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ACCREDITATION

Fort Berthold Community College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For information contact:
www.ncahigherlearningcommission.org.

Fort Berthold Community College believes learning is a life long process that involves mental, social, physical and spiritual growth. Student learning is the reason the Fort Berthold Community College exists.



- **What Our Logo Means** -

The symbol illustrates...

- Three ascending ravens, each representing one of the Three Affiliated Tribes, they are separate, yet share a common purpose ... to build a life together on the Fort Berthold Reservation.
- The logo speaks of both the future and the past. The traditional dwellings of old and the new modern buildings of today.
- The Missouri River (now Lake Sakakawea) has always flowed in the lives of the Mandan, Hidatsa and Arikara people, strengthening the values, language and traditions.

FT. BERTHOLD COMMUNITY COLLEGE

IDENTIFICATION

Name _____

Address _____

City, State, Zip _____

Phone Number (____) _____ - _____

Social Security #: _____ - _____ - _____

Tribal Affiliation: _____

Tribal Office Phone Number: (____) _____ - _____

Enrollment #: _____

IN CASE OF ILLNESS OR ACCIDENT, NOTIFY

Name _____

Address _____

City, State, Zip _____

Phone Number (____) _____ - _____

SPECIAL EMERGENCY INSTRUCTIONS

Blood Type: _____

Allergic To: _____

Doctor: _____

Phone: (____) _____ - _____

Hospital: _____

Phone: (____) _____ - _____



DEAN OF STUDENTS

Greetings and Welcome to Fort Berthold Community College. This is your College, in your community and we are excited that you have chosen to pursue an education in a field of your choice. Staff and Faculty at the college maintain an open door policy and are committed to helping you succeed. Please let us know if you need help in any way.

We encourage you to join student organizations and get involved in College activities. All students are members of the Student Senate so please attend meetings and participate. Student "voice" at the College is valued and welcome.

The Fort Berthold Community College seeks to integrate the cultural values of the Mandan, Hidatsa, and Arikara Tribes throughout the curriculum and activities. We urge you to share and learn as much as you can about the tribes.

Your major responsibility is to "do the best you can" in your coursework. Class attendance is expected and completing assignments on time, planning for study time and/or tutoring is necessary to be successful.

This handbook is designed to assist students to be aware of services and information about student life on campus. Students have significant responsibilities and rights and we want you to be informed members of FBCC.

Congratulations on beginning a journey to fulfill your goals, we wish you success.

*Susan Paulson, Dean
Student Services*

This Student Handbook is published by Student Services of the College to provide perspective students and other interested individuals with information concerning this institution. Any part of the handbook may be changed or revoked without notice and may not serve as a binding obligation with Fort Berthold Community College.

Campus Mailing Address:

Fort Berthold Community College

220 8th Avenue North

P. O. Box 490

New Town, ND 58763

Telephone Number:

| | |
|------------------------|-------------------------|
| Receptionist | (701) 627-4738, ext 244 |
| President's Office | Ext. 240 |
| Academic Deans Office | Ext. 248 |
| Dean of Students | Ext. 284 |
| Business Manager | Ext. 266 |
| Library Services | Ext. 255 |
| Agriculture Department | Ext. 266 |
| Technology Department | Ext. 229 |

Fax Number (701) 627-3609, President's Office

Fax Number (701) 627-4099, Academic Office

DISCLAIMER

Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the students body set forth in this bulletin are in accordance with information available at the time of publication. Fort Berthold Community College reserves the right to change these conditions when necessary. Therefore, this document should not be considered a contract between the student and the institution. Fort Berthold Community College is an equal opportunity and affirmative action institution that does not discriminate on the basis of race, age, color, national origin, sex or disability in its admissions, employment practice, educational programs or other related activities.

Fort Berthold Community College is an equal opportunity and affirmative action institution that does not discriminate on the basis of race, color, national origin, sex or handicap in its admissions, employment practices, educational programs or other related activities.

2007-2008 Academic Calendar

Fall 2007

| | |
|--|-----------------------|
| Fall 2007 Registration | August 13-17 |
| Last Day to Register | August 20 |
| First Day of Classes | August 20 |
| Student Orientation | August 22 |
| Last Day to Change Classes | August 24 |
| Labor Day (No Classes/College Closed) | September 3 |
| Four Bears Day (No Classes/College Closed) | October 8 |
| Mid Term Week | October 8-12 |
| Financial Aid Disbursement (Higher Ed/State Grants) | October 12 |
| Financial Aid Disbursement (PELL/SEOG) | November 2 |
| Veterans Day Remembrance (No Classes/College Closed) | November 12 |
| Thanksgiving Vacation (No Classes/College Closed) | November 22-23 |
| Last Day to Drop Classes | November 30 |
| Final Exam Week | December 3-7 |
| Final Grades Due | December 12 |
| End of Fall 2007 Semester | December 14 |
| Christmas Vacation (No Classes) | December 14-January 2 |
| Christmas Holiday (College Closed) | December 21-26 |
| Last Day to Remove Fall 2007 Incompletes | January 27 |

Spring 2008

| | |
|---|----------------|
| New Year's Holiday (College Closed) | January 1-2 |
| Spring 2008 Registration | January 3-11 |
| First Day of IVN Classes | January 7 |
| First Day of Classes | January 14 |
| Last Day to Change Classes | January 18 |
| Martin Luther King Day (No/Classes/College Closed) | January 21 |
| President's Day (/No Classes/College Closed) | February 18 |
| Financial Aid Disbursement (Higher Ed/State Grants) | February 22 |
| Mid Term Week | February 25-29 |
| Spring Break (No Classes) | March 3-7 |
| Financial Aid Disbursement (PELL/SEOG) | March 20 |
| Last Day to Apply for Spring 2008 Graduation | March 20 |
| Easter Holiday (No Classes/College Closed) | March 21-24 |
| Last Day to Drop Classes | April 18 |
| Last Day of Classes | April 25 |
| Final Exam Week | April 28-May 2 |
| FBCC Founder's Day (Established 1973) | May 2 |
| Final Grades Due | May 5 |
| Graduation 2008 | May 9 |
| Last Day to Remove Spring 2008 Incompletes | May 15 |

Summer 2008 (Tentative)

| | |
|---|-----------|
| Summer 2008 Registration | May 19-23 |
| Memorial Day (No Classes/College Closed) | May 26 |
| First Day of Classes | May 27 |
| Last Day to Change Classes | May 30 |
| Last Day to Drop Classes | June 27 |
| Final Exams | July 1-2 |
| Last Day of Classes | July 2 |
| Independence Day Holiday (College Closed) | July 3-4 |
| Final Grades Due | July 7 |

General Information

HISTORY

The Fort Berthold Community College (FBCC) is tribally chartered by the Three Affiliated Tribes of the Fort Berthold Reservation headquarters at New Town, North Dakota. FBCC is tribally controlled by a Board of Directors, which consist of seven-members. The College was founded May 2, 1973, as the agency responsible for higher education on the Fort Berthold Reservation.

The Three Affiliated Tribes endorsed the concept that a locally based higher education institution was needed to train Tribal members and to act as a positive influence in retaining the Tribal cultures. A steering committee was appointed to oversee the initial operations of the College. This committee was replaced by the selection of a Board of Directors in 1974.

The first classes offered at FBCC were on an extension basis with coordinating accredited institutions. The articulation agreements made in the beginning were with University of Mary, Bismarck, ND; Minot State College, Minot, ND; and the University of North Dakota, Williston Center, Williston, ND. The College proceeded to develop long-range planning models. This resulted in the development of a framework for carrying out the mission and goals of the College. This planning also resulted in the improvement of the educational and vocational services in the communities throughout the Reservation.

Fort Berthold Community College was granted accreditation on February 12, 1988, through the North Central Association of Schools and Colleges. The college is also one of twenty-nine tribal colleges granted 1994 Land Grant Institution status. Fort Berthold Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Fort Berthold Community College is also a member of the American Indian Higher Education Consortium (AIHEC).

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and FBCC. Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing students with institutional information.

The handbook presents information regarding admission requirements and requirement guidelines of the college for the 2007-2008 school years in an accurate and timely fashion. This does not preclude the possibility of changes taking place during the academic year. If such changes occur, they will be publicized through normal channels such as in newsletters, posters, notices and information flyers.

A. EDUCATIONAL PURPOSES

1. Philosophy

We believe that Fort Berthold Community College seeks to:

Enhance the quality of life for the Mandan, Hidatsa and Arikara Nation

- Offers opportunities for improvement of our economic well-being and quality of life.
- Initiates and implements new or innovative ideas for the benefit of the Tribe, including leadership and training.

Build a positive strong identity of the Three Affiliated Tribes

- A builder of people and communities of the Mandan, Hidatsa and Arikara Nation
- Integrates Three Affiliated Tribes culture, traditions and language, in all academic and social activities empowering the people.
- A place where all people come first for their educational needs.

Insure development of global citizenship by providing necessary training and leadership

- Utilize the art of technology to deliver courses.
- Prepare globally to address the impact of other cultures, economies, environments and actions.
- Develop and utilize the existing resources for the further development of the staff/faculty and Board of Directors.

Develop a financially strong institution, which meets the needs of the students by providing a safe learning environment, which promotes diversity and relevant curriculum/programs.

- Provide a caring and nurturing atmosphere, which meets the needs of all the students.
- Utilize multiple teaching methods and techniques for a variety of learning styles.
- Offer self-improvement opportunities while maintaining the culture of the Mandan, Hidatsa and Arikara Nation.
- Select and develop a faculty who believe in the vision and mission of the College.
- Provide continuous assessment of
 - Teaching methods
 - Curriculum
 - Community needs and trends to determine course and program offerings, recreation, sports, childcare, student housing.
- Encourage the need to voice informed opinions to make positive change.

- Become a leader among tribally controlled colleges, providing the highest quality of culture, academic, and student services.

2. Values

The Fort Berthold Community College's values are illustrated through the earth lodge, which is the common home to the Nueta, Hidatsa, and Sanish people. Unity, being the key value, is located in the center (fire pit), which the rest of the values build around. Spirituality, People, Culture, and Future are the four domains represented by the four main posts. The outer twelve posts represent values within each of the four domains.

SPIRITUALITY: We are a whole, not just a mind or a body. We have spirits we must take care of through practicing our spirituality.

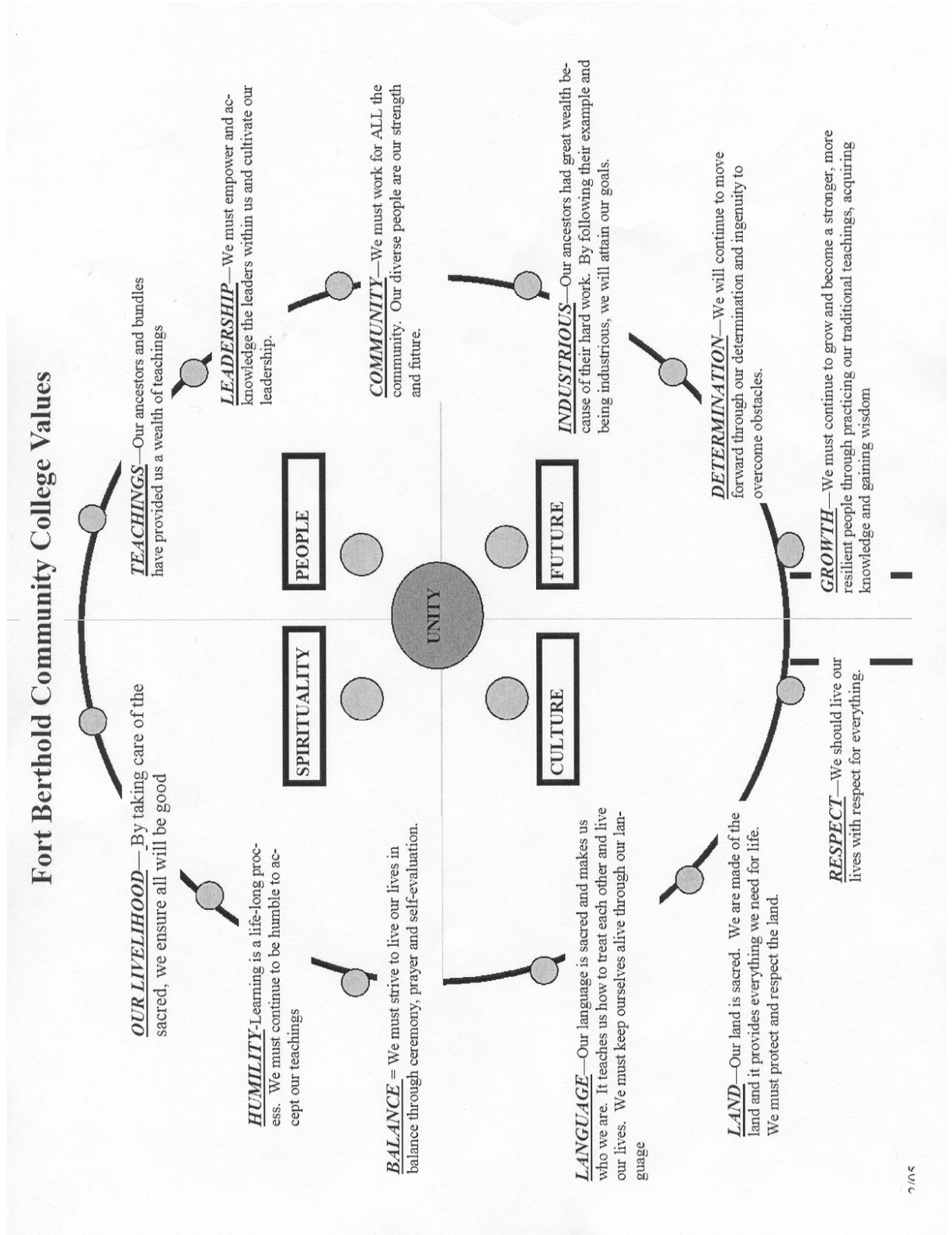
PEOPLE: Our people, the Nueta, Hidatsa, and Sanish people are sacred. We must respect and honor our children, elders and ourselves.

