



# UGLALA LAKOTA COLLEGE

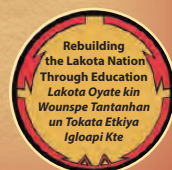


Artwork by Richard Red Owl

## 2017-2018 HANDBOOK



Rebuilding the Lakota Nation Through Education  
*Lakota Oyate kin Wounspe Tantanhan un Tokata Etkiya Igloapi Kte*



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 2017



# **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 tiospaye and communities.
- \* Offers frameworks for leadership development in the context of communities and organizations.
- \* Provides lifelong learning through continuing education and community activities.



Alteration and/or unauthorized use prohibited.

Oglala Lakota College is accredited by the Higher Learning Commission. On February 25, 2016, the Higher Learning Commission reaffirmed accreditation and removed the College from Notice. The College will host a comprehensive evaluation in the 2017-2018 academic Year.

# Oglala Lakota College

## On-line 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	<a href="http://exweb.olc.edu/ics">http://exweb.olc.edu/ics</a>		
E-mail	<a href="http://webmail.olc.edu">http://webmail.olc.edu</a>		
Financial Aid	<a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a>		
OLC Scholarships	<a href="https://aicfstudents.civicore.com">https://aicfstudents.civicore.com</a>		
Virtual Campus	<a href="http://virtualcampus.olc.edu">http://virtualcampus.olc.edu</a>		

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 courses 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 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 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!!!!**

Virtual Campus: This is the site we use for our online classes. If you sign up for an online class 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

## **He Sapa College Center**

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

## **Oglala Lakota College Nursing Program**

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

## **Pejuta Haka College Center**

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

## **Eagle Nest College Center**

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

## **Pine Ridge Village College Center**

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

## **East Wakpamni College Center**

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

## **Oglala College Center**

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

## **LaCreek College Center**

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

## **Wounded Knee College Center**

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

## **Pahin Sinte College Center**

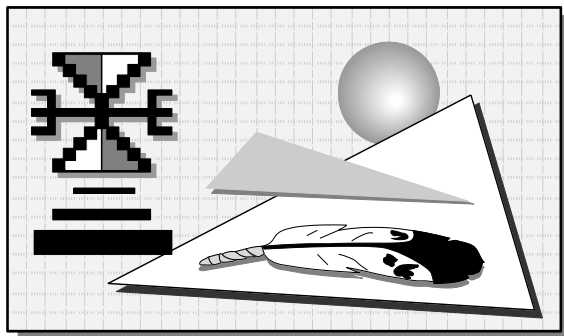
Box 220, Porcupine, SD 57772  
867-5404  
FAX 867-1242

## **Cheyenne River College Center**

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

## **Pass Creek College Center**

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





# FALL 2017 CALENDAR

Support Staff Return	July 17 <sup>th</sup>
Department Chairs Return	July 24 <sup>th</sup>
Faculty Return	August 7 <sup>th</sup>
Registration Ends	August 11 <sup>th</sup>
Graduate Studies Program Orientation	August 11 <sup>th</sup>
Assessment Days	August 14-18 <sup>th</sup>
Course Cancellation Meeting	August 15 <sup>th</sup>
ADD or DROP	August 14-August 25 <sup>th</sup>
Classes Begin	August 21 <sup>st</sup>
Last Week to Drop 100%	September 4-8 <sup>th</sup>
Labor Day (Office Closed, Classes Meet)	September 4 <sup>th</sup>
Native American Day (Office Closed, No Classes)	October 9 <sup>th</sup>
Veteran's Day Holiday (Office Closed, Classes Meet)	November 10 <sup>th</sup>
Registration Begins for Spring semester	November 13 <sup>th</sup>
Thanksgiving Day Holiday (Office Closed)	November 23-November 24 <sup>th</sup>
Classes End	December 1 <sup>nd</sup>
Make-up Period	December 4-6 <sup>th</sup>
Assessment Days	December 7-8 <sup>th</sup>
Final Grades and Assessment materials due	December 8 <sup>th</sup>
Department Chairs/Faculty Christmas Holiday	December 11-January 3 <sup>rd</sup>
Support Staff Christmas Vacation	December 23-26 <sup>th</sup>

