



OGLALA LAKOTA COLLEGE



Artwork by Don F. Montileaux (Oglala Lakota) • Sunka Oyate • Horse Nation

REBUILDING THE LAKOTA NATION THROUGH EDUCATION 2026-2027 HANDBOOK



Lakota Oyate kin Wounspe Tantanhan un Tokata Etkiya Igloapi Kte

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This Student Handbook 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.

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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 2026



OGLALA LAKOTA COLLEGE

VISION, MISSION AND PURPOSES



VISION

Rebuilding the Lakota Nation through Education

MISSION

The mission which emanates from the charter of the Oglala Sioux Tribe is to educate students for professional and vocational employment opportunities in Lakota country. The College will graduate well-rounded students grounded in Wolakolkiciyapi-learning Lakota ways of life in the community—by teaching Lakota culture and language as part of preparing students to participate in a multicultural world.

PURPOSES

-Tribal-

- * Provides the Lakota with outstanding graduates.
- * Promotes the study and practice of tribal sovereignty.
- * Works with tribal entities toward building our nation.
- * Helps students to gain meaningful employment and live healthy lifestyles.

-Cultural-

- * Utilizes Lakota cultural values in all learning frameworks.
- * Celebrates Lakota culture including sacred songs and ceremonies.
- * Research, study, facilitate, and disseminate Lakota language, culture and philosophy.
- * Provide leadership to maintain and revitalize Lakota culture and philosophy

-Academic-

- * Encourages high student learning expectations through active and collaborative learning, which will be measured through assessment standards.
- * Maintains a supportive campus environment through advising, counseling, tutoring, scheduling, and providing financial assistance.
- * Practices open enrollment and students will acquire relevant knowledge, skills, and values to make a living in a diverse world, and to be a self-fulfilled person who is a contributing member of their family, community and tribe.
- * Pursues the creation of Oglala Lakota University

-Community-

- * Supports local communities in educational and other development.
- * Engages people as active, productive members of their tiiospaye and communities.
- * Offers frameworks for leadership development in the context of communities and organizations.
- * Provides lifelong learning through continuing education and community activities.



Oglala Lakota College has maintained accreditation by the Higher Learning Commission (HLC)-previously called North Central Association-since June 20, 1983. The Higher Learning Commission (www.hlcommission.org) is located at 230 S LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, and can be reached at 800-621-7440.

When accreditation was granted in 1983, the degree offerings were a bachelor's degree in Elementary Education and Associate Degrees in Business, Education, General Studies, Lakota Studies, Nursing and vocation fields. OLC is currently approved to offer programs at the Associate, Bachelor's, and master's level (the latter is limited to the M.A. in Lakota Leadership/Management with an emphasis in Education Administration). In 2022, HLC expanded approval of distance education from courses to programs.

HLC most recently reaffirmed OLC's accreditation in 2023-24. OLC is scheduled to complete the mid-cycle review with embedded monitoring in 2027-28, and the next reaffirmation of accreditation in 2033-34.

Oglala Lakota College maintains specialized accreditation in Education, Nursing, and Social Work. The B.A. in Early Childhood Education, B.S. in K-8 Elementary Education, B.S. in K-12 Lakota Studies, B.S. in Secondary Science, K-12 Special Education Preparation, and the M.A. in Lakota Leadership and Administration – Education Administration Emphasis are approved by the South Dakota Department of Education (good standing; next review in 2026). The A.A. in Nursing is approved by the South Dakota State Board of Nursing (good standing; next review in 2026), allowing graduates to take the national licensure exam and become registered nurses in South Dakota. Lastly, the Bachelor of Social Work program is accredited by the Council of Social Work Education (good standing; next reaffirmation in 2030).

Oglala Lakota College stands ready to meet the education challenges of the 21st Century and will continue to assume a vital role in the development of this reservation's resources, people, and land.

Oglala Lakota College

Online Access Information

To Students:

Please be advised that all students of Oglala Lakota College have online access accounts that are available on the internet. Write your access information here so you will be able to access it when you need to.

Account	Web Address	User ID	Password/PIN
Jenzabar	http://exweb.olc.edu/ics		
E-mail	https://mail.google.com/		
Financial Aid	https://studentaid.gov		
OLC Scholarships	https://aicfstudents.civicore.com		

Jenzabar: All students have access to their records online through a website called Jenzabar. At this site you can register for classes, view your student records, see what course you have taken, obtain a copy of your unofficial transcripts, and view your billing and payment history.

E-mail: The email address where your instructors, counselors, Registrar and Financial Aid will be sending information to you will be: _____@olc.edu. Once you set up your e-mail account, send your counselor an e-mail so they know you have accessed it.

Financial Aid: This is the site you will use to apply for FAFSA (Free Application for Federal Student Aid) which pays for your expenses if you are eligible. Please utilize the IRS Data Retrieval Tool to complete your FAFSA application and if you need assistance, please contact your counselor. You must do this **EVERY ACADEMIC YEAR!!**

OLC Scholarships: This is the site we use when selecting our scholarship recipients each semester. Remember to complete your applications and hit submit! Type your essay in Word so you can edit it before you copy and paste it into the scholarship site. **IN-HOUSE SCHOLARSHIPS ARE DUE THE SECOND WEEK OF CLASSES!!!!**

Name Changes will only be processed with a Social Security Card, this will update Jenzabar and Gmail accounts for students.

Financial Aid: This is the site you will use to apply for FAFSA (Free Application for Federal Student Aid) which pays for your college expenses if you are eligible. Please utilize the IRS Data Retrieval Tool to complete your FAFSA application, if you need assistance, please see your counselor. You must do every **ACADEMIC YEAR!!**

OLC Scholarships: This is the site we use when selecting our scholarship recipients each semester. Remember to complete your applications and hit submit! Type your essay in Word so you can edit it before you copy and paste it into the scholarship site. **IN-HOUSE SCHOLARSHIPS ARE DUE THE SECOND WEEK OF CLASSES!!!!**

Virtual Campus: This is the site we use for our online classes. If you sign up for an online course please contact the instructor of the class within the first week or you will be dropped. Make sure your instructor has added you to the online roster for the class.

You should memorize these or keep them in a secure place where others will not be able to use this information for their own use. **This information is confidential**; if you lose them please let us know so we can help you retrieve/change them!

Important Contact Information

Oglala Lakota College

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

Oglala Lakota College Nursing Program

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

Eagle Nest College Center

Box 350, Wanblee, SD 57577
462-6274
FAX 462-6105
eaglenest@olc.edu

East Wakpamni College Center

Box 142, Batesland, SD 57716
288-1834
FAX 288-1828
eastwakpamni@olc.edu

LaCreek College Center

Box 629, Martin, SD 57551
685-6407
FAX 685-6887
lacreek@olc.edu

Pahin Sinte College Center

Box 220, Porcupine, SD 57772
867-5404
FAX 867-1242
pahinsinte@olc.edu

Pass Creek College Center

Box 630, Allen, SD 57714
455-2757
FAX 455-2428
passcreek@olc.edu

He Sapa College Center

127 Knollwood Dr., Rapid City, SD 57709
342-1513
FAX 342-8547
hesapa@olc.edu

Pejuta Haka College Center

Box 370, Kyle, SD 57752
455-2450
FAX 455-2671
pejutahaka@olc.edu

Pine Ridge College Center

Box 1052, Pine Ridge, SD 57770
867-5893
FAX 867-1241
pineridge@olc.edu

Oglala College Center

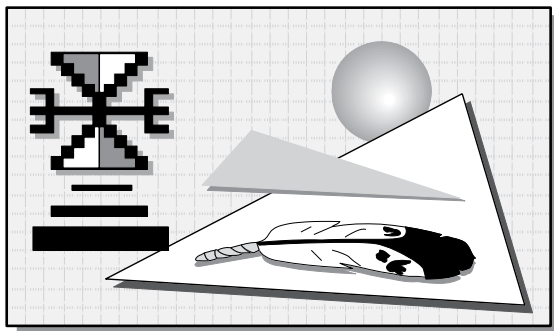
Box 19, Oglala, SD 57764
867-5780
FAX 867-1243
oglala@olc.edu

Wounded Knee College Center

Box 230, Manderson, SD 57756
867-5352
FAX 867-1245
woundedknee@olc.edu

Cheyenne River College Center

P.O. Box 100, Eagle Butte, SD 57625
964-8011
FAX 964-8012
cheyenneriver@olc.edu



FALL 2026 CALENDAR

Support Staff Return
 Department Chairs Return
 Registration Ends
 Graduate Studies Program Orientation
 Faculty Return
 Assessment Days
 Course Confirmation Meeting
 College Wide and Department Student Orientations
 ADD Courses
 Classes Begin (*Sunday classes begin on 8/30*)
 Labor Day (**Offices Closed, Classes Meet**)
 Last Week to Drop
 College Wide Make Up Day for cancelled classes
 Native American Day (**Offices Closed, No Classes**)
 Midterm Weeks
 Midterm Grades Due
 Registration Begins for **Spring semester 2027**
 Veteran's Day Holiday (**Offices Closed, Classes Meet**)
 College Wide Make Up Day for cancelled classes
 Thanksgiving Day Holiday (**Offices Closed, No Classes**)
 Deadline for Admissions
 Classes End
 Make-up Period
 Final Grades and Assessment materials due
 Assessment Days
Registration Ends
 Faculty Christmas Holiday
 Support Staff Christmas Vacation

July 13th
 July 27th
 August 7
 August 7th
 August 10th
 August 13-19th
 August 11th
 August 17-21st
 August 17-21st
 August 24th
 September 7th
 September 7 -September 11th
 October 3rd
 October 12th
 October 5-16th
 October 16th
October 19th
 November 11th
 November 14th
 November 26-27th
 December 4th
 December 4th
 December 7-8th
 December 9th
 December 10-11th
 December 18th
 December 14-January 4th
December 24-25th, December 31-January 1st

SPRING 2027 CALENDAR

Support Staff/Chairs Return
 Faculty Return
 ADD Courses
 Course Confirmation Meeting
 Assessment Days
 College Wide and Department Student Orientations
 Martin Luther King Day (**Offices Closed, Classes Meet**)
 Classes Begin (Sunday classes begin January 24th)
 Last Week to Drop 100%
 President's Day (**Offices Closed, Classes Meet**)
 College Wide Make Up Day for cancelled classes
 Midterm Weeks
 Midterm grades Due
AIHEC 2027
Spring Break (No classes) (Based on AIHEC)
 Registration Begins for Fall semester
 Easter Holiday (Good Friday)
 College Wide Make Up Day for cancelled classes
 Application to Graduate Program Due
 Classes End
 Make-up Period
 Final Grades and Assessment materials due
 Assessment Days
 Faculty's Last Day
 Last Day for Chairs
 Memorial Day (Offices Closed)
 Last Day for Support Staff (24 pay period)
 Graduation/Wacipi

January 4th
 January 4th
 January 11-22nd
 January 6th
 January 7-13th
 January 13-15th
 January 18th
 January 18th
 February 1-5th
 February 15th
 February 20th
 March 1-March 5th and March 8-12th
 March 12th
TBA
TBA
 March 22nd
 March 26th
 April 10th
 April 23th
 May 7th
 May 10-11th
 May 12th
 May 13-14th
 May 14th
 May 28th
May 31st
 June 11th
June 11th

August 2026

Moon of the Ripening

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						1
2	3	4	5	6	7 <i>Registration Deadline</i>	8
9	10	11 <i>Course Confirmation Meeting</i>	12	13	14	15
16	17	18	19	20	21	22
<----- Add/Drop Period ----->						
23 <i>Week #1</i>	24 <i>Classes Begin</i>	25	26	27	28	29
30	31	<----- Add/Drop Period ----->				

September 2026

Moon of the Brown Leaves

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

October 2026

Moon when the Wind Shakes Off the Leaves

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Week #6				1 <i>Graduation Application Deadline</i>	2	3 <i>College Wide Make Up Day</i>
4 Week #7	5	6	7	8	9	10
	<----- Midterm Week ----->					
11 Week #8	12 <i>Native American Day Offices Closed No Classes</i>	13	14	15	16 <i>Midterm Grades Due</i>	17
	<----- Midterm Week ----->					
18 Week #9	19 <i>Registration Begins for Spring Semester</i>	20	21	22	23	24
25 Week #10	26	27	28	29	30	31

November 2026

Moon when Winter Begins

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1 Week #11	2	3	4	5	6	7
8 Week #12	9	10	11 <i>Veteran's Day Offices Closed Classes Meet</i>	12	13	14 <i>College Wide Make Up Day</i>
15 Week #13	16	17	18	19	20	21
22 Week #14	23	24	25	26 <i>Thanksgiving Day Holiday Offices Closed No Classes</i>	27 <i>Thanksgiving Day Holiday Offices Closed No Classes</i>	28
29 Week #15	30					

December 2026

Moon when the Deer Shed their Horns

S

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Week #15		1	2	3	4 <i>Deadline for Admissions Withdraw Cards Deadline</i> <i>Classes End</i>	5
6	7 <i>Make-up Period</i> <i>Update Status Sheet</i>	8 <i>Make-up Period</i>	9 <i>Assessment Materials Due</i> <i>Final Grades Due</i>	10 <i>Assessment Days</i>	11 <i>Assessment Days</i>	12
13	14 <i>Faculty Christmas Holiday Begins</i>	15	16	17	18 <i>Registration Ends</i>	19
20	21	22	23	24 <i>Support Staff Christmas Holiday Begins</i>	25	26
27	28	29	30	31		

January 2027

Hard Moon

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					1	2
3	4 <i>Faculty Return Support Staff Return</i> <i>Chairs Return</i>	5	6 <i>Course Confirmation Meeting</i>	7 <i>Assessment Days</i>	8 <i>Assessment Days</i>	9
10	11 <i>Assessment Days</i>	12 <i>Assessment Days</i>	13 <i>Assessment Days</i>	14	15	16
<----- Add/Drop Week ----->						
17 Week #1	18 <i>Martin Luther King Day Offices Closed</i> <i>Classes Begin</i>	19	20	21	22 <i>GRC and Test Out Deadline</i>	23
<----- Add/Drop Week ----->						
24 Week #2	25	26	27	28	29	30
31 <----- Drop Period Only ----->						

February 2027

Moon when the Tree Crack due to the Cold

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Week #3	1	2	3	4	5 <i>100% Drop</i>	6
	<----- Drop Period Only ----->					
Week #4	7	8	9	10	11	12
						13
Week #5	14	15 <i>President's Day Offices Closed Classes Meet</i>	16	17	18	19
						20 <i>College Wide Make Up Day</i>
Week #6	21	22 <i>Graduation Application submission</i>	23	24	25	26
						27
28						

March 2027

Moon of the Sore Eyes

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Week #7	1 Graduation Application Deadline	2	3	4	5	6
	<----- Midterm Week ----->					
7 Week #8	8	9	10	11	12 Midterm Grades Due	13
	<----- Midterm Week ----->					
14	15 AIHEC Spring Break No Classes	16 AIHEC Spring Break No Classes	17 AIHEC Spring Break No Classes	18 Spring Break No Classes	19 Spring Break No Classes	20
21 Week #9	22 Registration for Fall Semester	23	24	25	26 Easter Holiday Good Friday	27
28 Week #10	29	30	31			

April 2027

Moon when the Wife had to Crack Bones for Marrow Fat

S M T W T F S

Week #10				1 <i>Graduate Studies Open for Applications</i>	2	3
4 Week #11	5	6	7	8	9	10 <i>College Wide Make Up Day</i>
11 Week #12	12	13	14	15	16	17
18 Week #13	19	20	21	22	23 <i>Graduate Studies Application Deadline</i>	24
25 Week #14	26 <i>Submit Withdraw Cards</i>	27	28	29	30	

May 2027

Moon of the Green Leaves

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Week #14						1
2 Week #15	3	4	5	6	7 Classes End Withdraw Cards Deadline	8
9	10 Make-up Period	11 Make-up Period	12 Assessment Materials Due Final Grades Due	13 Assessment Days	14 Faculty's Last Day Assessment Days Graduation List Deadline	15
16	17 Academic Holds List Finalized Presidents List Finalized	18	19	20	21	22
23 30	24 Memorial Day Offices Closed 31	25 1st Summer Session starts	26	27	28 Last Day for Chairs	29

June 2027

Moon when the June Berries are Good

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		1	2	3	4	5
6	7	8	9	10	11 <i>Last Day for Support Staff Graduation</i>	12
13	14	15	16	17	18	19
20	21 <i>2nd Summer Session Starts</i>	22	23	24	25	26
27	28	29	30			

Student Handbook



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Non-Discrimination Policy

Oglala Lakota College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is discriminated on the basis of sex, sexual orientation, race, color, religion, gender or gender identity, national origin, age, disability or on the basis of one's relatives, friends, or associates except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

REGISTRAR'S

ADMISSION (80-000)

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. To qualify for full access to college level courses, students must demonstrate minimum 10.1 grade level of reading comprehension as indicated by college readiness assessment (see policy 70-300).

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

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

ADMISSION (PROCEDURE)

A. New Entering Freshman Students

New entering freshman students are students who have never attended a college or university after graduating from high school or passing the General Education Development test. Applicants seeking admission as an entering freshman student to Oglala Lakota College must provide each of the items listed below before being admitted:

- Complete Admission Application with a declared major
- Signed official copy of high school transcript showing date of graduation or official General Education Development (GED) transcripts showing date of completion.
- Oglala Lakota College admits as regular students only persons who – have a high school diploma; and/or, have a recognized equivalent of a high school diploma; and/or are beyond the age of compulsory school attendance in the State in which the student's institution is physically located. 34 C.F.R. §§600.4(a)(2), 600.5(a)(3), 600.6(a)(2)
- The Registrar's office may contact the student and/or the student's high school to verify the validity of a student's high school completion If OLC Registrar's office has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. 34 C.F.R. §668.16(p)
- Social Security Number
- Current South Dakota State Identification Card or Driver's License or Tribal Identification Card (see policy 80-070)
- Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe

Entering freshman students will also be required to:

- attend institutional student orientation,
- review the student handbook,
- meet with the academic department advisor,
- complete the course readiness assessment (see policy 70-300),
- review the department handbook.