UNITY: The Nueta, Hidatsa, and Sanish people have lived together for over two hundred years. We have worked together for over two hundred years. We have worked together to live harmoniously, peacefully and with friendship. We strive to continue this unity for our future generations.

CULTURE: Our culture is a blessing that makes us unique. We must learn to appreciate, strengthen, and practice it.

FUTURE: Our people have been here from the beginning of time. We must take action to ensure the future of our people.

Earth Lodge Values Model



3. Mission

Mandan, Hidatsa and Arikara Nation
Fort Berthold Community College
Will provide quality Cultural, Academic and Vocational
Education and Services for the Mandan, Hidatsa and Arikara Nation.



4. Vision

Mandan, Hidatsa and Arikara Nation
Fort Berthold Community College

A dynamic presence that preserves our past
And prepares us for the future

5. Academic Freedom

Fort Berthold Community College is committed to intellectual thought and pursuit. The college encourages faculty to introduce students to broad and diverse points of view and research. As part of the college's Native American tradition, it is recognized certain tenets will be expressed as part of the curriculum and is acceptable whenever applicable. At all times faculty members should exercise sound judgment, respect the rights of others to express ideas and opinions and insure that same freedom be extended to students and colleagues.

B. ADMISSIONS INFORMATION AND POLICIES

1. Admissions

Fort Berthold Community College subscribes to an Open Door Admissions Policy. No one will be denied the opportunity of enrolling at FBCC, regardless of lack of educational experience.

Procedures:

An individual enrolling at FBCC must submit the following items to the Admissions Office:

- ✓ Complete Application for Admission.
- ✓ An official copy of high school transcript or GED certification.
- ✓ An official academic transcript from each college

Note: Students, who have not earned a high school diploma or GED certificate, may qualify as Ability to Benefit. (See student classification section for more information)

2. Academic Sessions 2007-2008

The Fort Berthold Community College follows a semester system. The Fall Semester is from **August 20, 2007 to December 14, 2008**. The Spring Semester is from **January 14, 2008 to May 05, 2008**.

3. Registration

A student must officially register with the College prior to attending classes. Registration deadlines are listed on the Academic Calendar and students must register within the dates specified. Students should refer to Schedule of Classes for specific Dates, times, and locations that registration occurs. Registration by proxy is not allowed.

Procedures:

- ✓ Pick up registration packet and receive advisor assignment from Registrar.
- ✓ Take placement tests, if new or transfer student.
- ✓ Meet with Advisor to prepare a degree plan, select courses, and complete registration form.
- ✓ Meet with Director of Financial Aid to finalize financial aid paperwork and determine eligibility, and to receive book approval form.
- ✓ Meet with the Student Accounts Office to make payment arrangements.
- ✓ Return all forms to the Registrar.
- ✓ Purchase books at the FBCC Bookstore.

4. Introduction to Three Affiliated Tribes Course

All new and transfer students who are pursuing a degree will be required to attend a one credit hour Three Affiliated Tribes course.

5. Cultural/Student Activities

Students who enroll in six (6) or more credits each semester will participate in cultural/student activities. The main goal is to build self-esteem and pride through cultural knowledge and educational achievement, to foster tribal leadership skills, and to promote cultural understanding. Students enrolled in six (6) to twelve (12) credits a semester will be required to complete one (1) activity per semester, students enrolled in twelve (12) or more credits a semester will complete two (2) activities per semester. An observation paper must be written on the activity and placed in the student's advisee file kept by the faculty advisor. The faculty advisor will keep a checklist of activities each student completes. Students should consult with their faculty advisor on these activities.

6. Testing

The Academic Counselor and the UND Outreach Counselor will test all new students who are pursuing a degree and have not previously attended another College, or any student registering for Math or English courses, to

determine math, reading, and writing proficiency for proper placement in Math and English courses. The Strong Interest Inventory will be administered to all students to assist in their career planning.

7. Academic Advisement

The Registrar will assign faculty advisors to all students. The advisor will assist students with their course selection, degree plan and other academic matters. Students must contact their advisor during the registration process. The advisor must sign registration forms, degree plans, and add/drop cards. The advisor will help select, design and monitor graduation projects. Many students ask, "What does an advisor do?" An advisor is an important person to any student and has several responsibilities and roles. It is an advisor's responsibility to work out a degree plan with a student. Therefore, an advisor must be informed of any changes in class schedule or choice of major. An advisor's job is to assist students who may have questions about which classes to take or which degree option is best suited for a particular career choice. It is essential that students understand that they have the ultimate responsibility to meet the College's graduation requirements; therefore students should maintain a personal copy of their degree plans. A new advisor may be assigned if a student changes academic programs.

8. Orientation

Student Orientation will be held at the beginning of each semester and is a requirement for new students.

This orientation session includes a discussion of college policy, the history of the College, financial information, student responsibilities, financial obligations, and introduction of faculty and staff.

All new students are required to take PSY 100 – Psychology of Student Success. This is a one credit hour course and will assist the student to begin developing an electronic portfolio which is a requirement for graduation. The e-portfolio will assess student learning outcomes at program and institutional levels.

9. Student Classification

The students are classified according to the number of semester hours for which they are registered. These classifications are used for determining educational costs.

- a) Full Time Student: A full time student during the fall or spring semester is enrolled in twelve (12) or more semester hours of credit. During the summer session, a student is considered full-time when enrolled in six (6) or more semester hours.
- b) Three-Fourths (3/4) Time Student: A three-fourths (3/4) time student is enrolled in 9-11 semester hours of credit.
- c) One-half (1/2) Time Student: A one-half (1/2) time student is enrolled in 6-8 semester hours of credit.
- d) Less half time: A less half time student is enrolled in 1-5 semester hours of credit.
- e) Freshman: A freshman is a student who has completed less than 32 semester hours of college level credit.
- f) Sophomore: A sophomore is a student who has completed at least 32 or more semester hours of college level credit.
- g) Audit Student: An audit student must register for a course and pay the required audit fee. Students are NOT permitted to audit any class where laboratory work, participation or hands-on activity is an integral part of the course offering (examples: computers, language, arts and crafts, and physical education courses).

Audits are limited to lecture only classes. Permission of the instructor is required in order to audit any class. An audit student is not required to participate in the oral, written, attendance or exam requirements of the class. An audit student is allowed to register only if class space is available. An audit student does not earn any college credits.

- h) Four-Year Student (Teacher Education)
Regardless of the college in which their degree is being earned, students intending to become teachers must apply for formal admission to the UND Department of Teaching and Learning and the Elementary Education Program. Students apply for admission after completion of 30 semester hours, normally while enrolled in an entry-level course. (See Director of Teacher Education for further details).

- i) Ability to Benefit: A student may enroll under the Ability to Benefit Policy. This applies to students who do not have a high school diploma or GED certification.

A student must:

- 1) Receive his or her GED within one academic year, and:
 - 2) Must pass an appropriate approved test by the Department of Education. This test is subject to the criteria of the institution's accrediting agency. A certified UND Outreach Counselor administers this test.
-
- j). Transfer Students: Students who have attended colleges elsewhere must notify FBCC of all previous enrollments. Students are required to have all official transcripts sent to the Registrar.

Transfer credits of C, or better, will be accepted if they apply to the students degree plan. These credits will be recorded on the FBCC transcript. No more than thirty-two (32) credits or one half (1/2) total credits required for a degree will be accepted. Students must contact their advisor for specific information about which credits may be transferred and how these credits fulfill any degree requirements.

C. FINANCIAL AID INFORMATION AND POLICIES

1. Office of Student Financial Aid

The Fort Berthold Community College Office of Student Financial Aid provides assistance to students in securing adequate resources to attend FBCC. A variety of programs are available.

All students are encouraged to apply for financial aid. Office hours are 8:00 am - 5:00 pm Monday - Friday.

2. Tuition and Fees Payment

a) Student Financial Obligations/Responsibilities:

Students with outstanding financial obligations to FBCC will not receive transcripts, be allowed to graduate, or register for the next term until their bills are paid. Financial obligations include educational costs such

as tuition, books, supplies, fees, and library charges. Tuition and fees are to be paid in full at the time of registration unless student is eligible for financial aid.

b) Deferred Payment

Students who are unable to pay their total educational costs on the day of registration may make arrangements with the Business Office. To be eligible for deferred payment student must have no outstanding financial obligations to FBCC and must pay at least 1/3 of costs at the time of registration. Payment Agreements will be made only during the semester in which the student is enrolled and must be paid in full during the semester.

c) Payroll Deduction

Students who are employed may contact the Business Office to arrange for a payroll deduction to pay for tuition and fees prior to registration.

D. EDUCATIONAL COSTS

1. Tuition

Students - \$110.00 per credit hour. There are no additional tuition costs beyond 12 credit hours.

2. Mandatory Fees:

\$25.00 – per credit hour. Fees included are Registration, Student Senate, Student Activity, Technology, Transcript, Matriculation, and Graduation. There are no additional costs beyond 12 credit hours.

3. Program Fees

Fees for individual classes are listed in the course description section.

\$0.00 – \$200.00

Audit Fee: \$40.00

No Show Fee: \$25.00

(For students who do not attend courses for which they registered.)

4. Institutional Budgets

The institutional student financial aid budget analysis represents the main document for demonstrating student financial need during a given registration period at FBCC. This document lists student expenses and resources based on incoming financial aid reports, student perceived need and institutional interpretations of all such information supplied to the FINANCIAL AID OFFICE at FBCC. The FBCC FINANCIAL AID OFFICE reserves the right to make any necessary budget adjustments on program monies administered through FBCC. Institutional budgets are reviewed and updated annually by the Financial Aid Director to reflect reasonable and allowable costs for attendance at FBCC.

5. Student Budgets

| ONE SEMESTER COMPUTED AT 12 CREDIT HOURS | | | TWO SEMESTER (NINE MONTHS) COMPUTED AT 24 CREDIT HOURS | | |
|---|-----------------|---------------|---|-----------------|---------------|
| | Independe nt | Depende nt | | Independe nt | Depende nt |
| Tuition* | 1320 | 1320 | Tuition* | 2640 | 2640 |
| Mandatory Fees* | 300 | 300 | Mandatory Fees | 600 | 600 |
| Laboratory Fees | 50 | 50 | Laboratory Fees | 100 | 100 |
| Books & Supplies | 500 | 500 | Books & Supplies | 1000 | 1000 |
| Housing | 2400 | 1400 | Housing | 4800 | 2800 |
| Personal | 400 | 300 | Personal | 800 | 600 |
| Transportation | 800 | 800 | Transportation | 1600 | 1600 |
| Totals | 5,770 | 4,670 | Totals | 11,540 | 9,340 |

E. FINANCIAL AID SERVICES

Financial aid is available to students who, without such assistance, would be unable to attend Fort Berthold Community College. Financial aid is used to supplement the student's resources. The Financial Aid Office reserves the right to make final determination of the type(s) and amount of aid awarded to students. Awards are based upon an evaluation of the student's eligibility as determined by the needs analysis form and the availability of funds from the various financial aid programs. The FBCC

Financial Aid Office will make every effort to provide adequate financial assistance to students who demonstrate legitimate financial need.

Who May Apply?

1. Students applying for financial aid must meet the following:

- a) Be a US Citizen or eligible non -citizen.
- b) Be enrolled or accepted for enrollment in a degree program.
- c) Be maintaining satisfactory progress toward completion of a course of study.
- d) Not be in default on any Federal Family Educational Loan Program.
- e) Not owe a repayment on any grant funds previously awarded.

2. How to Apply:

- a) Complete the Free Application for Federal Student Aid, FAFSA, or Renewal Application. To file electronically, visit the FAFSA website at www.fafsa.ed.gov
- b) When completing the FAFSA, list Fort Berthold Community College as a college they plan to attend. FBCC College code is 015536.
- c) Transfer students must also submit Financial Aid Transcripts from all colleges previously attended.
- d) Submit Student Aid Report, SAR, to FBCC Financial Aid Office.

3. When to Apply:

To receive top consideration for financial aid, the FAFSA should be completed by May 1. Applications will be accepted after this date; however, financial aid awards will depend upon the availability of funds. **Students must complete the FAFSA for each year financial aid is requested.**

F. FINANCIAL AID POLICIES

1. Award Package

The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contribution, which the student will legitimately experience while in attendance at FBCC. The recommended award package is the decision of the FINANCIAL AID OFFICE and based on institutional calculations, total fund availability and those fund management practices observed by FBCC.

The recommended award package may be contested or rejected by the individual student in which case it becomes the dual responsibility of the

FINANCIAL AID OFFICE and the individual student to settle any differences and notify the award package with any feasible adjustments. Unresolved differences surrounding the recommended award package become the decision-making responsibility of the FBCC Financial Aid Committee.

2. Disbursements

Most financial aid awards are calculated and disbursed following the 10th week of classes. These awards are calculated on the basis of financial need and the number of credit hours that a student is registered for as of that date. Higher Education Grants and FWS awards are calculated on the basis of financial need and are disbursed on a bi-weekly schedule throughout the semester. FSEOG is awarded and disbursed after the last day to withdraw. All students must maintain minimum SAP to continue eligibility for all Title IV and other aid.

