

# Oglala Lakota College

Rebuilding the Lakota Nation through Education

*Wounspe Ihunivan Hoi Lakota Oyate Kin Akta Wicakagapi Kte lo*



**2011-2013 HANDBOOK**

This academic planner is the result of a cooperative effort between Oglala Lakota College's Office of the Registrar and Financial Aid Office and is designed as a tool to assist the student in becoming successful in their educational endeavors while attending Oglala Lakota College. It is also designed as a guide to the programs, policies and procedures of Oglala Lakota College. The student has the responsibility of becoming knowledgeable about the requirements and behavior expected while attending the college.

© Copyright 2006, Oglala Lakota College.

Oglala Lakota College is providing information in furtherance of its non-profit and tax-exempt status. Permission to use, copy and distribute documents from this publication is hereby granted for private, non-commercial and education purposes only. No resale use may be made of material at any time. All other rights reserved. The names and logos of Oglala Lakota College, including its divisions, offices, committees, and other units may not be used without specific, written prior permission.

Oglala Lakota College makes no representation about the suitability of this information for any purpose. It is provided "as is" without express or implied warranty. The user hereby releases Oglala Lakota College from any and all liability for any claims or damages which may result from any use of this document.

While providing information to students about the curricula and policies of Oglala Lakota College, the provision of this handbook are not intended to be a contract between the college and the student. Oglala Lakota College reserves the right to withdraw or change any provision or requirements at any time. The student is encouraged to seek current information from appropriate offices. Web Site: <http://www.olec.edu>.

Last Modified: July 2011

# 2011-2012 Academic Planner

Name: \_\_\_\_\_

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

Telephone:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Message: \_\_\_\_\_

Email: \_\_\_\_\_

In Case of Emergency Notify:

Name: \_\_\_\_\_

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

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Message: \_\_\_\_\_

Relationship: \_\_\_\_\_

My Class Schedule	
	Monday      Tuesday      Wednesday      Thursday      Friday
<b>Fall 2011 Semester</b>	9-12 AM
	1-4 PM
	5-8 PM
<b>Spring 2012 Semester</b>	9-12 AM
	1-4 PM
	5-8 PM



**VISION, MISSION AND PURPOSES**  
**WOLAKOLKICIYAPI: Learning Lakota ways of life in community**

Oglala Lakota College is chartered by the Oglala Sioux Tribe. Its mission is to provide educational opportunities that enhance Lakota life. These opportunities include community services, certificates, GED, Associate, bachelor, and graduate degrees. Oglala Lakota College provides a framework of excellence for student knowledge, skills, and values towards piya wiconi - a new beginning for harmony in fulfillment of aspirations and dreams. Oglala Lakota College is committed to continuous improvement and is creating Oglala Lakota University through outstanding teaching research, community service and assessment.

**-Tribal-**

- \* provides the Lakota with outstanding graduates.
- \* promotes the study and practice of sovereignty.
- \* works with tribal entities toward building our nation.
- \* supports graduates in achieving meaningful work and healthy lifestyles.

**-Cultural-**

- \* utilizes Lakota cultural values in all learning framework.
- \* celebrates Lakota culture including sacred songs and ceremonies.
- \* researches, studies and disseminates Lakota language, culture and philosophy.
- \* provides leadership to maintain and revitalize Lakota culture in a diverse and changing environment.

**-Academic-**

- \* encourages high student learning expectations through active and collaborative learning frameworks, student-faculty interaction, enriching educational experiences, research and a supportive campus environment.
- \* practices open enrollment and supports student success towards graduation.
- \* provides knowledge, skills and values for self-fulfillment, civic involvement, and making a living in a diverse world.
- \* works with other institutions and agencies to further College interests.

**-Community-**

- \* supports local communities in development and in working with their educational systems.
- \* engages people as active, productive members of their tiospaye, communities and global networks.
- \* offers frameworks for leadership development in the context of communities and organizations.
- \* provides lifelong learning through continuing education and community activities.

# Using Your OLC E-Mail Account

Go to: [mail.olc.edu](mailto:mail.olc.edu)

**Enter username and password:**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**Change your password:**

<http://mail.olc.edu/passwd.php> (for email)

<http://www.olc.edu/passwd.php> (for web)

Changed Password Hint: \_\_\_\_\_

**To Compose:**

Along top of screen use compose link to send email

**To Read:**

On left side use inbox link to read email

Click on subject to read individual emails



## My Instructors:

NAME / CLASS	PHONE:	EMAIL:

# Important Contact Information

## **Oglala Lakota College**

Piya Wiconi  
Box 490, Kyle, SD 57752  
455-6000  
FAX 455-2787

## **He Sapa College Center**

127 Knollwood Dr., Rapid City, SD 57709  
342-1513  
FAX 342-8547

## **Oglala Lakota College Nursing Program**

Box 861, Pine Ridge, SD 57770  
867-5856  
FAX 867-5724

## **Pejuta Haka College Center**

Box 370, Kyle, SD 57752  
455-2450  
FAX 455-2671

## **Eagle Nest College Center**

Box 476, Wanblee, SD 57577  
462-6274  
FAX 462-6105

## **Pine Ridge Village College Center**

Box 1052, Pine Ridge, SD 57770  
867-5893  
FAX 867-1241

## **East Wakpamni College Center**

Box 612, Batesland, SD 57716  
288-1834  
FAX 288-1828

## **Oglala College Center**

Box 19, Oglala, SD 57764  
867-5780  
FAX 867-1243

## **LaCreek College Center**

Box 629, Martin, SD 57551  
685-6407  
FAX 685-6887

## **Wounded Knee College Center**

Box 230, Manderson, SD 57756  
867-5352  
FAX 867-1245

## **Pahin Sinte College Center**

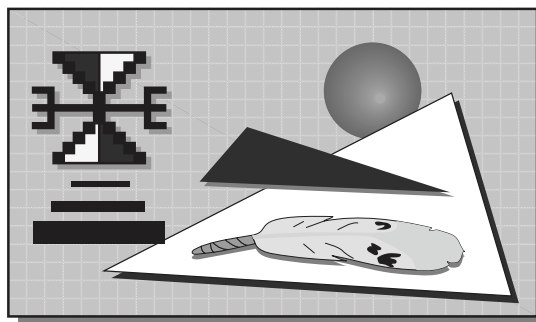
Box 220, Porcupine, SD 57772  
867-5404  
FAX 867-1242

## **Cheyenne River College Center**

P.O. Box 100, Eagle Butte, SD 57625  
964-8011  
FAX 964-8012

## **Pass Creek College Center**

Box 630, Allen, SD 57714  
455-2757  
FAX 455-2428



## FALL 2011 CALENDAR

Support Staff Return	July 18 <sup>th</sup>
Department Chairs Return	August 1 <sup>st</sup>
Faculty Return	August 15 <sup>th</sup>
Registration	August 15-August 19 <sup>th</sup>
Course Cancellation Meeting	August 23 <sup>rd</sup>
ADD or DROP	August 29-September 9 <sup>th</sup>
Graduate Studies Orientation (EB-8/24, RC-8/25, PW-8/26)	August 24-26 <sup>th</sup>
Classes Begin (Sunday classes begin September 4 <sup>th</sup> )	August 29 <sup>th</sup>
Last Week to Drop 100%	September 5 <sup>th</sup> to September 9 <sup>th</sup>
Labor Day (Office Closed, Classes Meet)	September 5 <sup>th</sup>
Native American Day (Office Closed, No Classes)	October 10 <sup>th</sup>
Departmental Advising	October 17-November 18 <sup>th</sup>
Veteran's Day Holiday (Office Closed, Classes Meet)	November 11 <sup>th</sup>
Thanksgiving Day Holiday (Office Closed)	November 24-November 25 <sup>th</sup>
Holistic Scoring	December 2 <sup>nd</sup>
Classes End	December 9 <sup>th</sup>
Make-up Week	December 12-16 <sup>th</sup>
Final Grades due	December 16 <sup>th</sup>
Department Chairs/Faculty Christmas Holiday	December 19-January 6 <sup>th</sup>
Support Staff Christmas Vacation	December 24-27 <sup>th</sup>
New Year's Holiday for Support Staff	December 31-January 2 <sup>nd</sup>

## SPRING 2012 CALENDAR

Support Staff Return	January 3 <sup>rd</sup>
Chairs/Faculty Return	January 5 <sup>th</sup>
Registration	January 9-13 <sup>th</sup>
Course Cancellation Meeting	January 17 <sup>th</sup>
ADD or DROP	January 16-27 <sup>th</sup>
Martin Luther King Day (Offices Closed)	January 16 <sup>th</sup>
General Construction Spring session	?January 17 <sup>th</sup>
Classes Begin (Sunday classes begin January 30)	January 23 <sup>rd</sup>
Last Week to Drop 100%	January 30 <sup>th</sup> to February 3 <sup>rd</sup>
President's Day (Offices Closed)	February 20 <sup>th</sup>
Spring Break (No classes)	March 26 <sup>th</sup> -30 <sup>th</sup>
AIHEC 2010 (Rapid City, SD)	March 24 <sup>th</sup> -27 <sup>th</sup>
Easter Holiday (Good Friday)	April 6 <sup>th</sup>
Registration for General Construction Summer session	April 18-22 <sup>nd</sup>
Application to Graduate Program Due	April 27 <sup>th</sup>
General Construction Spring Session Ends	May 4 <sup>th</sup>
General Construction Summer Session Begins	May 14 <sup>th</sup>
Regular Classes End Sunday	May 13 <sup>th</sup>
Faculty's Last Day	May 18 <sup>th</sup>
Make-up Period	May 14-18 <sup>th</sup>
Grades Due	May 18 <sup>th</sup>
Memorial Day (Offices Closed)	May 28 <sup>th</sup>
Last Day for Chairs	June 1 <sup>st</sup>
Graduation/Pow-wow	June 15-17 <sup>th</sup>
Last Day for Support Staff	June 15 <sup>th</sup>
General Construction Summer Session Ends	August 10 <sup>th</sup>

# August 2011

Moon of the Ripening

S M T W T F S

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
<----- Registration Week ----->						
21	22	23 Course Cancellation Meeting	24 Graduate Studies Orientation (PW-8/19)	25 Graduate Studies Orientation (EB 8/20)	26 Graduate Studies Orientation (RC 8/21)	27
<----- Add/Drop Period ----->						
28	29 Classes Begin	30	31			
<----- Add/Drop Period ----->						
<b>Week #1</b>						

# September 2011

Moon of the Brown Leaves

S M T W T F S

<b>Week #1</b>				1	2	3
	<----- Add/Drop Period ----->					
4 <b>Week #2</b>	5 Labor Day <i>(Office Closed, Classes Meet)</i>	6	7	8	9 100% Drop	10
	<----- Drop Period Only ----->					
11 <b>Week #3</b>	12	13	14	15	16	17
18 <b>Week #4</b>	19	20	21	22	23	24
25 <b>Week #5</b>	26	27	28	29	30	

# October 2011

Moon when the Wind Shakes Off the Leaves

S M T W T F S

						1
2 <b>Week #6</b>	3	4	5	6	7	8
9 <b>Week #7</b>	10	11	12	13	14	15
16 <b>Week #8</b>	17 Departmental Advising Begins	18	19	20	21	22
23/30 <b>Week #9</b>	24/31	25	26	27	28	29

# November 2011

Moon when Winter Begins

S M T W T F S

<b>Week #10</b>		1	2	3	4	5
6 <b>Week #11</b>	7	8	9	10	11 Veteran's Day <i>(Office Closed, Classes Meet)</i>	12
13 <b>Week #12</b>	14	15	16	17	18 Departmental Advising Ends	19
20 <b>Week #13</b>	21	22	23	24 Thanksgiving Day Holiday <i>(Office Closed)</i>	25 Thanksgiving Day Holiday <i>(Office Closed)</i>	26
27 <b>Week #14</b>	28	29	30			

# December 2011

Moon when the Deer Shed their Horns

S M T W T F S

<b>Week #14</b>				1	2	3
4 <b>Week #15</b>	5	6	7	8	9 Classes End	10
11	12	13	14	15	16 Final Grades Due	17
<----- Make-Up Week ----->						
18	19 Department Chairs/Faculty Christmas Holiday Begins	20	21	22	23 Support Staff Christmas Vacation Begins	24
25	26	27 Support Staff Christmas Vacation Ends	28	29	30	31 New Year's Holiday for Support Staff

# January 2012

Hard Moon

S M T W T F S

1 New Year's Day  New Year's Holiday for Support Staff	2	3 Support Staff Return	4	5 Chairs/Faculty Return	6	7
8	9	10	11	12	13	14
<----- Registration Week ----->						
15	16 Martin Luther King Day <i>(Offices Closed)</i>	17 Course Cancellation Meeting and General Construction Spring Session Begins	18	19	20	21
<----- Add/Drop Week ----->						
22  <b>Week #1</b>	23 Classes Begins	24	25	26	27	28
<----- Add/Drop Week ----->						
29  <b>Week #2</b>	30	31				
<----- Drop Period Only ----->						

# February 2012

Moon when the Tree Crack due to the Cold

S M T W T F S

<b>Week #2</b>			1	2	3 100% Drop	4
	<----- Drop Period Only ----->					
5 <b>Week #3</b>	6	7	8	9	10	11
12 <b>Week #4</b>	13	14	15	16	17	18
19 <b>Week #5</b>	20 President's Day (Offices Closed)	21	22	23	24	25
26 <b>Week #6</b>	27	28	29			

# March 2012

Moon of the Sore Eyes

S M T W T F S

<b>Week #6</b>				1	2	3
4 <b>Week #7</b>	5	6	7	8	9	10
11 <b>Week #8</b>	12	13	14	15	16	17
18 <b>Week #9</b>	19	20	21	22	23	24 AIHEC
25 AIHEC	26 AIHEC	27 AIHEC	28	29	30	31
<----- Spring Break ----->						

# April 2012

Moon when the Wife had to Crack Bones for Marrow Fat

S M T W T F S

1 <b>Week #10</b>	2	3	4	5	6 Easter Holiday (Good Friday)	7
8 <b>Week #11</b>	9	10	11	12	13	14
15 <b>Week #12</b>	16	17	18	19	20 General Construction Springs Session Ends	21
22 <b>Week #13</b>	23	24	25	26	27	28
<----- Registration for General Construction ----->						
29 <b>Week #14</b>	30 General Construction Summer Session Begins					

# May 2012

Moon of the Green Leaves

S M T W T F S

		1	2	3	4	5
6 <b>Week #15</b>	7	8	9	10	11 Regular Classes End	12
13	14	15	16	17	18 Grades Due Faculty's Last Day	19
<----- Make-Up Week ----->						
20	21	22	23	24	25	26
27	28 Memorial Day <i>(Offices Closed)</i>	29	30	31		

# June 2012

Moon when the June Berries are Good

S M T W T F S

					1 Last Day for Chairs	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Graduation/ Pow-Wow  Last Day for Support Staff	16 Graduation/ Pow-Wow
17 Graduation/ Pow-Wow	18	19	20	21	22	23
24	25	26	27	28	29	30

# Student Handbook



# REGISTRAR'S

## **ADMISSION**

Oglala Lakota College pursues an open door policy in which all qualified students will be admitted without regard to race, religion, origin or political belief. Enrollment in the college does not guarantee admission to any specific program, nor to any and all courses of study.

### A. Admission

All applicants seeking admission to Oglala Lakota College must send each of the items listed below BEFORE , he/she will be admitted:

1. Complete Application stating your major.
2. Furnish a copy of your high school transcript, or certificate of high school equivalency (GED Diploma) MANDATORY. A student with a Bachelor's Degree or higher will be required to submit documentation verifying the degree awarded.
3. Transfer students must send official college transcripts.
4. Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe.

Any student falsifying information is subject to being dropped from all classes.

Oglala Lakota College does not admit under the Ability to Benefit criteria.

### B. Readmission

Former students of Oglala Lakota College not enrolled for two semesters or longer, must apply for readmission to the Registrar. Official transcripts of additional work completed at any other college, must be submitted.

### C. Admission of Veterans

Veterans wishing to attend the college may use their veterans educational benefits. New students need to pick up an application at the Registrar's office. Continuing students should notify the Registrar to fill out an enrollment certification for the semester (s) he/she will be attending OLC.

