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## **Federal Compliance**

Turtle Mountain Community College follows all federal requirements mandated by the Department of Education and monitored by the Higher Learning Commission. This section documents evidence of such compliance.

## **Assignment of Credits and Credit Hour Determination**

Turtle Mountain Community College is chartered through resolution by the Turtle Mountain Band of Chippewa Indians. The Turtle Mountain Tribal Council has granted Turtle Mountain Community College autonomy to operate under a two governing board structure. The Board of Directors of Turtle Mountain Community College approves all policy for the college.

The procedure for assigning credit hours is in the 2013-2014 [TMCC Catalog](#). As stated in the TMCC Catalog, the Turtle Mountain Community College uses Carnegie units to measure semester credit hours awarded to students for course work. Under the Carnegie Unit measurement system 1 credit of coursework is equal to one fifty minute session of classroom instruction for a minimum of three (3) hours per week for a semester of not less than fifteen (15) weeks. Fifteen (15) hours of classroom training is equivalent to one (1) CEU credit.

The procedure for determining the amount of credit hours can be found in the 2013-2014 TMCC Catalog on pages 33-36. The following are the definitions for each type of course offered and how the amount of credit awarded is determined.

### **Course Delivery Methods**

1. [Lecture Class](#): a semester credit hour consists of the equivalent of at least one (1) fifty (50) minute period per week of “seat time” in class and two (2) hours per week of out-of-class student work for fifteen (15) weeks.
  - a. Example: A one (1) semester credit hour lecture class meets at least fifteen (15) contact hours per semester, plus a minimum average of thirty (30) hours of activities outside of the classroom per semester.
  
2. [Laboratory Class](#): One (1) semester credit hour consists of the equivalent of a minimum of three (3) hours of laboratory work per week for fifteen (15) weeks.
  
3. [Distant Learning Instruction](#): TMCC currently offers the following distance learning methods of instruction:
  - a. Interactive Video Network (IVN): This method of delivery is an alternative to the regular classroom instruction methods. This two way interactive communication system uses

cameras and microphones at one site. Participants at other sites can watch and listen to an instructor or presenter on a television monitor.

b. **Internet Courses (online):** This method of delivery is an alternative to the regular classroom instruction methods. Online courses use the Internet and a Learning Management System (JICS) to deliver course materials and to facilitate student-instructor, student-content, and student to student interaction. To participate in online courses, the student should have a good understanding of computer hardware and software applications and the Internet.

4. **Hybrid Class:** Hybrid courses combine face-to-face classroom instruction and the convenience of online web-based learning, resulting in a reduction of the amount of time spent in the face-to-face classroom and a significant increase of time spent studying online materials. Students registered in hybrid courses must attend class meetings as listed in the TMCC Course Schedule.

5. **Independent Study:** Independent study courses offer students the opportunity to make an in-depth study of a course in the student's regular curriculum that is not offered during the semester they are register in courses requiring a lab and/or hands on activities, and any educational methods course cannot be taken as an independent study course.

#### **Independent Study Policy**

A student at TMCC may need to take a course independently in order to satisfy graduation requirements in the student's proposed major. An independent study course offers a student the opportunity to make an in-depth study of a course in the student's regular curriculum that is not offered during the semester they are register in (please note that any class requiring a lab and/or hands on activities, and any educational methods course cannot be taken as an independent study course).

No more than three (3) credit hours from an independent study may be earned in any one semester, and not more than nine (9) credit hours of independent study credit may count toward satisfying the minimum requirements for a degree of study at TMCC.

The student is responsible for conducting the independent study with the guidance of their advisor and faculty of record for the course. All independent studies are expected to include readings and assignments commonly found in the course syllabus plus include a reflective journal and/or final presentation of coursework. Final presentations in whatever agreed upon format must meet professional standards. While there is not official independent study class meeting time, regular class meetings may be scheduled to facilitate faculty-student conferences and reporting. Use of e-mail communication is encouraged.

6. **Shortened Format:** Short courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester.