3. Award letter

The FBCC award letter is the complete documentation indicating all such federal financial assistance an individual student may receive during a single given semester while in attendance at FBCC as calculated by the FINANCIAL AID OFFICE.

The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status.

4. Scholarship Selection Criteria

FBCC is a Tribally Controlled Institution; the majority of the students are Native American. A majority of scholarships disbursed by FBCC will be made available to that population. Other scholarships that have specific criteria set forth such as merit, need/non-need, male/female; GPA, class standing, etc. will be awarded and disbursed according to those criteria by the FBCC Financial Aid Committee. Preference will be given to students who are working on their first degree.

5. Federal Pell Grant Award (FPG)
- a) The Federal Pell Grant Award is calculated via SAR/ISIR information, institutional variables and Department of Education guidelines specifying the actual amounts to award to the individual student.
 - b) The EFC number taken from the SAR/ISIR provides an assigned degree of Federal Pell Grant eligibility, the exact value of which ranges according to enrollment status (less than 1/2, 1/2 time 3/4 time or full time) and annual cost at FBCC.
 - c) For dependent student the total average institutional cost of education is derived by the sum of tuition, fees, a standard allowance of \$4470.00 for books, supplies, miscellaneous, and for room and board since the institution does not contract for room and board services.
 - d) For independent students the total average institutional cost of education is derived by the sum of tuition, fees, and a standard allowance of \$5570.00 for books, supplies, miscellaneous, and for room and board since institution does not contract for room and board services.
 - e) The final Federal Pell Grant award is calculated per the EFC number, total institutional cost of education as determined by the Department of Education formula and guidelines, and enrollment status.
 - f) All students must maintain minimum SAP standards to be eligible for any financial aid.
 - g) The Federal Pell Grant Award constitutes the final calculated institutional amount, which a duly registered student at FBCC shall receive during a single given semester. The Federal Pell Grant payment often differs from the Federal Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to FBCC prior to any Federal Pell Grant payments. Student acceptance of the Federal Pell Grant Award is evidenced by the student's signature on the award letter.
 - h) Title IV monies for FPG will be disbursed after 60% of the semester is completed. FPG will be dispersed to eligible students based on their enrollment at that time (less institutional charges for tuition, fees and books).

- i) Students need to apply annually for a FPG, because of changes in household income, family size, etc. Students need to apply as early as possible for FPG as this application determines eligibility for other financial aid programs they may be deemed eligible for.
- j) All students must have a completed Attendance Certification Form signed by the student and instructors. The credit hours must match with the FPG calculation before FPG will be disbursed.

6. Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG Award constitutes a calculated institutional amount, which a duly registered student at Fort Berthold Community College shall receive during a single given semester. The FSEOG Award is disbursed after the last day to officially withdraw from classes in two equal payments per academic year and is contingent on the student maintaining registration status at the time of disbursement. All FSEOG Award considerations are also based on fund availability and those fund management principles practiced by the Financial Aid Office. A FSEOG Award at the Fort Berthold Community College typically ranges from \$100 to \$1,000 per academic year. Priority is given to students with the lowest Expected Family Contribution (EFC) and by date the SAR/ISIR is on file in the Financial Aid Office.

7. Federal Work Study/Community Service (FWS)

The FWS Award is calculated at the institutional level and is generally designed to assist any student reflecting the greatest financial need. The exact amount of a FWS Award will vary according to the individual student employment schedule; therefore, FBCC computes an estimated maximum award authorization, which may be adjusted during a given semester. All FWS Award considerations are also based on fund availability and those fund management practices observed by the Financial Aid Office (Students must submit a formal application to the FBCC Financial Aid Office for FWS eligibility.)

The FWS award monies are disbursed in bi-weekly payments and are contingent on the student maintaining minimum SAP and at least a half-time (six credit hours) registration status at the time of such disbursement. The FWS disbursement occasionally differs from the FWS award amount since the institution reserves the right to deduct all educational expenses owed to FBCC prior to any FWS payment. Such acceptance of the FWS award is evidenced by the signature on the award letter, the FWS Authorization, and student's signature authorizing FBCC to deduct

institutional charges incurred by that student. Wage rates for the FWS Program will be set by the Financial Aid Office in light of federal and state legislation. Most FWS positions are paid \$6.00 per hour wage at FBCC.

Student eligibility- Students enrolled in at least six credit hours per semester in an approved course of study and in academic good standing at FBCC and who have their SAR/ISIR results from the FPG application in the FBCC Financial Aid Office, and demonstrated financial need, and a completed FWS application may be eligible to participate in the FWS Program. Students must apply for and establish FWS Program eligibility through the FBCC Financial Aid Office.

Limited Funds- Due to the limited amount of FWS funds, written requests for FWS employees need to be in the Financial Aid Office prior to classes starting.

The FBCC library is the only college reservation library, it is open to the public and is also open on weekends, for local and surrounding communities to utilize, therefore it serves as a community services. FWS students placed there.

8. Other Types of Financial Aid (Grants/Scholarships)

The following types of financial aid are available at Fort Berthold Community College: grants, employment, and scholarships. FBCC does not participate in any federal student loan programs. Listed are the major financial aid programs available at the College.

a) 477 Demonstration Project

P.L. 102-477, the "Indian Employment, Training and Related Services Demonstration Act of 1992" enabled the Tribe to consolidate certain formula funded employment, training and related services programs into a single program.

BIA is the lead agency in this demonstration and the Three Affiliated Tribes Employment Training Department is implementing this new demonstration project, "477 Program."

b) American Indian College Fund

Scholarships are awarded to Native American students who are enrolled at Tribal Colleges and Universities, which are accredited or candidates for accreditation by the appropriate accreditation agency. Scholarships funds will be allocated based on the Indian student count from the previous year.

Students must meet general eligibility requirements for the grant. This may be according to the donor's restrictions on scholarships and the discretion of the AIHEC member institution.

c) Fort Berthold Community College Scholarships

FBCC has several scholarships available for students enrolled at the college. Scholarships are awarded based on academic excellence, financial need, and other criteria as directed by the various donors. To apply for a FBCC Scholarship, contact the FBCC Financial Aid Director at (701) 627-4738.

d) North Dakota Student Financial Assistance Grant (SSIG)

This grant is awarded to North Dakota residents who demonstrate financial need. To apply complete the Free Application for Federal Student Aid and give permission for the results to be sent to the State Agency. The priority deadline date is April 15th.

e) One-Time Assistance

Tribal Social Services students can receive assistance on a one time basis under special circumstances as determined Student Success Committee.

f) Three Affiliated Tribes Higher Education Grant Program

The Three Affiliated Tribes Higher Education Grant Program is administered by the tribes and is a separate entity from FBCC. This grant is available to enrolled members of the Three Affiliated Tribes.

Students must be a high school graduate or a GED recipient and be enrolled as an undergraduate student in an academic program of study.

Application deadline is March 15th for the Fall Semester and October 15th for Spring Semester. Students can obtain an application by contacting:

The Three Affiliated Tribes Higher Education Grant Program, Bureau of Indian Affairs Building, New Town, ND. Phone 627-4112

Higher Education Grant Program
Three Affiliated Tribes
HC3 Box 2
New Town, ND 58763
Or call: (701)627-4112

g) Veteran's Benefits

Veterans who meet eligibility criteria may be entitled to certain educational benefits. To apply contact the Registrar's Office at (701) 627-4738.

h) Vocational Rehabilitation

Students with health problems or physical disabilities may be entitled to assistance for tuition and other related college costs. To apply to the Vocational Rehabilitation Program contact the local Vocational Rehabilitation Office.

9. Financial Aid Refunds

Once a student has registered and paid for classes at FBCC the following refund will apply for reimbursement or changes in enrollment:

- a) During the first week of classes, 75% refund on charges.
- b) During the second week of classes, 50% refund of charges.
- c) During the third week of classes, 25% refund of charges.
- d) After the fourth week of classes, 100% of charges are due FBCC.

When a student has received a financial aid award and decides to withdraw from the institution, the amount of the refund due is refunded to the financial aid programs, which awarded the funds to the student. The student does not receive the refund. In addition, the student is required to repay any money that he or she has not used for educational purposes. Federal regulations state that students who owe repayments on grant funds previously received or is in default on a loan is ineligible to receive future financial aid.

At FBCC most financial aid (except Higher Ed and FWS) is not awarded until after the tenth week of classes, therefore, limiting any refunds by students. Students who drop from classes after the tenth week will not be required to refund financial aid monies, because they will have used their monies for direct and indirect educational expenses.

10. Title IV Funds Earned and Unearned

If a student receives Title IV assistance greater than the amount of institutional charges and withdraws prior to completing more than 60% of the semester, the student will most likely be subject to a refund of some of those funds. If a student withdraws after completing more than 60% of the payment period or period of enrollment, then it is assumed that the student utilized 100% of the Title IV Aid they received for that period as of the day the student withdrew. The amount the school must return is the lesser of; the unearned amount of Title IV assistance; or the institutional charges incurred for the payment period or period of enrollment, multiplied by the unearned percentage. The student returns the difference, if any exists, between the amount of unearned assistance and the amount the school must return.

11. Over Awards

Federal regulations restrict the total amount of funds, which a student may receive in a designated period of time. If a student receives more financial

aid than he or she is eligible to receive, an over award occurs and the excess amount must be repaid. Over awards may be cited in respect to grant funds, loans, and scholarships. FWS earnings, Social Security, VA benefits and other types of financial aid. To avoid an over award situation:

- Notify the Financial Aid Office when receiving assistance from any outside source
- Make sure to list all resources on the FPG Application FASFA
- Check with the Financial Aid Office before seeking additional assistance to determine what effects the additional funds will have on the financial aid package.

12. Professional Judgment

At FBCC the Financial Aid Director will note in the student's records any unusual situation that explains any special consideration given to the student when awarding financial aid. A Professional Judgment Worksheet will be completed, with appropriate documentation attached, and placed in the student's file.

13. Satisfactory Academic Progress (SAP) for Financial Aid

The FBCC Financial Aid Office recognized the following set of institutional guidelines relative to the evaluation of SAP standards at FBCC. Federal guidelines governing the administration of Federal Student Financial Aid Funds provide that:

“No payments of funds may be made unless the institution determines that the student is maintaining satisfactory progress in the course of studies he/she is pursuing, according to the standards and practices of the institution at which the student is in attendance...”

Except that, “if an institution at the beginning of a payment period determines that the student is not making satisfactory progress, but is able, at the close of that period, to reverse the determination, it may make grant payments for that period to the student”.

An academic year at FBCC is Fall, Spring. Summer is considered to be the trailing semester and is part of the academic year but has its own budget for calculating financial aid. If a student enrolls in the Fall, Spring and Summer semesters they will have to earn eighteen (18) credits as a full-time student, twelve (12) credits as a three quarter time student, and eight (8) credits as a half-time student.

A student will be required to complete a pre-established number of credit hours per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her official enrollment status to determine whether he/she is in "good standing" or should be placed on "financial aid suspension". (See Eligibility section)

In determining student financial aid eligibility for continued financial aid assistance either under GOOD STANDING or PROBATION, students receiving financial assistance **MUST** complete a minimum of credit hours each semester in line with the appropriate **GRADE POINT AVERAGE** as outlined below.

Students on **SUSPENSION** may appeal their financial aid eligibility based upon their **CUMULATIVE GRADE POINT AVERAGE**.

- a) Full-time students (12 or more credit hours) receiving financial aid funds must complete a minimum of nine (9) credit hours per semester, or a total of eighteen (18) credit hours within an academic year.
- b) Three quarter time students (9 to 11 credit hours) receiving financial aid funds must complete a minimum of six (6) credit hours per semester, or a total of twelve (12) credit hours within an academic year.
- c) Half-time students (6-8 credit hours) receiving financial aid funds must complete a minimum of four (4) credit hours per semester, or a total of (8) credit hours within an academic year.
- d) Less than half-time students (1 to 5 credit hours) receiving financial aid funds must complete 100% of hours attempted per semester. Satisfactory completion of a course is a letter grade of an A, B, C, or D. An F, I or W, are not acceptable for completion of a course.

14. Grade Point Average Standards

Freshman (0-32) credit hours earned 1.5

Sophomore (32-75) credit hours earned 2.0

Eligibility will be based on hours attempted. Students will be eligible for financial aid for 150% of the average 2-year degree at FBCC, which is, 112 hours (150% of 75=112 hours attempted) Certificate programs will be eligible for 150% of hours attempted for the program length.

If a student at FBCC earns more credit hours than SAP requires for a semester(s) or academic year(s), they may use those credit hours during future semester(s) when they don't earn the minimum credit hours required and still remain eligible for financial aid.

15. Financial Aid Probation

Students will be considered for one full semester of funding before academic progress will be subject to review by FBCC. After the first semester and subsequent semesters any student who fails to meet the minimum SAP standards will be given a warning and placed on Financial Aid Probation for the next semester.

A student who has been placed on **Financial Aid Probation** because of "Incomplete" grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned GPA standards.

To regain an approved financial aid status in "Good Standing", a student must satisfactorily complete total credit hours required within an academic year based on your enrollment status with and acceptable GPA.

16. Financial Aid Suspension

If a student fails to return to Good Standing after being placed on Financial Aid Probation, they will be placed on Financial Aid Suspension and not eligible to receive financial aid until the student returns to Good Standing.

A student who has been placed on **Financial Aid Suspension** because of "Incomplete" grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s) and by meeting the above aforementioned GPA Standards.

To regain an approved financial aid status, a student must earn at least twelve (12) credit hours, utilizing his/her own resources plus earn a minimum GPA that corresponds to his/her class level. (See Financial Aid Office Form-19)

After a student completes twelve (12) credit hours, utilizing his/her resources and regains eligibility for financial aid they will receive a reinstatement evaluation from the Financial Aid Office.