B. Transfer-In Students

Transfer-In students are students who have attended another college/university. Transfer students must provide each of the items listed below before being admitted:

- OFFICIAL copy of all college transcripts
- Complete Admission Application with a declared major

- Signed official copy of high school transcript showing date of graduation or official General Education Development (GED) transcripts showing date of completion.
- Oglala Lakota College admits as regular students only persons who – have a high school diploma; and/or, have a recognized equivalent of a high school diploma; and/or are beyond the age of compulsory school attendance in the State in which the student's institution is physically located. 34 C.F.R. §§600.4(a)(2), 600.5(a)(3), 600.6(a)(2)
- The Registrar's office may contact the student and/or the student's high school to verify the validity of a student's high school completion If OLC Registrar's office has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. 34 C.F.R. §668.16(p)
- Social Security Number
- Current South Dakota State Identification Card or Driver's License or Tribal Identification Card (see policy 80-070)
- Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe
- FAFSA application on file

Transfer-In students will also be required to:

- attend institutional student orientation,
- review the student handbook,
- meet with the academic department advisor,
- complete the college readiness assessment if they do not have approved transfer college credit for Freshman English and College Algebra must (see policy 70-300),
- review the department handbook.

C. Readmission for returning students

Returning students are former students of Oglala Lakota College who have not been enrolled for one semester or longer. Students returning after an academic suspension period do not need to reapply, but will need to provide residency documentation (see policy 80-070) Returning students seeking readmission to Oglala Lakota College must provide each of the items listed below before being admitted:

- Complete Admission Application with a declared major
- Official transcripts of additional work completed at any other college
- Current South Dakota State Identification Card or Driver's License or Tribal Identification Card (see policy 80-070)
- FAFSA application on file

Additionally:

- If a student has dropped out for more than two semesters and has not successfully completed Engl 103 or Math 103 he/she must complete the college readiness assessment.

D. Non-Degree Seeking Students

Non-degree seeking students are students who are taking classes for professional development, recertification, or personal fulfillment and do not qualify for financial aid. Non-degree seeking students without a baccalaureate degree must meet all admission requirements including any prerequisites in order to receive credit. Non-degree seeking students wishing to change their major to degree seeking must meet admissions requirements.

Applicants seeking admission as a non-degree seeking student to Oglala Lakota College must provide each of the items listed below before being admitted:

- Complete Admission Application
- Signed official copy of high school transcript or official General Education Development (GED) transcripts
- A student with a Bachelor's Degree or higher will be required to submit documentation verifying the degree awarded.
- Social Security Number

- Current South Dakota State Identification Card or Driver's License or Tribal Identification Card
- Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe

E. Early Entry

Early entry students are junior or senior high school students with a 2.00 GPA or higher (see Policy 80-200-1) wishing to take college courses. Early entry students must provide each of the items listed below before being admitted:

- Complete Admission Application
- Signed official copy of high school transcript with Student ID number listed
- Social Security Number
- Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe
- Junior or senior high school students with a GPA of 2.00 or higher may enroll in college level courses (see Policy 80-200-1).
- An early entry letter (must be typed and signed by high school principal or counselor).
- Early Entry students must complete the college readiness assessment and meet the 10.1 reading level.

F. Additional Documentation for Veterans

In addition to the preceding steps, student veterans will need to complete the following steps based on their type of benefits:

- Veterans wishing to attend the college may use their veteran's educational benefits. Applications may be found on the GI Bill website, <http://www.benefits.va.gov/gibill/>.
- Continuing students should notify the Registrar to fill out an enrollment certification for the semester (s) he/she will be attending OLC.
- The spouse or child of a former or current service member may also qualify for VA educational benefits.
- 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.

G. Degree Specific Admissions

Students who are completing the general education requirements of the declared major must apply for admission into the professional degree area as specified in the Department Specific handbook; students must meet all degree entrance requirements and complete the following:

- Attend departmental specific orientation,
- Meet general admission criteria.

H. General Education Development Classes Information

- 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.

The policy is in effect starting with Spring 2022 admissions (October 18, 2021). Any continuing students with incomplete files will be given until December 10, 2021 to provide the documents needed to complete their files.

SERVICE AREA RESIDENCY POLICY (80-070)

Oglala Lakota College is chartered under the Oglala Sioux Tribe. The tribal charter states, "The Oglala Sioux Tribe hereby charters a public corporation to enhance the lives of Lakota people." With this in mind, the Oglala Lakota College service area residency policy will follow the boundaries of the 1851 Ft. Laramie treaty territory.

In respect to the Oceti Sakowin and Tribal College Universities (TCUs) located within the State of South Dakota, Oglala Lakota College will not actively recruit in other TCUs' service areas. For example, Sinte Gleska is located in Todd, Mellette, and Tripp counties, and Sitting Bull College is located in Corson county; these counties have been intentionally left out of the service area for Oglala Lakota College. This policy is not intended to exclude those students who are located outside of the authorized parameters; however, Oglala Lakota College understands that not all TCUs offer the same degrees and tribal members may wish to seek a degree outside of these parameters. It is their choice to do so at their own expense. Oglala Lakota College will accept students within these areas (i.e. Todd, Tripp, Mellette, and Corson counties), but will not actively recruit and in respect for our Lakota relatives and fellow TCUs.*

This policy has been developed to address the offering of distance education courses and programs. Students will be required to travel to attend face-to-face, hybrid, or a combination of classes as determined by the academic departments at their own expense. Students must be aware that not all classes will be offered through distance learning, nor are all programs approved as distance learning delivery.

1. Purposes of Classification

A. Each individual who applies for admission to Oglala Lakota College shall be classified as a resident or a nonresident of the institution's service area for admissions purposes.

2. Definition of Service Area

A. Oglala Lakota College's service area includes the following counties located within South Dakota:

- * Oglala Lakota
- * Pennington
- * Dewey
- * Bennett
- * Jackson
- * Mellette*
- * Todd*
- * Corson*
- * Hakkon
- * Harding
- * Butte
- * Perkins
- * Lawrence
- * Meade
- * Ziebach
- * Stanley
- * Custer
- * Fall River
- * The upper area of Lyman within the 1851 Ft. Laramie treaty territory*
- * The northwest area of Tripp within the 1851 Ft. Laramie treaty territory*

Oglala Lakota College's service area also includes existing patterns of enrollment of students in the following communities within the 1851 Ft. Laramie treaty territory Nebraska:

- * Gordon
- * Rushville
- * Hay Springs
- * Chadron
- * White Clay

3. Information, Burden of Establishing Residency, Reclassification

- A. Oglala Lakota College's decision shall be based upon information provided by the student and all other relevant information.
- B. The institution is authorized to require such written documents, notarized affidavits, verifications, South Dakota or Nebraska state identification card or driver's licence, or other evidence as are deemed necessary to establish the residence of the student.
- C. Students have the burden of establishing residency by clear and convincing documentation.
- D. Students must maintain residency in the service area throughout their period of enrollment.
- E. Students may appeal the original classification decision by written petition to a reviewing body appointed by the President of Oglala Lakota College within five (5) days after their residency status has been classified. The recommendation of the reviewing body shall be submitted to the President of Oglala Lakota College for a decision.
- F. Petitions for reclassification shall be filed with the Registrar, who shall act upon them. The Registrar shall report their disposition of such petitions to the reviewing body appointed by the President of Oglala Lakota College at its regularly scheduled meetings. These reports shall be summarized in a manner consistent with the Family Educational Rights and Privacy Act.
- G. If a petition for reclassification is granted, a prospective student's ability to register for and enroll in classes shall become effective within the first semester or session following the date on which the petition is granted. Students who fail to request resident status reclassification prior to a particular semester or to pursue a timely appeal shall be deemed to have waived any claim to register for or enroll in classes that semester.
- H. A student or prospective student who knowingly provides false information or refuses to provide or conceals information for the purpose of improperly achieving resident student status is subject to the full range of penalties, including expulsion.

4. Establishing Service Area Residency

For admissions purposes, residence means the place where a person has a permanent home, at which the person remains when not called to for temporary purposes, and to which the person returns at times of repose. It is the place a person has voluntarily fixed as the person's permanent habitation with an intent to remain in such place for an indefinite period. A person, at any one time, has but one residence and a residence is not lost until another is gained.

- A. The student is expected to maintain residency for the duration of the period of enrollment. Unforeseen circumstances may result in moves outside of the service area during the course of a semester. Moves outside of the service area before the 100% drop period will result in being dropped from their courses. Moves that occur after the 100% drop period but before midterm grades are posted shall be determined on a case-by-case basis. Students who move outside of the service area following the posting of mid-term grades may complete the semester however assume responsibility for meeting attendance requirements. Students must report moves using the change of address form. Failure to do so will result in being dropped from the classes and may lead to expulsion.
- B. Residency in Oglala Lakota College's service area can be demonstrated by completing one of the following processes when applying for admission:

- * Providing a valid South Dakota or Nebraska driver's license or identification card verifying residency within the service area.

- * Providing a current tribal identification card verifying residency within the service area. We understand that the address listed on the card is not verified by tribal enrollment offices. Two additional forms of documentation will be required, which can include:
 - * Postal mail addressed to a student (utility bills, cell phone bills, etc.)
 - * Check stubs or another form of employment verification with address listed
 - * Verification of state benefits with address listed
 - * Award letter for state benefits with address listed

C. Homelessness and housing insecurity are umbrella terms to describe housing issues and a lack of stable housing potential Oglala Lakota College students may be facing and are the direct result of housing availability, safety, and/or loss. Students experiencing homelessness and/or housing insecurity will be provided with a form by Center Staff to be completed and signed by the potential student to confirm residency in Oglala Lakota College's service area. Two additional references will be required to also fill out forms provided by Center Staff to potential students. Within one semester of beginning classes at Oglala Lakota College, the student will need to establish residency by following the process described in section 4B of this policy.

D. Potential students relocating to Oglala Lakota College's service area will be required to establish residency and provide documentation in line with section 4B or 4C of this policy within three weeks of beginning classes. To be fully accepted into Oglala Lakota College, students must submit a change of address form to the Registrar before their admission application is processed.

E. Continuing students are subject to address verification. The Registrar will notify students who need to verify their addresses. Students will be required to produce documentation to verify their residency within the service area within 7 calendar days of notification. Students who are notified of needing to verify residency will follow the processes described in sections 4B and 4C of this policy. .

F. Students who were outside of the service area as defined in section 3A of this policy in the Fall 2021 semester will be allowed to persist. A list has been developed and kept on file to track and monitor those students' persistence. These students will be fully informed that not all degree programs or courses will be continued to be offered through distance learning. The allowance will be contingent on continuous enrollment in Oglala Lakota College. Once a student has not maintained enrollment in Oglala Lakota College for one semester, excluding summer semesters, the student will need to reapply to Oglala Lakota College and meet all admissions requirements.

EARLY ENTRY - HIGH SCHOOL STUDENT ENROLLMENT (80-200)

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 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), and 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. Early Entry students must complete the college readiness assessments and meet the 10.1 reading level.

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 15 credit hours per year.
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 Graduation Requirement Courses.

H. Other Policy

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

REGISTRATION (81-000)

Registration is held at each of the nine district college centers throughout the reservation and at the Rapid City Extension and Cheyenne River College Center. Registration for Fall semester begins in April and registration for Spring semester begins in November. To be considered for registration, the applicant must meet all admission requirements.

REGISTRATION PROCEDURE (81-000/1)

All applicants must scan and submit each of the following required documents before admittance:

- 1.) Tribal Enrollment (If the student is not an enrolled tribal member or the student's tribal enrollment is pending, the student must submit their parents' tribal enrollment and birth certificate.),
- 2.) Social Security Card,
- 3.) HS/GED Transcripts, signed official copy.

New Entering Freshman (Including New Transfer Students)

After the documents above have been scanned and submitted, new entering freshman must complete the following:

- 1.) Complete the Online Admission Application
- 2.) Complete the College Readiness Assessment
- 3.) Register for classes
- 4.) Meet with academic department advisor (students should meet with their advisors every fall and spring semester).
- 5.) Review student and department handbooks which can be found on the OLC website.
- 6.) Attend mandatory student orientation.
- 7.) Transfer students, please send official transcripts to Registrar's Office, PO Box 490, Kyle, SD 57752.

Returning Students

All returning students who stopped out for more than one semester must complete the following:

- 1.) Complete the Returning Student Admission Application

- 2.) Submit Official College Transcripts (If transferring back from a different college.)
- 3.) Complete the College Readiness Assessment (If student has not successfully completed ENGL 103 or MATH 103.)

Early Entry Students (Junior or senior high school students with a 2.00 GPA or higher)

After the required general admission, documents are scanned and submitted, early entry students must:

- 1.) Submit an early entry letter (Must be typed and signed by high school principal or counselor)
- 2.) Submit a High School transcript that show their grade level and 2.00 GPA.
- 2.) Complete the Online Admission Application
- 3.) Complete the College Readiness Assessment and meet the 10.1 reading level.
- 4.) Place into MATH 103 and ENGL 103
- 5.) Register for no more than 7 credit hours

Prerequisite Overrides

The Registrar's office requires that students complete all the pre-requisites listed in their program of study. However, we recognized that with our decentralized scheduling system, this is not achievable every semester. This pre-requisite override indicates that the student does not have the pre-requisite; however, the Chair of the department where the course is held, is willing to waive the pre-requisite requirements.

STUDENT RIGHTS AND RESPONSIBILITIES (86-000)

Rights

Students at Oglala Lakota College have the right to the highest quality education possible and to fair and just treatment by all departments of this college. Student's records and transcripts are confidential. Students have the right to 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 attend class prepared. This constitutes having the needed materials, completing required assignments, and being 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 course material outside the classroom. Learning is an active process which 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. 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.

ATTENDANCE (81-350)

The purpose of the attendance policy is to ensure student success and support the financial aid office in Pell disbursement.

Students are required to attend classes regularly. A student will be dropped from a course after three consecutive or five scattered absences by the instructor. OLC understands special circumstances of their students. At the discretion of the Instructor up to two absences can be made up (see Attendance procedure 81-350-1). If the student is not dropped this may result in a failing grade, impact their financial aid and in-house scholarships. Absences not made up within one week will remain an absence.

Student's Responsibility:

- Notify the instructor of an absence prior to the start of class.
- To work with the instructor to make up an absence.
- To comply with the course expectations to makeup the class within one week.
- Monitor attendance to ensure that attendance is correct.
- Responsible for dropping the class after 3 consecutive or 5 absences.
- Follow add/drop policy 80-300 and process 80-300-1.

- To work with faculty and OLC college center staff when an early alert is submitted.

Instructor's Responsibility:

- Attend faculty/adjunct faculty orientation.
- Seeking assistance with recording attendance in Jenzabar.
- Record attendance after each class for 15 weeks.
- Enter attendance in Jenzabar.
- Monitor attendance to ensure that attendance is correct.
- Notify students and center staff of cancelled and rescheduled class dates.
- Make up all cancelled classes prior to the end of the semester.
- Reschedule class in Jenzabar.
- Follow add/drop policy 80-300 and process 80-300-1.
- Determine and document special circumstance.
- Work with students who demonstrate a special circumstance.
- Ensure that student makeup missed class within one week of approved absence.
- Submit early alert and follow the early alert policy and procedures.
- Drop student from a course after three consecutive or five scattered absences.

Monitoring

- Weekly submission of attendance will be monitored by the Vice President for Instruction office: Administrative Assistant.
- It is the chairs responsibility for corrective action of faculty.
- It is the Vice President for Instruction's office is responsible for corrective action of adjunct faculty.

Procedure

Instructors and students must comply with their responsibilities listed in the Attendance Policy 81-350. Attendance is extremely important to student success. Financial aid is paid based on the student's attendance. When a student totally withdraws from all their courses, the Financial Aid office will recalculate the students PELL grant according to what they earned during the semester. This is calculated using their last date of attendance. Students who add/drop the first two weeks will not be eligible for the first round of encouragement incentives.

1. Attendance definitions and process:
 - Present means the student was in attendance and remained in class for three hours.
 - Absent Excused is the same as an absent, however this indicates that the student informed the instructor that they could not make it to class due to extenuating circumstances. Only two absences can be made up during the semester.
 - Absent Unexcused indicates that the student did not inform the instructor that they will be missing class and this absence cannot be changed.
 - 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 unexcused. This policy will not interfere with the instructor's prerogative to grade for class participation (See policy 81-370).
2. Entering Attendance Weekly
 - Attendance must be entered after each class. Attendance cannot be entered until classes begin.
 - Instructors sign into the following website: <http://exweb.olc.edu/ics> or the OLC homepage <http://www.olc.edu/> and under the "Services" heading click Jenzabar on the drop down. The ID and Password can be obtained from the Personnel Office.
 - On the left hand side of the web page under "Quick Links" click on "My Courses" and click the course you wish to enter attendance for, on the left hand side under the course name click on "Attendance". Mark each student listed in your course as present or absent. Any pre-arranged absences are still marked absent until the student makes up the missing work.
 - In the case of a student not being listed on the roster, submit an add card signed by both the student and instructor to the college center staff. If the student does not meet the prerequisite requirement they cannot enroll without an override by the chair of their major (Please see policy 81-300/1).
3. Weekly Attendance Monitoring Reports:
 - Attendance is reviewed every Monday morning by the VPI Administrative Assistant.

