

Turtle Mountain Community College

Student Handbook

Academic Year 2013-2014



Approved August 2013, TMCC Board of Directors

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EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

The Turtle Mountain Community College (TMCC) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy the college abides by the requirements with the Title IX, Education Amendments of 1972; with Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Questions or comments may be referred to Holly Cahill, Human Resource Director, Turtle Mountain Community College, PO Box 340, Belcourt, ND 58316, (701) 477-7862, or

Chicago Office
Officer for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Telephone: 312-730-1560
Fax: 312-730-1576; **TDD:** 800-877-8339
Email: OCR.Chicago@ed.gov

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and TMCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees and administrative officers for the purpose of furnishing students with the appropriate information. The catalog has attempted to present information regarding admission requirements, ground rules, and regulations of the college for the 2013-2014 academic year in as accurate and up-to-date manner as possible. This does not, however, preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as newspapers, TMCC website, and our message boards.

Revised 08/01/2013

Educational Purposes

Institutional Philosophy

Turtle Mountain Community College (TMCC) is a tribal community college with obligations of direct community service to the Turtle Mountain Band of Chippewa Indians. Under this unifying principle, the College seeks to maintain, seek out, and provide comprehensive higher education services in fields needed for true Indian self-determination.

The Seven Teachings of the Anishinabe People

The philosophical foundation of the college is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

1. To cherish knowledge is to know **WISDOM**.
2. To know love is to know **PEACE**.
3. To honor Creation is to have **RESPECT**.
4. **BRAVERY** is to face the foe with integrity.
5. **HONESTY** in facing a situation is to be honorable.
6. **HUMILITY** is to know yourself as a sacred part of Creation.
7. **TRUTH** is to know all these things.

Institutional Mission Statement

TMCC is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career and Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, and student body exerting leadership in the community and providing service to it.

Institutional Goals

Turtle Mountain Community College hereby establishes the following goals:

1. A learning environment stressing the application of academic concepts to concrete problems;
2. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;
3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs, and to serve as a contributing member toward its maintenance and betterment;
4. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of Western society;
5. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning ;
6. Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;
7. Cooperation with locally Indian-owned business and stimulation of economic development for the service area;
8. Continued independent accreditation; and
9. Community service and leadership.

Student Rights and Responsibilities

TMCC recognizes the basic rights and responsibilities of the members of the College and accepts its obligation to preserve and to protect these rights and responsibilities. Further, the College must provide for its members that which best serves the nature of the educational process.

Each student should realize that TMCC's primary mission is to meet the needs of the community and of the individuals who make up the community. Public opinions may be easily formulated as a result of the actions of any single individual. With this in mind, it is expected that each student and staff member will do his or her part to represent the College and to project its name in a positive manner, thereby enabling it to fulfill its mission of service in the tradition of excellence.

Students at TMCC will be responsible for familiarizing themselves with the contents of the TMCC catalog and student handbook.

Right to Higher Education

TMCC is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, sexual orientation, national origin, or disability. In adhering to this policy, the College abides by the requirements of Title IV and VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972, by sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

- Right to a quality educational environment, that allows learning and growth to take place.
- Right to freedom of speech and expression.
- Right to freedom from unreasonable search and seizure.
- Right to freedom of religion and culture.
- Right of academic freedom.
- Right to make his or her own decisions when applicable.
- Right to a safe and secure environment.
- Right to a grievance procedure or due process as stated in this handbook.
- Right to a reasonable degree of privacy.
- Right to freedom of discrimination.
- Right to freedom of harassment based on gender.
- Right to respect and fair treatment from fellow students and TMCC faculty, staff and administration.

Student Responsibilities

- A student has the responsibility to abide by the rules, acceptable student conduct, regulations, and policies of TMCC.
- A student has the responsibility to treat TMCC employees, facilities, equipment, and other students with courtesy and respect.
- A student has the responsibility to uphold the school's standard of student conduct relating to academic honesty.
- A student has the responsibility to assume full responsibility for the content and integrity of the academic work they submit.
- A student has the responsibility for submitting accurate information.
- A student has the responsibility for discharging all legal obligations.
- A student has the responsibility for completing all class assignments.

Student Records and Information

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 students certain rights with respect to their education records.

Eligible students have the right to inspect and review their 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 eligible students to review the records. Schools may charge a fee for copies.

- 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 eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the 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 eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ✓ School officials with legitimate educational interest;
 - ✓ Other schools to which a student is transferring;
 - ✓ Specified officials for audit or evaluation purposes;
 - ✓ Appropriate parties in connection with financial aid to a student;
 - ✓ Organizations conducting certain studies for or on behalf of the school;
 - ✓ Accrediting organizations;
 - ✓ To comply with a judicial order or lawfully issued subpoena;
 - ✓ Appropriate officials in cases of health and safety emergencies; and
 - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information. TMCC considers the following as "directory" information:

- ✓ Student's name
- ✓ Address
- ✓ Telephone listing
- ✓ Electronic mail address
- ✓ Photograph
- ✓ Major field of study
- ✓ Degrees, honors, and awards received
- ✓ Dates of attendance
- ✓ Grade level
- ✓ Participation in officially recognized activities and sports
- ✓ Weight and height of members of athletic teams
- ✓ The most recent educational agency or institution attended

Schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify

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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8500

IT Appropriate Use Policy

Scope

This policy applies to all users of IT systems, including but not limited to students, faculty, and staff. It applies to the use of all IT systems. These include systems, networks, and facilities administered by the IT Department, as well as those administered by individual departments, laboratories, and other college-based entities.