## Program Length

Turtle Mountain Community College offers three types of awards:

- Baccalaureate Degrees in Elementary, Secondary Science, and Early Childhood
- Associate Degrees (Associate of Applied Science, Associate of Arts, Associate of Science)
- Certificates

The Baccalaureate Degree credit hours range from 121 credit hours for a [Bachelor of Science Degree in Elementary Education](#) to 133 credit hours for a [Bachelor of Science in Early Childhood](#) and 134 credit hours in [Secondary Science Education](#).

The average number of credit hours needed to earn an Associate Degree at TMCC ranges from 63 ([Associate of Arts/Associate of Science](#)) to 78 credits ([Associate of Applied Science](#)).

The minimum number of credits to earn a certificate are 16 credit hours (example: [Commercial Driver License Certificate](#)) to a maximum of 36 credit hours ([Welding Technology Certificate](#)).

## Degrees, Certificates, and Diplomas 2013-14

Certificate	Associate of Applied Science	Associate of Arts	Associate of Science	Bachelor Degrees
Accounting Technician	Building Construction Technology	Art	Biology	Early Childhood Education
Building Construction Technology	Computer Support Specialist	Business	Chemistry	Elementary Education
Commercial Driver License	Clinical/Medical Lab Technician	Criminal Justice	Environmental Public Health	Secondary Science Education
Computer Support Specialist	Heating, Ventilation, Air Conditioning	English	Mathematics	
Concrete Technology	Licensed Practical Nurse	History	Medical Technology	
Electrical Technician	Pharmacy Technician	Humanities	Pre-Dentistry	
Phlebotomy	Process Plant Technology	Language	Pre-Engineering	
Process Plant Technology	Residential Electric	Music	Pre-Environmental Science	
Welding Technology		Native Studies	Pre-Geography	
		Political Science	Pre-Medicine	
		Psychology	Pre-Nursing	
		Social Science	Pre-Optometry	
		Social Work	Pre-Pharmacy	
			Pre-Physical Therapy	
			Pre-Veterinary Medicine	
			Pre-Wildlife Management	

# Tuition

Tuition-Credit hour costs are applied consistently across the institution, depending on students' enrollment status. Tuition and fees are reviewed annually and any increases must be approved by the Board of Directors. The cost of tuition is assessed on a per credit basis. All students attending TMCC pay the same tuition rate for regular academic credit. Students are also assessed fees for student activities, technology, textbook usage, and registration. The tuition rate for continuing education is dependent on instructor costs.

Additionally, rationale for instructional course and/or program fees are developed annually by the respective academic department and presented for approval to the Board of Directors. [Tuition and Fee Rates](#), course and program fee are published annually in the TMCC Catalog. The current TMCC tuition rate is \$74.00 per credit, up to twelve credit hours. Addition credits beyond the 12 are not assessed any charges.

An exception to this is in the Process Plant Technology Courses (PROP & ENRT) which are courses taught through an agreement with Bismarck State College where the rate is \$137.00 per credit with no cap. Fees are consistent from program to program; any necessary tools and related supplies may vary with the unique nature of each course. During the registration and advisement process students are advised of any [other course costs](#) involved for specialized courses.

Tuition and Fees per Credit Hour				
2013-2014				
Credits	Tuition	Student Activities	Technology Fee	Total
<b>1 Credit</b>	\$74.00	\$9.00	\$0.00	\$83.00
<b>2 Credits</b>	\$148.00	\$18.00	\$0.00	\$166.00
<b>3 Credits</b>	\$222.00	\$27.00	\$0.00	\$249.00
<b>4 Credits</b>	\$296.00	\$36.00	\$0.00	\$332.00
<b>5 Credits</b>	\$370.00	\$45.00	\$0.00	\$415.00
<b>6 Credits</b>	\$444.00	\$54.00	\$2.00	\$500.00
<b>7 Credits</b>	\$518.00	\$63.00	\$2.00	\$583.00
<b>8 Credits</b>	\$592.00	\$72.00	\$2.00	\$666.00
<b>9 Credits</b>	\$666.00	\$81.00	\$2.00	\$749.00
<b>10 Credits</b>	\$740.00	\$90.00	\$4.00	\$834.00
<b>11 Credits</b>	\$814.00	\$99.00	\$4.00	\$917.00
<b>12 Credits</b>	\$888.00	\$108.00	\$4.00	\$1,000.00
<b>*Process Plant Technology Courses (PROP &amp; ENRT) \$137.00 per credit hour</b>				

A \$25 Registration fee will be charged to all student each semester

An \$41 per credit hour audit fee will be charged to less-than full time students who wish to attend a class and not receive credit

A \$2 transcript fee will be charge for official and unofficial transcripts

An additional \$2,500 non-refundable charge in CDL Program.