- The VPI AA will submit a list of Instructors who have not submitted their attendance to the Academic Department Chairs and Center Directors.
 - The Department Chairs will contact the Instructor notifying them to enter their attendance and cc. the College Center Directors.
 - Students who miss three consecutive or five scattered absences will be dropped. Classes meeting twice a week will be withdrawn for six consecutive and ten scattered absences by the instructor.
4. Chairs evaluation of attendance procedures:
 - Instructors who need assistance with attendance in Jenzabar must schedule training with college center staff or department chairs prior to the start of the semester and as needed.
 - If an instructor does not enter attendance they will be notified by the department chair and college center staff. The repeated occurrences will be noted in the evaluation. Instructors who do not enter attendance weekly will be subject to corrective action according to policy 65-200.
 5. Instructors attendance procedures:
 - Instructors are required to be in attendance during the first class and cover the attendance policy.
 - Instructors must make a fair and non-biased judgement in determining special circumstances for approving an absence to be made up.
 - Instructors who approve an absence to be made up must change the absent to present once the course work is successfully completed.
 - Instructors can approve no more than two absences.
 - Instructors must maintain the absence status for students who do not comply with the one-week time period.
 - Instructors must manage their sessions for cancelled and rescheduled classes via Jenzabar
 - The instructor must reschedule the class at a date and time suitable for all active students enrolled in the course.
 - Instructors must follow early alert policy and procedures and use the early alert manual regarding attendance.
 - Students who add/drop during the first two weeks shall be recorded as Absence Excused, coursework shall be assigned and made up within the specified time frame at the prerogative of the instructor. Students will still be allowed the 3 and 5 absences throughout the semester.

TRANSFERS FROM ONE DISTRICT CENTER TO ANOTHER (80-300)

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.

If a course is not offered at the center they are transferring to, the student can withdraw and take a grade of "W" or request to work with the instructor of that course. The instructor has the prerogative to approve based on the skills and abilities of the student.

Students who transfer from one center to another in the first five weeks, will not be eligible for the encouragement incentive if they do not obtain their attendance records for the new instructor.

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. (81-100)

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 (81-150)

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 (81-200)

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) Internship/practicum/clinical, cooperative education equivalences and evidence for credit are developed by individual departments appropriate to the professional degree requirements as stated in the college catalog.
- 5) The definition of credit hour will extend to alternative formats. These include face to face, distance learning, graduation requirement courses, evening and weekend, internships and practica.
- 6) All academic faculty professionally and ethically are expected to achieve the criteria herein. Further it is the responsibility of all academics and their supervisor to monitor and improve the delivery of course content as defined herein.

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 of 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.

TRANSCRIPT REQUESTS (88-400)

Any student requiring a transcript must put their request in writing or submit the online form 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 \$7.00 and \$2.00 for each additional copy with the same day request. These fees are Non-Refundable and the request may take 3 business days to process. Requests shall be kept on file for one semester due to limited filing space.

STUDENT COURSE LOAD (81-250)

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 (81-300)

During registration and the first week of classes, all students who meet the registration deadline may change their enrollment by the following:

Log on the Jenzabar website <http://exweb.ole.edu/ics> using your username and password that you acquire from the Registrar's Office.

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.

If a class is dropped after the third week, the student will be liable for the total cost of the tuition.

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, via fax, scanned, hand delivered. 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.

A. Adding Courses

1. Students wishing to add a course can obtain their online access information from the registrar's office and go to the following website <http://exweb.ole.edu/ics> to see what courses are available, along with days and times.

2. Pre-requisites must be fully disclosed for each academic department and included in all course rotations, plans of study, and approved schedules.

- a. All pre-requisites must be met when registering or adding courses online or system will not allow registration.
- b. If a pre-requisite is not met due to course rotation or scheduling conflicts, students must get chair approval to enroll in the course. The chair pre-requisite override form shall substitute the add card.

B. Withdrawal from Classes

1. Students wishing to withdraw from a class must obtain a withdrawal Add/Drop card from a local counselor, or the Registrar. When the card has been properly completed and returned to the Registrar's office, via fax or scanned it will be processed the same day and a "W" will be recorded on the student's record. Permission to withdraw will be given. Withdrawal without this procedure may result in academic suspension.

If the withdrawal is completed within the first three weeks of the semester, enrollment will not be recorded on official transcript.

The sequence for withdrawal is shown below:

- 1 – 3 weeks "W" not recorded on permanent record
- 4 – 16 weeks "W" recorded on permanent record

C. Summer school Withdrawal Procedure

Any student who does not officially withdraw from class or classes will be dropped at 100%.

D. Withdrawal/Drop

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

1. The student will be dropped by the instructor and Registrar, using an official card and/or weekly attendance report, after three consecutive or five scattered absences.
2. All instructors must submit on-line attendance weekly. (Attendance policy 81-350/1)
3. All instructors must submit drops on a weekly basis to the Registrar's Office. The drops must be dated and signed.

The following withdrawal/drop procedure must be followed by the **center staff**:

1. The drop card may be signed and dated by the following: Registrar, Counselor, Student, Center Director, or Instructor. When a student calls his/her counselor and states he/she will not be in attendance for any reason, counselors can process the drop card. It is the student's responsibility to make arrangements for dropping or adding courses with the exception of incarceration or medical reasons. Family members may also inform the center staff of a student dropping any or all courses, but this may not be processed unless it can be documented by the center staff.
2. All counselors must submit weekly add/drop cards including necessary documentation every Friday.

E. Total Withdrawal

- a. Total withdrawal means that a student dropped or was dropped from all courses for non-attendance. Students will be placed on academic probation or suspension which is different from Financial Aid. (See Academic Probation & Suspension 81-800).
- b. These credit hours will be counted as total hours attempted and will have an impact on your eligibility status for financial aid which is different from Academic probation and Suspension. (See Satisfactory Academic Progress Policy 83-400).

WITHDRAWAL REFUND (81-400)

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 through third week:

100% of tuition and fees not billed or refunded

Beginning fourth week:

Billed in full - 0% refund

Registration and lab fees are not refundable.

COURSE SUBSTITUTIONS (81-600)

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 (81-650)

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.

REINSTATEMENTS (81-390)

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

TARDINESS (81-370)

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 (81-500)

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.

If an AA/AAS degree is discontinued students will have 4 consecutive semesters to complete the degree.

ACADEMIC PROBATION/SUSPENSION (81-800)

While Oglala Lakota College (OLC) is dedicated to helping every student achieve their educational endeavors, we recognize that situations or personal issues arise that will jeopardize a student's ability to succeed. Failure to progress will prompt serious consequences. Students attending OLC are required to meet minimum progression standards and maintain a term grade point average requirement in order to remain in good standing. A Student who meets or exceeds the term grade point average requirement listed below is considered to be in good standing.

<u>Class</u>	<u>Credit Hour Range</u>	<u>GPA Standard</u>
Freshman	0-30	1.8
Sophomore	31-60	1.8
Junior	61-90	2.0
Senior	91+	2.0

ACADEMIC WARNING POLICY

Any student who does not earn a term grade point average of 2.00 (1.80 for students with 60 earned hours or less) in any enrolled semester or any student who has withdrawn from all of their credit hours in the past semester will be placed on academic warning.

ACADEMIC WARNING PROCEDURE

1. A student on Academic warning can enroll for 12 or more credit hours in the subsequent semester and shall be removed from academic warning if the term GPA requirement is met.
2. The Registrar shall initiate warning proceedings by informing the student and district center staff in writing (where the student has claimed to be his or her "Home Center").
3. Academic warning serves notice to the student of unsatisfactory progress. Students who receive an academic warning notice will be required to meet with their center director and academic advisor to develop an approved personalized plan before registering the next semester.
4. Students will attend tutoring sessions each week, unless excused by the instructor in writing.
5. Students will meet with academic advisor on a schedule set by the academic advisor, no less than, every five weeks to do a check in.
6. The decision shall be binding and final for all courses offered by Oglala Lakota College.
7. The Registrar will maintain a current list of all students on academic warning status.

ACADEMIC PROBATION POLICY

If a student does not earn a term grade point average of 2.00 (1.80 for students with 60 earned hours or less) during subsequent semesters, the probation process will be initiated.

ACADEMIC PROBATION PROCEDURE

Academic Probation means that the student has not met the term GPA requirement for two semesters. Any extenuating circumstances need to be documented for the second advising meeting.

1. Students will meet the Enrollment Management Director and provide sufficient evidence to warrant continued enrollment before registering the next semester.
2. Students can enroll up to 12 hours in the subsequent semester after meeting with the Enrollment Management Director and Center Director.
3. Students will meet all conditions determined by the Enrollment Management Director.

ACADEMIC SUSPENSION PROCEDURE

Suspension means that the student has not met the term GPA requirement for three semesters. Whether a student has met any of the prior plans for success will be a factor in determining whether academic suspension will be imposed. The third and final advising meeting is with the VP of Instruction to determine if they are prepared to return or go on suspension.

1. Students will sit out for one semester with no appeal.
2. Students will meet with the Vice President for Instruction before they register in their next semester.

**Note: 86-000 Students Right and Responsibilities and the overall mission and vision of Oglala Lakota College defines what we are striving for as an institution. Depending on the student's circumstances and documented history of poor academic performance, anything beyond academic suspension shall fall under the following policies, 86-200 Student Grievance, 21-002 Powers of Local Boards and 86-300 Standards of Conduct.*

AUDITING CLASSES (81-900)

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 (81-950)

Tribal members are invited to visit, with the approval of the instructor and center director, 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 (85-100)

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 (85-200)

The district staff will advise the student on which classes to register for from the CORE courses including General Education and Lakota Studies courses that are offered. It is expected that a student will complete the CORE component of the curriculum before beginning study in the major. A student who has already decided on a major should consult the admission requirements of the department of his/her major.

The student must satisfy all admission requirements for the major department and, in conjunction with the department chair and staff to determine a plan of study.

PELL will only be applied to those courses that relate to the declared degree and students can only work towards one degree at a time. Students may make their first change of major at this time without question. Once a student is admitted to a baccalaureate program, a second plan of study will be developed with the Department Chair.

Students whose plan of study changes for a second or third time must submit their reasons in writing. The reasons for a change in majors must be approved by the Registrar and the academic departments involved. Academic advising can be requested at any time by contacting center staff or the department chair to set up an appointment.

GRADE REPORTS (88-100)

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.

GRADE POINT AVERAGE (81-450)

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

HOURS OF RESIDENCE (80-150)

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.

GRADUATION REQUIREMENT COURSE (81-700)

The purpose of A Graduation Requirement Course is to assist the student with continued persistence and timely completion of their degree. Graduation Course requirements are intended for degree seeking students only. Non degree seeking students or students in special programs do not qualify for a GRC. Not all courses can be taught through this mode of delivery. All Courses suitable for a GRC are designated by the Department Chair and Approved By the Vice President for Instruction and Registrar. All Graduation Requirement Course (GRC) requests must be approved by the Department Chairperson and the Vice President of Instruction.

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. Students are allowed two graduation requirement courses per semester.

Student eligibility and requirements

Students who successfully complete 45 hours towards their first AA/AAS or 96 hours towards their first Bachelor's degree are eligible to apply for a GRC.

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, verified by the Registrar's Office.

Students must have a demonstrated ability to work independently, utilize technology and be familiar with the current student information system.

Students must utilize Oglala Lakota College email.

Student must keep a log of hours worked on the assignments. The amount of hours worked must be equal to the work expected to complete the GRC. Students must record the individual meetings with the faculty members as scheduled.

Department responsibility

Faculty will be required to utilize the approved student information system throughout the semester to enter attendance equivalent to the amount of work required by the course, midterm and final grades.

Faculty must have the GRC syllabi that outline the student's expectations. Faculty must fully inform the student of what is expected from the GRC. Faculty must keep record of this course orientation through sign in sheet and approved syllabi signed by both the faculty and the student.

Faculty must turn in the Log of hours with the final grade.

Duties for Faculty doing GRC:

- a. Attend a session of orientation with the appropriate department chair before being assigned a Graduation Requirement Course.
- b. Provide centers with contact information when instructor is scheduled to meet with the student(s).
- c. Provide centers with directions on preferred method of receiving homework from Graduation Requirement student(s).
- d. Record attendance schedule and verify student progress with centers at least four times during the semester.
- e. Distribute course materials at least one week before meeting with student(s) so the center has time to photocopy and distribute if necessary.
- f. Notify the centers when student(s) contact is scheduled at least one week in advance.

Department Chairs must ensure that the course is appropriate to be delivered in the GRC format, the Syllabi is appropriate for GRC and will meet the Student learning outcomes, and departmental requirements for student success and assessment.

Remuneration and mileage for Faculty

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

Procedure

1. The student in consultation with advising faculty member must fill out the GRC Form. Signatures of approved Faculty, Center Director, and Chairperson must be submitted by the student.
2. The GRC Form must be submitted with appropriate signatures to the Assistant to the Vice President for Instruction no later than the last day of the “add/drop” period.
3. The following documentation is required and must be attached to the GRC Form: a typed status sheet showing all completed courses. The status sheet must demonstrate that they are on track to graduate in a timely manner; A course syllabus indicating how the course requirements will be met.

GRADUATION (89-000)

Oglala Lakota College officially certifies graduates at the end of each semester and awards all degrees/certificates in the spring term. Students must apply for graduation to their counselor and/or faculty advisor who submits the application and typed status sheet to the Registrar’s office. Fall deadline is October 1st and the spring deadline is March 1st each semester.

APPLICATION FOR GRADUATION (89-100)

A. Student Responsibility

1. It is the responsibility of the student to complete and submit an application for graduation.
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 faculty’s last day. “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 faculty’s last day 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 1st 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 each 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.
4. Posthumous degrees will only be awarded if the student has met 85% of the degree requirements, the degree shall say “Honorary”, and the student must be currently enrolled. Request must be in writing from immediate family members.
5. Replacement diplomas will be issued once a year. The cost is \$25.00, and must include a written request.

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

GRADUATION ASSISTANCE PROGRAM (89-120)

Students who graduate from Oglala Lakota College shall be eligible for assistance to pay outstanding tuition, fees and bookstore bills, or any outstanding debt.

Students who have graduated with an equivalent or 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 2013 and then received an AA Degree in 2014, the student is not eligible for the assistance in 2014 because he/she received a higher degree in the previous year.) Students who are affected by this provision shall receive a diploma but their tuition/fees and book bills will remain on their account.

STUDENT AWARDS AT OLC GRADUATION (89-400)

At the annual OLC graduation, cash awards are provided to outstanding graduates through OLC funds and private donations. With the exception of the Gerald One Feather award, the amount of the 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 student awards that have been established by the Board of Trustees with OLC funding. The Registrar makes the final selection for these awards.

Name	Amount	Award Criteria
Hattie Twiss Award	\$250	Female and male, 2 year graduate with highest GPA-any tribal member
Black Elk Award	\$250	B.A. graduate with highest GPA-Indian or non-Indian
Lloyd D. Eagle Bull Memorial Award	\$250	First preference-MA graduate with high GPA who exemplified Lakota values and shows Lakota leadership. Second preference-BA graduate with the same criteria, any tribal member.
Jeanne Smith Memorial Award	\$250	Graduate with GPA of 3.0 or higher and winning Biographical essay.

Name	Amount	Award Criteria
Gerald One Feather	\$1000 (2)	Female and male recipient who has pursued a BA with high GPA, any tribal member.
Robert Gay Memorial Award	\$250 (4)	Male and female recipient-BA with Lakota studies major with highest GPA Male and female recipient-AA degree with Lakota studies major with highest GPA
Calvin Jumping Bull Memorial Award	\$250	Male recipient with two year degree with highest GPA-any tribal member

STUDENT RECOGNITION (87-100)

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 term 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 center staff for recognition.

- c. The Registrar will forward the names of President's honor list to the Executive Director of Institutional Development for media publication including students hometown newspaper.
- d. Students with grades of I, W, and F at the end of each semester will not be eligible.
- 2. Awards will be given at graduation in the following categories:
 - a. 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 +)

STUDENT RECORDS (88-000)

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)

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 a person employed by or under contract to the agency or school to perform a special task, the information requested in necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement;

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.

OGLALA LAKOTA COLLEGE GRAMM-LEACH-BLILEY ACT (94-000)

FINANCIAL INFORMATION SECURITY POLICY

POLICY. This policy describes Oglala Lakota College (the "College") information program policy mandated by the Federal Trade Commission's Safeguard Rule (16 CFR 314) and the Financial Services Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (collectively the "GLBA"). This mandate requires institutions of higher education to develop, implement and maintain safeguards to protect the security, confidentiality, and integrity of customer financial records and related non-public personal information. Certain GLBA designated non-public personal financial information is protected under other federal and/or state laws which also require the securing and safeguarding of data. Accordingly, this information security program ("Program" or "Information Security Program") incorporates and is in addition to institutional policies and procedures required by other federal and state laws and regulations, including, without limitation, the Family Educational Rights and Privacy Act ("FERPA").

SCOPE. This Policy applies to all the College's departments. Thus, any College department that collects, stores or processes Covered Data must comply with this policy. This policy applies to all College staff, faculty, and third parties who have access to student financial data and who require the ability to access, use or disclose non-public personal financial information as part of their job responsibilities.

PERMANENT RECORDS (88-250)

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 (88-500)

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 (88-550)

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.