Policy Statement

The purpose of this policy is to ensure an information technology infrastructure that promotes the basic mission of the college in teaching, learning, research, and administration. In particular, this policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT systems.
- To ensure that IT systems are used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violators.

Policies and Guidelines

Unacceptable Use Policy

Definition:

Use of institutional computers, network, and internet services is a privilege, not a right. All users are required to comply with this policy and the accompanying rules.

Policy Statement:

The following rules are intended to provide general guidelines and examples of prohibited use. Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action, and/or legal action.

- All users shall have no expectation of privacy regarding computer files, email, or internet usage. Turtle Mountain Community College reserves the right to monitor all computer files, email, and internet usage without prior notice.
- All users may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- All users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- All users are not allowed to download, copy, or install any games or unauthorized software on college computers. Any unauthorized software and games, if found in the college computers, will be removed by college IT Department.
- All users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on social media sites.
- All users will not post private information about another person.
- All users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- All users will not knowingly or recklessly post false or defamatory information about a person or organization.

Email Policy

Definition:

Use of email by staff, faculty, and students is permitted and encouraged where such use supports the goals and objectives of the institution.

Policy Statement:

Users of TMCC's email services are expected to act in accordance with the following policies and with professional and personal courtesy and conduct.

- Email is an official means of communication at TMCC. The institution may send communications to users by e-mail and has the right to expect that those communications will be received and read in a timely fashion. Information sent via e-mail has the same importance and needs to be responded to in the same manner as information sent in other ways.
- The Information Technology personnel will assign all users an official institution e-mail address. It is to this address that the institution will send all official e-mail communications.
- Any emails that discriminate against employees by virtue of any protected classification including race, color, gender, religion, national origin, sexual orientation, age, or disabilities, will be dealt with according to the harassment policy.
- All users are expected to read and properly dispose of e-mail promptly. Prompt disposal of e-mail is necessary to manage storage space on the institutional e-mail system. Disposal may include deletion, filing into alternate folders on the institutional servers, or moving the e-mail onto the user's own computer. The institution reserves the right to purge mail from accounts. Prior notification will be given if that notification is feasible and practical to allow users time to save messages.
- All users of electronic communication, including e-mail, need to realize that communication of this type usually leaves traces as to its origin and destination as well as its content. The simple deletion of e-mail or other electronic files does not remove these traces and the file or e-mail is often recoverable for some time after deletion. Further, users need to realize that the institution makes regular archival copies of all e-mail to ensure the system's integrity and that these archives exist for some time. Therefore, although TMCC's e-mail system and governing policies may grant some privacy to users e-mail, users should treat all e-mail as if they were public documents.
- In some cases a user may wish to configure his or her TMCC account to forward e-mail to another address. The user takes full responsibility for the correct configuration of that forwarding. The institution takes no responsibility for the handling of e-mail in this fashion. The use of automatic e-mail forwarding does not absolve the user from the responsibilities associated with e-mail sent to the user's official e-mail address. The institution may forbid the automatic forwarding of e-mail in cases where it is found to be problematic. Additionally, the institution may delete e-mail forwarding or other automated e-mail handling rules that cause system problems without prior notification.

- Send or attempt to send spam of any kind.
- The institution uses spam filtering tools to help control unwanted email. The institution will continue to stay up-to-date with the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective and will let mail through that should be blocked and occasionally block e-mail that should be delivered. Moreover, each person's definition of spam is unique. Given that, users should expect that on rare occasions, legitimate e-mail may be blocked from delivery. If this happens please contact the IT Department for further assistance.
- Once an employee has resigned or been terminated; or a student has withdrawn or graduated, they will have two weeks to save any email. After the two weeks the account will be deleted.
- Sending mass email that is unrelated to an individual's administrative or academic activity is completely prohibited. Mass e-mails are defined as messages sent to all students, all staff, all faculty, or when individual recipient addressees are not defined. IT manages e-mail distribution lists of current staff, faculty, and students. There is no opt-out provision for these lists. If you need to attach a large file please contact the IT Department for alternate methods of distribution.
- Keep in mind that the TMCC owns any communication sent via email or that is stored on institutional equipment. Administration and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.
- Users that sign a contract to use TMCC equipment including but not limited to laptops, tablets and other electronic devices are responsible for the replacement of damaged, lost or stolen equipment.

Network Privileges Policy

Definition:

Individuals who are eligible to receive access to network services.

Policy Statement:

The following users are identified as eligible to receive network services from TMCC. Any applicant for network not described below should be referred to the IT Department, who will coordinate a decision on that particular case.