The veteran will need to stop in at the Registrar's Office and sign the enrollment certification a month before classes begin to receive certification and authorization prior to registration in order to receive monthly subsistence without delay.

### D. General Education Development Classes

Students who have not completed high school and who do not have a G.E.D. may enroll for free G.E.D. classes at any of the college centers throughout the reservation. For further information, contact the college center director or tutor in your local district.

## **PLACEMENT TESTS AND DEVELOPMENTAL COURSES**

All students will take placement tests in English, Reading, and Mathematics to determine their readiness to register for college level courses.

Students whose skills require developmental work must register in the appropriate developmental course (any or all of: English Reading and Writing, and Mathematics). A student may not register for college level courses until he/she has passed all appropriate developmental courses with a satisfactory grade.

Students who cannot pass the developmental courses after having taken them twice, will be referred to other services and should not register for regular college courses. Developmental courses do not count toward total credit hour requirements for graduation.

## **LAKOTA PROFICIENCY TEST**

All students must take coursework in at least one Lakota language course to graduate. Native speakers may receive credit by oral examination for Lakota Language I with the department's permission. Students who choose to take the oral examination will receive a pass or fail grade. Lakota Language II,III,IV can be challenged by Lakota speakers after they have successfully completed Lakota Language I. There is a \$15.00 testing fee for challenged courses and the hours CANNOT be counted for Veteran's Benefits or as part of the student's PELL grant eligibility course load.

## **EARLY ENTRY - HIGH SCHOOL STUDENT ENROLLMENT**

### **A. Eligibility**

A junior or senior high school student wishing to enroll at Oglala Lakota College must submit a statement from their high school Principal or Counselor that the student:

1. has a G.P.A. of 2.0 or above (a copy of the high school transcript will need to be attached for documented proof).
2. is prepared for College level work

The statement should also mention that the high school is aware of and approves of the student enrolling in College courses.

### **B. Courses**

1. High school students will be allowed to choose from regular courses scheduled during that semester.
2. Students will be required to take placement tests in reading and math. They must place into college level courses. If a student places into the developmental courses, they are not prepared for college level work.
3. A college counselor, in consultation with high school personnel.
4. Course selection should relate to a student's high school preparation, interests and career goals.

### **C. Registration**

1. The student will be allowed to register for no more than 7 credit hours.
2. Registration will be on special basis and no credit will be granted until proof of high school graduation is presented.

### **D. Financial Aid**

1. High school students cannot receive regular financial aid but the College will waive tuition, registration fees, lab fees and activity fees for students who would otherwise be eligible for financial aid.
2. Book costs cannot be waived so that arrangements for payment must be made by the student before receiving books.
3. Students determined not to meet financial aid eligibility criteria will be liable for all costs.
4. Students must have eligibility determined before credit is given. This would involve submission of financial aid packets at the appropriate time.
5. All credit hours attempted as an early entry student will count toward their future financial aid satisfactory academic progress.

### **E. Records**

1. Records will be maintained in the Registrar's Office and at the appropriate Center in a special file under "High School Enrollees" and the Registration Card will be clearly marked as such.
2. The separate records will insure that high school students are not confused with regular students and that all commitments are met by both the student and the College.

### **F. Support**

1. Counselors should take special notice of these high school enrollees and maintain contact with them and the appropriate high school personnel.

### **G. Independent Study**

1. Under no circumstances will high school students be allowed to enroll in independent study.

### **H. Other Policy**

1. All other College policies applicable to regular college students will apply to high school enrollees.

## **TRANSFERS FROM ONE DISTRICT CENTER TO ANOTHER**

Students transferring to other college centers will only be allowed to do so in the first five weeks of the semester. A student may only transfer his/her classes to another district center if the same courses are offered and with the instructor approval only. This must be in writing from the instructor and submitted

with the drop card before the student can transfer. It is the student's responsibility to contact the instructors and let the center staff at both sites know of the transfer.

Once a student declares a home center on their admission application they will remain at that center until a change of address is submitted to the Registrar's Office. If a home center is not indicated the Registrar's Office will assign the home center as per location of their address. Students will be responsible for turning in a copy of all required documents to their new center.

### **REGISTRATION FOR STUDENTS WITH MORE THAN 60 HRS.**

Students with 60 or more hours should know that only the courses for their A.A. degree (e.g., 69 hours for general studies) may transfer to another institution's four year program, except in Elementary Education, Business Administration, and Social Work.

### **LATE REGISTRATION**

No additional enrollments will be allowed in a class after Late Registration dates have passed without the permission of the Registrar. The only exception to this rule will be for students switching from cancelled classes.

### **COLLEGE CREDITS**

One academic credit hour is a measure of student achievement of college level learning, which is the equivalent of any of the following:

- 1) 15 hours of classroom or lecture instruction, plus approximately 30 hours of outside homework per semester.
- 2) 30 hours of laboratory or activities, plus approximately 15 hours of outside homework per semester.
- 3) Successful performance on an examination and/or demonstration exhibiting skills equivalent to 1 or 2 above.
- 4) Guided field experience (clinical, cooperative education, interns) equivalences for credit vary by course according to departmental guidelines. These experiences require a minimum of 45 hours of experience per semester.

### **Note: Classes meet for 50 minutes.**

The college catalog indicates the number of credits for each course. In those courses which combine lecture and laboratory/activities, parenthesis enclose an indication of the number of lecture hours and the number or lab/activities per week.

For example: Bio 101 Biology                      3 credits (2,2)

This indicates that successful completion of the course results in three credits and that the student was in class for two lecture and two laboratory hours weekly.

### **STUDENT COURSE LOAD**

During the fall, spring and summer semesters, 12 credit hours per semester is considered a full time course load. Students may enroll for up to 18 credit hours per semester. In special cases, upon the approval of the Department Chairpersons, this maximum load may be increased. In all cases, a half-time load is one-half a normal full-time load.

### **DROPPING AND ADDING COURSES (POLICY)**

During registration and the first week of classes, a student may change their enrollment by the following procedure:

1. Log on the Jenzabar website [www.exweb.ole.edu/jcs](http://www.exweb.ole.edu/jcs) using your username and password that you acquire from the Registrar's Office or your "Home Center" counselor. Courses may be added or dropped during the first week of the semester.
2. If a student discontinues a subject and fails to allow the prescribed procedure for dropping a course, it may be recorded on his/her permanent record as an "F". It is the student's responsibility to verify that their online schedule shows that the course is officially dropped.
3. If a class is dropped after the second week, the student will be liable for the total cost of the tuition.

## **DROPPING AND ADDING COURSES**

### **A. Withdrawal From Classes**

1. Students wishing to withdraw from a class must obtain a withdrawal card from a local counselor, or the Registrar. When the card has been properly completed and returned to the Registrar's office, permission to withdraw will be given. Withdrawal without this procedure may result in academic suspension.  
If the withdrawal is completed within the first two weeks of the semester, enrollment will not be recorded on official transcript.

The sequence for withdrawal is shown below:

- 1 – 2 weeks      “W” not recorded on permanent record
- 3 – 16 weeks    “W” recorded on permanent record

### **B. Summer school Withdrawal Procedure**

The same withdrawal procedure applies to students who take summer school courses. Summer school normally runs for five weeks.

1. First Day .....”W” not recorded on permanent record
2. Second Day .....”W” recorded on permanent record

Any student who does not officially withdraw from class or classes will receive a grade of an “F” on all classes not completed.

### **C. Withdrawal/Drop**

The following withdrawal/drop procedure must be followed by the instructor:

1. The student may be dropped by the instructor, using an official card, after three consecutive unexcused absences.
2. All instructors must submit on-line attendance weekly.
3. All instructors must hand in drops on a weekly basis. The drops must be dated and signed.
4. The drop card must be signed and dated by any two of the following people: Registrar, Counselor, Student, District Director, or Instructor.
5. All counselors must submit weekly add/drop cards.
6. Five consecutive absences will also result in an automatic withdrawal by the Registrar.
7. Five scattered absences will also result in an automatic withdrawal. There are No reinstatements and NO exceptions for students who are dropped for five absences.

The Registrar will send notice to counselors who are withdrawn due to five absences.

### Drop/Add Procedure

During registration and the first week of classes a student may change their enrollment by the following procedure. Complete a drop/add card, make the changes and return card to the Registrar. Add/drop is during the first week of classes only. IF a student discontinues a course and fails to follow the prescribed procedure for dropping a course the center counselor will submit a drop card and drop the student administratively. If a class is dropped after the third week the student will be liable for full cost.

### **WITHDRAWAL REFUND**

Students who withdraw voluntarily from the college after classes have begun may have a reduction in billing of a portion of the tuition and activity fees upon the approval of the Registrar and Financial Aid Officer. Billing will be made according to the following schedule:

#### First and Second week:

100% of tuition and fees not billed or refunded

#### Beginning third week:

Billed in full - 0% refund

Registration and lab fees are not refundable.

### **COURSE SUBSTITUTIONS**

Course substitutions will be determined on a case by case basis. The reasons must be justifiable and approved by the Department Chair, the Registrar, and the Vice President of Instruction. Core courses will not be substituted.

A course substitution must have similar course content as the required course. The student must petition the appropriate Department Chair and type the reason and rationale for the request. If approved, it will be attached to the graduation application for documentation.

### **COURSE WAIVER**

Course waivers will be determined on a case by case basis. The reasons must be justifiable and approved by the appropriate Department Chair, the Registrar and the Vice President for Instruction. Waivers can only be petitioned if the student acquires 91 credit hours or more with a GPA of 3.00 or better.

The student must petition the appropriate Department Chair and type the reason and rationale for the course waiver. If approved, it will be attached to the graduation application for documentation.

### **COURSES OFFERED ON VIRTUAL CAMPUS**

Oglala Lakota College is an interrelated network of over twelve teaching sites on or near the Pine Ridge Indian Reservation. Distance Learning at Oglala Lakota College is designed to enhance the course offerings of our face-2-face instructional model.

Distance Learning online and hybrid course offerings through Virtual Campus will vary from semester to semester depending upon student and degree requirements. We do not offer online degrees or programs of study. Prospective students may enroll in Virtual Campus courses provided course prerequisites and OLC enrollment requirements are fulfilled.

Distance Learning Courses through Virtual Campus are NOT Independent Study or Self Paced Study Courses. Virtual Campus courses have daily homework assignments and may require an additional commitment of time and energy when compared to a traditional face to face course.

### **COURSE CANCELLATION**

Oglala Lakota College reserves the right to cancel any scheduled courses or to change the days, time, location or instructor of any course. Changes of any type will be official once cleared by: the Registrar's Office in cooperation with the Vice President for Instruction.

### **CLASS SIZE**

Minimum:

The Oglala Lakota College reserves the right to cancel any class, which does not have an enrollment of eight (8) for 100 and 200 level courses and six (6) for 300 and 400 level and higher courses. Courses that do not meet the minimum class size may be offered through distance education. Upon receiving a written request from the Vice-President of Instruction, the President can waive the minimum class size for a particular course. The college will make every effort to offer courses requested and in a sequence which permits most students to obtain a degree in a two year cycle. To avoid class cancellations, each student should meet regularly with the district counselor in order to plan schedules for each semester.

Maximum Class Size:

Class size at Oglala Lakota College is limited to no more than 30 students. Special limits will be no more than 20 students for courses requiring a Computer lab and all Distance Learning courses.

See also: course cancellations Policy # 72-450.

### **ATTENDANCE**

Students are required to attend classes regularly. Instructors will submit attendance on-line weekly to the end of the semester.

If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent to being in class within one week of the absence. Once the make-up assignment is completed, the instructor may change the absent to present depending on the circumstance and quality of work. This will only apply to no more than two absences.

A student may be dropped from a course after three consecutive absences and will be dropped by the Registrar after five total absences.

There are NO reinstatements and No exceptions for students who are dropped for five absences.

### **REINSTATEMENTS**

There are no reinstatements once the student is dropped due to 5 absences, unless there is proof of an error in the attendance.

### **TARDINESS**

In formulating this policy it is understood that unique problems exist for both students and faculty due to the decentralized nature of OLC. Since classes meet only once per week, it is important that they be held - even if they begin late.

Generally speaking, if an instructor is going to be late getting to a college center for a class, the center staff should always be notified. The following policy applies to cases where this has not been done:

A student shall be considered tardy for class, if he/she arrives late for class, but during the first hour of the class. A student arriving later than this, may be marked absent. This policy will not interfere with the instructor's prerogative to grade for class participation.

If an instructor is late for a class, students must wait for one-half hour. After this time, the class will be considered cancelled for that week and must be made up.

In the event that no students appear for class at the scheduled starting time, the instructor should wait at least one-half hour before deciding to cancel the class.

**All missed classes must be made up.**

### **REVISIONS IN DEGREE PROGRAM/CONTINUOUS ENROLLMENT**

Students admitted to any degree program have the option of continuing under the previous requirements or switching to the new requirements. The college may waive appropriate new requirements if necessary to assure student progress toward a degree. Students who fail to maintain continuous enrollment may be required to follow new curriculum requirements on their return.

Students may stay with the degree requirements in force when they started at the college as long as they maintain "continuous enrollment". They may be asked to follow new curriculum if they do not enroll for any courses for a semester.

Changes are occasionally made in degree programs, but these students who began their study in a specific program may continue with that program regardless of the changes.

### **STATUS SHEETS**

Once a student enters a degree area, the student must obtain a status sheet for that degree program from the counselor or academic advisor and keep it as a permanent record of his/her progress.

When thirty hours have been completed, a student should review his/her progress with the department chairperson. This status sheet should always be consulted when making course requests and when signing up for classes. If a student fails to maintain enrollment for one semester, that student will come back in on a new status sheet. Status sheets, maintained by district counselors for each student, are part of each student's official file. Students have the option to change their degree program and move to a different status sheet.

### **ACADEMIC PROBATION/SUSPENSION**

#### **PROBATION POLICY**

Any student who does not earn a grade point average of 2.0 (1.5 for students with 30 hours or less) in any enrolled semester or any student who has dropped all of their credit hours in the past semester will be placed on academic probation.

#### **PROBATION PROCEDURE**

1. A student on Academic Probation can enroll for 12 or more credit hours but to be removed from Academic Probation a student must satisfactorily complete at least six (6) credit hours with a grade point average of 2.0 (1.5 for students with 30 hours or less).

2. The Registrar shall initiate probationary proceedings by informing the student and district center staff (where the student has claimed to be his or her "Home Center") in writing.
3. The decision shall be binding and final for all courses offered by Oglala Lakota College.
4. The Registrar will maintain a current list of all students on probationary status.
5. The decision will be binding and final for all courses offered by Oglala Lakota College.

#### SUSPENSION POLICY

If a student does not earn a grade point average of 2.0 (1.5 for students with 30 hours or less) while on probation, the student will be placed on suspension (Academic Suspension One). This means the student cannot enroll for one semester.

#### Suspension Procedure

##### 1. Academic Suspension One

Students placed on Academic Suspension One will not be allowed to register for classes for one semester following their suspension. After sitting out for this one semester, they will be allowed to register for classes again and they must successfully complete all enrolled classes with a 2.0 grade point average (1.5 for students with 30 hours or less) or better.

Should the student fail to successfully complete his or her classes during the term following the suspension, they will be placed on Academic Suspension Two.

##### 2. Academic Suspension Two

Students placed on Academic Suspension Two will be barred from enrollment for one year or two semesters.

#### Appeal Process

1. A student can appeal the Academic Suspension Two decision to his or her district local board.
2. The District Local Board will schedule a hearing and notify the student in writing and request the student to provide a written and oral justification of their failing academic record with a plan as to why and how they will successfully complete a college education goal.
3. The District Board will only allow students to enroll in Oglala Lakota College with documented extenuating circumstances, i.e., personal health, medical issues, death in the immediate family, or other significant family issues.
4. The District Board will notify the Registrar and the student of its decision in writing. The decision will be binding and final for all courses offered by Oglala Lakota College.
  - a. If the District Board's decision is for the student to remain on Academic Suspension Two, the student will not be allowed to enroll for two semesters following the decision.
  - b. If the District Board's decision is to allow the student to re-enroll, the student will again be placed on Academic Suspension One.

