CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

26 | 27
Catalog

Think Dakota *Live Dakota*

Updated 8/5/26

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

PO Box 269 • 214 First Avenue
Fort Totten, ND 58335
701-766-4415 • 1-888-783-1463
www.littlehoop.edu

Dakota Values

Woksape - Wisdom
Wicowaȟba - Humility
Wowaditake - Courage
Wawokiya - Generosity
Wowaditake - Fortitude
Waohoda - Respect
Oȟañ Owotana - Honesty

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

CANKDESKA CIKANA COMMUNITY COLLEGE
Spirit Lake Tribe

College Direct Line 701.766.4415 / 1.888.783.1463
Campus Security 701.766.1345

Dr. Steven Smith, President	766-4055
Ann Wadsworth, Executive Assistant & 4-H Coord.	766-1106
College Café	
Café Manager	766-2363
Vanessa Thomas, Human Resource Director	766-1309
Brianna Pacheco, Human Resource Assistant	766-1333
Chelly Veer, Chief Financial Officer	766-1302
- Hayley Dauphinais, Accounts Payable	766-1334
- Tammie Yankton, Payroll Manager	766-1336
- Mark Mercer, Facilities Manager	766-2384
- Michael Tollefson, Chief Security Officer	766-1345
- Conrad Cavanaugh, Security Officer	766-1345
- Maintenance Staff	766-1144
Head Start Program	766-4070
Dr. Samantha Gourd, Director	Ext. 1002
Noelle Dauphinais , Partnership Program Project & Recr	Ext. 1011
Evelyn Greene Learning Center	
Lois Leben, Director	766-1377
Land Grant Program	
Jessica Fish, Director	766-1325
- Community Engagement Coord.	766-1330
- Gabriele Nelson, Community Garden Manager	766-1145
- Community Agricultural Coord.	766-1123
Stuart Young, Dean of Administration	766-1321
Brittany Omen, Administrative Assistant	766-1112
Matthew McCowan, Systems Administrator	766-4980
Oliver Gourd III, IT Tech Support	766-1132
IT Tech Room	766-1130
Wellness Center - Devin Fox	766-2373
Valerie Merrick Memorial Library	766-1353
Helen Jacobs, Director	766-1353
- Moriah Thompson	766-1353
- Cherise Robertson	766-1353

Eric Rogness, Academic Dean	766-1335
Zach Allen, English	766-1312
Dr. Lane Azure, Math Adjunct	
Jessy Beranek, CDL	766-2377
Carla Carmona, Professional Tutor/Instructor	766-2371
Douglas Cudworth, Natural Resources	766-1346
Frank Gourd, Carpentry	766-1372
Lynn Green, Business	766-1110
Carol Greywater, Fine Arts	766-1109
Jill Haakenson, Natural Resource Adjunct	766-2385
Dr. Teresa Harding, Early Childhood	766-1138
Ryan Jetty, First Aid/CPT Adjunct	
Shelby Leaf, Indigenous Studies	
Dr. Galynn Lindemann, Social Work	940- 391-9140
Sierra McCall, Math Adjunct	701 330-1759
Temidayo E. Osinaike, IT/Computer Science	766-1117
Patrick L. Riggin, Carpentry	766-1347
Eric Rogness, Social Science	766-1335
John Tollefson, CDL	766-1140
Marva Tollefson, Dakota Language	766-1385
Dr. Brent Voels, Science Adjunct	701 369-6060
TCAP Tribal College Apprenticeship	
Clayton Peltier, TCAP Director	701- 350-6116
Office	701- 766-1113
Career & Technical Education (CTE)	
Evie McDonald, Career & Tech Ed Directo	766-1314
Leslie Young, NACTEP Administrative Ass	766-1141
Dr. DeLana McLean, Dean of Student Services	766-1137
Danae Black, Receptionist	766-4415
Tiffany Ross, Admissions Director	766-1342
Karen Saari, Registrar/Institutional Data M	766-1374
Lindsey OneBear, Financial Aid Director	766-2370
Darica Jetty, Communication & Outreach D	766-1376
Marliss Platz, Career/Alumni/Transfer Spe	766-1315
Brandi Snider, Student Success Coordinato	766-1375
Bookstore	766-1124
Student Lounge	766-1304
Student Senate Office	766-1134
Little Dreamers Daycare	766-1340

Think Dakota
Live Dakota

Updated 8/17/26

Updated

CANKDESKA CIKANA COMMUNITY COLLEGE
Spirit Lake Tribe

2026-2027 Academic Calendar

FALL SEMESTER 2026

AUGUST 2026

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	**13**	**14**	15
16	**17**	**18**	**19**	**20**	**21**	22
23	**24**	**25**	26	27	**28**	29
30	31					

August

13-14	Faculty In-Service
17-21	Student Registration
24	Student Orientation
24	Classes start at 5:00 pm
25	First Full Day of Classes
28	Last Day to drop without record 1st 8 week courses ONLY

SEPTEMBER 2026

S	M	T	W	R	F	S
		1	2	3	**4**	5
6	**7**	8	9	10	11	12
13	**14**	15	16	17	**18**	19
20	**21**	22	23	24	**25**	26
27	28	29	30			

September

4	Last Day to Drop without record 16 week courses ONLY
4	Last Day to Academically Withdraw 1st 8 week courses ONLY
7	Labor Day
14	Tribal College Founders Day
18	Last Day to Academically Withdraw 16 week courses ONLY
21	Enrollment Census Date
25	Last Day to withdraw 1st 8 week courses ONLY

OCTOBER 2026

S	M	T	W	R	F	S
				1	**2**	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	17
18	**19**	20	21	22	**23**	24
25	26	27	28	29	**30**	31

October

1	Summer Incompletes Due
2	Financial Aid Disbursement
12-15	Mid-Term Week
16	Mid-Term Grades Due by *12:00*
16	Final Grades due 1st 8 week courses ONLY
19	Classes start for 2nd 8 week courses ONLY
23	Last day to Drop without record 2nd 8 week courses ONLY
30	Last day to Academically Withdraw 2nd 8 week courses ONLY

NOVEMBER 2026

S	M	T	W	R	F	S
1	**2**	3	4	5	6	7
8	9	10	**11**	12	13	14
15	**16**	**17**	**18**	**19**	**20**	21
22	23	24	25	**26**	**27**	28
29	30					

November

2	Fall Graduation Applications Due
11	Veteran's Day
16-20	Early Registration Spring Semester
20	Last Day to Withdraw from Semester
26-27	Thanksgiving

DECEMBER 2026

S	M	T	W	R	F	S
		1	2	3	4	5
6	**7**	**8**	**9**	**10**	**11**	12
13	**14**	**15**	**16**	**17**	**18**	19
20	21	22	23	**24**	**25**	26
27	28	29	30	**31**		

December

7-10	Finals Week
11	Fall Grades Due by *12:00*
14-18	Registration for Spring Semester
24-25	Christmas
31	New Years Eve

SPRING SEMESTER 2027

JANUARY 2027

S	M	T	W	R	F	S
					1	2
3	**4**	**5**	**6**	**7**	**8**	9
10	**11**	**12**	13	14	**15**	16
17	**18**	19	20	21	**22**	23
24	25	26	27	28	29	30
31						

January

1	New Years Day
4-8	Spring Registration
11	Student Orientation
11	Classes start at 5:00 pm
12	First Full Day of Classes
15	Last Day to Drop without record 1st 8 week courses ONLY
18	Martin Luther King Day
22	Last Day to Drop without record 16 week courses ONLY
22	Last Day to Academically Withdraw 8 week courses ONLY

FEBRUARY 2027

S	M	T	W	R	F	S
	1	2	3	4	**5**	6
7	8	9	10	11	**12**	13
14	**15**	16	17	18	**19**	20
21	22	23	24	25	26	27
28						

February

1	Enrollment Census Date
5	Last day to Academically Withdraw 16 week courses ONLY
12	Fall Incompletes Due
15	President's Day
19	Financial Aid Disbursement

MARCH 2027

S	M	T	W	R	F	S
	1	**2**	**3**	**4**	**5**	6
7	**8**	**9**	**10**	**11**	**12**	13
14	**15**	16	17	18	**19**	20
21	22	23	24	**25**	**26**	27
28	**29**	30	31			

March

1	Spring Graduation Applications Due
1-4	Mid-Term Week
5	Mid-Term Grades Due by *12:00*
5	Final Grades due 1st 8 week courses ONLY
8-12	Spring Break - No Classes
8-11	AIHEC Student Conference
15	Classes start for 2nd 8 week courses ONLY
19	Last day to Drop without record 2nd 8 week courses ONLY
25	Last day to Academically Withdraw 2nd 8 week courses ONLY
26	Good Friday Holiday
29	Easter Holiday

APRIL 2027

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	17
18	19	20	21	22	**23**	24
25	26	27	28	29	30	

April

12-16	Early Registration Summer & Fall Semester
23	Last Day to Withdraw from Semester

MAY 2027

S	M	T	W	R	F	S
						1
2	**3**	**4**	**5**	**6**	**7**	8
9	10	11	**12**	**13**	**14**	15
16	**17**	**18**	**19**	**20**	**21**	22
23	**24**	25	26	27	**28**	29
30	**31**					

May

3-6	Finals Week
7	Spring Grades Due by *12:00*
12-13	Faculty In-Service
14	Graduation
17-21	Registration Summer & Fall Semester
24	First Day of Summer Classes/ Student Orientation
28	Last Day to Add/Drop Classes
31	Memorial Day

SUMMER SEMESTER 2027

MAY 2027

S	M	T	W	R	F	S
						1
2	**3**	**4**	**5**	**6**	**7**	8
9	10	11	12	13	**14**	15
16	**17**	**18**	**19**	**20**	**21**	22
23	**24**	25	26	27	**28**	29
30	**31**					

May

3-6	Finals Week
7	Spring Grades Due by *12:00*
14	Graduation
17-21	Registration Summer & Fall Semester
24	First Day of Summer Classes/ Student Orientation
28	Last Day to Add/Drop Classes
31	Memorial Day

JUNE 2027

S	M	T	W	R	F	S
		1	2	3	**4**	**5**
6	7	8	9	10	**11**	12
13	14	15	16	17	**18**	**19**
20	21	22	23	24	**25**	26
27	28	29	30			

June

4	Last Day to Academically Withdraw
11	Financial Aid Disbursement
18	Spring Incompletes Due
18	In Observance of Juneteenth Holiday
19	Juneteenth Holiday

JULY 2027

S	M	T	W	R	F	S
				1	2	3
4	**5**	**6**	**7**	8	9	10
11	**12**	**13**	**14**	**15**	**16**	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

5	In Observance of Independence Day
6	Last Day to Withdraw from Semester
12-15	Finals - Summer Semester
16	Summer Grades Due by *12:00*

Dates applied to regular session only. Add, drop and withdrawal dates for sessions less than 16 weeks in length are set proportionately.

Red boxes are days the campus is closed for holidays.

Revised 8/17/2026

Cankdeska Cikana

(Chaun - GDEH - sh' - kah - Chee - kah - nah)
n. "Littlehoop"

Established by the Spirit Lake Tribe by Resolution No. 405-75-89 of the Tribal Council, adopted January 27, 1974.

College Name Origin

The College is named in honor of Cankdeska Cikana (Little Hoop), the Dakota name of ***Paul Yankton, Sr.***, PFC, who served with the United States Army's 11th Infantry at Lorraine, France, and was the recipient of two Purple Hearts. He was killed in action on November 29, 1944.
Cankdeska Cikana was a proud Dakota warrior who believed in self-responsibility and the need for education opportunities for Native people.

Paul Yankton I
Cankdeska Cikana

PAUL YANKTON'S HONOR SONG

Ina cañté śica uñśni wo.

Mother do not be sad

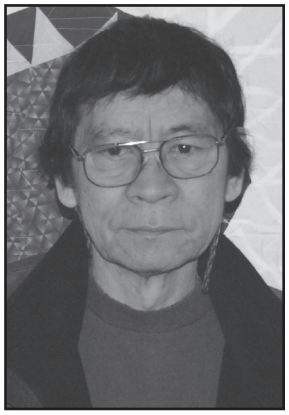
He wimaca eca okicize wañbdake kťa.

I am a man so I will see the war.

He Cañkdeśka Ciķana heye ka maḱa mahed iwañka.

That is what Little Hoop said and laid down into the earth.

Paul Yankton, Jr. was the Chairman, CCCC Board of Regents, and was an education leader for the Spirit Lake Dakota Tribe and its tribal college for over 32 years. He had vision and dedicated his life to creating an education system that works for the people. Paul, Jr. passed away on February 5, 2014.



Paul Yankton II
Cankdeska Cikana

Logo Design

(as submitted by John Chaske and adopted by the CCCC Board of Regents, May 15, 1995):

The **Cankdeska Cikana** (Little Hoop) is represented by the inner white circle. Within the circle/hoop, a diploma and mortar board represents the educational opportunity that the college has to offer the Spirit Lake Tribe community. The diploma shows the date that the college was established. The medicine wheel on the diploma represents the balance we strive for in our lives – mental, physical, emotional, and spiritual.

The **inner red circle** represents "Anpetu Wi" (the sun), with each new red dawn, we gain wisdom, knowledge, and understanding.

The **upper blue semi-circle** represents "Wakan Tanka" (God) who is ever present and watches over and protects us.

The **seven stars** symbolize the seven campfires and the seven rites and values of the Dakota Nation.

The **four tipis** represent the four districts that Cankdeska Cikana Community College serves on the Spirit Lake Tribe reservation.

The **six visible poles** in each tipi reflect the six directions.

In the background, the **hill** represents ''Ina Maka" (mother earth) also "Cante Paha" (Heart Butte) which is our "Hocoka" (center).

The **eagle feather** represents "Wambdi Gdeska" (spotted eagle) who flies the highest so he is our messenger to God. The feather also represents the Black Road which is the path of our daily life hardships and that we must stay focused on our educational goals and follow the feather's quill to the end (achievement).

The **red band** behind the feather is the Red Road that symbolizes the spiritual path our ancestors followed throughout their lives to assure their place in the spirit world.

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.

Land Grant Status

In 1994, twenty-nine Tribal colleges and universities were recognized by the U.S. Congress with land grant status under the authorization of the Equity in Educational Land Grant Status Act (Section 354 of P.L. 103-382). The legislation was significant as these institutions represented Indian Tribes with land bases not receiving primary land grant support prior to 1994. CCCC was one of the Tribal Colleges and Universities (TCUs) identified in the legislation as a "1994 Tribal Land Grant College."

Acquiring land grant status was instrumental in creating opportunities and obtaining resources for TCUs to carry out the three traditional tenets of land grant institutional missions—teaching, extension, and research. The TCU's are now charged with organizing and delivering land grant programs for Indian Nations and Tribal communities that have historically been neglected by mainstream institutions. The 1994 Tribal Land Grant Colleges and Universities are supported in the following areas:

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

CCCC is a federally supported comprehensive land-grant institution with principal responsibility in North Dakota. CCCC provides a growing capability for delivering education, cultural activities, and information to the North Dakota citizenship with an emphasis on the Spirit Lake Dakota reservation community.