17. Appeals

Students who wish to appeal eligibility for student aid based on extenuating circumstances must submit in writing to the Financial Aid Office. The Financial Aid Committee will have a hearing and render a decision, and complete a Student Conference Sheet (See Financial Aid Office Form-20) and will notify the student of the decision.

G. STUDENT SERVICES INFORMATION AND POLICIES

Student Services supports the “Open Door” Philosophy at Fort Berthold Community College, by promoting and providing equal access to students, regardless of academic background or experience.

The function of Student Services is to:

- Promote student success and retention
- Facilitate student learning and development
- Provide a student centered customer friendly services

The Organization Structure

The primary roles of Student Services are:

- Admissions, Registration, Student Records-Registrar
- Student Orientation to FBCC-Student Services Staff
- Financial Aid Services-Financial Aid Director
- Counseling Guidance-Retention Counselor
- Student, Programs, Clubs, Activities- Dean of Students, Student Club Advisors
- Academic Assistance-Dean of Students, Peer Tutor
- Mentoring Outreach Programs-Dean of Students, Outreach mentors at community sites
- Disabilities coordination – Dean of Students and Counselor

1. Equal Opportunity and Non-discrimination Policy

The Fort-Berthold Community College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, religion, color, sex, national origin, age or handicap. In adhering to this policy the college abides by the requirements with 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.

2. Disabilities

It is the student's responsibility to notify the instructor that he/she has special learning needs. When need arises, the following accommodations will be made – supplemental classroom materials, access to tutors, access to taped textbooks, computer tutorials, tests read aloud, additional time given for tests, or other arrangements as necessary.

3. Student Rights

Each student at Fort Berthold Community College has and shall have protected the following rights:

- a. An education in a clean and safe environment, which allows learning and growth to take place.
- b. To participate in decisions and matters affecting their education and educational programs.
- c. The freedom of speech and expression. To include symbolic expressions such as in dress and length of hair, so long as the expression does not disrupt educational process or impose upon rights of others.
- d. The freedom of religion and culture.
- e. To respect and receive fair treatment from fellow students and Fort Berthold Community College faculty and administration.

4. Student Responsibilities

Values of Fort Berthold Community College

Listed below are the responsibilities of students attending Fort Berthold Community College. **The primary expectations of students are respect and cultural practice.** Each student must acknowledge learning, relationships, and personal responsibilities with a commitment to the pursuit of free expression and inquiry, truth, compassion, courtesy, appreciation of differences, and a respect of self and others. Respect and Cultural Practice are the core values from which the following student responsibilities have been developed.

- a) The center of the values of Fort Berthold Community College is **Unity**.

Individuals will unite to ensure support for what is best for the majority of people in the college community. Students will be unified in seeking the best solutions for each individual in a fair and respectful manner.

- b) The four major values that support the college are the values of people, culture, spirituality and future. FBCC is the manifestation of the Nueta, Hidatsa, and Sahnish **people**. Individuals will seek to fulfill an education which is a continuation of the **culture(s)** that includes ancient and original teachings given them since time immemorial about how to live in the world. Inherent in these teachings are the understanding of relationships, courtesy, compassion, truth, respect and inquiry and the seeking of knowledge and understanding. In the depth of this knowledge is the understanding of each person's relationship and connections with self, others, and the universe-true **spirituality**. Individuals experiencing the Nueta, Hidatsa, and Sahnish education will seek to integrate this vast cultural essence with modern technology creating a dynamic presence in the **future** so that subsequent generations can continue to live and flourish.
- c) The three (3) values that support the "people" are teachings, leadership, and community. Individuals will seek to learn the **teachings** of the Nueta, Hidatsa, and Sahnish which are the basis for tribal identity and will provide them with the basic understanding of who they are, where they came from, and how they are to live. Individuals will understand the gift of **leadership** within them and will cultivate that gift to contribute to their families and community. The diversity of individuals is the strength of the people, each bringing their special gift to the community. Individuals will seek to find their gifts that they will contribute to the **community**.
- d) The three (3) values that support "spirituality" are livelihood, humility, and balance. Individuals will understand that taking care of the sacred will ensure their **livelihood**. Individuals will understand the meaning of **humility** by accepting the teachings of the people and realizing that learning is a life long process. Individuals will strive to live in **balance**, maintaining mental, spiritual, physical, and social aspects. Ceremony, prayer, and self-evaluation will help them to maintain themselves in a balanced manner. Spirituality will allow them to gain a respectful demeanor toward everyone and everything.
- e) The three (3) values that support "Culture" are **language, land, and respect**. Individuals will seek to learn their Nueta, Hidatsa, or Sahnish language(s). Individuals will learn as much as they can about the land. They will understand how the land provides everything they need to live and will gain a positive relationship with the earth. Individuals will know their place in the world and will respect everything because they will understand their true nature. This knowledge will create a positive understanding and individuals will be less likely to violate the Code of Conduct.

- f) The three (3) values that support “future” are industriousness, determination, and growth. Individuals will be **industrious** as was demonstrated by the ancestors. They will work hard, share knowledge, and provide authentic work to the best of their ability. Individuals will show **determination** for completing their classes, having positive relationships with all people, and for completing their goals. Individuals will exhibit **growth** by continuing to acquire both cultural and modern knowledge, practicing traditional teachings, and gaining wisdom. The student will be better equipped to follow rules if they have responsibilities to aspire to.

5. Code of Conduct

- a) No student or his or her visitor shall use, manufacture, sell, give away, barter, exchange or distribute: a controlled substance or drug paraphernalia.
- b) No student or his or her visitor shall commit theft of or defacing or otherwise injuring in anyway property, real or personal, belonging to FBCC.
- c) No student or their visitor shall commit forgery, alteration or misuse of FBCC documents, records or identification or knowingly furnish false information to the college.
- d) No student or their visitor shall cheat, or plagiarize in connection with an academic program at the college, to include copyright violations.
- e) No student or their visitor shall commit unauthorized entry into, unauthorized use of, or misuse of college property to include FBCC owned vehicles.
- f) No student or their visitor shall commit physical abuse, verbal abuse, threats, intimidation, coercion and /or other conduct which threatens or endangers the mental or physical health or safety of any person.
- g) Obstruction or disruption on /or off campus of the college’s education process, administrative process or other college function.
- h) No student or his or her visitor shall engage in disruptive activity such as Disorderly conduct, which includes intent to harass, annoy or with reckless disregard of the fact that another person is harassed, annoyed, or alarmed by another person’s behavior, such as:
 - 1) Fighting or violent threatening behavior

- 2) Makes unreasonable noise
- 3) Abusive or obscene language or gestures intended to adversely affect the safety, security, or privacy of another person.
- 4) Obstructs the use of public facilities
- 5) No student or his or her visitor shall commit any act of stalking.

6. Student Discipline

a) Disciplinary Process

Upon receipt of allegations of violations of the aforementioned Student Code of Conduct the **Dean of Students** or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation. While anyone may submit a complaint, Fort Berthold Community College (FBCC) determines whether a hearing will occur. In all cases, FBCC is the formal complainant. After the initial investigation is complete, the **Dean of Students** or his /her designate may:

- 1) Take no action.
- 2) Take administrative action to counsel, advise or reprimand the student. The student will be sent a written notification of the allegations against him/her within five (5) working days. Upon the receipt of the letter a meeting with the Dean of Students will be scheduled within five (5) working days.
- 3) Initiate hearing procedures to be conducted/scheduled.

b) A Hearing committee will be established by the Dean of Students and will consist of the following:

- 2 Staff Members
- 2 Faculty Members
- Student Senate President

7. Disciplinary Outcomes

When a student is found responsible for a violation of the Student Code of Conduct one or more of the following actions may be taken:

- a) Fort Berthold Community College (FBCC) disciplinary warning: the issuance of a written warning that indicates the alleged action constitutes inappropriate behavior for a member of the FBCC community. Warnings cannot be appealed.

- b) FBCC disciplinary probation: continuance at FBCC but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is a period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with FBCC standards. Progressive disciplinary action will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.
- c) Required compliance: includes such activities as carrying out a FBCC mandate as a condition for being admitted, continuing enrollment, or graduating from FBCC; restriction of privileges; withholding of a formal academic transcript or degree for a specified time; revocation of a degree; denial of the privileges representing.
- d) FBCC in extracurricular activities; loss of computer access privileges through FBCC.
- e) Education; mandatory educational activities such as workshops and writing assignments.
- f) Community service: assigned volunteer hours on-campus or in the community.
- g) Restitution: required services, payment or reimbursement of funds to FBCC or to other persons, groups, or organizations for damages incurred as a result of a violation of the statement.
- h) Confiscation: confiscation of goods used or possessed in violation of FBCC Student Code of Conduct.
- i) FBCC disciplinary suspension: separation from FBCC for a specified period of time. During the suspension period the student cannot qualify for graduation nor progress toward a degree by registering for, taking, or completing classes at FBCC. FBCC reserves the right to deny transfer of credits earned elsewhere during the suspension period. Additionally, the student can't participate in FBCC sponsored activity or be present on campus without prior approval from the Dean of Students. Conditions for re-admission may be specified. Notation of such suspension is made on the student's academic transcript. The notation is removed at the end of the suspension period.
- j) FBCC disciplinary expulsion: permanent separation from FBCC. Notation of the expulsion is made on the student's academic transcript.

- k) Students may be suspended at any point in the academic year with suspension retroactive to the first day of the term in which the incident or adjudication occurs.

8. Appeals

- a) Students may be able to appeal a decision of probation, suspension, and expulsion.
- b) Students appeal decisions regarding academic course dishonesty allegations (resulting in grade or academic major sanction), will be submitted to the Academic Dean.
- c) Appeals are to be received in writing within three workdays of receipt of the original decision unless a longer time frame is included in the sanction letter. The appeal shall state the grounds for appeal and the argumentation in support of the appeal.
- d) The decision/sanction of the Hearing Committee will be in effect until it is overturned by an appeal.

9. Grounds for Appeal

The following shall be allowed as grounds for appeal:

- a) New evidence not reasonably available at the time of the hearing.
- b) Violation of hearing procedures.
- c) Violation of a student's due process rights.
- d) Inconsistency of the sanction relative to the severity of the violating behavior.
- e) Decisions contrary to the weight of evidence.

Appeals on grounds other than the above may be allowed if the grounds can be adequately documented or supported. The letter of appeal will be reviewed by the Dean of Students who will determine whether an appeal hearing will be scheduled based on reasons cited in the letter and the quality of materials submitted. For cases involving sanctions of expulsion, or suspension of 10 days or longer, an appeal hearing is a student right if the appeal letter is submitted by the deadline. In cases where the sanction/decision has been imposed solely by the Dean of Students the letter of appeal will be reviewed by

the FBCC President or his/her designee and the above process will be followed.

Possible appeal outcomes include: upholding the sanction; decreasing or increasing the sanction; or referring the case back for a rehearing. If it is determined that a rehearing is to be conducted, the same Hearing Committee will rehear the case within five workdays from the receipt of the written decision.

- f. Due Process for Disciplinary Actions:
 - a) Written notification of the allegations and the Code of Conduct that has been violated.
 - b) The opportunity to hear the evidence against them and to question it.
 - c) A timely hearing before an impartial person(s).
 - d) An opportunity to present a defense and witnesses. The student may be accompanied by one advisor, (student, faculty, staff member, advocate, attorney, family member or other support person not involved in the same incident.) The advisor may not participate in questioning or presentation of information. Witnesses shall be excluded from those parts of the hearing which they do not testify, in either an open or closed hearing, with the exception of alleged sexual misconduct cases where the witness making the accusation may remain accompanied by one advisor.
 - e) The right of the accused student to be accompanied by one advisor (student, faculty, staff member, advocate, attorney, family member or other support person not involved in the same incident). The advisor may not participate in questioning or presentation of information.
 - f) A written notice of the decision and any applicable sanctions.
 - g) An appeal following a formal hearing when there are sufficient grounds or as a matter of right in case of suspension or expulsion if the appeal letter meets the deadline and there are grounds for an appeal.

10. Due Process Academic Dishonesty

A faculty member will notify the Academic Dean who will then meet with the Dean of Students.

- a) Oral or written notice of allegations.
- b) An explanation of the evidence against them.
- c) An opportunity to present their side of the story.
- d) A written notice of the sanction(s) imposed.
- e) An opportunity to appeal the sanction(s) as long as new evidence can be produced to warrant such an appeal.

11. Zero Tolerance for Violence Policy

The Fort Berthold Community College (FBCC) will promote an environment free from threats and acts of violence, whether perceived or real. FBCC will not tolerate violence of any type or from any source, including threatening or violent action by employees, students or visitors against anyone on campus or during school related activities despite location.

It is the policy of FBCC and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence. Fort Berthold Community College will work to provide a safe campus for its employees, students, and visitors.

All employees, students, and visitors on campus deserve to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect, establishing open and honest communication, and enforcing zero tolerance for any type of violent behavior.

Fort Berthold Community College will foster an environment and culture without violence for its employees, students and visitors by information sharing, training, and enforcement. The policy of FBCC includes these items.

- a) FBCC will work to prevent and eliminate acts of campus related violence.
- b) FBCC will respond promptly, positively, and aggressively to deal with threats or acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.
- c) FBCC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
- d) FBCC will treat incidents of campus-related threats or acts of violence as serious. Reports of such acts will be promptly investigated and appropriate and necessary action will be taken.

- e) FBCC will take strong disciplinary action, up to and including discharge from employment or enrollment at the college if an employee or student is involved in the commission of campus related threats or acts of violence.
- f) FBCC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
- g) FBCC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence.