- **Students:** All full-time and part-time students may receive network privileges without restriction.
- **Faculty:** All full-time faculty without restriction. Part-time faculty, faculty with temporary or cyclical appointments, and visiting faculty may receive limited network privileges.
- **Full-time regular part-time staff:** All regular, non-faculty, college employees may receive network privileges without limitations.
- **Temporary employees, visitors:** Temporary employees and visitors may receive network privileges at the request of the employing department and the assistance of the Information Technology Department.

Password Policy

Definition:

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of TMCC's entire network. As such, all TMCC staff, faculty, and students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Policy Statement:

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

- All system-level passwords must be changed on at least a 120 day basis.
- All production system-level passwords must be changed on at least a 120 day basis.
- All user-level passwords must be changed at every 6 months.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

Guidelines:

- It must be at least eight characters in length.
- It must contain at least one alphabetic and one numeric character.
- It must be significantly different from previous passwords.
- It cannot be the same as the user ID
- It cannot include the first, middle, or last name of the person issued the user ID.
- It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.

Wireless Policy**Definition:**

The purpose of this policy is to provide reliable and secure wireless network access.

Policy Statement:

This policy applies to all wireless network users at Turtle Mountain Community College.

- TMCC is solely responsible for providing wireless networking services on campus. No other department may deploy wireless network access points or other wireless service on campus. Private wireless access points in the departments or offices are strictly prohibited.
- TMCC is responsible for maintaining a secure network and will deploy adequate security procedures to support wireless networking on campus.
- TMCC will develop a procedure for the temporary use of a wireless access point to support campus events.

Consideration:

Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

Enforcement

Users who violate these policies may be denied access to institution computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the institution disciplinary procedures applicable to the user. The institution may suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of institution or other computing

resources or to protect the institution from liability. The institution may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Student Conduct

College students are expected to be mature individuals. Their conduct both in and out of college is expected to be that of any other responsible adult. Under these circumstances, it is expected that the student will at all times remember the reputation of this institution is affected by his or her conduct.

Student conduct regulations apply to actions on college premises and at college sponsored activities off campus. In addition, students must also abide by tribal, state and federal laws. Failure to meet the following standards of conduct may result in disciplinary action. However, the regulations do not define misconduct in every circumstance.

Academic Misconduct

TMCC students are expected to be honest in their endeavor to attain a college education. Academic misconduct includes:

- knowingly using, buying, selling, transporting, or soliciting the contents of an un-administered test;
- copying from another student's test;
- possessing unauthorized test material during a test; and getting help from another student during a test without permission;
- plagiarism- when a student steals and uses the ideas or writings of another as one's own;
- unauthorized alteration or use of any college documents is prohibited;
- Any violation will be reported to the Dean of Students.

Social Misconduct

- Use of tobacco, except as permitted in authorized areas; (See Smoking Policy page 11);
- Disruptive behavior in the classroom; and
- Disruptive behavior while representing the College on/off campus activities; (See Conduct On/Off Campus Activities page 12).
- Possession of any firearms or other weapons except as permitted by law.
- Assaulting, threatening, harassing, or endangering the health or safety of any individual.
- Use, possession, or being under the influence of any illegal drugs or alcoholic beverages; see Drug Free Policy, page 11.
- Theft or damage of public or private property on college premises.
- Unauthorized presence in or use of college premises, facilities, or properties.
- Refusing to comply with college officials performing their duties.
- **Any violation will be reported to Law Enforcement**

Penalties

Any student who is guilty of any of the above infractions may be suspended. Any student who is suspended will not be allowed to register for one academic year. An academic year consists of the next two semesters not including summer school. Upon returning to TMCC, students must show proof of resolution. The Dean of Students may place students on suspension regarding this policy.

TMCC Student Complaint/Grievance/Appeal Procedure

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 provides 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. All required forms are located in appendix "A" of this handbook.

A. Academic Decision complaint/grievance/appeal procedure

The following procedure provides the steps for a student to file a complaint/grievance/appeal concerning a faculty member's academic decision. An example of an academic complaint is a final grade appeal.

1. The student wishing to file a complaint/grievance/appeal about a matter pertaining to an academic decision made by a faculty member may discuss the matter first with the faculty member whose action has caused him/her to consider filing the complaint/grievance/appeal in an effort to resolve the situation informally. This meeting must take place within 14 college days of the date of the action.
2. If not resolved through informal discussion and over a period not to exceed 7 college days, the student may complete a Student Academic Decision Complaint/Grievance/Appeal Form within seven days of speaking to the faculty member.
3. The form is submitted to the Academic Dean.
4. Within the next seven days, the Academic Dean schedules a meeting with the student to attempt to resolve the concern. The person whose action caused the complaint/grievance/appeal may be invited by either the student or the Academic Dean to attend the meeting.
5. A written response will be provided to the student by the Academic Dean either personally or by first-class mail within 7 college days of the meeting.
6. If the student is not satisfied with the Academic Dean's written response, she/he has one 5 college days to request in writing that a grievance committee hear the matter. This request is given to the TMCC Vice President. A hearing will be scheduled within five 5 college days. The recommendations of the grievance committee will be provided to the TMCC Vice President within five 5 college days of the hearing. The Vice President in conference with the President will have 7 college days to decide whether to accept the recommendation of the committee or to render a different decision. The TMCC Vice President will notify the student in writing within that time frame. The decision of the Vice President is final and there are no further means of appeal to be made. In cases where the appeal involves the TMCC President, the appeal will be heard by the Board of Directors.