# SPRING 2018 CALENDAR

Support Staff Return	January 3 <sup>rd</sup>
Chairs/Faculty Return	January 3 <sup>rd</sup>
Registration Ends	January 5 <sup>th</sup>
Assessment Days	January 8-12 <sup>th</sup>
Course Cancellation Meeting	January 9 <sup>th</sup>
ADD or DROP	January 8-19 <sup>th</sup>
Martin Luther King Day (Offices Closed)	January 15 <sup>th</sup>
Classes Begin (Sunday classes begin January 14)	January 15 <sup>th</sup>
Last Week to Drop 100%	January 29-February 2 <sup>nd</sup>
President's Day (Offices Closed)	February 19 <sup>th</sup>
AIHEC 2018 (Bismarck, ND)	TBA
Spring Break (No classes)	TBA
Easter Holiday (Good Friday)	April 1 <sup>st</sup>
Registration Begins for Fall semester	April 16 <sup>th</sup>
Application to Graduate Program due	April 16 <sup>th</sup>
Classes End (Sunday classes end April 30 <sup>th</sup> )	May 4 <sup>th</sup>
Faculty's Last Day	May 11 <sup>th</sup>
Make-up Period	May 7-9 <sup>th</sup>
Assessment Days	May 10-11 <sup>th</sup>
Final Grades and Assessment materials due	May 11 <sup>th</sup>
Last Day for Chairs	May 25 <sup>th</sup>
Memorial Day (Offices Closed)	May 28 <sup>th</sup>
Graduation/Pow-wow	June 15-17 <sup>th</sup>
Last Day for Support Staff (24 pay period)	June 15 <sup>th</sup>

# August 2017

Moon of the Ripening

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



# September 2017

Moon of the Brown Leaves

S M T W T F S

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

# October 2017

Moon when the Wind Shakes Off the Leaves

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1 <b>Week #7</b>	2	3	4	5	6	7
8 <b>Week #8</b>	9 <i>Native American Day Offices Closed No Classes</i>	10	11	12	13	14
15 <b>Week #9</b>	16	17	18	19	20	21
22 <b>Week #10</b>	23	24	25	26	27	28
29 <b>Week #11</b>	30	31				

# November 2017

Moon when Winter Begins

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

# December 2017

Moon when the Deer Shed their Horns

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

January 2018

	Hard Moon	
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**S**

	1	2	3 Support Staff Return  Chairs/Faculty Return	4	5 Registration Deadline	6
7	8 Assessment Days	9 Assessment Days  Course Cancellation Meeting	10 Assessment Days	11 Assessment Days	12 Assessment Days	13
14	15 Martin Luther King Day (Offices Closed)  Classes Begin	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# February 2018

Moon when the Tree Crack due to the Cold

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

# March 2018

Moon of the Sore Eyes

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



# April 2018

Moon when the Wife had to Crack Bones for Marrow Fat

S M T W T F S

1 <b>Week #11</b>	2	3	4	5	6	7
8 <b>Week #12</b>	9	10	11	12	13	14
15 <b>Week #13</b>	16 <i>Registration for Fall Semester</i>  <i>Application to Graduate Program due</i>	17	18	19	20	21
22 <b>Week #14</b>	23	24	25	26	27	28
29 <b>Week #15</b>	30					

# May 2018

Moon of the Green Leaves

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

# June 2018

Moon when the June Berries are Good

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

# Student Handbook



# 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).

### General Admission

All applicants seeking admission to Oglala Lakota College must send each of the items listed below BEFORE, being admitted:

1. Complete Admission Application and declare a major. Students may only declare one major at a time while attending OLC.
2. Furnish a copy of your high school transcript, or official General Education Development (GED) transcripts MANDATORY.
3. A student with a Bachelor's Degree or higher will be required to submit documentation verifying the degree awarded.
4. Transfer students must send official college transcripts from all college/universities previously attended.
5. Verification of Tribal Enrollment if the student is a tribal member of a Federally Recognized Tribe.
6. Complete 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.

### Procedure

#### A. Non-Degree Seeking Students

Non-degree seeking students are students who are taking classes for professional development, certification renewal, or personal fulfillment and do not qualify for financial aid.

- A non-degree seeking student with a baccalaureate degree must provide a copy of their unofficial college transcripts indicating the degree and year awarded.
- A non-degree seeking student with no baccalaureate degree must meet all admission requirements including any pre-requisites in order to receive credit.
- Tribal members wishing to visit the class may do so with instructor and center director approval (see policy 81-950). This is for non-credit.

#### B. New Entering Freshman Students

New entering freshman students are students who have never attended a college or university must:

- Attend mandatory 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.

#### C. Transfer Students

Transfer students are students who have attended another college/university and wish to transfer courses to OLC, students must provide:

- OFFICIAL copy of all college transcripts to the Registrar's office.
- Adhere to the general admission criteria.
- Transfer students who do not have approved transfer college credit for Freshman English and College Algebra must complete the college readiness assessment (see policy 70-300).

#### D. 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.

#### E. Early Entry

- 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).
- Early Entry students must complete the college readiness assessment and meet the 10.1 reading level.

#### F. Readmission

- Former students of Oglala Lakota College not enrolled for two semesters or longer, must apply for readmission to the Registrar.
- Official transcripts of additional work completed at any other college, must be submitted.
- If a student has dropped out for more than two semesters and has not successfully completed Engl 103 or Math103 he/she must complete the college readiness assessment.

#### G. Admission of Veterans

- 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.

#### H. General Education Development Classes (GED)

- 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.

### **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 7 credit hours.
2. Registration will be on special basis and no credit will be granted until proof of high school graduation is presented.

#### D. Financial Aid

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

5. All credit hours attempted as an early entry student will count toward their future financial aid satisfactory academic progress.