Academic Suspension One means that the student must sit out for one semester following their suspension after which they can remove themselves from Academic Suspension One by enrolling for minimum of three (3) credit hours but no to exceed a maximum of six (6) credit hours, and earning a 2.0 grade point average (GPA) (1.5 for students with 30 hours or less) or better.

5. If the student does not complete a minimum three (3) credit hours with the required grade point average, the student will not be allowed to have another hearing and will be barred automatically from enrollment at Oglala Lakota College for a period for two (2) years Academic Suspension Three following the semester in which they failed to achieve a 2.0 grade point average (1.5 for students with 30 hours or less).

6. Following Academic Suspension Three, a student will be allowed to enroll in Oglala Lakota College without being on probation or suspension and will be required to take the placement tests if they have not previously completed the core Math and English requirements. The student will use the most recent status sheet for their declared major.

7. The Registrar shall maintain and update a list of the status of all students on academic suspension.

Note: The President will appoint a committee to provide all hearings for the students placed on Academic Suspension Two from the Rapid City and Cheyenne River Extension Centers.

### **AUDITING CLASSES**

Students wishing to enroll in a course for non-credit may do so on an "audit" basis. In such cases, the student must pay the same tuition and fees as those enrolling in the course for credit. The course will be listed on the student's transcript with the indication "audit." There is no financial aid for auditing classes.

### **VISITING CLASSES**

Tribal members are invited to visit, with the approval of the instructor, all classes taught at Oglala Lakota College. Those who wish to pursue a course throughout the semester are invited to do so. There is no fee for "visiting" and no record will be kept. Those taking courses on a "visiting" basis must purchase their own books.

### **COUNSELING AND GUIDANCE**

Counseling/Advising

The College is interested in the welfare of its students. The personal contact of students with each district college center counselor begins within the community, during registration and throughout the whole year.

Counselors are available at each College Center to assist students in tutoring, attendance, personal and financial aid counseling. Counselors may also refer students to other resources, if they are unable to assist students in their needs.

Students should work closely with the college center counselor. An educational advisor is available for each student. The student should seek an advisor on educational problems.

### **STUDENT ADVISING AND TUTORING**

Academic advising is primarily the responsibility of the faculty and is an on-going process throughout the student's academic enrollment. Academic advising will be available for students when they need or wish it rather than merely when the College requires it. This means that advising opportunities shall be available to students throughout the academic year at regular, reasonable intervals.

Academic advising will take place during weeks 10 and 11 each semester and is available from District Counselors and Faculty. Students with more than thirty hours should contact the chairperson of their major department to see who their advisor is to review status sheets and career plans. Faculty members assigned to advisees must make every effort to contact students with more than 91 hours (i.e. in person, phone or email) in order to deliver accurate class scheduling to meet graduation requirements. A plan of study will be made with the students and a copy placed in the student's official file at the student's "Home Center" to ensure communication between faculty and district staff.

Tutoring in English and Math is provided by Student Support Services and Foundational Studies and should be requested at the District Center by any student having problems meeting course requirements. Help with study skills can also be requested.

### **GRADE REPORTS**

At the end of each semester, a student grade report is viewable on the students Jenzabar record under the Advisee Tab. These reports include a description of the course and the progress made by the student. Only semester grades are entered in the student's permanent record.

### **GRADING/CHANGE OF GRADES**

1. The instructor of each course shall be satisfied that the student has achieved competency in expected course objectives if credit is to be granted. Grades and assessment of students for credit work shall be the prerogative of the approved and assigned instructor within the grading policy of OLC.
  - A. The assigned instructor shall normally be the sole judge of the quality of student work and grades.
  - B. If an instructor becomes unavailable before completion of the course or of giving grades, another instructor may either complete the course or grade by special examination.
2. Change of Grade

- A. Changes of grades occur only upon written notification to the Registrar by the assigned instructor. A grade becomes permanent and cannot be changed after two semesters have passed from the end of the semester in which the grade was assigned.
- B. Grades given by an assigned instructor may be changed only by written notice to the Registrar by the same instructor.
- C. If the instructor is no longer available, the student must consult with the appropriate department chairperson.

### 3. Grade Grievances

Students with a grievance over a grade that has been assigned them by a faculty member may avail themselves of the following process to ensure that a careful review of the grade and the basis for it in the instructor's syllabus has been provided. However, in the end, it must be clear that only the faculty member can change the grade given. Students need to understand that grades have to represent a professional judgment on the level of academic performance and that hardship factors should not lead to a lowering of standards for student performance.

- A. The first step is for the student to request a meeting with the faculty member to present their case for a different grade than that assigned. If the faculty member finds they had overlooked some work, not added correctly, been unfair, etc. he/she can submit a Change of Grade. If not, and the student is not satisfied, the student may proceed to step two.
- B. If not satisfied with or unable to arrange step one, the student asks the Center Director to arrange a meeting with the faculty member, the Department Chair, and the Vice President for Instruction (within 12 weeks).
  - I. The student and the faculty member are then to give each of these people a copy of documentation of their case and the reasons for their actions. The syllabus should be a key reference in each case.
  - II. If the Chair and the Vice President agree with the grade assigned by the faculty member, the grade stands and no further action is warranted.
  - III. If the Chair and/or Vice President come to a conclusion with the instructor that a change of grade is called for, the instructor will submit a Change of Grade.
  - IV. If the Chair and/or Vice President feel a change is warranted and the faculty member cannot bring himself/herself to the same conclusion, no Change of Grade will be submitted and the faculty member's rights will stand inviolate. No further review is provided or allowed.

(Cross Ref.: 86-200 Student Grievance)

### **INCOMPLETES**

An "incomplete" grade held beyond the deadline requires approval by the Registrar, who shall consider the continuing availability of the instructor; the responsibility of the student involved' and the cause for the incomplete.

In such cases where the instructor is not available, the "incomplete contract" will be utilized by the appropriate department chairperson and the chairperson will assign a letter grade to the student, if possible.

An incomplete grade is given only when the instructor feels that special circumstances warrant it. In addition to the faculty providing all information necessary to determine an appropriate grade for the student, the student with the instructor and department chairperson must sign a contract. Unless stated in the contract, any incomplete grade must be made up within one calendar year.

### **GRADE POINT AVERAGE**

Graduating with an Associate of Arts degree or B.A. from OLC requires twice as many grade points as credit hours attempted. (A cumulative GPA of 2.00). Grade points are as follows:

A = 4 grade pts.	C = 2 grade pts.	F = 0 grade pts.	I = No points
B = 3 grade pts.	D = 1 grade pts.	W = No points	

## **GRADUATION**

Oglala Lakota College officially certifies graduates and awards degrees/certificates in the spring term. Students must apply for graduation to their counselor and/or faculty advisor who submits the application, fee, and typed status sheet to the Registrar's office by March 1<sup>st</sup> every year. A late fee of \$20.00 will be charged if a student misses the deadline.

### **APPLICATION FOR GRADUATION**

#### **A. Student Responsibility**

1. It is the responsibility of the student to complete and submit an application for graduation including the current non-refundable graduation fee for each degree.
2. It is the responsibility of the student to meet with a counselor and/or faculty advisor who will make every effort to assist the student in this process. A typed status sheet and written plan stating when and how the student will meet the remaining requirements for graduation must also be submitted with the application. Courses cannot be used more than once for any degree.
3. It is the student's responsibility to ensure that all degree requirements are met successfully before June 1<sup>st</sup> "F's" or "Incomplete's" will not be deemed satisfactory completion of requirements for any degree program. If a student fails to complete the requirements for graduation by the June 1<sup>st</sup> deadline then the student will have to reapply for graduation the following academic year.

#### **B. Registrar's Office**

1. The Registrar shall schedule meetings with district counselors to compare the status sheets with the OLC transcripts to confirm that the student is making progress. The Registrar will notify the student in writing, identifying courses needed in order to complete degree requirements.
2. The Registrar will prepare a roster by April 1<sup>st</sup> each year of students projected to graduate that spring semester. This roster will be used for all graduation planning functions.
3. When grades have been posted at the end of the spring semester, the Registrar will send out confirmation letters to all graduate applicants who have successfully completed degree requirements. Denial letters will go out to students who did not complete degree requirements.

#### **C. Assessment**

1. All students graduating with an associate's degree, or baccalaureate degree, (or combinations thereof) will take part in Woiwanyanke Wounspe Day ("Looking at oneself and what has been learned"). Results will be used only to improve student learning. Scores on the assessments will not impede graduation completion of any individual or group nor require additional courses. (BOT 5/19/99)

### **GRADUATION REQUIREMENT COURSE**

All Graduation Requirement Courses (GRC) must be approved by the Department Chairperson and the Vice President of Instruction. A GRC can only be taken by those students who are in the last semester of an Associate of Applied Science or Bachelors degree program.

Students must have an overall Grade Point Average of at least 2.75 and be in good standing, or 3.00 for the previous 24 credit hours, and in good standing.

A GRC will not be allowed if the same course is offered within fifty (50) miles of the student's home district or online. However, if there is a scheduling conflict, a student may still apply. No more than two (2) classes per semester can be taken by this method.

### **PROCEDURE**

1. The student and sponsoring faculty member fill out the Graduate Requirement Course Form. Approval signatures required from the following persons in the laid out order.
  - a. Student
  - b. Faculty member

- c. College Center Director
  - d. Department Chairperson
  - e. Registrar (for GPA check)
  - f. Vice-President of Instruction
2. A GRC Form must be submitted to the Registrar's Office no later than the last day of the add/drop period.

#### Remuneration and mileage

- 1. Instructions will be paid at the rate of \$100.00 per credit hour for each GRC.
- 2. Mileage will be paid to instructors for travel associated with GRC as per OLC mileage policy for other travel associated with Instruction.

#### **GRADUATION ASSISTANCE PROGRAM**

Students who will be graduating are eligible to apply for assistance to pay outstanding tuition, fees and bookstore bills. In order to be eligible for assistance, students must meet the following criteria:

- 1. Complete the application process for assistance. This includes a completed application with a two page double spaced essay explaining why they incurred a debt and why they cannot pay for the outstanding tuition and bookstore bills prior to graduation.
- 2. Has financial need. Financial need will be determined on the basis as to whether the student is eligible for federal aid regardless of the student being on suspension, has used their max Pell or loss of eligibility status for federal financial aid due to the student having a Bachelor's Degree. (The student has to have applied for Pell for the current school year or provide tax documents for the previous year).

Students will be considered for graduation assistance and may be granted assistance if their Expected Family Contribution does not exceed the cost of attendance at Oglala Lakota College.

- 3. Students CANNOT be in default on a student loan.
- 4. Students who have graduated with a higher degree are not eligible to receive assistance for additional lower degrees or certificates at a later date. (i.e.: A student received a Bachelors Degree in 2003 and then received an AA Degree in 2004, the student is not eligible for the assistance in 2004 because he/she received a higher degree in the previous year.)

#### **TRANSCRIPT REQUESTS**

Any student requiring a transcript must put their request in writing to the Registrar's Office. Any student requesting a transcript from the Registrar needs a complete file (High School Transcripts, GED Certificate, Degree of Indian Blood, no outstanding bills to OLC). The initial request will cost \$5.00 and when multiple copies are needed each additional copy will cost \$2.00. Requests may take 2-3 business days to process, if a student needs them faxed that same day it shall cost an additional \$2.00. Requests shall be kept on file for one (1) academic year due to limited filing space.

#### **Students owing Bills**

Any student owing unpaid bills to college shall not be issued a college transcript or grade reports. Unless you contact the Student Accounts Office at (605) 455-6030 and submit a Payment Agreement along with \$25.00 towards your bill, the transcript shall be released to a third party only. (Third Party shall include organizations, employers, or other colleges/universities.)

In the event that a person applies for a position at Oglala Lakota College and owes money to the college, transcripts will be released to the search and screen committee once a written request has been made by the applicant to the registrar's office and the search and screen committee indicating that if accepted for the position, they will accept a conditional contract to pay their college bill through payroll deduction.

In the event that a person applies for a position outside Oglala Lakota College or is applying to another institution for admission and owes money to the college, transcripts will be released once a written request has been made by the applicant to the registrar's office indicating that if accepted for the position, they will accept a conditional contract with their new employer to pay their college bill through payroll reduction. In addition, a letter must be received from the potential employer agreeing to participate in the payroll deduction.

## **TRANSFER OF CREDIT**

Oglala Lakota College will accept credits in transfer from institutions accredited by the North Central Association of Schools and Colleges or other regional higher education accrediting associations as they apply to core and degree requirements at Oglala Lakota College. Credits transferred are not calculated into GPA.

Students transferring from other colleges may be accepted by Oglala Lakota College. For a student to receive credit from work taken at another college, that student must have an official transcript of his/her work sent directly to the Registrar.

1. A transfer applicant shall be expected to have maintained a “C” average (2.0 grade point average), for all college work previously attempted. However, a student may be admitted on probationary status.
2. Transferring students must designate a degree goal and major at the associate or baccalaureate level. The only transfers necessary would be those that are applicable to the specific degree status sheet selected. Credit older than ten years from the date of transfer is not transferable to OLC.
3. Any transferring students with an earned baccalaureate degree or higher degree from a nationally recognized, accredited institution of higher education who is seeking an additional baccalaureate would only have to do the following. The student will meet with the appropriate department chairperson to negotiate only those courses necessary to achieve award of another degree/diploma in the designated major. In addition to those courses negotiated with the department chairperson, the students will also need to meet the other two criteria for graduation from OLC; a minimum of thirty credit hours from OLC which would include the Lakota Studies requirement for the chosen degree program.
4. International students must present documentation of a valid visa/citizen status which will allow active enrollment. Oglala Lakota College does not endorse, support, or initiate visa application. International transcript material must be accredited and translated relevant to United States academic standards.

## **PROCEDURE**

1. The student arranges for an official transcript to be sent to the Registrar of Oglala Lakota College.
2. The transcripts are evaluated every Monday at the Department Chair meetings.
3. The Department Chairs evaluates the transcript based upon the requirements of the students’ chosen degree program. Professional courses will be evaluated by the appropriate chairperson. If there are problematical courses, the Department Chair will consult with the appropriate Instructor.
4. The Department chairperson will forward the transfer evaluation form and the transcript to the Registrar for filing and recording on an Oglala Lakota College transcript. A copy will be forwarded to the appropriate district for inclusion in the student file.

### **General Guidelines**

1. Courses which may be acceptable only as free or distribution electives but do not coincide with Oglala Lakota College courses will be transferred up to the number of credits of free electives permitted in a degree program.
2. Students may transfer up to 45 credits to Oglala Lakota College for an Associate of Arts and 90 credits toward a Bachelor’s Degree. (Present policy requires an A.A. or a B.A. student to take 24 credits at Oglala Lakota College.)
3. It will take approximately three weeks for the transcripts to be evaluated.

## **HOURS OF RESIDENCE**

A minimum of thirty resident hours must be earned from Oglala Lakota College for consideration of awarding an associate degree or a bachelor's degree.

To receive an associate degree from OLC, 11 semester hours of the last 24 must be earned during the last year with OLC.

## **VETERANS BENEFITS**

Veterans who will be receiving education benefits will need to notify the Registrar’s office by submitting a student enrollment certification request. Along with an application for VA Benefits to the VA , using VA Form 22-1990 for Ch.30 and Ch. 33 or VA Form 22-5490 for Ch. 35 (Survivor’s & Dependents Educational Assistance) or apply online at <http://vabenefits.vba.va.gov/vonapp> for an electronic application that may be completed and submitted online. You can also call 1-888-GI-BILL-1 (1-888-442-4551) and request that a form be mailed to you. You may also receive a hard copy from the counselor at each center. Along with a copy of the application we need a copy of the DD-214 on file.

Continuing students should notify the Registrar's Office for enrollment certification for each semester(s) you will be attending OLC along with the number of credit hours you will be taking. Only those courses that apply to their declared major shall be certified to the VA. Students who fail to maintain satisfactory progress in one semester shall not be certified until they earn a grade point average of 2.00 (1.50 for students with 30 hours or less) in the continuing semester.