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.

STUDENT SERVICES

ADMISSIONS
REGISTRAR
FINANCIAL AID
STUDENT SUCCESS COORDINATOR
CAREER, ALUMNI & TRANSFER SPECIALIST

ADMISSIONS

General standards for admission are any one of the following:

1. A graduate of an accredited high school.
2. A holder of the General Education Development (GED) Certificate.
3. A student transferring from another accredited institution.
4. High School Dual Credit/Early Entry Applicant.

Admissions Criteria

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

1. Complete the online admissions application at littlehoop.edu. Paper applications are available upon request at Student Services.
2. Proof of high school graduation or its equivalency. Official transcripts with a conferred graduation date or official GED scores are required. Official transcripts must be mailed directly from the high school or state agency. CCCC also utilizes the National Student Clearinghouse Transcript Exchange for participating highschools.
3. Official transcripts (if applicable) is required if you have earned college credits from another institution. Official transcripts from all other colleges or universities previously attended (including dual credit) reflecting final term grades or activity such as withdrawals, 'W', will be accepted. Official transcripts must be received from all institutions previously attended.
4. Placement scores from the Accuplacer Placement Exam (if applicable). CCCC will also accept ACT or SAT scores in lieu of the Accuplacer exam.
5. Members of a federally recognized tribe must submit official verification of Tribal enrollment either Certificate of Indian Blood (CIB) or Tribal identification (If applicable).

Next Steps:

Upon completion of your online admissions application, you will receive an email with a list of documents you will need to submit to complete your admissions file. Once your admissions file is complete you will receive an email with an acceptance letter. You must have a complete admissions file in order to receive financial aid. If you have any questions about the admission process, contact Admissions by phone at 701.766.1342 or by email at admissions@littlehoop.edu.

Registration Process

Students must complete the following steps to register for classes:

1. Complete the admissions proccess.
2. Schedule an appointment to complete the Accuplacer Placement Exam (if applicable). For more information or to schedule an appointment to take the exam, please contact Student Services.
3. Contact Financial Aid office to complete FAFSA (Free Application for Federal Student Aid) and apply for scholarships.
4. Contact Academic Advisor to register for classes.
5. Any required texts will be automatically uploaded into Moodle in a digital format or 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 (Information Technology) department for student email address, user name and password information, and laptop.
7. Contact Campus Security for your student identification badge.

High School Verification

If CCCC has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, we will evaluate the validity of the student's high school completion by:
1. Checking with the high school to confirm the validity of the student's diploma; and
2. Confirming with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Returning/Stop-Out Readmission

Students who have withdrawn from all courses (self-initiated or college-initiated), and have not attended CCCC for one semester or more, must submit an application to be readmitted as a student. Students that have graduated and wish to return the next semester to pursue another degree will also need to reapply for admission. Students who withdraw (self-initiated or college-initiated) or drop all summer courses will not be required to complete a readmission application and will be considered a continuing student if they are registered for the upcoming Fall term.

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).

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 three (3) of the four (4) tests. High school students must have a minimum high school GPA of 2.0. 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. CCCC will waive the tuition cost for up to six (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 the Dual Credit/Early Entry Agreement signed by a parent/guardian and returned to CCCC before the student will be registered for courses.
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 twelve (12) semester hours per academic year.

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 2.0 grade point average.
- Students under the age of 18 must have the Dual Credit/Early Entry Agreement signed by a parent/guardian and returned to CCCC before the student will be registered for courses.
- Students will only be allowed to enroll in two (3 credit) courses per semester for a total of six (6) credits.
- 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 two (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 twelve (12) semester hours per academic year.

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.

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. For more information or to schedule an appointment to take the exam, please contact Student Services.

Student Orientation

Student orientation is held in-person and online in Moodle (CCCC's online learning management system) through the 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.

Early Childhood Program Admission Requirements

All Early Childhood Education students will need to successfully complete a background check. The $100 fee will be attached to the ECE 210 Introduction to Early Childhood Education course. Students registered for this course will complete the required paperwork for the background check, which will then be submitted to CCCC's Human Resource department for completion.

Professional Driver's Program (CDL) Admission Requirements

All CDL students are required to have a current ND driver's license, DOT physical (Department of Transportation), and DOT drug test.

REGISTRAR

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:

1. Student Name
2. Local Address/Phone
3. Permanent Address/Phone
4. E-mail Address
5. Campus Login
6. Date and Place of Birth
7. Hometown
8. Degrees & Awards Received and Dates
9. Dates of Attendance (Current and Past)
10. Full or Part-time Enrollment Status
11. Participation in Officially Recognized Activities
12. Participation in Officially Recognized Sports
13. Weight/Height of Member of Athletic Teams
14. Most Recently Attended Education Institute
15. Major Field of Study
16. Academic Level

17. Residency Status
18. 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 icolleague (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.

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.

Transfer Students

Students who have earned college credits at other accredited institutions may request from the Registrar's Office to have such credit applied toward a CCCC Certificate, Diploma, or Degree requirements. Only an official transcript 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. CCCC will accept official transcripts emailed directly from another institution or an authorized third party vendor, such as, Parchment or National Student Clearing House. Faxed or emailed transcripts from a student are not considered official. Upon receipt of all transcripts, the Registrar determines which credits will transfer. Only courses in which the student received a "C" or better may be considered for transfer credit. Transfer credits will not be included in the cumulative GPA.

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 Satisfactory 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.) Students transferring to CCCC with an Associate of Arts or an Associate of Science degree earned at a U.S. regionally or CHEA accredited institution will have their Essential Studies requirements waived.

Program of Study Change

A program of study change is when a student chooses to change thier program of study from one to another. All program of study changes will only be processed between terms. To initate a program of study change, the student must fill out the Registration Action Form and acquire the required signatures before submitting it to the Registrar's Office.

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 three (3)-five (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

Drop – If a student does not attend classes within the first two weeks of the fall/spring semester or the first week of the summer session, or an 8-week course, the student will be dropped by instructor. When a student is dropped, there will not be any record of the course/s on the transcript and the student bill will not be charged for the course/s.

Academic Withdrawal (AW) – After the two (2) week drop date (for attendance only) faculty may academically withdraw (AW) students up until the end of the academic withdrawal date according to the academic

calendar for the semester due to non-satisfactory academic progress within a course. When a student is academically withdrawn, an AW will be reflected on the student's transcript for the course/s and the student will incur charges on their student bill for the course/s.

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 the student and his/her advisor and instructor signatures. Students do not withdraw simply by leaving college. When a student is withdrawn, an W will be reflected on the student's transcript for the course/s and the student will incur charges on their student bill for the course/s. To withdraw completely from college (all classes), a student must submit a Student Withdrawl Form to the Registrar.

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	Academic Withdrawal	not included in grade point average
R	Retake	only last grade is counted

CCCC uses letter grades to evaluate student work in each class. Students earn grades and credit by meeting course requirements.

Once a grade is reported, only the faculty member who reported it may change it. If an error is detected, or if other circumstances warrant a change in the grade issued, the correction should be made no later than 10 days after the start of the next semester.

Instructors are responsible for determining final grades and submitting the final grades to the Registrar's Office. The Registrar then determines the student's term GPA by dividing the number of points earned each semester by the total semester hours attempted. The cumulative GPA is determined by the same formula. Grades of Incomplete and withdrawn semester hours are not used in calculating the GPA. The most recent grade will be used to calculate GPA when a course is repeated.

Grades and attendance cannot be disclosed to a student's family members without written permission from the student on the signed release form.
Grades and attendance for dual credit students can be provided to the parent/guardian or the school advocate if the student is under the age of 18.
Posting grades using the student's name, student ID number or any portion of the social security number violates FERPA.
Faculty and staff are prohibited from disclosing personally identifiable information about a student or permitting inspection of a student's educational records without that student's written consent (signed release form).
Reference letters written on behalf of a student do not give the authorization to disclose that student's records or performance details without that student's written consent (i.e., a signed release form).
In general, student information may only be shared with the student's consent, in a health or safety emergency, or pursuant to another FERPA exception.
Any questions about FERPA may be referred to the Registrar's Office.

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, P, U, or AU are not included in computing the GPA.

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.

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.

Requirements for Graduation

CCCC awards a certificate, 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 (15) 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.)

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

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

Transfer of Credits

Students seeking to transfer credit earned at CCCC to another college must do so through Parchment. Students need to create an account and can order an official transcript, duplicate Diploma, Degree Verification, or an Enrollment Verification. Transferring students should indicate a specific person or office to which the transcripts should be sent whenever possible. Students who want their transcripts to include certificates and degrees earned must request their transcripts be sent after the appropriate graduation date for those certificates and degrees. CCCC will not approve transcripts requested through Parchment for students who have outstanding financial or property obligations to the college. All obligations to the college must be cleared before transcripts will be sent.

All unofficial transcripts can be obtained through the Empower Student Portal or by request through the Registrar's office.

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.

For more information contact Student Services.

FINANCIAL AID

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.

More information on Cost of Attendance can be found using the following link:

https://www.littlehoop.edu/student_services/cost-of-attendance/

Tuition - $150.00/per credit hour

Tuition - 12 cr/$150	$1,800/semester
Fees	$175/semester
Books, Course Materials, Supplies, & Equipment	$700/semester
Miscellaneous Expenses	$600-$700/semester
Transportation	$2,000/semester
Living Expenses (Housing & Food)	$3,335-$7,455/semester
TOTAL	$8610-12830/semester
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)	$1,000
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/student_services/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. 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. The student must be officially accepted as a full or part time student. The tuition waiver will be applied at the end of semester after the student successfully completes the semester with a "C" or better. The student must remain in good academic standing as defined by Satisfactory Academic Progress (SAP). Students not maintaining SAP will become ineligible for the tuition waiver. High School and GED Graduates must attend the next full semester (fall or spring) after graduation to be eligible (the summer after graduation may also be utilized).

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.
- Must have a completed Admissions file.

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 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 2025-2026 uses year 2024 taxes. School year 2026-2027 uses year 2025 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 "Student Aid Index" subtracted from the "estimated costs for the academic year." The "Student Aid Index" 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, living expenses (housing and food), 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 6th 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, books, course materials, meal tickets, travel overages, and other related education expenses. 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 per year 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 SAI (Student Aid Index) 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 Student Aid Index (SAI). 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 SAI figure.

All Professional Judgement requests must be reviewed by the Financial Aid Director. Students will be notified in writing after the Professional Judgement 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.

Satisfactory Academic Progress (SAP)

In accordance with Federal regulations, CCCC 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. This policy applies to all Title IV and non-Title IV recipients and failed SAP can disqualify students from other non-federal aid. At the end of every semester, the Financial Aid office checks each student's progress, which includes GPA and course completion progress. Students will receive notification of the SAP warning or suspension at the end of each semester following final grade posting. Notification will be sent to the student's school email address.

SAP Standards

2.0 GPA: Minimum Grade Point Average

Students must maintain a 2.0 GPA for each semester, as well as cumulatively. CCCC uses a 4.0 grade scale. Grade Explanation Honor Points Per Credit: A Excellent 4; B Good 3; C Satisfactory 2; D Unsatisfactory 1; F Failure 0. Academic Withdrawal (AW), Incompletes, Withdrawal (W), Incompletes (I), blank grades, and Non-Credit semester hours are also used in calculating a student's GPA.

There are certain instances that may cause a student's SAP cumulative GPA to be different from their transcript cumulative GPA such as withdrawing or repeating courses. The SAP GPA will include every class a student has taken, regardless of whether they retook it for a higher grade in a later semester. For that reason, it's possible to have a transcript GPA that is above 2.0, but still have a SAP GPA that is below 2.0.

67% PACE: Percent of Attempted Credits Earned

The minimum PACE to maintain is 67% (two-thirds). That means students must complete at least 67% of the credits enrolled. This status is monitored for each semester, as well as for your career.

Attempted credit hours

All enrolled hours (including withdrawn courses); repeated courses; transferred credits.

Completed credit hours

Grades of A, B, C, D, P or S.

Credit hours NOT complete

Grades of F; incomplete (I); withdraw (W); non-credit (NC).

150% Rule: Maximum Time Frame for Degree Completion

All students are held to the 150% rule for their degree. This refers to the number of credits needed to complete a degree.

For example, if your associate degree requires 60 semester hours to complete, you must be able graduate with no more than 90 credit hours attempted.

Time frame is evaluated by the number of hours attempted. Students who are unable to graduate within the 150%-time frame are no longer eligible for financial aid without an approved appeal.

SAP Status

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. What this means is that during the next semester of enrollment, the student may receive Federal financial aid, but must meet SAP at the end of the semester. No appeal or reapplication for aid is required while on Academic and Financial Aid Warning. The student will automatically be removed from warning if he/she meets SAP requirements at the end of the semester. 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.

Suspension

The second semester a student does not meet SAP, he/she will be placed on academic and financial aid suspension. While on this status, the student will not be eligible for federal financial aid due to the inability to maintain SAP for two consecutive semesters. A student on academic and financial aid suspension will be required to sit out one full semester during the regular academic year. The summer semester will not be counted as a semester in this instance.

After a student has sat out one full semester, the student must reapply for admission and complete a SAP appeal form. Upon readmission, the student will only be allowed to enroll in six to eight semester credits (3 semester credits for summer). The student will be readmitted on continued warning status and will be eligible for financial aid. If after the semester of continued warning the student meets all SAP requirements, the student will automatically be moved to good standing. If after the semester of continued warning the student fails to meet all SAP requirements, the student will be placed back on academic and financial aid suspension. If a student meets SAP for the term, but their cumulative GPA still does not meet SAP, the student will stay on continued warning status.

SAP Appeal

When a student is initially put on SAP Suspension, the student may appeal the suspension. If the appeal is approved, your aid will be reinstated for one semester. At the end of this semester, SAP will be run again to see if the student is back in good standing. If the appeal is denied, the student will remain in Financial Aid Suspension status. The decisions of the Financial Aid Department are final.

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.

Incomplete Grades

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 academic 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)..

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 2026-2027 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.

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.

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 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.

CCCC retains the records and account information of VA students for three years following the ending date of the last period of attendance certified to VA. CCCC will make these records available for inspection upon request for the purpose of verification of compliance.

Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill™ benefits.

- Cankdeska Cikana Community College 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 for chapter 31 authorization purposes) and ending on the earlier of the following dates.
    1. The date on which payment from VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Cankdeska Cikana Community College 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 disburse

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 in 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.

- Cankdeska Cikana Community College 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 for chapter 31 authorization purposes) and ending on the earlier of the following dates.
    1. The date on which payment from VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Cankdeska Cikana Community College 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.

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.

STUDENT BILLING

Students can access their student bill at any time using the Empower Student Portal on the college website. Students receive instructions on how to access the Student Empower Portal during the registration process and orientation. To request a copy of your student billing statement contact Student Services.

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 academic year from the students current Federal Pell grant award toward a previous award year bill.