INSTRUCTIONAL SERVICES

COLLEGE READINESS ASSESSMENT (70-300)

Oglala Lakota College requires all new students to take the "OLC Placement" assessment (Reading Comprehension and Mathematics) to determine placement. The institution accepts the 10.1 equivalency in reading comprehension. The OLC Placement range for reading 10.1 includes the "Reading Comprehension" cut scores are 65.

To be eligible for the Foundational Studies Scholarship, must meet the following cut scores:

- 65 for Reading Comprehension
- 80 for Sentence Skills
- 44 for Elementary Algebra

Entering students whose scores do not meet the listed cut scores for 093 level placement will register in the appropriate Foundational Studies /GED courses that will prepare them for college courses.

Students whose scores require Foundational Studies placement in Reading Comprehension may concurrently enroll ONLY in the following college-level courses for two semesters. The following list of courses is recommended as these courses fulfill degree requirements and supplemental core learning abilities.

- Lak 103 Lakota Language I
- Lak 233 Lakota Language II
- LArt 103 Lakota Traditional Art I

- LArt 113 Lakota Traditional Art II
- Art 103 Drawing I
- Art 133 Introduction to Watercolor
- Hum 143 Art Appreciation
- OED 103 Computer Basics (Vocational Education)
- CS 103 Ethics in the Workplace (Vocational Education)

Students placed in Foundational Studies courses may enroll in no more than 12 total credit hours, including the Foundational Studies courses.

All new students who are placed into RW 093 must achieve the required benchmark at each level within two semesters.

Students who do not achieve the benchmark at each level after the second attempt at each course level will not be allowed to register the following semester for classes until they meet the 15 hour tutoring requirement or enrollment into the Summer Academy. Students must log in 15 hours of tutoring time before they can return to the same course level. Students are responsible for documenting the required 15 hours of tutoring. Students will obtain the Foundational Studies tutoring log at each college center. The completed form can be turned into the Foundational Studies Director during registration in order to register for courses each semester.

These students may be at risk for not being able to continue and will be placed on Remedial Warning status and can only test one additional time prior to registering again. Referral to Voc-Ed may be needed.

Transfer Students

Transfer students who do not have approved transfer college credit for Freshman English and Elementary Algebra must complete the college readiness assessment.

Readmission Students

If a student has dropped out for more than two semesters and has not taken Engl103 or Math103, the student must complete the college readiness assessment.

OLC Placement Assessment Procedure

Students must complete the following:

- online admission application,
- complete foundational studies review packet,
- receive their OLC student ID,
- schedule appointment to meet with proctor for assessment,
- must utilize their Student ID and one of the following codes to identify their status in the online assessment platform: 01-New Student, 02-Transfer (with no transcripts), 03-GED, 04-Current Enrolled, 05-Readmit Student, 06-Remedial Warning.

Foundational Studies courses do not count toward total credit hour requirements for graduation.

EARLY ALERTS

The purpose of Early Alerts (EAs) is to identify, assist and monitor students who are at risk. Early Alerts are geared toward increasing retention, persistence and completion rates. The decentralized structure of Oglala Lakota College (OLC) is designed to be student centered. OLC staff and faculty work collaboratively to ensure student success by addressing the personal factors identified in the Enrollment Management Plan. Also, it ensures all academic and nonacademic units meet their annual goal of increasing student retention, persistence and completion.

OLC acknowledges each student faces different circumstances and work to identify common concern types available in the EA system. Faculty and staff must use their professional judgement in classifying the student circumstance in the concern type. OLC understands strong communication is needed between faculty and staff in order for EAs to be effective to identify and assist at risk students.

Students are encouraged to participate in the support systems OLC provides. Through OLC support systems, students will become personally responsible and gain ownership of their education and career path.

PROCEDURE

Early Alerts (EAs) are designed as a communication tool between the Enrollment Management Office (EMO), center staff and instructors to assist in the retention of students. It is through this team effort we will be able to increase OLC retention, persistence and completion. It is not designed or meant to replace any face to face interaction between instructor and student, but to assist in the retention of the student. For additional guidance on using the system, please refer to the Early Alert Handbook.

Roles and Responsibilities

Enrollment Management Advisory Committee (EMAC) Responsibilities:

- It is the responsibility of the EMAC to annually review the EA annual report and review concern types.
- It is the responsibility of the EMAC to review findings from the Institutional Effectiveness Report and Annual Report and make recommendations for continuous improvement (i.e. Retention system, applicable policies and strategies for student success).

Enrollment Management Office Responsibilities:

- It is the EMOs responsibility to monitor and review EAs on a daily basis.
- It is the EMOs responsibility to designate follow up assignment to appropriate OLC staff after faculty have not been able to reach student.
- It is the EMOs responsibility to monitor task assignments for closure within seven (7) working days.
- It is the EMOs responsibility to send reminder notifications to assigned OLC staff for EAs open longer than seven (7) working days.
- It is the EMOs responsibility to close EAs on a daily basis.
- It is the responsibility of the EMO to ensure collaboration and communication between staff, faculty, adjunct faculty and students during the EA process from initiation to closure of the EA.
- It is the EMOs responsibility to document and report EAs on an annual basis.

Student Responsibilities:

- It is the student's responsibility to comply with the expectation outlined in the student handbook.
- It is the student's responsibility to comply with the expectations as outlined in the course syllabus.
- It is the student's responsibility to adhere to the OLC attendance policy 81-350.
- It is the student's responsibility to know and understand the disabilities policy 85-600.
- It is the student's responsibility to work with faculty, adjunct faculty and staff throughout the EA process when an EA is submitted. It is the student's responsibility to comply with the intervention plan.
- It is the student's responsibility to adhere to the add/drop policy 81-300.
- It is the student's responsibility to utilize OLC email to communicate with staff and faculty.
- It is the student's responsibility to follow the stipulations in the Student Success Plan Agreement.

Instructor Responsibilities (*Faculty & Adjuncts*):

- It is the instructor's responsibility to attend Early Alert training.
- It is the instructor's responsibility to seek assistance as needed when creating and submitting an EA.
- It is the instructor's responsibility to work with students prior to submitting an EA.
- It is the instructor's responsibility to call, text, or reach out to student via social media before submitting an alert or within three days after submitting one.
- It is the instructor's responsibility to submit an intervention describing the action and result of the contact attempt.
- It is the instructor's responsibility to submit EAs at their discretion for the first unexcused absence, but mandatory for the second unexcused absence in a row or fourth scattered over a semester including and beginning the first week of class.
- It is the instructor's responsibility to monitor attendance weekly and throughout the semester according to attendance policy 81-350.
- It is the instructor's responsibility to identify students who are at risk in academic performance early in the semester, prior to midterm grades.

- It is the instructor's responsibility to use professional judgement to determine the concern type that best fits the student circumstance when creating an EA, which can include concerns originating outside of the college that are affecting a student's learning.
- It is the instructor's responsibility to include specific details of this concern under part 6, "Detail about this concern". Refer to the Early Alert Handbook for more details on what to include.
- It is the instructor's responsibility to work with the student and OLC center staff/staff as needed to resolve the student concern.

Counselor/OLC staff responsibilities (*College Center & Other Staff*): Depending upon the structure, district personnel may serve dual roles.

- It is the responsibility of OLC staff to review EA emails and follow up assignments on a daily basis.
- It is the responsibility of OLC staff to take action and appropriately intervene depending upon the concern type and circumstance.
- It is the responsibility of the OLC staff to create an intervention plan documenting action taken to resolve the concern type for each follow-up assignment.
- It is the responsibility of OLC staff to initiate follow up assignment within two (2) working days of being assigned depending upon the circumstance.
- It is the responsibility of OLC staff to follow up and work throughout the EA process by working with the instructor and student to create a detailed intervention plan.
- It is the responsibility of OLC Center Directors to notify the EMO of any changes in staff for EA follow up assignments.
- It is the counselor's responsibility to initiate a face-to-face meeting with the student if possible, or talk over the phone, to create a Student Success Plan Agreement after a certain amount of EAs defined in the Early Alert Handbook.

Counselor/OLC Staff and Faculty Responsibilities:

- Counselors and faculty will meet in person or over Zoom twice a semester as defined in the Early Alert Handbook to discuss students whose cases have not been closed or who are Not Resolved.

For more information on definition of concern types and terms, please see the Early Alert Handbook.

CLASS SIZE (72-200)

Minimum class size:

The Oglala Lakota College reserves the right to cancel any class, which does not have an enrollment of six (6) for 100 and 200 level courses and four (4) 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.

COURSE CANCELLATION (72-450)

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.

STATUS SHEETS (70-470)

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 HONESTY AND INTEGRITY (76-300)

Academic honesty is at the heart of the pursuit of higher education. Integrity contributes to the credibility of coursework and degree programs. Academic dishonesty, whether it occurs intentionally or unintentionally, is a violation of trust. Academic dishonesty may take many forms, including but not limited to plagiarism, fabrication or falsification of information and cheating.

Students who fail to maintain academic honesty and integrity will face sanctions for confirmed violations will be commensurate with the nature of the violation which could include a student being expelled and barred from further classes. Definitions and sanctions for addressing academic dishonesty are outlined in the procedures for this policy.

LAKOTA PROFICIENCY TEST (70-960)

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.

GRADING/CHANGE OF GRADES (76-200)

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.
 - C. If the student is not satisfied with the remedy, he/she may choose to move on to the formal process of resolving a grade grievance. Timelines are to be adhered to unless the parties involved in the grievance agree to modifications.
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 6 months 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.
 - D. Incomplete Contract must be on file before a change of grade can be submitted except for Grade Grievances.
 - E. If there is an error in the final grade entry by instructor, a change of grade must be submitted by Faculty's Last Day without an incomplete contract.
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 30 days).
- 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 (76-220)

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 6 months. When the 6 months has ended and the change of grade form has not been submitted to the registrar's office by the instructor will result in a letter grade of an "F" changed by the registrar office.

TRANSFER OF CREDIT (70-900)

Oglala Lakota College will accept credits in transfer from institutions accredited by the Higher Learning Commission 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.
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 evaluate 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.

GRADUATE STUDIES COURSES (70-600)

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. Please call Graduate Studies program at 455-6007 for more information.

LEARNING RESOURCE CENTER (70-800)

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.

ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT (77-000)

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. All Students
2. Students in developmental 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:

All 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.

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, Work Study and Scholarships. Due to the limited amount of funds available through these aid programs, students who meet Satisfactory Academic Progress toward their declared major and who can demonstrate a need will be given priority.

Statement of Ethical Principles (80-350)

The primary goal of Oglala Lakota College financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides that the financial aid professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.

- Be aware of the issues affecting students and advocate their interests at the institutional, tribal, state, and federal levels.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the mission and purposes of Oglala Lakota College.

Code of Conduct for Institutional Financial Aid Professionals

Oglala Lakota College financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student financial aid, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

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 Financial Aid to help 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. Students are required to declare a major in order to receive any type of financial aid.
- C. Selected students must verify the information they reported on the PELL Grant application. If a tax return was filed, an IRS Tax Return transcript and verification worksheet must be in the students file in the Financial Aid Office.
- D. Students who attended 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 are 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 (up to 30 credit hours attempted) must maintain a cumulative GPA of 1.50. 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

Students must have filed 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 depending on the student aid index (SAI) and award amounts as calculated by the Department of Education each year. This award helps eligible students work toward an undergraduate degree. Once a student has earned a first Bachelor's Degree, they are no longer eligible to receive PELL. Eligibility amount will be determined at the fourth week of classes and is calculated based on the number of hours a student is registered in and attending that are needed for their degree.

OST Higher Education Grant

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

Tribal higher education grants are paid out the first Friday of each month 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 Opportunity Grant Program provides grants to undergraduate students who demonstrate a financial need. The maximum award allowed to a student is \$2,000 per academic year, and the average award can vary per semester. If a student receives an award one semester, it does not mean they will receive it the next semester.

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 an hourly rate of \$12.00 per hour minimum. The average award is \$2,400 per student per semester, but varies based on need and funding amount.

Eligibility of Student

- A. Preference to students with greatest aid eligibility, who have indicated on their FAFSA that they are interested in work.
- B. At least half-time students (preference to full time students, except during the summer session).
- C. U.S. Citizen, permanent resident, or in the United States for other than a temporary purpose.
- D. Not in Default/or owe a refund to any Title IV programs.
- E. Have not already received a bachelor's degree and/or above.
- 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.
- H. Complete application on file in the Financial Aid Office.

Scholarship Checklist

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

- Complete a FAFSA (PELL Application) for the current academic year? (Satisfactory academic progress will affect a student's eligibility to receive a scholarship).
- Save the following items to a jump drive as the application is online:
- Digital Photo – Photos are shared with our donors so please be sure it's a photo that a donor would like to see. (All photographs will be screened by the Financial Aid Office for appropriateness. Examples of inappropriate pictures are baby pictures, students with sunglasses, bandanas, unclear pictures, filters, etc. Any repugnant or obscene photos will not be considered for a scholarship award).
- Tribal Affiliation - A copy of your Degree of Indian Blood or other proof of enrollment. If you are not enrolled, but have an enrolled parent or grandparent, please submit proof of enrollment for the enrolled relative and include birth certificates that prove that you are a descendant.

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

<https://aicfstudents.civicore.com/index.php?action=userLogin> . Follow the log in prompts or create a log in if you do not have one. 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. Complete all fields with an asterisk *, upload a picture, upload your degree of Indian blood, upload your high school or college transcripts, and a Financial Needs Analysis if needed, push SAVE, then click the SUBMIT link. You will not be able to submit the application until all required sections are complete. You can save your work and come back to complete it later if you wish. Once the application has been submitted you may not change anything. The TCU and Full Circle scholarship applications have been combined into one application.

Scholarships

OLC In-House Scholarships Policy

Scholarship Subcommittee

The Scholarship Subcommittee is a permanent standing committee of the Student Services Committee. The function of the Scholarship Subcommittee is to serve as the scholarship selection committee for all institutional scholarships. The membership of the Scholarship Subcommittee is as follows:

- One Designated Center Representative from each of the 11 instructional sites with 1 vote per center.
- The Financial Aid Director
- The Registrar
- One person appointed from the President's Office

Quorum: There are a total of 14 members of this subcommittee. Eleven (11) members will constitute a quorum.

The standing chairperson is the Financial Aid Director and the standing secretary is the Registrar.

Chairperson:

1. Conducts the meetings and establishes the agendas.
2. Checks that all participants are notified of meetings, and that the minutes have been prepared.
3. Is responsible to see that all scholarship information is distributed to all college centers for registration.
4. Creates and maintains reference materials for the meeting.

Secretary:

1. Keeps minutes of all meetings
2. Distributes copies of the minutes to all members of the subcommittee.

3. Maintains other documents, which certify that procedures have been followed in selecting scholarship recipients.
4. Following the selection of students for scholarships, the secretary sends the minutes of the scholarship meeting to the Financial Aid Director which contains the following information:
 - a) A list of scholarship recipients
 - b) The amount awarded to each student, and
 - c) The district in which each student is registered.

Only complete applications submitted online will be considered for selection. This includes the application, essay questions, and appropriate photograph. Undergraduate and Graduate students must complete the FAFSA 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. and current enrollment of at least 3 hours. For students in 3 hours, if they were originally full-time at the time of registration but dropped 9 hours and still have a need as a less than half-time student, they will be awarded, if eligible. If they no longer have a need as a less than half-time student after they are dropped from full-time status, they are disapproved. Cost of Attendance is calculated at the hours remaining.

Students may apply for all available scholarships that OLC receives. For two scholarship sources, the scholarship total will not exceed the student's financial need which includes all funding. This does not restrict students from receiving any outside scholarships.

Native American students are to be considered first preference for all scholarships. Native American eligibility will be determined if a student is an enrolled member of a federally recognized tribe or they must submit proof that their parents have a degree of Indian blood.

Once a student is fully packaged or their financial need has been fully met according to the Oglala Lakota College Cost of Attendance budget, they are ineligible for all OLC scholarships.

Students who are in Default, MAX LEU (Lifetime Eligibility Usage) or MAX Pell are eligible for in-house scholarships as long as they are making Satisfactory Academic Progress. Financial Aid Suspension students will be eligible to be apply for the "Tuition, Books, and Fees Scholarship," and will adhere to criteria set-forth each academic semester, but will continue to be ineligible for all other OLC in-house scholarship opportunities, until they meet the minimum pace of progression rate of 67%.

All OLC scholarships except AICF and General Fund will be cancelled if a student totally drops before the scholarships are disbursed. Morgan Stanley and the BOT scholarships will be re-awarded at the discretion of the Financial Aid Office. Students who submit inappropriate pictures will not be considered for AICF scholarships but will be considered for in-house scholarships. Examples of inappropriate pictures are baby pictures, students wearing sunglasses, bandanas, unclear pictures, filters, etc. The Financial Aid office will screen the pictures and will determine the appropriateness of the pictures for AICF. Any repugnant or obscene photos will not be considered for a scholarship award.

Subcommittee members are ineligible for all in-house scholarships as it is a conflict of interest. Committee members will not nominate immediate family members for scholarships and will not vote on awarding scholarships for their immediate family members. Immediate family members are defined as: Father, Mother, Brother, Sister, Son and Daughter.

At the time the scholarship award is reviewed by the Student Accountant, 100% of the scholarship will be applied to the student's bill if there is an outstanding balance for the current semester for all *non per-pupil* students. For all other students, 50% of the scholarship will be applied to their current bill if no other funding was received.

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, demonstrates 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 standing, per semester. Males to be considered must be 35 years or younger.