#### E. Records

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

#### F. Support

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

#### G. Independent Study

1. Under no circumstances will high school students be allowed to enroll in Graduation Requirement Courses.

#### H. Other Policy

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

### **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 make up 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.

#### 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.

### **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.

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 or 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 or lab/activities per week.

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

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

### **TRANSCRIPT REQUESTS (88-400)**

Any student requiring a transcript must put their request in writing to the Registrar's Office. Any student requesting a transcript from the Registrar needs a complete file (High School Transcripts, GED Certificate, Degree of Indian Blood). The initial request will cost \$5.00 and when multiple copies are needed each additional copy will cost \$2.00. If a faxed or scanned copy is needed that same day, it shall cost an additional \$2.00. These fees are Non-Refundable. Requests may take 2-3 business days to process, requests shall be kept on file for one (1) academic year 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.olc.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.olc.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 two 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

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

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

Any student who does not officially withdraw from class or classes will receive a grade of an "F" on all classes not completed 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 hand in drops on a weekly basis to the center. The drops must be dated and signed.

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

1. The drop card must be signed and dated by any two of the following people: Registrar, Counselor, Student, District Director, or Instructor. When a student calls their counselor and states they 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 counselor.
2. All counselors must submit weekly add/drop cards including necessary documentation every Friday.

The following withdrawal/drop procedure must be followed by the **Registrar's office**:

1. Process drop cards submitted by instructors for three consecutive or five scattered absences in a timely manner.
  - a. Reinstatements are allowed only by instructors who submit an add card explaining when the error occurred.

#### 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 third 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)**

### **ACADEMIC PROBATION POLICY**

Any student who does not earn a grade point average of 2.0 (1.5 for students with 30 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 probation.

### **ACADEMIC PROBATION PROCEDURE**

1. A student on Academic Probation can enroll for 12 or more credit hours but to be removed from Academic Probation a student must satisfactorily complete the following semester and earn a grade point average of 2.0 (1.5 for students with 30 earned hours or less).
2. The Registrar shall initiate probationary proceedings by informing the student and district center staff in writing (where the student has claimed to be his or her "Home Center").
3. The decision shall be binding and final for all courses offered by Oglala Lakota College.
4. The Registrar will maintain a current list of all students on probationary status.

### **ACADEMIC SUSPENSION POLICY**

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

Students will remove themselves from Academic Suspension One by first sitting out for one semester, next by enrolling for the following semester and earning a grade point average of 2.0 (1.5 for students with 30 earned hours or less). There is no appeal for academic suspension one.

### **ACADEMIC SUSPENSION PROCEDURE**

After sitting out for this one semester, they must successfully complete all enrolled classes in the following semester with a 2.0 grade point average (1.5 for students with 30 earned hours or less) or better.

Should the student fail to successfully complete his or her classes, they will be placed on Academic Suspension Two. Students placed on Academic Suspension Two will be barred from enrollment for one academic year or three semesters. Students may submit an appeal to their local board.

#### **Appeal Process for Suspension Two**

1. A student can appeal the Academic Suspension Two decision to his or her district local board. The center director shall coordinate with the local board a time and place for the hearing.
2. The District Local Board and center director will schedule a hearing and notify the student in writing and request the student to provide a written and oral justification of their failing academic record with a plan as to why and how they will successfully complete a college education goal. Local Board members will recuse themselves due to conflict of interest and/or nepotism.
3. The District Board will only allow students to enroll in Oglala Lakota College with documented extenuating circumstances, i.e., personal health, medical issues, death in the immediate family, or other significant family issues. The appeal process is not intended to be used for common occurrences (i.e., work, transportation, family responsibilities, etc.). It is expected that individuals who have chosen to attend college be able to manage their studies in addition to other commitments and responsibilities.
4. The District Board will notify the Registrar and the student of its decision in writing. The decision will be binding and final for all courses offered by Oglala Lakota College.
  - a. If the District Board's decision is for the student to remain on Academic Suspension Two, the student will not be allowed to enroll for three semesters or one academic year following the decision.
  - b. If the District Board's decision is to allow the student to re-enroll, the student will again be placed on Academic Probation (see above).
5. If the student does not complete the following semester with the required grade point average, the student will not be allowed to have another hearing and will be barred automatically from enrollment at Oglala Lakota College for a period for two (2) academic years, Academic Suspension Three.

After sitting out for two (2) academic years, students will be allowed to enroll in Oglala Lakota College without being on probation or suspension and will be required to take the placement tests if they have not previously completed the core Math and English requirements. The student will use the most recent status sheet for their declared major.

The Registrar shall maintain and update a list of the status of all students on academic suspension three (3).

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

### **AUDITING CLASSES (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 (89-000)**

Oglala Lakota College officially certifies graduates and awards degrees/certificates in the spring term. Students must apply for graduation to their counselor and/or faculty advisor who submits the application, \$10 Graduation fee, and typed status sheet to the Registrar's office by March 1<sup>st</sup> every year. An additional fee of \$10.00 will be charged if a student misses the deadline.