Transcripts – Diplomas – Certificates

Official transcripts, diplomas, and certificates will not be issued to a student who has not made settlement on his or her financial account. However, if a student received Title IV aid while attending CCCC, the Registrar can release only the official transcript.

ACADEMICS

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.

IPO/Room # - means having class IN PERSON ONLY 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 include DS 110 & DSL 250.
      vi. Student Success course ENG 100 (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 39 - 40 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 (14-15 credits).
      iii. Social Science or History (6 credits)
      iv. Arts or Humanities or History (6 credits); must include DS 110 & DSL 250.
      v. Student Success course ENGL 100 (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 Academics.

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 and certificate-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.

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.
    1. Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.
    2. Knowingly using, buying, selling, stealing, transporting, or soliciting-in whole or in part-the contents of an un-administered test.
    3. Substituting for another student or permitting another student to substitute for oneself to take a test.
    4. Bribing another person to obtain an un-administered test or information about an un-administered test.
    5. 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.

Artificial Intelligence (AI)

At Cankdeska Cikana Community College we recognize the growing role of artificial intelligence (AI) in education and the workplace. Our AI policy aims to support academic integrity, promote ethical use, and foster digital literacy among students, faculty, and staff.

Students may use AI tools, such as language models and content generators, for research, brainstorming, or tutoring purposes, provided such use is transparent and does not violate academic honesty guidelines. AI-generated work must be cited appropriately, and assignments must reflect the student's own understanding and effort.

Faculty are encouraged to integrate AI tools thoughtfully into their teaching while clearly communicating expectations for AI use in coursework. Training and resources will be provided to help faculty adapt and innovate responsibly.

Unauthorized use of AI tools to complete graded work or deceive evaluators will be considered academic misconduct and addressed through the college's existing disciplinary processes.

This policy will evolve as AI technology and its impacts grow. Cankdeska Cikana Community College is committed to fostering a learning environment where AI enhances education while maintaining fairness, accountability, and integrity.

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 consecutive 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 nine-eleven (9-11) semester hours of credit.

Half-time Student: is one who is enrolled in less than six-eight (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 credit hours will result in an appropriate part-time classification.

Credits

The college awards credits as semester hours. A semester hour represents contact hours, which may be accumulated over varying periods of time. Most academic classes are scheduled for a semester and one hour of credit is earned for 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.

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 or 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.

ACADEMIC PROGRAMS

Business Administration

Associate of Arts

The demand for professionals with a business administration degree and an understanding of core business concepts is expected to increase. Individuals interested in managing a business, exploring an entrepreneurial vision, and/or completing the first two years towards a four-year degree are encouraged to apply for the Associate of Arts in Business Administration. A core liberal arts curriculum boosts critical thinking and builds effective communication skills that can provide the educational foundation for building a solid set of business skills. Opportunities are available on campus to pursue a bachelor's degree in business-related disciplines through Mayville State University and Minot State University.

Program Outcomes:

- The student will apply business skills in problem-solving scenarios.
- The student will display quality communication skills in a variety of business settings.
- The student will demonstrate use of technology tools used to support business operations.
- The student will will demonstrate the ability to apply professional, ethical behavior.

Program Characteristics

The Associate of Arts in Business Administration degree is designed to expose students to a wide variety of disciplines, such as accounting, business law, statistics, and management. Anyone who wishes to gain a foundational business degree and understand basic accounting, macro and micro economics, and legal concepts will benefit. Students will learn the importance of decision making, planning, strategy, staffing, leading, and change in a global environment; gain skills that can be applied immediately in the workplace; or get an excellent start on earning a bachelor's degree.

DEGREE: Business Administration

63 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
DSL250	Dakota Language I	FA,SP,SU	3
	ND:FA or ND:HUM or ND:HIST		3
ECON201	Principles of Microeconomics	FA	3
ECON202	Principles of Macroeconomics	SP	3
CSCI101	Introduction to Computers	FA,SP,SU	3
MATH103	**College Algebra	FA,SP,SU	3
	ND:LABSC Lab Science Elective		3
	ND:LABSC Corresponding Lab		1
POLS115	American Government	FA	3
DS110	***Dakota Culture & History	FA,SP,SU	3

* Prerequisite of ENGL 110 (College Composition I).
** Prerequisite of ASC 093 (Intermediate Algebra) or Placement Test.
*** Alternate Summer Rotation

Core Classes (25 Credits Required)

ACCT200	Elements of Accounting I	FA,SP	3
ACCT201	*Elements of Accounting II	SP	3
ACCT218	Computer Applications in Business	FA,SP	3
BADM202	Principles of Management	SP	3
BOTE197	Field Experience	FA,SP	1
MATH210	**Elementary Statistics	FA,SP	3
	Program Electives		9

* Prerequisite of ACCT 200 (Elements of Accounting I).
** Prerequisite of ASC 093 (Intermediate Algebra), MATH 100 (Intro to QR) or Instructor Approval.

Program Electives

ACCT207	Managerial Accounting	FA	3
ACCT212	Payroll Accounting	FA	3
ACCT215	Business in the Legal Environment	FA	3
ACCT231	Income Tax Procedures	FA	3
BADM201	Principles of Marketing	SP	3
BADM210	Advertising	SP	3
BADM240	Sales	SP	3
BOTE 214	Bus. Reports and Communications	SP	3
BOTE275	Administrative Office Procedures	SP	3
BUSN170	Entrepreneurship	SU	3

Updated 2/13/25

Early Childhood Education

Associate of Arts

Early Childhood Education providers serve an important community and cultural role regarding the education and care of our children. Early Childhood is seen as the foundation for education within our contemporary society. Early Childhood Education students who successfully complete the program of study will have acquired the requisite skills for obtaining employment or advancement in the field of early childhood care and education. This program includes both an academic base and methods courses that provide a balanced program for those wishing to pursue a four year program or begin a career as an early childhood care provider. Opportunities are available on campus to pursue a bachelor's degree in Early Childhood Education through Mayville State University. Apprenticeships are also available to gain classroom-based learning and valuable experience with on-the-job training..

Program Outcomes:

- The student will create a developmentally appropriate environment.
- The student will demonstrate a comprehensive curriculum.
- The student will demonstrate various assessment strategies.
- The student will demonstrate their ability to maintain positive relationships.

Program Characteristics

The Associate of Arts in Early Childhood Education focuses on providing students with the knowledge, skills, and training required to prepare educators to work with young children. The National Association of the Education of Young Children (NAEYC) is combined with the Spirit Lake Nation Dakota culture to ensure a well-rounded curriculum. Head Start and Early Head Start facilities provide students the opportunity to participate in hands-on learning activities to enhance classroom instruction. Students provide care to children while earning credits toward their degree using labs and observation rooms. The result is a foundation based in Early Childhood Education theory and Dakota culture in regard to the care of children.

DEGREE: Early Childhood Education

66 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
	ND:FA or ND:HUM or ND:HIST		3
	ND:FA or ND:HUM or ND:HIST		3
PSYC111	Introduction to Psychology	FA	3
SOC110	Introduction to Sociology	SP	3
CSCI101	Introduction to Computers	FA,SP,SU	3
MATH103	College Algebra	FA,SP,SU	3
	ND: LABSC - Lab Science Elective		3
	ND: LABSC - Corresponding Lab		1
DSL250	Dakota Language I	FA,SP,SU	3
DS110	Dakota Culture & History	FA,SP,SU	3

Core Classes (28 Credits Required)

EC210	Intro to Early Childhood Education	FA,SP	3
EC211	*Observations, Assessment, Interpretation Techniques	FA	3
EC213	*Language and Literacy in Early Childhood	SP	3
EC220	Infants and Toddlers	FA	3
EC233	*Pre-K Methods and Materials	FA	3
EC235	Art, Music, and Play	SP	3
EC236	Social Emotional Development	SU	3
EC237	*Children with Special Needs	SP	3
EC297	*Early Childhood Student Internship	FA,SP	4

Possible Humanities Electives

PSYC250	*Developmental Psychology	SP	3
BUSN170	Entrepreneurship	SU	3

* Prerequisite or Co-requisites exist. See advisor for details.

Updated 2/13/25

Fine Arts
Associate of Arts

The Fine Arts program at CCCC provides a core curriculum for students planning to transfer to a four-year institution or to pursue art as a profession and livelihood.

The Fine Arts program reserves the right to retain, exhibit, and reproduce any art work submitted for course credit.

Program Outcomes:

- The student will compile a comprehensive portfolio of work.
- The student will prepare artwork for exhibition.
- The student will demonstrate modern techniques in artistic design.
- The student will demonstrate a personal artistic style.

Program Characteristics

Through individualized attention in all studio courses, students learn to access their creative awareness, interests, and talents. Study also allows students to enjoy art, to gain an understanding of the historical aspect of art, to make an artistic contribution to the community, and to develop skills through participation in local, state, and national art activities and exhibitions.

Non-majors may also benefit from visual art courses as self-enrichment. Several courses are structured so students can have continual enrollment as their skills develop.

DEGREE: Fine Arts

62 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
ART110	Introduction to Visual Arts	FA	3
	ND:FA or ND:HUM or ND:HIST		3
	ND:SS or ND:HIST		3
	ND:SS or ND:HIST		3
CSCI101	Introduction to Computers	FA,SP,SU	3
	ND: MATH		3
	ND: LABSC - Lab Science Elective		3
	ND: LABSC - Corresponding Lab		1
DS110	**Dakota Culture and History	FA,SP,SU	3
DSL250	Dakota Language I	FA,SP,SU	3

* Prerequisite of ENGL 110 (College Composition)

** Alternate Summer Rotation

Core Classes (24 Credits Required)

ART124	Three Dimensional Design	SP	3
ART130	Drawing I	FA	3
ART140	Crafts I	FA	3
ART210	Art History	SP	3
ART220	Painting I	FA,SU	3
ART221	Painting II	SP	3
ART230	Drawing II	SP	3
DS155	Survey of Native American Art	SU	3

Updated 2/13/25

Indigenous Studies

Associate of Arts

The Indigenous Studies Program is dedicated to advancing awareness and understanding of the histories and contemporary experiences of the Dakota, Native Americans, and other Indigenous people. The program focuses on the Dakota and Indigenous peoples of the United States and Canada, but also draws on the experiences of Indigenous peoples from other parts of the world. This multidisciplinary field looks at the histories, cultures, arts, languages, literatures, philosophies, religions, economies, politics, and legal status of indigenous peoples. The program also focuses on the many differences that have separated tribal nations as sovereign bodies and on the many similarities that unite them in common interests and causes. It gives special attention to the sovereignty of tribal nations as this is expressed in all walks of life -from the preservation and revitalization of native languages to the protection and retention of native lands. Lastly, this program helps preserve the unique Dakota culture, language, and history of the Spirit Lake Dakota Nation.

Program Outcomes:

- Students will demonstrate proficiency of Indigenous cultures.
- The student will demonstrate competency in speaking Dakota language.
- Students will utilize various technology platforms to demonstrate proficiency of Indigenous people.
- Students will gain knowledge of their traditional placements within Indigenous nations.

Program Characteristics

The Associate of Arts degree in Indigenous Studies provides core courses that introduce students to Native culture, history, language, and values, while increasing understanding of the unique political status, rights, and responsibilities of tribal nations. The emphasis is on providing students with a broad and realistic understanding of issues that impact Native communities and people. The student will have completed an intensive study of the Dakota people and other Native Nations from historical and contemporary perspectives at successful completion of the program.

DEGREE: Indigenous Studies

62 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
	ND:FA or ND:HUM or ND:HIST		3
	ND:FA or ND:HUM or ND:HIST		3
	ND:SS or ND:HIST		3
HIST261	American Indian History	SP	3
CSCI101	Introduction to Computers	FA,SP,SU	3
	ND:MATH		3
	ND: LABSC - Lab Science Elective		3
	ND: LABSC - Corresponding Lab		1
DS110	**Dakota Cuture and History	FA,SP,SU	3
DSL250	Dakota Language I	FA,SP,SU	3

* Prerequisite of ENGL 110 (College Composition I).

** Alternate Summer Rotation

Core Classes (24 Credits Required)

DS122	Introduction to Spirit Lake Culture, Government, and Constitution	FA	3
DSL251	Dakota Language II	FA,SP,SU	3
DS170	Native American and the Cinema	SP	3
DS155	Survey of Native American Arts	SU	3
DS265	Native American Literature	FA	3
DS230	Ferderal, State, and Tribal Policies and Relationships	SP	3
	Program Electives		6

Program Electives

AR100	Intro to Archery	FA,SP	1
HG101	Intro to Hand Games	FA,SP	1
DSL252	Dakota Language III	FA,SP,SU	3
DSL253	Dakota Language IV	FA,SP,SU	3
NAT105	Wildlife ID	SP	3
NAT105	Wildlife ID Lab	SP	1
NAT215	Plant ID	FA	3
NAT215	Plant ID Lab	FA	1
NAT102	Intro to Natural Resources Managment	FA,SP	3
BIOL124	Environmental Science	SP	3
BIOL124	Environmental Science Lab	SP	3

Updated 2/13/25

Liberal Arts

Associate of Arts

The Associate of Arts (AA) in Liberal Arts provides a broad educational foundation in social sciences, humanities, mathematics, and the sciences. Education, teaching, public administration, political science, and business are a few of many opportunities open to Liberal Arts majors. The program is also recommended to students who are exploring their academic options prior to committing to a specific vocation. There are several apprenticeships available to students by taking a Liberals Arts Associate. You would take program electives that are required by the apprenticeship. See the Tribal College Apprenticeship Program Coordinator for types of apprenticeships.

Program Outcomes:

- The student will exercise critical thinking methods to identify/solve problems.
- The student will demonstrate oral presentations and writing assignments.
- The student will utilize practical modern applications through various technologies.
- The student will apply Dakota traditions, values, and perspectives within contemporary societal contexts.

Program Characteristics

The Associate of Arts in Liberal Arts provides essential tools necessary to produce original thoughts and arguments and engage critically with the complex issues facing our world today. While pursuing a degree in the liberal arts may seem less concrete than a business degree, for example, a degree program carefully tailored to meet the needs of individual students will teach them how to engage with issues in their field, on their terms.

Students who pursue liberal arts degrees come from a variety of backgrounds, personalities, and interests. The diverse major options and electives may be one of the reasons a student chooses to obtain a liberal arts degree. Despite what the title may suggest, liberal arts degrees are not directionless, art-based programs. Rather, they provide a well-rounded education that allows students to work in a wide variety of fields.

DEGREE: Liberal Arts

60 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
	ND:FA or ND:HUM or ND:HIST		3
	ND:FA or ND:HUM or ND:HIST		3
	ND:SS or ND:HIST		3
	ND:SS or ND:HIST		3
CSCI101	Introduction to Computers	FA,SP,SU	3
	ND:MATH	FA,SP,SU	3
	ND: LABSC - Lab Science Elective		3
	ND: LABSC - Corresponding Lab		1
DS110	**Dakota Culture and History	FA,SP,SU	3
DSL250	Dakota Language I	FA,SP,SU	3

* Prerequisite of ENGL110 (College Composition I)

** Alternate Summer Rotation

Program Electives (22 Credits Required)

Elective courses or fulfillment of a declared degree program totaling at least 22 credits.

