may appeal the committee’s decision to the board/committee, appointed by the President, and the procedures set out above shall control the appeal.
4. The final decision will be communicated in writing by the board/committee, appointed by the President, to the appealing student(s). The decision will be communicated within ten (10) working/school days of receiving the written recommendation. Both parties will be notified of the final outcome of the appeal.
5. The decision of the board/committee, appointed by the President, on appeal shall be final.

## Retaliation:

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

If an individual brings concerns about possible civil rights problems to a school’s attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the school or any State or Federal agency, it is unlawful for the school to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or College’s investigation or proceeding. Therefore, if a student, parent, teacher, sponsor coach, or other individual complains formally or informally about sexual harassment or participates in an OCR or College’s investigation or proceedings related to sexual harassment, the school is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual’s complaint or participation. Individuals who, apart from official associations with CCCC, engage in



retaliatory activities will also be subject to CCCC's policies insofar as they are applicable to third party actions.

CCCC will take steps to prevent retaliation against a student who filed a complaint either on his or her own behalf or on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal. If it is determined under the preponderance of evidentiary standard that a student is responsible for retaliation the following sanction will be imposed: suspension.

### **Recordkeeping:**

CCCC will document all reports and complaints of sex discrimination and provide copies of those reports to the Title IX Coordinator. CCCC Title IX Coordinator will maintain a secured electronic file system of all Title IX cases, reports, and complaints by academic year. The cases will include all information related to the individual case, which includes but is not limited to the initial complaint, letters sent to all parties, response from the respondent, immediate assistance, investigation notes, mediation agreement if applicable, notice of a hearing, committee selection, hearing notes, hearing decision, written notice of the outcome, and any recordings made of the hearing or in the course of the investigation. The time period to maintain the case records will be no less than seven (7) years from the date of CCCC's final action or decision (whether through report of the investigation, mediation, or hearing). The confidential reporting of the number of incidents and types will be sent to CCCC Security for the preparation of the Annual Crimes Report.

### **Training:**

All CCCC employees except student employees and temporary non-academic employees, including the CCCC Board of Regents, are required to complete annual training regarding their responsibilities under Title IX. All individuals involved in implementing the College's sexual and gender-based misconduct grievance procedures must have training or experience in handling sexual violence complaints in the operation of the College's grievance procedures. Individuals who have not completed training as required by the Title IX Coordinator shall not investigate, adjudicate, or otherwise be involved in the handling and resolution of sexual or gender-based misconduct complaints. All training materials utilized will be posted online for public viewing.

### **Free Speech and Academic Freedom:**

Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the College's educational mission.

### **Other Complaint Procedures:**

A complainant can seek criminal charges through local law enforcement. Local law enforcement that covers the CCCC campus is the Bureau of Indian Affairs:

Bureau of Indian Affairs

816 3rd Ave., North

Fort Totten, North Dakota 58335

Phone: (701)-766-4545

A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights (OCR) or the Equal Employment Opportunity Commission (EEOC).

A complaint or concern to OCR/EEOC may be sent to:

Office for Civil Rights

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Hotline: (800)-421-3481

Email: OCR@ed.gov

Equal Employment Opportunity Commission

131 M Street, NE

Washington, D.C. 20507

Hotline: (800)-669-4000

Email: info@eEOC.gov



# ACADEMIC ADVISOR LIST

| ADVISOR NAME   | PROGRAM OF STUDY   | CONTACT INFORMATION                       |
|----------------|--|---|
| Kim Krebsbach  | Liberal Arts   | 766-2380<br>kim.krebsbach@littlehoop.edu  |
| Jackie Lampert | Early Childhood, Social Work, & CDL                              | 766-1138<br>jackie.lampert@littlehoop.edu |
| Heather Marxen | Carpentry & Fine Arts  | 766-1117<br>heather.marxen@littlehoop.edu |
| Michael Parker | Pre-Engineering &<br>Natural Resource Management                 | 766-1359<br>michael.parker@littlehoop.edu |
| Eric Rogness   | Indigenous/Dakota Studies & Liberal Arts                         | 766-1324<br>eric.rogness@littlehoop.edu   |
| Steven Smith   | Business Administration,<br>Administrative Assistant Certificate | 766-1378<br>steven.smith@littlehoop.edu   |
| Delana McLean  | Liberal Arts & non-degree seeking                                | 766-1137<br>delana.mclean@littlehoop.edu  |





## COLLEGE PHONE NUMBERS

|  |              |  |
|--|--------------|--|
| Cankdeska Cikana Community College - Switchboard | 701-766-4415 |  |
| Campus Security                                  | 701-766-1345 |  |
| Bookstore  | 701-766-1124 |  |
| Library  | 701-766-1353 |  |
| Financial Aid Office                             | 701-766-2370 |  |
| Registrar  | 701-766-1342 |  |

## EDUCATION & FINANCIAL AID RESOURCES

|                                     |              |  |
|-------------------------------------|--------------|--|
| Spirit Lake Employment & Training   | 701-766-1200 |  |
| Spirit Lake Tribe Education Program | 701-230-0972 |  |