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. Board of Trustees Scholarship

This scholarship has many different criterions. Scholarships are awarded to students with Perfect Attendance, Pace of Progression, Outstanding Community and College Involvement, Veterans and by Departments: Business, Applied Science, Humanities & Social Sciences, Education, Social Work, Lakota Studies, Math & Science, and Nursing. All students must have a minimum 3.0 overall GPA and Financial Need to be considered for these scholarships.

a. Attendance Scholarships

- i. 100% Attendance in current semester with full-time enrollment.
- ii. 100% Attendance in current semester with part-time enrollment.
- iii. 95%-99% Attendance in current semester with full-time or part-time enrollment.

b. Community and College Involvement Scholarships

Scholarship based on Outstanding Involvement both outside and within the college/Student Org. Full-time student, 3.00 cumulative GPA, an enrolled tribal member and a recommendation from the district center their enrolled at.

c. Veterans Scholarship

Scholarship for those students who are full-time, enrolled tribal members, 3.00 cumulative GPA and a DD-214 on file in the Registrar's office.

d. Applied Science

Students with a major in the Applied Science department who have a 3.00 cumulative GPA, unmet financial need, an enrolled tribal member, and at least half-time.

e. Business

Students with a major in the Business department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

f. Humanities/Social Science

Students with a major in the Humanities/Social Science department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

g. Social Work/Human Services

Students with a major in the Social Work/Human Services department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

h. Lakota Studies

Students with a major in the Lakota Studies department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

i. Education

Students with a major in the Education department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

j. Math and Science

Students with a major in the Math and Science department, 3.00 cumulative GPA, unmet financial need, and enrolled tribal member, at least half-time. Awards for students with junior/senior standing and awards for students with sophomore standing.

k. Nursing

Students majoring in Nursing, 3.00 cumulative GPA, unmet financial need, an enrolled tribal member, full-time.

H. American Indian College Fund (AICF)

This is not a single scholarship, but is a number of scholarships we receive from the AICF with their own criteria which changes every semester. Selections are decided by the OLC Scholarship Committee for the AICF TCU scholarships. The Full Circle scholarships are decided by the AICF.

I. Johnson Scholarship

DEGREE PROGRAM: Business Administration

All students who meet the criteria may apply for the Theodore and Vivian Johnson Scholarship Money by filling out completely the online application form on the OLC Financial Aid webpage and attaching the required documents. Students, new or returning, will need to complete a new application every semester to be considered. Applications must be turned in to the FINANCIAL AID OFFICE.

J. Tuition, Books, and Fees Scholarship

This scholarship is to assist students who would not have the ability to cover their books, tuition, and fees due to a variety of circumstance. This scholarship is open to all students, including students on Financial Aid Suspension, Max Pell to Degree, Default Status, and Max LEU. Criteria will be set by OLC Administration each semester and adjusted according to the needs of students.

Also, a good source of outside Scholarships may be found on the internet at: “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. Federal Student Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study. Also, other agencies including tribal and scholarship programs may require students to maintain Satisfactory Academic Progress for their aid programs.

The entire academic record of all students will be monitored at the end of each semester 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 students who may have otherwise qualified 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 at least 67% of their attempted courses.

Examples:

Term 1	Term Pace	Cumulative Pace
9 hours completed	75%	9/12=75%

12 hours attempted

Term 2	Term Pace	Cumulative Pace
6 hours completed	50%	15/24=62.5%
12 hours attempted		

Term 3	Term Pace	Cumulative Pace
12 hours completed	100%	27/36=75%
12 hours attempted		

"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 three weeks of the term, it is not considered credit hours attempted. All courses withdrawn from the fourth 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 (RW083A/B, RW093, Math083A/B, Math093) will be counted towards the students' overall pace of progression and 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 with at least a D. In accordance with Title IV (PELL, FSEOG, FWS) regulations, test out courses will not be paid by Title IV aid.

Review

Following each semester, the Grade Point Average and number of credits attempted and completed for each Financial Aid recipient will be reviewed. All attempted classes are calculated to find the pace of progression, including those classes that were repeated. Students will be notified if they do not meet the minimum SAP requirements.

NON-SATISFACTORY ACADEMIC PROGRESS

Financial Aid Warning

If a Financial Aid recipient fails to meet the Satisfactory Progress Rule in a particular semester, the recipient will be placed on a Financial Aid Warning during the succeeding semester of enrollment. Students are still eligible to receive Financial Aid during the warning period, but they must satisfactorily complete 67% of their courses with a cumulative Grade Point Average of 1.50 for Freshmen and 2.0 for Sophomores, Junior and Seniors.

Financial Aid Suspension

If a Financial Aid recipient fails to comply with the SAP policy during the warning period, the student will be placed on Financial Aid Suspension status for Title IV Funding and OLC In-house Funding, with the exception of the "Books, Tuition, and Fees Scholarship." The Suspension Status, however, would allow the student to receive outside funding at the discretion of the funder.

Appeal of Financial Aid Suspension

1. A student may appeal Non-Satisfactory Progress by completing the Financial Aid Appeal Form and submitting it with supporting documents to the Financial Aid Office by the 4th week of the next attending semester for an appeal of suspension status. Students who are applying simultaneously for OLC In-house Scholarships must also have their Appeal complete and submitted by the 3rd week of class during the Semester they plan to attend, in order for their appeal to be processed in a timely manner by Financial Aid Appeals Committee.

The student must provide:

- a. Reasons why he/she did not achieve minimum academic requirements which should include any type of extenuating circumstances they may have been experiencing at the time. Extenuating circumstances that will be considered include but are not limited to: illness, death in the family, injury, casualty losses due to weather (blizzards, floods, tornado, mud slide, 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 must include an academic plan showing how the student will make SAP by the end of the next term.

Students may have up to three appeals during their OLC academic career – but each must be for different reasons.

2. The Appeal Committee will review the appeal and determine whether the Financial Aid appeal is accepted. The Appeal Committee's decision is final.

The student will be notified in writing of the decision for approval or reason of denial of his/her appeal no later than five days after receipt of such appeal.

- a. If the appeal is approved and the student **can** demonstrate that they can make Satisfactory Academic Progress in one term, they will be placed on **Financial Aid Probation** for one term.
- b. If the appeal is approved and the student **cannot** demonstrate that they can make Satisfactory Academic Progress in one term, 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 fails or withdraws from any courses on their plan, the student will again be required to meet the minimum SAP requirements in order to be eligible for any type of financial aid:
 1. 67% overall completion rate
 2. 1.5 (Freshman) 2.0 (All other students) overall grade point average
- d. If the student's appeal is not approved, the student will not be eligible for financial aid until they meet the minimum SAP requirements and are able to complete their degree within the maximum timeframe policy.

Credit Hour Maximums (MaxPell)

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 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 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, with or without financial assistance, as well as all transfer credit hours that apply to the degree.

Academic Progress toward the degree program will be measured at the end of each semester. The student will receive an update on 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.

Pell Grant Lifetime Eligibility Used (LEU)

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant academic year funding a student can receive is 100% (amount can increase to 150% if attended full time in the Fall and Spring semester and are attending full time summer courses that pertain to declared degree), the six-year equivalent is 600%. This is in effect as of the academic year 2012-2013. This includes all past Pell Grant awards each student received.

Change of Major

Students wishing to change their major 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 be transferred into the new major.

Dual Majors

Students can only declare one major. Each semester, courses will be verified that they are on the students' current degree plan. All Title IV funding will only pay for courses that are on each students' degree plan or required pre-requisites. If a student chooses to take classes not on their status sheet, they will be liable for tuition and fees of the course(s) not on their degree plan.

Transfer Credits

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

Once a student earns a Bachelor's 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 an email notifying them of the documents needed and the steps to take 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 online 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 provided in their Proverify Verification account and upload with relevant tax documents requested. 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, Child Support Paid 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 student is sent an email every five (5) days with information on what required documentation is 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 conducting 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 IRS Tax Return transcript. The transcript 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 the non-filer verification form provided in their Proverify account.
- 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 verification form. The form is 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 email or phone if their award is changed because of the verification process.

RETURN OF TITLE IV FUNDS (POLICY)

Return of Title IV Funds occurs when a student withdraws from all classes without completing 60% of the semester. Upon the student's withdrawal, the amount of financial aid that has been "earned" by the student is based on the number of days of attendance. Students who withdraw unofficially will also be subject to the Federal Return of Title IV Funds Policy (R2T4). According to federal guidelines of R2T4, students who receive financial aid and then withdraw from all course work before 60% completion of the semester may have to pay back a portion of the grants received. The amount is determined by using a federal formula and the date the student has totally withdrawn from classes.

If Oglala Lakota College finds that the student's expected Cost of Attendance incurred up to the time of withdrawal exceeds the amount of funds disbursed, the student does not owe a repayment. However, if the disbursement was greater than the student's Cost of Attendance 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 a repayment situation with OLC rather than the Department of Education. OLC will collect the funds from students.

The date of withdrawal is based on the date indicated on the drop card (official withdrawal) or the last day of attendance according to student attendance records (unofficial withdrawal).

It is Oglala Lakota College's policy for our faculty to take attendance.

Post Withdrawal Disbursements

If the student received less federal aid than they earned, a post-withdrawal disbursement will be made to the student's account for direct costs. If further post-withdrawal disbursement is due, notification will be sent to the student if any grant amounts will be directly disbursed. The post withdrawal disbursement of Pell Grant funds must be completed within 45 days of the date the school determined the student withdrew.

All Refund Distributions are returned in this order as prescribed by Law and Regulations:

1. PELL Grant
2. FSEOG
3. Private, or Institutional Aid
4. The Student

Federal Work Study (FWS) wages are excluded because they have been earned.

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

The Director of Financial Aid will use the R2T4 PowerFAIDs 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.
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 other aid will be available and emailed to each student who receives aid at Oglala Lakota College. The award letter includes total student costs, Student Aid Index (SAI) and total aid offered.

Oglala Lakota College Financial Aid Office is accepting all financial aid on every student's behalf. If a student does not wish to accept an award, you must notify the financial aid office in writing within two weeks of notification.

Awards Letters will be emailed to every student by OLC email as well as the email listed on their FAFSA.

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 Financial Aid Director will review the area demographics for the cost of living to determine if there is a need for an increase in our Cost of Attendance.

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 \$84.00 per credit hour per pupil funded students and \$103 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.
 - E. Child Care

Student Aid Index (SAI)

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 Student Aid Index and is determined by the Department of Education and the information provided on their FAFSA.

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 direct deposit or checks from the OLC Business Office. Disbursements dates 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 Student Aid Index (SAI). 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 FAFSA Partner Portal.

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 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 SAI 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 override 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 statuses 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 FAFSA Partner Portal 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 maximum award to a student is \$2000 per academic year.
 - Based on parental or student income as determined by the Student Aid Index (SAI). 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 of eligible hours enrolled in the fourth week of classes.

Determination of PELL Eligibility and Disbursement of PELL Funds

Pell will be disbursed by the number of eligible 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 disbursements will be out by week eight for students with a complete file.

Summer Pell Grants will be paid out of the academic year that is determined to be most beneficial to each student.

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.

BUSINESS OFFICE

STUDENT BILLING

Tuition, Fees, and Textbook Bill Collection

The Student Fund Accountant at Oglala Lakota College will have the authority to make collections on all outstanding tuition, fees and book bills.

Any student whose attendance result in “per pupil funding” for Oglala Lakota College and who is not eligible for the full financial aid to cover all costs will have the amount of their tuition not paid recorded as student debt.

For these “per pupil funding” students who has a student debt, any OLC scholarship will have 50% of the scholarship support applied to their current semester’s student debt.

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:

Pay your tuition bill at the end of the semester.

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

All current students are advised to use their online Jenzabar account to see any activity going on with their financial statements.

TUITION (82-100)

A. Tuition

1. Undergraduate tuition at Oglala Lakota College is \$84.00 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 \$103.00 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.

C. 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.

D. Tuition Waiver for Veterans

Veterans may be granted tuition waivers. Veterans can apply for tuition waivers on the Registrar's office. 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.

Veteran Debt Waiver

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

E. 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.

F. Students sixty years or older will be granted tuition cost waivers when no other financial aid is available or when sufficient aid is not available.

G. Withdrawal Refund

Students who withdraw voluntarily from Oglala Lakota College, after classes start, may be eligible for a refund of the tuition upon the approval of the Registrar and Financial Aid Officer. Refunds will be made in accordance with the following schedule:

Through the 3rd week: 100% refund

Starting the 4th week: 0% refund

H. Fees

1. Registration fee is \$40.00 per semester.
2. Lab fees vary in courses.
3. Technology fee is \$16.00 per credit hour.
4. These fees are non-refundable starting the 4th 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.

I. 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 satisfaction 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 Accounts 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 \$16.00 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 Bookstore will provide a list of books on the OLC Webpage, under the Bookstore. The Bookstore will provide bookstore vouchers to eligible students through their email accounts. Students who cannot prove they are receiving financial aid must pay for books before they receive them. Books purchased through the Akademos Online bookstore will be mailed to the student at the destination they have chosen when ordered. Books purchased through the Bookstore will be sent to their respective college center when requested.

Students who officially withdraw from a course can return the textbooks either to Akademos, if purchased through the online bookstore and are returnable with a return authorization, or the Bookstore, if purchased from the Bookstore. Akademos has a 14-day returnable policy on eligible books from the date of purchase. The college and Akademos have the right to refuse any book.

MISCELLANEOUS

STUDENT ATHLETICS GUIDELINES

SPORTS OFFERED

Practice Begins

Men's Basketball	December 6
Women's Basketball	December 6
Men's Archery	January 2018
Women's Archery	January 2018
Co-Ed Volleyball	January 2018

ELIGIBILITY

Student-athletes are responsible for maintaining their eligibility.

1. Student-athletes must be full-time students enrolled in a *minimum* of twelve (12) credit hours.
2. Student-athletes must make satisfactory progress toward a degree program. (Satisfactory progress defined in handbook.)
3. There is no age limit for student-athletes to compete, however students under the age of 18 years must have written parental consent.
4. Student-athletes must maintain amateur status in the specific sport in which he/she is competing. Student-athletes who decide to play independent sports during OLC's sports seasons will forfeit eligibility for the year.
5. Student-athletes must have a cumulative GPA of 2.00 or higher.
6. Early entry students are ineligible to participate in Athletics.
7. Pre-registered and transfer students are eligible the Friday of finals week at 5:00pm.
8. Student-athletes must submit an updated physical to Mary Tobacco.
9. AIHEC competition eligibility applies.

PROBATION

1. Student-athletes placed on academic probation will adhere to the guidelines established by OLC. Student-athletes placed on academic probation are eligible to participate in athletic competition.

SUSPENSION

1. Suspension based on academic performance will result in the student-athlete's athletic suspension until such time as the student-athlete successfully meets the requirement to lift the suspension per OLC's policy.
2. Suspension may also be administered for other violations, i.e., alcohol/drug policy violations, fighting, etc. Such suspension will be addressed per OLC's policy as well as the coaching staff per sport.

RELEASE TO BE SIGNED

Must sign release of liability, photo release, and rules of conduct.

PRACTICE

Practice times and days will be announced through emails, at practices, and on the athletics homepage.

TRANSPORTATION

Eligible students may receive gas vouchers to attend practices.

CLASS ATTENDANCE

Students must inform instructors of events when class will be missed. Students will be required to adhere to the attendance policy established by OLC: three (3) consecutive misses and/or five (5) missed classes will result in drop from class. Students who participate in athletics must plan ahead.

PRACTICE ATTENDANCE

The coaching staff will determine the attendance policy per sport. Student-athletes who do not meet the OLC attendance policy may be ineligible.

ALCOHOL AND DRUGS

Student-athletes will sign a conduct agreement and will be subject to all Oglala Lakota College's alcohol and drug policies. Additional consequences may be administered by the coaching staff.

INTRAMURAL SPORTS

INTRAMURAL SPORTS

Basketball
Co-Ed Volleyball
Golf
Weightlifting & Fitness
Running/Walking Club

DATES

October - November
October - November
September - May
September - May
September - May

ELIGIBILITY

1. Must be a current OLC student.

2. Competition rules will apply.
3. Must provide your own transportation.
4. Physical recommended for participation or sign liability waiver.
5. Student conduct rules apply.

MERIT SCHOLARSHIP FOR COLLEGIATE ATHLETICS

90% of practices, 100% of competitions, maintain eligibility & attendance

\$0-\$500.00

OTHER

Guidelines subject to change.

INFORMATION

Oglala Lakota College Athletics, P.O. Box 490, 490 Piya Wiconi Road, Kyle, SD 57752

Telephone: (605) 455-6000

Athletics: (605) 455-2985

Fax: (605) 455-2987

Email: mtobacco@olc.edu

Web: www.olc.edu

Team Name: Bravehearts

School Colors: Medicine Wheel

Symbol: Braveheart

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 Cumulative GPA 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 maintains a Gun-Free/Weapon-Free campus. 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. No weapons concealed or otherwise, may be brought inside OLC properties, including all campus sites.

Pocketknives with blades that 2 ½ inches in length or more are not allowed. Firearms of any type are absolutely prohibited from Oglala Lakota College campus and properties.

Weapons carried by authorized law enforcement agents or used in military activities are exempt. However, Weapons brought onto or carried on Oglala Lakota College property by authorized uniformed law enforcement or military agents must have prior approval and conform to the safety regulations identified in the procedures following.

Persons found in violation of this policy are subject to disciplinary action per misconduct policy in the college Policy and Procedure Manual.

Procedure

1. Individuals bringing weapons (excluding firearms, which are never allowed on OLC property) on campus for the purpose of educational activities must notify the President or his designee within 24 hours prior to bringing weapons onto campus for exemption to this policy.
2. All weapons (excluding firearms, which are never allowed on OLC property) must be enclosed in locked cases while on OLC property.
3. Firearms are never allowed on campus, except if carried by law enforcement or military officers.