Updated 2/13/25

Social Work
Associate of Arts

The Associate of Arts in Social Work at Cankdeska Cikana Community College is designed to prepare a student that is intending on obtaining a baccalaureate degree in Social Work. This two year program will provide students with the essential study prerequisites that are necessary in biology, mathematics, English, and social sciences, as well as social work courses that are mandatory prerequisites in order to qualify for the baccalaureate degree in most social work programs throughout North Dakota. Apprenticeships are also available.

Program Outcomes:

- The student will demonstrate the ability to work within the social work systems perspective
- The student will apply generalist social work practice in planning/ conducting interventions.
- The student will demonstrate technical proficiency in completing an assessment.
- The student will demonstrate ethical responsibility in the social work profession.

Program Characteristics

Although most social workers need a bachelor's degree in social work, clinical social workers must have a master's degree and two years of post-master experience in a supervised clinical setting. Clinical social workers must also be licensed in the state in which they practice.

A bachelor's degree in social work (BSW) is the most common requirement for entry-level positions. However, some employers may hire workers who have a bachelor's degree in a related field, such as psychology or sociology.

DEGREE: Social Work

60 credits required

General Education Requirements (38 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP,SU	3
	ND:FA or ND:HUM or ND:HIST		3
POLS115	American Government	FA	3
SOC110	Introduction to Sociology	SP	3
PSYC111	Introduction to Psychology	FA	3
CSCI101	Introduction to Computers	FA,SP,SU	3
MATH210	**Elementary Statistics	FA,SP	3
	ND: LABSC - Lab Science Elective		3
	ND: LABSC - Corresponding Lab		1
DS110	Dakota Culture and History	FA,SP,SU	3
DSL250	Dakota Language I	FA,SP,SU	3

* Prerequisite of ENGL110 (College Composition I)

** Prerequisite of ASC 093 (Intermediate Algebra), MATH 100 (Intro to QR) or Instructor Approval.

Core Classes (22 Credits Required)

SWK101	Case Management I	SU	3
SWK103	Introduction to Counseling	FA	3
SWK255	Introduction to Social Work	FA,SP	4
SWK256	Development of Social Welfare	FA	3
SWK257	Human Behavior in the Social Environment I	FA,SP	3
SWK262	Indian Child Welfare	SU	3
SWK274	Substance Use and Abuse	SP	3

* Prerequisites or Corequisites exist. See advisor for details.

Updated 2/13/25

Natural Resource Management

Associate of Science

The Associate of Science (AS) in Natural Resource Management provides a theoretical foundation that is enhanced by experiential and service learning opportunities. Essential study courses in communications, social sciences, mathematics, science, computer science, and Dakota Studies, provide the groundwork for the Natural Resource Management courses. The program is designed to expand students' knowledge of their environment while recognizing the importance of policy, society, and economics in relation to caring for Unci Maka (Grandmother Earth).

Sovereignty of tribal nations falls within their existing land bases. The Dawes Act or General Allotment Act adopted by Congress in 1887 authorized the United States to divide Indian tribal land into allotments for individual Indians and to open up "excess" lands for non-Indian settlement. American Indians must become more knowledgeable in how national policy has affected tribal governments' ability to govern and manage their natural resources. The AS in Natural Resource Management provides an academic base for those interested in the importance of land and resource management among tribal nations.

Program Outcomes:

- The student will demonstrate critical thinking skills in understanding natural resource problems.
- The student will develop practical skills in environmental science.
- The student will demonstrate technical skills in environmental monitoring/research.
- The student will understand the broad ethical considerations of natural resource management.

Program Characteristics

The Associate of Science in Natural Resource Management is designed to provide the basic knowledge, skills, and strategies to assist individuals or groups in realizing the importance of natural resource management in regard to guarding sustainable resources. Graduates have a solid and comprehensive education program based in science that allows for enhanced natural resource management activities as well as transfer to a four year program in a related field of study.

DEGREE: Natural Resource Management

60 credits required

General Education Requirements (39 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	College Composition II*	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP	3
DS110	Dakota Culture and History	FA,SP,SU	3
	ND:FA or ND:HUM or NO:HIST		
SOC110	Introduction to Sociology	SP	3
ECON201	Principles of Microeconomics	FA	3
CSCI101	Introduction to Computers	FA,SP,SU	3
MATH103	College Algebra or MATH 210	FA,SP,SU	3
	Elementary Statistics per advisor recommeneded		
BIOL124	Environmental Science	SP	3
BIOL124L	Environmental Science Lab	SP	1
DSL250	Dakota Language I	FA,SP,SU	3
BIOL150	General Biology	FA	3
BIOL150L	General Biology Lab	FA	1

Core Classes (21-30 Credits Required)

NAT102	Intro. to Natural Resource Mgmt.	FA,SP	3
NAT 297	**Natural Resources Internship	IND	3
	Program Electives		15

Program Electives

BIOL151	General Biology II	SP	3
BIOL151L	General Biology II Lab	SP	1
BIOL230	Ecology (Nature Study)***	FA	3
BIOL230L	Ecology (Nature Study) Lab	FA	1
CHEM115	Introduction to Chemistry	SP	3
CHEM115L	Introduction to Chemistry Lab	SP	1
CHEM116	Introduction to Organic and Biochemistry	FA	3
CHEM116L	Introduction to Organic and Biochemistry Lab	FA	1
CHEM121	General Chemistry I	FA	3
CHEM121L	General Chemistry I Lab	FA	1
ENS202	***Environmental Issues	SU	2
ENS225	Environmental Sampling	SP,SU	3
ENS225L	Environmental Sampling Lab	SP,SU	
ENS299	Topics in Agriculture/ Natural Resources	SP	3
GEOL102	Historical Geology	SP	3
GEOL102L	Historical Geology Lab	SP, SU	1
GEOL105	Physical Geology	FA, SU	3
GEOL105L	Physical Geology Lab	FA, SU	1
GEOL219	*Intermediate Geology	IND	3
GEOL219L	Intermediate Geology Lab	IND	3
MATH210	Elementary Statistics	FA,SP	3
MATH103	College Algebra	FA,SP,SU	3
NAT105	Wildlife Identification	SP	3
NAT105L	Wildlife Identification Lab	SP	1
NAT215	Plant Identification	FA	3
NAT215L	Plant Identification Lab	FA	1
SOIL210	Soil Science	FA,SP,SU	3
SOIL210L	Soil Science Lab	FA,SP,SU	1
SOIL217	Intro to Meteorology & Climatology	FA,SP	3
SOIL264	Natural Resource Management Systems	SP	3

*Prerequisite of GEOL 105

**To be taken at any time folloing the first year coursework.

***Prerequisite of BIOL 124/L

Updated 2/13/25

Pre-Engineering
Associate of Science

The Associate of Science (AS) in Pre-Engineering is designed for students who intend to major in engineering. The AS in Pre-Engineering provides students with courses including chemistry, humanities, calculus, physics, and social sciences while including the basic engineering skills and knowledge to transfer to baccalaureate degree program in Engineering. Students should be aware that most pre-engineering courses have mathematics and science prerequisites and that improper scheduling of courses can lengthen the time required to complete the degree.

Program Outcomes:

- The student will solve engineering problems by applying knowledge gained from math/physics.
- The student will communicate the interpretation of a problem scenario with the solution.
- The student will demonstrate technological competence through basic engineering practices.
- The student will demonstrate ethical responsibility in the engineering profession.

Program Characteristics

The program is focused on transfer to North Dakota State University engineering baccalaureate programs; however, courses will transfer to other engineering schools as well. Bachelor of Science Engineering degrees vary by discipline and by institution. Students are advised to consult with an academic advisor or counselor when selecting their specific engineering discipline to ensure appropriate transfer for their specific area of engineering.

DEGREE: Pre-Engineering

69 credits required

General Education Requirements (40 Credits Required)

ENGL100	Student Success	FA,SP,SU	1
ENGL110	College Composition I	FA,SP,SU	3
ENGL120	*College Composition II	FA,SP	3
COMM110	Fundamentals of Public Speaking	FA,SP,SU	3
	ND:FA or ND:HUM or ND:HIST		3
	ND:SS or ND:HIST		3
	ND:SS or ND:HIST		3
CSCI101	Introduction to Computers	FA,SP,SU	3
MATH165	**Calculus I	FA,SP	4
MATH166	****Calculus II	FA,SP	4
	ND:LABSC - Lab Science Elective		3
	ND:LABSC - Corresponding Lab		1
DS110	Dakota Culture and History	FA,SP,SU	3
DSL250	Dakota Language I	FA,SP,SU	3

* Prerequisite of ENGL110 (College Composition I)
** Prerequisite of MATH103 (College Algebra) and MATH105 (Trigonometry) or MATH107 (Pre-Calculus) with a grade of C or higher
****Prerequisite of MATH165

Core Classes (29 Credits Required)

ENGR116	Introduction to Engineering	FA,SP	3
ENGR117	CADD-Computer Aided Design & Drafting	FA,SP	1
MATH129	Basic Linear Algebra	FA,SP	3
MATH265	*Calculus III	FA,SP	4
MATH266	*Differential Equations	SP	3
ME221	*Engineering Mechanic I (Statics)	FA,SP	3
ME222	*Engineering Mechanics II (Dynamics)	FA,SP	3
	Program Electives		9

Program Electives

ENGR 204	Surveying	SU	3
AM101	3D Modeling for Advanced Manufacturing	FA	3
AM201	AM Functional Prototyping & Project Management	SP	3
CHEM121	*General Chemistry I	FA	3
CHEM121L	*General Chemistry I Lab	FA	1
ENGR275	*Digital Systems	SU	3
ENGR290	*Manufacturing Processes	SU	3
GEOL105	Physical Geology	FA,SU	3
GEOL105L	Physical Geology Lab	FA,SU	1
ME223	*Mechanics of Materials	SP	3
ME250	*Thermodynamics and Heat Transfer	SU	3
EE206	Circuit Analysis I	SP	4
PHYS251	University Physics 1		
PHYS251L	University Physics 1 Lab		
PHYS252	University Physics II		
PHYS252L	University Physics II Lab		

*Prerequisites or Corequisites exist. See advisor for details. Some program electives can be used in conjunction for general education requirements.

Note: Program Electives (Students should work with their advisors to choose courses that enhance their chosen field of engineering).

Updated 10/04/24

Administrative Assistant

Certificate

A Certificate in Administrative Assistant is focused on providing students with a foundation for entry level positions as administrative assistants and office managers. Through courses in technology, communication, computer application, and office procedures to meet the needs of dynamic office environments.

Program Outcomes:

- The student will demonstrate an understanding of basic business skills.
- The student will model competency in preparing business documents.
- The student will exhibit proficiency in applying technology to workplace situations.
- The student will interact with others that contribute to effective working relationships.

CERTIFICATE: Administrative Assistant

25 credits required

Fall (13 Credits Required)

ACCT200	Elements of Accounting I	FA,SP	3
ACCT218	Computer Applications in Business	FA,SP	3
BOTE197	Field Experience	FA,SP	1
	Program Electives		6

Spring (12 Credits Required)

BOTE214	Business Reports & Communications	SP	3
BADM202	Principles of Management	SP	3
BOTE275	Administrative Office Procedures	SP	3
	Program Electives		3

Program Electives

ACCT201	Elements of Accounting II	SP	3
ACCT207	Managerial Accounting	FA	3
ACCT212	Payroll Accounting	FA	3
ACCT215	Business in the Legal Environment	FA	3
ACCT231	Income Tax Procedures	FA	2
BADM201	Principles of Marketing	SP	3
BADM210	Advertising	SP	3
BADM240	Sales	SP	3
BUSN170	Entrepreneurship	SU	3

Updated 2/13/25

Carpentry
Certificate

The Certificate in Carpentry is designed to prepare the student for entry level positions in residential and commercial construction. Students who complete the program will be prepared to apply for positions as entry level carpenters. The program focuses on carpentry involving basic carpentry processes and safety on the work site. Relevant theory and skills in solving basic mathematical problems, blueprint reading, and the safe use of hand tools, power tools, and other equipment and materials of the trade will be addressed. Students will have the opportunity to participate in service and experiential learning activities, both on and off campus, related to construction trades.

Program Outcomes:

- The student will demonstrate preliminary project planning skills and basic construction practices.
- The student will model competency in communicating with others on the job site.
- The student will demonstrate proficiency in the use of technology while completing various projects.
- The student will display workplace safety.

Program Characteristics

The Certificate in Carpentry takes approximately one year to complete. The Carpentry program is certified through the North Dakota Department of Vocational Education and is funded under the Native American Career and Technical Education Program by the United States Department of Education. Students are required to take a limited amount of essential studies requirements to broaden their learning experience.

CERTIFICATE: Carpentry

33 credits required

Fall (13 Credits Required)

CARP105	Carpentry Core Curriculum	FA,SP	4
CARP101	On-Site Construction I	FA,SP	8
HPER 210	First Aid/CPR	FA,SP,SU	1

Spring (12 Credits Required)

CARP133A	Carpentry Level One (A)	FA,SP,SU	4
CARP201	On-Site Construction II	FA,SP,SU	8

Summer (8 Credits Required)

CARP133B	Carpentry Level One (B)	FA,SP,SU	4
CARP202	On-Site Construction III	FA,SP,SU	4

Updated 2/13/25

Dakota Language
Certificate

The certificate in Dakota Language provides core courses that introduce students to Dakota Language. The student will have completed an intensive study of the Dakota language and become fluent speakers..

Program Outcomes:

- Students will demonstrate proficiency of Indigenous cultures.
- The student will demonstrate competency in speaking Dakota language.
- Students will utilize various technology platforms to demonstrate proficiency of Indigenous people.
- Students will gain knowledge of their traditional placements within Indigenous nations.

Program Characteristics

The Associate of Arts degree in Indigenous Studies provides core courses that introduce students to Native culture, history, language, and values, while increasing understanding of the unique political status, rights, and responsibilities of tribal nations. The emphasis is on providing students with a broad and realistic understanding of issues that impact Native communities and people. The student will have completed an intensive study of the Dakota people and other Native Nations from historical and contemporary perspectives at successful completion of the program.

DEGREE: Dakota Language Certificate

18 credits required

DS 110	Dakota Culture and History	FA,SP,SU	3
DS 122	Intro to Spirit Lake Culture, Government, and Constitution	FA	3
DSL 250	Dakota Language I	FA,SP,SU	3
DSL 251	Dakota Language II	FA,SP,SU	3
DSL 252	Dakota Language III	FA,SP,SU	3
DSL 253	Dakota Language IV	FA,SP,SU	3

Updated 2/13/25

Professional Driver Training (CDL)

Certificate

Program Outcomes:

- The student will prepare a round trip cross-country plan.
- The student will demonstrate communication skills that ensure safety.
- The student will demonstrate proficiency in technological skills in developing "Driver duty status records".
- The student will display professionalism in operating a vehicle and interacting with clients.