#### Advanced Payment

The veteran will need to stop in at our office or call a month before classes begin.

## FINANCIAL AID

### **Mission Statement**

To help those students who need assistance to further their education. Priority will be given to those people with the greatest need. Aid is administered in accordance with the applicable laws of the United States regulations and policies of the Board of Trustees and the Oglala Lakota College, regulations of the college stated in the Oglala Lakota College catalog and the policies and procedures in this manual.

Financial Aid is available at Oglala Lakota College in the form of Grants, Employment and Scholarships. Due to the limited amount of funds available through these aid programs, full time (12 credit hours or more) students with high need will be given priority.

### **Financial Aid Requirements**

All students must be aware of the following when applying for financial aid:

- A. The student must apply for all financial aid in a timely manner to determine if he/she will receive money to pay for his/her educational costs. The general rule is if you plan to attend OLC, your financial aid application should be completed the semester prior to registering for classes.
- B. Selected students must verify the income they reported on the PELL Grant application. If a tax return was filed, a copy of your tax forms and verification worksheet must be in the students file in the Financial Aid Office.
- C. Students who attend another college, university or institution of higher learning that participates in the Title IV Campus Based Aid programs must submit official transcripts to Oglala Lakota College for evaluation. The Financial Aid Office will then check NSLDS to make sure there are no discrepancies from the previous institution(s) for Grant Overpayments and Defaulted Loans. If the FAO finds that the student has defaulted in a student loan or has an outstanding grant overpayment with another institution, no Title IV funds will be paid out until the discrepancies are cleared up.

Students who need financial aid urged to contact the local district college center staff or the Financial Aid Office for general information. All Federal Financial Aid funding regulations state that a student receiving Federal Financial Aid must maintain satisfactory progress.

### **Classification of Students**

Freshman students must maintain a cumulative GPA of 1.50 up to 30 credit hours (attempted). Thereafter, the student must maintain a cumulative GPA of 2.00. This is consistent with the graduation requirements at Oglala Lakota College.

## **GRANTS**

### **Pell Grant Entitlement Program (formerly called Basic Grant)**

Students must have the Free Application for Student Aid (FAFSA) on file. This is A Federal program that offers assistance to any eligible student who needs it to attend a post secondary educational institution. The value of the award may vary from \$319 to \$5,550, depending on the amount of assistance reasonably available from the family. This award helps eligible students work toward an undergraduate degree. Once a student has earned a first Bachelors Degree, they are no longer eligible to receive PELL.

Amount of eligibility will be determined at the fourth week of classes, based on the number of hours a student is registered in and attending.

### **OST Higher Education Grant (formerly BIA)**

Presently contracted through the Oglala Sioux Tribe. Students must file the OST Higher Education Grants application. Students must also have a Free Application for Federal Student Aid (FAFSA), Pell Grant Application, on file before a need analysis can be completed and submitted to Higher Education.

**Tribal higher education grants are paid out the first Friday of each with the exception of the first month of each semester, which is paid out the second Friday due to the add/drop time frame. Tuition, books and fees will be deducted from the award of students who are not eligible for PELL, the balance of their award will be paid out monthly.**

### **FSEOG**

The Federal Supplemental Education Opportunity Grant Program provides grants to undergraduate students who demonstrate a financial need. The average award to a student is \$800 per year.

### **Federal Work Study**

Students employed under the Federal Work Study (FWS) Program can work a maximum of twenty hours a week, depending on the amount of the award. Students will be compensated at the rate of \$7.50 per hour. The average award is \$1,500.00 per student per semester.

#### Eligibility of Student

- A. Preference to students with greatest aid eligibility.
- B. At least half time students (preference to full time students).
- C. U.S. Citizen, permanent resident, or in the United States for other than a temporary purpose.
- D. Shows evidence of academic or creative promise and the capability of maintaining good standing.
- E. Not in Default/ or owe a refund to any Title IV programs.
- F. At least one work study student will be hired in each district college center.
- G. Assignment of FWS to district centers is contingent on satisfactory compliance by the center in developing job descriptions, recruitment, supervision and evaluation.

### **Scholarships**

The Student Services Committee review and approve the institutional scholarships at OLC. All scholarship applications must be completed online and submitted by the second week of classes. Only complete applications submitted online at [www.collegefund.org](http://www.collegefund.org) will be considered for selection. You must electronically complete the application, write an essay, upload a photo and have a completed Pell on file to be considered complete. (A digital photo, no copies, no photo ID's). All students must apply for the PELL grant to be considered for any scholarship even if the student is not eligible for PELL. See the Counselors for applications or more information.

- Students with complete submitted applications will be considered for selection. This includes the application, essay and photograph. (Photocopies are unacceptable)
- Students must apply for the PELL grant to be considered for selection to determine the Financial need of each student.
- All scholarships require a minimum of 2.0 cumulative G.P.A.
- Students may receive \$1000 in scholarships per semester.
- Native American students are to be considered first preference for all scholarships.
- Students must be enrolled in at least 6 credit hours to qualify.

#### **A. Richtmyer Scholarship**

In 1980, Dr. Robert Richtmyer presented Oglala Lakota College with a gift in memory of his late wife, Jane. Scholarship amounts vary depending on the amount of interest earned from the Richtmyer Endowment fund during the year. Students must present evidence of creative ability in Native American arts and crafts.

#### **B. Crazy Horse Scholarship**

Students must be of Lakota ancestry, must be in good standing academically, demonstrate a financial need and must submit a thank you letter. There is \$500.00 available for the regular scholarship and \$500.00 for nursing students each semester.

#### **C. Wilms Scholarship**

Established for the purpose of financially assisting "young Indian males" to achieve a college education. This award is also based on the interest accrued from the Wilms Scholarship Endowment fund per academic year. Criteria to be considered will be: academics, school and

community activities, leadership, potential for completing college and financial need. \$500.00 will be awarded per student, in good standings, per semester.

**D. Fund Exchange Scholarship**

Applicants must be an enrolled member of a Federally-recognized tribe, must be a potential graduate for the current academic year, have an unmet need for financial assistance, be enrolled in at least 6 credit hours, have demonstrated academic achievement and have a cumulative semester GPA of 2.0 or better.

**E. Lawlor**

This scholarship is for students with a Lakota Studies Major, full-time enrollment, an Oglala Sioux Tribal member and an unmet financial need.

**F. Davis**

This is for students with a Voc-Ed major, enrolled member of a Federally recognized tribe and a full-time student.

**G. American Indian College Fund:**

This is not a single scholarship, but is a number of scholarships we receive from the AICF with their own criteria and change every semester. Selections are to be decided by the Scholarship Committee. Recipients must submit an AICF Profile when selected.

**H. BOT Scholarships**

This scholarship has many different criterions scholarships are awarded to students with Perfect Attendance, Outstanding Community Involvement, Outstanding College Involvement, Veterans and by Departments: Business, Applied Science, Humanities & Social Sciences, Early Childhood, Education, Human Services & Social Work, Lakota Studies, Agriculture, Math & Science and Nursing.

Also, a good source of outside Scholarships may be found on the Internet at :  
“[www.fastweb.com](http://www.fastweb.com)”.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to qualify and receive Federal Student Aid, the U.S. Department of Education requires that students maintain satisfactory academic progress in a program of study that leads to a degree or certificate program.

Federal Student Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, and Leveraging Educational Assistance Partnership Grant (LEAP). Also, other agencies including tribal and scholarship programs may require students to maintain Satisfactory Academic Progress for their aid programs.

The academic record of all students will be monitored at the end of each term to ensure compliance with the requirements specified below. Therefore, even the academic record of those who have not received Federal Student Aid in the past will impact future eligibility. Failure to meet the following standards will result in financial aid ineligibility for Federal Student Aid.

Satisfactory academic progress has both a qualitative and quantitative measure to monitor a student's progress toward a degree or certificate:

1) Qualitative Requirement: Students must maintain a cumulative grade point average.

- a) Freshman (1-30 attempted credit hours) – 1.50
- b) Sophomore (31-60 attempted credit hours) – 2.00
- c) Junior (61-90 attempted credit hours) – 2.00
- d) Senior (91 or more attempted credit hours) – 2.00

2) Quantitative Requirements:

The students must demonstrate their pace of progression through their program of study. The pace is measured at the end of each term. The students must satisfactorily complete 67% of their courses in which the student has attempted overall.

Examples:

<u>Term 1</u>	<u>Term Pace</u>	<u>Cumulative Pace</u>
9 hours completed	= 75%	9 = 75%
12 hours attempted		12
<u>Term 2</u>		
6 hours completed	= 50%	15 = 62.5%
12 hours attempted		24
<u>Term 3</u>		
12 hours completed	= 100%	27 = 75%
12 hours attempted		36

“Satisfactory Completion” means earning a passing grade of A, B, C, D, or P. Grades of I, W, or F are not considered passing grades.

If a student withdraws during the first two weeks of the term, it is not considered credit hours attempted. All courses withdrawn from the third week of the term to the end will be counted as credit hours attempted.

Incomplete grades are considered credit hours attempted.

\* Please see the Credit Hour Maximum Policy for the required completion rate to receive a degree at OLC.

### **Remedial Courses**

Remedial courses will not be counted towards the students’ overall pace of progression or the cumulative hours attempted.

### **Repeats**

Courses that are failed or withdrawn from, then repeated are considered in the hours attempted. Title IV funding can only pay a student one time for repeating a course that the student has passed. –In accordance with Title IV (PELL, FSEOG, FWS) regulations, test out courses will not be paid by Title IV aid.

### **Review**

Following each term the Grade Point Average and number of credits attempted and completed for each Financial Aid recipient will be reviewed.

### **Financial Aid Warning**

If a Financial Aid recipient fails to satisfy the Satisfactory Progress Rule in a particular term, the recipient will be given a Financial Aid Warning during the succeeding term of enrollment. Students are still eligible to receive Financial Aid during the warning period, but they must satisfactorily complete 67% of their overall enrollment with a cumulative Grade Point Average of: 1.50 for Freshman and 2.0 for Sophomores, Juniors and-Seniors.

### **Non-Satisfactory Academic Progress**

If a Financial Aid recipient fails to comply during the warning period. The Student will not be eligible for any type of aid.

### **Appeal of Financial Aid Non-Satisfactory Academic Progress**

1. A student may appeal Non-Satisfactory Progress by completing the Financial Aid Appeal Form and attach supporting documents to the Financial Aid Office by mid-term of the term during which the student is not eligible for financial aid.
  - a. Reasons why he/she did not achieve minimum academic requirements which should include any type of unusual circumstances they may have been experiencing at the time.

Unusual Circumstances that will be considered but not limited to are: illness, death in the family, injury, casualty losses due to weather (hurricane, tornado, mud slides, ground subsidence and other natural disasters), fire, theft, acts of God, or terrorism.
  - b. An explanation of what has changed that will allow the student to make Satisfactory Academic Progress at the end of the next term.

- c. The appeal request will include an academic plan showing how the student will make SAP and the student must make academic progress under the plan at the end of the next term.
  - d. Students may have multiple appeals – but must be for different reasons.
2. An appeal Committee will review the appeal and determine whether the Financial Aid appeal is justified. The student will be advised in writing of the decision of his/her appeal no later than five days after receipt of such appeal.
    - a) If the student can demonstrate that they can make Satisfactory Academic Progress in one term and the appeal is approved they will be placed on Financial Aid Probation for one term.
    - b) If the student cannot demonstrate that they can make Satisfactory Academic Progress in one term and the appeal is approved, they will be required to submit an academic plan. This plan has to show how they are going to get back on track in a reasonable time. The plan will demonstrate the students map to graduation. The academic plan will then replace the SAP standards. At the end of each term, the student's Satisfactory Academic Progress will be measured against their plan. The students will have to follow the plan in order to receive financial aid.
    - c) If the student's appeal is not approved, the student will not be eligible for financial aid.
  3. A student wishing to appeal the decision of the Appeal Committee may do so in writing to the Student Service Committee. The student must state exactly what he/she disagrees with and furnish additional pertinent data.
  4. The Student Service Committee will consider any proper appeal it receives at the next regularly scheduled meeting and indicate in writing its decision to the student by the end of the term during which the student is not eligible for financial aid.

### **CREDIT HOUR MAXIMUMS**

The U.S. Department of Education has established a limit on the number of credit hours a student can attempt and still remain eligible for Federal student Aid. This limit is based on 150% of the credit hours needed to complete the degree for which the student is pursuing.

This will allow for curriculum changes, repeats, and enrichment course work that may be required for the field of degree.

Examples:

- A One -Year Certificate may be  $30 \text{ credit hours} \times 150\% = 45$
- A Two- Year Associate may be  $60 \text{ credit hours} \times 150\% = 90$
- A Four – Year Bachelor may be  $128 \text{ credit hours} \times 150\% = 192$
- A Two-Year Master may be  $36 \text{ credit hours} \times 150\% = 54$

This includes all attempted Oglala Lakota College courses as well as all transfer credit hours. In addition, this includes all semesters at Oglala Lakota College with or without financial assistance.

Academic Progress toward the degree/certificate program will be measured at the end of each semester. The student will receive an update, as to the amount of financial aid left, with the satisfactory progress letter at the end of each semester.

If at any time, it becomes mathematically impossible for a student to complete their program with the number of credits left in their 150% timeframe – the student is no longer making Satisfactory Academic Progress and not eligible for Title IV aid.

The student will then request in writing, a reset in attempted hours to reflect their current major.

### **Change in Major**

Students wishing to change their major plan should notify the Registrar's office in writing, who will then notify the Financial Aid office so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can transferred into the new major.

The Financial Aid Student academic Progress will be reset with a change of major up to 3 times in a student's academic career at Oglala Lakota College.

### **Transfer Credits**

Transfer credits earned at another institution that are accepted at Oglala Lakota College toward the degree/certificate a student is currently pursuing shall be used in computing the total credits attempted and earned.

Once a student earns a Bachelors Degree, they are no longer eligible for a Federal PELL Grant.

### **Verification Policy**

All students that are selected by the Department of Education are required to complete the verification process. The Financial Aid Office will send the student a letter notifying them of the documents needed to complete the process. The college center staff will make every effort to assist the student and explain what the student and or parents must submit to complete the verification process. The student will be informed that they will not receive any Title IV financial aid until the required Verification has been completed.

The student selected for verification must complete a Verification Worksheet with relevant copy of tax forms attached. The following six types of information must be verified.

1. Household size.
2. Number enrolled in post-secondary education.
3. Adjusted Gross Income.
4. U.S. Income tax paid.
5. Untaxed income and benefits: Child Support Received and/or Untaxed payment to IRA and Keogh plans.
6. Any other information needed such as legal separation or divorce papers, asset income, W-2 forms, etc...

The Financial Aid staff will complete the on-line verification form, print it and attach it to the student's ISIR.

The student is sent a letter two times with the required documentation needed to complete the verification process. The student will have 30 days to respond to each notice that the ISIR verification must be completed. The student must submit the required documents no later than (60) days after the last day of enrollment or August 30, whichever is earlier. If the student fails to complete the verification by the deadline, the student forfeits the Pell Grant for the award year.

If an overpayment is discovered, the student is notified of the overpayment. The Financial Aid Office will conduct an investigation to determine liability for repayment of Title IV by the school or the student. If the student is liable, he/she is given 30 days to repay or other action will be taken. The Director has the right to verify and file that a student failed to provide requested documentation.

### **Fraud**

After conduction a review of an application provided for, under paragraph (f) of this section, any credible information indicating that an application for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance, will be referred to the Office of Inspector General of the Department of Education for investigation.

EXAMPLES ARE:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures of certifications
- False statements of income.

### **ITEMS OF DOCUMENTATION A STUDENT MUST SUBMIT TO THE FINANCIAL AID OFFICE IN ORDER TO MEET THE VERIFICATION REQUIREMENTS**

- Students and/or parents must submit 1040 Tax Return plus W2's. The 1040 is used to verify adjusted gross income, tax paid, earned income credit and number of exceptions claimed.
- Student must complete and submit to the Financial Aid Office a completed and properly signed Verification Worksheet. There is a Verification Worksheet for dependent students and one for independent students. The Verification worksheet is used to verify the household size and the number in

College. It also provides income and other information about the student and/or parents. The worksheet must be properly signed before it can be used to verify the information on the ISIR.