Special Note Regarding Safe Practice

If a question of safe practice is an issue, the student may not be allowed to continue in the course or program until the appeal process is concluded. While every effort will be made to expedite the appeal process, there is a possibility that the grievance may delay the grievant's completion of a course or program.

B. Non-Academic complaint/grievance/appeal procedure

The following procedure provides the steps for a student to file a complaint/grievance/appeal about the conduct of a faculty member, other TMCC employee, student, or auxiliary service personnel about a matter unrelated to academic decisions. Example of a non-academic complaint/grievance/appeal-student to student argument, fighting, or threatening contact.

1. The student wishing to file a complaint/grievance/appeal about a matter not related to academic decisions may discuss the matter with the person responsible for the work area of the person who is

the subject of the complaint/grievance/appeal in an effort to resolve the situation informally. This meeting must take place within 14 days of the date of the action.

2. If not resolved through informal discussion and over a period not to exceed 7 days, the student may complete a Non-Academic Complaint Form within 7 days of speaking with the individual who the complaint/grievance/appeal is against.
3. The form is submitted to the Dean of Student Services
4. Within the next seven days, the Dean of Student Services schedules a meeting with the student to attempt to resolve the concern. The person whose action caused the complaint/grievance/appeal may be invited by either the student or the Dean of Student Services to attend the meeting.
5. A written response will be provided to the student by the Dean of student Services either personally or by first-class mail within 7 college days of the meeting
6. If the student is not satisfied with the Academic Dean's written response, she/he has one 5 college days to request in writing that a grievance committee hear the matter. This request is given to the TMCC Vice President. A hearing will be scheduled within five 5 college days. The recommendations of the grievance committee will be provided to the TMCC Vice President within five 5 college days of the hearing. The Vice President in conference with the President will have 7 college days to decide whether to accept the recommendation of the committee or to render a different decision. The TMCC Vice President will notify the student in writing within that time frame. The decision of the Vice President is final and there are no further means of appeal to be made. In cases where the appeal involves the TMCC President, the appeal will be heard by the Board of Directors.

C. Discrimination or harassment complaint/grievance procedure

The following procedure provides the steps for a student to file a complaint/grievance/appeal about the conduct of a faculty member, other TMCC employee, or student, about a matter that is related to the discrimination or harassment of the student based on the student's race, color, religion, gender, national origin, age, disability, or veteran's status relative to employment.

1. The student first contacts the Dean of Student Services, Dean of Academics or Human Resource Manager to provide a written description of the discrimination or harassment activity causing the complaint/grievance. This contact must take place within 14 days of the date of the action.
2. The Dean and/or Human Resource Manager meet with the person who is the subject of the complaint/grievance to document, in written form, information about the incident. This meeting must take place within 7 college days of the filing of the complaint/grievance
3. Additional persons who may be witnesses or observers of any information about the complaints/grievance may be interviewed by the Dean and/or Human Resource Manager to provide written accounts of any activities relative to the issue.
4. After a review of all the documentation by the Human Resource Manager a decision will be written and provided to the student and the person who is being accused of discrimination or harassment. If the investigation confirms that discrimination or harassment occurred, the college will take corrective action including discipline up to and including immediate dismissal, as appropriate. Discipline may include verbal and written reprimand, reassignment, suspension, counseling, termination, or any combination of these actions. A decision must be made within 30 days of receiving documentation.
5. Confidentiality of all parties involved will be respected to the extent of the law; retaliation against anyone reporting discrimination or harassment is prohibited. Similarly, filing a false complaint will result in serious consequences.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is prohibited by law. It is the policy of the College that sexual harassment is unacceptable, shall not be tolerated, and that no member of the College community may sexually harass another.

Sexual harassment is unwelcome sexual conduct that is either implicitly or explicitly a term or condition of employment or academic advancement. There are two types of sexual harassment, “quid pro quo” and “environmental”.

“Quid pro quo harassment” - occurs when submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment decisions or academic decisions that affect such individuals.

“Environmental sexual harassment” - is unwelcome sexual conduct that unreasonably interferes with an individual’s job or academic performance or creates an intimidating, hostile, or offensive working or academic environment, even if it leads to no tangible or economic job consequences.

Procedure

Any complaint or sexual harassment should be handled in the following manner:

1. The person making the complaint should try to resolve the issue with the person who this complaint is made. This should be done through a constructive and agreeable manner. This may be done verbally or in writing.
2. If the situation continues, the issue must immediately be taken to TMCC’s President, Human Resource Manager, Dean of Student Services or Academic Dean for informal discussion with both parties.
3. When such facilitative measures do not remedy the situation and merit for probable cause is determined, a hearing committee made up of three members (selected by TMCC President) will be authorized to form a binding agreement to resolve the sexual harassment situation.
4. Any further violation will result in written reprimand and possible suspension of employment or in the case of a student, disciplinary dismissal until treatment or counseling or both is received.
5. Termination or expulsion will result should behavior continue.