Program Characteristics

- Learn rules and regulations of the road
- Practice skills in a simulator
- Drive tractor /trailer on the road
- Obtain CDL Endorsements
- Record keeping including driver's logbook & electronic logs

CERTIFICATE: Professional Driver Training (CDL)

16 credits required

CDL114	Introduction to CDL	FA,SP	9
CDL252	Introduction to Bus Driving	FA,SP	3
CDL256	Behind the Wheel Training	FA,SP	4

Students need to take 12 credits to be considered full-time students. Students will discuss the semester classes with the instructor.

Endorsements

CDL258	Hazmat Endorsement	SU	3
CDL257	Passenger/School Bus Endorsement	SU	2

Updated 2/13/25

Academic Skills Courses (ASC)

ASC 090 – ALGEBRA FUNDAMENTALS (3 credits)

Designed for students whose placement scores indicate lack of basic mathematics skills with little or no background in algebra. Topics include number sense and order of operations, signed numbers, real numbers, measurement and geometry, formulas, basic statistics and probability, introduction to algebra and linear equations. Pre-requisite: None. FA, SP

ASC 093 – INTERMEDIATE ALGEBRA (3 credits)

For students who have had introductory algebra or adequate training in mathematics as indicated by completed course work. Topics include properties of real numbers; linear equalities and inequalities; simultaneous systems; exponents and radicals; polynomials and rational expressions; quadratic equations. This course is for students with minimal mathematics background. Pre-requisite: ASC 090 or ASC 092 or Accuplacer placement. FA, SP

Accounting

ACCT 200 – ELEMENTS OF ACCOUNTING I (3 credits)

Introduction to the basic principles of the complete accounting cycle to include the Generally Accepted Accounting Principles (GAAP). The theory of debits and credits; the accounting equation; transactions; journalizing and subsidiary ledgers; adjusting and closing entries; financial statements; assets and liabilities; systems; and inventories. Prerequisite: None. FA, SP

ACCT 201 – ELEMENTS OF ACCOUNTING II (3 credits)

Continuation of Accounting 200. Topics included are partnerships and corporations, stock transactions, dividends, long-term liabilities, investments, financial statements and cash flows, and managerial accounting and budgeting. Prerequisite: ACCT 200. SP

ACCT 207 – MANAGERIAL ACCOUNTING (3 credits)

Introduction of the role of managerial accounting information. Coverage includes the application of accounting concepts and techniques to managerial problems using the five phases, manufacturing operations, costing/pricing systems, budgeting, performance evaluation, and analysis of capital investment decisions. Prerequisite: ACCT 200. FA

ACCT 212 – PAYROLL ACCOUNTING (3 credits)

An introductory course into the field of payroll accounting principles and practices. This course will prepare the student to function as part of a financial department in the area of payroll processing and reporting. Coverage includes payroll, wages and compensation, income taxes, transactions, and systems. Prerequisite: ACCT 200. FA

ACCT 215 – BUSINESS LEGAL ENVIRONMENT (3 credits)

An introduction to the concepts underlying the legal environment of business in today's society. Students must be able to identify issues pertaining to a particular discipline; recognize potential problems before they become actualized and costly; know when they need to consult an expert and when they do not; understand the language, practices, and methods of reasoning and problem solving in the discipline so that the expert can be used effectively and efficiently; and sufficient legal insight into the discipline so that the service and advice of the expert can be knowledgeably evaluated and incorporated into the firm's decision making process. FA

ACCT 218 Computer Applications in Business (3 credits)

This course will provide students with instruction on the use of the most up-to-date word processing, spreadsheets, and presentation application software. Students will be required to demonstrate a specific level of proficiency within each application. Students will also learn the basics and guidance on the use of email, file management and other current or relevant topics. FA,SP

ACCT 231 – INCOME TAX PROCEDURES (3 credits)

Coverage includes federal income tax procedures relating to individuals, partnerships, and corporations. Coverage includes deductions, depreciation, capital gains and losses, withholdings, and tax planning. Prerequisite: ACCT 200. FA

Arts

ART 107 – FUNDAMENTALS OF DESKTOP PUBLISHING (3 credits)

This course is an introduction to basic graphic design and fluency toward using Adobe InDesign, Canva, Adobe Express, Microsoft Publisher software on computers. The focus of this class will be in using InDesign for commercial use and how it is integrated with other Adobe programs such as Photoshop and Illustrator. You will receive project-based instruction needed to build and design documents and other design assignments related to desktop publishing through assignments and apprenticeship duties. Pre-requisite: CSCI 101. SP

ART 110 – INTRODUCTION TO VISUAL ART (3 credits)

Study and analysis of artistic methods and meaning in the Visual Arts ND [ND:HUM]: FA

ART 124 – THREE-DIMENSIONAL DESIGN (3 credits)

A basic course in the study of three-dimensional design for the studio artist. SP [ND:FA]

ART 130 – DRAWING I (3 credits)

Study and application of different drawing media, methods, and techniques. FA [ND:FA]

ART 140 – CRAFTS I (3 credits)

Introduction to basic crafts. FA [ND: FA]

ART 180 – DIGITAL PHOTOGRAPHY (3 credits)

This is an introductory course where the student will gain basic knowledge about photography including the history and importance of photography, the equipment and techniques of photography, and the using of software to manage, manipulate and print images. Prerequisite: CSCI 101. SU

ART 210 – ART HISTORY (3 credits)

A survey of western art from Paleolithic to the Renaissance. SP [ND:HUM]

ART 215 – GRAPHIC DESIGN I

Students learn the fundamentals of visual communication and techniques. This project-based course is an intensive exploration of the fundamental principles of graphic design. Topics include typography, color, composition, and prerequisite: CSCI 101 Principles of Visual Organization. FA

ART 220 – PAINTING I (3 credits)

Introduction to basic paints through a variety of materials. FA,SU [ND:FA]

ART 221 – PAINTING II (3 credits)

An intermediate study and application of classical and contemporary painting, techniques, and concepts, with emphasis on the understanding of its formal language and the fundamentals of artistic expression. FA

ART 225 – DIGITAL IMAGING I (3 credits)

Students learn the principles and fundamental techniques for creating and manipulating raster images for print and web applications using digital software. Course focus on creation, manipulation, aesthetic approaches, and inputs and outputs as it applies to digital imaging. Prerequisite: CSCI 101. SU

ART 230 – DRAWING II (3 credits)

Advanced study and application of different drawing media, methods, and techniques. SP

ART 235 – DIGITAL ILLUSTRATION (3 credits)

Students learn the basic computer illustration software and techniques. Students create vector images for quality digital illustrations. Emphasis on the fundamentals of composition and design, and the proper use of equipment and materials along with the development of professional studio skills. Prerequisite: CSCI 101. SP

Business Administration

BADM 201 – PRINCIPLES OF MARKETING (3 credits)

This course incorporates both traditional and contemporary aspects of marketing. Topics include environmental analysis and marketing research, consumer analysis, product (service) planning, distribution planning, pricing, promotions, social responsibility, overall marketing implementation and program evaluation. The student will complete a marketing plan. SP

BADM 210 Advertising (3 credits)

This course covers advertising from a marketing perspective. The focus is on planning and strategy development of an advertising program. Topics covered are campaign planning and development, marketing mix relationships, media options and buying and creative strategy. SP

BADM 240 Sales (3 credits)

This course designed to study salesmanship. All aspects of selling are introduced including the psychology of selling and recommended personality traits for sales people. SP

BADM 202 – PRINCIPLES OF MANAGEMENT (3 credits)

Study of basic management and organization principles of American business firms and the global environment; developing managerial knowledge and skills including basic concepts and principles; focuses on the major functions of management: Planning, organizing, leading, and controlling. SP

Biology

BIOL 111 – CONCEPTS BIOLOGY I (3 credits).

This course is designed to accommodate one semester of the general education requirement for non-science majors. The course will focus on a comprehensive survey of modern biology with an emphasis on enhancing the scientific literacy of the college-educated student. Topics will include cell biology, genetics, natural selection, systematics, and the impact of human activity on the biosphere. Special effort will be made to include Dakota culture when appropriate. FA,SP,SU

BIOL 111L – CONCEPTS BIOLOGY LAB (1 credit)

A contemporary biology laboratory to complement BIOL 111. FA,SP,SU

BIOL 124/124L – ENVIRONMENTAL SCIENCE (4 credits)

An introduction to environmental principles emphasizing the interrelationships between human cultures, organisms, and their environments. The course will examine human impacts on ecosystems, the concept of sustainability, and environmental ethics. Laboratory required. SP [ND:LABSC]

BIOL 124L – ENVIRONMENTAL SCIENCE LAB (1 credit)

A contemporary biology laboratory to complement BIOL 124. SP [ND:LABSC]

BIOL 150 – GENERAL BIOLOGY I (3 credits)

Basic concepts of biology with emphasis on the process of science, metabolism, cell biology, plant and animal form and function, and physiology. Broadly designed to satisfy the needs of those pursuing biological and preprofessional curricula. Special effort is made to include aspects of Dakota Culture when appropriate. FA [ND:LABSC]

150L – GENERAL BIOLOGY I LAB (1 credit)

A contemporary biology laboratory to complement BIOL 150. FA [ND:LABSC]

BIOL 151 – GENERAL BIOLOGY II (3 credits)

Basic concepts of biology with emphasis on the process of science, metabolism, cell biology, plant and animal form and function, and physiology. Broadly designed to satisfy the needs of those pursuing biological and preprofessional curricula. Special effort is made to include aspects of Dakota Culture when appropriate. Prerequisite: BIOL 150 SP

BIOL 151L – GENERAL BIOLOGY II LAB (1 credits)

A contemporary biology laboratory to complement BIOL 151. Prerequisite: BIOL 150L SP

Business Office Technology & Education

BOTE 197 Field Experience (1 credit)

The student is given an opportunity to work with industry professionals in an on-the-job training basis. The professional guides the student through all levels and departments in a business, familiarizing the student with all aspects of the business. The field experience program is dependent upon the availability of employer sites. FA,SP

BOTE 214 – BUSINESS REPORTS & COMMUNICATIONS (3 credits)

This course focuses on communicating in a business environment. This communication will include writing letters, memorandums, e-mails, formal reports, as well as learning about other non-verbal forms of communication. In today's world as a student, employee, consumer, or business owner one is greatly advantaged to have the skills to communicate in the necessary format required. Often times, strong business communication skills are a major factor in career success, and this course strives to develop and strengthen the student's skills in this area. Prerequisite: ENGL 110. SP

BOTE 218– DESKTOP PUBLISHING (3 credits)

Software application course providing students skills in electronic layout, editing, and production of documents. FA

BOTE 275 – ADMINISTRATIVE OFFICE PROCEDURES (3 credits)

A course emphasizing duties, responsibilities and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included. SP

Business

BUSN170 – ENTREPRENEURSHIP (3 credits)

This course provides step by step process of writing a business plan for the operation of a successful small business. Course is for students who are thinking of going into business for themselves. The content of the course will include all aspects of start-up of a small business, sales, finance, personnel, marketing, budgets, insurances, customer target and possibly a different alternative to business either start up or purchase of small business. At the end of the course the student will have a completed business plan. SU

Carpentry

CARP101 – ON-SITE ONE (8 credits)

The students will receive instruction in the methods and principles of the carpentry trade employing hands-on experience. Students will receive training in most aspects of the construction trade. Content will be limited to jobs that are available. FA,SP

CARP105 – CARPENTRY CORE CURRICULUM (4 credits)

The core curriculum provides an introduction to construction and maintenance skills for all crafts. Trainees progressing through this National Center for Construction Education and Research (NCCER) accredited program must successfully complete the core curriculum in order to progress to CARP 133, carpentry level one. Core modules are basic safety, construction math, introduction to hand and power tools, introduction to blueprints, and basic rigging. FA,SP

CARP133A – CARPENTRY LEVEL ONE (A) (4 credits).

Level one is the beginning course of the study of carpentry. Upon completion, the student will have entry level skills to obtain employment. The course will cover orientation in the trade, wood building materials, fasteners and adhesives, hand and power tools, floor systems, and wall and ceiling framing. FA, SP,SU

CARP133B – CARPENTRY LEVEL ONE (B) (4 credits).

This course is a continuation of carpentry level one (A). This course will cover various modules that include roofing, framing, windows, exterior doors, and layout of stairways. FA, SP, SU

CARP201 – ON-SITE TWO (8 credits)

This course is a continuation of CARP 101 On-Site Construction I. This course will cover as many phases of construction work as possible. Contents will be limited to jobs that are available. Students will learn about on-the-job safety precautions. FA,SP,SU

CARP202 – ON-SITE THREE (8 credits)

This course is a continuation of CARP 101 On-Site Construction II. This course will cover as many phases of construction work as possible. Contents will be limited to jobs that are available. Students will learn about on-the-job safety precautions. FA,SP,SU

Chemistry

CHEM 115 – INTRODUCTORY CHEMISTRY (3 credits)

First semester of CHEM 115/CHEM 116 sequence. A basic introduction to measurements, ionic and covalent compounds, chemical calculations, states of matter, energy, solutions, reactions, chemical bonding, equilibrium, kinetics, thermodynamics, acid-base reactions and nuclear reactions. Does not satisfy the prerequisite for any advanced chemistry course.. Prerequisite: ASC 093. SP [ND:LABSC]

CHEM 115L – INTRODUCTORY CHEMISTRY LAB (1 credit)

Laboratory to accompany CHEM 115. SP [ND:LABSC]

CHEM 116 Introduction to Organic and Biochemistry (3 credits)
The course is an introduction to general chemistry. Topics to be studied include: scientific measurements, atoms and elements, chemical bonds, physical properties of elements, solution concentration, chemical reactions, and the chemistry of acids and bases. Prerequisite: CHEM 115/115L and MATH 103. FA [ND:LABSC]

CHEM 116L – Introduction to Organic and Biochemistry Lab (1 credit)
Laboratory to accompany CHEM 116. FA [ND:LABSC]

CHEM 121 – GENERAL CHEMISTRY I (3 credits)

Elementary principles and theories of chemistry; matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermochemistry, bonding, molecular geometry, periodicity, gases. Prerequisite: MATH 103 or higher. FA [ND:LABSC]

CHEM 121L – GENERAL CHEMISTRY I LAB (1 credit)

Laboratory to accompany CHEM 121. Prerequisite or Corequisite: CHEM 121. FA [ND:LABSC]

Communications

COMM 102 – INTRODUCTION TO COMMUNICATION (3 credits)

Introduces students to the discipline of Communication. Surveys a broad range of sub-disciplines, including social media, strategic communication, human interactions, newswriting, communication technology, media and communication policies, and digital media production. Prerequisite: CSCI 101. FA

COMM 110 – FUNDAMENTALS OF PUBLIC SPEAKING (3 credits)

Covers the theory and practice of public speaking, with emphasis on content, organization, audience, language, delivery, and critical evaluation of messages. The focus will be on learning to use effective speaking to empower one's abilities. FA, SP [ND: COMPSC]

Computer Science

CSCI 101 – INTRODUCTION TO COMPUTERS (3 credits).