- If the student or parents have untaxed income, they must list the type and amount received for the year on the verification worksheet. They must provide proof of that income from the appropriate agency for child support received or untaxed payment to an IRA & KEOGH plans.
- Students or parents that were not required to file a 1040, must complete the verification form and list how they lived for the year, whether it was EBT, TANIF, Social Security, Commodities, Grant or other.
- Student or parents unable or unwilling to provide the requested and required documentation to meet the federal verification requirements will not be awarded any Title IV financial aid.
- Students that are not enrolled at the institution do not have to be verified.
- There may be times that the Financial Aid Office will need additional information from the student or parents, in addition to items, in order to complete the Verification Process.
- If during this process, the Financial Aid Office determines that part or all of the information on the ISIR is not correct, the ISIR will be returned for corrections. The corrected ISIR will be reviewed and the verification process will be completed. The student and/or parents must sign the correction in order for the corrected ISIR to be valid.
- The Final step in this process to complete the on-line Verification Tool on the financial aid system. The financial aid staff person completing the verification process must sign and date the check list. They must also indicate the accuracy or tolerance on the check list.
- No Title IV aid will be disbursed until the required verification process has been completed for flagged ISIR's.
- The institution must verify all of the Title IV financial aid recipients that are flagged for verification.
- The financial aid office can choose to verify a student who has not been selected by the Department of Education if they see the need.
- The Financial Aid Staff will notify the student when the Verification has been completed and his/her financial aid will be processed. The student will be informed of any funding changes that resulted from the Verification.

#### **Procedures**

The Financial Aid Office and District Counselors will work with the students on what documentation is needed to satisfy Federal Verification requirements, deadlines for completion and consequences on failing to comply.

The Financial Aid Officer verifying the student's application will check the documentation against the ISIR. Each of the above mentioned items are verified with the FAA Access to CPS on-line Verification Tool when verified on an ELECTRONIC FORM. The form is printed and attached to the student's file.

If ISIR corrections are needed because of conflicting documentation the Financial Aid Officer will make the changes and corrections on PART II of the ISIR according to the verification information submitted by the student and submit the ISIR for correcting to address the changes. The same steps will be used in determining if the corrected ISIR is accurate. Corrections and discrepancies are corrected prior to disbursing any federal student aid.

The student is notified by mail or phone if their award is changed because of the verification process.

#### **RETURN OF TITLE IV FUNDS**

Return of Title IV Funds occurs when a student withdraws from all classes without completing 60% of the semester.

If Oglala Lakota College finds that the student's living expenses incurred up to the time of withdrawal exceed the amount of funds disbursed, the student does not owe a repayment. However, if the disbursement was greater than the student's living expenses up to the withdrawal date, the student must repay the excess amount to Oglala Lakota College. It is the policy of Oglala Lakota College to reimburse the Federal Student Aid Program and collect repayment from the student. Thus, the student will be in repayment situation with OLC rather than the Department of Education. OLC will attempt to collect the funds from students. In the event that we are unable to collect the funds, OLC will then report an overpayment to the Department of Education or through submission to the National Student Loan Data System (NDSLS). The student will be ineligible for further SFA funds until the overpayment is resolved.

Remember, as with refunds, FWS wages are excluded because they have been earned.

Oglala Lakota College is responsible for notifying the student of the amount owed, for billing the student, and for collecting the repayment.

The percentage used in calculating a repayment will be the date the student has totally withdrawn from classes.

**Refund Distribution --Prescribed by Law and Regulations:**

1. Title IV
2. FSEOG
3. Other Title IV Programs
4. Other Federal, Private, or Institutional Aid
5. The Student.

The Director of Financial Aid will use the R2T4 Federal Software for determining both the student's and institution's refunds.

**Student Eligibility Requirements For Title IV Funding**

Oglala Lakota College Financial Aid Director and staff take very seriously the eligibility requirements that a student must meet to be eligible for Title IV funding. When a student's financial aid file is complete, the eligibility requirements for that student are reviewed before the packaging process will begin. Student eligibility requirements are listed below:

1. Must be a U.S. Citizen or permanent resident.
2. Must be admitted as a regular student and meet all admission requirements.
3. Must be a high school or G.E. D. graduate.
4. Must make satisfactory academic progress towards a degree or certificate.
5. Must not be in default on any previous federally sponsored education loans.
6. Must be registered with Selective Service, if applicable.
7. Must not owe a Federal Pell or FSEOG repayment.
8. Must verify information used to determine their financial need with appropriate documents if selected for verification.
9. Copy of Social Security Card, if required.
10. Must be admitted to Oglala Lakota College as a regular student into an approved program of study.
11. Must complete an on-line FAFSA.
12. If there is questionable or unresolved information, the student must meet with the Financial Aid staff to clear up the discrepancies noted on the NSLDS report. The student will not receive Title IV funds until all discrepancies on the NSLDS report has been satisfactorily released.
13. Must not have a current drug conviction.

OLC has the right to request from a prospective aid recipient any documentation needed to assure the student is eligible for Title IV aid before the student will be packaged.

No student will be packaged until their file contains:

- A completed Admissions Application with a declared major
- A Valid ISIR
- Verification completed if required

**Financial Aid Award Letter**

A financial aid award letter for Title IV funds and all other aid will be available for each student who receives aid at Oglala Lakota College. The award letter includes total student costs, Expected Family Contribution (EFC), total aid offered. The award letter will be signed and dated by the student. The award letter will be accompanied by a supplemental document that describes progress, institutional policy and certain Federal Regulations.

**Student Expense Budget**

A student expense budget is defined as the direct education costs and indirect educational costs related to attendance at Oglala Lakota College during a specified period which is usually a 9 month period. As a guide to equitable consideration of all Oglala Lakota College students, the student's expense budget has been established. The school will conduct surveys to reflect changes in national and local costs of living figures.

The costs suggested are considered standard and are allowed in the student expense budget, other than those exceptions noted. The amounts specified can be exceeded only with acceptable documentation.

## Standard Expenses

1. Direct Educational Costs
  - A. Tuition: Allow \$80.00 per credit hour per pupil funded students and \$98 per credit hour, non-per-pupil students.
  - B. Fees:

Allow \$50.00	(full time – 12 or more credit hours)
Allow \$40.00	(3/4 time - 9 – 11 credit hours)
Allow \$30.00	(1/2 time - 6 - 8 credit hours)
Allow \$20.00	(1/2> time – 5 credit hours or less)
  - \*REGISTRATION FEE: Allow \$40.00 per semester.
  - C. Books and supplies: Allow \$1200.00 per academic year.
  - D. Special Class Supplies: Limited to specific courses of study.
    1. Nursing – Allow nursing students (accepted into program) up to an amount allowable to pay for uniforms, caps, shoes, pin, etc., one time only.  
\*YEARLY BUDGET IS TO BE SUBMITTED BY DIRECTOR OF NURSING.
    2. Lab, Business Machines, Technology fee, etc.  
\*Allow \$15.00 per semester, charge only if course requires it.
2. Standard Indirect Educational Costs
  - A. Rent, including utilities;
  - B. Food, Household Supplies;
  - C. Personal Expenses;
  - D. Transportation.

## EXPECTED FAMILY CONTRIBUTION (EFC)

Students are expected to contribute from their own assets. Thus, students are expected to seek employment with the intent of saving a portion of their earnings. This is called Expected Family Contribution.

## Packaging

Every student should receive a combination of financial aid based on the student's eligibility, financial need, and maintaining satisfactory progress. The Financial Aid Office has the right to modify awards subject to the availability of funds.

## Payment Schedule

Financial Aid will be disbursed by check from the OLC Business Office. Student's dates of check disbursements for each semester are emailed to the students and center staff every semester.

1. Federal Work Study (FWS) paychecks are disbursed bi-weekly from the Business Office.
2. The disbursement of Title IV funds are made from the Business Office.
3. Higher Education Grants will be disbursed through the Business Office. Direct Education Costs are deducted and remaining balance is disbursed on a monthly basis.

## PROFESSIONAL JUDGEMENT

The Financial Aid Director may use professional judgment, on a case-by-case basis only, to alter the data elements used to calculate the EFC. The professional judgment alteration is valid only at Oglala Lakota College. The Financial Aid Director may submit an adjustment without a signature from the parent or student, and the adjustment must be done electronically, via FAA Access to the CPS Online.

The reason for the adjustment must be documented in the student's file, and it must relate to that student's special circumstances that differentiate the individual student (not to conditions that exist for a whole class of students). The Financial Aid Director can also use professional judgment to adjust the student's cost of attendance. The Financial Aid Director must resolve any inconsistent or conflicting information shown on the output document before making and adjustments. The Financial Aid Director's decision regarding adjustments is final and cannot be appealed to the Department.

If professional judgment is used to adjust a data element, the resulting EFC must be used consistently for all FSA funds awarded to that student.

## USING PROFESSIONAL JUDGMENT TO ADJUST AN INDIVIDUAL STUDENT'S COST OF ATTENDANCE BUDGET

Consideration for a student budget will be made on a case-by-case basis with documentation of mitigating circumstances. Only the Director of Financial Aid can make Professional Judgment Decisions.

The only considerations for student cost of attendance adjustment are listed below. There are no exceptions to this list:

1. Act of God occurrences such as fire lightning, blizzards, tornados, flooding and loss of heat.
2. Total loss of income within the last six months.
3. Additional child.
4. A portion of documented day care cost may be considered.

**PROFESSIONAL JUDGMENT DEPENDENCY OVERRIDE DEPENDENCY OVERRIDES**

The Financial Aid Director will make dependency overrides on a case-by-case basis for student with unusual circumstances. If the administrator determines that an override is appropriate, she must write a statement detailing the determination and must include the statement and supporting documentation in the student’s file. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency override:

1. Parents refuse to contribute to the student’s education;
2. Parents are unwilling to provide information on the application or for verification;
3. Parents do not claim the student as a dependent for income tax purposes;
4. Student demonstrates total self-sufficiency.

Unusual circumstances do include an abusive family environment or abandonment by parents and may cause any of the above conditions. In such cases, a dependency override might be warranted. The Financial Aid Director may override only from dependent to independent. Also, Financial Aid Director can cancel an override that was approved at another school, since an override at one school is not binding at another. The law requires that the financial aid office at the school the student is currently attending determine whether an over ride is justified.

Not only do dependency overrides not carry over from one school to another, they do not carry from one year to the next; if the student is not dependent for some other reason, the financial aid office must reaffirm each year that the unusual circumstances persist and that an override is still justified.

Generally, the documentation of unusual circumstances should come from a third party that knows the student’s situation (such as a teacher or member of the clergy), but in cases where this is not available, the school can accept a signed statement from the student detailing the unusual circumstances.

To override the student’s dependent statues on an initial application through EDE, the aid administrator should use the Dependency Override code of “1” (see the Application Processing Desk Reference or the EDE Technical Reference for more information).

If the student has already applied, the FAA can use FAA Access to CPS Online to authorize or cancel an override; overrides are not possible to the ISIR.

**PETITION TO APPLY FOR INDEPENDENT STATUS**

Students seeking to change from Dependent to Independent status must complete and submit the petition to apply for Independent Status to the Director of Financial Aid. The Director may require additional information to support the student’s petition. The Director has the authority to use Professional Judgment to approve or disapprove the student’s position. Only the Director can make Professional Judgment decisions. The Director will notify the student in writing of the approval or disapproval of the student’s petition.

**PROFESSIONAL JUDGMENT FOR INCOME REDUCTION**

The Director may consider using Professional Judgment to approve a student’s reduction of income if the student can provide in writing the reasons for the income reduction. The student must prove the circumstances that resulted in the income reduction. The student/parents must complete the Income Reduction Form and provide documentation for the current income status.

The Director can approve or disapprove the student’s/parent’s income reduction if not properly documented. If approved, the income reduction may or may not result in the student’s receiving financial aid because of the funding available or the lack thereof.

**Priorities for Awarding**

1. PELL
2. FSEOG – The average award is \$800.00 an academic year.
  - Based on parental or student income as determined by the Expected Family Contribution (EFC). Priority will be given to the highest need students.
3. OLC Scholarships

### **Academic Credit Hour Load Verification**

1. Verification of credit hours will be completed the fourth week of classes.
2. Verification of class attendance will be completed the fourth week of classes.
  - A. Student's aid eligibility will be determined by the number hours enrolled in the fourth week of classes.

### **Determination of PELL Eligibility and Disbursement of PELL Funds**

Pell will be disbursed to the number of hours students are enrolled in at the fourth week of classes. Verification of attendance will be completed by; the financial aid staff during week four. Pell refund checks will be out by week eight for students with a complete file.

If at week four, the student has poor attendance, the PELL refund check will be held by the Financial Aid Office until week nine. The Financial Aid Office will then check the student's attendance up to week nine to assure the student is still in attendance.

In the event of a student totally withdrawing from classes and ending up in repayment situation, the student will be responsible for the repayment back to the program and will be in overpayment with the Department of Education.

### **STUDENT BILLING**

#### **Tuition, Fees, and Textbook Bill Collection**

The Student Fund person at Oglala Lakota College will have the authority to make collections on all outstanding tuition, fees and book bills. The Vice President for Business Affairs shall place a hold at the OLC Registrar's Office on all grades, transcripts and diplomas of students who have outstanding tuition, fees or book bills until such debts are fully paid. All current semester students having outstanding debts will be contacted by student funds person/counselor by mid-term and be asked to sign an agreement allowing collection from current year financial aid.

Any student whose attendance does not result in "per pupil funding" for Oglala Lakota College and who is not eligible for the full financial aid to cover all costs must pay their full tuition and fees by the end of the third week of classes. Failure to pay the full tuition and fees by the third week of classes will result in an automatic administrative withdrawal from classes at Oglala Lakota College.

If the student still wants to receive college credit for the courses he/she has been taking, the student must adhere to the following requirements:

1. Pay your tuition bill at the end of the semester.
2. Continue attending classes and complete your coursework.

By the end of the semester, if paid in full, the student will be reinstated and receive the grade(s) earned. If the balance is not paid by the end of the semester, the student will have an outstanding debt with the college and withdrawals will show on his/her transcript. Until the outstanding tuition and fees are paid in full, the student will not be allowed to register at Oglala Lakota College.

Students must apply for financial aid and sign an agreement for future financial aid to cover the cost of the semester that the deferred tuition and fees payment request is granted.

#### **Billing Notification**

Students will receive a timely and accurate billing each semester and student records will be reviewed for accuracy upon a student's request. Liability will be recorded as a program debt if the liability is determined to be that of a program such as WIA, BIA, OST, etc.

In all cases, unless financial aid approval has been received by the Financial Aid Office, including costs of textbooks, students will pay for textbooks before receiving them.

### **TUITION**

- A. Tuition
  1. Undergraduate tuition at Oglala Lakota College is \$80.00 per credit hour for students whose attendance results in "per pupil funding". \*
  2. Undergraduate tuition at Oglala Lakota College for any student whose attendance does not result in "per pupil funding" is \$98.00 per credit hour. \*
  3. Graduate tuition is \$115.00 per credit hour.

## B. Documentation that results in Per Pupil Funding

1. Tribal Enrollment document that is received from the student or the Tribal Enrollment Office. A student can sign a release that allows the Registrar's Office to obtain the tribal enrollment document from the Tribal Enrollment Office.
2. Tribal Lineage record that establishes that the student is a biological child of a member of a tribe, living or deceased, and this record is received from the student or Tribal Enrollment Office. A student can fill out a tribal lineage form that is accompanied with a birth certificate, and this form can be submitted by the student or the Registrar's Office to the Tribal Enrollment Office.
  - *Students who have their tribal enrollment documentation on file with Oglala Lakota College Registrar's Office does result in "Per pupil funding" and will not be affected by the higher tuition. Why is this documentation required? Simply, the College's primary source of funding is a Public Law known as the "Tribally Controlled Community College Assistance Act." This law requires all who claim to be Native American to provide proof that they are an enrolled member of a federally recognized tribe or have proof of tribal lineage from their biological parent(s). Any student who does not provide the Registrar's Office with this information will not have the major portion of the cost of their education reimbursed to the College. Tuition and fees only cover a small fraction of the actual cost of a student's education.*

## B. Tuition Assistance

1. Financial Assistance, scholarships and grants are available for those students who qualify.
2. Refunds will be made according to the refund policy.