Notification of Registered Sex Offender

For further information on registered sex offenders in North Dakota please visit the North Dakota Registered Sex Offender’s website at www.sexoffender.nd.gov.

Smoking Policy

The College is dedicated to provide a healthy environment for all staff, students, and citizens. Smoking and other tobacco use can be hazardous to the health of both users and non-users.

The College will provide smoke-free facilities. This is a ban on using smoking and smokeless tobacco within all the buildings on all campuses. In order to keep the smoke from entering the facilities from outdoors, smoking will not be permitted in front of the main campus buildings. Smoking is permitted ONLY in designated areas at least 20 feet from door entrances on all campuses or in personal vehicles.

Only in the case of cultural ceremonies will the use of tobacco be allowed.

All individuals on all College campuses share in the responsibility of adhering to and enforcing this policy.

Any violation by students shall be referred to the Dean of Student Services. One written warning will be given to the student and a file will be established to record the incident. Further violations shall be

considered a violation of the Student Code of Conduct and shall be dealt with accordingly based on established policies and procedures.

Student Drug and Alcohol Abuse Policy

TMCC adopted the following policy in an effort to inform faculty, staff, and students of the adverse effects of drug and alcohol abuse, standards of conduct, disciplinary and legal sanctions related to such use or abuse, and to advise those concerned of available counseling and rehabilitation services.

Standards of Conduct

All students are prohibited from the possession, use, or distribution of illicit drugs and alcohol on College property or at College functions.

Sanctions

The following disciplinary sanctions, which are consistent with tribal, state, and federal laws, will be imposed for violation of the Standards of Conduct cited in this policy:

- Warning; Loss of Privileges; Mandatory participation in an approved drug and/or alcohol abuse treatment, rehabilitation, and/or re-entry programs; Probation; Suspension; and Dismissal.
- Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed. A complete description of the applicable legal sanctions under tribal, state, and federal laws for unlawful possession or distribution of illicit drugs and alcohol is included in the Student Conduct Code.

Student Referral

The College has designated a member of its professional counseling staff to provide referral assistance to a student with problems and/or concerns related to the use and/or abuse of drugs and/or alcohol. The student who seeks assistance will be referred to an appropriate community agency or health facility for more in-depth assessment and long-term treatment. Because TMCC is a non-residential/commuter institution, students represent a broad geographical service region. The College is in continuous contact with counseling agencies and health facilities that serve this broad region.

Counseling, Treatment, Rehabilitation or Re-Entry Programs

Consistent with its educational mission, TMCC is committed to providing education about the effects of drugs and alcohol and to furthering efforts to prohibit possession, use, or abuse. The community does provide periodic workshops and seminars about health risks and legal sanctions related to the use, manufacture, sale, and/or distribution of drugs and alcohol. In addition, materials are placed in various locations at the College.

TMCC offers referral services to all new, current and prospective students. See the TMCC referral guide at www.tm.edu for more information. Please contact the TMCC College Counselor at 477-7947 with any questions or concerns. You are also welcome to stop by the Counselors office which is located on the south side of the Auditorium (Music Practice Room A103).

Handicapped Parking Policy

TMCC offers designed “Handicapped Parking” areas for individuals who display the required license or permit. Handicapped parking can only be used when the handicapped individual is driving or is a passenger in the vehicle. Any individual who parks in designated “Handicapped Parking” areas and does not display a handicapped permit will:

- be towed away at the owner’s expense; and
- be ticketed/fined at a rate consistent with tribal law.

Student Activities Policies

Student Activities

Social activities are an integral part of a college education. The student is given an opportunity to interact with other students as well as develop an informal contact with faculty and staff. Activities such as social gatherings, field trips, and intramural sports help to foster strong social relationships. TMCC encourages student participation in all extra-curricular activities sponsored by the College.

All Out-Of-Town Activities

To qualify for out-of-town trips, a student must have a cumulative GPA of 2.0 (except first semester students). A student must also be making satisfactory academic progress for the current term and have good attendance. Students are not allowed to bring their children to college sponsored out-of town activities. Students will be required to sign a travel contract prior to attending any out-of town activities (See Appendix B)

Conduct On/Off Campus Activities

A student who is participating in College-sponsored activities (on/off campus) is expected to abide by the policies of the College. A student who violates student conduct: Parts A) Academic Misconduct and B) Social Misconduct during their participation in college-sponsored activities will be suspended immediately and will continue to be suspended for one academic year, (two semesters following incident, excluding summer session).

AIHEC Student Eligibility

Any student attending AIHEC must be in compliance with AIHEC competition policies and procedures.

Class Field Trips

Every student may attend their class sponsored field trips.

All Other Social Gatherings

Any student enrolled at TMCC either full-time or part-time will be eligible to participate in social gatherings.