This class is designed to introduce general hardware and software issues, such as terminology and environments. Applications such as word processing, spreadsheet, database, and internet usage. Prerequisite: None. FA, SP, SU [ND: COMM]

Indigenous Studies

AR 100 - Introduction to Archery

Introductory activites in archery techniques. Inlcudesthe history of archery, equipment, safety, and individualized practice. One-hour lab required weekly. Course may be repeated. FA

AR 101 Archery II (1 credit)
Intermediate activities in archery techniques. Includes the history of archery, equipment, safety, and individualized practice. One-hour lab required weekly. Course may be repeated. Pre-requisite: Instructor approval. SP

HG 101 - Introduction to Hand Games

Students will learn the origin and philosophy of Hand Games. This game is played among eighty-one Indian tribes of the United States. The game bears different names in the various languages of these tribes. Hand Game refers to the fact that the object is held in the hand during the play. Course may be repeated. Weekly lab required. SP

DS110 – DAKOTA CULTURE AND HISTORY (3 credits)

This course focuses on Dakota culture and history. Students will learn about all Dakota bands, but with additional emphasis on the Dakota of the Spirit Lake Dakota Nation. This course will introduce you to many aspects of Dakota culture. This will involve oral history and narratives, music and dance, artistic expression, language, philosophies, literature, and discussions of contemporary issues relevant to the Dakota people. We will first begin with a historical overview of the Dakota people and end with the present state of the Dakota people. FA, SP, SU [ND:HUM]

DS122 - INTRODUCTION TO SPIRIT LAKE CULTURE, GOVERNMENT, AND CONSTITUTION (3 credits)

Introduction to Spirit Lake Tribe culture, government and Constitution will provide a comprehensive understanding and awareness of the foundation of Spirit Lake Tribe. The class will provide for guest speakers that can provide further insight into the history and culture of the tribe. Guest speakers will include but not limited to current/previous Tribal Representatives to provide insight on the fundamentals of Tribal Government. The class will provide a thorough examination and explanation of the Spirit Lake Constitution. FA

DS155 – SURVEY OF NATIVE AMERICAN ARTS (3 credits)

This course will introduce the students to basic tribal art skills and techniques in tribal art forms. The students will learn the cultural history and background of tribal art. Arts and crafts of the indigenous people of the Americas through a study of the artifacts and contemporary work. Survey of the indigenous arts of North America north of Mexico from ancient through contemporary times. Focuses on the historical and cultural contexts of the arts and the stylistic differences between tribal and individual artists' styles. SU [ND:HUM]

DS230 - Federal, State, and Local Tribal Policies and Relationships

This course examines the complexities of the American Indian governments' organization, their histories and the unique relationship between the federal and state government and American Indian Tribes. It will discuss the origins and scope of the tribal sovereignty as recognized under federal law. Students will also examine the American Indian Governments govern their people on an administrative level. SP

DS170 – NATIVE AMERICANS AND THE CINEMA

(3 credits)

The course involves analysis of images and representations of Native Americans in feature, independent, and tele- films based in a cultural studies approach to film and film production. Considerable attention is given to Indigenous aesthetics. Discussion of materials, videos, readings, documentaries is a major element of the course, along with writing and presenting coursework. Documentary films will primarily involve themes such as are vital to an understanding of Dakota and Indigenous peoples. Such themes include displacement, diaspora, intergenerational trauma and healing, traditional cultural worldviews, resistance to assimilation, and creation in history, the United States, and our shared world. The class attempts to function within the context of the CCCC Indigenous studies program. SP

DSL250 – DAKOTA LANGUAGE I - (3 credits)

This is the first of two Dakota language classes for beginning speakers. This course will provide an introduction to the Dakota language. The course will emphasize the sounds of the Dakota language, correct pronunciation, and the alphabet used to represent those sounds. The course will also focus on Dakota kinship terms, the numeric system, vocabulary for seasons, weather, animals, foods, environmental and cultural contexts, and basic sentence structure. FA, SP,SU [ND: HUM]

DSL251 – DAKOTA LANGUAGE II - (3 credits)

This is an intermediate course in the Dakota Language designed to further enhance the student's oral skills. Emphasis is on developing the student's ability in oral expression so that a basic level of proficiency in everyday conversation will be acquired. FA,SP,SU [ND:HUM]

DSL252 – DAKOTA LANGUAGE III - (3 credits)

This course is a continuation of the principles established for Dakota Language 1 and Dakota Language 2 with focus on fluency and accuracy using complex inflection and sentence structure at the intermediate level, including the full range of Dakota clause types and long sentences with conjugations. The course offers a balanced approach to teaching fluency, accuracy and complexity at the intermediate level, using various learning styles and resources. Students will read more complex authentic texts and listen to recordings from native speakers, followed by reading and listening to comprehension exercises. They will also continue to develop their communicative skills by participating in a role play of daily situations and having scaffold conversational activities. Creative writing with focus on developing accuracy and complexity will be a strong component of the course. Available online. FA,SP,SU

DSL253 – DAKOTA LANGUAGE IV - (3 credits)

An upper-intermediate course focusing on language proficiency in a cultural context which builds on Dakota Language 3. It is designed to consolidate communicative language skills while beginning a more systematic study of Dakota literature with the goal of encountering complex sentence structure and grammar in authentic texts and narratives. The course also offers further practice of fluency mainly through free (i.e. unguided) learning activities, with additional focus on accuracy and complexity at the given level, using various learning styles and resources. FA,SP,SU

DS265 - NATIVE AMERICAN LITERATURE, (3 credits)

Writings are by and about American Indians, studied for understanding and critical appreciation. The readings cover life before the white man and through present day. This is an intense reading and discussion course. There will be reaction papers all with a Native American theme and a sharing of an oral Native American story. The focus will be on Dakota writers but other contemporary Native voices will be utilized as well. FA

Economics

ECON 201 – PRINCIPLES OF MICROECONOMICS (3 credits)

An introduction to micro economics emphasizing the factors determining the distribution of production among businesses and individuals. FA [ND: SS]

ECON 202 – PRINCIPLES OF MACROECONOMICS (3 credits)

Development of basic understanding of economics, the analysis of income, employment, labor problems, depressions, and inflation, as well as money and public property. SP [ND: SS]

Early Childhood Education

EC 210 – INTRODUCTION OF EARLY CHILDHOOD EDUCATION (3 credits)

This course emphasizes historical, present, and future trends in the field of early childhood. Students gain insights on professional development and career decisions, develop a philosophy based on early childhood theories, and develop a commitment to the profession's code of ethical conduct. This course features understanding of developmentally appropriate practice methods that include play, small and large group projects and discussions, classroom environments, evaluation processes, and programs and services for children and families. Prerequisite: None. FA, SP

EC 211 – OBSERVATION, ASSESSMENT, INTERPRETATION TECHNIQUES (3 credits)

This course will stress the importance of skillful observation in planning appropriate instructional activities for young children in various settings. Emphasis will be on recording and interpreting child behaviors and teaching strategies within a developmental perspective. Students will have the opportunity to engage in assessment processes through means of classroom observations, providing each student with a stronger understanding of child development skills. Students learn about and explore a variety of age, individually,

linguistically and culturally appropriate formal and informal assessments to gather and share information on each child's skills, abilities, interests, and needs, birth through age 8. Prerequisite: EC210. FA

EC 213 – LANGUAGE AND LITERACY IN EARLY CHILDHOOD EDUCATION (3 credits)

This course is designed to prepare early childhood teachers and caregivers an understanding of the basic principles of early literacy and reading development. This course address ways in which students can foster young children's emergent language skills through oral stories, poetry, picture books, thematic units, and teacher-made materials that promote positive language acquisition. This course provides the foundation for early childhood professionals to provide appropriate instruction to children for whom English is a second language and promotes authentic experiences that reflect the interrelationship among culture and language influences represented in the community. Prerequisite: EC 210. SP

EC 220 – INFANTS AND TODDLERS (3 credits)

This course presents an in-depth study of infant and toddler development, which includes stages of cognitive, social/affective, and physical development of children ages birth to three years. The principles of infant and toddler care-giving with an emphasis on the environment and appropriate learning activities will be explored, as well as health, safety, nutrition, and parent relationships. This course provides the foundations of understanding how children's personalities, behaviors, strengths, and delays or risk factors may affect child-caregiver interaction. This course includes supervised field experience where reflective observations and participation are emphasized. Prerequisite: None. FA

EC 233 – PRE-K METHODS AND MATERIALS (3 credits)

This course focuses on developmentally appropriate content, learning environments, and curriculum implementation for children birth to age 5. It emphasizes integration of content areas (the arts, literacy, math, health, science, social studies, adaptive learning) and the development of rich learning environments for infants, toddlers, and preschool children. This course explores the five "selves" of the preschool child: physical, emotional, creative, social, and cognitive. This course emphasizes the use of observational skills, hands-on projects, and portfolios to promote children's interest, developmental levels, and learning needs to create stimulating curriculum and learning environments. Review of basic principles of child development and their application in the early childhood settings will be included. Prerequisites: EC 210, EC 213 and EC 220. FA

EC 235 – ART, MUSIC AND PLAY IN ECE (3 credits)

This course will explore music and movement, creative art, drama, purpose of play and written expression in the early childhood and primary education classrooms. The creation, evaluation, and selection of developmentally appropriate materials, equipment, and environments will be addressed along with strategies for early childhood and primary classrooms. Prerequisite: EC 210. SP

EC 236 – SOCIAL EMOTIONAL DEVELOPMENT (3 credits)

This course explores various theories of child guidance and the practical application of each. It provides developmentally-appropriate methods for guiding young children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies and procedures for preventing and dealing with violence, aggression, anger, and stress will be included. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners. Prerequisite: EC 210. SU

EC 237 – CHILDREN WITH SPECIAL NEEDS (3 credits)

Every year, the number of children with developmental delays or disabilities in early childhood programs and classrooms is increasing. What do you need to know to support them? This course is filled with practical information that will help educators who work with children age birth through 8 teach children with disabilities alongside their peers. The essentials of what you will learn:

- What developmental delays and disabilities are
- How special education laws apply to you and your program or school
- The process of referral, assessment, IFSP/IEP development, and service delivery
- Which supports and interventions can help children be successful socially and academically
- How to work with families, special education professionals, and the medical community
- Information about specific disabilities, including speech and language impairments, autism spectrum disorder, physical disabilities, and attention-deficit/hyperactivity disorder

All children thrive in high-quality programs that recognize and support their individual strengths, interests, and needs. The information in this coursework will demonstrate how to help children meet their potential. Prerequisite: EC 210. SP

EC 297 – EARLY CHILDHOOD STUDENT INTERNSHIP
(4 credits - 180 hours)

This course is designed to offer early childhood students classroom placement experiences in observation, planning, implementing, and evaluating instructional activities for young children birth to age five under the supervision of early childhood professional staff. This course must be repeated for a total of 4 credits for the AA Degree. One credit will be earned for every 45 working hours of internship. Conferences with teachers and supervisors accompany this work. Satisfactory completion of education course work is required. The CCCC Student Internship Handbook will be used as guidance of the early childhood internship. FA, SP

English

ENGL100 – STUDENT SUCCESS (1 credit)

This course is designed to help students learn and improve skills and strategies that are essential to academic success. Through activities, application, and

reflection, the material covered in this course should support and assist students in their other courses. FA, SP, SU

ENGL 108 – WRITING LAB; ENGL 110 Co-Requisite (1 credit)

Taken in conjunction with ENGL 110, the Writing Lab will add two hours per week of review and instruction in basic English writing skills and strategies. The class will also reinforce and build on the techniques introduced in ENGL 110. Pre-requisite: None FA,SP,SU

ENGL 110 – COLLEGE COMPOSITION I (3 credits)

College Composition I is a study of the principles of writing with a focus on practical skills, analysis, organizational techniques, critical thinking, developing voice, conventions, and recursive writing. Students will be introduced to a variety of essay types, such as description, narration, analyzing, convincing, cause and effect and problem solving. Emphasis will also be given for genre, writing strategies and editing. Corequisite: ENGL 108 or Placement Test. FA, SP, SU [ND: ENGL]

ENGL 120 – COLLEGE COMPOSITION II (3 credits)

A more intense study of the approaches to written communications through invention, rhetorical situations, genre, processes, strategies, style, research, and documentation, as well as media and design. Emphasis will be given to lengthier essays with more authoritative and credible resources. Prerequisite: ENGL 110. FA, SP [ND: ENGL]

Engineering

AM101 – 3D MODELING FOR ADVANCED MANUFACTURING (3 credits)

Students will be introduced to 3D modeling utilizing 3D modeling software used within the advanced manufacturing industry. Students will learn how to create 3D models along with 2D engineering drawings that include appropriate orthographic, sectional, and auxiliary views. The course will include a survey of the major advanced manufacturing methodologies, technical skills requirements, and various career opportunities. FA

AM201 – AM Functional Prototyping & Project Management (3 credits)

Students will be introduced to 3D modeling utilizing 3D modeling software used within the advanced manufacturing industry. Students will learn how to create 3D models along with 2D engineering drawings that include appropriate orthographic, sectional and auxiliary views.