Transportation Policy (80-600)

It is our goal that this policy will simplify our scheduling process, increase opportunities for students, promote more effective student academic advisement opportunities, and will maximize scheduling of our full time faculty. In turn, the plan may help to reduce a reliance on adjunct faculty and therefore, bring consistency within the delivery of instruction and promote positive relationships between faculty and staff.

All students requesting transportation or any students changing transportation routes must notify the District Director. New students and transportation changes require up to two (2) business days. The District Director/Counselor will inform the bus driver and Director of Enrollment Management of additions and deletions to the roster. The driver is responsible for keeping an accurate up-to-date route sheet and van roster in the van at all times.

Limitations:

Child Care - Oglala Lakota College recognizes that child care is a critical need for our students. Although we provide transportation for the student to and from classes, we will not be able to provide transportation to and from the child care provider's home. Students will be required to make child care arrangements prior to transport to and from a college center for each class, children are not covered by OLC insurance policies and therefore cannot be transported.

Wait Times - Time management may hinder students from participating. For example, students will have to make adequate preparations before they ride the transport vans. Students who ride the transport van may at times have to wait for classes that go over their scheduled time or if their class was dismissed early. This may result in a longer time away from home and from their district center. Students can plan ahead and bring homework to complete if there is a waiting period.

Eligibility:

Transportation will be provided to all Oglala Lakota College Degree seeking students. This includes full time and part time students.

Students who submit transportation requests in advance have priority for van transportation. The transportation request form will be attached to this policy as an exhibit.

In-eligibility

Transportation will not be provided to all non-degree seeking students such as special project students, certificate renewal, and students auditing classes, students seeking classes for professional development or personal fulfillment. Non-OLC students shall not attempt to board the van.

Transportation will not be provided to students who receive Gas vouchers, however if there is room on the van to accommodate these students they may ride the van to save on gas vouchers.

Students who are in violation of OLC's Standards of Conduct policy will be denied transportation services.

If a student's needed transportation route poses an administrative burden on Center Staff, then the Center Director has the right to not transport the student. Instead, the Director can advise the student toward gas vouchers, the OST Transit system, or to register for a different class.

Roles and Responsibilities:

Center Directors

- Center Directors work directly with the Enrollment Management Director for transportation and management issues.
- Center Directors report to the Vice President for scheduling and academic purposes.
- Center Directors are responsible for coordinating, student transportation via OLC van transport or personal vehicle transfers.
- Each Center Director is responsible for van transport discipline issues of the students and will follow the approved scheduling and transportation policy.
- All transportation requests shall start with the center director and counselors. (See request).
- If a van transportation route is cancelled by a Center Director, it is the Director's responsibility to notify all Directors and the Enrollment Management Director. Students affected by the route or any connecting routes off that route should be notified. The students' home center and the Center Director cancelling the route should work collaboratively to contract the affected students.
- If a student is using van transportation operated by a different center than their home center, it is the responsibility of the home Center Director to communicate when the student is not using the van that day.
- If a Center van misses a stop for whatever reason, it is the responsibility of the Center Director managing that van to find transportation for any students left behind as soon as possible.
- It is the Center Director's responsibility to track students for no call, no shows.

Enrollment Management:

- The Enrollment Management Director is responsible for scheduling student transportation via OLC van transport. For Centers where it would not benefit the students to collaborate with other center's routes, they may schedule their own routes upon communication with the Enrollment Management Director.

Center Staff

- The Center Staff will send electronic copies of their van transportation requests to the Enrollment Management Director as soon as possible after receiving them. Complete forms will be used to create the schedules.
- All drivers are responsible to the Center Director for all matters required by the Oglala Lakota College.
- Center staff should communicate changes to the van system in writing to the Enrollment Management Director. These changes include but are not limited to the students who will ride each route or the stops being made on that route.
- Oglala Lakota College employees are not required to drive students in their personal vehicles, but can choose to do so. Employees who choose to do so should be aware that the OLC insurance policy does not cover an employee for the use of their personal vehicle. In a situation where the College requests that the employee operate their personal vehicle for College business, that person must have their own motor vehicle insurance, which will be the primary coverage. The OLC insurance policy, in this situation, would only provide secondary liability coverage after exhaustion of the primary coverage on that personal vehicle.

Students

- It is the responsibility of the student to communicate to their home center staff when they will not be riding the van before the van route occurs.

Route Preparation

The Enrollment Management Director is responsible for preparing the routes each academic semester. Routes shall depend on the course schedule. Van pick up and drop offs cannot be customized to meet every individual need and still be part of an efficient and economical transportation van system. Students will adhere to the OLC Standards of Conduct Policy at all times. No personal business will be done on van rides. There is no off road travel permitted. If students have three no call, no shows they will be removed from the van list for the remainder of the semester. If students miss their scheduled van pick up they are responsible for their own transportation.

The following considerations are made in preparing each route:

1. The Enrollment Management Director will create the van schedules, unless Center Director and Enrollment Management Director decide otherwise.
2. Van pick up and drop offs will be scheduled within one (1) hour prior to the start and after each class.
3. Each van picks up and drop off session will be kept to a minimum 3 transports per day, Morning, afternoon, and evening, as needed by each center. It should be the goal of each district center to consolidate transports wherever possible.
4. Efficiency will be maintained by keeping the number of miles to a minimum.
5. Van loads will be maintained to the highest capacity whenever possible.
6. The District Center cannot consider factors that are associated with individual family or parental situations. Such concerns are expected to be resolved by the family or parent/guardian, not the district center e.g., not able to find child care, etc.
7. All route changes must be approved by the District Director in writing. No driver shall be permitted to change a route without authorization. Drivers are permitted route deviations for emergencies such as accidents, road closures, hazardous conditions, etc.
8. Van transportation requests are due on the last day of the registration period. Changes may be made to requests on or before the second Friday of the semester. After that, requests will only be accepted on a discretionary basis, with discretion given to the Center Director.

Procedures for Weather Cancellations:

- If students cannot attend class because their transportation route was cancelled, it is the student's responsibility to contact the instructor to let them know they will not be in class. Absences will be handled in accordance with the OLC Attendance Policy (81-350/81-350-1).
- If a center transports a student to class, it is the center's responsibility to ensure the student has transportation back to the center, whether or not the routes have been restricted due to weather.

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. Athletes are eligible to receive gas vouchers to attend practice, regardless of their financial need.
2. Ineligibility
 - a. Students who are fully packaged or in other words have their financial need met as determined by the Financial Aid Office.

- b. Students who are employees of Oglala Lakota College.
- c. Students who have graduated with an AA, BS, MA are not eligible to receive assistance for additional lower or equivalent degree or certificate at a later date.
- d. Non-degree seeking students

3. Procedure

- a. A student completes a form requesting gas voucher assistance.
- b. The College Center staff contacts the Financial Aid Office to establish whether the student has an unmet financial need. The student's need is determined at the time of application.
- c. The Center staff finally approves or denies the application. The gas voucher application will be attached as an exhibit.

Center Director's Responsibilities:

- Directors will track and monitor the usage of gas vouchers to ensure that students utilizing the system meet the above eligibility rules and follow the guidelines listed below.
- Directors will track the vouchers and the van transportation system together to ensure any student who is riding the van to class does not receive a gas voucher for that journey.

Enrollment Management Office Responsibilities:

Enrollment Management Office will receive gas voucher lists from Center Directors and ensure that students are meeting the eligibility and guidelines laid out in the Gas Voucher Policy.

Financial Aid Responsibilities:

- The Financial Aid Office will inform center staff of whether or not a student has an unmet financial need upon request of center staff.
- Any appeals regarding eligibility for gas voucher will be made to the Financial Aid Office and the decision will be communicated to Center Director to ensure compliance.

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. Students who choose to carpool to class choose do so under their own freedom and thus will not hold OLC liable for any incidents that occur during the carpool trip.
- e. Gas vouchers are based on travel from a student's home center to the center where he or she is attending class.
- f. 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. If an athlete is receiving a gas voucher to attend practice that day, then they will only receive a gas voucher from their home center to the center which is the longest distance from their home center, including practice at Piya Wiconi. For example, if a student is coming from Pine Ridge to Pejuta Haka for class and then practice, they should only receive a gas voucher to Pejuta Haka as that includes transportation to Piya Wiconi.
- g. Students must turn in the signed voucher before requesting another voucher.
- h. Students must request their voucher prior to their class, NOT after the class or the following day(s) or 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.

4. 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.

5. OST Transit System

If neither the gas voucher program or the van transportation system can successfully accommodate a student's needs, then those students are encouraged to use the OST Transit System as a way to attend class at different centers. Under these circumstances, the student would request an OST transit pass from their Center Director

STUDENT SUPPORT SERVICES (TRIO PROGRAM)

A Federally funded grant that provides academic support to eligible OLC students.

Eligibility: First Generation, Low-Income undergraduate students or students with documented disabilities; (academic assistance only) The income levels are on the SSS participant application.

Enrollment: Students must fill out the SSS program participant application available at all Centers. We recommend that the applications be filled out during Registration of the Fall Semester. Students must have an Academic Need such as: low placement test scores, Instructor or staff referral, GED only, and students can refer themselves if they need tutoring in undergraduate courses.

Services: *Peer Mentoring:* For new and freshmen students who need another, "experienced" Peer student to communicate with and assist the applicant with the expectations of the college environment. Peer Mentors work alongside the SSS Counselor and/or the Center Counselor to help the newer students learn to overcome any obstacles and keep them on track to becoming successful OLC students.

Tutoring Focus: Freshmen courses such as Math 083, 093, 103 are the first priority for our Tutors; however, we will make every effort to accommodate higher level courses if possible. The SSS program also assists with *OLC funded tutoring* which is "open" to all undergraduate OLC students in cooperation with the Center staff. (Those students who are tutored through this component are not required to enroll in the SSS (TRIO) program.

Academic enrichment: We offer workshops to the SSS participants such as Financial Literacy, personal growth, Career exploration and others to expand the knowledge base of our participants and help them become successful OLC students.

Participation contract: Eligible SSS participants must agree to attend meetings with the SSS Counselor, Peer Mentor, Tutor (s), attend classes regularly and the SSS sponsored workshops and maintain contact throughout their enrollment at Oglala Lakota College.

Contact: SSS Director at Piya Wiconi Office: 455-6027, 455-6028 (serves PCCC, LCCC and CRCC). (mfineran@olc.edu)

Contact: SSS Counselors at PRCC 867-2309: (serves Oglala Center), and HSCC 605-342-1513; and PHCC 455-2450: (serves WKCC and ENCC)

More information can be found on the OLC homepage; click on "Students" for drop down list and click on "Student Support Services"

STUDENT COMPLAINTS AND GRIEVANCE (POLICY AND PROCEDURE)

Policy

1. **DEFINITION:** a grievance is defined to be a claim (request or complaint) by a student not covered under the Personnel Complaints and Grievance procedures.
2. Oglala Lakota College is interested in the students' views regarding college operations. For this reason, avenues are provided to students to enable them to express any concerns, or complaints

they may have about this college. A student may express a concern or complaint orally. An informal Student Complaint Form (86-200-2 Exhibit) should be filled out by the student or the person hearing the complaint so that the concern can be tracked. The student's name does not appear on the form. When there is a written complaint, it will be the responsibility of the personnel concerned to find a remedy for the complaint.

3. If the student is not satisfied with the remedy, he/she may choose to move on to the formal process of resolving the complaint/grievance. Time lines are to be adhered to unless the parties involved in the grievance agree to modifications.

Grievances regarding grades DO NOT fall under this policy but are dealt with in policy 76-200.

Procedure

- Step 1: Student hereafter referred to as grievant, will submit a written grievance within ten working days of the incident to the District Director of the center 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 Coordinator for Support Services within 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 permanent Sub-committee "Appeals Committee" which consist of members from the Student Services Committee in the ten working days.
- Step 6: If the issue is not resolved at this level within five working days, the grievant may appeal the decision to the hearing officer who must render a decision on the grievance within ten days of receipt of the appeal.

The grievant will receive the results in writing after each step.

NOTE*

1. Rapid City Extension and Cheyenne River College Center 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 (85-600)

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." Students with disabilities are not exempt from following OLC policies and procedures.

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. Documentation must come from an appropriate professional (such as a physician, psychologist, learning disability specialist, or audiologist), and documentation must include information regarding the type of

disability, functional limitations, and modes of treatment. Individualized Education Plans (IEP) are not sufficient for documentation requirements. Once admitted the student must notify the Coordinator of Support Services by filling out an Application for Service. If documentation is deemed inadequate, students may be asked to participate in additional evaluations prior to receiving requested accommodations. 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 (86-300)

OLC students will abide by the standards of conduct while on college premises or while electronically interacting with students or staff regarding college matters. 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 or written abuse or harassment.
- Vandalism of OLC premises or property.
- Theft
- Academic dishonesty
- Attending classes under the influence of alcohol or illicit 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. Disruption may be defined as anything that is determined to interfere with other students' learning or college business.
- Failure to abide by the College's Gun-free/Weapon-free Policy.

- Violation of other OLC policies

Oglala Lakota College shall have a zero tolerance for student confrontations that result in a violent act by one student against another student or any employee of Oglala Lakota College. A violent act shall include but not be limited to hitting or shoving any person.

Student Standard of Conduct (Procedure)

If a violation of the Standards of Conduct is reported, the following procedure will be followed:

- Center Director and/or center staff will meet with the student(s) and any staff involved and will assess the situation.
- An incident report form will be completed and given to the Registrar's office.
- A Student Conduct Agreement Form will be completed and signed by the student and by the Center Director and/or center staff.
- The Student Conduct Agreement Form will be kept on file at the center.
- If, at any time, a staff member or another student feels threatened in any way, local law enforcement will be contacted immediately.

EXPULSION AND BARRING OF OLC STUDENTS (86-500-1)

OLC Policy #86-300, as amended from time to time, delineates acts that are considered misconduct and which may be subject to disciplinary action, including expulsion. Among acts which may result in expulsion are actual or threatened physical violence, or bringing a firearm of any type onto OLC property. OLC has zero tolerance for student actions or confrontations that result - or could result - in a violent act by one student against another student or any employee of Oglala Lakota College.

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 Rapid City and Cheyenne River College Centers.

1. For the Rapid City and Cheyenne River College Centers, the Coordinator of Student 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 Student 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 Student 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 Student 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(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 Student Services.
- d. The Coordinator of Student Services shall tape record the entire hearing.
- e. The Coordinator of Student 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 Student Services to the hearing officer. An appeal 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 Student 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 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 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.

C. Expulsion from all OLC facilities and programs by the College President.

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. A documented case of a student involved in a violent act against another student, or a student bringing a firearm onto OLC property, shall result in immediate expulsion by the President from all of the college centers and OLC programs. In the case of a student involved in a violent act against another student, if there is a determination made that the student provoked the violent act, the student involved in provoking the attack shall also be immediately expelled from all of the College Centers and OLC programs.

3. 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.

4. 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.

5. After being on expulsion for one semester, a student can make a written request to be taken off expulsion with the requirement that they must agree and sign a contract agreeing to conduct themselves properly as a condition of being reinstated as an OLC student.

D. 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.

COMPUTER ACCOUNT AND NETWORK POLICY

Students and staff of Oglala Lakota College who have been provided with access to networks, including the Internet, by the college shall be governed by the following policy.

SECTION A: PHILOSOPHY

Risk: It is impossible to control all materials on the network. Sites accessible via the network, particularly networks under OLC control, might contain material that is illegal, defamatory, obscene, inaccurate, or controversial. With global access to computers and people, there is a risk that students may access material that might not be considered to be of educational value in the context of the school setting.

Users Responsible: Network users, like traditional library users, are responsible for their actions in accessing available resources. The user is responsible for making sure any information received does not contain pornographic material, inappropriate information, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software on school premises.

SECTION B: ACCEPTABLE USE

Oglala Lakota College network access may be used to improve learning and teaching consistent with the educational mission of OLC. Oglala Lakota College expects legal, ethical and efficient use of the network.

Access: Oglala Lakota College may issue network accounts to provide access to network resources.
Privilege: Use of a personal Oglala Lakota College network account, once issued, is a privilege, not a right.
Voluntary: Use of a personal Oglala Lakota College network account is voluntary on the part of the student or staff.
Subject to Network Administration: All Oglala Lakota College network account usage is subject to examination or investigation as needed without prior notification or consent of the user.

SECTION C: IMPLIED CONSENT

By accessing Oglala Lakota College's network you have entered into a legally binding contract with implied consent to all terms and conditions of the 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:

Personal Responsibility: As a representative of this school, each user will accept personal responsibility for reporting any misuse of the network to the network 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, installation or copying of files or unapproved software, and other issues described below. All of the rules of conduct described in the Oglala Lakota College Student Handbook apply when you are on the network.

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

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to the Oglala Lakota College network.
- b. Transmission of any material in violation of any international, federal, state, or tribal regulation and/or law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material, or material protected by trade secret. Any attempt to break the law while using Oglala Lakota College facilities may result in prosecution or litigation against the offender. If such an event should occur, Oglala Lakota College will fully cooperate to the extent permitted by law with the authorities to provide any information necessary in connection with prosecution.
- c. Use of the network for commercial activities and product advertisement are prohibited.
- d. Use of the network for product or political lobbying is prohibited.

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

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 network administrator will decide what will be regarded as appropriate and acceptable use. The network administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Oglala Lakota College may request the network administrator to deny, revoke, or suspend specific user accounts.