An additional \$900 charge for tools students in Construction Technology

An additional \$900 charge for tools for students in Computer Support Specialist

An additional \$900 charge for tools for students in Electrical Technology

An additional \$600 charge for tools for students in HVAC

A Textbook/Supplies usage fee will assessed depending on the number of credits a student is registered for as shown below.

Credits	Amount
1-3	\$25.00
4-6	\$50.00
7-11	\$75.00
12 and above	\$100.00

## Institutional Records of Student Complaints

### Process for handling student complaints

The Turtle Mountain Community College complaint procedure begins with the Dean of Student Services, who guides the student through the correct avenue for the formal complaint process. Students are encouraged to work through concerns to resolve them at the lowest level (Student/Instructor/Advisor). However, TMCC realizes that in some instances formal processes and procedures must be utilized. The student complaint process is communicated to students through the [TMCC Student Handbook](#). The following is an excerpt of the policy:

“Turtle Mountain Community College (TMCC) students have the right to express their concerns if they believe they have been treated unfairly, subjected to harassment, or been the victim of discrimination. The procedures for Student Complaints/Grievances/Appeals provide a means for students to express complaints/grievances/appeals, to request a form of relief, and to receive an objective hearing. Students are reminded that filing a false complaint/grievance/appeal is in violation of the Student Code of Conduct. The TMCC Dean of Academics and Dean of Student Services are available to assist students who are considering filing a complaint/grievance/appeal”.

Students wishing to file a non-academic complaint/grievance/appeal should complete the appropriate paperwork, found in the [Student Handbook](#), with the assistance of the Dean of Student Services. Students who wish to file an academic complaint/grievance/appeal should complete the appropriate paperwork, found in the [Student Handbook](#), with the Dean of Academics. Students who feel they have been the victim of discrimination or harassment can refer to the Student Handbook policy on [discrimination](#) or [harassment](#) for guidance on filing the appropriate

paperwork with any of the following, Dean of Academics, Dean of Student Services or Human Resource Manager.

### Use of Complaint Data for Institutional Improvement

All student complaints are documented and a file is maintained with the Dean of Student Services. The documented student complaints are reviewed to assist in policy changes, service program changes, and academic programs.

Date	Complaint Type	Resolution	Notes
9/13/2011	Sexual Harassment	Student -verbal warning	Review and improvement of student policy on harassment.
9/14/2011	Inappropriate Student Conduct	Warning-Student Conference	Addressed physical location of furniture.
5/29/2012	Animal complaint	Warning-Student Conference	Consulted with President and Anishinabe Director.
5/29/2012	Animal complaint	Warning-Student Conference	Consulted with President and Anishinabe Director.
8/23/2012	Animal attack	Eviction from premises	Discontinuation of rental of primitive cabin area during academic terms.
2/5/2013	Student Billing Appeal	Student waiver awarded	Student billing was reduced after waiver applied.
8/29/2013	Animal complaint	Eviction from premises	Discontinuation of rental of primitive cabin area during academic terms.

## Publication of Transfer Policies

### Acceptance of Credit from Other Institutions

TMCC’s policies and procedures governing transfer credit are defined under the [Transfer Credit Policy](#) in the 2013-14 TMCC College Catalog. TMCC publishes its articulation agreements with other higher education institutions on the TMCC Website under the [transfer student tab](#). All credits pertaining to a student’s program of study are posted on the students TMCC transcript. Transfer courses are posted with a “P” grade and are not calculated in the students’ TMCC cumulative grade point average, but are counted in the amount of credits attempted for purposes of federal financial aid.