Plan to Implement Zero Tolerance of Campus Violence

a) Safe Campus

The physical security requirements will be assessed including the procedures for appropriate response to threats and acts of violence. Facilities Maintenance/Security will assess annually and make recommendations for security needs.

b) Violence Prevention

Emphasis will be placed on treating all people with respect and dignity, and on maintaining a calm attitude and demeanor towards others. Attempts will be made to limit violence from all sources by positively affecting the attitudes and behavior of employees, students, and visitors. College operations will be conducted in a fair, efficient, reliable, and understandable manner.

c) Conduct Codes and Discipline

Standards of conduct at FBCC will be clearly communicated and consistently enforced and discipline will be used fairly, consistently, and appropriately to deal with instances of unacceptable behavior.

d) Leadership

All employees will be expected to promote positive behavior, and to lead by example the zero tolerance of campus violence.

e) Language and Behavior

Fort Berthold Community College will not tolerate rude, offensive, insulting, derogatory, hateful, threatening, or violent language or behavior among its employees, students, or visitors, including, but not

limited to, such things as name-calling, heated arguments, obscene language or gestures, throwing things, harassment, pushing, stalking, insulting or slighting comments, bullying, hazing, unjust or unwarranted exercise of power, negative racial or sexual comments, assault, inappropriate touching, carrying weapons, making “fun of” or showing disrespect for others, offensive, derogatory or inappropriate reference to others, or any other form of language or behavior which intimidates, is offensive to , or manifests hostility toward another whether that language or behavior occurs on campus or at FBCC functions away from the campus.

f) Staff Training

Training will be provided for all employees on how to deal with threats and campus related violence. Specific training about how to respond to threats and violence, as well as awareness, identification, prevention, and de-escalation of violence will also be provided. Assessment will be conducted annually to determine training needs. Training that fosters a positive environment such as stress reduction, positive communication skills and conflict management will be made available.

Valuing and Respecting Diversity

It is the policy of Fort Berthold Community College to value and respect individual differences among people. Harassment of any person on campus is strictly prohibited. Harassment can be any behavior which is unwelcome, personally offensive, insulting, or demeaning and has the purpose or effect of unreasonably interfering with an employee’s or student’s performance, or of creating an intimidating, hostile, or offensive campus environment. The Administration will treat reports of harassment and discrimination seriously. Reports will be promptly investigated, and if necessary, appropriate disciplinary action will be taken.

Supervisory Responsibilities

Supervisors have the primary responsibility for ensuring a safe environment. They are specifically empowered to take immediate action to resolve or stabilize violent situations and to protect people on campus. Supervisors will make sure that the appropriate response resources are notified immediately when a threat is made or a violent incident occurs. They will ensure appropriate disciplinary responses to workplace violence.

Incident Response

The Fort Berthold Community College’s Student Support Services and Plant and Security administrators will be responsible for coordinating

responses to violent or threatening situations on campus. They will assist supervisors in (a) the development of applicable training programs, (b) referral agent and information source for supervisors and others with regard to campus-related violence, (c) assist with situation assessments and evaluations, (d) ensure follow-up appropriate action is taken, investigation, victim assistance, preventive, and corrective action.

Incident Reporting

All incidents of threats or acts of violence are to be reported utilizing the "Incident Report Form". For immediate assistance, everyone will report the violent incident to the Plant and Security Administrator (FBCC Maintenance personnel also the Campus Security) or the Police whichever is appropriate. The Campus Security personnel or police will then remove the perpetrator and secure the campus. The reports will need to be followed up on with the appropriate personnel. If there is no longer a threat of danger, reports can be made directly according to the following:

1. Students report incidents to the Student Senate President or the College Counselor.
2. Employees report incidents to their supervisor who will immediately notify the accused perpetrators supervisor if it is an employee supervised by someone else.

If not immediately available, notify Campus Security.

- a) Visitors can notify and submit reports to Campus Security.
- b) Reports will be made on the incident form and witnesses will be listed.
- c) Each report will be followed up on appropriately.
- d) Media inquiries will be referred to the Presidents' Office for the official comments.

The policy will be discussed at new employee orientation and new student orientation. A copy of the policy and plan will be available from the Student Affairs Office and the Business Office and a copy will be given to each new employee and student. A copy will also be accessible from the college website.

Grievance Process

The following steps apply in all cases where the Fort Berthold Community College conducts a grievance hearing over student, staff, or faculty at Fort Berthold Community College.

a. Initiation of Complaint

Any member of Fort Berthold Community College community, or other individual who has been impacted by the alleged behavior of a student, staff, or faculty member, may initiate a complaint by contacting the offices of Academic Dean or Dean of Students. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, the Fort Berthold Community College determines whether a hearing will occur. In all cases, Fort Berthold Community College is the formal complainant.

b. Notification of the accused

A student, staff or faculty member, violating college policies will be notified in writing of the nature of the allegations, the policies allegedly violated, and the possible sanctions. The notification will be sent to the local address.

i. Preliminary Conference

An accused student will meet with the Dean of Students or Academic Dean in a preliminary meeting, the purpose of which is to ensure that the student understands the disciplinary process and his/her due process rights. Failure to attend a preliminary conference meeting will result in a formal hearing to be scheduled. The student may request one change in date and time of preliminary meeting by requesting it 24 hours in advance of the scheduled conference.

d. Informal Resolution Process

In conjunction with the preliminary meeting, the Dean of Students or Academic Dean shall offer the accused student an opportunity to informally resolve the alleged violation. This will involve a review of the incident and discussion of the applicable sanctions, if the accused student acknowledges responsibility for the violation. The student has three class/business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The outcome of an informal resolution cannot be contested after three class/business days have elapsed. There are no appeals. The outcome of a formal hearing will replace the agreement reached through the informal resolution.

e. Formal Resolution Process

Cases that cannot be resolved informally will proceed to a formal hearing. The case will be assigned to hearing committee appointed by the Dean of Students and the Academic Dean. Accused students who fail to appear for a hearing after proper notice will be adjudicated in their absence based on the evidence presented at the time of the hearing. The outcome of a formal hearing must be communicated to the accused in writing.

Disciplinary Outcomes

When a student is found responsible for violation of Fort Berthold Community College policies, one or more of the following actions maybe taken:

a) College disciplinary warnings

The issuance of written warning that indicates the alleged action constitutes inappropriate behavior for a member of the College community. Warnings cannot be appealed.

b) College Disciplinary probation

Continuance at the College but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with the College standards. Progressive disciplinary actions will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.

c) Required compliance

Includes such activities as carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College; restrictions of privileges; withholding of a formal academic transcript or degree for specified time; revocation of a degree; denial of privileges of representing the College in extracurricular activities; loss of computer access through the College.

d) Education

Mandatory educational activities such as workshops and writing assignments.

e) Community service

Assigned volunteer hours on- campus or in the community.

f) Restitution

Required services, payment or reimbursement of funds to the college or to other persons, groups, or organizations for damage incurred as a result of a violation of College policies.

g) Confiscation

Confiscation of goods used or possessed in violation of College regulations. College disciplinary suspension: separation from the College for a specified period of time. During the suspension period the student cannot qualify for graduations nor progress toward a degree by registering for, taking, or completing classes at the college.

The college reserves the right to deny transfer of credits earned elsewhere during the suspension period.

Additionally, the student can't participate in a college sponsored activity or be present on campus without prior approval from the Office of the Academic Dean or Dean of Students. Conditions for re-admission may be specified. Notation of such suspension is made on the student's academic transcript. The Notation is removed at the end of the suspension period.

h) College disciplinary expulsion

Permanent separation from the College. Notation of the expulsion is made on the student's academic transcript. Students may be suspended at any point in the academic year with suspension retroactive to the first day of the term in which the incident or adjudication occurs.

12. Sexual Assault Policy

The Fort Berthold Community College Sexual Assault Policy is designed to specifically address "the public well being" of FBCC's student, faculty and staff. To meet this dimension of FBCC's mission statement and as an ongoing goal, we must strive to create a campus community, which is intolerant of sexual harassment and all forms of abuse including sexual assault. In sexual assault instances, FBCC is committed to the following threefold process:

- a) To provide crisis intervention measures and a campus judicial response for the accuser and the accused;
- b) To refer students to criminal authorities; and
- c) To educate and promote discussion on interpersonal abuse and violence issues. FBCC's process does not preclude adjudication under the North Dakota Century Code.

Definition

Sexual assault is any sexual behavior between individuals to which one person does not or cannot consent. Gross sexual imposition is much broader than the traditional concept of rape. Gross sexual imposition involves:

- a) sexual act/s or contact/s with another which can involve compelling a person to submit by force or threat of force
- (b) use of intoxicants to substantially impair a person's power to give consent
- (c) engaging in such act/s when there is reasonable belief that the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact
- (d) when the person is under fifteen years of age; or (e) when the person is unaware a sexual act is being committed. The abuse of alcohol or drugs does not relieve individuals of their responsibilities to themselves or others.

Prevention

FBCC attempts to foster a safe learning and living environment on campus for all members of the FBCC community. To accomplish this, FBCC considers the physical surroundings; educational programming that addresses all aspects of sexual assault (safety precautions and prevention, crisis management, reporting, medical and counseling services, availability of legal services, FBCC discipline system, academic schedules, living arrangement, etc.), and the campus response to sexual assault. FBCC continually reviews and modifies its physical surrounding to enhance security and safety such as campus lighting, locking procedures, signage, etc. For further safety information, contact the FBCC Campus Security

Office ext. 269. FBCC develops curricular and co-curricular educational programs concerning sexual assault. Involved students, faculty, staff and community members provide information and promote discussion on interpersonal abuse concerns. For further information about campus educational programs concerning sexual assault, contact the FBCC Advocate Office or the Dean of Students Office.

Response

FBCC's response to sexual assault may involve a number of individuals, i.e., Campus Security, Campus Crisis Team, Medical and counseling services personnel. In addition, for on campus cases, there is a timely campus based investigation, which is confidential and thorough and protects individual rights and due process. The accuser is presented with options about how he/she wants to pursue the complaint.

Reporting

The guiding principle in the report of a sexual assault is to avoid possible re-victimizing the accuser by forcing the individual into any plan of action. A student who has been sexually assaulted has several options. The available options are:

Student Options:

- Discussing assault with friend, counselor, etc.
- Pursuing medical treatment
- Pursuing counseling services with appropriate agencies
- Initiating a campus and/or criminal complaint for on-and off-campus cases (off Campus cases are handled as a criminal complaint)
- Deciding on the use of his/her name to agencies when filing a complaint

Students can be assured that, when they share assault information with medical, police, and/or FBCC officials, confidentiality will exist within the framework of each agency's governing body (i.e. state law, licensing, FERPA, etc.) and follow a "need to know concept". FBCC Administrative Referrals: The accuser who chooses to contact an FBCC representative (or an FBCC representative who may have been notified by other means) has the following options:

- Medical facility
- FBCC Security/T.A.T. Tribal Police Dept. (investigative criminal complaint)
- FBCC Campus Crisis Team (Coordination)
- Dean of students Office or FBCC Security for investigation of complaint and possible administrative and judicial action

- Contact with family and friends
- Follow-up counseling to FBCC Advocate Office or non-campus counseling agencies

Process

- a) In the event of a medical and/or police emergency, medical response personnel and/or police should be contacted by calling 911. The accuser is encouraged to seek medical attention. A medical exam will treat physical problems and may answer other medical issues.
- b) The accuser is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way. The accuser is encouraged to preserve the evidence should a report be filed. A report to the police can empower the accuser by exercising her/his legal rights and can aid in the protection of others.
- c) If the accuser wants to report the assault to the campus Security, a FBCC Advocate will be notified for immediate emergency assistance. A FBCC Crisis Team Member could be available to offer support to the accuser who may be experiencing possible conflicting feeling and thoughts and will aid the accuser in developing options.
- d) The accuser and the accused may seek assistance at any time from the FBCC Counseling Center at no charge.
- e) If the accuser has decided not to report the assault at this time, other alternatives may include:
 - f) Making a blind report to the police. (A blind report notifies the police that a sexual assault has occurred, but gives no names or identification.)
 - g) Making the decision to report at a later date, however, early reports may improve the preparation of viable prosecution. Filing a police report immediately following the incident does not force the accuser to file charges and prosecute the accused; however, it does aid in the preservation of valuable evidence if the accuser decides to prosecute at a later date.
 - h) At any time, the accuser may contact any of the referral agencies previously mentioned for help.

The accuser may choose to contact the **Dean of Students Office**. Initially the student making an accusation can expect the following from the Dean of Students Office:

- a) The accuser will be encouraged to file a police report. The police will then advise the accuser of the legal process. The accuser may also be encouraged to seek assistance at the FBCC Counseling Center and/or the T.A.T. Domestic Violence Program. If the accuser does not choose to fill a report, the accuser may still file an administrative (judicial) complaint through the Dean of Students Office, as well as seeking support from the FBCC Security Department or other referral agencies previously mentioned.
- b) On campus adjudication for students is conducted through the Dean of Students Office. Off campus cases are handled by the T.A.T. Tribal Police Dept., Tribal Court and Domestic Violence Program.
- c) In on-campus judicial cases, the dean of Students Office will proceed as outlined in the FBCC Student Handbook ensuring due process and protection of rights of both parties.
- d) The accuser and the accused will be notified of investigation and/or hearing results.
- e) If a faculty or staff member is involved, the FBCC Advocate's Office may handle the incident.

For more information on the process of reporting incidents refer to the Student Handbook, Dean of Students or Personnel Manual.