TMCC Club or Organization

Starting a Club or Organization

Students requesting to start a Club or Organization must comply with the following criteria and receive approval by the Dean of Student Services:

- an organization or club must be formed and titled;
- the organization must have a staff or faculty member as their Advisor;
- the organization must state their purpose with goals and objectives;
- the organization must have elected officials;
- the organization must have direct affiliation to TMCC campus;
- an organization may request a one-time sum of \$300 for seed money;
- a proposal to Student Senate for seed money must be requested two (2) weeks prior;
- seed money will be used to raise funds for the activities of the organization;
- all fund raising activities must be supported or approved by an established TMCC organization (see Appendix "C" for a copy of the TMCC club or organization fund raising policy);
- individual/personal profit is prohibited;
- monies raised must be recorded and turned into the Business Office by the next business day; and
- the Business Office will process all monies by proper procedure.

Note: Seed money will be awarded once for each organization and will stay in that account for the future needs of the organization. The Advisor and Treasurer will share the responsibility of handling the monies for each organization with the Business Office. Organizations formed should try to accommodate and benefit as many students in the College as possible.

Student Senate

The Student Senate is the official representative of the Student Body of the TMCC. The Student Senate processes all allocations of student activity funds. All student activities will be for enrolled students only, unless otherwise noted by Student Senate. The Student Senate is also responsible for organizing and promoting activities for the Student Body including picnics, basketball tournaments, volleyball leagues, family week activities, cultural events, etc.

Elections are held at the beginning of each school year. The Student Body President, Vice-President, Secretary, Treasurer, Delegates, and Student Representative are elected at that time. The Student Representative will represent the students on the Board of Trustees and shall follow the same guidelines for holding office.

Officers Duties

The **President's** duties shall be:

- to preside at Student Senate meetings;
- to prepare the agenda for Student Senate meetings;
- to appoint the chairperson of any special committee;
- to enforce and uphold the TMCC Student Senate Constitution ;
- to break a tie vote of the Student Senate; and
- to serve as Student Representative for the Board of Trustees.

The **Vice-President's** duties shall be:

- to chair the meetings of the Student Senate in the absence of the President;
- to perform such duties as delegated in the absence of the President;
- to serve as the chairperson of the Student Constitution Revision Committee; and
- to assist the President in the promotion of the welfare of the Student Body.

The **Secretary's** duties shall be:

- to take and transcribe minutes of all Student Senate meetings;
- to distribute minutes to all Student Senate members before the next regular meeting for approval;
- to post approved Student Senate minutes;
- to keep an accurate record of all Student Senate officers' attendance;
- to keep an accurate file of all constitutions submitted by any new organizations and students association documents; and
- to type all correspondence related to Student Senate.

The **Treasurer's** duties shall be:

- to keep accurate records of all finances of the Student Senate;
- to work closely with the Business Office personnel and plan a budget from the previous years' experience;
- to give an oral report of the financial balances at each regular meeting;
- to aid the Treasurers of all campus organizations in fulfilling the duties prescribed in their offices; and

- to publish a report at the end of each semester listing all receipts and disbursements of the Student Senate.

The **Delegate's** duties shall be:

- to participate in policy making; and
- to present any issues of concern.

The **Student Representative's** duties shall be:

- to work in conjunction with the Student Senate;
- to act as liaison between the Board of Trustees, the public, and the Student Body; and
- to serve as a student representative on the Board of Trustees.

Ratification

All TMCC students have the right to vote at Student Senate elections. Students are to be polled on pertinent issues and the following:

Amendment or Revision of the Constitution

Amendment of this Constitution shall be proposed by a majority vote of the Student Body and then submitted to the President of the Student Senate.

The Constitution is in full force when the amendment is ratified by a 2/3 vote of the Student Senate.

The Constitution

Article I

This Constitution shall be the governing document of the Corporate Student Body, Student Association of TMCC, Belcourt, North Dakota.

Article II

Under the appropriate provisions of this Constitution, the Student Senate representing the TMCC Student Body shall act as a liaison between the Student Body and TMCC administration and faculty.

Article III

Officers of the Student Senate shall consist of President, Vice-President, Secretary, Treasurer, 2 Delegates, and Student Representative at large. The Student Senate shall be the governing body of the Student Association.

Rules of Election

- Candidates must be full-time students enrolled at TMCC with a cumulative and semester GPA of 2.5. A transfer student must use her/his most current GPA.
- Candidates are to be elected by a plurality vote of the Student Body.
- Officers shall serve for a term of one (1) school year. However, an officer may serve additional terms if re-elected.

Article IV

Removal from Office Procedure

Any officer who has more than one unexcused absence from the regular meetings in one semester will be dismissed. A letter of dismissal shall be sent to the individual from the Student Senate.

Any officer who falls below a cumulative and semester grade point average of 2.5 will be dismissed. Student Senate will send a certified letter of dismissal to the individual.

Any officer who fails to work for the good of the Student Senate and Student Body – as decided by 2/3 vote of the Student Senate – will be given 1 warning and if changes are not made, he/she will be asked to resign or be removed by a 2/3 vote by the Student Senate. The Student Senate shall send a letter of dismissal to the individual.