Students wishing to transfer to TMCC will need the requirements for admissions as a “[Transfer Student](#)”. TMCC adopted North Dakota’s [General Education Requirement Transfer Agreement \(GERTA\)](#) in May 2002 which was updated in 2011.

Based on GERTA, an approved set of general education courses are transferable between North Dakota University System campuses and North Dakota’s five tribal colleges. The transfer agreement is designed to improve student access to college degrees and avoid course duplication or loss of credit when students transfer within North Dakota. Based on GERTA, students who

transfer to TMCC from an accredited North Dakota university or college receive credit for equivalent courses and vice versa.

Transfer credits not covered by GERTA are reviewed by the registrar and, if needed, by the department to which the transfer credits relate. Articulation agreements with institutions and consortiums such as the [University of North Dakota](#), or collaborative agreements with institutions like [Bismarck State College](#) and the [Memorandum of Agreement](#) for technology courses with Northern Information Technology Consortium (NITC) and Valley City State University, also may be used to identify courses that meet transfer eligibility requirements.

## **Verification of Student Identity**

Turtle Mountain Community College offers interactive video network courses and online courses. Students enrolled in IVN courses are under continuous supervision of the designated on site classroom instructor or IVN technician, with each student's identity verified in person.

In addition, all TMCC students are given a unique log in and password to access online coursework, schedule, grades, calendar, and other pertinent information regarding their enrollment and educational program at TMCC. This provides verification of student identity for any students enrolled in online course work as well, including online courses and assessments.

TMCC has an [Information Technology Appropriate Use](#) Policy for all users, with a signed consent on file prior to utilizing any information technology at TMCC. Included in this are definitions of appropriate use of login information and a password policy.

## **Title IV Program Responsibilities**

### **1. General Program Responsibilities**

The Turtle Mountain Community College complies with all Title IV program requirements. TMCC has always been in good standing with the Title IV program. Each year an audit is completed by an external auditing firm on the Title IV program. There were no findings from the most recent audit completed (FY 2013 Audit). No recent material weaknesses in the processing of financial aid have been identified. A copy of all TMCC audits for the last five years can be accessed on our electronic resource room.

In the case of a finding, TMCC has corrected the problem immediately upon discovery and the external auditing firm will audit that area again to verify corrective action was taken. In fiscal period 2011, TMCC had a finding related to satisfactory academic progress for three students resulting in a repayment to the Department of Education. TMCC revised the satisfactory academic progress policy to include only cumulative grade point averages rather than term grades. The new policy is now applied to every student regardless of whether they are eligible for Title IV or not. The audit firm audited that area of finding the following year and were completely satisfied that controls are in place to ensure this would not happen again. ([FY 2011 Audit](#))

In fiscal period 2012, TMCC had a finding related to overpayment of Title IV funds for two students. TMCC paid two students in the summer term, a full Pell award. TMCC had relied upon



the PowerFaid software to alert them of students who had reached their ceiling of Pell for the academic year resulting in a repayment to the Department of Education. TMCC worked with PowerFaid to apply a flag for students who attended summer terms who had reached their annual Pell eligibility. The audit firm audited that area of finding the following year and determined that corrective action was taken. ([FY 2012 Audit](#))

## **2. Financial Responsibility Requirements**

TMCC conducts an annual review of their financial statements. No material weaknesses/deficiencies have been identified in the internal control over financial reporting. Copies of the audited financials can be found in the electronic resource room. TMCC reports its financial information to HLC and had any concerns on the ratios. The audits are sent to the [Federal Audit Clearinghouse](#) submitted through the EZ audit website as well as a hard copy, and mailed to the Tribe, State and Federal agencies.

## **3. Default Rate**

TMCC does not offer student loans.

## **4. Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures**

### Campus Crime Information

TMCC publishes crime statistics annually in compliance with the Higher Education Act of 1965 as amended by the Higher Education Opportunity Act of 2008, which requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Campus Crime statistics are published annually on the TMCC website under the [Student Right to Know](#) on the disclosure tab. It is also included in the Student Right to Know Brochure.