The **Dean of Students Office** and the FBCC Security Dept., along with other departments, can provide the following services to assist the accuser:

- Reassign parking (FBCC Security Dept.)
- Can be assigned a Counselor. (FBCC Advocate's Office)
- Escort Services (FBCC Security Dept.)
- Assistance in receiving a protection order (FBCC Advocate's Office & TAT tribal Court)
- On-Campus change of residence, phone number.
- Alter academic schedule (Dean of Students Office)
- Withdrawal from FBCC (Dean of Students Office)
- On-campus judicial procedure (Dean of Students Office)
- Other referrals as necessary. Other general protective and preventative services are offered by the TAT Tribal Police.

These include:

- 1) Offering educational programs, on request.
- 2) Checking all campus lighting.
- 3) Patrolling the campus 24 hours per day.

- 4) Posting notices in appropriate areas when a sexual assault has occurred.
- 5) Emergency phones located throughout the campus.

Intervention

As a matter of official policy, FBCC actively provides services for all parties in sexual assault cases. FBCC continues a coordinated response system that attends to the accuser's physical and emotional well being as well as the safety of the community. All reports of sexual assault are treated with respect to the privacy of the individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs. In addition, FBCC publishes and reports, in statistical form, annual incidents of sexual assault. Contact your Title IX Coordinator through the FBCC Advocate Office for more information and assistance concerning sexual assault.

Judicial

The rights of both the accuser and the accused will be respected. FBCC imposes sanctions upon persons found to be violators of the sexual assault policy. These sanctions vary and can include, but are not limited to, indefinite suspension. In addition, an individual charged may be subject to prosecution under the North Dakota Century Code. See N. D. Century Code 12.1-20-07.

13. Alcohol and Drug Policy

Fort Berthold Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Fort Berthold Community College will impose disciplinary sanctions on students and employees including expulsion from school and termination of employment and referral for prosecution for violators of the standard of conduct required by paragraph one. Violators may also be required to complete an appropriate rehabilitation program

14. Drug Free School

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CRR part 85, Subpart F, for all federal grantees, as defined at 34 DFR Part 84, Section 85.605 and 85.610, the Board of Directors of Fort Berthold Community College hereby establishes that:

- a) Fort Berthold Community College intends to provide its employees and students with a drug-free workplace. It is important that employees and students understand the policy of Fort Berthold Community College:
- b) It is unlawful to manufacture, distribute, dispense, possess or use of a controlled substance in the workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination. For more information, contact the Chief of Staff.
 - 1) The College will establish an on-going drug-free awareness program, in keeping with its other in-service policies and practices for employees.
 - 2) Fort Berthold Community College does not differentiate between drug abusers and drug pushers or sellers. Any employee who unlawfully gives, or in any way transfers, a controlled substance to another person or sells or manufactures or unlawfully uses controlled substance while on the job, in the workplace, or at a site which the college's work is performed, will be subject to discipline, up to and including termination.
 - 3) It is a requirement that all employees of a federally funded institution abide by conditions of the Drug-Free Workplace Act. In keeping with the provisions of the Act, employees will:
 - Abide by the terms as listed above.
 - Notify the College in writing of his or her conviction for a violation of criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - Understand that the College President is obligated to report all employees convicted of criminal drug offenses to all its federal granting agencies.
 - Understand that the College is required to take appropriate personnel action to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - May require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health organization.

Fort Berthold Community College hereby declares its intent to continue to maintain a drug-free workplace through the implementation of the above policies and practices, as approved by the Board of Directors at its regular September meeting, 1991.

a. Domestic Violence

If a student or staff member has a protection order from a court, they need to make a copy available to Campus Security. Campus Security will enforce the order on campus. In addition, the Campus Crisis Team will make accommodations for the student or staff member if the accused is a member of the college community.

b. Family Educational Rights and Privacy Act (FERPA)

A federal law known as the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment) provides that students in post-secondary institutions be extended the right to inspect and review any record, file, document and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances.

Fort Berthold Community College is in full compliance with the federal law pertaining to student records. A complete statement of the Family Educational Rights and Privacy Act of 1975 is available in the Registrar's Office and further detailed in the Student Handbook.

The following directory-type data may be given to any inquirer without written authorization from the student: name, address, telephone number, e-mail address, date and place of birth, major, fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended, class schedule, class roster and photograph. Any student wanting any of all of this information to remain confidential must inform the FBCC Office of Admissions and Records in writing by the end of registration period of each semester. Requests for release of information to be denied are only valid for the semester in which the request was made.

The Registrar's Office maintains information regarding the student's academic progress including grade reports and permanent academic records (transcripts).

The Registrar's Office is also responsible for collecting and maintaining current and accurate student information, such as Tribal enrollment status,

address, major, and advisor's name. This information is required by the federal government for determination of funding and also for maintaining accurate mailing address for the student body. Personal data changes such as change of address, change of major, or change of advisory should be reported to the Registrar's Office.

17. Title IX

Fort Berthold Community College operates with the Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1973 which provides; that:

Fort Berthold Community College does not discriminate on the basis of handicap, race, color, race, sex, religion, national or ethnic origin, in the administration of its educational, admission, financial aid, recreational, employment, or other college policies and programs.

Procedures:

Specific complaints alleging discrimination should be in written form and referred to:

Fort Berthold Community College Academic Dean
Dr. Clarice Baker-Big Back
P. O. Box 490
New Town, ND 58763
(701) 627-4738 ext. 248

Fort Berthold Community College Dean of Students/ADA Coordinator
Susan Paulson
P. O. Box 490
New Town, ND 58763
(701) 627-4738 ext. 284

Fort Berthold Community College Campus Security/Facilities
Coordinator
Keith Smith
P. O. Box 490
New Town, ND 58763
(701) 6274-4738 ext. 269

Fort Berthold Community College Campus Retention Counselor
Judy Yessilth
P. O. Box 490
New Town, ND 58763
(701) 6274-4738 ext. 247

Fort Berthold Community College President will have the discretion to review the facts and authorize further consideration.

If the person filing a complaint wishes to pursue the complaint, a written report, can be filed with the Chicago Regional Office. Address: 111 N. Canal St., Room 1053, Chicago, IL 60606. Voicemail – (312) 886-8434, Fax – (312) 353-4888 and TTY – (312) 353-2540, Department’s Website: www.ed.gov, OCR’s Website: www.ed.gov/ocr

18. Counseling

Counseling services are provided in personal, academic, and vocational/career guidance. Family Support in education and retention strategies are offered to all students to maintain a sense of family in the home and at college. The services are provided on a walk in basis or through appointments. The Retention Counselor is also an Academic Advisor and provides information and skills that will be personally and professionally useful regardless of academic or career pursuits. Counseling Services commits to providing the Center of Student Learning which will be bolstered by family support and respect for cultural values.

Confidentiality is maintained and follow up is provided for referral or needed services. The Retention Counselor is available to assist students with referrals to appropriate federal, state, and tribal agencies for guidance. The Retention Counselor is also responsible for ACT testing. The Retention Counselor maintains a Career Center and up-to-date information on trends and projections of the world of work.

19. Foundation Skills

The Foundation Skills courses provide basic skills instruction for math, reading, and writing. The placement of students in the basic skills classes will be determined by testing at registration. The instruction is designed to meet the varying needs of the student and to help the student become competent in basic skills necessary for freshman level placement. These credits may be applied to the total credits earned as electives.

20. Student Success Committee

Retention Counselor, Tribal 477 Program and Tribal Social Services meet monthly to review students they have in common. Attendance, Work Study and special needs are reviewed

21. Tutoring Program

Tutoring services are provided in all subject areas. Tutors must sign a contract and are compensated at an hourly rate. Students may request a tutor or be referred for tutoring by an instructor. The forms may be obtained from the Dean of Students. A student assistance lab (internet café) is available in the student union lounge. This is where part time tutors can offer help to students when needed.

22. Community Mentor Program

The Mentor Program is to support students, who attend FBCC in their home communities of **Mandaree, Twin Buttes** and **White Shield**. To help students succeed in college, the mentors provide a strong support system through basic skills, tutors, college survival skills, library usage, research papers, career information, computer study labs, registration, financial aid application assistance, attendance aids and liaison duties to the college.

H. GENERAL EDUCATIONAL DEVELOPMENT (GED)

1. Adult Basic & Secondary Education (GED)

The Fort Berthold Community College, Adult Basic and Secondary Education and Literacy Education Program offers GED classes in six communities on the Fort Berthold Reservation: New Town /Four Bears, Parshall, White Shield, Twin Buttes and Mandaree. Our Adult Learning Centers (ALC's) provide services to assist students increase their knowledge and improve their skills in the areas of Language Arts, Reading, Social Studies, Science, and Mathematics.

2. (GED) General Educational Development Test

- **Language Arts:** Writing Part I: Organization 15%, Sentence 30%, Usage 30%, Mechanics 25% (50 questions) (75 minutes).
- **Language Arts:** Writing, Part II Essay (45 minutes).
- **Social Studies:** U.S. History 25%, World History 15%, Civics & Government 25%, Geography 15%, Economics 20%, (50 Questions) (70 minutes).
- **Science:** Life Science 45%, Earth & Space Science 20%, Physical Science 35%, (50 Questions) (80 minutes).
- **Language Arts:** Reading, Non fictions Texts 25%, Literary Texts 75%, *Prose Fiction, *Poetry, *Drama, (40 Questions) (80 Minutes).

- **Mathematics:** Number Operations and Number Sense 25%, Measurement and Geometry 25%, Data Analysis, Statistics, & Probability 25%, Algebra 25%, (Part I: 25 Questions with calculator, (Part II: 25 Questions) (90 minutes).
- **GED Scores:** After you complete each GED Test, you will receive a score for that test. Once you have completed all five GED Tests, you will receive a total score. The total score is an average of all the other scores. The highest score possible on a single test is 800. The average score needed to pass a test is 450.

Why should you take the GED Test? A GED certificate is widely recognized as the equivalent of a high school diploma and can help you in the following ways: Employment, Education, and Personal Development.

3. National Adult Education Honor Society

The Fort Berthold Community College –Adult Basic & Secondary Education faculty and administration has been nominated the Bearer of Membership in the National Adult Education Honor Society (NAEHS) The membership in the honor society is based on a number of criteria including cooperation with fellow students and faculty, ability and desire to learn, initiative, perseverance, effort and academic achievement, Also based upon outstanding performance as an adult learner, we believe the nominee exemplifies these characteristics.

Fewer than three percent of those who attend adult education programs receive **NAEHS** recognition. The **NAEHS** Characteristics are Perseverance, effort, initiative, cooperation, and academic achievement

For More Information Please Contact:

Betty Lockwood

Director, Adult Basic & Secondary Education & Literacy Education

PO Box 490

Fort Berthold Community College

New Town, ND 58763

1 (701) 627-4738 ext. 258

I. FORT BERTHOLD LIBRARY

Fort Berthold Library is an integral part of the educational process offered at FBCC and seeks to assist students, faculty, and staff to achieve success in meeting their educational goals. The Library also provides basic public tribal library services for all residents of the Fort Berthold Reservation. The Library provides access to educational and recreational informational needs of the Fort

Berthold Indian Reservation. The Library has a collection of over 12,000 volumes including serials, reference, fiction, legal and children's titles. The circulating collection provides access to a number of resources in video, audiocassette titles and current magazine articles. The Library also has a legal collection for in-Library use. A prominent feature of the collection is the Indian Studies holdings. A Special Collection is under development, which contains titles about the Mandan, Hidatsa, and Arikara tribes. The Special Collection may only be used on-site.

Library services include:

- Reference Assistance
- Circulation-Public Access Computer (PAC)
- Library Instruction
- Study Area
- Viewing/Meeting Room
- Interlibrary Loan
- Audio Equipment
- Computer Use
- Internet Evaluation and Search Strategies

Computer searches on fee based computers systems will be performed by Library Staff at request of patron. Assistance is provided for non-fee based searches conducted through FBCC Internet access. Normal hours of service are 9 a.m. to 5:30 p.m., Monday through Friday. The library extends the normal hours of operation only when sufficient staffing exists to do so. Circulating books are loaned for two weeks, current and all periodicals indexed are not loaned. Videos are loaned on a refundable deposit basis. All Library rules are available in the Library.

Equipment provided for in-library use includes VHS player, FAX machine, microfiche reader-printers, and audio-visual equipment, photocopier, calculator and IBM compatible computers.

J. COMPUTER SERVICES

Fort Berthold Community College's Computer Services offers a variety of services to support faculty, staff, and students in several areas: teaching, research, public service, and administration. Some of the supported areas include computer networking, word processing, printing services, e-mail, and Internet access. To take advantage of the services available, you must obtain a computer account.

Computer networking involves the transmission of messages, mail, images, and other information in electronic digital form between computers, regardless of location, connected by a telecommunications link. Computer networking includes electronic bulletin boards, computer conferencing, list servers (computers that

send messages on specified topics to subscribers signed on the list) and so-called file servers (computers with remotely accessible files of information.)

Computer networks come in all sizes; they span buildings, towns, regions, and countries. Local area networks (LANs), the smallest, are generally located within one building. Computers joined over long distances are called wide area network (WANs). LANs and WANs can be connected to form internet works. The largest internet work today, spanning the globe, is the Internet.

1. High Plains Rural Systemic Initiative

The High Plains Rural Systemic Initiative (HPRSI) is a collaborative effort among six states in promoting science, mathematics, engineering, and technology (STEM) using the tribal colleges as a spring board in addressing systemic change in how science, mathematics, engineering, and technology is being delivered.