A vacancy in the Student Senate shall be filled in the following manner:

- Notification of opening(s) for Student Senate position(s) shall be announced no later than four (4) school days after the position has been declared vacant.
- An open election by the Student Body shall be held within five (5) school days following the posting of the vacancy.
- The newly elected Senate member shall take office at the next regular meeting.

Article V

A sum of \$35.00 will be granted to each Student Senate member once the follow criterion is met:

- Attendance of one weekly meeting;
- The Student Senate member must arrive on time and stay in attendance for the duration of the meeting, until closure;
- Should there be a request for two (2) meetings in the same week, only one \$35.00 stipend will be issued;
- Student Senate members must perform all assigned duties and responsibilities; and
- Student Senate members are responsible to find out the dates, times, and location of all meetings or activities.

Student Senate Advisor

There shall be one advisor to the Student Senate, appointed by the institutional administration. The advisor shall appoint a staff member of his/her choice to act in his/her absence. The advisor shall be provided time for comment in the agenda of all meetings and shall then articulate relevant policies of the College, as deemed necessary. He/she shall review officer's grades at every grade-reporting period. The advisor based on his/her judgment, is responsible for taking immediate action when students violate the Standards of Conduct.

Committees and Commissions

Standing and special committees shall be established and added to the document as deemed necessary by the Student Senate President. Committee, commission members, and chairpersons shall be appointed by the Student Senate President, and approved by a simple majority vote of the Student Senate Officers, unless other provisions have been established by the Constitution.

Appendix A

TMCC Academic and Non-Academic Complaint/Grievance/Appeal Form

Turtle Mountain Community College
ACADEMIC COMPLAINT/GRIEVANCE/APPEAL FORM

Return completed complaint form to the Dean of Academic Programs.

Student name _____ Student ID number: _____

E-Mail Address: _____

Address: _____

Telephone (Home): _____
 (Cell/Work): _____

Date of Initial Filing _____ Date of Prior Meetings _____

Individual(s) named in Complaint/Grievance/Appeal: _____

TMCC department related to this incident (if applicable): _____

DESCRIPTION OF COMPLAINT

1. The nature of the complaint/grievance/appeal

2. The facts on which it is based

3. The actions requested to resolve the problem

The above statements are true. I understand that any misrepresentation of the facts can result in formal disciplinary action.

_____ Signature of student Date

Use additional paper if necessary. Attach additional information to this form. Students must initiate the complaint procedure within 30 days of the occurrence of the action being grieved. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.

Turtle Mountain Community College
NON-ACADEMIC COMPLAINT/GRIEVANCE/APPEAL FORM

Return completed complaint form to the Dean of Student Services.

Student name _____ Student ID number: _____

E-Mail Address: _____

Address: _____

Telephone (Home): _____
(Cell/Work): _____

Date of Initial Filing _____ Date of Prior Meetings _____

Individual(s) named in Complaint/Grievance/Appeal: _____

TMCC department related to this incident (if applicable): _____

DESCRIPTION OF COMPLAINT

4. The nature of the complaint/grievance/appeal

5. The facts on which it is based

6. The actions requested to resolve the problem

The above statements are true. I understand that any misrepresentation of the facts can result in formal disciplinary action.

Signature of student Date

Use additional paper if necessary. Attach additional information to this form. Students must initiate the complaint procedure within 30 days of the occurrence of the action being grieved. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.

Appendix B

Student Travel Contract



TURTLE MOUNTAIN COMMUNITY COLLEGE

PO BOX 340

BELCOURT, NORTH DAKOTA 58316

TELEPHONE: 701-477-7862 FAX: 701-477-7892

Student Travel Contract

**Turtle Mountain
Band of Chippewa
Indians**

**Charter Member
American Indian
Higher Education
Consortium**

Turtle Mountain Community College (TMCC) students participating in travel sponsored by TMCC need to recognize that they are representing the college. It is important to present themselves at all times in a professional manner. Social misconduct will not be allowed!

Social Misconduct constitutes the following:

- Possession of any firearms or other weapons except as permitted by law;
- Assaulting, threatening, harassing, or endangering the health or safety of any individuals;
- Use, possession, or being under the influence of any **illegal drugs** or **alcoholic beverages**;
- Theft or damages of public or private property
- Use of tobacco, except as permitted in authorized areas;
- Refusing to comply with college officials performing their duties: and
- Disruptive behavior while representing the college on/off campus activities.

Student Activities

Social activities are an integral part of a college education. The student is given an opportunity to interact with other students as well as develop an informal contact with faculty and staff. Activities such as social gatherings, field trips, and intramural sports help to foster strong social relationships. TMCC encourages student participation in all extra-curricular activities sponsored by the College.

All Out-Of-Town Activities

To qualify for out-of-town trips, a student must have a cumulative GPA of 2.0 (except first semester students). A student must also be making satisfactory academic progress for the current term and have good attendance. Students are not allowed to bring their children to college sponsored out-of town activities. Students will be required to sign a travel contract prior to attending any out-of town activities (See Appendix C)

Conduct On/Off Campus Activities

A student who is participating in College-sponsored activities (on/off campus) is expected to abide by the policies of the College. A student who violates student conduct: Parts A) Academic Misconduct and B) Social Misconduct during their participation in college-sponsored activities will be suspended immediately and will continue to be suspended for one academic year, (two semesters following incident, excluding summer session).