### Athletic Participation

TMCC just recently began an [athletic program](#). TMCC is part of an independent basketball program and is not required to report athletic information. TMCC is not a member of the National Junior College Athletic Association, however TMCC is affiliated with the Northern Intercollegiate Athletic Conference. This Conference is independent and not recognized on the national level. TMCC does provide partial tuition waivers and non-federal scholarships for the players.

### Financial Aid

The financial aid information is outlined in the catalog and can be found at the links below. TMCC offers federal, state, local and institutional funding to qualified students.

[General](#)

[Scholarships](#)

[Financial Aid FAQ](#)

[Forms](#)

[Helpful Financial Aid Information](#)

[Student Expenses](#)

[Satisfactory Academic Progress](#)

## **5. Student Right to Know**

The [Student Right to Know](#) information can be found under the Disclosure tab on the college website.

## **6. Satisfactory Academic Progress and Attendance Policies**

TMCC's [Standards of Satisfactory Academic Progress](#) policy can be found in the College Catalog on the website or is available in paper copy upon request. The [attendance policy](#) is also published in the TMCC Catalog and available on the website. Students also have access to attendance policy within each course syllabi.

## **7. Contractual Relationships**

TMCC does not have contractual relationships with third-party entities not accredited by a federally recognized accrediting agency.

## **8. Consortial Relationships**

TMCC does not have consortial relationships with other schools or organizations.

# **Required Information for Students and the Public**

Turtle Mountain Community College provides its students and public with accurate information about its calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies in the College Catalog, student handbook, and website.

The most current course catalogs and student handbooks can be reviewed at:

[2013-2014 Course Catalog](#)

[2013-2014 Student Handbook](#)

Information that is required to be disclosure can be found at the following links on the TMCC website:

[Accreditation Information](#)

[Academic Calendar](#)

[Grading](#)- Catalog is the official source

[Admissions](#)

Academic Program Requirements

[Degrees and Programs](#) – Catalog is the official source

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Selective Admissions Programs](#)– Catalog is the official source

[Transfer Guide](#)– Catalog is the official source

[Tuition and Fees](#)

[Refund and return of Title IV Policies](#)

[Financial Aid Return of Funds](#)

[Institutional](#)

## Advertising and Recruitment Materials and Other Public Information

TMCC produces multiple documents that refer to the college's accreditation status, this statement is reflected throughout the advertising and recruitment materials. All marketing material produced by TMCC available to the general public, prospective and current students, faculty, staff, alumni and community members. These materials reference the college's affiliation with the Higher Learning Commission. The commission's [Mark of Affiliation](#) is displayed prominently on the TMCC website and is linked to the commission's Statement of Affiliation Status for the college.

	Accreditation	Campus Info	Programs	Locations	Policies
<b>Catalog</b>	X	X	X	X	X
<b>Student Handbook</b>		X			X
<b>Website</b>	X	X	X	X	X
<b>Annual Report</b>	X	X	X	X	
<b>Brochures</b>	X	X	X	X	
<b>Program Flyers</b>	X	X	X	X	
<b>Scholarship/Financial Aid Brochure</b>		X		X	X
<b>Rez Room Rap</b>		X	X		
<b>President's Weekly Edition</b>	X	X	X	X	X
<b>Newsletter</b>	X	X	X	X	
<b>Paid Advertising</b>	X	X	X	X	
<b>Anishinabe Newsletter</b>	X	X	X	X	
<b>NativeWisdom Email</b>		X	X		

# Review of Student Outcome Data

At TMCC, assessment is the process of measuring something to determine its value. TMCC is committed to maintaining a culture of assessment through academic assessment conducted by instructors at the classroom level and at the program and degree levels. The overall goal of assessment is to ensure the fulfillment of the institutional mission and to contribute to the strategic improvement of student learning. Both quantitative and qualitative evidence are used to ascertain the nature of progress and achievement, or lack of it.

Assessment of student learning at Turtle Mountain Community College is an ongoing process of measuring student learning to generate feedback that is evaluated to determine the best way to modify educational practices. This review process enhances student learning and thus continuously improves the college's ability to fulfill its mission of service to the Turtle Mountain Band of Chippewa. The educational philosophy of the college flows from the institutional mission and goals to each programmatic goal and from there to each course objective. In this way student learning and the assessment of learning at TMCC are closely aligned with institutional mission and goals.