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:

- a. Be Polite: Never send, or encourage others to send, abusive messages.
- b. Use Appropriate Language: Remember that you are a representative of Oglala 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.
- c. 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.
- d. Disruptions: Do not use the network in any way that would disrupt use of the network by others.
- e. Accounts: Accounts are not for private or commercial use.

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.

Security: Security on any computer network 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 network.

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 services, disciplinary action, and legal referral.

Updating: The network administrator may require periodic updates in the user's account information to maintain each user's account. Each user or account holder must also notify the network administrator of any changes in their account information.

SECTION D: INAPPROPRIATE USE

Inappropriate use includes, but is not limited to, those users: that violate the law, that are not in accord with this policy, or that hamper the integrity or security of Oglala Lakota College networks or any external networks to which OLC networks are connected. Logging on, or attempting to log on, the name or account of another person or entity is prohibited.

Offensive or Inflammatory Speech: Users must respect the rights of others both in the local community and the network at large. Personal attacks are an unacceptable use of the network. If a user is the victim of an inappropriate communication the incident shall be brought to the attention of a staff person or network administrator.

User ID Violations: Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing of an account with another person is prohibited.

Electronic Mail Violations: Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending unsolicited junk e-mail or e-mail chain letters is prohibited.

File/Data Violations: Deletion, examination, copying, or modification of fields, and/or data belonging to another user is prohibited.

Non-Academic Use: District technology is a valuable, scarce resource. It is not to be used for non-academic purposes, such as game playing, unless approved by the District Director or network administrator.

System Interference/Alteration: Attempts to exceed, evade or change resource quotas that may be established are prohibited. Quotas are limits on local hard drive storage space or network time or storage space which are designed to allow all users an equitable opportunity to access resources. Causing network congestion through mass consumption of system resources is prohibited.

SECTION E: COPYRIGHT INFRINGEMENT

Higher Education Opportunity Act Peer-to-Peer Compliance: The Higher Education Opportunity Act (HEOA) contains provisions for the regulation of peer-to-peer (P2P) applications when used in ways that infringe on the copyrights of commercial works (usually entertainment media files). Several sections of the HEOA deal with unauthorized file sharing on campus networks, imposing three general requirements on all U.S. colleges and universities:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
 - A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
 - A summary of the penalties for violation of federal copyright laws (see sample below); and
 - A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents". Technology-based deterrents may include:

- Bandwidth shaping;
- Traffic monitoring to identify the largest bandwidth users;
- A vigorous program of accepting and responding to Digital Millennium Copyright Act (DMCA) notices; and/or
- A variety of commercial products designed to reduce or block illegal file sharing.

OLC complies with these provisions in the following ways:

- OLC provides disclosure reminders through the Acceptable Use and Implied Consent sections of this policy whenever users:
 - Register for classes or
 - Apply for admission.
- OLC has chosen to deploy “a vigorous program of accepting and responding to Digital Millennium Copyright Act (DMCA) notices” as our technology-based deterrent.
- Additional technology-based deterrents including router-based protocol dropping and vendor-provided filtering.

Notification Statement for Current and Prospective Students (and others):

- Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the user of OLC IT systems and services to civil and criminal liabilities.
 - In plain, non-technical, non-legal language: If you have a program, application or service on your computer that allows you to get any song, video, game or other entertainment file that you want for free even though you could buy it in the store or online, you are at risk of violating copyright and being discovered and prosecuted. When you use one of those programs, usually a peer-to-peer file sharing utility like Limewire, Gnutella, Morpheus, KaZaA, BitTorrent or others, you don’t just receive files. In an “honor among thieves” arrangement your computer silently and automatically becomes an illegal provider of those files to other peer-to-peer users on the Internet.
- The consequences of this illegal file-sharing, whether intentional or not, according to the U.S. Department of Education, include:
 - Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
 - Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
 - Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
 - For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.
- Additionally, when a DMCA-compliant notice of copyright infringement is received by the DMCA Agent for OLC, the user of record of the infringing OLC Internet Protocol (IP) address is subject to the following administrative and disciplinary actions:
 - The user of record is identified from the infringing IP address and the timestamp provided in the complaint. The corresponding network access is disabled for a violation of the Acceptable Use section of this policy.
 - The copyright owner’s representative is not provided with the identity of the user of record.
 - Contact Information for the user of record is obtained from the Jenzabar preferred e-mail address. Failure to maintain a current e-mail address will thwart contact about the actions

being taken and the remedies available, but will not relieve the user of responsibility for the infringement.

- The user of record is provided with the notice of infringement (minus the contact information for the copyright agent) as well as local instructions to regain network access.
- The user of record is required to affirm that the infringing file(s) and file-sharing software have been removed from the computer. The user of record should respond to OLC's DMCA Agent and not to the copyright owner's representative.
- Repeat infringements are referred to the Office of Student Services for an interview and possible disciplinary action.
- If the infringing IP address is assigned to a user's wireless router, it is the user's responsibility to secure the router so that it cannot be used for this or other purposes by anonymous users. This explanation is not a defense against a copyright infringement complaint.

SECTION F: INTERNET CONTENT FILTERING/SAFETY

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), Oglala Lakota College has adopted and will enforce Internet safety that ensures the use of technology protection measures on all college computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors as defined by CIPA and Oglala Lakota College with respect to the use of computers by minors and/or use considered harmful to such students. Appropriate monitoring of online activities of minors will also be enforced to ensure the safety of students when accessing the Internet.

The college's decision to utilize technology protection measures and other safety procedures for faculty, staff and students when accessing the Internet fosters the educational mission of the college; including the selection of appropriate teaching/instructional materials and activities to enhance the college's programs, and helping to ensure the safety of college personnel and students while online.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

- The presence of appropriate personnel will be ensured when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. The use of e-mail, chat rooms, as well as social networking websites, may be blocked by the appropriate building administrator as deemed necessary to ensure the safety of such students;
- Access logs will be monitored in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- In compliance with the Internet Safety and Acceptable Use sections of this OLC Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the college, and student violations of such policies may result in disciplinary action; and
- Appropriate supervision and notification will be provided for minors regarding prohibition of unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" shall be determined by the college and/or designated official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research. Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the college. The college shall provide certification, pursuant to the requirements of CIPA, to document the college's adoption and enforcement of Internet Safety, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all college

computers with Internet access.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices: Despite the existence of college policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The college is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification/Authorization: The college has provided reasonable vetting through the college's governance system to address the Internet Content Filter/Safety as part of the Computer Account and Network Policy prior to formal adoption. The college's policy regarding Internet Content Filtering/Safety, Section F of the Computer Account and Network Policy, must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy.

SECTION G: CONSEQUENCES OF POLICY VIOLATION

A user's network privileges may be interrupted or terminated for any violation or attempted violation of this policy.

A user's network privileges may be interrupted or suspended by a staff member, administrator or the network administrator while a suspected violation is being investigated and while determination of an appropriate discipline is in progress. During such an investigation and determination, alternative opportunities for the user to complete assignments will be made available where appropriate and reasonably possible. Before suspension or termination of network privileges, the user will be advised of the suspected violation.

SECTION H: SECURITY

High Priority: Security on any computer network is a high priority, especially when the network involves many users.

Reporting Security Problems: If the user identifies a security problem on the network, it is expected that a user will notify the Director of Technology or a designee. The user must not share the security problem with other users.

Security Risks Denied Access: Any user identified as a security risk or having a history of violation with other computer networks may be denied access to network through Oglala Lakota College facilities. It is the intent of Oglala Lakota College to prohibit access to such persons.

SECTION I: DISCLAIMER

Oglala Lakota College makes no warranties of any kind, whether expressed or implied, for the network facilities it is providing. Oglala Lakota College will not be responsible for any damages suffered by its users. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Oglala Lakota College is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the network is at the user's own risk. Oglala Lakota College specifically denies any responsibility for the accuracy or quality of information obtained through its network facilities.

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)

OLC SAFETY AND SECURITY POLICIES

In compliance with the Clery Act, Oglala Lakota College (OLC) will publish an Annual Safety and Security Report containing crime statistics and campus security policies for the previous three years. OLC will submit crime statistics to the U.S. Department of Education (annual web-based data collection). Due to the dispersed nature of the Oglala Lakota College campus, the college does not maintain full time security personnel. However, the Rapid City instructional site has part-time security staff. Other security concerns are routed to Plant Management staff at the Piya Wiconi administrative center, except in an emergency.

Annual Report

An Annual Report will be written, which will contain:

- Disclosure of crime statistics for the past three years
- Campus safety- and security-related policy statements
- An annual fire safety report containing fire statistics and policy disclosures for on-campus housing facilities for the previous three years; and
- Missing student notification procedures that pertain to students residing in OLC housing facilities.

Disclosure of Crime Statistics

a. The following crimes will be reported in the Annual Report:

(i) Criminal Offenses:

Criminal homicide, including: a) murder and non-negligent manslaughter, and b) negligent manslaughter;
Sex offenses including: a) forcible and b) non-forcible;
Robbery;
Aggravated assault;
Burglary;
Motor vehicle theft; and
Arson.

(ii) Hate Crimes:

Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias. This includes bias based on race, religion, disability, sexual orientation, or ethnicity (Hate Crimes Data Collection Guidelines, U.S. Department of Justice, 1999).

(iii) Arrests and referrals for disciplinary action for weapons: carrying, possessing, etc.

(iv) Drug abuse violations and liquor law violations.

b. How crime statistics are compiled and disseminated.

The OLC Registrar will compile crime statistics based on information obtained from OLC Plant Management at Piya Wiconi, Directors of all instructional sites, Dorm Managers, Oglala Sioux Public Safety, Cheyenne River Public Safety, and Rapid City Police Department.

On October 1 of each year, OLC will publish an Annual Security Report which will include three years' worth of Clery crime statistics and safety- and security –related Policy and Procedures statements. The report will be distributed to enrolled students and employees in August of each year by e-mail, the OLC web site, and publications covering policies and procedures. New employees will be informed by their supervisor of safety and security policies and crime statistics in the personnel orientation (policy 62-400). All records associated with the Annual Security Report will be retained. Students shall be informed of the Report and Emergency Procedures during the student orientation, which is held at each Center every semester

Reporting Crimes

The first priority in the observance of any illegal activity is to report the situation to community law enforcement by calling 911. In case of immediate danger, ensure personal safety first. Interference in a situation should not be undertaken unless for self- protection.

A student who observes someone in the building or on College grounds carrying a weapon should call 911 and notify the Center Director or another Staff member.

A Crime Incident Report Form must be completed by the person reporting illegal activity. The Form may be obtained from each instructional site, or online at www.olg.edu. All completed reports must be submitted to the college President within two (2) business days.

Among other places, professional counseling by victims or witnesses or individuals who are impacted by adverse incidents is available through:

OLC Employee Assistance Program (EAP) Director at 605-455-6040

Mental Health personnel of hospitals, Pine Ridge 605-867- 5131

Kyle Clinic at 605-455-2451

Sioux San, Rapid City, 605-355-2500

Voluntary Confidential Reporting by Victims or Witnesses

If you are the victim of a crime and you don't want to pursue action within the college's disciplinary processes or through the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the college agrees to keep your identity private, but is able to use information to provide for the future safety and security of the community. Reports filed in this manner are recorded without any identifying information in the statistics in the annual security report.

Students who would like more information about making a voluntary confidential report of a crime are encouraged to contact the EAP Director at 605-455-6040 for further information.

Emergency Notification/Timely Warning Advisory

A timely warning is provided to members of the college in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092 (f). The timely warning is a means of heightening safety awareness and to provide students and employees with a timely notification of crimes that are considered a serious or continuing threat to the campus community.

The Oglala Lakota College Emergency Response Team is responsible to keep the college community informed of any emergency situation. Members of the team are the President, Assistant to the President, the Vice President for Instruction, the Vice President for Business, Directors of the instructional sites, and the Director for Information Technology.

Depending on the nature of the situation, the Emergency Management Team will utilize any or all methods to issue emergency notices and/or security advisories to keep Oglala Lakota College informed of important safety and security information as it becomes available: The Emergency Management Team will inform the larger community of the emergency through the media spokesperson or designee.

Security of and Access to Campus Facilities

Community law enforcement regularly patrol the administrative campus and the District college centers. Emergencies at the centers are reported to and responded to by community law enforcement located in each District and in Rapid City. All incidents are documented for future reference.

The designated personnel at the instructional sites clear and lock buildings for the night. Keys to buildings and facilities are issued only to employees who are determined by the college to have a legitimate need for them. Those who are issued keys are prohibited from duplicating the keys or loaning them to anybody. If a key is lost or stolen, an immediate report should be made to the Vice President for Business at 605-455-6011.

Security Considerations in Maintenance of College Property

All equipment will be checked on a monthly basis and needed repairs are carried out promptly.

Dorm Policies and Procedures

For information on dorm policies and procedures, see OLC P/P Manual 85-050/1 and the “Safety in Dorms” section below. Annual fire drills will be performed at all dorms. Any fire needs to be reported to the Dorm Manager and in the annual report.

Campus Law Enforcement Authority

College officials and the directors of instructional sites work closely with community law enforcement.

OLC Students are required to cooperate with campus officials assigned to the campus and to college-sponsored events. Designated security personnel, the President, Vice Presidents, Athletic Director, Directors of the instructional sites, and Dorm Managers are authorized by the college to address security and safety concerns, illegal activity, and violations of college policy. These individuals are authorized by the college to enter and search student residences and other personal property belonging to the student. The college reserves the right to conduct its searches with law enforcement officials present.

While on duty, the Directors of instructional sites and the Director of Physical Plant at Piya Wiconi are authorized by the college to:

- Respond to and assist with all safety/security concerns and may request the assistance of law enforcement officials and other first responders as needed.
- Enter campus buildings, student and faculty residence halls, parking lots and grounds to monitor campus safety and security.
- Report any criminal or suspicious activity to law enforcement authorities and/or college officials, as well as report any policy violations for appropriate follow-up.
- Require any person on college property or at any college-sponsored event to show proper identification and make a determination for the college as to whether or not the individual has a legitimate reason for being present.
- The College officials and all directors of instructional sites have the authority to require any individual to vacate college property or leave a college-sponsored event. Anyone who does not cooperate will be reported to law enforcement officials for trespassing.
- Require any person on college property or at a college sponsored event to surrender any item considered to be contraband by college policy. The designated personnel or Director must give the surrendered item(s) to public safety officials for further investigation.

Type and Frequency of Programs to Inform Students and Employees about Campus Security Procedures and Practices. The following locations will be used to inform students and employees about campus security procedures and practices:

- Student Handbook;
- College Catalogue;
- Student/employee orientation;
- Emergency procedures posted at each center;
- Annual training sessions and drills; and
- OLC website.

Rules to Prevent Crime

Students and employees should employ the following precautions to prevent crimes:

a.) On-line Safety:

- Full name, address, phone number, social security number, date of birth, parent's name, parent's phone number and address, and savings or checking account numbers should never be disclosed.
- Beware of scams that try to elicit credit card or bank account information, or any other personal identification numbers.
- Remember, social networking sites, like Twitter, Facebook and MySpace, can be accessed by anyone.
- A student or employee will not post anything (pictures or blogs) that could be embarrassing to her/him.
- It is difficult to remove content from the web once it has been posted.

b.) Vehicle safety and safety in the parking lots:

- Texting on cell phones while driving is dangerous and prohibited.
- Going to and from campus parking lots alone after dark should be avoided.
- Staff at the instructional sites or dorm managers should be called for an escort.
- Parking in well-lighted locations as close as possible to your building increases safety.
- Car doors should always be locked and windows rolled up whenever possible.
- Valuables should not be stored in cars.
- Hitchhiking and picking up hitchhikers should never be undertaken.

c.) Personal safety while jogging or walking:

- Walking or jogging alone or walking on secluded routes should be avoided.
- Walkers or joggers should be alert to their surroundings and be clearly visible.
- If you suspect that you are being followed, run in a different direction, go to the other side of the street, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence, and keep your personal valuable items concealed and close to your body.

d.) Personal safety while socializing:

- Avoid being alone with people not known well to you.
- Do not accept an invitation to go alone to the residence, apartment, or room of someone you don't know well.
- Use the buddy-system, meaning you go out in a group and leave with all the member of the group.
- Stay sober!

e.) Safety in Dorms:

- Doors should not be propped open.
- Room/apartment doors should be locked when sleeping or napping.
- Keys should not be kept outside the room or student dorm. Keys should not bear owner's name or address.
- Blinds or curtains should be drawn after dark, and dressing should not occur in front of a window.
- Cash, checkbook, credit cards, and all valuables should be safeguarded. They should never be left unattended.
- All thefts, no matter how small, should be reported.
- Any suspicious activity in or around the Dorm should be reported to Managers, directors of instructional sites, or community law enforcement immediately.

f.) Oglala Lakota College does not recognize any off-campus locations of student organizations.

Alcohol and Drugs

This section lists the primary laws, along with the Tribal Code, and Oglala Lakota College policies, which apply to alcohol and drug crimes on the Oglala Lakota College campus.

The Federal Enclaves Act applies to crimes by non-Indians on the reservation, and has been interpreted to extend the General Laws of the United States to Indian perpetrators as well. Thus, all of the drug laws of the United States related to possession, use, sale, trafficking, and conspiring, among others, as codified in 21 U.S.C.801 et seq., apply to anyone violating those laws on the campus of Oglala Lakota College. Prosecution may be brought in tribal court, if a violation of the Oglala Sioux Law and Order Code occurs, or in federal court under the Federal Enclaves Act (18 U.S.C. 1152) and the drug laws of the United States, or both simultaneously.

Oglala Lakota College's policy 62-120 Substance Abuse/Drug Free Work Environment also applies.