## C. I. Tuition Waiver for Veterans

Veterans may be granted tuition waivers. The tuition waiver is good for undergraduate courses only. To qualify, the Veteran must meet the following criteria:

- a. Must have used all entitlement to, or not be eligible for, educational benefits, (Veterans benefits, Pell grants, Higher Education grants, Scholarships.)
- b. Must have honorable discharge.
- c. Must have served more than 181 days in the Military. (Proof of Military Service is the DD-214).
- d. Must be a first generation college student.
- e. Tuition waiver will be granted until a first Bachelor's degree is completed.

## II. Veteran Debt Waiver

All Veterans that qualify for the tuition waiver and have debts with Oglala Lakota College will have these debts waived.

D. I. Members of Local Boards and Board of Trustees will be granted tuition cost waivers when no other financial aid is available or when sufficient financial aid is not available.

## E. Math & RW 083/093 Tuition Waiver

Students who are enrolled and do not pass 083 or 093 courses the first time can enroll again tuition free. Students must complete and submit a tuition waiver form to the Registrar's Office in order to receive the tuition waiver once the course is satisfactorily completed. The waiver shall apply only to the second and third attempt after that they may still take the course but will have to pay the tuition associated with the course.

- a. This specific tuition waiver applies to the 083/093 Math and R&W courses only.
- b. Students who qualify to take college level courses according to the OLC catalog matrix are still responsible for tuition and fees applicable to the other courses.
- c. It shall be the student's responsibility to track their course history and complete the tuition waiver.
- d. Students must meet with Foundational Studies staff for referral when they cannot pass the course after the third attempt.

## F. Fees

1. Registration fee is \$40.00 per semester.
2. Lab fees vary in courses.
3. Technology fee is \$8.00 per credit hour.
4. These fees are non-refundable starting the 3<sup>rd</sup> week.

5. Level I & II Nursing student will be charged a \$120 fee per semester. This fee will cover costs for the computer assisted study programs, standardized testing, the pin and other costs related to the nursing program.

G. Review of Tuition and Fees Schedule

1. The Oglala Lakota College schedule of tuition will be reviewed annually.

**LAB AND MATERIALS FEE**

**POLICY**

Fees for consumable materials and rented equipment are required in some courses. In these courses, the student is responsible for these fees at registration. The cost is normally covered for students on financial assistance. There are no refunds.

**PROCEDURE**

1. Lab fees are defined as those fees for consumable materials and rental equipment required in a course. The students enrolled in such courses are responsible for these fees.
2. Instructors must prepare generalized consumer list of anticipated materials and rental fees for any class which required a lab fee. These lists must be attached to the course syllabus.
3. A student who believes that the class has received no benefits from their lab fees may submit a written complaint to the appropriate department chair and the Vice President for Instruction. If the department cannot document expenditures of 75% of the lab fees for that course to the satisfactory of the V.P. for Instructional Affairs, then the student shall be entitled to a pro-rated refund of those fees.
4. Lab fees will be assessed starting the second week of classes (50% refund week). Students withdrawing after the first week of classes or later shall not be entitled to any refund on lab fees.
5. Instructors will be able to draw down 50% of their initial lab fee money during registration week based on tentative class lists at that time.
6. Instructors shall base their lab fee's budget upon official class enrollment at the beginning of the second week of the semester. Subsequent change in enrollment figures for those classes will not result in lab fee budgets.
7. Monies collected as lab fee's but not allocated by the last day of the semester shall be transferred to the college's general fund.

**STUDENT ACTIVITY FEE**

General Statement:

It is the policy of Oglala Lakota College to collect a pro-rated activity fee based on enrollment per semester.

12 credits .....	\$50.00
9-11 credits.....	\$40.00
6-8 credits.....	\$30.00
1-5 credits.....	\$20.00

Authorization:

The Oglala Lakota College Fiscal Office, specifically the Student Fund Office, shall have the authority to collect the activity fee.

**PROCEDURE**

Distribution

a. Formula

1. 10% recreation department
2. 20% graduation

3. 20% scholarships
  4. 50% local student organizations  
Beginning academic year 1984.
- b. Criteria
1. Formal approval of student organization by-laws and officer election by local boards.
  2. Budget approval by local boards of student organizations fees annually including changes.

### **TECHNOLOGY FEE**

Based on growth of the Oglala Lakota College in the area of technology, the demand has come from different departments to supplement more in the classroom, a technology fee improvement is needed. The fee is \$8.00 per credit hour. This fee will ensure the college will be able to meet its mission to the students to continue to assist in their education.

### **REGISTRATION FEE**

All students are charged a registration fee of \$40.00 per semester.

### **BOOKSTORE**

If a textbook is required for a course, the student is responsible for obtaining the textbook. The Financial Aid Office will provide a list to each district. Students who cannot prove they are receiving financial aid must pay for books and supplies before they receive them. Books will be available to students at district centers the first two weeks of classes. Students still needing books after that will have to pick them up at the OLC Bookstore at Three Mile Creek.

Students who officially withdrew from a course in the first three week of the semester can return the textbooks to the Bookstore Manager for a refund if the books are unmarked and in good condition. The college has the right to refuse any book.

Books will be put on reserve at the college's learning resource center for those students who need them while their financial aid application is pending.

### **DORM ADMISSION AND OCCUPANCY**

#### Introduction

The procedures set forth herein shall be used by Oglala Lakota College to administer student housing.

#### Application Procedures

Each applicant will be required to supply information as called for on the application and attest to the accuracy of the data provided.

#### Eligibility

Dorm eligibility is limited to married or single parents.

To be eligible for admission into the housing program students must:

1. Be enrolled full time and must consistently satisfactorily complete courses that are meeting requirements for their degree.
2. Demonstrate adequate financial resources to meet housing costs. This includes the capability to pay rent during the summer months.
3. Consistently maintain a minimum CGPA of 2.0
4. Consent to a credit check
5. Consent to a background check
6. Consent to initial and reasonable cause drug testing
7. Pay a security deposit (First & Last month's rent)
8. Be of age for independent status as defined by the US Dept of Education for student aid. A student, who has children they support, is twenty-four years or is a veteran of the armed forces.

See Policy Manual for more information regarding application process.

### **SMOKE AND TOBACCO FREE CAMPUS**

Effective January 1, 2008, Oglala Lakota College will become a smoke and tobacco free campus. Smoking and tobacco products will not be permitted anywhere on the campus; this includes all College facilities, including buildings, sidewalks, parking lots, building entrances, and common areas. The Administration shall fully implement this policy, and all applicable laws, regulations, and local ordinances related to smoking and tobacco products. No sale or "give away" or other promotion of tobacco products is allowed on campus. Oglala Lakota College and its student organizations will not allow distribution of materials

with tobacco products and/or company images. Ceremonial tobacco use for Native American religious practices will be excluded from this policy.

### **GUN-FREE/WEAPON-FREE**

Oglala Lakota College will adhere to a Gun-Free/Weapon-Free campus policy. All dangerous weapons (dangerous weapons are defined as any firearms, knife, or device, instruments, materials, or substances, whether animated or inanimate, which is calculated to inflict death or serious bodily harm), are banned from the Oglala Lakota College campus and properties. Weapons brought onto or carried on Oglala Lakota College property must have prior approval and conform to the safety regulations identified in the procedures following.

Weapons carried by authorized law enforcement agents or used in military activities are exempt.

### **PROCEDURE**

1. Individuals bringing weapons on campus for the purpose of educational activities must notify the President or his designee for exemption to this policy.
2. All weapons must be enclosed in locked cases while on OLC property.
3. Firearm must be stored unloaded and trigger locks with keys are recommended.
4. No weapons concealed or otherwise, may be brought inside OLC properties, including all campus sites.
5. Pocketknives with blades that are 2 ½ inches in length or more are not allowed.
6. Persons found in violation of this policy are subject to disciplinary action per misconduct policy in the college Policy and Procedures Manual.

### **STUDENT GAS VOUCHER PROGRAM**

The Oglala Lakota College Gas Voucher program is a privilege extended to students by the College and is to be treated as such.

1. Eligibility
  - a. Students who could have a course scheduled in their home college, but must travel to another college center to take the class due to course schedule conflict or lack of space.
  - b. Students who are not fully packaged for financial aid.
2. Ineligibility
  - a. Students who receive a stipend from a grant that Oglala Lakota College receives.
  - b. Students who are fully packaged.
  - c. Students who are interns at Piya Wiconi or who work for Oglala Lakota College.
3. Procedure
  - a. A student completes a form requesting gas voucher assistance.
  - b. The College Center staff contacts the Financial Aid Office to establish that the student is not fully packaged for financial aid.
4. Guidelines
  - a. The gas voucher is issued from the student's home center and the amount is determined based on the current gas voucher chart.
  - b. Students must drive their own vehicles.
  - c. If a student is riding with another student or in someone else's vehicle, they are not eligible to receive a voucher.
  - d. Gas vouchers are based on travel from a student's home center to the center where he or she is attending class.
  - e. If a student, for example, has three classes at three different centers in any given day, they will be given a gas voucher from their home center to the center which is the longest distance from their home center.
  - f. Students must turn in the signed voucher before requesting another voucher.
  - g. Students must request their voucher prior to their class, NOT after the class or the following day(s) or week.
  - h. Students may receive no more than three vouchers per week.
  - i. Mileage for students driving from the Rapid City College Center is determined from the reservation line to the college center where they will have their class.
  - j. Mileage for students driving from district college centers to the Rapid City College Center is determined from their home center to the reservation line.
5. Fraudulent Uses

Any student who obtains a gas voucher under any of the following circumstances will be barred from the gas voucher program:

- a. If a student is given a gas voucher and then fails to attend the scheduled class;
- b. If a student is given a gas voucher for his/her own but uses it for someone else; or
- c. If a student forges an instructor's name.

6. OST Transit System

Students are encouraged to use the OST Transit System as a way to attend class at different centers. The procedure for using the Transit System is the same as listed above for the gas voucher system.

### **LEARNING RESOURCE CENTER**

The Learning Resource Center offers a variety of information in print and non-print materials. The mission of Woksape Tipi is to ensure that students, staff and community are effective users of ideas and information. The college provides materials to enable the patron a maximized educational experience and has the responsibility to ensure that materials loaned out are also made available to others requesting them. We encourage the use of the centers for research and recreational reading.

A. Woksape Tipi

1. The library of Oglala Lakota College provides access to the card catalog through its online reference page. Materials are available in each District Center for student and staff use. Materials are delivered to the centers within one week of the request from any of our centers. Inter library loan is available through Woksape Tipi within 2-4 weeks from libraries within the state.

B. Patrons – Oglala Lakota College Library Card holders. (*Patrons already agree to these policies when they fill out the Oglala Lakota College Library Card application.*)

1. Books, other than reference books, can be checked out for a two week period with an Oglala Lakota College Library Card. Patrons agree to be responsible for materials borrowed and to pay fines for late books. The patron agrees to pay for the necessary replacement costs plus processing charges of \$1 per title for lost or stolen materials. Patrons also agree to give notice of change of address and report the loss or theft of their card. The patron is responsible for contacting the Library Director if they cannot pay in full.

C. Center Director and Staff Responsibility

1. The Center Director and staff are responsible for the maintenance, care and use of all instructional equipment at their centers.
  - a. Material(s) or equipment on loan from Woksape Tipi is the responsibility of the center using the material or equipment, and any repairs or replacements beyond that due to normal use will be assessed to the district center budget. This includes damage occurring to equipment used by part-time instructors, students, or community to whom the material or equipment was available whether such damage was due to accident or negligence.
  - b. Books – Each center has a basic referenced library including encyclopedias, dictionaries, and almanacs; periodicals, and newspapers, particularly those oriented to American Indian affairs or culture; and books of general interest both fiction and non-fiction for the students and other community members. The center is responsible for the materials in their Center Library Branch.

### **STUDENT SUPPORT SERVICES PROGRAM**

We can assist students with short term counseling or we can make referrals to other professional counseling services. Coordinators also provide academic advising and financial aid counseling. We always attempt to work with the center counselors when we work with the students.

The program has computers with a variety of software programs. We have internet accounts, we can pay for tutoring for students who require tutoring, we have access to many of the community resources and

tribal offices. Generally, we can assist a student with just about anything that relates to their academic life as a student.

**Eligibility:**

It is important for everyone to understand that U.S. Dept of Education grant money is the funding source and that the program is funded to serve Low Income students, First Generation (your mother or father does not have a baccalaureate degree ) and Handicapped students. There may be a few students who do not qualify for services from this grant but most OLC students generally meet the guidelines. All students receiving assistance from the SSS program, for documentation purposes, will be asked to complete a program application.

**GRADUATE COURSES**

Requirements of Lakota Leadership/Management Degree

The following are required for Lakota Leadership/Management graduate program.

1. A Bachelor degree from a Regionally Accredited Institution.
2. A 2.5 GPA with 3.0 in major field.
3. Completion of LAKM 513, 533 & 603 prior to admission to program of study.
4. Must have a 3.0 GPA in all undergraduate Language Arts course work.
5. Official admittance to do graduate program emphasis 30 days following completion of nine (9) hours (application).
6. Have and maintain a 3.0 GPA or higher for program of graduate study.

**General Admission**

Students may enroll in graduate courses after they have made application for graduate study. The procedure requires students complete the application and request all college transcripts sent directly to the Graduate Office. Students who wish to be admitted to a graduate degree program must have a baccalaureate degree from an accredited institution.

*See the Handbook for Graduate Study dated (3/15/07) for more information.*

**ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT**

The Board of Trustees and constituencies of Oglala Lakota College are committed to continuous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge, attitudes, and/or abilities students are acquiring while attending classes at OLC.

Results of assessment activities will be used to plan and budget for continual improvement of college operations.

Purposes of assessing student academic achievement:

1. To provide information to students and faculty about individual progress;
2. To inform faculty and other professionals so they may develop appropriate learning programs and curriculum;
3. To provide information to people who make decisions about the allocation of resources for curriculum, pedagogy, college organization, and other educational goals;
4. To provide information to the public regarding the institution's performance;

Who will be assessed:

1. Entering freshmen
2. Students in basic skills courses (English and Math).
3. Students completing an Associate's Degree and/or complete a designated number of credit hours during their first two years of college.
4. Students in academic and vocational degree programs as determined by their academic department.

What will be assessed:

Entering freshmen and junior students will be assessed in basic skills subjects and the college core, including but not limited to Reading, Writing, Mathematics, and Lakota cultural awareness.

In addition to college wide assessment in core subjects, students' learning will also be assessed in their majors and in specific courses as determined by the respective academic departments.

**STUDENT RIGHTS AND RESPONSIBILITIES**

## Rights

Students at Oglala Lakota College have the right to the highest quality education possible and to a fair and just treatment by all departments of this college. Student records and transcripts are confidential. Students have the right to a timely and accurate financial statement and billing. Students are to be treated with respect and to be fairly graded. Students can participate in the governance of OLC by active involvement in their local student organization and boards, Piya Wiconi Okolakiciye and may visit any College Board meetings. Students have the right to appeal any actions against them through the grievance procedures outlined in the policy manual.

## Responsibilities

Oglala Lakota College is obligated to provide students with the best possible environment, instructors, curriculum and resources for your education. However, the responsibility for the quality of learning is that of the students. It is the student's responsibility to be in class, or to make arrangements for obtaining the information if he/she must miss a class. It is the student's responsibility to go to class prepared, to have the needed materials, to have completed required assignments to be ready to learn. It is the student's responsibility to drop a class if they can no longer continue. It is the responsibility of the student to let the instructor/counselor know when information is not clearly understood or extra help is needed. It is the student's responsibility to study the class material outside the classroom; learning is an active process and cannot be obtained by passively listening to a lecture.

At OLC, the student has a wide range of rights which are stated and protected by the policy manual. These rights are to ensure the student access to a quality education. Quality learning is only possible when the student accepts his/her responsibilities. Learning is the role of the student. The college's role is to assist the student in the process of learning. Together we can build a great future for you and the Lakota people.