## **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.

### **APPLICATION FOR GRADUATION (89-100)**

#### A. Student Responsibility

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

#### B. Registrar’s Office

1. The Registrar shall schedule meetings with district counselors to compare the status sheets with the OLC transcripts to confirm that the student is making progress. The Registrar will notify the student in writing, identifying courses needed in order to complete degree requirements.
2. The Registrar will prepare a roster by April 1<sup>st</sup> each year of students projected to graduate that spring semester. This roster will be used for all graduation planning functions.
3. When grades have been posted at the end of the spring semester, the Registrar will send out confirmation letters to all graduate applicants who have successfully completed degree requirements. Denial letters will go out to students who did not complete degree requirements.
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 additional courses. (BOT 5/19/99)

### **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.

<b>Name</b>	<b>Amount</b>	<b>Award Criteria</b>
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.

<b>Name</b>	<b>Amount</b>	<b>Award Criteria</b>
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.
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.

## **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. Instructors should try to address concerns prior to creating an early alert except in the case of attendance. Each unexcused absence should be recorded as an EA.

## Roles and Responsibilities

### Enrollment Management Office Responsibilities:

- It is the EMOs responsibility to monitor EAs on a daily basis.
- It is the EMOs responsibility to designate follow up assignment to appropriate OLC staff.
- It is the EMOs responsibility to monitor task assignments for closure within five (5) working days.
- It is the EMOs responsibility to review EAs on a weekly basis.
- It is the EMOs responsibility to send reminder notifications to assigned OLC staff for EAs open longer than five (5) working days.
- It is the EMOs responsibility to close EAs on a weekly 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.

#### 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 if possible prior to submitting an EA.
- It is the instructor's responsibility to submit EAs when students have an unexcused absence 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.
- It is the instructor's responsibility to include specific details of this concern under part 6, "Detail about this concern".
- 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.
- It is the responsibility of OLC staff to initiate follow up assignment within 24 hours 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 staff to close the follow up assignment when the detailed intervention plan has been created prior to the next class. The EA should be closed prior to the next class.
- It is the responsibility of OLC Center Directors to notify the EMO of any changes in staff for EA follow up assignments.

#### 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. EA system, applicable policies and strategies for student success).

This procedure creates a systematic process for creating and closing an EA. The responsibility is not limited to the faculty; however, a majority of the EAs are initiated by faculty therefore the following steps are provided as a guideline.

The EMO is integrated throughout these steps and is responsible for assigning tasks, ensuring follow up of both assigned tasks and intervention plan and closing of the EA.

#### Enrollment Management Office (EMO):

1. The EMO will review EAs on a daily basis.
2. The EMO will assign follow up tasks as determined per EA to the appropriate counselor, district staff, OLC staff (i.e. Student Affairs/EAP, TRIO) within 24 hours of the EA submission.
3. The EMO will monitor EAs for intervention plans.

4. The EMO will edit concern type on an as needed basis (i.e. an EA has been created for attendance but it has been discovered that student has health, family, employment, etc. issues)
5. When an EA has been resolved and a detailed intervention plan has been created, the EMO will close the early alert.
6. When an EA is not able to be resolved and all reasonable efforts have been exhausted or no resolution is needed, the EMO will close the EA.

#### STEP 1

Faculty/Adjunct Faculty/Staff:

1. Identify a concern type regarding a student. (*see concern types below*)
2. Create an Early Alert (EA) in the Jenzabar Retention module.
3. Include specific details of the concern type identified in the details section of the EA.
4. All fields/information must be completed. These fields are available in drop down menus. This information is needed to better serve the student.
5. Submit the EA.

#### STEP 2

Counselor/District Staff:

1. EAs will be addressed within 24 hours by OLC counselor/district staff upon assignment of follow up tasks.
  - a. If student is not able to be contacted within 24 hours, the counselor/district staff will create an intervention plan incorporating communication strategies with student.
  - b. Communication strategies should be documented in the intervention module of the EA and include various modes of communication efforts, for example: email, phone call, face to face, and social media (where permitted).
  - c. When the counselor/district staff has exhausted all reasonable efforts to contact the student the counselor/district staff closes the follow up task assignment.
2. When a student is contacted, the counselor/district staff will create a detailed intervention plan in collaboration with the student in the Jenzabar EA module.
3. When the follow up task is complete and an intervention plan has been created, counselor/district staff will close follow-up task within the Jenzabar EA module. This signifies to the EMO that the task is complete and this EA is ready to be closed.
4. The intervention plan would be carried out by the appropriate individuals.

#### Definition of Concern Types:

*Academic Attendance:* Student is not attending class as defined in OLC Attendance Policy 81-350.

*Academic Grades:* Student is not producing assignments or the quality of work is not sufficient to pass the class as per course syllabus.

*Employment Issues:* Student has a conflict with employment.

*Family and Child Care:* Student lacks care for a family member or child.

*Health Related:* Student has a health related issue that is preventing them from attending class or producing quality work sufficient to pass the class.