By signing this contract you agree to all of the above stipulations in representing TMCC.

Student Signature:

Date:

****This is a TMCC sponsored event, no family members, or significant others will be allowed on college owned vehicles! NO EXCEPTIONS. If you want to bring a family member you will be responsible to secure and pay for your own transportation.**

Appendix C

TMCC Student Club and Organization

Fundraising Policy

TMCC Student Organization Fundraising Policy & Procedures

All revenue-generating activities conducted by TMCC student organizations must follow TMCC policies, applicable (inter)national organization policies/procedures, as well as tribal, county, state, and federal laws.

Fundraising Policy

The need for registered TMCC student organizations to conduct fundraising events to provide financial support for their organization continues to increase at TMCC. Recognizing this need, the TMCC administration has established this fundraising policy with the following procedures and guidelines for conducting fundraising events. The overall purpose of this policy is to help organizations be as successful as possible in their efforts.

1. **Definition.** For the purposes of this policy, all activities involving the collection of money by registered TMCC student organizations are defined as revenue-producing projects. Revenue-producing projects include: the selling of printed materials, student-produced goods, student-provided services, the selling of tickets, travel packages and/or charging admission to private or public activities or the soliciting of voluntary contributions, and the selling of other goods and services.
2. **Financial Benefit.** Revenue-producing events held on campus or in the campus facilities may not directly financially benefit the individual officers and/or members.
3. **Fundraising Privileges.** Only registered TMCC student organizations and the Student Senate may conduct revenue producing events on-campus.
4. **Fundraiser Registration/Application.** All student organizations wishing to hold revenue-producing projects must register the project with the Dean of Student Services Office. The fundraising application must be submitted at least five calendar days prior to the requesting date. Organizations planning ahead can turn in fundraising applications no earlier than the first day of the semester proceeding the semester of the event date.
 1. Applications must be submitted for both on-campus and off-campus events.
 2. The date, location, and a brief description of the revenue-producing project must be completed on the fundraising application. The fundraising application requires the sponsoring organization's advisor and president's signatures. These signatures will indicate the organization's approval of the project. Without these signatures the fundraising project will be denied.
 3. **Project Summary.** Within ten days of the completion of the event, the sponsoring organization should complete and return the project summary section of the application with a profit or loss margin stated. The information is kept in the Dean of Student Services Office and is available for student organizations to review. This will allow them a chance to see what events they may or may not want to try in the future.
 4. **Scheduling and Space Reservations.** Generally, two or more events of the same nature will not be scheduled at the same time for sales. This is to assist groups in being more successful. The sponsoring organization will need to check with the Dean of Student Services for scheduling.
5. **Compliance with rules, policies, and laws.** The sponsoring organization assumes all responsibility for conducting a revenue-producing project in compliance with the written policies and regulations of TMCC. In addition, the organization is responsible for knowing and abiding by all Tribal, county, state and federal laws.
6. **Assistance.** If you need assistance, the Dean of Student Services and/or Student Government provides assistance to student organizations conducting fundraising events.

STUDENT ORGANIZATION FUNDRAISER PERMIT FORM

Application made by _____ Organization _____

Applicant's Email Address _____ Applicant's Phone Number _____

Brief description of fundraiser and purpose:

Proposed date/s and time/s of fundraiser: _____

Proposed location: _____

Signature required from Student Services Administrative Assistant verifying the facilities required are available _____

Does your fundraising project require heated food service? _____ Yes _____ No
(If yes, local food handling policies will need to be followed)

Does your fundraising project require the solicitation of off campus businesses/organizations?
_____ Yes _____ No

(If yes, please attach a detailed proposal that includes the names of the businesses or organizations to be solicited)

If this request is approved, please remember to immediately submit a work request with the TMCC facilities department to request any special set up needed (tables, chairs, etc.).

Signature of Student Organization President Date

Signature of Faculty Advisor Date

For Office Use Only

Dean of Student Services: Approved Denied Date _____

Dean of Student Services Signature

Please return this completed form to the Dean of Student Services Office.

Project Summary

Event: _____

Brief Description of the event:

Members involved with the event:

Financial Statement: Student club advisor must pick up and count the starting money before leaving the business office. Money should be turned in to the business office as soon as possible to avoid any lost or stolen money. The money will be locked into a bag or sealed envelope and placed into the business office vault until it is picked up for the continued days fundraising or when it is receipted. The money must be counted together with the student advisor and the business office personnel and receipted as soon as possible.

Starting Money: _____

Total cost associated with event: _____

Total Sales: _____

Total Profit/Loss _____

Explain any obstacles the members of the organization faced, this is to help future organizations with their activity planning:

Signature of the organizations advisor: _____

Signature of the organizations Treasurer: _____

Signature of the organizations President: _____