## STUDENT GRIEVANCE

### Policy

The grievance procedure set forth herein is designed to provide a method to resolve differences **excluding grievances regarding grades (see 76-200)**. Time lines are to be adhered to unless the parties involved in the grievance agree to modifications.

A grievance is defined to be a claim (request or complaint) by a student not covered under **the Personnel Complaints and Grievance** procedures.

### Procedure

Step 1: Student here after referred to as grievant, will submit a written grievance within ten working days of the incident to the District Director where the student is registered, with proper documentation and stated outcomes.

Step 2: District Director will attempt to resolve the issue by calling a meeting with the concerned parties. This meeting will be called within five working days of receiving the written grievance from the student.

Step 3: If the issue is not resolved at this level, the grievant will take it to the Local Board at the next scheduled meeting. If the Local Board is not scheduled to meet within ten working days, a special meeting will be called within ten working days to deal with this issue in a timely manner.

Step 4: If the issue is not resolved at this level within five working days, the grievant will take it to the Vice President for Instruction, Coordinator for Support Services and the permanent sub-committee "Appeals Committee" which consist of members from the Student Services Committee in ten working days.

Step 5: If the issue is not resolved at this level within five working days the grievant will take it to the President who must rule on the issue within 10 working days.

Step 6: If the issue is not resolved at this level within 5 working days, the grievant will request that the President's Secretary place this on the agenda of the next BOT Personnel/Grievance Committee.

### NOTE\*

1. Rapid City Extension will skip Step #3
2. In the event the Grievance involves the District Director the Support Services Coordinator will assume the role of the Director in this process.
3. Student can have representation at their own expense.

## **DISABILITY POLICY**

Oglala Lakota College recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations and/or referrals once the disability is adequately documented. While Oglala Lakota College's legal obligations only extend to disabilities of a substantial and long-term nature, it is also the College's practice to honor reasonable requests for accommodations and/or referrals for temporary disabilities such as a physical injury, illness, or complicated pregnancy\*. In keeping with the Americans with Disabilities Act (ADA) and with section 504, Oglala Lakota College can only provide accommodations and/or referrals to ensure students with disabilities equal access to education. The college does not alter curriculum or provide services that would be construed as "special education."

### **Procedure**

It is the responsibility of the student to make his or her disability and needs known in a timely fashion and to provide appropriate documentation and evaluations to support the accommodations the student requests. Once admitted the student must notify the Coordinator of Support Services by filling out an Application for Service. Once the college has been notified and specific accommodations are requested and appropriately documented, the College will work with the student to obtain the approved accommodations and/or referrals to ensure the student has the opportunity to equal access to education.

Oglala Lakota College will provide all students with information regarding the disability policy and OLC's accommodation request procedures via the college's website, student handbook, college catalog, and instructor's syllabus.

These accommodations and/or referrals may not affect the substance of the educational programs or compromise educational standards and will be provided by Oglala Lakota College to the best of the College's ability based on the resources that it has.

Accommodations include but are not limited to the following:

- Accessible classroom/location/furniture/dorms
- Advance notice of assignments
- Alternative ways of completing assignments (e.g., oral presentation versus written paper)
- Assistive computer technology
- Assistive listening devices
- Auxiliary aids and services (note takers, lab or library assistants, readers, interpreters)
- Captions for film and video material (if available)
- Document conversion (alternative print format: Braille, large print, tape, electronics, raised lettering)
- Early syllabus
- Financial aid accommodations
- Priority Registration
- Academic Advising
- Referral services to campus, community, and state agencies
- Learning disabilities consultation and strategy instruction
- Taped lectures

All disability-related documents are kept confidential and shared only with OLC personnel on a limited and need-to-know basis. Accommodations based on a student's disability can take some time to effect. Delay on the part of the student in seeking accommodations or in meeting required conditions may result in limitations on the ability of the College to provide reasonable accommodation.

\*complications due to pregnancy may be a disability if the impairment is not a normal condition of pregnancy and a major life activity is affected. For example, a woman on bed rest under orders from her physician is "disabled" under the ADA.

## **STANDARDS OF CONDUCT**

OLC students will abide by the standards of conduct while on college premises. Every student has the right to a safe learning environment. To ensure this safety, OLC applies the following as acts of misconduct subject to disciplinary action:

- Any actual or threatened physical violence.
- Gross disorderly conduct.
- Verbal abuse or harassment.
- Vandalism of OLC premises.

- Attending classes under the influence of alcohol or drugs.
- Failure to properly supervise children on college premises.
- Any other student conduct that causes a disruption in classes or business transactions on college premises.

### **EXPULSION AND BARRING OF OLC STUDENTS**

In the expulsion and barring of students from Oglala Lakota College, the Board of Trustees acknowledges that all students are entitled to due process in the expulsion and barring of OLC students.

The following procedures shall be followed in the barring or expulsion of students:

1. The Local College Center Boards have the authority to bar or expel students from their particular college center for student misconduct.
2. In the expulsion of a student for student misconduct from all of the college centers and OLC programs, the Board of Trustees solely has this authority.
3. Prior to barring or an expulsion of a student, the appropriate board will grant the student a hearing on the barring or expulsion with prior notice provided to the student with the date of the hearing and the grounds for barring or expelling the student in the notice.
4. Notice shall reference the grounds for student misconduct, the facts alleged to constitute the violation, and notice of access to all statements of person relating to the charge and to those parts of the student's record which will be considered in rendering a decision on the barring or expulsion of a student.
5. On an action to bar or expel a student, OLC will provide the student with notice within 7 working days prior to the hearing set to bar or expel the student.
6. The student will be accorded a fair and impartial hearing on the barring or expulsion of a student.
7. In an emergency situation that will protect the safety of other students, community members, OLC staff, and instructors, the President can temporarily suspend a student until the hearing for barring or expelling the student is held.
8. The student has the right to have present at the hearing the student's parent(s) or legal guardian(s) and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
9. The student has the right to produce witnesses on the student's behalf and to confront and cross-examine witnesses.
10. The student has a right to a record of the hearing for barring or expulsion, including written findings of fact and conclusion.
11. The student has a right of administrative review and appeal of a Local College Center Board action to bar or expel a student from a college center before the Board of Trustees.
12. The student has a right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the appropriate board finds no grounds for barring or expelling the student.

### **EXPULSION AND BARRING OF OLC STUDENTS**

In the expulsion and barring of students from Oglala Lakota College, the Board of Trustees acknowledges that all students are entitled to due process in the expulsion and barring of OLC students.

#### **A. Expulsion from Local College Centers.**

1. The Local College Center Boards have the authority to bar or expel students from their particular college center for student misconduct.
2. Prior to barring or an expulsion of a student at a local college center, the appropriate board will grant the student a hearing on the barring or expulsion with prior notice provided to the student with the date of the hearing and the grounds for barring or expelling the student in the notice. The hearing shall be held within thirty (30) working days of the Board's decision to consider expelling or barring the student.
3. Notice shall reference the grounds for student misconduct, the facts alleged to constitute the violation, and notice of access to all statements of person relating to the charge and to those parts of the student's record which will be considered in rendering a decision on the barring or expulsion of a student.
4. Notice of hearing shall be given by the Local College Center Board in writing and shall either be given to the student in person or sent by registered mail to the address of the student at least seven (7)

working days prior to the hearing. If notice is mailed, it is deemed given upon the date of mailing. A signed and dated receipt shall be requested of the student in case of personal delivery.

5. The student will be accorded a fair and impartial hearing on the barring or expulsion of a student. The following procedure shall govern such hearings:
  - a. The student has the right to have present at the hearing the student's parent(s) or legal guardian(s) and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
  - b. The student has the right to produce witnesses on the student's behalf and to confront and cross-examine witnesses.
  - c. The burden of proof will be by a preponderance of evidence. The burden of proof rests within those who bring the charges. The final decision of the Local Board will be by majority vote of the members present and voting. A tie vote will result in a finding against expulsion/disbarment.
  - d. The Local Board shall tape record the entire hearing.
  - e. The Chairperson of the Local Board shall inform the student of the decision and the appeal process within seventy-two (72) hours of completion of the hearing.
6. The student may appeal the decision of the Local College Center Board to the hearing officer. **An appeal to the hearing officer must be filed with the Coordinator of Support Services within 7 calendar days after receipt of the decision of the Local Board.** The hearing officer shall review the record and make a decision based thereon. **The hearing officer shall render a decision on the appeal 3 calendar days after receiving the record.** The decision of the hearing officer shall be final and binding upon the student and respective local board.
7. The student has the right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the appropriate board finds no grounds for barring or expelling the student.
8. If at any stage no further action is required, or if the condition originating the proposed expulsion or barment becomes non-existent, the issue shall become moot; but, the record of proceeding occurring prior to mootness and any evidence of record submitted prior to mootness shall be admissible if relevant to subsequent situations or events precipitating similar actions.
9. The conduct and procedure followed by the Local College Center and the Hearing Officer shall be initiated by the college. Sufficient records should be kept to back up decisions and be passed on to the next level if appealed.

B. Expulsion from College.

1. In the expulsion of a student for student misconduct from all of the college centers and OLC programs, the President solely has this authority to bar or expel a student after a review of the record.
2. Notice of the decision to expel shall be in writing and shall either be given to the student in person or sent by registered mail to the address of the student.
3. The student may appeal the decision of the President to the hearing officer. An appeal to the hearing officer must be filed with the Coordinator of Support Services within 7 calendar days after receipt of the decision of the President. The hearing officer shall review the record and make a decision based thereon. The hearing officer shall render a decision on the appeal 3 calendar days after receiving the record. The decision of the hearing officer shall be final and binding upon the student and the President.

C. Temporary Suspension.

1. In an emergency situation that will protect the safety of the other students, community members, OLC staff, and instructors, the President can temporarily suspend a student until the hearing for barring or expelling the student is held.

During a temporary suspension, the student may be denied access to college facilities including attendance at class or other college activities or privileges for which the student might otherwise be eligible.

## EXPULSION AND BARRING OF OLC STUDENTS

In the expulsion and barring of students from Oglala Lakota College, the Board of Trustees acknowledges that all students are entitled to due process in the expulsion and barring of OLC students.

### A. Expulsion from Rapid City and Cheyenne River College Centers.

1. For the Rapid City and Cheyenne River College Centers, the Coordinator of Support Services has the authority to bar or expel students from these college centers for student misconduct.
2. Prior to barring or an expulsion of a student at a local college center, the Coordinator of Support Services will grant the student a hearing on the barring or expulsion with prior notice provided to the student with the date of the hearing and the grounds for barring or expelling the student in the notice. The hearing shall be held within thirty (30) working days of the Coordinator of Support Services' decision to consider expelling or barring the student.
3. Notice shall reference the grounds for student misconduct, the facts alleged to constitute the violation, and notice of access to all statements of person relating to the charge and to those parts of the student's record which will be considered in rendering a decision on the barring or expulsion of a student.
4. Notice of hearing shall be given by the Coordinator of Support Services in writing and shall either be given to the student in person or sent by registered mail to the address of the student at least seven (7) working days prior to the hearing. If notice is mailed, it is deemed given upon the date of mailing. A signed and dated receipt shall be requested of the student in case of personal delivery.
5. The student will be accorded a fair and impartial hearing on the barring or expulsion of a student. The following procedure shall govern such hearings:
  - a. The student has the right to have present at the hearing the student's parent(s) or legal guardian(s) and to be represented by lay or legal counsel of the student's choice. Private attorney fees are to be borne by the student.
  - b. The student has the right to produce witnesses on the student's behalf and to confront and cross-examine witnesses.
  - c. The burden of proof will be by a preponderance of evidence. The burden of proof rests within those who bring the charges. The final decision will be made by the Coordinator of Support Services.
  - d. The Coordinator of Support Services shall tape record the entire hearing.
  - e. The Coordinator of Support Services shall inform the student of the decision and the appeal process within seventy-two (72) hours of completion of the hearing.
6. The student may appeal the decision of the Coordinator of Support Services to the hearing officer. **An appeal to the hearing officer must be filed with the OLC Personnel Director within seven (7) calendar days after receipt of the decision of the Coordinator of Support Services.** The hearing officer shall review the record and make a decision based thereon. **The hearing officer shall render a decision on the appeal three (3) calendar days after receiving the record.** The decision of the hearing officer shall be final and binding upon the student and respective local board.
7. The student has the right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the Coordinator of Support Services or Hearing Officer finds no grounds for barring or expelling the student.
8. If at any stage no further action is required, or if the condition originating the proposed expulsion or barring becomes non-existent, the issue shall become moot; but, the record of proceeding occurring prior to mootness and any evidence of record submitted prior to mootness shall be admissible if relevant to subsequent situations or events precipitating similar actions.
9. The conduct and procedure followed by the Coordinator of Support Services and the Hearing Officer shall be initiated by the college. Sufficient records should be kept to back up decisions and be passed on to the next level if appealed.

### B. Expulsion from College.

1. **In the expulsion of a student for student misconduct from all of the college centers and OLC programs, the President solely has this authority to bar or expel a student after a review of the record.**
2. **Notice of the decision to expel shall be in writing and shall either be given to the student in person or sent by registered mail to the address of the student.**
3. **The student may appeal the decision of the President to the hearing officer. An appeal to the hearing officer must be filed with the Coordinator of Support Services within seven (7) calendar days after receipt of the decision of the President. The hearing officer shall review the record and make a decision based thereon. The hearing officer shall render a decision on the appeal three (3) calendar days after receiving the record. The decision of the hearing officer shall be final and binding upon the student and the President.**

**C. Temporary Suspension.**

1. **In an emergency situation that will protect the safety of the other students, community members, OLC staff, and instructors, the Coordinator Support Services can temporarily suspend a student until the hearing for barring or expelling the student is held.**

**During a temporary suspension, the student may be denied access to college facilities including attendance at class or other college activities or privileges for which the student might otherwise be eligible.**

**ELECTRONIC INFORMATION RESOURCES ACCEPTABLE USE GUIDELINES**

I. Guidelines on the Acceptable Use of Electronic Information Resources: Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic mail and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more! All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution.

II. User Contract; Electronic Information Resource Contract. We are pleased to announce that Internet electronic information services are now available to students and teachers of Oglala Lakota College who qualify and have participated in an orientation or training course. The Oglala Lakota College strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our College. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Oglala Lakota College will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Please read this document carefully. By accessing Oglala Lakota College's network, you have entered into a legally binding contract. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

**Terms and Conditions of this Contract**

1. **Personal Responsibility.** As a representative of this school, each user will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, instillation or copying of files or unapproved software, and other issues described below. All the rules of conduct described in the Oglala Lakota College Student Handbook apply when you are on the network.

2. **Acceptable Use.** The use of an assigned account must be in support of education and research and with the educational goals and objectives of the Oglala Lakota College. Each user is personally responsible for this provision at all times when using the electronic information service.

Use of other organization's networks or computing resources must comply with rules appropriate to the network.

Transmission of any material in violation of any tribal, state, United States regulations and/or law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Use of the network for commercial activities and product advertisement are prohibited.

Use of the network for product, political lobbying is prohibited.

Each user is responsible to be aware that inappropriate use of electronic information resources can be a violation of local, state and federal laws and regulations that can be prosecuted for violating those laws.

3. Privileges. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a faculty member as to proper behavior and use of the network. The Oglala Lakota College system administrator will decide what will be decided as appropriate and acceptable use. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Oglala Lakota College may request the system administrator to deny, revoke, or suspend specific user accounts.

4. Network Etiquette and Privacy. You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

BE POLITE. Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of Oglala

5. Lakota College on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. E-mail accounts may not be used for private or commercial activities. Messages relating to or in support of illegal activities must be reported to the authorities.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

ACCOUNTS. Accounts are not for private or commercial use.

6. Services. The Oglala Lakota College makes no warranties of any kind, either expressed or implied, for the service it is providing. Oglala Lakota College will not be responsible for damages suffered by the user while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or user errors or omissions. The user assumes the risk of any information obtained via the information system. Oglala Lakota College specifically disclaims any responsibility for the accuracy of information obtained through its services.

7. Security. Security on any computer network system is a high priority. Each user is responsible to immediately notify the system administrator of any security problems. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

8. Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, agency or network connected to this system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer service, disciplinary action, and legal referral.