Projects will challenge students to follow the steps of producing a product from need identification through production (art to part) using 3D printing. The course will include a survey of the major advanced manufacturing methodologies, technical skills requirements, and various career opportunities in the 21st century manufacturing sector. SP

ENGR 116 – INTRODUCTION TO THE ENGINEERING (3 credits)

This course is an introduction to the engineering profession utilizing problem-based learning strategies. It provides an overview of various engineering disciplines, engineering ethics, relevant concepts from science and mathematics, and develops an open mindset to learning. Additionally, students will develop the problem-solving, computer, and study skills required for success with subsequent engineering coursework. No Pre-req. FA, SP

ENGR 117 – CADD (Computer Aided Design & Drafting (1 credit)

This course provides students with a broad introduction into 2-dimensional and 3-dimensional Computer-Aided Design and Drafting (CADD) andmodeling with a focus on producing a 3D printable capstone project. No Pre-req, FA, SP

ENGR 204 – SURVEYING (3 credits)

This course is designed to introduce students to measurements and errors, topographical and construction surveys, vertical and horizontal control methods, field exercises and computation techniques for surveying data, computation of earthwork volumes. Pre-req: Math 105 or Math 107. SU

ENGR 275 – DIGITAL SYSTEMS (3 credits)

Introduction to computer arithmetic, designing combinatorial circuits, and designing basic sequential circuits. Pre-req: Math 105. SU

ENGR 290 – MANUFACTURING PROCESSES (3 credits)

Traditional manufacturing processing methods as employed in contemporary practice. Includes: properties of materials, machining, casting, forming, and fabrication techniques. Several experiments will be conducted on various manufacturing processes in the laboratory. Pre-req: ENGR 115 or ENGR 117. SU

EE 106 - Circuit Analysis I (4 credits)

Introduction to electric circuit components. Fundamental laws of circuit analysis. Steady state and transient analysis of DC and AC circuits. Electric power calculations. Pre-requisite: MATH 166. SP

ME 221 – ENGINEERING MECHANICS I (3 credits)

Scalar and vector approaches to trusses, frames, and machines, internal forces, friction forces, center of gravity, centroid, and moment inertia. Prerequisite: MATH 165. FA, SP

ME222 – ENGINEERING MECHANICS II (3 credits)

Dynamics of particles and rigid bodies, work energy, impulse-momentum, principles of conservation of energy and momentum. Prerequisite(s): ME 221, MATH 166. FA, SP

ME223 – MECHANICS OF MATERIALS (3 credits)

Introduction to stress, strain, and their relationships; torsion of circular shafts, bending stresses, deflection of beams, stress transformations. Prereq: ME 221 SP

ME250 – THERMODYNAMICS (3 credits)

Basic concepts, properties of pure substances and ideal gases. First and second law, entropy. Prereq: ME 222 SU

Environmental Science

ENS 202 ENVIRONMENTAL ISSUES (2 credits)

An exploration of various environmental issues while

learning scientific writing, reading of scientific journal articles, and how to present scientific posters and research presentations. Students will read, write, and discuss scientific concepts critically. *Prereq: BIOL 124/L SU

ENS 225 ENVIRONMENTAL SAMPLING (3 credits)

Field sampling methods and tools used for sampling of water, soils, air, habitats, and wildlife. Students will learn field methods and be able to demonstrate sampling techniques at the end of the semester. This class has field components. Prerequisite of MATH 103, appropriate placement test, or MATH 210. SP, SU

ENS 225L ENVIRONMENTAL SAMPLING LAB (1 credit)

This lab will perform field sampling and wet analysis. SP, SU

ENS 299 TOPICS IN AGRICULTURE/NATURAL RESOURCES (3 credits)

For students majoring in science. Topics vary based on student interest. FA

Geology

GEOL 102 HISTORICAL GEOLOGY (3 credits)

An exploration of the spatial evolution of the present locations of the continents and ocean basins, their geologic and chemical transformations, and the progression of life forms on the planet since its inception. SP

GEOL 102 HISTORICAL GEOLOGY LAB (1 credit)

Exploration and identification of fossil life. SP

GEOL 105 PHYSICAL GEOLOGY (3 credits)

An introduction to earth materials and the nature of our dynamic earth. The earth materials covered in the class will be minerals, rocks, and landscape types. Plate tectonics, volcanism, glaciation, mass movements, desertification, and climate change will be discussed. FA, SU [ND: LABSC]

GEOL 105 PHYSICAL GEOLOGY LAB (1 credit)

Identification of rocks and minerals. Introducation and experience in topographic mapping FA, SU [ND: LABSC]

GEOL 219 INTERMEDIATE GEOLOGY (3 credits)

An introduction to the field of optical mineralogy as well as an exploration of the field of petrology. The understanding of the origin and placement of various rock types in the regions of the world will be the focus. The use of polarizing microscopes to examine the micro-fabric structure of the rocks will be emphasized. Prerequisite of GEOL 105. IND

GEOL 219 INTERMEDIATE GEOLOGY LAB (1 credit)

A contemporary laboratory to complement GEOL 219. IND

Health, Physical Education and Recreation

HPER210 - FIRST AID/CPR/AED (1 credit)

General directions for giving first aid, value of first aid techniques dealing with shock, control of bleeding wounds, burns, poisoning, sudden illness, cardiopulmonary resuscitation, and other emergency situations will be covered. Certification cards for standard first aid and CPR will be issued upon successful completion of the course. FA, SP, SU

History

HIST 101 WESTERN CIVILIZATION I (3 credits)

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the European Middle Ages. FA [ND: HIST]

HIST 102 WESTERN CIVILIZATION II (3 credits)

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course begins with the Reformation and covers western history until the present. SP [ND:HIST]

HIST 103 – U.S. HISTORY TO 1877 (3 credits).

An economic, intellectual, political, and social survey of the background and development of the United States from the earliest European settlements until the end of Reconstruction. Emphasis is placed on the political, social and economic evolution of the nation and the consequences of that development. FA [ND:HIST]

HIST 104 – U.S. HISTORY SINCE 1877 (3 credits)

An economic, intellectual, political, and social survey of the background and development of the United States from the close of the American Civil War to the present. Emphasis is placed on the transformation of the United States from an agrarian republic to an economic, industrial and military superpower. SP [ND:HIST]

HIST 220 – NORTH DAKOTA HISTORY (3 credits)

A survey of North Dakota history, emphasizing settlement and development, noting the consequences of the state's location, climate, and settlement on the current political and economic situation. SU [ND:HIST]

HIST 261 – AMERICAN INDIAN HISTORY (3 credits)

A course in American Indian history, political and social relations, with emphasis upon current movements and problems of Native American life. The course will utilize an interdisciplinary approach by combining history, literature, and cultural studies. SP [ND:HIST]

Humanities

HUM 101 INTRODUCTION TO HUMANITIES I (3 credits)

This course is designed to introduce college students to the modes of expression of the major disciplines of the Humanities, imaginative literature, philosophy, history, religion, drama, music and art, from prehistory until the Renaissance. The course incorporates contemporary ideas from the social sciences to better understand the basis and motivations of human creativity. A central theme provides the focus of the course each semester. Assignments to include field trips when possible. FA [ND: HUM]

HUM 102 INTRODUCTION TO HUMANITIES II (3 credits)

This course is designed to introduce college students to the modes of expression of the major disciplines of the Humanities, imaginative literature, philosophy, history, religion, drama, music and art, since the Renaissance. The course incorporates contemporary ideas from the social sciences to better understand the basis and motivations of human creativity. A central theme provides the focus of the course each semester. Assignments to include field trips when possible. SP [ND:HUM]

Math

MATH 100 – INTRODUCTION TO QUANTITATIVE REASONING (3 credits)

This course integrates numeracy, proportional reasoning, algebraic reasoning, and understanding of functions. Students will develop conceptual, quantitative reasoning, and procedural tools that support the use of key mathematical concepts in a variety of real-world contexts including measurement, finance, geometry, probability, basic statistics, and graphical displays of data. Pre-requisite: None. FA, SP

MATH 103 – COLLEGE ALGEBRA (3 credits)

Course for students who have had a course in intermediate algebra or have had adequate training in mathematics as indicated by completed course work. Topics include relations and functions, equations and inequalities, complex numbers, polynomial, rational, exponential, and logarithmic functions and systems of equations. Pre-requisite: ASC 093 or Accuplacer placement. FA, SP, SU [ND:MATH]

MATH 105 – TRIGONOMETRY (2 credits)

Topics in angle measure, trigonometric and inverse trigonometric functions, trigonometric identities and equations, parametric equations and polar coordinates, and general applications. Pre-requisite: ASC093 or Accuplacer placement. FA [ND:MATH]

MATH 107 – PRE-CALCULUS (4 credits)

Topics include equations and inequalities, polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions, trigonometric identities and equations and applications. Pre-requisite: MATH 103 or approval of instructor. [ND:MATH]

MATH 110 – MATHEMATICS IN SOCIETY (3 credits)

Students will learn mathematical ideas in a context relevant to everyday life. Topics include statistical interpretation, data visualization, probability, growth models, finance, politics and voting, logic and sets, and the intersection of mathematics and the arts. Throughout, appropriate use of mathematical technology will be emphasized. The course provides an alternative pathway to completing a college-level liberal arts mathematics course, but is not suited for students entering the Science, Technology, Engineering, or Math (STEM) fields of study. Pre-requisite: MATH 100 or Accuplacer placement. FA, SP, SU [ND:MATH].

MATH 129 – Basic Linear Algebra (3 credits)

Includes content of Math 128 with the addition of vectors in n-space, subspaces, homogeneous systems, linear independence, rank, and dimension. Pre-requisite: MATH 105 or equivalent. FA, SP [ND: MATH]

MATH 165 – CALCULUS I (4 credits)

Study of limits, continuity, differentiation, mean value theorem, integration, fundamental theorem of calculus and applications. Prerequisite: MATH 107 or MATH 103 and MATH 105, or MATH 107 with a grade of "C" or higher. FA, SP [ND:MATH]

MATH 166 – CALCULUS II (4 credits)

Topics include applications and techniques of integration, polar equations, parametric equations, sequences and series, power series and applications. Prerequisite: MATH 165. FA, SP [ND:MATH]

MATH 210 – ELEMENTARY STATISTICS (3 credits)

An introduction to statistical methods of gathering, presenting, and analyzing data. Topics include probability and probability distributions, confidence intervals, hypothesis testing, and linear regression and correlation. Prerequisite: ASC093, MATH100, or approval of the instructor. FA, SP [ND:MATH]

MATH 265 – CALCULUS III (4 credits)

Topics include multivariate and vector calculus including partial derivatives, multiple integration, applications, line and surface integrals, Green's Theorem and Stokes Theorem. Prerequisite: MATH 166. FA, SP [ND:MATH]

MATH 266 – DIFFERENTIAL EQUATIONS (3 credits)

Topics include: solution of elementary differential equations by elementary techniques; Laplace transforms; systems of equations; matrix methods; numerical techniques, and applications. Prerequisite: MATH 265. SP [ND:MATH]

Natural Resource Management

NAT 102 INTRODUCTION TO NATURAL RESOURCE MANAGEMENT (3 Credits)

An introduction to the history of natural resource management in the United States, environmental laws and policies, and management practices and techniques with a focus on wildlife and habitat. FA,SP

NAT 105 WILDLIFE IDENTIFICATION (3 credits)

Identification of common wildlife species, including birds, mammals, fish, reptiles, and amphibians. An emphasis will be on the common species to the Northern Great Plains. SP

NAT 105L WILDLIFE IDENTIFICATION LAB (1 credits)

This course emphasizes a hands-on approach for identifying wildlife species in the field. SP

NAT 215 NATIVE PLANT IDENTIFICATION & USE (3 credits)

Basic botany principles and plant identification. The focus will be on plants found in the Devils Lake Basin. Identification of invasive species of plants will also be covered. FA [ND: LABSC]

NAT 215L NATIVE PLANT IDENTIFICATION & USE LAB
(1 credit)

The laboratory section of the course will emphasize a

hands-on approach to learning the plants in their natural environments. FA [ND: LABSC]

NAT 297 NATURAL RESOURCE INTERNSHIP (135 hours, 3 credits)

An opportunity to experience natural resource management in the workplace in conjunction with their program of study. The internship experience will be conducted at a Natural Resource Management faculty-approved location that will provide the student with a quality educational and practical encounter in the natural resources field. IND

Political Science

POLS 115 – AMERICAN GOVERNMENT (3 credits)

A study of the principles and background of the government of the United States, with emphasis on the federal plan of organization and the division of powers among the executive, legislative, and judicial branches. FA [ND: SS]

Professional Driver Training

CDL114 – INTRODUCATION TO CDL (9 Credits)

This course is designed to provide students with the skills necessary to pass the North Dakota State Commercial Driver's License permit test. (Drug Test and Physical) FA,SP

CDL256 – BEHIND THE WHEEL TRAINING (4 Credits)

This course is designed to help improve the students' ability of over the road driving using the simulator and tractor trailer practices. At successful completion of the course, students will have obtained their Class A and/or Class B Driver's License. FA, SP

CDL252 – INTRODUCTION TO BUS DRIVING (3 Credits)

This course is designed to help improve the students' ability of over the road driving using the simulator and bus driving. At successful completion of the course, students will have obtained their Class B Driver's License. FA,SP

CDL257 – PASSENGER/SCHOOL BUS ENDORSEMENT (2 Credits)

Students will obtain a N.D. CDL School Bus/ Passenger Endorsement through Department of Motor Vehicle. (Must have a current, valid ND CDL license). SU

CDL258 – HAZMAT ENDORSEMENT (3 Credits)

Students will obtain a N.D. CDL Hazmat Endorsement through Department of Motor Vehicle. (Must have a current, valid ND CDL License). SU

Psychology

PSYC 111 – INTRODUCTION TO PSYCHOLOGY (3 credits)

A study of human behavior with an emphasis on the nature and scope of psychology as a science and as a profession. A prerequisite for most higher education psychology courses. FA [ND: SS]

PSYC 250 – DEVELOPMENTAL PSYCHOLOGY (3 credits)

A study of human growth and development through the life-span. Prerequisites: PSYC 111. SP [ND: SS]

Social Work

SWK 101 – CASE MANAGEMENT I (3 Credits)

This course in case management provides students with a comprehensive course for learning the various components of case management. The student will learn theory, structure and practice as it relates to the area of case management. Education obtained through this course addresses various facets of case management including systems, ethics, and professional practice settings. Lessons will emphasize the use of case management as a multidisciplinary care delivery system. SU

SWK 103 – INTRODUCTION TO COUNSELING

(3 Credits)

This course provides an overview of counseling and introduces the fundamental principles of counseling. Students will explore techniques used to assist in establishing a therapeutic relationship and learn basic theory-based counseling strategies. Students will also begin to develop self-awareness regarding transference issues and establishing professional boundaries with clients. FA

SWK 255 – INTRODUCTION TO SOCIAL WORK

(4 credits)

An introduction to the social work profession including: the development of the profession, generalist practice, the problem-solving process, the strengths perspective, social work values and ethics, levels of practice (individual, family, group, community, and organization), fields of practice and the practice of social work in rural communities. Forty hours of volunteer work is required in a human service related agency. These 40 hours constitute one of the four credits for this course. The content of SWK 255 provides students with foundational knowledge necessary for subsequent coursework across the BSW social work curriculum. FA, SP [ND: SS]

SWK256 – DEVELOPMENT OF SOCIAL WELFARE

(3 credits)

This course provides an overview of the historical, economic and political foundations of social work and social welfare. Emphasis is on the structure and functions of the social welfare delivery system. Students examine core concepts, theories, skills, values, and ethics in the field of social work. FA [ND: SS]

SWK 257 – HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I (3 credits)

Application of theories and knowledge from the liberal arts. Application of social work theory across the life span. An emphasis on social systems theory as the conceptual framework. Bio-psycho-socio-cultural aspects of human development. Prerequisites or corequisites: Psych 111, Soc 110, course with human biology content. SWK 257 (HBSE I) examines the changes in human behavior over the life course from a multi-theoretical approach that reflects biological, psychological, social,

and cultural perspectives edupronounced during later life stages, such as adolescence. Understanding the differential impact of these theories over the life course develops student competency in their interactions with various client systems (e.g. individuals, families, and groups) by recognizing and understanding both normative and diverse human experiences. Students will critique these theories and research findings using social work values and ethics by prioritizing issues related to diversity and populations at risk. These experiences support entry-level practice with individuals, families, and individuals and families in groups, forming the basis for assessment and evidence based practice. The course will include content regarding human development in the context of rural environments. FA, SP [ND: SS]