*Social/Personal:* Student is experiencing personal issues either inside or outside the classroom.

*Tardy/Leaving Early:* Student is consistently late to class or is leaving before class has ended.

*Transportation:* Student is experiencing transportation issues preventing them from attending class.

*Tutoring:* Student is in need of outside class assistance to comprehend schoolwork.

#### Definition of Terms:

*Resolved:* The concern issue has been addressed with the student and plan of action for student success has been documented in the intervention module of the EA.

*Not Resolved:* All reasonable efforts to contact student have failed or the student did not work with counselor, staff or faculty to create a plan for student success.

*No Solution Necessary:* The concern type did not need a plan for student success or the EA was meant as documentation and does not need a plan of action created in the intervention module of the EA.



*Detailed Intervention Plan:* A plan of action created by faculty/counselor/district staff with the student that will resolve the concern and ensure the student's success.

*Communication Strategies:* Methods and attempts of contacting a student including: face to face, phone calls, email, and social media when permitted.

*Follow up Assignment:* An assignment to follow up with a student made by the EMO to the appropriate district staff or counselor.

*Reasonable Efforts:* A minimum of five phone calls, three emails, two face to face attempts that may include but are not limited to classroom or home visits when appropriate or circumstances allow.

### **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 DISHONESTY (76-300)**

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

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

### **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.

## 2. Change of Grade

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

## 3. Grade Grievances

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

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

(Cross Ref.: 86-200 Student Grievance)

## **INCOMPLETES (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 one calendar year.

### **TRANSFER OF CREDIT (70-900)**

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

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

1. A transfer applicant shall be expected to have maintained a “C” average (2.0 grade point average), for all college work previously attempted. However, a student may be admitted on probationary status.
2. Transferring students must designate a degree goal and major at the associate or baccalaureate level. The only transfers necessary would be those that are applicable to the specific degree status sheet selected.
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, Employment, 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 money to pay for his/her educational costs. The general rule is if you plan to attend OLC, your financial aid application should be completed the semester prior to registering for classes.
- B. Students are required to declare a major in order to receive any type of financial aid.
- C. Selected students must verify the income 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 attend another college, university or institution of higher learning that participates in the Title IV Campus Based Aid programs must submit official transcripts to Oglala Lakota College for evaluation. The Financial Aid Office will then check NSLDS to make sure there are no discrepancies from the previous institution(s) for Grant Overpayments and Defaulted Loans. If the FAO finds that the student has defaulted in a student loan or has an outstanding grant overpayment with another institution, no Title IV funds will be paid out until the discrepancies are cleared up.

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

### **Classification of Students**

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

## **GRANTS**

### **Pell Grant Entitlement Program**

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

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

### **OST Higher Education Grant**

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

**Tribal higher education grants are paid out the first Friday of each with the exception of the first month of each semester, which is paid out the second Friday due to the add/drop time frame. Tuition,**

**books and fees will be deducted from the award of students who are not eligible for PELL, the balance of their award will be paid out monthly.**

### **FSEOG**

The Federal Supplemental Education Opportunity Grant Program provides grants to undergraduate students who demonstrate a financial need. The maximum award to a student is \$2000 per year academic year.

### **Federal Work Study**

Students employed under the Federal Work Study (FWS) Program can work a maximum of twenty hours a week, depending on the amount of the award. Students will be compensated at the rate of \$8.50 per hour. The average award is \$2,200.00 per student per semester.

#### **Eligibility of Student**

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

### **Scholarships**

#### **Scholarship Policy for In-House Scholarships**

#### **Scholarship Subcommittee**

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

18 All Counselors from each of the ten instructional sites with 1 vote per center.

1 The Financial Aid Director

1 The Registrar

1 The Chairperson of the Student Services Committee

1 One person appointed from the President's Office

22 Total

**Quorum:** There are a total of twenty-two members of this subcommittee. Fifteen (15) 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 on-line applications will be considered for selection. This includes the application, essay and photograph. Undergraduate and Graduate students must complete the FAFSA to be considered for selection to determine the financial need of each student.

All scholarships are required a minimum of 2.0 cumulative G.P.A. and current enrollment of at least 3 hours.

Also 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 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. (With the exception of the Non-Smoking Scholarship, as this is a health incentive.)

Students who receive in-house scholarships who drop or are dropped from all classes after their scholarship disbursement will be ineligible for in-house scholarships for the following semester. A student's in-house scholarship privileges will be reinstated after a one semester ineligibility period. Eligibility will continue thereafter, unless a student again drops all of and no longer eligible for in-house scholarships. There is no appeal process if a student is suspended from in-house 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.

All OLC scholarships except AICF and General Fund will be cancelled if student totally drops before the scholarships are disburse. 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, ect. 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 as defined: 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, demonstrate a financial need and must submit a thank you letter. There is \$500.00 available for the regular scholarship and \$500.00 for nursing students each semester.