9. Updating. The System Administrator may make periodic updates in the user's account information to maintain each user's account. Each user or account holder must also notify the System Administrator of any changes in their account information.

Required Signature: I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Oglala Lakota College system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct described in the Oglala Lakota College student handbook apply when I am on the network.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **ACADEMIC DISHONESTY**

Academic dishonesty is the taking of an examination or the preparation of papers for credit wherein the student knowingly represents the work of another as his/her own; and/or knowingly breaks stated examination rules.

A student may be expelled and barred from further classes upon proof in a hearing set up by the Vice President for Instruction.

### **STUDENT RECORDS**

#### **Student Records Security**

The policies and procedures herein enumerated have been established by Oglala Lakota College and will be observed in compliance with the Family Educational Rights and Privacy Act of 1974. (P.L. 93-380, Section 513) as amended (P.L. 93-568, Section 2) effective June 17, 1976.

OLC shall make every effort to keep the student's academic and other records confidential. The faculty, administration and staff will at all times respect the confidentiality of information about students and ensure that such use of information is in the best interest of the students.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies;

And

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

OLC shall make every effort to keep the student's academic and other records confidential. The faculty, administration and staff will at all times respect the confidentiality of information about students and ensure that such use of information is in the best interest of the students.

### **PERMANENT RECORDS**

It is requested of students to notify the Registrar's Office in Writing of any change in name, address, telephone number and any other permanent record information.

### **PUBLIC RECORDS**

Oglala Lakota College may release the following public or directory information without your written consent: name, address, telephone number, dates of attendance, registration status, class, major field of study, degree conferred and most recent previous educational institution attended.

### **TO WITHHOLD DISCLOSURE**

If you're currently enrolled and want the above public or directory information withheld from disclosure, write to or stop by the Registrar's Office. You must make a written request to withhold disclosure before the beginning of the third week classes begins each semester – yes, each semester.

### **AIDS AND HIV AWARENESS**

A. Oglala Lakota College will respond to complaints of discrimination or harassment against students or employees with AIDS through counseling and education, and through disciplinary measure if necessary. Unless medically justified, OLC will not require transfers or changes in working conditions because an employee has AIDS or because of concerns about a co-worker having AIDS. Information about AIDS is available to students at Piya Wiconi and each district center

### **FOR MORE INFORMATION PLEASE CALL:**

AIDS Hotline US Public Health Service 1-800-342-7432  
Hearing Impaired AIDS Hotline 1-800-243-7889

### **CAMPUS CRIME AND SECURITY**

#### **1. Campus Security**

It is the intention of Oglala Lakota College (OLC) to provide a safe physical environment for all students, staff, faculty, and visitors. Anyone who feels his or her physical safety is threatened, should inform the local center staff who will contact the appropriate public safety agency.

OLC will provide information under the Student Right To Know and Campus Security Act. A current report will be available at registration on any criminal activity that may call into question the physical safety of any student.

#### **2. Sexual Assault**

The policies regarding sexual assault cover any student who commits a sexual act against another OLC student, faculty, or staff member, occurring on OLC property or at an OLC sponsored event. Any sexual act committed against a person's will or without consent is a criminal offense, and must be reported to law enforcement officials.

Procedures:

- a. It is important to contact appropriate officials, including security, provided by OLC as soon as possible after the attack so that victim's physical and emotional needs can be met.
- b. Victims should be treated by a physician immediately to check for physical problems and to preserve evidence in case legal action is to be taken.
- c. OLC will assist the victim by making appropriate referrals to counseling services located off campus. The victim also has an opportunity to receive assistance in changing academic situations after an assault occurs, if these changes are requested by the victim and are reasonably attainable.

#### **3. Judicial Action:**

The victim has the right to report the assault to OLC officials and to the tribal law enforcement. OLC personnel will assist the student in notifying these authorities. While OLC encourages students to prosecute any sexual assault case to the full extent provided by law.

- a. The victim has the opportunity to proceed with a Judicial Hearing through OLC, criminal court, or both.
- b. OLC will provide appropriate due process to protect the rights of all parties.
- c. If the case is adjudicated through a hearing at OLC, the accuser and accused are entitled to have legal representatives present, at their own expense, and an opportunity to call witnesses.

Any student found responsible for a sexual act committed against a person's will or without their consent will receive a minimum sanction of suspension from OLC. Anyone found responsible for a second offense will receive the maximum penalty, which is permanent dismissal from OLC.

OLC is concerned with the personal safety of students, staff, and faculty, as well as educating individuals on how to be responsible for his or her own safety. OLC strives to provide awareness of and educational

opportunities about sexual assault, including rape, and other forcible, and non-forcible sex offenses. (Adopted 1/95)

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **Student Senate**

The student senate of the Oglala Lakota College is comprised of 13 members. Representatives are students elected by their student body. Representation includes the 9 college districts, the Rapid City Extension, the Vocational Education Department, the nursing program and Manager as warrior program. Elections are held the first week of each fall semester and students hold the position for one full year. Meetings are held the second Friday of each month. The president of the student senate sits on the Board of Trustees representing student interests. The student senate is the governing entity of the student membership of the Oglala Lakota College.

### **Student Activities**

#### **1. Student Organization**

Student involvement is a significant factor in the functioning and development of each district college center and the Oglala Lakota College student senate. Students are encouraged to participate in the election of a student organization, president, vice-president, secretary, and/or treasurer during the first student body meeting of the fall semester in each district.

These officers call student senate meetings throughout the academic year for consideration of matters of interests to students. Student government also promotes various student activities throughout the year. **Oglala Lakota College employees may participate in the Student Organization but cannot serve as an officer on the Student Organization or Student senate.**

#### **A. Local Board Responsibilities**

1. Local Boards are encouraged to work with student organizations to insure accountability and nondiscrimination of student organizations or activities which make use of college facilities, or college resources, or attempts to represent the views of all students. This can be accomplished through meetings and/or hearings on various proposals presented by student organizations.
2. The Local Board may authorize a group or activity as having college sponsorship and may withdraw such authorization upon a showing that the organization or activity is not operating according to its approved constitution, or other formal commitment to the Board.
3. Any student organization under official college sponsorship shall lose its approval upon a showing to the Local Board or Board of Trustees that it has endorsed, campaigned for, or lent deliberate support to a particular candidate for Tribal or District office; or that it has refused an equal forum to any publication or meeting regarding a policy or issue affecting the Oglala Sioux Tribe.

Student organizations in districts should raise their own monies if possible and may keep their own bank accounts both for these funds and for any monies given to them by the local boards. However, fiscal reports must be made to the local boards monthly

- a. Approved student organizations are encouraged to develop operations, plans, and budgets specifying the conduct of their internal affairs. These plans should be explicit in terms of the approval of the expenditures of funds to Local Boards.
- b. It is advisable that student organizations have faculty sponsorship, with an advisor that can assist in the development of operational plans. This would permit the organization to seek assistance on organizational matters if and when required.

It is advisable that student operational plans be filed with the OLC President. This is not an attempt to police student activities but a means of ensuring the rights of students and compliance with federal regulations.

### **Student Recognition**

The college will annually recognize students for athletic achievement, and individual special attainment.

#### **A. HONOR ROLL: PRESIDENT'S HONOR LIST**

1. Students must have a GPA of 3.25 + in either category.
  - a. 6 to 11 credits (part-time) and 12 + (full time)

- b. the Registrar will submit a list of eligible students at the end of each semester (indicated as Freshmen, Sophomore, Junior or Senior and identifying majors) to the Student Services Committee for recognition.
  - c. Student Services Committee will forward the names of the President’s honor list to the Executive Director of Institutional Development for media publication including students hometown newspaper.
  - d. At the end of the academic year the overall GPA of each semester will be recognized in each of the categories at the Student Awards Banquet.
2. A Student Awards Banquet will beheld at the end of the Spring Semester and rotated among the 9 districts annually. Awards will be in the following categories:
    - a. Academic Achievement – The President’s Honor List
    - b. All graduates with an overall average GPA of 3.25+ at the end of the year will be recognized. There will be three categories: **1.)** Cum laude or (in Lakota) Woyatan Kici (3.25 +) **2.)** Magna cum laude or (in Lakota) Woyatan Tanka Kici (3.50+) **3.)** Summa cum laude or (in Lakota) Woyatan Iyotan Wanka Tuya Kici (3.72 +)
    - c. Athletic Achievement (will be attached and submitted at a later date).

**B. SPECIAL ATTAINMENT**

1. Individual students who have accomplishments or special honors, etc. Achieved in that academic year including previous summer.
2. All Students with perfect attendance for each semester will be recognized.
3. Alumnus who have accomplished their goals or have some significant achievement since graduating (such as: go on to get a degree B.S. or M.A. or Ph.D. etc.)
4. Community involvement

**C. STUDENT AWARDS AT OLC GRADUATION**

At the annual OLC graduation, cash awards are provided to outstanding graduates through OLC funds and private donations. With the exception of the Carol Reyer awards, the amount of cash awards are \$250 for both OLC funded and private donation supported awards.

In order for the private donation supported awards to be accepted by the Board of Trustees, there must be funds for 5 consecutive private donation supported awards deposited with Oglala Lakota College.

The following are students awards that have established by the Board of Trustees with OLC funding.

1. Hattie Twiss Award	\$250	Female 2 yr. Graduate with the highest GPA and any tribal member.
2. Black Elk Award	\$250	4 yr. Graduate with highest GPA, Indian or Non-Indian
3. Lloyd D. Eagle Bull Award	\$250	First preference MA Graduate with a high GPA who exemplified Lakota values & shows Lakota leadership. Second preference, 4 yr. Graduate with the same criteria.

The following have been graduate awards that have been established by private donors:

1. Carol Reyer Award	\$1000(2)	Female and male recipient who has struggled for a Bachelors with a high GPA and must be Oglala Lakota.
2. Robert Gay Memorial Award	\$250(4)	Male and female recipient – AA degree with Lakota studies major with highest GPA.

3. Patrick Hayes Memorial Award	\$250	Male recipient with a 2 yr. Degree and any tribal member
4. The Spirit Of Jeanne Smith Award	\$250	A Graduate with a GPA of 3.0 or better, a biographical essay and two letters of recommendations.
5. Kathryn Fritz Salway Memorial Award	\$250	A Nursing Student with Leadership, communication Skills and Outstanding dedication to academics.

#### STANDING COMMITTEES

Standing Committees are the primary working subdivision of PWO and will transact business assigned by either PWO or the President of the college. All recommendations from committees will be transmitted to the Chairperson of PWO and to the President.

#### Membership

1. Staff and Faculty Members:  
All employees of the college are expected to participate in PWO Committees. It is the responsibility of each division supervisor to assure appointment of each employee to a committee within the context of college priorities, employee preference and the need for representation from each division.
2. Student Members:  
Each student organization will elect one (1) member to the Student Governance Committee Membership. Prior to the September committee meetings, the students will select the committee that they will be assigned to. (No more than 3 students on any one committee.)

#### The Standing Committees and their Responsibilities:

1. Instructional Affairs:
  - a. Reviews curricula
  - b. Establishes standards for instructional staff
  - c. Reviews and recommends action on instructional related tasks from any component of the college as referred to it by PWO or the President.
  - d. Chairperson: selected by simple majority of members present at first meeting of each academic year.
  - e. Proceedings: minutes will be kept and distributed to chairpersons of other PWO Committees and the members of the President's Council.
  - f. The Vice President for Instructional Affairs is an ex-officio non-voting member.
2. Institutional Development Committee
  - a. Reviews and recommends changes in College Long-Range plan.
  - b. Assists and monitors accreditation development and maintenance
  - c. Reviews and recommends long range goals and objectives
  - d. Chairperson: selected by simple majority of members present at first meeting of each academic year
  - e. Proceedings: minutes will be kept and distributed to chairpersons of other PWO Committees and the members of the President's Council.
  - f. Reviews and recommends action on tasks assigned by PWO or the President
  - g. The Director of Institutional Development is an ex-officio non-voting member.
3. Institutional Activities Committee:
  - a. Plans annual graduation activities
  - b. Plans and monitors social functions for OLC staff
  - c. Plans and coordinates institution wide events
  - d. Acts upon assignments by President or PWO
  - e. Chairperson: selected by simple majority of members present at first meeting of each academic year
  - f. Proceedings: minutes will be kept and distributed to chairpersons of other PWO Committees and the members of the President's Council.
  - g. The Vice President for Business Affairs is and ex-officio member
4. Student Services Committee:
  - a. Reviews and recommends Student Services policies and procedures
  - b. Reviews requests for student activity proposals and costs.
  - c. Acts as Financial Aid committee
  - d. Acts upon specific assignments by PWO or President.



## Scholarship Checklist

Dear Student,

Before you submit your scholarship application for the current semester, did you remember to:

- ✓ Complete a FAFSA (PELL Application) for the current academic year?
- ✓ Type a personal essay and save in “word” format on disk or jump drive?
- ✓ Have your picture taken and uploaded at the college center?
- ✓ Submit a copy of your Degree of Indian Blood to your college center counselor?

Remember to follow up on all your paperwork – it is YOUR RESPONSIBILITY to make sure all necessary documents are submitted to complete your application by the appropriate deadline date. By using the simple checklist, you will ensure your application will be considered by the scholarship committee.

### INSTRUCTIONS FOR SUBMITTING AN ONLINE SCHOLARSHIP APPLICATION:

Log on the American Indian College Fund website at <http://www.collegefund.org>. Click on “Scholarships & Students”, and then click on “Online Application”. A new window will open and you will have to create a new account the first time you log on.

Be sure and write down or memorize your password, as your Social Security Number is your username.

Follow the prompts to enter your personal information. When you get the field for your personal essay, copy your essay from your word document and paste. Complete all fields with an asterisk \*, copy your essay, upload a picture, push SAVE, then click the SUBMIT link.

WHAT TO PUT IN YOUR SCHOLARSHIP ESSAY (may include some or all listed):

#### **PART I: Personal Information**

Name  
Age  
Where you were born  
Where you grew up  
Where you live now  
Family (parents, siblings, spouse, children)

#### **PART II: Educational Information/Work History**

High School, honors  
College, strengths, weaknesses, honors, achievements, include degree program and why you chose this area.  
Work, tell about current position or previous experience.

#### **Part III: Any other information you feel is important.**

Sincerely,

*Oglala Lakota College Scholarship Committee*



# How to Calculate Your GPA

OLC uses a 4.0 grading scale with no “pluses” or “minuses.” For instance, a student cannot receive an A- or a C+.

*To calculate your Grade Points use the following formula:*

# credits for the class x # of points for the grade = Grade Points

*To calculate your Grade Point Average (GPA) use this formula:*

Total Grade Points divided by Total Credit Hours = GPA

Grades carry values as follows:

A = 4 points D = 1 point

B = 3 points F = 0 points

C = 2 points

<b>Sample GPA Calculation:</b>				
Course	Credit Hours	X	Grade	= Grade Points
Engl 103	3		B (3.0)	9.0
Math 103	3		C (2.0)	6.0
Lak 103	3		A (4.0)	12.0
			9	27.0
			(total credit hours)	(total grade points)
 <b>Grade Point Average:</b>				
27.0 / 9 =	3.0			

2011

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

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

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

2012

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

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

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

2013

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

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

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

# *The Oglala Lakota College,*

incorporating Lakota values and symbols in its efforts to maintain and strengthen Lakota culture, has adopted a symbol that could be called the Education Shield of the Oglala Division of the Teton Nation. The shield incorporates the traditional Lakota values and symbols with contemporary goals, objectives, and philosophy of the Oglala Lakota College.

The peripheral feathers represent the districts of the Pine Ridge Reservation. The four pipe feathers represent the sacred concept of the four winds and the four virtues of bravery, generosity, fortitude, and wisdom. Finally, and certainly not the least, is the crossed sacred pipes in the center, used for healing and as an instrument for peace.

Edwin Fills the Pipe

## *Celebrating 40 Years*



*Oglala Lakota College*

490 Piya Wiconi Road

Kyle, SD 57752-0490

(605) 455-6000/Fax (605) 455-2787

mpourier@olc.edu | www.olc.edu