SWK 262 – INDIAN CHILD WELFARE (3 Credits)

This course examines issues of child and family welfare in the context of national, state, and local policy and practice. The provisions of ICWA are explained in non-legal language and presented in the order in which a child welfare worker might encounter them in an ICWA case. Social and economic justice are examined as they relate to interventions with children and families. SU

SWK 274 – SUBSTANCE USE AND ABUSE (3 Credits)

An examination of the range of substance abuse issues impacting the family system. Topics will include causes of substance abuse and addiction within the family, impact upon members of the system and its dynamics, intervention and treatment approaches, and long-term recovery issues. SP

Sociology

SOC110 – INTRODUCTION TO SOCIOLOGY (3 credits)

The student will be introduced to a wide range of social issues using sociological theories and methods. We will examine the role of culture, organizations, and social interaction in shaping the world around us. We will also explore how the U.S. is becoming a more diverse society and consider how different statuses, such as race, class, gender, and sexuality, shape social landscapes. In addition, we will discuss contemporary qualities of social institutions such as the family, economy, politics, education, religion, science, and the media, as well as explore how these institutions shape individual lives and influence society. SP

Soil Science

SOIL 210 – SOIL SCIENCE (3 credits)

An introduction to the main components of the soil system, such as the biologic portion; the solid portion, such as the minerals and rocks; and the aqueous portion of the soil system. FA,SP,SU [ND: SCI]

SOIL 210L – SOIL SCIENCE LAB (1 credit)

An introduction to the main components of the soil system, such as the biologic portion; the solid portion, such as the minerals and rocks; and the aqueous portion of the soil system. FA,SP,SU [ND: SCI]

SOIL 217 – INTRODUCTION TO METEOROLOGY AND CLIMATOLOGY (3 credits)

An exploration of meteorological phenomena and the components of weather systems that are affected by climate change on the planet earth. FA, SP [ND: SCI]

SOIL 264 – NATURAL RESOURCE MANAGEMENT SYSTEMS (3 credits)

Natural resource management systems and management techniques for the betterment of human populations. The focus will be on the various forms of argiculture. SP

STUDENT RESOURCES

Career Services

Career services are available to all students at CCCC. Career Services is available to help students search for employment while in school and nearing graduation in their chosen field. Students are able to receive assistance with resume building, cover letters, and interview skills/etiquette. Coaching is available to further the individual's awareness and appreciation of their natural abilities. **For further information contact Student Services.**

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.

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 be uploaded into Moodle or 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.

State Authorization & Professional Licensure Information

State and federal laws require colleges and universities to obtain authorization before offering online degree programs in states other than their own. Cankdeska Cikana Community College (CCCC) participates in the State Authorization Reciprocity Agreements (SARA), which allows CCCC to offer approved online programs to students in participating states and territories. Online students have the same rights to resolve grievances as those students attending class on campus. If an online student has a grievance which they have not been able to resolve informally then they are shall follow the same grievance procedure as any other CCCC student.

A list of SARA member states, districts, and territories, and additional details about state authorization, can be found here:
https://nc-sara.org/guide/state-authorization-guide

Laptop Policy

CCCC provides all new, first year students with one new laptop and charger upon signing the equipment usage agreement, as funding permits. Once the student takes possession of the laptop it is no longer the property or responsibility of CCCC. Students are to use their laptop while they are enrolled at CCCC and can then take the laptop and charger upon transfer and/or graduation. If a student stops out and then returns to CCCC within a period of three years, he or she will not be given another laptop. If a student requests to receive another laptop, the student will incur charges for the laptop and charger on their student account in the semester it was requested. A request will not guarantee the student will receive another laptop as it will be based on availability. Students are ultimately responsible for damages (plastics or screen, for example), lost or stolen laptop and/or charger. CCCC will not replace them. The IT Department does not supply loaners, but can assist in troubleshooting hardware/software problems as they arise.

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

Continuing Education

CCCC Continuing Education strives to provide rewarding and enriching nontraditional educational opportunities for community members 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 Student Services.

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 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 Campus Security is on-site and available during normal business hours. Students can visit the Security Office to obtain their student identification card.

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 students are notified by email that the report is available. 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 personnel policies.

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.

Registered Sex Offender Policy

Policy Statement

Cankdeska Cikana Community College (CCCC) is committed to providing a safe and secure environment for students, faculty, staff, and visitors. In support of this commitment, individuals who are required to register as sex offenders are prohibited from enrolling in courses, being present on CCCC property, or attending CCCC-sponsored events, except as otherwise required by law.

Scope

This policy applies to all students, employees, volunteers, contractors, vendors, consultants, visitors, and any other individuals conducting business with or on behalf of CCCC.

Procedures

1) Monitoring and Verification

- The CCCC Security Office will routinely monitor publicly available sex offender registries, including those maintained by Tribal, Federal, and State agencies.
- Information obtained will be used solely for institutional safety purposes and maintained in accordance with applicable privacy and records laws.

2) Identification and Response

- If a registered sex offender is identified as being enrolled in classes, present on campus, or attending a CCCC-sponsored event, CCCC Security shall be notified immediately.
- The Security Office will verify the individual’s status and take appropriate action, which may include removal from campus, notification of law enforcement, and/or issuance of a trespass notice.

3) Reporting

- Any member of the campus community who becomes aware of a potential violation of this policy should report the information promptly to the CCCC Security Office.

4) Compliance with Law

- This policy will be implemented in a manner consistent with applicable Tribal, Federal, and State laws, including any legal rights or restrictions governing registered sex offenders.

5) Enforcement

- Violation of this policy may result in removal from campus, denial of admission or enrollment, and/or referral to law enforcement authorities.

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
Wicowaȟba - Humility
Wowaditake - Courage
Wawokiya - Generosity
Wowaditake - Fortitude
Waohoda - Respect
Oȟañ 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.

4. Using generative AI (Artificial Intelligence) tools to substantially complete an assignment or exam (e.g. by entering exam or assignment questions) is not permitted. Students should acknowledge the use of generative AI (other than incidental use) and default to disclosing such assistance when in doubt.

While AI tools can be useful for completing assignments and detecting plagiarism, it is important to use them responsibly and ethically. The following are some guidelines for what not to do when using AI in your assignments and for plagiarism detection:

Do not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work.

Do not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity.

Do not assume that AI responses are always correct. It has been noted that AI can generate fake results.

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 five (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.

Acceptable Use Policy

Purpose

The purpose of this policy is to ensure that the Cankdeska Cikana Community College (CCCC) Information Technology (IT) environment promotes the fundamental mission of the campus of teaching, learning, research, and administration. This Acceptable Use Policy (AUP) aims to promote the following specific goals:

- To ensure the integrity, reliability, availability, and superior performance of the IT environment in a manner that can be administered efficiently.
- To ensure the IT environment is used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.
- To ensure the users have the appropriate access for remote work and distance learning.

Scope

This policy applies to all aspects of the IT environment for all users – including, but not limited to - students, faculty, and staff. The IT environment includes all IT equipment, systems, networks, devices and facilities. This policy specifically applies to all the CCCC-sponsored websites and social media accounts and is extended to social media content created or posted by members of the CCCC community in a personal capacity if that user created the impression they are posting as part of their role at CCCC.

Policy Statement

Use of the IT environment is a privilege, not a right. This AUP is intended to inform IT environment users of their responsibilities and of unacceptable usage. Given the rapid changes in IT, the policy cannot address all potential scenarios. Therefore, users must always keep in mind the purpose of the policy when accessing the IT environment. The IT environment is administered by the IT Department, and by individual departments, laboratories, and other college-based entities. All users are required to comply with this policy and the accompanying rules.

Definitions

- TCU IT Environment – The IT environment consists of all CCCC-owned and/or operated IT-related equipment, devices, network, servers, storage, IT facilities, software and services. Examples include – but are not limited to – all components of CCCC's computing network, email accounts, cloud-based applications or storage, learning management systems, student information systems, ancillary applications, and all CCCC-issued PCs, laptops, servers, phones, tablets, etc.
- Users – Individuals currently assigned a computing account by CCCC, or others provided access approved by the CCCC IT Department.
- Mass Email Messages – Email messages sent to all students, all staff, all faculty, or when individual recipient addresses are not defined.
- Generative AI (GenAI) Tools – Software tools that use generative models leveraging artificial intelligence to generate content. Examples include Microsoft CoPilot, OpenAI, Google Gemini, and Chat GPT.

User Responsibilities

- Understand that users cannot possess an expectation of privacy regarding computer files, email, or internet usage (including social media) within the IT environment. CCCC reserves the right to monitor all computer files, email, and internet usage without prior notice.
- Understand that usage of GenAI tools requires adherence to all laws and CCCC policies.
- Comply with all federal, state, and tribal or other local laws.
- Replace CCCC-owned equipment that is damaged, lost or stolen when the user has signed a contract to use that equipment (laptops, tablets, etc.).
- Respect and comply with applicable copyright, licensing and intellectual property restrictions. Proof of compliance must be made available upon request.
- Limit personal use of the IT environment and personal social media activity to incidental and occasional activity that does not violate any of CCCC policies, including the 'Prohibited Uses' listed in this policy.
- Only use devices updated with current patches and security-related updates applied.
- Protect passwords and any other information that another person or group could use to access unauthorized systems or services.
- Comply with all CCCC policies when using the IT environment
- Remain professional and in good taste when using CCCC social media accounts.
- Adhere to all applicable CCCC, Tribal, and federal

privacy and confidentiality policies.

Prohibited Uses ("Unacceptable Use")

- Attempting to gain access beyond their authorized access, including attempts to log in through another person's account. It is prohibited even if only for the purposes of "browsing."
- Reading, deleting, copying, forwarding or modifying the email of other users.
- Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Downloading, copying, and/or installing any games or unauthorized software on any of the CCCC-owned computers. Any unauthorized software and games, if found on these computers, will be removed by the IT Department.
- Using the IT environment (including, for example, e-mail, web pages, or newsgroups) to defame, harass, intimidate or threaten any other person(s), or to promote bigotry or discrimination.
- Using the IT environment to solicit for commercial ventures, religious or political causes, or for personal gain.
- Attempting to negate and/or circumvent security controls, policies and procedures (e.g., disabling virus protection or tunneling a protocol through a firewall).
- Providing false or misleading information to obtain or use a computing account owned by CCCC or other IT resources of CCCC.
- Using the IT environment to transmit unsolicited and unwanted or threatening messages to any recipient.
- Sending messages using a false identity (such as 'spoofing').
- Sending unsolicited messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material. This includes spam, electronic chain or mail bomb messages.
- Sending mass email messages unrelated to an individual's administrative or academic activity.
- Using the IT environment (programs, services, systems, processes, etc.), either as a single user or group of users, in a manner that may substantially degrade network performance or accessibility.
- Using the IT environment and/or personal web pages to offer goods or services of a business or commercial nature except for those consistent with CCCC's fundamental mission in teaching, learning, research, and administration.
- Sharing login information with another person or group.
- All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.
- All users will not post private information about another person.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.
- Using CCCC's name or image on social media to endorse an opinion, product, cause, business, or political candidate.
- Using social media if incorrectly giving the appearance of representing CCCC.
- Using social media to reveal confidential or proprietary information about CCCC students, employees, or alumni.

Compliance *("What happens when someone violates this policy?")*

Users who violate this policy may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so as to protect the integrity, security, or functionality of institution or other computing resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

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

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

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 Servies
Title IX Coordinator
701-766-1137
titleix@littlehoop.edu
Vanessa Thomas
Human Resources Director
Title IX Deputy Coordinator
701-766-1309
Karen Saari
Registrar
Title IX Deputy Coordinator
701-766-1374

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.
    - 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.
    - Note: indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.
    - Examples: of when a person should know the other is incapacitated include, but are not limited to:
    - The amount of alcohol, medication or drugs consumed,
    - Imbalance or stumbling,
    - Slurred speech,
    - Lack of consciousness or inability to control bodily functions or movements, or vomiting, or
    - 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:
  - Length of the relationship
  - Type of relationship
  - 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:
  - 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.
  - 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:
  - The frequency of the conduct;
  - The nature and severity of the conduct;
  - Whether the conduct was physically threatening;
  - Whether the conduct was deliberate, repeated humiliation based upon sex;
  - The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
  - Whether the conduct was directed at more than one person;
  - Whether the conduct arose in the context of other discriminatory conduct;
  - Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
  - Whether the speech or conduct deserves constitutional protections.
- Examples: of Sexual Harassment include, but are not limited to:
  - 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.
  - 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

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

Hazing Policy

Purpose:

This policy establishes Cankdeska Cikana Community College's commitment to a campus environment free from hazing and outlines the procedures and responsibilities required by the Stop Campus Hazing Act of 2024.

Definition:

The term 'hazing', for purposes of reporting statistics on hazing incidents…means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

• is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

• causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—

o whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

o causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

o causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

o causing, coercing, or otherwise inducing another person to perform sexual acts;

o any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

o any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

o any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organizations:

A student organization is defined as "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution".

Reporting Procedures:

Hazing incidents should be reported to
Campus Security Office F114: 701.766.1345

- Title IX Coordinator Office A124: 701.766.1137
- Human Resources Director Office E108 701.766.1309
- Local Law Enforcement if immediate risk exists. Fort Totten Police Department 701.766.4231

Investigation Process:

Upon receipt of an allegation of hazing, a Compliance Committee of three members, 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. The Compliance Committee will submit a written report of the findings to the College President and notify the complainant and the respondent 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.

Disciplinary Action:

Any employee, student, or student organization, who is found, after appropriate investigation, to have engaged in hazing of another employee or student, will be subject to appropriate disciplinary action and may be subject to immediate termination or expulsion. The student organization will receive sanctions that could include probation, derecognition, and/or suspension of activities. Based on the severity of the incident, the parties involved may also be referred to law enforcement when applicable.

Grievance Procedure:

If the employee, student, or student organization disagrees or is not satisfied with the decision or results of the Compliance Committee, they 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. This decision will be final.

Prevention and Education:

CCCC provides training opportunities for students and staff (mandatory for staff) every Fall and Spring semester through Vector Safe Colleges. Additionally, students receive information during orientation that occurs at the beginning of every semester. Student organizations will also receive training each Fall semester.

Annual Security Reporting (The Clery Act):

Effective with the 2025 ASR CCCC will:

- Create an anti-hazing policy
- Publish definitions of hazing and student organizations;
- Outline how to report, investigation procedures, and relevant Tribal, State, and Federal laws;
- Provide hazing statistics in the 2026 ASR and beyond.

Campus Hazing Transparency Report:

CCCC will publish a Campus Hazing Transparency Report every six months on its website beginning December 25, 2025.

The report will include the following information:

- Name of employee, student, and/or student organization;
- General description of the violation;
- Whether drugs or alcohol were involved;
- Institutional findings and disciplinary action/s; Dates of:
  - The incident;
  - The investigation start;
  - Final determination of violation;
  - Notification to the involved parties.