**C. Wilms Scholarship**

Established for the purpose of financially assisting "young Indian males" to achieve a college education. This award is also based on the interest accrued from the Wilms Scholarship



Endowment fund per academic year. Criteria to be considered will be: academics, school and community activities, leadership, potential for completing college and financial need. \$500.00 will be awarded per student, in good standings, per semester.

**D. Fund Exchange Scholarship**

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

**E. Lawlor**

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

**F. Davis**

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

**G. American Indian College Fund:**

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

**H. BOT Scholarships**

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

*Attendance Scholarships*

Scholarship based on 100% Attendance in previous semester.

An enrolled tribal member, 3.00 cumulative GPA and need based. Scholarship based on 95%-99% Attendance in previous semester.

An enrolled tribal member, 3.00 cumulative GPA and financial need based.

*Community Involvement Scholarships*

Scholarship based on Outstanding Community outside of the college.

Full-time student, 3.00 overall GPA, an enrolled tribal member and a letter of recommendation.

Scholarship based on Outstanding College Involvement within the college/Student Org.

Full-time student, 3.00 cumulative GPA, and an enrolled tribal member.

*Veterans Scholarship*

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

*Applied Science*

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

*Business*

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

*Humanities/Social Science*

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

*Social Work/Human Services*

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

*Lakota Studies*

Students majoring in Lakota Studies, 3.00 GPA, unmet financial need, an enrolled tribal member, at least half time. Awards for students with junior/senior standing and awards for students with sophomore standing.

### *Education*

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

### *Math and Science*

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

### *Nursing*

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

### *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 criterion which changes every semester. Selections are decided by the OLC Scholarship Committee.

### *Johnson Scholarship*

#### *Entrepreneurship Programs*

All students who meet the criteria may apply for the Theodore and Vivian Johnson Scholarship

Money by completely filling out the following form and attaching the required documents.

Students, new or returning, need to fill out a new application every semester. Applications must be turned in to the FINANCIAL AID OFFICE, Billi Hornbeck.

DEGREE PROGRAMS ARE: Business Administration

### *Max Pell Book Scholarship*

- Apply for financial Aid (FAFSA)
- Do an Application
- Have a financial need
- Tribal Member
- Meet Satisfactory Academic Progress
- Amount will be \$1000 limit
- Scholarship will cover textbooks only

The deadline for this scholarship will be 100% drop date, students need to get a release from Financial Aid Office, and any amount over \$1000 will be the student's responsibility.

This assistance will be to help students meet graduation requirements so the courses they register for need to apply to their degree that is on file.

Also, a good source of outside Scholarships may be found on the Internet at :

“[www.fastweb.com](http://www.fastweb.com)”.

## **PRAXIS REIMBURSEMENT PROGRAM**

The Praxis Reimbursement Program provides reimbursement of South Dakota teacher licensure exam fees for OLC education majors and graduates. Applicants must meet eligibility requirements, complete the application form, and attach all required documentation for the request to be considered for the reimbursement. Praxis reimbursements will be awarded throughout the year as qualifying applications are received, however applications must be submitted within four months of the testing date for the exam in which reimbursement is being sought. Reimbursement will be made only for exams required for initial teacher licensure in the applicants declared major and will be processed on a first come, first serve basis as funds are available. Reimbursement will not be made for previous, unsuccessful, exam attempts, optional exams, study materials, or any special service fees.

Degree Program Requirements: Bachelor of Arts in Early Childhood Education (SD DOE Certification); Bachelor of Science in K-8 Elementary Education; Bachelor of Science in Secondary Science Education; Bachelor of Science in K-12 Lakota Studies Education; K-12 Special Education

### *Eligibility Criteria:*

- Declared OLC education degree leading towards South Dakota teacher licensure
- The Praxis exam is required for program completion and licensure
- Passing Praxis score has been achieved
- Ineligibility for or denial of ETS Fee Waiver; applicant meets income guidelines but is not currently receiving financial aid,

OR was not awarded a fee waiver due to limited availability of funds,

OR was previously awarded an ETS Fee Waiver for a different exam and is not eligible for a second fee waiver.

- Grant funding is not available or test fee reimbursement for the applicant is not an eligible student cost under current teacher preparation program grant funding
- 3.0 cumulative GPA for current students who will graduate after Spring 2019 (2.8 GPA for applicants who have already graduated or who will graduate on or before Spring 2019)
- A grade of “B” or above in all professional and professional core courses for current students who will graduate after Spring 2019 (a “C” or above for applicants who have already graduated or who will graduate on or before Spring 2019)
- Passed required background checks and drug screening according to OLC status sheet
- Member of federally recognized tribe or proof of parents degree of Indian blood

**Required Documentation:**

- Praxis Reimbursement Application Form
- Receipt of registration for the exam including the test fee
- Copy of the official ETS Score Report with a South Dakota passing score for the exam
- ETS Fee Waiver denial letter, if applied for but not awarded
- Degree of Indian Blood, if not already on file in the Registrar’s Office

**Procedure:**

- Complete application with required documentation will be submitted to the Dean of Education within four months of the exam date for the test in which the reimbursement is being sought.
- The Dean of Education and Financial Aid Director will verify the applicant’s eligibility.
  - If applicant is eligible for grant reimbursement and funding is available, the Dean of Education will process the request for reimbursement. Payment will be made in accordance with business office procedures.
  - If applicant is eligible for reimbursement but grant funding is not an option, the Financial Aid Director will process the request for reimbursement. Payment will be made in accordance with business office procedures.
  - If the applicant fails to meet eligibility requirements, the Dean of Education will provide written notification of such to the applicant.
- Praxis Reimbursements will be awarded on a first come, first serve basis contingent upon available funding.
- Reimbursements will be processed within 30 working days of receipt of the Praxis Reimbursement Application and all required documentation.