## COMMUNITY RESOURCES

|  |                |                |
|--|----------------|----------------|
| Spirit Lake Food Distribution Program        | 701-766-4684   |                |
| LIHEAP                                       | 701-766-1206   |                |
| LIHEAP - Benson County - Ramsey County       | 701-766-1806   | 701-662-7050   |
| Food Pantry - Community Nourishment          | 701-294-3012   |                |
| Spirit Lake Meth & Suicide Prevention        | 701-381-2375   |                |
| ND Crisis Help Line                          | 1-800-472-2911 |                |
| National Suicide Prevention Lifeline         | 1-800-273-8255 | 1-800-784-2433 |
| Spirit Lake Health Center                    | 701-766-1600   |                |
| Spirit Lake Victims Assistance               | 701-766-1816   |                |
| Lake Region Human Service Center             | 701-665-2200   |                |
| Spirit Lake Recovery & Wellness              | 701-766-4285   |                |
| Military One Source                          | 1-800-342-9647 |                |
| Survivors of Suicide                         | 701-662-4790   |                |
| Hope Center                                  | 701-665-4673   |                |
| Lake Region Community Shelter                | 701-662-3732   | leave message  |
| Dakota Prairie Community Action              | 701-662-6500   |                |
| Native Youth Crisis Hotline                  | 1-877-209-1266 |                |
| Safe Alternatives for Abused Families (SAAF) | 701-662-7378   |                |
| Village Family Service Center                | 701-662-6776   | 1-866-838-6776 |
| Alcoholics Anonymous                         | 701-665-1041   |                |





## STUDENT COMPLAINT FORM

Return completed complaint form to the Dean of Student Services.

Complainant name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_

(Cell/Work): \_\_\_\_\_

Date of Initial Filing: \_\_\_\_\_ Date of Instructor/Staff Meetings: \_\_\_\_\_

Individual(s) named in Complaint: \_\_\_\_\_

CCCC department related to this incident (if applicable): \_\_\_\_\_

### DESCRIPTION OF COMPLAINT

1. The nature of the complaint:

2. The facts on which it is based:

3. The actions requested to resolve the problem

The above statements are true. I understand that any misrepresentation of the facts can result in formal disciplinary action.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

*Use additional paper if necessary. Attach additional information to this form. The Student must initiate the complaint within 5 college days of the occurrence of the complaint. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.*





## Welcome to Your Course

Cankdeska Cikana Community College is committed to your intellectual growth and achievement. To honor our commitment to you, this online course contains best-in-class instruction taught by highly qualified educators, self-check practice activities, graded and written assignments, as well as a variety of assessments; all have been designed to help you master this course.

## Course Requirements

Learning requires a level of responsibility from you that can help you be successful, which includes:

- Being prepared and ready to learn before you start your online coursework
- Staying on track by completing the assigned work every day
- Taking notes (written or electronic) as you listen to the instructional activities
- Composing thoughtful, well-written responses with minimal spelling and grammatical errors
- Asking for help when you have questions or misunderstandings
- Studying before your assessments
- Tracking your progress and grades
- Treating others in this course, classroom, or lab with the same respect you expect

***INTEGRITY IS DOING THE RIGHT THING, EVEN WHEN NO ONE IS WATCHING.***

C. S. Lewis

## Academic Integrity

You should always have pride in the work you do and should take ownership in your own learning! We understand that with tools like Google search, it's easy to find immediate answers to your questions. In this class, you are responsible for understanding the difference between using the web for help and support of your learning, versus using the web to cheat. Cheating is against our classroom policy and has consequences.





## Student Expectations in this Course

Academic dishonesty jeopardizes your success and your integrity. In completing this online coursework, you agree to:

- Be honest at all times
- Actively encourage academic integrity in your classmates
- Discourage any forms of cheating or dishonesty
- Inform your teacher or someone you trust if you have a reasonable belief and/or evidence that academic dishonesty has occurred



Some examples of academic dishonesty are, but not limited to:

- Using unauthorized materials and/or resources throughout this course
- Copying work from another student, or from the web
- Using a technological/communication tool and/or resource during an assessment
- Having anyone else but you complete any part of your coursework for you
- Using online searches to find answers to your assessment questions
- Posting answers to assessment questions online

## Academic Dishonesty Consequences

All parties caught cheating will receive a zero on the assignment.

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Student: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

- A-ORIGINAL MAIN CAMPUS
- B-HVAC/PLUMBING RENOVATION
- C-ADVISORY OFFICES, Technology, Engineering, Math
- D-FACULTY OFFICES
- E-ADMINISTRATIVE WING
- F-FINE ARTS / TECHNOLOGY WING
- G-SOURCE RESOURCE FACILITIES
- H-CHILDREN'S PLACE (Playcare)
- I-GYMNASIUM
- J-STUDENT UNION / AUDITORIUM / BOOKSTORE
- K-VALERIE MERRICK MEMORIAL LIBRARY
- L-VALERIE MERRICK MEMORIAL LIBRARY
- M-VALERIE MERRICK MEMORIAL LIBRARY
- N-BUSINESS DEVELOPMENT CENTER





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CANKDESKA CIKANA  
COMMUNITY COLLEGE

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*Spirit Lake Tribe*

**PO Box 269 • 214 First Avenue  
Fort Totten, ND 58335  
701-766-4415 • 1-888-783-1463  
[www.littlehoop.edu](http://www.littlehoop.edu)**