Alcohol crimes at the Federal level are described in 18 U.S.C. 1154 (Dispensing of Liquor in Indian Country), 18 U.S.C. 1155 (Intoxicators Dispensed on School Site), and 18 U.S.C. 1156 (Intoxicants possessed unlawfully). Possession and trafficking in liquor, including "bootlegging" may be prosecuted in federal court, or in tribal court, or both.

On the Rapid City campus, all South Dakota State alcohol and drug laws apply.

OLC Program on Drug or Alcohol Abuse Education and Prevention

The Oglala Lakota College Employee Assistance Program offers educational materials about substance abuse, as well as referrals for counseling and treatment services. Students may avail themselves of services under the Student Assistance Program (Policy 85-500). Students or employees who have concerns about their alcohol or substance use can meet with the EAP office located at the Piya Wiconi administrative center by calling 605-455-6040.

Suicide Prevention Policy and Procedures

Policy:

It shall be the policy of Oglala Lakota College (OLC) to increase awareness of suicide prevention among students, staff, and faculty.

Procedures/Protocol:

Suicide Attempt: Medical Emergency

Any attempted suicide shall be treated as a medical emergency. A suicide attempt is defined as any life threatening behavior or gesture on the part of the person with the intent of taking one's own life. The attempt may not be lethal but any attempt shall be considered serious and requiring action.

1. Call emergency 911
2. Notify the administrator of the building or college center and, the crisis response team member.
 - a. The contact list of the crisis response plan and the crisis response team members will be posted at the entrance of all the buildings and at the entrance of the college center Director and Counselor offices.
3. Stay calm, listen and don't offer advice to the student. Do not leave the student unattended.
4. Stay with the student till law enforcement/Emergency Medical Personnel responds

Suicide Threat: Immediate Danger

A suicide threat is defined as any spoken, written, or behavioral indication of self-destructive tendencies: threatening to hurt or kill his or herself, seeking access to firearms, pills, ropes, cords, talking about death, dying, or suicide especially when these actions are out of the ordinary for the person.

1. Call 911 immediately
2. Contact Crisis Response Team member in his or hers building or center.
3. While waiting for law enforcement/Emergency Medical Personnel to respond, encourage the student call the South Dakota Help Line at 211 or National Suicide Prevention Lifeline at 1-800-273- TALK (8255) or ask the student "will you let me get help for you" and offer to dial the hotline number.
4. Stay calm. Listen and don't offer advice to the person. Do not leave person unattended.
5. Complete the incident report form and make referral of student to Student Assistance Coordinator regarding suicide threat. The incident report form is in a pocket folder next to the crisis response plan at the entrance of the building or college center.
6. Stay with the person till law enforcement/Emergency Medical Personnel responds.

Distressed Individual: No Immediate Danger

A distressed individual is defined as any person exhibiting the signs of anxiety, sadness, confusion, expression of suicidal thoughts, feelings of hopelessness, feelings of rage or uncontrolled anger, feeling trapped, withdrawing from friends and family, feelings of agitation, and/or sees no reason to live or appears intoxicated. Notify any team member either in writing or by phone.

1. Notify the administrator of the building or college center immediately.

2. Encourage the person to call the South Dakota Help Line at 211 or the National Suicide Prevention Lifeline at 1- 800-273-TALK (8255) or ask the student “will you let me get help for you?” and offer to dial the hotline number. Complete the incident report form.

Crisis Response Team includes the following:

The Crisis Response Team consists of the following members: EAP Director, Suicide Prevention Director, Social Work Department Chair, and College Center Directors.

Complete the incident report form and return to Student Assistance Coordinator and/or Suicide Prevention Director regarding the incident. The incident report form can be obtained from any of the team members.

Missing Student Notification

A residential student is presumed missing if he/she hasn't been on campus for more than 24 hours after an expected arrival and their residence has been checked and the person isn't found. At any time, 911 can be contacted if there is suspicion of any kind, but once a student has been missing for 24 hours, 911 has to be contacted.

Any Oglala Lakota College employee who receives a report that a student is missing or hears information that a student may be missing has a duty to report that information to College officials and law enforcement.

The following information should be provided:

- The name and relationship of the person making the report.
- The date, time and location that the missing person was last seen.
- The general routine or habits of the suspected missing student; also include any recent changes in behavior or demeanor.
- The missing student's phone number, if known.
- Obtain a photo of the missing student.
- Obtain the student's car make, model and license plate number. Call the Director of Plant Management, 605-455-6057 and ask him/her to go through the parking lot looking for this vehicle.

Sexual Assault, Rape, or Unwanted Sexual Advances

Students who feel they have been a victim of a sex offense should contact the Police Department and /or health officials immediately in order to preserve evidence, as it may be necessary for the proof of sexual assault. The student may call 911 at any of the District Centers or 9-911 at Piya Wiconi, or contact a college official. Any student who feels they have been sexually assaulted, raped, or forced into a sexual act against their will may also contact the Student Services Director at Piya Wiconi administrative center at 605-455-6037.

Students who are accused of forcing another into a sexual act should be aware that the full force of disciplinary action will be followed, which could include expulsion from Oglala Lakota College.

Registered Sex Offender Information

Under federal law, colleges and universities are required by the Campus Sex Crimes Prevention Act of 2000 to inform students and employees how to learn the identity of sex offenders on or near the campus.

The South Dakota Division of Criminal Investigation maintains a database of sex offenders and provides this information in a searchable web page. To learn the identity of registered sex offenders on or near campus, or anywhere in the state visit the Sex Offender Database.

Oglala Lakota College is located in Oglala, Bennet, Dewey Jackson and Pennington Counties.

Oglala Lakota County Registered Sex Offenders

Bennett County SD Registered Sex Offenders

Dewey County SD Registered Sex Offenders

Jackson County SD Registered Sex Offenders

Pennington County SD Registered Sex Offenders

Oglala Sioux Tribe Department of Public Safety

South Dakota Sex Offenders Web site: <http://sor.sd.gov>

SEXUAL ASSAULT POLICY

Oglala Lakota College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, subjected to discrimination in any form.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act (VAWA) of 2014.

Oglala Lakota College as an institution recognizes that sex offenses are a serious issue. The College will not tolerate acts of sexual violence, non-consensual sexual contact, or gender-related crimes. All reported instances of sex offenses will be investigated, and appropriate disciplinary, criminal, and/or legal action will be taken, with consent of victim. Appropriate support services will be made available to victims of sex offenses. The college strongly encourages all members of the campus community to report to the appropriate law enforcement officials any sex offense.

Procedure

SECTION I: DEFINITIONS

Sex offenses shall include the following:

Sexual violence is referred to as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, and may include, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Non-Consensual sexual contact is any intentional sexual touching, however slight, with any object, by any individual upon any individual which is without consent or by coercion, force, or threat. A person who is underage or incapacitated and cannot make rational, reasonable decisions lacks the capacity to give knowing consent.

Gender-related crimes include domestic violence, sexual harassment, stalking, and dating violence:

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities (hostile environment). A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment.

Stalking is any act, display or communication that causes substantial injury or distress, or would cause a reasonable person to fear for his or her safety. Stalking may take the form of (but is not limited to) intentionally following another person or attempting to contact a person through telephone, emails, text messages, or social media.

Dating violence is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

SECTION II: PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS

In case of a sexual offense, the following procedures should be followed:

A student, faculty, staff, or third party should contact the appropriate law enforcement officials. Authorities will describe the importance of preserving evidence as may be necessary to the proof of criminal sexual violence, non-consensual sexual contact, or gender-related crime.

A student, faculty or staff member desiring additional support should contact the:

- 1) Center Director
- 2) Coordinator for Student Affairs/Employee Assistance Program
- 3) IHS Behavioral Health: Pine Ridge 867-5131, Kyle 455-2451, Cheyenne River's Sacred Heart Center 605-964-7233 (Crisis Hotline 1-800-390-9298)
- 4) Behavior Management Systems: 605-343-7262
- 5) Lutheran Social Services 1-800-260-1439 or 605-348-6699
- 6) Four Directions Clinic 455-8219
- 6) Community Resource lists can be provided by your local Center Director.

SECTION III: SANCTIONS FOR SEX OFFENSES

Sanctions for sex offenses as described above will be determined on a case by case basis following an on-campus disciplinary procedure outlined in OLC's Prohibition of Sexual Harassment Procedure (69-350-1). This procedure may be applied to students, faculty, or staff. In addition, for students, sanctions may include the procedure given in the Student Grievance Procedure (86-200-1) and in Expulsion and Barring of OLC Students (86-500-1).

Discipline for sex offenses shall be subject to the following conditions:

- a. For students, discipline on the first occasion may include expulsion where appropriate, given the nature of the offense.
- b. If there is a second occurrence of an infraction of the same nature at any time during the student's career at Oglala Lakota College, expulsion will be mandatory.
- c. Where the sex offense would constitute a criminal offense under South Dakota Law, Federal and/or Tribal Law, the matter will be reported promptly to local police authorities. The victim will be encouraged to report the offense to the appropriate law enforcement authority, but reporting will not necessarily be required. Students have the option to be assisted by the Coordinator of Student Affairs/Employee Assistance Program in notifying the police if the student chooses to do so.
- d. In disciplinary proceedings involving sex offenses, an offender's actions while under the influence of alcohol, marijuana, or other illegal controlled substance will be presumed not to be considered a mitigating factor.
- e. Intoxication may be considered an aggravating factor in proceedings involving sex offenses, and it will be so considered where the offender has a history of prior violations of alcohol, marijuana, or other illegal controlled substance regulations.
- f. In cases of on-campus sex offenses, the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sex offense.

SECTION IV: EDUCATIONAL AND COUNSELING SUPPORT

A sexual assault training is given annually to dorm managers and Center Directors. Educational programs are also offered to the campus community. These educational programs cover areas such as promotion of awareness of rape, acquaintance rape, domestic violence, dating violence, sexual harassment, stalking, and cyber stalking.

The OLC Coordinator of Student Affairs/Employee Assistance Program is available for assistance, as are local counseling agencies. Transportation will be provided if necessary.

The Coordinator of Student Affairs will assist a victim in changing academic and living arrangements, if requested by the victim and if these changes are reasonably available.

SECTION V: APPLICABILITY

This policy applies to any sex offense that is committed by students, faculty, staff or third parties, whenever the misconduct occurs on OLC property, or off OLC property when the conduct is connected with a College recognized program or activity.

AIDS AND HIV AWARENESS

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:

South Dakota Department of Health, Rapid City

909 E. St. Patrick, Suite 7

Rapid City, SD 57701

605-394-5298

toll free: 1-866-474-8221

<https://doh.sd.gov/local-offices/hiv-std-testing/>

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 fiscal reports must be made to the local boards.

- 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.

STANDING COMMITTEES

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

Membership:

1. Staff and Faculty Members:

All employees of the college are expected to participate in Piya Wiconi Okolakiciye 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 to which they will be assigned. (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 instruction-related tasks from any component of the college as referred to it by Piya Wiconi Okolakiciye or the President, or adopted by vote of a majority of committee members.
- d. Chairperson: selected by simple majority of members present at first meeting of each academic year.
- e. Proceedings: minutes will be made available on the OLC website.
- f. A member of the senior administrative staff designated by the President will serve as an ex-officio member of the committee.

Permanent Sub-Committee: Assessment Committee Reviews and oversees all aspects of institutional assessment & Accreditation. Membership appointed by administration. Chair: selected by simple majority of members present at the first meeting of each academic year.

- a. Reviews and recommends action on tasks assigned by either Piya Wiconi Okolakiciye, or the President, the VP of Instruction, or adopted by vote of a majority of committee members.

2. Institutional Development:

- a. Reviews and recommends changes in College Strategic 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 made available on the OLC website.
- f. Reviews and recommends action on tasks assigned by either Piya Wiconi Okolakiciye or the President, or adopted by vote of a majority of committee members.
- g. A member of the senior administrative staff designated by the President will serve as an ex-officio member of the committee.

3. 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 Piya Wiconi Okolakiciye or President, or adopted by vote of a majority of committee members.
- e. Chairperson: selected by simple majority of members present at first meeting of each academic year.

- f. Proceedings: minutes will be made available on the OLC website.
- g. A member of the senior administrative staff designated by the president will serve as an ex-officio member of the committee.

Permanent Sub-Committee: Institutional Activities Plans annual graduation activities. Plans and monitors social functions for OGLALA LAKOTA COLLEGE staff. Plans and coordinates institution-wide events. Chair: selected by simple majority of members present at the first meeting of each academic year.

(ex-officio members are non-voting members.)

STUDENT ASSISTANCE PROGRAM

Philosophy

The Board believes that various social, family, and personal problems including the abuse of alcohol or other drugs can be an obstacle to the development of individual students, staff, and others. The Board perceives these problems as major contributors to poor school performance, absenteeism, communication problems, physical and mental health concerns, and poor self-concept problems of students. The Board acknowledges that these problems affect individuals regardless of culture, age, socioeconomic or education levels, or religious affiliation. The Board views these problems as treatable. The Board recognizes the effects of the troubled student's behavior upon friends, family, co-workers and self, and therefore supports the need for a comprehensive approach to intervention and treatment. To this end the Board will maintain a Student Assistance Program to assist individuals who may be experiencing problems including their own or a family member's alcohol or other drug abuse.

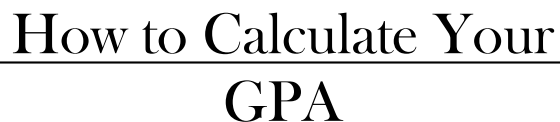
Student Assistance Program

Students are recognized as adults and as such are expected to obey all local, state and federal laws as well as the policies of Oglala Lakota College (OLC).

- A. OLC students who are in possession of alcohol and/or controlled substances, or who distribute alcohol and/or controlled substances, or who sell alcohol and/or controlled substances on or in any OLC campus or facility or at any college sponsored activity will be immediately reported to the appropriate enforcement agency in their area. The student may be barred or expelled from classes until the student has completed all legal requirements and recommendation made by the court system. The student will then need to provide documentation that they have addressed this issue.

Steps for possession, distribution, and selling of alcohol and/or controlled substances:

- 1. The first offense, the student will be suspended from taking classes for the remainder of the semester or any additional semester until they are adjudicated.
 - 2. The second offense, the student will be expelled from OLC for a period of one year, at which time, the student will appeal to the local board.
 - 3. Documentation of any offense will placed in the student file in the EAP Office.
 - 4. At any point, the student has the right to grieve this offense.
- B. Students who are under the influence of alcohol and/or drugs on any OLC Campus or facility or at any college sponsored activity, will be immediately reported to the appropriate enforcement agency in their area to be placed in protective 8 hour custody.
- 1. Upon return to the center, the student will report to the counselor for a referral to the SAP/EAP Office. The SAP/EAP will refer the student to the appropriate agency for assessment and recommendations.
 - 2. For a second offense, the student will be expelled from taking classes and must request in writing, with proof that the student has taken steps to address their substance use (i.e. alcohol/drug assessment recommendation letter, proof of completion of treatment) to be reinstated. A student conduct agreement will be signed by the student with specific action to be taken should the student repeat the offense.
 - 3. A third offense can warrant a barring from OLC.
- C. Additional Policies would apply for those departments who may have extra requirements. Some programs of study may require additional drug testing policy/procedure.



Total Grade Points divided by Total Credit Hours = GPA

Sample GPA Calculation:				
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)
Grade Point Average:				
27.0 / 9 =	3.0			

2026

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	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14		5	6	7	8	9	10	11
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28		19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31						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	
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		16	17	18	19	20	21	22
24 ³¹	25	26	27	28	29	30	28	29	30					26	27	28	29					23 ³⁰	24 ³¹	25	26	27	28	29

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	4	5	6	7	8	9	10	1	2	3	4	5	6	7				1	2	3	4	5
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27	28	29	30				25	26	27	28	29	30	31	29	30							27	28	29	30	31		

2027

JANUARY

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24/31	25	26	27	28	29	30

FEBRUARY

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
21	22	23	24	25	26	27
28						

MARCH

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
21	22	23	24	25	26	27
28	29	30	31			

APRIL

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	21	22	23	24
25	26	27	28	29	30	

MAY

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	21	22
23/30	24/31	25	26	27	28	29

JUNE

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	21	22	23	24	25	26
27	28	29	30			

JULY

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	21	22	23	24
25	26	27	28	29	30	31

AUGUST

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	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

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	21	22	23	24	25
26	27	28	29	30		

OCTOBER

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	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER

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
21	22	23	24	25	26	27
28	29	30				

DECEMBER

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	21	22	23	24	25
26	27	28	29	30	31	

2028

JANUARY

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	21	22
23/30	24/31	25	26	27	28	29

FEBRUARY

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	21	22	23	24	25	26
27	28	29				

MARCH

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	21	22	23	24	25
26	27	28	29	30	31	

APRIL

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	21	22
23/30	24	25	26	27	28	29

MAY

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
21	22	23	24	25	26	27
28	29	30	31			

JUNE

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	21	22	23	24
25	26	27	28	29	30	

JULY

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	21	22
23/30	24/31	25	26	27	28	29

AUGUST

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	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

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	21	22	23
24	25	26	27	28	29	30

OCTOBER

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	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

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	21	22	23	24	25
26	27	28	29	30		

DECEMBER

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	21	22
23	24	25	26	27	28	29
30	31					



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

Oglala Lakota College is

*Chartered by the Oglala Sioux Tribe

*Accredited by the Higher Learning Commission

*A founding member of the American Indian Higher Education Consortium

*A founding member of the American Indian College Fund

*A 501 (c) (3) tax exempt organization as defined by the Internal Revenue Service

Artwork by Don F. Montileaux (Oglala Lakota) • Sunka Oyate - Horse Nation