**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 program.

Federal Student Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), 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 67% of their courses in which the student have attempted overall.

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

Incomplete grades are considered credit hours attempted.

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

#### Remedial Courses

Remedial courses will 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 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.

#### Non-Satisfactory Academic Progress

#### Financial Aid Warning

If a Financial Aid recipient fails to satisfy the Satisfactory Progress Rule in a particular semester, the recipient will be given 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 overall enrollment with a cumulative Grade Point Average of: 1.50 for Freshman and 2.0 for

Sophomores, Juniors and Seniors. Unless the student totally withdraws from all of their courses any time during the semester.

#### Financial Aid Ineligible

1. If a Financial Aid recipient fails to comply during the warning period, the Student will be placed on Financial Aid Ineligible status for all financial aid.
2. When a Financial Aid recipient totally withdraws from all their courses anytime during the semester, they will automatically be placed on Financial Aid Ineligible status for all financial aid.

#### Appeal of Financial Aid Ineligibility

1. A student may appeal Non-Satisfactory Progress by completing the Financial Aid Appeal Form and attach supporting documents to the Financial Aid Office by mid-term of the term during which the student is submitting an appeal for ineligible status.
  - 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 but not limited to are: illness, death in the family, injury, casualty losses due to weather (hurricane, 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 will include an academic plan showing how the student will make SAP and the student must make academic progress under the plan at the end of the next term.
  - d. Students may have up to three appeals – but must be for different reasons.

2. An appeal Committee will review the appeal and determine whether the Financial Aid appeal is justified. The appeal committee's decision is final.

The student will be advised 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 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.

If the student fails or withdraws from any courses on their plan, the student they 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

- c. 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 is able to complete their degree within the maximum timeframe policy.

#### CREDIT HOUR MAXIMUMS

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

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

Examples:

- A Two-Year Associate may be  $60 \text{ credit hours} \times 150\% = 90$

- A Four – Year Bachelor may be  $128 \text{ credit hours} \times 150\% = 192$
- A Two-Year Master may be  $36 \text{ credit hours} \times 150\% = 54$

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

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

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

#### 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 a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100% 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 and the awards coming in the future semesters.

#### Change in Major

Students wishing to change their major plan should notify the Registrar's office in writing, who will then notify the Financial Aid office so that a determination of eligibility for the new program of study can be made. Determination shall be based on credits attempted and earned that can transfer 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. 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 no longer eligible for a Federal PELL Grant.

### **VERIFICATION POLICY**

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

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

1. Household size.
2. Number enrolled in post-secondary education.
3. Food Stamps - Supplemental Nutrition Assistance Program (SNAP) - if receipt is indicated on the FAFSA.
4. Adjusted Gross Income.
5. U.S. Income tax paid.
6. Untaxed income and benefits: Child Support Received, Child Support Paid and/or Untaxed payment to IRA and Keogh plans.
7. Any other information needed such as legal separation or divorce papers, asset income, W-2 forms, etc...
8. The Financial Aid staff will complete the on-line verification form, print it and attach it to the student's ISIR.

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

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

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

#### Fraud

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

## Procedures

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

The Financial Aid Officer verifying the student's application will check the documentation against the ISIR. Each of the above mentioned items are verified with the 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 mail or phone if their award is changed because of the verification process.

## **RETURN OF TITLE IV FUNDS**

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

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

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

The date of withdrawal is determined by the student attendance records. The date of school's determination that the student withdrew is determined by the Registrar and the drop cards. When a student withdraws unofficially, the student's last day of attendance is used to calculate the amount of the financial aid to return.

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 amount 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.

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

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

FWS wages are excluded because they have been earned.

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

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

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

### **EXPECTED FAMILY CONTRIBUTION (EFC)**

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

### **Packaging**

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

### **Payment Schedule**

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

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

### **PROFESSIONAL JUDGEMENT**

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

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

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

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

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

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

1. Act of God occurrences such as fire lightning, blizzards, tornados, flooding and loss of heat.
2. Total loss of income within the last six months.
3. Additional child.