HPRSI is a National Science Foundation project and is administered by the Turtle Mountain Community College in Belcourt, ND. HPRSI primary goal is the successful and sustainable improvement of science, mathematics and technology education. The focus of the initiative is at the Kindergarten through lower division undergraduate (K-14) level in rural, economically disadvantaged, geographically challenged and sparsely populated areas.

HPRSI foresees a time when all schools and colleges that enroll a significant number of Indian children will teach mathematics and science in ways that are consistent with cultural needs of students, and based on real requirements for the development of their region. For more information, please contact the HPRSI staff at the College.

2. North Dakota Interactive Video Network

The North Dakota Interactive Video Network (NDIVN) allows people separated by great distances to see and talk to each other. Using the latest advances in communications technology can hold all courses, meetings, and seminars. The North Dakota University

System and the Information Services Division have developed a statewide backbone inclusive of regional switching hubs for video activities. With the addition of the NDIVN classroom Fort Berthold Community College will be capable of:

Delivering quality post-secondary programs and services to citizens who would not otherwise have access to these services, improve the quality of offerings by sharing knowledge, courses, services and resources with other institutions, expand services to the state through cooperative arrangements

with elementary, secondary, and vocational education, state agencies, the private sector, and other states.

3. CLAN - Closed Local Access Network

Also referred to as PicTel. The Fort Berthold Community College (FBCC) employ's video conferencing technology to distribute courses to the satellite campuses of Mandaree, White Shield, and Twin Buttes. FBCC also collaborates with the North Dakota Interactive Video Network & INBRE formally the North Dakota Biomedical Research Infrastructure Network (BRIN) which brings students together from around the Reservation & the State. Using videoconferencing technology means that two or more people at other locations can see and hear each other at the same time, sometimes even sharing computer applications, documents, movies and other formats for collaboration. Placing a video call is a lot like placing a telephone call. After you connect, you see the other person in color video (TV) and may be able to transfer files or collaborate via options such as document sharing or white boarding. FBCC utilizes equipment from PolyCom Worldwide to conduct videoconferencing courses.

4. Online Courses

The Fort Berthold Community College (FBCC) offers college courses that are taught over the Internet! This service allows students to access courses that are academically challenging and utilize Black Board and all the means of interaction available from web browsers to deliver instruction in ways that help meet diverse student learning styles. Students use the communication tools of the Internet such as email, chat, listserv, discussion forum, etc. to communicate with the instructor and other classmates.

Students have great flexibility in their learning by participating in these courses. Students who enroll in Internet courses must have a working knowledge of the Internet, know how to use a web browser such as Internet Explorer or Netscape, and be familiar with Windows 95/98/ME or compatible systems. Online courses can be accessed from any computer! (With an Internet connection)

5. TITLE III, Strengthening Institutions Program

Title III, "Strengthening Institutions Project" is a federally funded program under the Department of Education, which will provide funding for FBCC for a total of five years.

The grant supports a technology-centered Management Information System for college-wide (campus and three sites) use and will provide construction costs for an instructional learning facility to meet demands of

growth. The project also has received funds to support Title III personnel (under the umbrella of the FBCC Technology Department) and equipment required to run the project.

Faculty are now able to bring technology into the classroom; provide industry-training programs for other tribal agencies, and provide training programs for under-prepared students for a high-tech job market. Faculty also has the ability to access information that will enhance student advisement and teaching.

Departmental administrators can now access information for decision making and for office and college-wide communication of information.

K. STUDENT CLUBS AND ORGANIZATIONS

The College encourages the development and maintenance of student clubs and organizations. Students are invited to participate in extra-curricular activities on campus. The American Indian Higher Education Consortium (AIHEC) sponsors student activities which include Student Recognition Awards, Student Congress, Academic Bowl, Business Bowl, Speech/Drama, Math/Science, Art/Poster Contest and basketball tournaments. Some of the campus clubs are American Indian Business Leaders (AIBL), Drama Club, Red Vision Indian Club, Nursing Club (a chapter of the National Alaska Native American Indian Nurses Association). American Indian Science Engineering Society and organizations sponsored for other collegiate life. The advisors for these clubs are volunteers and are generally faculty members, who have expertise and experience in specific areas.

1. American Indian Business Leaders (A.I.B.L.)

The American Indian Business Leaders (AIBL) was organized to give Business students the opportunity to participate in tribal college competitions which focus on Leadership and Business related topics.

2. American Indian Higher Education Consortium (AIHEC)

AIHEC sponsors student activities; FBCC students take an active role in these activities, which include Student Recognition Awards, Student Congress, Academic Bowl, Business Bowl, Speech/Drama, Math/Science Poster contest, and Basketball Tournaments.

3. American Indian Science and Engineering Society Chapter (AISES)

AISES promotes science activities and participates in reservation wide K-14 Science related programs.

4. Arts Club

In 2005, the Arts Club was chartered to involve students in furthering the Arts. The Arts club assisted the Welding program with creating an emblem of the FBCC logo to be put outside at the entrance of the College. Classes prepare Art Shows to exhibit student work each semester as well as participate in AIHEC.

5. Drama Club

The Fort Berthold Community College Drama club is organized to present live theater productions using both Native American and Non-Native scripts. Many aspects of drama will be investigated, such as costuming, make-up, set and prop construction and sound effects. Anyone interested in acting or working on a production is encouraged to join the Drama Club.

6. Energy Technology Club

In 2005, this club began and has a goal to assist students to review career opportunities in the field of Energy as well as having to learn and keep up with innovations in the field.

7. Science Research

The Science Department at FBCC currently has grant programs that enable tribally enrolled students to be employed to conduct research projects. These grants provide students with supervised experience in the process of conducting scientific research including planning, designing, implementing, evaluating, and reporting on an individual research project.

These projects are on a wide array of environmental and bio-medical sciences and are conducted with assistance from local, tribal, and federal agencies and personnel.

For further information on these programs, interested students should contact any science or math faculty member.

8. Strategies for Ecology Education, Development and Sustainability (SEEDS)

SEEDS is a chapter through The Ecological Society of America (ESA). This chapter is open to students interested in the environment. Activities that promote environmental awareness and ecological activism and education are all on ducted by chapter members. For information regarding the SEEDS chapter, contact any science faculty.

9. Student Senate

The Student Senate is the student's chief governing body, and al enrolled students are automatically members. The Student Senate organizes various student activities and college events, and it represents the students by giving them a voice to express their concerns and opinions to the faculty and administration. All students are encouraged to take an active role in this organization. Elections are held annually for officers from the membership at large. These offices include: Student body President, ice-President, Secretary, Treasurer and Student Representatives from the main campus and the communities. The Student Senate has a budget and a staff advisor.

L. ACADEMIC INFORMATION AND POLICIES

This bulletin provides the necessary information about academic policies and procedures of the College.

Students are expected to familiarize themselves with this information and be knowledgeable about the policies contained therein.

1. Career Counseling

All new non-degree students are required to complete a personal career counseling session with the counselor during their first semester at FBCC, or prior to the completion of 16 semester hours of credit.

All vocational students are required to complete individual Vocational Education Plans during their first semester.

The Vocational Counselor gives the Self-Directed Search to all new non-degree students. The Assessment and Placement Services for Community Colleges determine student placement. Placement services for jobs and career opportunities are available through the Placement Program, Vocational Counseling Service. Tours of the Career Center and related services are available.

2. Student Learning Assessment

All students graduating from Fort Berthold Community College must complete an Electronic Portfolio.

The e-portfolio demonstrates student proficiency of institutional and program learning outcomes. Two required one credit hour classes assist students complete the e-portfolio.

Psych 100-Psychology of Student Success: This class connects new students with the Student Services Department and ensures appropriate paperwork is completed for financial aid including scholarships. Career assessment and counseling is embedded in the course. Basic life, college survival, and study skills are included. The student is introduced to the software and methodology to complete the e-portfolios and beginning work is completed. The second required class is Sociology 100-Job Seeking Skills: This class is conducted as an exit class and assists the student complete the e-portfolio prior to graduation. Career Planning and assistance with students transferring to other institutions of higher education is included in the curricula.

The third and final course is Tribal Studies 100: Introduction to the Three Affiliated Tribes. This course, in keeping with the mission of the College, ensures that students gain knowledge in the origin, history, and cultural foundations of the Mandan, Hidatsa, and Arikara tribes.

3. Graduation Requirements

In order to graduate with an Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, or Vocational Certificate from the Fort Berthold Community College, candidates must:

- a) Complete all general education and core professional requirements, or certificate requirements of the program in which enrolled.
- b) Be enrolled during the current academic term.
- c) Have a minimum cumulative grade point average of 2.00.
- d) Submit Application for Graduation form prior to the deadline listed in the Academic Calendar. Students who complete degree requirements in the Fall Semester must submit the form prior to the Fall deadline. Those completing requirements in the Spring Semester must submit the form before the Spring deadline. Completed degree plan must accompany application for graduation.

- e) Pay all financial obligations to the College.
- f) Meet the residency requirement of FBCC, which is a minimum of 32 semester hours for an Associate of Arts, Associate of Science, and Associate of Applied Science Degree; 16 semester hours for a nine (9) month Vocational Certificate.
- g) Return all FBCC property to the College. This includes library materials, laboratory equipment, sports equipment, and any other property and supplies.
- h) Complete an e-portfolio including a graduation project.

4. Graduation Project

All students completing a two-year degree must complete a comprehensive project prior to graduation. This project is developed in conjunction with the student's advisor, and progress is monitored regularly. The project must be successfully completed prior to graduation. Examples of projects are Community Service Projects, Preparation of Business Plans, Internships, Health Fair, Building Project, Curriculum Development, Work Based Learning Experience and Teacher Aids. The project may be incorporated into courses, as labs or projects. This is dependent upon departmental choice.

5. Commencement

The College has one formal graduation ceremony held in May. Students who complete their degree requirements in the Fall Semester are encouraged to attend the May ceremony. Students graduating in the Spring Semester are expected to attend the graduation ceremony. Students must complete an absent form if not attend the graduation ceremony in May.

6. Grading

The College uses letter grades to evaluate a student's work in each course. The student is responsible for meeting the course requirements in order to receive a grade and credit. The instructor determines the final grade. The number of honor points earned and grade interpretations are:

| Grade | Interpretation | Honor Points |
|--------------|-----------------------|---------------------|
| A | Superior | 4 |
| B | Above Average | 3 |
| C | Average | 2 |
| D | Below Average | 1 |

| | | |
|---|------------|---|
| F | Failure | 0 |
| I | Incomplete | 0 |
| W | Withdrawal | 0 |
| P | Pass | 0 |

Pass (P) grades may only be given for internships, practicums, workshops, and some special topic courses.

7. Academic Reassessment of Past Grades Policy

This policy will pertain to only Fort Berthold Community College Students returning or after an absence of two years or more. It provides those students with an opportunity to have their academic standing reflect their maturity and improved level of academic performance gained since last attending Fort Berthold Community College. The policy is designed to help the returning student's gain good academic standing after receiving deficits on the early stages of their academic career at Fort Berthold Community College.

Eligibility criteria must apply:

- a) The student must be one whose academic performance at FBCC Cumulative grade point average (GPA) is lower than a 2.00.
- b) The student has demonstrated an academic interest and effort when returning to FBCC with a GPA of at least 2.00 as a full-time student or at least a 2.00 as a part-time student.
- c) The student must be currently enrolled in good standing at the time the request of Academic reassessment is processed.
- d) Grades eligible for reassessment are those earned two or more years at Fort Berthold Community College. This policy does not apply to transfer credit from other institutions.

The courses for which reassessment must be discussed in consultation with the Registrar and must be approved in Students Services Community and by the Dean of Students.

8. Grade Point Average

A student's scholastic standing of Grade Point Average (GPA) is obtained by dividing the number of honor points earned for that semester by the current total semester hours attempted. The cumulative or total GPA is

obtained by the same method using overall semester hours attempted and overall honor points earned from FBCC and all transferred credit. Grades of W, P, and I are disregarded when figuring grade point averages.

Figuring Grade Point Average

| Course Title | Course Grade | Credit Hour | Honor Points | Points Earned |
|---------------------|---------------------|--------------------|---------------------|----------------------|
| ENG 110 | B | 4 | x 3 | 12 |
| MA 101 | C | 4 | x 2 | 8 |
| TS 113 | A | 4 | x 4 | 16 |
| ECON 201 | F | 3 | x 0 | 0 |
| TOTAL | 15 | x Points | 36 | |

Semester GPA: 36/15=2.40

9. Withdraw From Class

The Withdrawal (W) grade is given to a student who drops a class after the add/drop date and before the deadline of last day to withdraw NO EXCEPTIONS. A student dropping a class after the last day to withdraw will receive a letter grade as assigned by the instructor. (See academic calendar for the withdrawal date.)

Process for withdraw:

- a) Pick up and complete a Withdrawal Form from the Registrar
- b) Make sure the following people sign the form:
 - 1) Advisor
 - 2) Retention Counselor
 - 3) Financial Aid
 - 4) Dean of Students
 - 5) Registrar

10. Incompletes

The Incomplete (I) grade will be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. The "I" grade will be granted after a contact between the student and the instructor is complete with requirements. The instructor and the Registrar's Office will retain a copy of the contact requirements. A time deadline for completing the work will be included in the requirements. All incomplete work must be completed within six (6) weeks of the end of the semester. After that time the "I" grade will be changed to a letter grade of an "A", "B", "C", "D", or "F".

11. Satisfactory Academic Progress

Fort Berthold Community College for maintaining Satisfactory Academic Progress has set the following standards:

Academic Programs—Full time and part time students:

A student pursuing an Associate Degree is required to complete a minimum of sixty-four (64) semester hours.