## Faculty Responsibilities

### Course Assessment

Instructors are responsible for providing a pre- and post-assessment of student learning in at least one class per academic term on a rotational basis. The cycle is complete when all classes have been assessed. Pre-assessment should determine skill/knowledge levels at the onset of the class in terms of the stated learning objectives. The assessment instruments include items for whatever content is relevant to culture and heritage which would normally be covered in each course. The process should establish a baseline that will be used to determine the extent of learning through post-assessment at the end of the class. The expectation is that faculty will administer pre-assessment by the end of the first week of class.

Post-assessment is meant to determine to what extent students met the course learning objectives stated in the class syllabi. The process should be scheduled as near the end of the course as is practical.

Faculty will be expected to report the findings from pre- and post-assessment by first inserting the data into a the [Faculty Assessment Report Matrix \(FARM\)](#) and by then writing a brief narrative of their findings, complete with plans for course modification, if any, and purchase requests that would enhance student learning without stressing the instructional budget. These two reports will be submitted separately to the department chairperson, who will draft a departmental assessment report to be included in an institutional academic assessment report to all college stakeholders.

### Degree/Program Assessment

Program and/or degree assessment is defined as those assessment procedures designed to measure the student learning of the core knowledge/skill sets deemed requisite for successful completion of the degree/program. The goals and objectives of each degree and or program should correlate with the institutional goals as appropriate. Course goals and objectives as stated in syllabi should relate logically to the stated program outcomes.

Each degree/program is made up of core courses, the successful completion of which would fulfill the outcomes of the stated degree/program. Selection of these core courses for pre- and post-test assessment initiates the assessment. Following post-assessment procedures, the department and other selected faculty will determine to what extent the core curriculum fulfills the outcomes of the stated degree/program.

Recommendations for degree/program modification and requests for fiscal and/or personnel resources should be clearly stated, and, if possible, (for fiscal resources) placed on purchase requisition forms. The final report then will be submitted to the assessment coordinator who will draft the complete assessment report and advocate for needed resources and change with the Dean of Academic Programs and/or Administrative Council ([2012 TMCC Academic Assessment Manual](#)).

## **Standing with State and Other Accrediting Agencies**

Turtle Mountain Community College is a tribal community college chartered under the Turtle Mountain Band of Chippewa Indians. TMCC is one of the original six tribal colleges that were established by various Indian Tribes in the early 1970s, and is one of the current 37 tribal colleges in the United States. All programs offered at Turtle Mountain Community College are accredited by the Higher Learning Commission. In addition, TMCC maintains specialized accreditation or certification for select programs. The college is in good standing with all accrediting and certifying agencies. The following are is a list of specialized state approved and accredited programs:

- National Council for Accreditation of Teacher Education (NCATE) or Education Standards and Practices Board (ESPB)
- North Dakota State Board of Nursing (NDBON)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- American Society of Health-Systems Pharmacists (ASHP)
- North Dakota Association for Career & Technical Education (NDACTE)

## Public Notification of Opportunity to Comment

TMCC used several forms of media to inform its constituencies about the solicitation of third-party comment on its upcoming reaffirmation of accreditation visit. Notice of third-party comment procedure is distributed by both print and electronic media, including [website](#), e-mail, news releases, notice in local paper and signage on campus.

*Turtle Mountain Community College  
Public Notification of Opportunity to Comment.*

*The Turtle Mountain Community College (TMCC) is seeking comments from the public about the college in preparation for its periodic evaluation by its regional accrediting agency. TMCC will host a visit on March 24-26, 2014 with a team representing the Higher Learning Commission of the North Central Association for colleges and schools accreditation. Turtle Mountain Community College has been accredited by the Commission since 1978. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation.*

*The Public is invited to submit comments regarding the college to:  
Third Party Comment on Turtle Mountain Community College  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411*

*The public may also submit comments on the Commission's website at [www.ncahlc.org](http://www.ncahlc.org)*

*Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.*

***All comments must be received by February 20, 2014.***