4. A portion of documented day care cost may be considered.

### **PROFESSIONAL JUDGMENT DEPENDENCY OVERRIDE DEPENDENCY OVERRIDES**

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

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

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

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

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

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

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

### **PETITION TO APPLY FOR INDEPENDENT STATUS**

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

### **PROFESSIONAL JUDGMENT FOR INCOME REDUCTION**

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

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

### **Priorities for Awarding**

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

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

1. Verification of credit hours will be completed the fourth week of classes.

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

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

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

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 person 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**

#### **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. 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. 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

## G. 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 3rd 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.

## H. 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 Fund Office, shall have the authority to collect the activity fee.

### **PROCEDURE**

#### Distribution

##### a. Formula

1. 10% recreation department
2. 20% graduation
3. 20% scholarships
4. 50% local student organizations  
Beginning academic year 1984.

##### b. Criteria

1. Formal approval of student organization by-laws and officer election by local boards.
2. Budget approval by local boards of student organizations fees annually including changes.

### **TECHNOLOGY FEE**

Based on growth of the Oglala Lakota College in the area of technology, the demand has come from different departments to supplement more in the classroom, a technology fee improvement is needed.

The fee is \$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 to each district. Students who cannot prove they are receiving financial aid must pay for books and supplies before they receive them. Books will be available to students at district centers prior to the start of classes. Students still need books after that will have to pick them up at the OLC Bookstore at Three Mile Creek.

Students who officially withdrew from a course in the first three weeks of the semester can return the textbooks to the Bookstore for a refund if the books are unmarked and in good condition. The college has the right to refuse any book. Any books not needed by the student must be returned by the 6<sup>th</sup> week of classes. Financial Aid office will provide a list of eligible students.

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

## 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.

### **STUDENT GAS VOUCHER PROGRAM**

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

1. Eligibility
  - a. Students who could have a course scheduled in their home college, but must travel to another college center to take the class due to course schedule conflict or lack of space.
  - b. Students who are not fully packaged for financial aid.
2. Ineligibility
  - a. Students who receive a stipend from a grant that Oglala Lakota College receives.
  - b. Students who are fully packaged.
  - c. Students who are interns at Piya Wiconi or who work for Oglala Lakota College.
3. Procedure
  - a. A student completes a form requesting gas voucher assistance.
  - b. The College Center staff contacts the Financial Aid Office to establish that the student is not fully packaged for financial aid.
4. Guidelines

- a. The gas voucher is issued from the student's home center and the amount is determined based on the current gas voucher chart.
- b. Students must drive their own vehicles.
- c. If a student is riding with another student or in someone else's vehicle, they are not eligible to receive a voucher.
- d. Gas vouchers are based on travel from a student's home center to the center where he or she is attending class.
- e. If a student, for example, has three classes at three different centers in any given day, they will be given a gas voucher from their home center to the center which is the longest distance from their home center.
- f. Students must turn in the signed voucher before requesting another voucher.
- g. Students must request their voucher prior to their class, NOT after the class or the following day(s) or week.
- h. Students may receive no more than three vouchers per week.
- i. Mileage for students driving from the Rapid City College Center is determined from the reservation line to the college center where they will have their class.
- j. Mileage for students driving from district college centers to the Rapid City College Center is determined from their home center to the reservation line.

5. Fraudulent Uses

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

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

6. OST Transit System

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

## **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**

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**

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

- Any actual or threatened physical violence
- Gross disorderly conduct
- Verbal abuse or harassment
- Vandalism of OLC premises
- Attending classes under the influence of alcohol or drugs
- Failure to properly supervise children on college premises
- Any other student conduct that causes a disruption in classes or business transactions on college premises
- Failure to abide by the College’s Gun-free/Weapon-free Policy

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 another student.

### **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 and Student Affairs 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**

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 of 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 (DCMA) 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](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://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](http://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.



### ***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 a photo that a donor would like to see. (All photographs will be screened by the Financial Aid for appropriateness. Examples of inappropriate pictures are baby pictures, students with sunglasses, bandanas, unclear pictures, 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.

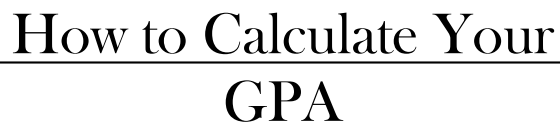
Remember to follow up on all your paperwork – it is **YOUR RESPONSIBILITY** to make sure all necessary documents are submitted to complete your application by the appropriate deadline date. By using the simple checklist, you will ensure your application will be considered by the scholarship committee.

### **INSTRUCTIONS FOR SUBMITTING AN ONLINE SCHOLARSHIP APPLICATION:**

Log on the American Indian College Fund website at <https://aicfstudents.civcore.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, 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.

Tribal College Students only: to be considered for all available scholarship, be sure to complete both the TCU scholarship program application and the Full Circle scholarship program application (The FULL CIRCLE scholarship also requires high school or college transcripts and a Financial Needs Analysis). See the financial aid office for more information on the scholarship programs and the deadlines for applying.





**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			

2017

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

2018

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

2019

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





**OGLALA LAKOTA COLLEGE IS** 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



\*Chartered by the Oglala Sioux Tribe

\*Accredited by the Higher Learning Commission of the  
North Central Association of Colleges and Schools

\*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



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