A student is considered to be making satisfactory academic progress if their semester GPA meets the following minimum standards.

| Semester | Semester GPA |
|---------------------|---------------------|
| First | 1.50 |
| Second | 1.75 |
| Third and following | 2.00 |

***All students must have a 2.00 cumulative GPA to graduate.**

***Vocational Programs - Full and Part time students.**

Students are considered to be making satisfactory academic progress if their semester and cumulative GPA meet the following minimum standards.

| Semester | Semester GPA |
|-----------------|---------------------|
| First | 2.00 |
| Second | 2.00 |

All Students must have a 2.00 cumulative GPA to graduate.

12. Academic Probation and Suspension

A student will be placed on Academic Probation or Suspension when any of the following conditions occur.

a) Academic Probation

Academic Probation occurs when the GPA does not meet the Satisfactory Academic Progress scale previously listed. Students on Academic Probation will remain on Continued Academic Probation at the end of the next semester if their semester or cumulative GPA falls below the minimum standards.

b) Reinstatement

Students must achieve the minimum standards for both the semester and cumulative GPA in order to be removed from academic probation status.

c) Academic Suspension

Any student who fails in two (2) successive semesters to achieve Satisfactory Academic Progress will be suspended. This academic suspension means that the student will not be eligible to enroll for a period of one (1) semester. The student can appeal their academic suspension within thirty-(30) days of the Registrar receiving final grades. When the student returns, the student enters on Continued Academic Probation.

Upon the student's return, if the student fails to make Satisfactory Academic Progress, per FBCC minimum semester and cumulative GPA standards, the student will be suspended for a period of one (1) academic year.

Students may appeal suspension through the Student Grievance Policy as found in the FBCC Bulletin.

Students must petition to the Dean of Students to enroll at FBCC after each Academic Suspension.

13. Deficiency Notices

Instructors compile mid-term grades. The instructor with a deficiency notice will notify any student who is not making Satisfactory Academic Progress at mid-term time. Students must see the Instructor and Counselor after receiving a deficiency notice. A student's expense check may also be delayed as the result of a deficiency notice or poor academic performance.

14. Grade Reports

Final grade reports are issued to students at the end of the semester. Only final grades are recorded on the transcripts.

15. Transcripts

An official transcript contains the Registrar's signature, official stamp and College seal. Official transcripts are sent only between institutions. An unofficial transcript does not have the Registrar's signature, official stamp, or College seal. It is issued directly to the student.

All financial obligations to the college must be paid prior to the release of a transcript, either official or unofficial. This will allow a student to receive an unlimited number of transcripts.

Transcripts will be released within three (3) working days. This will give the College processing time to verify whether financial obligations exist.

Transcript Request Procedure

The Registrar will process a transcript request using the following procedures:

- a) Obtain a Request for Transcript form.
- b) Return transcript form or written request to the Registrar.
- c) If financial obligations exist and a transcript is not released, the Registrar will notify the student in writing.

Note: *Transcripts will not be issued as a result of telephone requests.*

16. Scholastic Honors

FBCC acknowledges the importance of awarding deserving students who have distinguished themselves by their high scholastic achievement. These students will be placed on the Scholastic Honor Roll at the end of each semester. In order to be eligible, students must have been enrolled full time and have no Incomplete grades. The required GPAs are:

- a) President's List:
Have achieved a GPA in the range of 3.80 to 4.00 for the semester.
- b) Dean's List:
Have achieved a GPA in the range of 3.50 to 3.79 for the semester.
- c) Honor List:
Have achieved a GPA in the range of 3.00 to 3.49 for the semester.

17. Scholastic Honors at Graduation

Students may graduate with the distinction of “High Honors” or “Honors”. The “High Honors” category is awarded to the graduate who has achieved a cumulative GPA of 3.80 and above. The “Honors” category is awarded to the graduate who has achieved a cumulative GPA of 3.50 to 3.79. Honor graduates must complete the minimum required 32 semester hours at FBCC.

18. Attendance

Instructors will inform the students at the beginning of the course in writing of their attendance policy. In case of illness, it is the responsibility of the student to notify the instructor. Students who expect to be absent for a legitimate reason must notify their instructors prior to their absence. The instructor will decide whether the student should be allowed credit for make-up work. Instructors determine the point at which absences become excessive and a written warning will be given. The Dean of Students and Counselor will be notified of all excessive absences.

19. Repeating A Course

Students may repeat a course. However, the first grade is never removed from the transcript. The last grade a student receives in the repeated course is used in computing the cumulative GPA.

20. Final Exam Policy

A final exam schedule will be printed and distributed to students two weeks prior to final exam week. Students are required to take their finals during the scheduled time. A make-up final will be granted when students are unable to take the regularly scheduled final for reasons beyond their control or by circumstances created by the College. If a make-up final is granted, the student will receive an incomplete (I) grade. The procedures outlined in the incomplete section will be followed.

21. Add/Drop Procedures

A student who has registered and whom wishes to change a class or classes may obtain an add/drop card from the Registrar. The last day to add or drop a course is listed in the Academic Calendar. If dropped by this

deadline, the course will not appear on the student's transcript. If a student drops a course after this deadline, a letter grade of "W" will appear on the student's transcript.

Procedures

Students will use the following procedures to add and drop courses.

- a) Obtain Add/Drop card from the Instructor or Registrar.
- b) Complete Add/Drop card.
- c) Obtain the Advisor's signature.
- d) Obtain the Instructor's signature.
- e) Obtain the Registrar's signature; retain copy of Add/Drop card.

22. Total Withdrawal from College

Students who wish to withdraw from all classes must do so before the deadline listed in the Academic Calendar. If a student withdraws prior to this deadline, a "W" will be entered on the transcript for each course in which the student was registered. Students, who do not formally withdraw or do so after the deadline, will receive a letter grade as assigned by the instructor. Students do not withdraw simply by absenting themselves. They must sign an official withdrawal form.

Note: Students who withdraw after the fourth week are still responsible for their full educational cost.

Procedure

The following procedures will be used to totally withdraw from college.

- a) Obtain withdrawal form from the Registrar.
- b) Complete the form.
- c) Obtain the Counselor's signature.
- d) Obtain Dean of Students signature.
- e) Return form to Registrar.

23. Credit/Semester Hour Description

At Fort Berthold Community College a semester is a college term averaging fifteen (15) weeks of instruction and one (1) week for final exams, for a total of sixteen (16) weeks. In a lecture course, a semester

hour of credit represents one fifty (50) minute class period per week for one semester; in a laboratory course, one semester hour of credit represents two fifty (50) minute class periods per week for one semester; and in practicum's and field experience courses, a semester hour of credit is equivalent to three fifty (50) minutes of practical experience for one semester.

24. Course Load Limitation

A normal course load for an Associate of Arts, Associate of Science, and Associate of Applied Science full-time student each semester is sixteen (16) semester hours. A student wishing to enroll in more than eighteen (18) semester hours must obtain prior approval from the Academic Dean.

Requirements

- a) A prior semester grade point average of 3.00.
- b) No incomplete grades.

Procedures

The following procedures will be used to petition for overload.

- a) Obtain Petition for Overload form from Registrar.
- b) Complete the form.
- c) Obtain Advisor signature.
- d) Obtain Academic Dean signature.
- e) Return form to Registrar.

Vocational certificate programs course load requirements may vary. A student will not be allowed to enroll in more than ten (10) semester hours of credit during summer session.

25. Independent Study

An Independent Study is regular coursework presented on an individualized basis. Independent study is available only to sophomore students who need a particular course to complete the requirements of an established program of study. Students must first meet with their advisor to determine this need. For each course taken by independent study, the student must complete an independent study contract with the Instructor and Academic Dean.

26. Enrollment Policy for Dual Enrollment and Credit

- Students must complete an application for enrollment at FBCC.
- Students must take the COMPASS and score at the 12th grade level in order to enroll in classes.
- The program will allow students to enroll in only 100 and 200 level courses.
- The students will only be allowed to enroll in a maximum of two courses or six credit hours per semester.
- The students will pay the same fees as a regular student.
- Students are responsible for their own transportation to and from the college.
- Enrollment of a high school student cannot displace regular student enrollment. Example: The Nursing program has limited enrollment in some courses.
- Each high school must appoint a liaison to work with FBCC.

Under Exceptions and Special Conditions, credits do not become official college credits until the student has submitted proof of graduation from high school or completion of GED

27. Minimum Class Size

According to FBCC policy classes offered and held must have a minimum of five (5) paying students. The only exception to this is if a student needs the class to meet requirements for graduation in the current term. In order for anyone to audit the class there must first be five (5) paying students, this also includes full-time faculty and personnel.

28. Student Affairs Review Process (Passed 6/9/06)

Student Affairs Review Process:

The Student Affairs Committee Process has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational records, that fall outside the realm of normal FBCC policy and procedure. Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as serious injury or illness, death in the family, and under some circumstances, employment. The general principle of a late withdrawal is a non-academic circumstance that is outside of the student's control, when that emergency has caused the student to miss more class time and work than the student can make up. Students are encouraged to initiate this process within one year of the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, employer, etc. to accompany the

request. The decision made by the Student Affairs Committee will be based on the extenuating circumstances that are involved in the petition. Consequences the student may face either real or perceived, are not usually reasons for an exception.

Procedures for Filing a Petition:

- a. Write a letter to the student Affairs Committee giving a short explanation of the extenuating circumstance or emergency. List events in proper sequence, using dates where possible. The semester in question needs to be clearly defined along with the course number and title of courses the student is petitioning.
- b. When circumstances involve a physician, counselor, employer, etc., have the person write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead and submitted along with the student letter.
- c. If requesting to add a course after the last day to add, the student will need to submit a letter of support from the instructor approving the late add.
- d. Return the above to the Registrar's office to be presented to the Student Affairs Committee.

M. STUDENT EMERGENCY FUND

The Student Emergency Fund is available to provide students with assistance in funding for academic and retention purposes. Students are required to be in good standing with class attendance and grades and are required to do three hours of community services within FBCC. Contact the Retention Counselor for assistance.

N. BOOKSTORE

The Bookstore is located in the Academic Center. Textbooks, school supplies, art supplies and miscellaneous items are available for students, staff and the community.

The Bookstore is open Monday-Friday 8:00 am to 3:00 p.m.

O. HOUSING (Commuter Campus)

FBCC does not provide on-campus housing. Students will be assisted through referral depending on known availability of housing.

P. FOOD SERVICES

Pop and snack vending machines are available along with periodic catered food.

The new Student Union will be opened in Spring 2006. Student Union policies will be published and distributed.

Q. TELEPHONE USAGE

Students will not be called out of classes, except in case of an emergency. Office telephones are for business use only. Student messages will be posted on the bulletin board in the Academic Center.

Announcements will be posted on the bulletin board in the lobby. Computer, Internet and telephone services are available in the student lounge.

WEIGHTS AND MEASURES

LENGTH

12 inches = 1 foot
 3 feet = 1 yard
 1,760 yards = 1 mile
 3 miles = 1 league

WEIGHT

28 grams = 1 ounce
 16 ounces = 1 pound
 2,000 pounds = 1 short ton
 2,240 pounds = 1 long ton

APPROXIMATE METRIC EQUIVALENTS

1 decimeter = 4 inches
 1 liter = 1.06 qts. Liquid
 1 meter = 1.1 yard
 1 kilometer = 5/8 mile
 1 hektoliter = 2 5/8 bushels
 1 hectare = 2 1/2 acres
 1 kilogram = 2 1/5 pounds
 1 metric ton = 2,204.6 pounds

LIQUID

4 gills = 1 pint
 2 pints = 1 quart
 4 quarts = 1 gallon
 31.5 gallons = 1 barrel

MARINER'S MEASURE

6 feet = 1 fathom
 1,013 fathoms = 1 nautical

TEMPERATURE CONVERSIONS

To convert Fahrenheit degrees into Celcius, subtract 32, multiply by 5, and divide by 9. To convert Celcius into Fahrenheit, multiply by 9, divide by 5, and add 32.

Freezing point for water: 32°F, 0°C
 Boiling point for water: 212°F, 100°

LONG DISTANCE INFORMATION: 1-(Area Code)-555-1212

15% RESTAURANT TIP TABLE:

| CHECK | TIP | CHECK | TIP |
|---------|--------|---------|---------|
| \$2.00 | \$.30 | \$52.00 | \$7.80 |
| \$4.00 | .60 | \$56.00 | \$8.40 |
| \$8.00 | \$1.20 | \$60.00 | \$9.00 |
| \$12.00 | \$1.80 | \$64.00 | \$9.60 |
| \$16.00 | \$2.40 | \$68.00 | \$10.20 |
| \$20.00 | \$3.00 | \$72.00 | \$10.80 |

| | | | |
|---------|--------|----------|---------|
| \$24.00 | \$3.60 | \$76.00 | \$11.40 |
| \$28.00 | \$4.20 | \$80.00 | \$12.00 |
| \$32.00 | \$4.80 | \$84.00 | \$12.60 |
| \$36.00 | \$5.40 | \$88.00 | \$13.20 |
| \$40.00 | \$6.00 | \$92.00 | \$13.80 |
| \$44.00 | \$6.60 | \$96.00 | \$14.40 |
| \$48.00 | \$7.20 | \$100.00 | \$15.00 |

PERSONAL PHONE DIRECTORY

Name

Phone

Name

Phone

Name

Phone

Name

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Name

Phone



January 2008



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February 2008



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March 2008



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April 2008



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May 2008



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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



June 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |



July 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |



August 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----------|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 31 | 25 | 26 | 27 | 28 | 29 | 30 |



September 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |



October 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |



November 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----------|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 30 | 24 | 25 | 26 | 27 | 28 | 29 |



December 2008



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |