



Student Handbook
2023-2024



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| • Open computer labs as well as computer classrooms..... | 85 |
| • Access to high quality networked printers..... | 85 |
| • Internet connectivity – both wired and wireless | 85 |
| • College-issued email addresses for all students | 85 |
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PRESIDENT’S WELCOME

Dear Students:

Welcome to Lac Courte Oreilles Ojibwe University. I am very excited for you and your family. Your choice to attend university here inspires my team and I to create a university environment for you that will help you achieve your educational goals.

My team is very experienced, and they have a strong desire to help you succeed. My experience as a leader in higher education helps me to focus in on what is important to you. I can attest to you that we are affordable, our locations are convenient, we employ quality teachers, our space and equipment is contemporary, and our services are personable and tailored to your needs.

We are reinventing ourselves. We have hit the reset button on our important work which is for YOU! We are working hard to increase enrollment, create partnerships to bring in financial and other types of resources, and we are engaging with our communities. We are doing these things and much more

because every friend and dollar we raise will help us to build a campus and programs that will take us to the next level for you and future students. You will be able to take advantage of many of these things while you are a student here. In other instances, you will be a part of the vision and planning and years later, you can come back to campus and see how things have improved since you graduated.

Our reward is watching you grow, learn, and mature. You will never be the same once you receive your education. So, while you are here, learn about Ojibwe.

Culture and Language, learn about other cultures and belief systems, meet new people, try new things, and explore who you are and who you want to become. We are here for you.

On behalf of our Board of Regents, Faculty, Support Staff, and Student Leadership, Welcome.

Sincerely,

Russell Swagger, Ph.D. President

Lac Courte Oreilles Ojibwe University

LAC COURTE OREILLES OJIBWE UNIVERSITY

The Lac Courte Oreilles Ojibwe University (LCOOU) was founded in 1982 on the Lac Courte Oreilles Ojibwe reservation in Northwest Wisconsin. There are Outreach sites at three other Ojibwe reservations in Wisconsin – Bad River, Lac du Flambeau, and Red Cliff. The University's advanced technology allows virtually any student to enroll in LCOOU courses via Zoom and online courses. LCOOU grants Certificates, Associate's, Baccalaureate, and Master's degrees. LCOOU is accredited by the Higher Learning Commission.

MISSION STATEMENT

The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.

PHILOSOPHY

The university curriculum will reflect identified needs and interests of the Lac Courte Oreilles Band of Lake Superior Chippewa by providing academic, vocational, adult basic education, cultural, and

community programs. The primary purpose is to meet the needs of the Native American population and maintain an open-door policy.

PURPOSE STATEMENT

ACADEMIC OPPORTUNITY

Provide quality instruction for academic and personal enhancement.

Offer appropriate curriculum leading to Master's, Bachelor's and Associate of Arts, Associate of Science, and Associate of Applied Science degrees, one-year certificates, specialized certificates, and programs of cultural enrichment.

STUDENT SERVICES

- Maintain open enrollment.
- Foster student growth in areas of cultural interest and social development.

COMMUNITY OUTREACH

- Help develop resources and technical assistance for community projects and community research.
- Function as an information and educational resource in the community.
- Provide leadership for cultural preservation.
- Facilitate training for tribal economic development.

STATEMENT OF PRINCIPLE

All students in bachelor's and associate degrees and certificate programs need to complete courses that meet the General Education requirements. The General Education Program at LCOOU is intended to provide a foundation for future academic and career success. It presents an array of disciplines enabling our students to make informed decisions, develop an understanding of diversity, and create enthusiasm for learning. Built into the foundation of the Lac Courte Oreilles Ojibwe University is the strong heritage and ethnicity that the university and the community have to offer. While meeting the needs and standards of a sound General Education, LCOOU has incorporated materials in the curriculum coursework to include the culture, wisdom, and self-determination of the Lake Superior Ojibwe.

HISTORY OF LAC COURTE OREILLES OJIBWE UNIVERSITY

In 1982, a task force of educators and parents undertook the establishment of Lac Courte Oreilles Ojibwe Community University now known as the Lac Courte Oreilles Ojibwe University. A Needs Assessment and Planning effort was conducted in the summer of 1982 and the task force called on the Bureau of Indian Affairs to conduct a feasibility study to determine the appropriateness of a tribal community university at Lac Courte Oreilles.

In August of 1982, the Lac Courte Oreilles Tribal Governing Board chartered the university and provided it with Articles of Incorporation. Classes were held throughout the 1982 – 1983 academic year primarily through the volunteer efforts of part-time instructors.

The Bureau of Indian Affairs conducted on-site evaluations in April of 1983 and notified the university that it had fulfilled all requirements and was approved for funding for the fiscal year under P.L. 95-471,

the Tribally Controlled Community University Assistance Act of 1978. This Act continues to be the prime source of funding for the university.

LCOOU granted its first certificates of completion in the Community Health Educator program in June 1985. In May 1986, the university granted its first Associate of Arts Degree.

LCOOU was granted candidate status for accreditation by the North Central Association of Colleges and Schools in February 1987. This six-year accreditation process resulted in full accreditation of all programs in February 1993. Credit transfer agreements with public and private colleges and universities were signed and two-plus-two agreements in Nursing with UW Eau Claire and Agriculture and Natural Resource Management with UW-River Falls were developed to facilitate transfer of LCOOU students to baccalaureate programs. In 1998, LCOOU was granted an additional 8 years of reaccreditation.

LCOOU received Land Grant Status approval on October 5, 1994, in legislation passed by the U.S. Congress within the Tribal University Act Endowment Amendment. This Amendment was attached to the Elementary and Secondary Education Act (ESEA) and signed into law by President Bill Clinton.

In spring 2003, the Cultural Resource Center was completed with the grand opening in November 2004. In May 2007, the Library at LCOOU was completed and the grand opening was held in August 2007.

In 2011 the University dedicated a fully equipped Nursing Simulation Lab to support instruction in Allied Health programs.

In the fall of 2016, a new 6100 sq. ft. facility was dedicated, replacing a portion of campus that had been severely damaged during a fire in 2012. This new “600 Wing” addition contains a large Student Commons, a commercial kitchen, a study room, a classroom, and storage spaces and houses the University's Extension programs and staff.

ACCREDITATION

LCOOU is accredited by:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604

info@hlcommission.org

800.621.7440

Accredited



ACADEMIC CALENDAR 2023-2024

FALL SEMESTER 2023

Fall Semester 2023

Registration ends – August 18

Classes begin – August 28

Labor Day (No Classes) – September 4

Last day to add classes w/faculty approval – September 5

1A-Last day to add/drop classes – September 5

Last day to drop classes – September 11

Census Date – September 12

Constitution Day – September 17

1A-Midterm grades due – September 25

Indigenous Peoples Day (No Classes) – October 9

1A-Last day to withdraw – October 9

1B-Last day to register – October 14

1A-Last day of classes – October 21

Grades due (Midterms/1A Final) – October 23

1B-Classes begin – October 23

Registration for Spring begins – October 30

1B-Last day to add/drop classes – October 30

1B-Census Date - October 31st

Veterans Day Observance (No Classes) – November 10

Last day to withdraw – November 20

1B-Midterm grades due – November 20

Employee Appreciation Day (No Classes) – November 22

Thanksgiving (No Classes) – November 23-25

Final exams – December 11-16

Last day of classes – December 16

1B-Last day of classes – December 16

Final grades due – December 18

New Student Application Closes (Spring start) - December 21

SPRING SEMESTER 2024

Spring Semester 2024

Registration ends – January 5

Classes begin – January 15

Treaty Day (No Classes) – January 19

Last day to add classes w/faculty approval – January 22

Last day to drop classes – January 29

Census Date – January 30

2A-Midterm grades due – February 12

2A-Last day to withdraw – February 26

2A-Last day of classes – March 9

Grades due (Midterms / 2A-Final) – March 11

Registration Fall/Summer begins - March 11

Spring Break (No Classes) – March 11-16

Classes resume – March 18

2B-Classes begin – March 18

Easter Break (No Classes) – March 29-April 1

Classes resume – April 2

Last day to withdraw – April 15

2B-Midterm grades due – April 15

Final exams – May 6-11

Last day of classes – May 11

Final grades due – May 13

Commencement – May 18

ACCESS TO INFORMATION

STUDENT RIGHT TO KNOW

The Student Right to Know Act ensures that the LCOOU discloses annual student completion and graduation rates, and the most current data is available on the University's website.

CAMPUS SECURITY REPORT

The Campus Security Report informs the university community of campus crime prevention programs, crime reporting procedures, emergency response, and a 3-year history of criminal activity on the main campus and outreach sites. A copy of the Campus Security Report is distributed annually to students and employees and is available on the University's website and in the Student Services Office. Prospective students and employees may access this report via the University's website.

COST OF ATTENDANCE

Visit the University's website or the Financial Aid section of this handbook for information on tuition, fees, estimated book and cost supplies and additional program costs.

TUITION REFUND

Information regarding the Tuition Refund Policy for the return of Title IV grants is provided in the Financial Policies section in this handbook.

DROP/ADD/WITHDRAW FROM CLASSES

Refer to the Student Handbook or website for the most current Drop/Add/Withdrawal policy which explains the process for making course enrollment changes.

ACADEMIC PROGRAM INFORMATION

A listing of all academic programs and their specific requirements is available in the University Catalog and on the University's website.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning their educational records. Primary rights include the right to inspect and review education records, the right to seek to have the record corrected and the right to have some control over the disclosure of information from the records. The complete FERPA policy is included in the Student Handbook and on the University's website.

FINANCIAL ASSISTANCE

The University's website and Student Services Team can provide the most recent information about the availability of financial aid, eligibility, selection criteria, criteria for amount distribution, satisfactory progress standards, reestablishing satisfactory progress status, disbursement methods and student work conditions.

BECOMING A STUDENT

ADMISSIONS POLICY

LCOOU has an open-door admissions policy that welcomes all who wish to complete the application process. Lac Courte Oreilles Ojibwe University does not discriminate based on race, color, religion,

gender, sexual orientation, gender identity or expression, national origin, disability status, religion, age or military or veteran status in access to its programs and activities.

New students are required to take the following steps to be admitted:

1. Complete the online application for admissions.
2. Supply proof of high school, GED or HSED completion.
3. Provide or make arrangements to have your official transcripts mailed from all post-secondary institutions previously attended to the registrar's office.
4. If Native American, supply proof of tribal enrollment or letter of tribal affiliation. A descendant's proof of parent's tribal enrollment and a copy of your birth certificate is required.
5. If a student has not been enrolled for two consecutive semesters, they will need to reapply by completing the online application for admissions online.

Completion of all steps stated above, documented with signed-off Admission Checklist is necessary to be officially accepted to the University.

ADMISSIONS OF GRADUATE STUDENTS

To apply to the Lac Courte Oreilles Ojibwe University Master's Programs, you will need to submit a separate application packet directly to the master's program director. Application requirements include:

1. Academic Statement of Interest
2. Two letters of reference (professional or academic)
3. Complete all steps in the general admission process listed above.
4. Transcripts from undergraduate program that support 3.0 or higher in GPA

ADMISSIONS OF TRANSFER STUDENTS

Comparable course credits earned at other accredited post-secondary institutions with a grade of "C" or higher may be accepted upon transfer to LCOOU. It is the responsibility of the student to provide official transcripts of all university course work completed for evaluation. The Registrar's office will review the credits earned at the former higher learning institution and determine the alignment to LCOOU degree courses to determine what credits will be transferred.

TRANSFER CREDIT POLICY

Transfer Policy: The Registrar will identify those institutions from which credit can be transferred. If questions arise regarding the transfer of specific courses, the Registrar will confer with the appropriate departmental faculty. The following will apply.

- 1) Credit for course work taken at other institutions will be transferred subject to the following considerations: i) Must be a regionally accredited institution ii) the comparability of the course work with LCOOU course work; and iii) the appropriateness of the course work for meeting degree requirements at LCOOU. iv) Courses with a letter grade of "C" grade or better. v) Courses earned in the past 10 years.
- 2) Developmental and/or remedial credits (typically numbered less than 100/1000) will not transfer

3) Transfer credits become applicable to a Lac Courte Oreilles Ojibwe University degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.

4) 100 level courses cannot substitute for 200 level courses, however, 200 level courses can substitute 100 level courses

5) Contact the Registrar to start the appeal process 2) Send course description(s) and/or syllabi (email or fax) to the Director of Records & Registration/Registrar

6) The Registrar will forward the course description(s) and/or syllabi to the department for evaluation

7) Typically, this evaluation could take up to two weeks

8) Once evaluation, the Registrar will contact you to discuss how the course will or will not transfer All questions regarding the transfer of credit appeal process can be directed to the Registrar, 715-634-4790 Registrar@lco.edu.

CLASSIFICATION OF STUDENTS

| | |
|---------------------|--|
| Full-time | A student who is enrolled in at least 12 credits per semester. |
| Part-time | A student enrolled in 11 or less credits per semester. |
| First-time Freshman | Students who have never attended university. |
| Freshman | Students who have completed 29 or less semester credits toward a degree. |
| Sophomore | Students who have completed 30-59 semester credits toward a degree. |
| Junior | Students who have completed 60-89 semester credits toward a degree. |
| Senior | Students who have completed 90 or more semester credits toward a degree. |
| Degree Seeking | Those students who have met the requirements for admission and have selected a course of study. These students are eligible for financial aid assistance for which they qualify. Students who do not declare a major and are admitted as such are not eligible to receive federal financial aid. |
| Non-degree Seeking | Students who are students who meet admissions requirements and wish to take courses but are not interested in a degree program. These students do not qualify for financial aid. |
| First Generation | Neither of the student's parents have a bachelor's degree or higher. |
| Returning Student | A student who has not attended LCOOU for 2 consecutive semesters and must re-apply for admission. |
| Continuing Student | A student who persists from one semester to the next without stopping out. |
| Graduate Student | A graduate student is an individual who has earned a bachelor's degree and is pursuing additional education in a specific field. |

READMISSIONS

If a student does not attend for two consecutive semesters, upon readmission the student must meet the requirements of the newest available catalog. The program or course requirements may have changed since the student last attended LCOOU, the Registrar's office about what has changed, and how it affects the courses they should take.

If denied admission or readmission to LCOOU, a written appeal must be received within 15 working days of the date of notification from the Admissions Office. Submit appeals to:

LCOOU Admissions Office
13466 W Trepania Road
Hayward, WI 54843

ACADEMIC AND STUDENT POLICIES

ACADEMIC FORGIVENESS

Academic forgiveness is the opportunity to start over with a new cumulative grade point average. It is designed specifically to help otherwise excellent students overcome previous unsuccessful semesters. Academic forgiveness allows a student to be "forgiven" for one or more previous underperforming semesters. These grades would no longer apply to the student's cumulative GPA.

A student can apply for academic forgiveness when:

- At least two full semesters have passed with a "C" average since the last semester to be forgiven: and
- The student has completed at least twelve (12) credits at LCOOU with a GPA of 2.0 or higher. In addition, the student must complete with a C in at least 2/3 of their credits attempted since the last semester to be forgiven.

If you are granted academic forgiveness, LCOOU will:

- Apply toward graduation those courses in which you earned a C or better.
- Apply toward your prerequisites and general degree requirements those courses in which you earned a C or better; and
- Determine your cumulative grade point average from the courses you have taken, excepting those specially forgiven.

A student cannot apply for Academic Forgiveness in a semester in which s/he is also applying for graduation.

The university maintains the official record of credits attempted at LCOOU. All original grades remain on the transcript, but all forgiven grades are specially denoted. Academic forgiveness can only be guaranteed to apply for LCOOU purposes; transfer baccalaureate/graduate programs and other university's/universities may choose to disregard a declaration of academic forgiveness in determining your eligibility for admission purposes.

You may exercise this option only once in your academic career at LCOOU. All students requesting Academic Forgiveness must meet with the Director of Financial Aid before applying. If you are receiving GI Bill benefits, consult your Veterans Administration representative before electing this option. If you apply and receive Academic Forgiveness, you may have to repay the Veterans Administration for past benefits you have received.

ACADEMIC FORGIVENESS PROCESS

To apply for Academic Forgiveness, you must get a copy of your transcript from the Registrar and write a one/two-page letter. Your letter should state for which semester(s) you are requesting academic forgiveness and how you have overcome whatever difficulties that led you to previous poor performance. You must meet with your advisor whose signature is required before submission of your letter. Submit your letter and transcript to a Chief Academic Officer or Registrar of the Academic Department, who will decide in consultation with Financial Aid Office. The Academic Department will send an email notification to the student within 10 business days.

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY

PART 1. PURPOSE

SUBPART A. ACCEPTABLE USE

This procedure establishes responsibilities for acceptable use of Lac Courte Oreilles Ojibwe University system information technology resources. System information technology resources are provided for use by currently enrolled students, administrators, faculty, other employees, and other authorized users. The University's information technology resources are the property of Lac Courte Oreilles Ojibwe University and are provided for the direct and indirect support of the University's educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available system technology, financial and human resources. The University encourages the use of information technology as an effective and efficient tool within the framework of applicable state and federal laws, policies and rules and other necessary restrictions.

SUBPART B. ACADEMIC FREEDOM

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom or the terms of any charter establishing a University library as a community or public library.

PART 2. APPLICABILITY

This procedure applies to all users of system information technology, whether the user is affiliated with Lac Courte Oreilles Ojibwe University, and to all uses of those resources, wherever located. This procedure establishes minimum requirements, and the University may adopt additional conditions of use for information technology resources under its control. Lac Courte Oreilles Ojibwe University is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

PART 3. DEFINITIONS

SUBPART A. SECURITY MEASURES

Security measures means processes, software, and hardware used by university and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the University or its authorized users.

Security measures may include, but are not limited to, monitoring, or reviewing individual user accounts for suspected policy violations and investigating security-related issues.

SUBPART B. UNIVERSITY INFORMATION TECHNOLOGY

University information technology means all system facilities, technologies, and information resources used for information processing, transfer, storage, and communications. This includes, but is not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, such as modems, e-mail, networks, telephones, voicemail, facsimile transmissions, video, mobile computing devices, and multimedia materials.

SUBPART C. TRANSMIT

Transmit means to send, store, collect, transfer, or otherwise alter or affect information technology resources or data contained therein.

SUBPART D. USER

User means any individual, including, but not limited to, students, administrators, faculty, other employees, volunteers, and other authorized individuals using university information technology in any manner, whether the user is affiliated with Lac Courte Oreilles Ojibwe University.

PART 4. RESPONSIBILITIES OF ALL USERS

SUBPART A. COMPLIANCE WITH APPLICABLE LAW AND POLICY

1. Users must comply with laws, contracts, and licenses applicable to their uses. This includes but is not limited to: the laws of libel, data privacy, copyright, trademark, gambling, obscenity, and child pornography; the Federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities; computer crime statutes; applicable conduct codes, including the Student Code of Conduct; applicable software licenses; and prohibiting discrimination and harassment, or fraudulent or other dishonest acts.
2. Users are responsible for the content of their personal use of system information technology and may be subject to liability resulting from that use.
3. Users must use only university information technology they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.
4. Users are responsible for use of university information technology under their authorization.

SUBPART B. UNAUTHORIZED USE

Users must abide by the security restrictions on all systems and information to which access is authorized.

1. Users must not allow others who are not authorized to:
 - a. use any account or password assigned by the University to anyone else.
 - b. share any account or password, assigned to the user by the University, with any other individual, including family members.
 - c. allow others to use university information technology under the user’s control.

2. Users must not circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on university information technology.
3. Users must not change, conceal, or forge the identification of the person using university information technology, including, but not limited to, use of e-mail.
4. Users must not knowingly download or install software onto university information technology unless allowed under applicable procedures or prior authorization has been received.
5. Users must not engage in activities that interfere with or disrupt network users, equipment, or service; intentionally distribute viruses, worms, Trojans, or other malicious code; or install software or hardware that permits unauthorized access to system information technology.
6. Users must not engage in inappropriate uses, including:
 - a. Wagering or betting.
 - b. Activities that violate state or federal law or regulation.
 - c. Harassment, threats to or defamation of others, stalking, and/or discrimination.
 - d. Fund-raising, private business, or commercial activity, unless it is related to the mission of the University. Mission related activities are determined by the University and include activities of authorized campus or system-sponsored organizations.
 - e. Storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, video or written word, except as such access relates to the academic pursuits of a system student or professional activities of a university employee; and
 - f. "Spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

SUBPART C. PROTECTING PRIVACY

Users must not violate the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Technical ability to access others' accounts does not, by itself, imply authorization to do so.

SUBPART D. LIMITATIONS ON USE

Users must avoid excessive use of university information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. Users may be directed to limit or refrain from certain uses in accordance with this provision. The reasonableness of any specific use shall be determined by the University in the context of relevant circumstances.

SUBPART E. UNAUTHORIZED REPRESENTATIONS OR TRADEMARK USE

Users must not use university information technology to state or imply that they speak on behalf of the University or use University trademarks or logos without prior authorization. Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University.

PART 5. UNIVERSITY EMPLOYEE USERS

All employees of Lac Courte Oreilles Ojibwe University are subject to the code of ethics for employees. In addition, employees are expected to use the traditional communication rules of reasonableness, respect, courtesy, and commonsense when using system information technology.

SUBPART A. PERSONAL USE

University employees may use system information technology for personal communications as long as the use is in accordance with state law, and the use, including the value of employee time spent, does not result in an incremental cost to the University, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the University.

SUBPART B. POLITICAL ACTIVITIES

University-owned property or services, including the e-mail system, may not be used for political activities, fund-raising, or campaigning for government offices.

SUBPART C. RELIGIOUS ACTIVITIES

University employees shall not use university information technology in a manner that creates the impression that the University supports any religious group or religion generally in violation of the Establishment Clause of the First Amendment of the United States Constitution.

PART 6. SECURITY AND PRIVACY

SUBPART A. SECURITY

Users shall employ reasonable physical and technological security measures to protect system records in all phases of handling. This may include, but is not limited to, the appropriate use of secure facsimiles or encryption or encoding devices when electronically transmitting data that is not public.

SUBPART B. PRIVACY.

Data transmitted via system information technology is not guaranteed to be private. Deletion of a message or file may not fully eliminate the data from the University.

SUBPART C. RIGHT TO EMPLOY SECURITY MEASURES

The University reserves the right to employ security measures, including but not limited to, the right to monitor any use of university information technology, including those used in part for personal purposes. Users have no expectation of privacy for any use of university technology resources, except as provided under federal wiretap regulations (21 U.S.C. Sections 2701-2711).

The University does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of university information technology requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps shall be taken to investigate and take corrective action or other actions as warranted. University officials may access data on university information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information; re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.

PART 7. APPLICATION OF GOVERNMENT RECORDS LAWS

SUBPART A. DATA PRACTICES LAWS

Government data maintained on system information technology is subject to data practices laws including the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

SUBPART B. RECORDS RETENTION SCHEDULES

Official University records created or maintained electronically are subject to the data privacy requirements to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.

PART 8. UNIVERSITY POLICIES AND PROCEDURES

The University must adopt policies, procedures, and guidelines consistent with this policy:

- a. For breach notification or reporting possible illegal activities, users should report concerns to the Director of Information Technology;
- b. The Director of Information Technology is responsible for the implementation of university security policies, procedures, and guidelines to protect the integrity of university information technology and its users' accounts;
- c. The Registrar shall establish reasonable use and access procedures for handling government data in electronic form consistent with its classification under the Family Educational Rights and Privacy Act, and other applicable law or policies;
- d. Users should contact the Director of Information Technology to address questions, concerns, or problems regarding the use of university information technology or concerning intended or unintended interruptions of service;
- e. The Dean of Institutional Advancement shall review requests to use the trademarks or logos of the University;
- f. The Director of Information Technology shall provide information and education to users concerning applicable information technology policies, procedures and guidelines;
- g. The Director of Information Technology shall make decisions regarding approved hardware or software use.

PART 9. ENFORCEMENT

Conduct that involves the use of university information technology resources to violate a university policy or procedure, or state or federal law, or to violate another's rights, is a serious abuse subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

SUBPART A. ACCESS LIMITATIONS

Lac Courte Oreilles Ojibwe University reserves the right to temporarily restrict or prohibit use of its university information technology by any user without notice if it is determined necessary for business purposes.

SUBPART B. REPEAT VIOLATIONS OF COPYRIGHT LAWS

Lac Courte Oreilles Ojibwe University may permanently deny use of university information technology by any individual determined to be a repeat violator of copyright or other laws governing Internet use.

SUBPART C. DISCIPLINARY PROCEEDINGS

Alleged violations shall be addressed through applicable university procedures, including but not limited to policies that address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable University policy for other allegations involving employees. Continued use of university information technology is a privilege subject to limitation, modification, or termination.

SUBPART D. SANCTIONS

Willful or intentional violations of this procedure are misconduct under applicable student and employee conduct standards. Users who violate this procedure may be denied access to university information technology and may be subject to other penalties and disciplinary action, both within and outside of the university. Discipline for violations of this procedure may include any action up to and including termination or expulsion.

SUBPART E. REFERRAL TO LAW ENFORCEMENT

Under appropriate circumstances, Lac Courte Oreilles Ojibwe University may refer suspected violations of law to appropriate law enforcement authorities and provide access to investigative or other data as permitted by law.

ACCESS AND ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

PART 1. POLICY STATEMENT

Lac Courte Oreilles Ojibwe University is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The University recognizes that individuals with disabilities may need accommodations, accessibility, and modifications to have equally effective opportunities to participate in or benefit from its programs, services, and activities.

PART 2. DEFINITIONS

SUBPART A. AN INDIVIDUAL WITH A DISABILITY

Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities; or any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

SUBPART B. QUALIFIED INDIVIDUAL WITH A DISABILITY

An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

SUBPART C. PERSONAL DEVICES AND SERVICES

May include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

PART 3. GENERAL ACCESS POLICY

Lac Courte Oreilles Ojibwe University shall provide access to programs, services, and activities to qualified individuals with known disabilities as required by law. An individual requesting accommodation is required to provide documentation of eligibility for the accommodation.

PART 4. AVAILABILITY AND NOTICE

The University shall post notices to the public in an accessible format stating 1) prohibition against discrimination based on disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodations.

PART 5. REASONABLE ACCOMMODATIONS

SUBPART A. PROGRAMS, SERVICES, AND ACTIVITIES

The University shall make reasonable accommodation to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

SUBPART B. EMPLOYMENT

Reasonable Accommodations in Employment applies to accommodation requests by employees and applicants for employment.

PART 6. OFFERED AND/OR SPONSORED SERVICES OR ACTIVITIES FOR QUALIFIED STUDENTS WITH DISABILITIES

The University has a responsibility to provide a qualified student with a disability, access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. Support and referral information services that may include support groups, individual counseling, career counseling and assessment, tutoring and other services;
2. Academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification; and
3. Coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working

individually with faculty and administrators, intervention procedures, and grievance procedures.

PART 7: STUDENTS REQUESTING REASONABLE ACCOMMODATIONS

Students who request accommodation must:

Complete a Disability Services Form (email disabilities@lco.edu)

1. Provide current documentation (no more than 3 years old) of the disability and/or a signed "Release of Information" form whereby the Student Success Coordinator can obtain the documentation materials.
2. Allow the documentation of a disability to be reviewed and maintained in a confidential file or be willing to undergo diagnostic testing to determine eligibility for services.
3. Schedule an appointment with the Student Success Coordinator to review the information and develop an accommodations plan.

Students who are denied a request for access or accommodation may appeal by filing a written statement to the University's ADA Officer/Student Success Coordinator

The information contained in the notice can be made available in alternative formats by contacting the Academic Department.

ADD/DROP/WITHDRAWAL POLICY

This policy defines timeframes for students to make changes to their class schedule.

PART 1: DEFINITION OF TERMS

PART 2: DEFINITION OF TERMS

- ADD: Register for a course.
- DROP: Remove a course and related charges from a student's schedule. WITHDRAW: Remove a class and receive a grade of "W" on the transcript charges adjusted accordingly
- CALENDAR DAY: Every day including weekends and holidays.
- ACADEMIC CALENDAR DAY: Academic calendar day is Monday through Sunday, and does not include holidays.

PART 2: ADD/DROP/WITHDRAWAL

ADD/DROP

Students may add and/or drop a class through the fifth (5th) academic calendar day of the term. Students will not be obligated for tuition and certain fees for courses dropped within the above-specified time frame. Students who drop a course(s) before this deadline will not have the course(s) appear on their transcript.

WITHDRAW

Students may withdraw from courses through the day 6 and before day 10th academic calendar day through the "last day to withdraw" as specified on the University's academic calendar. A grade of "W" will appear on the transcript and repayment of financial aid and other fees may be required.

PART 3: GENERAL

1. Students who are assigned a grade of “F” due to non-attendance or who are assigned a grade of “F” due to academic misconduct (see Student Code of Conduct policy) forfeit their right to withdraw from their courses.
2. Students receiving federal financial aid who withdraw from or stop attending all courses may be required to return a portion of financial aid received.
3. A withdrawal does negatively impact Satisfactory Progress requirements (see Satisfactory Academic Progress policy).
4. Students must formally drop/add and withdrawal by completing and submitting forms by the deadline to avoid being charged or impacting financial aid.
5. Students must formally withdraw by the university assigned deadline from a course/s to avoid being assigned a grade of “F.”

Students receiving federal financial aid who withdraw from or stop attending all courses may be required to return a portion of financial aid received.

Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22], referred to as the Return of Title IV Funds policy, require Russell Sage College to calculate a refund and repayment of federal aid received by students who withdraw prior to the 60% point of a term for which he/she has received federal aid. The Title IV (federal) programs under this policy are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), Teacher Educational Assistance for College and Higher Education (TEACH) Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). According to the Return of Title IV (R2T4) Funds policy, the student is allowed to retain only the amount of Title IV financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is unearned and must be returned to the Title IV programs from which it was received. If the R2T4 calculation results in unearned aid that must be returned, both the school and the student are responsible for returning funds.

A student who fails all their classes in a term may be subject to the R2T4 calculation. If a student “earned” at least one of their F’s (i.e., they participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because they stopped attending at some point in the semester, then a R2T4 calculation is required based on the last documented date of attendance. If a last date of attendance cannot be determined, the 50% point of the term will be used as the withdrawal date, and the unearned aid will be 50%. At the end of the term, the Financial Aid Office will notify students who have received all Fs of the requirement to perform the R2T4 calculation.

R2T4 PROCESS

Upon determination that a student has withdrawn, the Financial Aid Office will process the R2T4 calculation.

The following steps are used to calculate the amount of aid a student has earned and how much must be returned (if any).

DETERMINATION OF THE WITHDRAWAL DATE

For Title IV purposes, the last date of academic attendance is one of the following:

- The date the student began the College’s withdrawal process,
- The date the student otherwise gives officials notice of intent to withdraw (e.g., letter, withdrawal form, in-person)
- The mid-point of the semester if the student withdraws without officially notifying the College, or
- The last documented date of attendance in an academically related activity (e.g., documented attendance in a class, lab or submission of an assignment in an on-line course)

DETERMINATION OF THE AMOUNT OF AID THE STUDENT EARNED

The percentage of aid the student has earned is equal to the percentage of the semester (payment period) the student has completed. The percentage of the payment period completed is calculated by dividing the total number of calendar days completed (first class day to the last date of attendance) by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this completed percentage up to 60%. If the withdrawal occurs after the 60% point, the percentage is equal to 100%. The amount of aid the student has earned is calculated by multiplying this percentage by the total amount of Title IV aid disbursed (and could have been disbursed) to the student.

DETERMINATION OF THE AMOUNT OF AID THE STUDENT DID NOT EARN

The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. If a student did not receive all the funds that they earned, they may be due a post-withdrawal disbursement. If the calculation determines that a student is due a post-withdrawal disbursement, the school must obtain the student’s permission to disburse any loan funds. Furthermore, the school may keep all or a portion of grant funds to pay for any tuition, fees, and room and board charges that are due.

DETERMINATION OF THE AMOUNT THE COLLEGE MUST RETURN

The college is required to return the lesser of the unearned aid percentage applied to institutional charges or the unearned aid percentage applied to the total. Title IV aid received within 45 days of the date of determination of the withdrawal. Unearned aid will be returned to the aid programs in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Graduate PLUS Loans
- Direct Parent Loan (PLUS) Loan
- Pell Grant
- FSEOG

The college will bill the student for any account balance created when Title IV aid is returned.

ADMINISTRATIVE WITHDRAWAL

Students who register for classes but are incapable of attending due to circumstances unknown at registration time may be withdrawn from all classes by the institution registrar.

An administrative withdrawal exists to allow a student to assist a student who may be incapable of withdrawing to withdraw from courses without penalty. As an example, a student who is hospitalized

and incapable of either attending classes or filling out the necessary paperwork in person to drop those classes may be administratively withdrawn.

An administrative withdrawal is not intended to remove the onus for personal responsibility from students to determine their needs and complete the process for withdrawing. The administrative withdrawal will be used sparingly and only with due process and documented concerns.

Administrative withdrawals will be processed by the Academic Department upon receipt of documentation addressing the student's circumstances.

Academic withdraw (AW) will appear on the transcript, it will not affect the student's overall grade point average. It does, however, affect completion rate for the purposes for determining academic standing (see the Satisfactory Academic Progress policy for more information).

ATTENDANCE

Students not attending classes will be referred to their advisor and financial aid officer. If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time, the student must arrange for make-up assignments. Non-attendance may carry financial aid ramifications.

AUDITING COURSES

Students may elect to audit courses if desired. There will be a reduced rate of one-half the normal tuition, with no credit or grade given for the course. Should a student audit an art course, laboratory course or other participatory class, he/she is responsible for purchasing the required books and supplies for the course. Students may not change from audit to credit status during the add/drop timeline.

CHILDREN IN THE CLASSROOM

A student may bring a child to class in case of an emergency (for example: Head Start closes early, or a childcare provider cancelled at the last minute); however, repeated 'emergencies' will not be allowed.

Under all circumstances, parents are responsible for the behavior of their children. Parents must have the approval of all instructors of the classes before bringing a child or children into class and must remove children if the instructor asks.

1. In all cases, parents must get approval from their instructor(s).

CONFIDENTIALITY OF STUDENT INFORMATION (FERPA)

PART 1. DEFINITIONS

The following definitions apply to this policy:

SUBPART A. FERPA

Family Educational Rights and Privacy Act (FERPA), the federal law which defines how student data is treated.

SUBPART B. STUDENT

An individual who has either applied for enrollment, who is currently enrolled, or has been formerly enrolled at Lac Courte Oreilles Ojibwe University. All students have the same rights regarding their educational data.

SUBPART C. EDUCATIONAL RECORDS

Those records directly related to a student and maintained by Lac Courte Oreilles Ojibwe University. Educational records include, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary proceedings, photographs, and work study records. Certain information is exempted from the definition of “education record,” including:

1. “Sole possession” notes of individuals record which remain in the sole possession of the maker, are used only as a personal memory aid, are not accessible or revealed to any other individual, and are destroyed at the end of the school year.
2. Alumni records - information about individuals when no longer students.
3. Medical treatment records, only accessible by treatment providers.
4. Records held as part of documentation required by the Office of Disabilities Services.

SUBPART D. SCHOOL OFFICIAL

A person employed by Lac Courte Oreilles Ojibwe University in an administrative, supervisory, academic, or support employees’ position; a person or company with whom Lac Courte Oreilles Ojibwe University; a student serving on an official university committee; a university security officer acting in a health or safety emergency; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill his or her professional responsibility.

PART 2. STUDENT RIGHTS UNDER FERPA

A student has a right to inspect and review his or her educational records. Requests should be made in writing to the Registrar. Lac Courte Oreilles Ojibwe University will provide access to view educational records immediately if possible, or within ten days of the student’s request. A student requesting a copy of his or her educational records will be assessed the cost according to current university fee rates. More information is below under “Procedure to inspect education records.” A student has a right to consent to disclosures of information, which identify him or her personally, except to the extent that these disclosures are allowed without student consent under state and federal law. A student has the right to request that the Office of Registrar correct educational records, which he or she believes to be inaccurate or misleading. The student should petition the Registrar and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. More information is below under “Procedure to correct education records.”

Note: The right to challenge a grade does not apply under this policy.

PART 3. NOTIFICATION

Students will be notified of their FERPA rights through publications of the policy on the University website and in the Student Handbook.

PART 4. COMPLAINTS

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lac Courte Oreilles Ojibwe University to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605

PART 5. CONSENT FOR RELEASE

Lac Courte Oreilles Ojibwe University will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA or other applicable law. A student may grant consent by completing an Authorization to Release Student Information form, available from the Registrar's Office.

PART 6. DIRECTORY INFORMATION

Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public. LCOOU has the authority to release the following information classified as directory information to the public:

1. Student's name
2. Address (local and permanent)
3. Telephone Number
4. E-mail address
5. Hometown
6. Date of graduation
7. Major field of study
8. Enrollment status (i.e., enrolled, withdrew, full-time or part-time)
9. Degrees, honors, and awards received
10. Dates of attendance
11. Participation in officially recognized activities
12. Photographs

Students may direct that any or all the above-listed Directory Information be withheld from public disclosure by notifying the Registrar in writing. Non-Disclosure of Public Information forms are available from the Registrar's Office.

PART 7. IDENTITY VERIFICATION

University personnel will verify a student's identity before sharing non-directory information. The following steps will be taken to verify a student's identity:

- IN PERSON:

University personnel will request the student to input their Student ID number or Social Security Number (SSN) and request to see a picture ID. If a picture ID is not available, the LCOOU employee will ask the student to verify their full name and one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

- TELEPHONE CALLS:

Before providing information via telephone, university personnel will verify the identity of the individual requesting information by verifying the student's full name and Student ID Number or SSN and in addition, one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

- EMAILS:

Before providing information via e-mail, university personnel will verify the identity of the individual requesting information by verifying the student's full name and Student ID Number or SSN and in addition, one or more of the following:

1. Student's address
2. Student's date of birth
3. Student's email address
4. Student's telephone number

PART 8. RELEASE WITHOUT CONSENT

As allowed under FERPA, Lac Courte Oreilles Ojibwe University has the right to release student records without student consent under certain conditions. Examples of release without consent include the following individuals and agencies:

1. Appropriate school officials with a legitimate educational interest.
2. Specified officials for audit, accrediting, or evaluation purposes.
3. Appropriate parties in connection with providing financial aid to a student.
4. Appropriate officials in cases of health and safety emergencies.
5. State and local authorities pursuant to specific State law.
6. Compliance with a judicial order or lawfully issued subpoena.
7. Military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, Lac Courte Oreilles Ojibwe University must disclose address, telephone number, and date of birth.
8. The National Student Clearinghouse for the purpose of providing enrollment and graduation verification to employers and financial lenders.
9. Another educational agency or institution, where a student intends to enroll, is enrolled, or from which a student receives services.

A student may direct that any or all directory information be withheld from public disclosure by notifying the Registrar in writing. The non-disclosure request will be permanent unless the student requests otherwise. For questions concerning your rights, please contact the Registrar.

PART 9. COURSE GRADES AND STUDENT TRANSCRIPTS

Course grades and transcripts are an essential element of student records, and the following supplemental policies shall govern these records at Lac Courte Oreilles Ojibwe University. Instructors will

not reveal individual student grades. If grades are posted at a location accessible to all students, no personal identification, including name, social security number, or any part of those identifiers may be used in conjunction with posted grades.

1. Student grades will not be revealed over the phone,
2. All requests for transcripts must be received in writing by fax, mail, or in person.

PART 10. PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review records upon request to the Registrar. Students should submit a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar or an appropriate Lac Courte Oreilles Ojibwe University employee will plan for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in ten days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her. Under FERPA, a university or university cannot deny students access to their education records; however, it may deny copies in circumstances specified by institutional policy. Lac Courte Oreilles Ojibwe University reserves the right to deny copies of any of the following records:

1. The financial records or statements of the student's parents or legal guardians.
2. Letters and statements of recommendations for which the student has waived his or her right to access.
3. Those records which are excluded from the FERPA definition of education records.
4. Official transcripts when there is a Bursar's Office, Registrar's Office, or library hold on the student record. However, unofficial transcripts will be released regardless of holds on a student record.
5. Educational records that include a set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record and therefore is not subject to FERPA access provisions).

PART 11. PROCEDURE TO CORRECT EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are procedures for the correction of records:

1. A student must request, in writing, that the Registrar amend a record. In so doing, the student must identify the part of the record to be amended and specify why student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. The Registrar will decide whether to comply with the request. If the University decides not to comply, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Lac Courte Oreilles Ojibwe University will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by the Chief Academic Officer and Dean of Students. The student shall be afforded ample opportunity to present evidence relevant to issues raised in the original request to amend the student's education records. The student may be assisted

- by a Lac Courte Oreilles Ojibwe University faculty or employee member serving in an advisory capacity.
5. The Chief Academic Officer and Dean of Students will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
 6. If Lac Courte Oreilles Ojibwe University decides that the information is inaccurate, misleading, or in violation of the student's privacy rights, the record will be amended and the student notified, in writing, of the change.
 7. If Lac Courte Oreilles Ojibwe University decides that the challenged information is not inaccurate, misleading, or in violation of the student's privacy rights, the student will be notified that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
 8. The statement will remain part of the student's education records if the contested information is maintained. If Lac Courte Oreilles Ojibwe University discloses the contested portion of the record, it must also disclose the student's statement.

*Each student has the right under FERPA to file with the Department of Education a complaint under FERPA Regulations 99.63 and 99.64 concerning alleged failures by Lac Courte Oreilles Ojibwe University to comply with the requirements FERPA.

PART 12. NOTICE OF DATA PRACTICES ACCESS PERSONNEL

The Responsible Authority for data practices compliance and access to government data for Lac Courte Oreilles Ojibwe University is the Registrar. Questions and requests for student data should be directed to the Registrar. Requests for Personnel Data should be directed to the Director of Human Resources.

CREDITS

The definition of one credit hour requires a credit hour to "reasonably approximate" one hour of instruction and two hours of out of class work each week for approximately 15 weeks. This equation constitutes 1 credit hour. The regulation also allows for the school to consider factors such as an academic calendar to ensure equity within each course is considered and documentable to ensure creditable instruction hours are reached. A three (3) credit course (3 hours instruction and 6 hours of out of class work) will need to include but not limited to; instruction, support, student engagement, peer to peer interaction, discussion boards, research, article, and journal reading to ensure compliance of 45 instructional hours with final exam per week for a 16-week academic semester.

Courses that include a lab has a lecture lab equivalent, a four-credit course maybe but not limited to 3-hour lecture and 2 hours of lab required for completion of credits earned.

CREDIT TRANSFER

Currently, the Lac Courte Oreilles Ojibwe University maintains credit transfer agreements with other institutions of higher education. A current listing may be found on the university website. Credits earned through other institutes of higher education (distance learning) will be awarded by the institution from which the course originates. The originating site will also handle registration and transcripts. Only courses with a grade of "C" or better will transfer.

CREDIT BY EXAMINATION

Students may be granted credit for a course by demonstrating mastery of the material required within a course to the instructor and Chief Academic Officer. Students will receive a grade of "P," (Passing), which will not be reflected in the GPA. Academic divisions and departments will designate those courses eligible for credits by examination. Students must have the permission of the academic advisor. The academic advisor will facilitate payment arrangements with the appropriate academic division. One-year certificate students may take no more than 3 credits through credit by examination and no more than 6 credits for all degrees within the LCOOU. Applications for credit by examination must be made by the end of the add/drop period each semester.

COURSE CANCELLATIONS

The Lac Courte Oreilles Ojibwe University reserves the right to cancel any scheduled courses in which the enrollment is insufficient to permit them to continue an educationally sound and economically efficient basis.

DRUG AND ALCOHOL ABUSE POLICY

PART 1. STATEMENT OF COMPLIANCE

Lac Courte Oreilles Ojibwe University recognizes that the misuse of alcohol and other drugs is a serious issue affecting university students, the community, and our society. The University adheres to the federal Drug-Free Schools Act which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the University premises, or in conjunction with any University-sponsored activity or event, whether on or off campus. In accordance with federal regulations, this policy is included in the Student Handbook and on the University's website, along with annual distribution to students and employees of the University. The University conducts an annual review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are kept current and enforced consistently.

PART 2. STANDARDS OF CONDUCT

No student or employee shall manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute alcohol, illicit drugs or drug paraphernalia while involved in a University-sponsored activity or event, on or off campus.

1. No student or employee shall possess or use a controlled substance while involved in a University-sponsored activity or event, on or off campus, except when the possession is for the person's own use and is authorized by law.
2. Students and employees are expected to act responsibly and conduct themselves appropriately when representing the University on or off campus. The unlawful or irresponsible use of alcohol or other drugs will result in sanctions as described in the policy.
3. Employees are advised to refrain from the use of alcohol while serving in a supervisory capacity with students at off-campus, University-sponsored events.
4. Employees are advised to refrain from the use of alcohol in the company of students due to the power differential that exists.
5. No student or employee shall report to campus, and no employee should report to work while under the influence of a controlled substance, which affects alertness, coordination,

reaction, response, judgment, decision-making, or safety except as prescribed by a physician.

PART 3. DISCIPLINARY SANCTIONS

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be determined and appropriate to severity of the violation.

Sanctions for students include but are not limited to official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement officials.

Sanctions for employees may but are not limited to official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion, reporting to local law enforcement officials and/or termination of employment.

PART 4. FEDERAL SANCTIONS

Federal and state sanctions for the illegal possession of controlled substances range from one-year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and up to \$250,000 in fines for repeat offenders. Additional penalties may include forfeiture of personal property and denial of federal and student financial aid.

Under federal laws, trafficking of drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fine for such an offense can reach \$8 million. First offenses involving lesser amounts may result in sanctions up to and including 20 years imprisonment and fines up to \$4 million. A first offense for trafficking in marijuana may result in up to 5 years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Wisconsin may impose a wide range of sanctions for alcohol-related offenses including fines, imprisonment and/or revocation of driver's license.

FINAL GRADES

Instructors submit final grades at the end of each semester. Grades will be mailed to students upon request. Transcripts will not be issued until all financial obligations to the university have been met.

GRADE APPEALS

At LCOOU, instructors are expected to assess students regularly and consistently using criteria provided in a course syllabus to students at the beginning of the semester. All final grades must be based on established grading criteria, not on personal conduct or opinions unrelated to the academic standards. If the instructor is no longer employed at LCOOU, the student would appeal to the Chief Academic Officer, who in collaboration with the Department Chair, will review graded assignments and course syllabus against the student's documentation of an error. The student bears the burden of proof in establishing the existence of the above factors.

1. The student must meet with the instructor to attempt to resolve the disputed grade informally. The student should present a rationale and documentation for changing the grade. If the instructor is not available (e.g., the instructor is no longer employed by LCOOU), the student should skip to step 2 and approach the Chief Academic Officer. The informal

- request for a change of grade must be requested within six weeks following the end of the term.
2. If the attempt to change the grade is not agreed upon by the student and instructor, the students next course of action is to file an official grade appeal utilizing the Guardian software. Guardian is an easy-to-use advanced incident and reporting case management software. The Guardian link is found on the www.lco.edu website. The student then follows the prompts and answers the questions on the website and submits the appeal; an automated email is then sent to the Academic Department.
 3. Within ten business days of receiving the written request, the Appeal Committee comprised of faculty leadership members and the Associate Dean of Students (or their designee).
 4. The Appeal Committee will provide a written finding and a recommendation, which will be submitted to the Chief Academic Officer within 5 business days of formal review. The Chief Academic Officer will review the findings and recommendations. If there is no cause to request a grade change, the matter is closed. If there is a recommendation for a change, the Chief Academic Officer will review the findings and make a final determination. If the appeal is warranted, a request for a change of grade form will be submitted to the registrar.
 5. The Chief Academic Officer will convey the findings and actions of the Appeal Committee to the student and instructor. Once a decision has been reached, there can be no further appeals regarding the same matter.

GRADE CHART

| Letter Grades | Interpretation | Grade Points |
|---------------|-------------------------|--------------|
| A | EXCELLENT | 4 |
| B | GOOD | 3 |
| C | AVERAGE | 2 |
| D | POOR | 1 |
| F | FAIL | 0 |
| W | WITHDREW | |
| I | INCOMPLETE | |
| AU | AUDIT | |
| P | PASS | |
| AW | ADMINISTRATIVE WITHDRAW | |

GRADUATION REQUIREMENTS

Students who have completed all requirements with a GPA of 2.0 for Associate Degree, 2.5 for Bachelorette and 3.0 for Master or better of their respective program must apply with the Registrar for graduation. A credit audit will be completed one semester before the planned graduation date by Director of Records and Registration, and notification of intent is sent to the Registrar.

Students with outstanding accounts, incomplete student record files in the Registrar's Office, have a grade of incomplete or non-returned library materials, will have their diploma held until all matters are resolved, to the satisfaction of the Registrar. Diplomas will be mailed upon grade conferral and the commencement ceremony to students in good standing.

RESIDENCY CREDIT REQUIREMENT

- Certificates: A student must satisfactorily complete all credit requirements at LCOOU.
- Associates: A student must satisfactorily complete a minimum of 15 credits at LCOOU to meet residency requirements.
- Bachelor's: A student must satisfactorily complete a minimum of 30 credits at LCOOU to meet residency requirements.
- Master's: A student must satisfactorily complete a minimum of 21 credits at LCOOU to meet residency requirements.

INCOMPLETES

The grade "Incomplete" is assigned only to students who are doing satisfactory work but for compelling reasons, such as a loss in the family, cannot complete the course as scheduled. This grade will not be given to those who fail to complete coursework due to unexcused absences or other circumstances within the student's control. Students wishing to apply for an incomplete, must obtain a form from the Registrar's Office. The policy for Student "Incomplete" is as follows:

1. Students must formally request an incomplete from the instructor within thirty (30) days from the end of the term. At least 50% of coursework for undergraduate and 80% for master's programming must be completed at the time of the request. Instructors reporting grades of "Incomplete" are required to submit an instructor and student contract form outlining the reason for unfinished work and must include reason(s) for requesting an incomplete. The contract will also be copied to both the Chief Academic Officer and Registrar with a statement indicating that at least 50% of the coursework for undergraduate program's and 80% for master's program has been completed.
2. All work in the contract is required to be completed within 2 weeks or 10 days from the end of the semester. If the terms of the contract are not met by the student at the end of the 2 weeks/10 days, the "I" grade will be changed to an "F" grade.

INDEPENDATE STUDY

Individuals who are in the last semester of an associates, bachelor's degrees or one-year certificate may be eligible to take an approved independent study. Independent study will be approved on a need-by-need bases. No independent study will be valid unless approved by HLC and verified by the Chief Academic Officer. Instructor and the student must plan specific assignments, activities, goals to ensure the independent study is aligned, meeting the learning goals and outcomes of the course it will be substituting and the plan submitted to the Chief Academic Officer for final approval.

Independent study should be utilized sparingly as students assume most of the responsibility for completing requirements for the course. Independent study courses will correspond to the standard semester time frame for purposes of financial aid, grading, and other records. No more than six (6) credits, per degree or certificate, may be taken through independent study. Independent study will be granted only for courses that are a part of the regular semester schedule.

MID-TERM GRADES

By 11:59 PM on the Sunday of the eighth week, the instructors must have submitted the mid-term grades. The Registrar's Office will make them available to students within two weeks from faculty submission.

NO SHOW POLICY

If a student is absent from all of their scheduled classes within the first five days (during add/drop timeframe) of the fall/spring semester or the first week of the summer session shall be considered a “no show” and be automatically dropped from all of their courses. When this happens there will be 100% tuition and fees refund issued back to FSA.

It will be a student's responsibility to return books. Books will be refunded if returned, not written in or if books are still enclosed in shrink-wrap within 30 days. Students will be charged a 10% restocking fee and must pay for shipping to return books.

PRESIDENT'S AND DEAN'S LIST

President's and Dean's List honors will be awarded to full-time students who complete a minimum of 12 credits with the following semester grade point averages:

- President's List GPA of 4.0
- Dean's List GPA of 3.5-3.99

REFUND POLICY

Students receiving federal financial aid who withdraw from or stop attending all courses may be required to return a portion of financial aid received.

Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22], referred to as the Return of Title IV Funds policy, require Russell Sage College to calculate a refund and repayment of federal aid received by students who withdraw prior to the 60% point of a term for which he/she has received federal aid. The Title IV (federal) programs under this policy are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), Teacher Educational Assistance for College and Higher Education (TEACH) Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). According to the Return of Title IV (R2T4) Funds policy, the student is allowed to retain only the amount of Title IV financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is unearned and must be returned to the Title IV programs from which it was received. If the R2T4 calculation results in unearned aid that must be returned, both the school and the student are responsible for returning funds.

A student who fails all their classes in a term may be subject to the R2T4 calculation. If a student “earned” at least one of their F's (i.e., they participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because they stopped attending at some point in the semester, then a R2T4 calculation is required based on the last documented date of attendance. If a last date of attendance cannot be determined, the 50% point of the term will be used as the withdrawal date, and the unearned aid will be 50%. At the end of the term, the Financial Aid Office will notify students who have received all Fs of the requirement to perform the R2T4 calculation.

R2T4 PROCESS

Upon determination that a student has withdrawn, the Financial Aid Office will process the R2T4 calculation.

The following steps are used to calculate the amount of aid a student has earned and how much must be returned (if any).

DETERMINATION OF WITHDRAWAL DATE

For Title IV purposes, the last date of academic attendance is one of the following:

- The date the student began the College's withdrawal process,
- The date the student otherwise gives officials notice of intent to withdraw (e.g., letter, withdrawal form, in-person)
- The mid-point of the semester if the student withdraws without officially notifying the College, or
- The last documented date of attendance in an academically related activity (e.g., documented attendance in a class, lab or submission of an assignment in an on-line course)

DETERMINATION OF THE AMOUNT OF AID THE STUDENT EARNED

The percentage of aid the student has earned is equal to the percentage of the semester (payment period) the student has completed. The percentage of the payment period completed is calculated by dividing the total number of calendar days completed (first class day to the last date of attendance) by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this completed percentage up to 60%. If the withdrawal occurs after the 60% point, the percentage is equal to 100%. The amount of aid the student has earned is calculated by multiplying this percentage by the total amount of Title IV aid disbursed (and could have been disbursed) to the student.

DETERMINATION OF THE AMOUNT OF AID THE STUDENT DID NOT EARN

The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. If a student did not receive all the funds that they earned, they may be due a post-withdrawal disbursement. If the calculation determines that a student is due a post-withdrawal disbursement, the school must obtain the student's permission to disburse any loan funds. Furthermore, the school may keep all or a portion of grant funds to pay for any tuition, fees, and room and board charges that are due.

DETERMINATION OF THE AMOUNT OF AID THE COLLEGE MUST RETURN

The college is required to return the lesser of the unearned aid percentage applied to institutional charges or the unearned aid percentage applied to the total. Title IV aid received within 45 days of the date of determination of the withdrawal. Unearned aid will be returned to the aid programs in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct Graduate PLUS Loans
- Direct Parent Loan (PLUS) Loan
- Pell Grant

- FSEOG

The college will bill the student for any account balance created when Title IV aid is returned.

REGISTRATION

Term registration are scheduled within the academic calendar students are encouraged to register as early as possible and within registration deadlines. Students admitted to LCOOU must meet the academic requirements of the academic catalog they are registered under. A student maybe advised to follow the requirements under a newer catalog by talking with their advisor or the Registrar's office.

Potential new, returning, and transfer students, will be assisted throughout the process in meeting admissions requirements, registering for courses, and applying for financial aid. Students seeking to take more than 18 credits in a semester must obtain approval from his/her advisor.

If, a student does not attend for four consecutive semesters, upon readmission the student must meet the requirements of the current academic catalog. Students should talk with their advisor or the Registrar's office about what has changed, and how it affects the course/s they should take as the academic program degree requirements may have changed since the student last attended LCOOU.

If denied admission or readmission to LCOOU, a written appeal must be received within 15 working days of the date of notification from the admissions office.

REPEATING A COURSE

Students may repeat courses for which they received a grade of "D" or "F." The first grade will be replaced with an "R" for repeat. Only the highest grade is included in the student's Grade Point Average. No courses may be taken more than twice except with special permission of the Chief Academic Officer. Financial aid may be applied to only the first repeat of a course. Subsequent repeats will not be eligible for financial aid.

SATISFACTORY ACADEMIC PROGRESS (SAP)

PART 1. POLICY

Lac Courte Oreilles Ojibwe University, hereinafter referred to as "the University," administers a Satisfactory Academic Progress (SAP) policy that shall apply to all students receiving financial aid under federal Title IV financial aid programs.

The SAP policy standards shall be the same as or stricter than the institution's academic standards for a student enrolled in the same educational program who is not receiving financial aid.

The qualitative and quantitative standards contained in the University's policy shall be cumulative and include all periods of enrollment, whether a student receives financial aid.

The University shall provide access to their policy through the financial aid section of their website.

PART 2. QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

As a qualitative measure of a student's progress, the University's SAP policy shall define either a "graduated" scale and/or a "flat" scale based on an acceptable cumulative grade point average (GPA).

SUBPART A. MONITORING

Monitoring shall begin with the first attempted credit. Grades of A, B, C, D and F shall be included in the GPA calculation.

PART 3. QUANTITATIVE MEASURE OF PROGRESS (COMPLETION PERCENTAGE AND MAXIMUM TIME FRAME)

SUBPART A. REQUIRED COMPLETION PERCENTAGE

Students must complete 67% of credits attempted. Monitoring shall begin with the first attempted credit.

At the end of each semester, the University shall compare the number of credits the student successfully completed to the number of credits the student attempted to determine whether the student is progressing at a rate that will allow completion of the program within the maximum time frame (see Subpart B, below). Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, N, AW, W, and F shall be treated as credits attempted but not successfully completed. Blank (WIP) grades shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.

SUBPART B. MAXIMUM TIME FRAME

The maximum time frame within which students are expected to complete their programs is 150 percent of the published credit length of the program.

PART 4. EVALUATION PERIOD

Evaluation shall occur at the end of each semester.

Programs less than one year in length shall be evaluated at the midpoint of the program.

PART 5. FAILURE TO MEET STANDARDS

SUBPART A. FINANCIAL AID WARNING

1. **WARNING STATUS.** If at the end of the evaluation period a student has not met either the institution's grade point average standard or required completion percentage standard (67%), the University shall allow that student to retain his or her financial aid eligibility under a warning status for one evaluation period,
2. **REINSTATEMENT OF STUDENTS ON WARNING STATUS.** If at the end of the warning period a student who has been on warning status has met both the institution's cumulative grade point average and completion percentage status, the University shall end the student's warning status.

SUBPART B. FINANCIAL AID SUSPENSION OF STUDENTS ON WARNING STATUS

If at the end of the warning period a student who has been on warning status has not met both the institution's cumulative grade point average and completion percentage standards, the University shall suspend the student immediately upon completion of the evaluation.

SUBPART C. FINANCIAL AID SUSPENSION OF STUDENTS FOR OTHER REASONS

1. **SUSPENSION FOR MAXIMUM TIME FRAME FAILURE** If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time frame, the University shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.
2. **SUSPENSION FOR EXTRAORDINARY CIRCUMSTANCES** The University may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended and (reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid.
3. **SUSPENSION FOR INABILITY TO MEET PROGRAM REQUIREMENTS WITHIN THE MAXIMUM TIME FRAME** If at the end of any evaluation period the institution determines that it is not possible for a student to raise her or his GPA or course completion percentage to meet the institution's standards before the student would reach the end of the program for which he or she is receiving financial aid, the University shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

PART 6. APPEALS

SUBPART A. APPEALS

Students may appeal their financial aid suspension status based on unusual or extenuating circumstances including but not limited to death of a relative, illness, hospitalization, or injury of the student.

The student shall submit, as part of the appeal, information as requested regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

An appeal may be approved only if the University:

1. Has determined that the student should be able to meet SAP standards at the end of the next evaluation period; or
2. Develops an academic plan with the student that, if followed, shall ensure that the student is able to meet SAP standards by a specific point in time. If the academic plan includes term standards of GPA and percent of completion, they shall be higher than the institution's cumulative standards.

The initial consideration of appeals shall be undertaken by the Director of Financial Aid. Students may submit a secondary appeal process to consider appeals of adverse decisions. Results of all appeals shall be communicated to students in writing.

Notification of approved appeals shall outline the standards the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

SUBPART B. PROBATIONARY STATUS

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period if, at the end of the next evaluation period, a student is on financial aid probation status.

1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has not met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a probationary status for a subsequent evaluation period.
3. Has not met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended immediately upon completion of the evaluation.

PART 7. NOTIFICATION OF STATUS AND APPEAL RESULTS

SUBPART A. STATUS

The University shall notify a student in writing any time the student is placed in a warning, suspension, or probation status.

1. NOTIFICATION OF WARNING – The University shall notify a student in writing any time the student is placed in a warning status and shall inform the student of the conditions of that warning status.
2. NOTIFICATION OF SUSPENSION – The University shall notify a student in writing any time a student is placed in a suspension status and shall inform the student of their right to appeal the suspension.
3. NOTIFICATION OF PROBATION – The University shall notify a student in writing any time a student is placed in a probationary status and shall include the standards the student is expected to meet or the academic plan the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

SUBPART B. APPEALS

The University shall notify a student in writing of the results of all appeals.

Notification of approved appeals shall include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

Notification of denied appeals shall describe the reason(s) for the denial and the institution's process for appealing that denial.

PART 8. REINSTATEMENT

Students whose financial aid eligibility has been suspended may regain their eligibility only through the institution's appeal process or when they are again meeting the institution's financial aid satisfactory academic progress grade point average and completion percentage standards.

PART 9. TREATMENT OF GRADES AND CREDITS

SUBPART A. TREATMENT OF GRADES

Grades of A, B, C, D and F shall be included in the GPA calculation.

Courses for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative credit completion percentage as courses successfully completed.

Courses for which a student receives a letter grade of I, N, AW, W, and F shall be treated as credits attempted but not successfully completed. Blank (“WIP”) grades shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted.

SUBPART B. ACADEMIC FORGIVENESS

Credits for which students have been granted academic forgiveness shall be recorded and retained in the Student Data System in such a way that they will be included in both the grade point average and completion percentage measurement of financial aid satisfactory academic progress.

SUBPART C. AUDITED COURSES

Audited courses shall not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

SUBPART D. CONSORTIUM CREDITS

Credits for which financial aid is received under a consortium agreement shall be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum time-frame calculations.

SUBPART E. REMEDIAL/DEVELOPMENTAL CREDITS

Remedial/developmental credits shall be included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 remedial/developmental credits shall be excluded from the maximum timeframe calculation.

SUBPART F. TRANSFER CREDITS

Transfer credits accepted by the University and applied to the student’s degree program requirements shall be counted as credits attempted and completed for calculation of cumulative GPA completion percentage.

Transfer credits accepted by the institution and applied by the institution toward a student’s general education, program, or degree requirements shall apply toward the maximum calculation.

SUBPART G. WITHDRAWALS

Credits for which a grade of “W” is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. Thus, a “W” does not impact GPA but does negatively impact the cumulative completion percentage.

SEXUAL HARRASSMENT POLICY

LCOOU is committed to maintaining a learning and working environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed

by one person on another and adversely affects a student or employee's employment relationship, working, or learning environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. This includes the following.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive environment.

It is a violation of institutional policy for anyone to recommend, make personnel decisions, or student status actions where the following conditions apply.

- Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either explicitly imposing or granting terms or conditions of employment or education that either favorably or adversely affects or student's welfare.
- Disregard and failure to investigate allegations of sexual harassment, whether reported by the employee or student who is the subject of the alleged harassment or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
- Subject another employee or student through conduct or communication of a sexual nature.
- Take retaliatory action against any person(s) reporting a violation of the University's Sexual Harassment Policy.

Whenever such misconduct exists, the supervisor, instructor, or Dean of Students, Chief Academic Officer, Director of Human Resources, and/or General Counsel are required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy manual.

An employee member or student alleging either sexual harassment by anyone with supervisory authority, or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another employee, may file a grievance directly at the final step of the appropriate grievance procedure.

Filing of a grievance or otherwise reporting sexual harassment will not reflect on the individual's status, as a student or employee, nor will it affect future employment, compensation, work assignments, or enrollment status. The responsibility for confidentiality, both complainant and the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when it is found that misconduct has occurred.

SEXUAL VIOLENCE POLICY

PART 1. POLICY OBJECTIVE

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

PART 2. DEFINITIONS

CAMPUS SECURITY AUTHORITY. Officials of the University have a significant responsibility for students and campus activities, including, but not limited to, student discipline, campus judicial proceedings; advisors and to recognized student organizations.

PART 3. REPORTING INCIDENTS OF SEXUAL VIOLENCE

SUBPART A. PROMPT REPORTING ENCOURAGED

Complainants of sexual violence may report incidents at any time but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling, and health care providers, and/or campus Title IX coordinators.

SUBPART B. ASSISTANCE IN REPORTING

When informed of an alleged incident of sexual violence, all students and employees are urged to encourage and assist complainants, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinators or campus security authorities.

Lac Courte Oreilles Ojibwe University Campus Security Authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Lac Courte Oreilles Ojibwe University may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. The University may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

PART 4. CONFIDENTIALITY OF REPORTING

SUBPART A. CONFIDENTIAL REPORTS

The University cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

SUBPART B. REPORTS TO CAMPUS SECURITY AUTHORITIES

Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law.

There may be instances in which Lac Courte Oreilles Ojibwe University determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Lac Courte Oreilles Ojibwe University will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

SUBPART C. REQUIRED REPORTS

Any Campus Security Authority or any University employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow University procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

PART 5. POLICY NOTICES

SUBPART A. DISTRIBUTION OF POLICY TO STUDENTS

The University shall, at a minimum, make all employees and registered students aware of its sexual violence policy and procedure via email with a direct link to the policy. Additionally, it shall always post a copy of its policy and procedure at appropriate locations on campus. The University will distribute its policy by posting it on the University's website and in the Student Handbook. Paper copies may be requested from the Dean of Students.

SUBPART B. REQUIRED NOTICE

The University shall have a sexual violence policy, which shall include the notice provisions in this part.

NOTICE OF COMPLAINANT OPTIONS

1. Following a report of sexual violence, the complainant shall be promptly notified of:
 - a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
 - b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Lac Courte Oreilles Ojibwe University contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
 - c. Resources for where and how complainants may obtain on or off campus counseling, mental health, or other support services.

NOTICE OF COMPLAINANT RIGHTS

2. Complainants shall be notified of the following:

- a. Their right to file criminal charges with local law enforcement officials in sexual assault cases.
- b. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident.
- c. Assistance available from campus authorities in preserving for a sexual violence complainant material relating to a campus disciplinary proceeding.
- d. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved.
- e. That, at a sexual assault complainant's request, the University may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes if such alternatives are available and feasible.

PART 6. INVESTIGATION AND DISCIPLINARY PROCEDURES

SUBPART A. IMMEDIATE ACTION

The University may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy.

The University may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with the Student Code of Conduct.

SUBPART B. GENERAL PRINCIPLES

Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of revictimization.

University investigation and disciplinary procedures concerning allegations of sexual violence against employees or student's hall:

1. Be respectful of the needs and rights of individuals involved.
2. Proceed as promptly as possible.
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law.
4. Be conducted in accordance with applicable due process standards and privacy laws.
5. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
6. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be an exacerbating rather than mitigating circumstances.

SUBPART C. RELATIONSHIP TO PARALLEL PROCEEDINGS

In general, Lac Courte Oreilles Ojibwe University investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The University need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If the University is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible.

Criminal or civil court proceedings are not a substitute for Lac Courte Oreilles Ojibwe University procedures.

SUBPART D. FALSE STATEMENTS PROHIBITED

Lac Courte Oreilles Ojibwe University takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

SUBPART E. WITHDRAWN COMPLAINT

If a complainant no longer desires to pursue a complaint through the University's proceeding, the University reserves the right to investigate and resolve the complaint as it deems appropriate.

SUBPART F. LAC COURTE OREILLES OJIBWE UNIVERSITY DISCRETION TO PURSUE CERTAIN ALLEGATIONS

Lac Courte Oreilles Ojibwe University reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the University.

SUBPART G. LAC COURTE OREILLES OJIBWE UNIVERSITY DISCRETION TO DEAL WITH POLICY VIOLATIONS DISCLOSED IN INVESTIGATION

Lac Courte Oreilles Ojibwe University reserves the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness that come to light during the investigation of an incident of sexual violence. To encourage reporting of sexual violence, under appropriate circumstances University administrators may choose to deal with violations of Lac Courte Oreilles Ojibwe University policy in a manner other than disciplinary action.

SUBPART H. SANCTIONS

Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis considering the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

SUBPART I. RETALIATION PROHIBITED

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

PART 7. SEXUAL VIOLENCE PREVENTION AND EDUCATION

SUBPART A. CAMPUS-WIDE TRAINING

The University must:

Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.

At a minimum, all incoming students and all new employees must be provided with training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence.

Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

SUBPART B. OTHER TRAINING AND EDUCATION

The University and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or learn of such an incident.

PART 8. MAINTENANCE OF REPORT/COMPLAINT PROCEDURE DOCUMENTATION

Data that is collected, created, received, maintained, or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Cleary Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on university and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with data privacy laws.

STATEMENT OF FINANCIAL OBLIGATION

Students are responsible for fees and tuition for all coursework for which they are registered. Payment arrangements can be made through the Business Office. Any student with an outstanding balance will have a Bursar hold placed on their account. This hold will prevent a student from obtaining official transcripts and/or a signed diploma. The balance must be paid in full to remove the Bursar hold.

STUDENT COMPLAINTS AND GRIEVANCES

PART 1. DEFINITIONS

For the purposes of this policy the following definitions apply:

SUBPART A. APPEALS

A request for reconsideration of a grievance decision under this policy.

SUBPART B. COMPLAINT

An oral or written claim concerning a University issue brought by a student alleging improper, unfair, or arbitrary treatment.

SUBPART C. GRIEVANCE

A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a University rule or regulation or a board policy or procedure. This policy does not apply to those University rules or procedures that include an appeal or grievance process.

SUBPART D. RETALIATION

Retribution of any kind taken against a student for participating or not participating in a complaint or grievance.

SUBPART E. STUDENT

An individual who is enrolled in the University or a group of such individuals or the campus student government.

PART 2. NOTIFICATION AND PUBLICATION

The University shall inform students of the established complaint and grievance policy and procedures. These policies and procedures shall be publicized to students at least annually and include information for students about how and where to obtain the Student Complaint Form.

PART 3. COMPLAINTS/GRIEVANCES

This procedure is to be used when a student has a concern about his/her education at the University. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so the student's educational progress can continue. Nothing within this process precludes a student from seeking legal counsel at any step.

The student brings the concern to an appropriate employee or faculty member. If the student is uncomfortable with approaching the university employee directly, s/he may select an advocate (faculty member, advisor or other).

To file any complaint the student should go to the website www.lco.edu and click on the Guardian link. Guardian is an easy-to-use advanced incident and reporting case management software. The student then follows the prompts and answers the questions on the website and submits the complaint; an automated email is then sent to the appropriate department.

PART 4. APPEALS

1. If the student is not satisfied with the outcome of their complaint/grievance filed with the Guardian software; the student should submit a letter of appeal in writing within 5 business days of receiving the response. This letter of appeal should be submitted via email to the Associate Dean of Students.
2. Within ten business days of receiving the written request from the Registrar, the Appeal Committee comprised of faculty leadership members and the Associate Dean of Students (or their designee) will meet to determine action of the appeal letter.

3. The Appeal Committee will provide a written finding and a recommendation, which will be submitted to the Associate Dean of Students within 5 business days of formal review. The Associate Dean of Students will review the findings and recommendations.
4. The Associate Dean of Students will convey the findings and actions of the Appeal Committee to the student and instructor (if appropriate). Once a decision has been reached, there can be no further appeals regarding the same matter.

PART 6. RETALIATION

No retaliation of any kind shall be taken against a student for participating or refusing to participate in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

PART 7. RECORDS RETENTION

All records of complaints and grievances shall be logged in the Guardian software and retained for a period of five (5) years.

STUDENT CODE OF CONDUCT

PART 1. INTRODUCTION

The Student Code of Conduct applies at all locations of the University and all University activities wherever located.

PART 2. DEFINITIONS

For purposes of this policy the following definitions apply:

SUBPART A.

University means Lac Courte Oreille Ojibwe University.

SUBPART B.

Administrator means that person designated by the University President to be responsible for the administration of the Student Code. Appeals for both behavioral and academic misconduct decisions will be heard by the Appeal Committee; comprised of faculty leadership members and the Associate Dean of Students (or their designee).

SUBPART C.

Students include all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through the University.
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
3. Are not officially enrolled for a term but who have a continuing relationship with the University; and/or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

SUBPART D.

Suspension means a denial of the privilege of enrollment for a specified period after which the student is eligible to return. Conditions for re-enrollment may be specified.

SUBPART E.

Expulsion means a permanent denial of the privilege of enrollment at the University.

SUBPART F.

Summary suspension means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the University community.

SUBPART G.

Hazing means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group or organization.

SUBPART H.

Preponderance of evidence means a standard of responsibility that it is more likely than not that the Code has been violated.

SUBPART I.

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or employees; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

SUBPART J.

Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

PART 3. NOTIFICATION AND STUDENT RESPONSIBILITIES

SUBPART A. STUDENT RESPONSIBILITIES

Students are responsible for knowing of and abiding by all the rules and regulations of Lac Courte Oreilles Ojibwe University. Many of these rules and regulations are simply extensions of those existing in the larger community, and some are unique to the university setting. These rules and regulations apply to both campus and off-campus university-sponsored activities. Violations of these rules and regulations may result in disciplinary action.

PART 4. PROSCRIBED BEHAVIOR AND SANCTIONS

SUBPART A. JURISDICTION OF THE STUDENT CODE OF CONDUCT

The University Student Code of Conduct shall apply to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved.
2. The violation is committed while participating in a university sanctioned or sponsored activity.

3. The victim of the violation is a member of the University community.
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research or service functions of the University.

The President, Chief Academic Officer, Dean of Students or Assistant Dean of Students shall decide at his/her sole discretion whether the Student Code shall be applied to conduct occurring off-campus on a case- by-case basis.

SUBPART B. RULES AND REGULATIONS

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanctions outlined in Part 4, Subpart E.

SUBPART C. PROSCRIBED CONDUCT

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises.
8. Violation of any university policy, rule or regulation published in hard copy or available electronically on the university or website.
9. Violation of any federal, state, or local law.
10. Use, possession, manufacturing, distribution or being on campus under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, distribution or being under the influence of alcoholic beverages or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

13. Participation in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Any violation of the University's Internet Use Policy.
17. Abuse of the student conduct system, including but not limited to:
 - a. Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information.
 - c. Disruption or interference with the orderly conduct proceeding.
 - d. Making false accusations.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Failure to comply with the sanction(s) imposed under the student Code.
 - g. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Use of any tobacco product in non-designated areas including a lighted cigar, cigarette, or pipe; the use of smoking material; or use of smoking tobacco.
19. Use of chewing tobacco on campus premises.
20. Knowingly furnishing false information to university personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the University.
21. Forgery, unauthorized alteration or unauthorized use of any University document or instrument of identification.
22. Unauthorized presence in, or use of university premises, facilities, or property.
23. Refusing to depart from any property or facilities of the university upon direction by university officials or other persons authorized within the regulation of the University.
24. In-line skating, roller-skating, or skateboarding in all University buildings.
25. Unauthorized or fraudulent use of university facilities, telephone system, mail system, computer system, or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.
26. Deliberate destruction of, damage to, malicious use of, or abuse of property, wherever located, or the deliberate destruction, damage to or malicious use of public or private property.

27. Gambling for money or other things of value on campus or at university-sponsored activities except as permitted by law.
28. Falsely claiming to represent the University or a student organization of the University.
29. Actions which unreasonably interfere, obstruct, or prevent the regular and essential operations of the

University or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others.

SUBPART D. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator.

Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

SUBPART E. UNIVERSITY SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning. Issuance of written warning, admonition, or reprimand, and may include a referral for counseling.
2. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The University may impose specific written conditions for probation.
3. Loss of Privileges. Denial of specified privileges for a designated period.
4. Restitution. Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
5. Discretionary sanctions. Work assignments, fines, service to the university, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments.
6. Denial of access. Denial of rights to access the university premises or specified areas within the University, either permanently or for a specified period.
7. Suspension. Denial of the privilege of enrollment for a specified period after which the student is eligible to return. Conditions for re-enrollment must be specified.
8. Expulsion. Permanent denial of the privilege of enrollment at the University.
9. Revocation of Admission and/or Degree. Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university

standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

10. **Withholding Degree.** The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation. The following sanctions may be imposed upon groups or organizations:

1. Those sanctions listed above.
2. Loss of selected rights and privileges for a specified period.
3. Deactivation. Loss of all privileges, including university recognition, for a specified period.

there than University suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record.

SUBPART F. SUMMARY SUSPENSION

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the University campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension.

However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

SUBPART G. STUDENT RIGHTS AND DUE PROCESS

Disciplinary action against individual students or groups of students must be administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable and legal outcomes. Each person involved in the administration of the Student Code of Conduct of the University will set as a goal the fair, objective, consistent and humane approach in all cases of conduct. Consistent treatment in disciplinary action is another goal. Each case, however, must be recognized as a highly individual matter, and consistency for the sake of consistency should not be the dominant concern.

Those involved in administering the Student Code of Conduct should be aware that their efforts are primarily directed toward:

- Protecting the integrity and order of the institution, and the morale and reputation of students and employees.
- Educating the student involved with the conduct process so that he/she may learn to himself/herself and accept responsibilities of membership in the University community.

- Helping the student gain insight into the reasons and consequences of his/her behavior so that he/she may cope with future difficult situations more successfully.

The administration of the Student Code of Conduct shall also guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the alleged offense and the potential sanctions, which may be applied. Sanctions shall be commensurate with the seriousness of the offense and may include suspension/expulsion from the university community. Repeated violations justify increasingly severe sanctions. In all cases, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges, given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. Therefore, persons making charges are required to provide pertinent information in writing and, if necessary, appear at a hearing.

PART 5. PROCESS

SUBPART A. INVESTIGATION AND INFORMAL PROCESS

1. See complaint/grievance section above for the procedure.

SUBPART B. APPEALS

1. See complaint/grievance appeal section above for the procedure.

SUBPART C. RECORDS RETENTION

All non-academic conduct records will be saved electronically and accessible by a Guardian super user for a period of five years. A log of conduct violations will be maintained in the Guardian software system.

PART 6. ACADEMIC AND CLASSROOM MISCONDUCT

All students have the right to pursue their academic careers in an atmosphere based on honesty and trust. Acts of academic misconduct destroy that atmosphere, violate that trust, and are therefore subject to penalty. This section of Student Code of Conduct defines what acts of academic misconduct are and presents the procedure for imposing penalties for such acts.

SUBPART A. ACADEMIC HONESTY

A fundamental concept of all educational institutions is academic honesty. All academic work depends upon respect for and acknowledgment of the research and ideas of others. Misrepresentation of someone else's work as one's own is a most serious offense in any academic setting. Therefore, academic misconduct in relationship to academic dishonesty, including any form of cheating and plagiarism, cannot be condoned. Academic misconduct, as referenced, includes, but is not limited to, the following:

1. Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration (electronic or otherwise).
2. Plagiarism: the representation of the words or ideas of another as one's own, including:
 - a. Direct quotation without both attribution and indication that the material is being directly quoted, e.g., quotation marks, paraphrase without attribution.
 - b. Paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own.
 - c. Expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is

learned from the work of another and is not part of the general fund of common academic knowledge.

- d. Fabrication: the falsification or invention of any information or citation in an academic exercise.
 - e. Fraud: the falsification, forgery, or misrepresentation of academic work, including the re- submission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery or misrepresentation of other academic records or documents, including admission materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty.
3. Bribery or intimidation in relationship to the grading process.
 4. Engaging or assisting others in any portion of the aforementioned acts.

SUBPART B. CLASSROOM MISCONDUCT

Beyond the act of academic dishonesty, there are other modes of conduct that serve to undermine the academic success of students during classroom instruction. Therefore, students are prohibited from impeding an environment conducive to learning, whether it be during traditional instruction, instruction through technological means, instruction within a learning center, instruction by way of tutoring, or instruction by way of individual study on the campus of Lac Courte Oreilles Ojibwe University. Hence, any student who is found to disrupt the educative process of another student, or other students, is subject to sanctions as described in the informal judicial process for academic misconduct.

Academic misconduct, as so referenced, includes, but is not limited to, the following:

1. Engaging in verbal outburst, talking loudly to classmates independent of class discussion.
2. Being openly disruptive.
3. Talking in an openly abusive or disrespectful manner to the instructor and/or to other classmates.
4. Disregarding verbal and/or written instruction in relationship to expected codes of conduct during classroom instruction.
5. Initiating or participating in inappropriate conduct (e.g., horseplay) that disrupts classroom activities.
6. Using any device to cause disturbance inside or outside of the classroom during instruction.
7. Continuing to engage in inappropriate interaction after one has been counseled not to continue adverse behaviors.

SUBPART C. PROCEDURES FOR ACADEMIC AND CLASSROOM MISCONDUCT

1. See complaint/grievance section above for the procedure.

PART 7. RELEASE OF INFORMATION

Lac Courte Oreilles Ojibwe University will not release to the media the results of the outcomes of disciplinary procedures resulting from its student investigations, including those which involve criminal offenses. Such records may be released to government agencies exercising jurisdiction.

PART 8. RECORDS RETENTION

All academic conduct records will be saved electronically and accessible by a Guardian super user for a period of five years. A log of conduct violations will be maintained in the Guardian software system.

STUDENT RIGHT TO KNOW

In accordance with the Crime Awareness and Campus Security Act of 1990, data on arrests and crimes committed on campus or at university-sponsored events will be made available to students each semester. This information, as well as annual financial reports, audits, and the LCOOU Annual Report are available for review either on the lco.edu website and/or in the library. These materials are distributed annually to the LCOOU Board of Regents, Lac Courte Oreilles Tribal Council, employees, and students at the university, and the community at large.

STUDENT RIGHTS AND RESPONSIBILITIES

PART 1. FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, Lac Courte Oreilles Ojibwe University students have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom.

Students are expected to exercise their freedom with responsibility.

PART 2. FREEDOM OF EXPRESSION

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

PART 3. FREEDOM OF ASSOCIATION

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations.

Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

PART 4. STUDENT-SPONSORED FORUMS

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The university shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship.

The president, Chief Academic Officer or a university designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the administration shall make their best effort to consult with the student association.

PART 5. STUDENT POLICIES

The policies of the University regarding student expectations, rights and responsibilities shall be readily accessible to students.

PART 6. CATALOG AND COURSE INFORMATION

To the extent possible, students shall be provided with relevant and accurate information regarding courses prior to the term registration and enrollment. Course descriptions and website postings shall be updated each term, accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty/adjuncts teaching the course for that term.

PART 7. STUDENT ACADEMIC STANDING INFORMATION

Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information that will enable students to determine their individual academic standing, and information regarding graduation requirements.

PART 8. ACADEMIC EVALUATION

Student academic performance shall be evaluated solely based on academic standards, including any requirements that are noted in the course catalog, course syllabus, or student handbook. Students shall have protection against prejudice or capricious evaluation and shall not be evaluated based on opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

PART 9. PROPERTY RIGHTS

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained. Official transcripts are maintained by the Registrar's Office.

STUDENT TRANSCRIPTS

Copies of the student's transcript will be issued to the student upon electronic request located at www.lco.edu. Transcripts will not be issued to students who have a financial obligation to the University or incomplete files in the Registrars' Office.

TOBACCO USE POLICY

PART 1. POLICY

Lac Courte Oreilles Ojibwe University has adopted a tobacco-free and electronic cigarette-free (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, tobacco-like products, and other tobacco or non-prescribed nicotine products) policy that prohibits the use of all tobacco and electronic cigarette-free products within university buildings.

Smoking and the use of tobacco and electronic cigarette-free products is permitted only in designated areas on campus grounds. Outside locations where tobacco use is permitted are indicated on maps posted throughout the university facilities.

Exceptions to this policy are outlined in Part 3 of this policy.

PART 2. PROCEDURE

Adherence to the policy cited above is the responsibility of all Lac Courte Oreilles Ojibwe University students, faculty, employees, and visitors. It is expected that all students, faculty, employees, and visitors to campus will comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. An individual who feels that there has been a violation of this policy make take the following actions:

1. The individual should attempt to resolve the problem informally by requesting that the violator comply with the University policy.
2. If direct appeal fails and the behavior persists, students, faculty and employee violators will be referred to as follows:
 - a. Student violations will be referred to by the Dean of Students and be held to the established Student Code of Conduct.
 - b. Faculty and employees' violations will be referred to the appropriate supervisor and held to established administrative policies regarding conduct.

PART 3. SMUDGING AND PIPE CEREMONIES

Lac Courte Oreilles Ojibwe University is committed to diversity, inclusion, and creating an open and respectful campus climate for all. The university recognizes tobacco, sage, sweet grass, and cedar as traditional American Indian medicines and essential elements of purification and sacred ceremony. This policy is meant to provide direction to the University community in engaging in these traditions while respecting everyone else on campus.

Students, faculty, employees, elders, and cultural teachers all of whom are members of an American Indian Tribe or other cultural/religious groups, are free to use substances including but not limited to tobacco, sage, sweet grass, cedar, and incense to conduct individual or group traditional practices including but not limited to Opening/Closing prayers, Individual or Group Smudging, Feasts, Pipe Ceremonies, Powwows, and Drumming/Singing.

The support of diversity and this procedure is a shared responsibility at all levels of the University. The Maintenance Department should be given prior notification for ceremonies involving burning or smudging as a precautionary measure.

TRANSCRIPT EXPLANATION

LENGTH OF TERM

Semester = Sixteen weeks

GRADING SYSTEM

| <u>Symbol</u> | <u>Interpretation</u> | <u>Grade Points</u> |
|---------------|-----------------------|---------------------|
| A | Excellent | 4.0 |
| B | Good | 3.0 |
| C | Average | 2.0 |
| D | Poor | 1.0 |

| | | |
|-----|---------------------------|------|
| F | Failing | 0.0 |
| W | Withdrawal | None |
| AW | Administrative Withdrawal | None |
| I | Incomplete | None |
| WIP | Work in Progress | None |
| AU | Audit | None |
| * | Academic Forgiveness | None |
| R | Repeated Course | None |

G.P.A. CALCULATION

Multiply the number of credits for each course by the numerical grade value listed above. Divide this total by the total number of credits to determine the GPA.

If repeated (R), only the course with the highest grade is computed.

TUITION AND FEES

Undergraduate: Two hundred and fifty dollars (\$250.00) per credit fee will be charged for up to fifteen (15) credits, per semester. Any individual taking credits beyond the first fifteen in a given semester will be charged the flat maximum tuition rate of three thousand seven hundred and fifty dollars (\$3,750.00). All students will be charged a fifteen-dollar (\$15) activity fee, per semester in addition to regular tuition. Tuition and fees are subject to change.

Graduate: Four hundred and fifty dollars (\$450.00) per credit fee will be charged for up to nine (9) credits, per semester. All students will be charged a fifteen-dollar (\$15) activity fee, per semester in addition to regular tuition. Tuition and fees are subject to change.

All expenses are due to the university within the first 30 days of each semester. Classes with a lab component will be charged an additional fee.

Early University Credit Program will be charged according to the Wisconsin Department of Public Instruction which can be accessed at: <https://dpi.wi.gov/dual-enrollment/eccp>

VACCINATIONS

LCOOU does not require student vaccinations. It is suggested that students correspond with their primary healthcare provider for healthcare related guidance.

FINANCIAL AID

Lac Courte Oreilles Ojibwe University administers a variety of financial aid and work-study programs for students who demonstrate financial need. Currently, the university can assist with Federal PELL grants, Federal Supplemental Education Opportunity Grants, (FSEOG), Federal University Work Study (FCWS), Wisconsin Minority grants, Tuition grants, WI Indian Grants (WIG), the Talent Incentive Program, (TIP), Division of Vocational Rehabilitation (DVR), Veterans Administration funds, and a limited number of scholarships from the university.

To assist in the development of a financial aid package, students must file the Free Application for Federal Student Aid (FAFSA). The financial aid employees will assist in the review and processing of required documents or applications, but it is the student's responsibility to complete and submit all

financial aid applications. Appointments should be made with the Financial Aid Office in advance of registering for classes. This enables the student to take advantage of all the financial aid grants and scholarships that are available.

Federal statutes mandate that LCOOU monitor students' academic progress made toward a degree or certificate. This is done in accordance with the criteria outlined in the Academic Policies and Procedures section of this handbook. The purpose of the academic standard criteria is to ensure that federal financial aid is used solely for students who are pursuing an educational program goal and who show marked progress toward the completion of the degree or certificate they are seeking.

The Mission of the Financial Aid Department is that all eligible students benefit from financial assistance to complete their goals in higher education. All students must complete a FAFSA to be eligible for Financial Aid. The Financial Aid Department will work with the students to create as beneficial a Financial Aid package as possible. Students are ultimately responsible for all bills to the University, but the Financial Aid Department will work to offset the costs as much as possible.

APPLYING FOR FINANCIAL AID

FAFSA is the Free Application for Federal Student Aid and is the cornerstone of all Financial Aid Programs. The moment that the previous year's tax return is complete, submit your FAFSA. The FAFSA is submitted online at www.fafsa.ed.gov. If you need assistance, do not hesitate to contact the Financial Aid Office.

LCOOU's University Code is 017199

Tips for Filling out the FAFSA:

- When initially filling out the FAFSA, use information that comes from your Tax Returns. If your financial situation has changed, you must work with your Financial Aid Office to change your FAFSA after initial submission.
- Have your tax information on hand and ready to copy. Roughly 30% of all FAFSA's will be selected by the Department of Education for Verification. Without that documentation, Financial Aid cannot be processed. Please note that there are deadlines for submitting Verification information.
- Completely fill out the FAFSA, leaving blanks only slows the process.
- Remember, this is a legal document being submitted to a federal agency: fibbing is a felony.
- The earlier you submit your FAFSA, the more likely that you will be eligible for Wisconsin State Grants.

CONSORTIUM AGREEMENTS BETWEEN SCHOOLS

Two or more institutions may enter into a consortium or contractual agreement so that a student can continue to receive FSA funds while studying at a school or organization other than his or her "home" institution. (The home school is the one that will grant the student's degree or certificate.)

Under a consortium or contractual agreement (including those for study abroad programs), the home school must give credit for the courses taken at the other school(s) on the same basis (in terms of instructional time) as if it provided that portion itself. The underlying assumption of the agreement is that the home school has found the other schools or organizations academic standards to be equivalent to its own, and a completely acceptable substitution for its own instruction.

However, a home school may decline to give credit for courses in which a student earns a grade of “D” at the other school. Although a home school has a policy of accepting grades of “D” or above earned at the home school, it does not have to accept credits earned for courses at the other school for which a student earns a “D”.

Grades received through either a consortium or contractual agreement does not have to be included in the calculation of the student’s grade point average (GPA).

Students who are interested in setting up a consortium agreement should contact the Financial Aid office.

COST OF ATTENDANCE

The cost of attendance (COA) is the cornerstone of establishing a student’s financial need, as it sets a limit on the total aid that a student may receive.

Campus-Based programs and is one of the basic components of the Pell Grant calculation.

DEPENDENT CARE

The F/A considers information provided by the student for determining adjustments to an individual budget. An additional \$600 may be added for 2 or more Dependent Children.

ELDERS

Effective for spring semester 2024: Lac Courte Oreilles Ojibwe University Elder Discount Program is for students who are 60 years of age or older. The Elder Discount Program waives tuition costs, but the student is responsible for textbooks and fees required for their courses. Tuition will be waived for up to two courses maximum per semester. If the student is pursuing a degree, they will not be eligible for the Elder Discount Program but referred to the financial aid office.

ELIGIBILITY FOR FINANCIAL AID

The LCOOU financial aid employees ensure that the eligibility requirements are met before a student is considered eligible for Title IV funding. When a student’s financial aid file is complete, the awarding process begins. Student eligibility requirements are listed below.

1. Must be a U.S. citizen or eligible non-citizen.
2. Must be admitted as a regular student and meet all admission requirements.
3. Must be a high school or GED graduate.
4. Must make satisfactory academic progress towards a degree or certificate.
5. Must not be in default on any previous federally sponsored education loan.
6. Must be registered with Selective Service, if applicable.
7. Must not owe a Federal Pell or FSEOG repayment.
8. Must have completed the Drug worksheet if required.
9. If requested, they must verify information used to determine their financial need with the appropriate documentation.
10. Copy of Social Security Card, if required.
11. Financial Aid Transcripts, if required.

EXCEPTIONS TO NORMAL COST OF ATTENDANCE

Students who are enrolled less than half-time

- Only the costs for tuition and fees and allowances for books and supplies, transportation, room and board for a limited duration, and dependent care expenses may be included as part of the cost of attendance (miscellaneous expenses and personal expenses may not be included).

Incarcerated students

- The cost of attendance for incarcerated students is limited to tuition, fees, required books and supplies. If the student is in a federal or state penal institution, they are ineligible for Title IV funding.

FINANCIAL AID HANDBOOK

You can find more information on Financial Aid policy and assistance in the LCOOU Financial Aid Handbook. It is available in the Financial Aid office, or on our website www.lco.edu.

FUNDING SOURCES

FEDERAL AID PROGRAMS

FEDERAL PELL GRANT

The Federal Pell Grant is designed to help needy undergraduate students pay for their educational costs. For many students, the Federal Pell Grant provides a foundation of financial aid to which other forms of federal and non-federal aid may be added. Unlike student loans, the Federal Pell Grant does not have to be paid back if a student completes the award period in which the Federal Pell is awarded. Eligibility for the Federal Pell Grant and the amount of the award is based on educational cost and enrollment status. Students must meet the eligibility requirements and submit a completed FAFSA for Federal Pell Grant consideration.

FEDERAL WORK STUDY

A student must meet all the eligibility requirements of the Federal Work Study Program. The student must have a demonstrated unmet need to be eligible for employment.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY PROGRAM (FSEOG)

The Federal Supplemental Education Opportunity Program (FSEOG) provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, LCOOU must give priority to those students with “exceptional need” (those with the lowest Expected Family Contributions (EFC) and those who are also Federal Pell Grant recipients. Once the priority students are awarded and funding is still available, LCOOU can award those students with a higher EFC, and to those who are not Pell eligible.

TRIBAL HIGHER EDUCATION GRANT; BIA GRANT

The Tribal Higher Education grant is available to Native American students. Students must contact their Higher Education Office to obtain their application and eligibility requirements. Most funds are awarded on a first come first served basis. Funds administration is managed in accordance with Department of Education mandates. Ongoing communication with tribal Higher Education Liaisons is maintained.

EMPLOYMENT ASSISTANCE ADULT VOCATIONAL TRAINING

A student who is a member of a federally recognized Indian tribe or band may apply for grants-in-aid administered by the Employment Assistance Program within the Bureau of Indian Affairs (BIA). Each student must apply early each year through the Tribe, where he or she is enrolled, or a BIA agency office where he/she is enrolled.

VETERANS' BENEFITS

Veterans of active military service should contact their local Veterans Administration Service Office for more information concerning the application process.

VOCATIONAL REHABILITATION

The Vocational Rehabilitation Program is intended to assist those students with physical and/or mental disabilities to become active members of the labor market. Students who think they may qualify are encouraged to contact the nearest Vocational Rehabilitation Office.

AMERICAN INDIAN UNIVERSITY FUND (AICF)

LCOOU administers funds received from the American Indian University Fund. A posting is done each semester outlining the eligibility requirements and deadlines for submission of the application package. The Financial Aid Committee reviews and awards the scholarships and notices are sent to the recipients.

SCHOLARSHIPS

LCOOU Financial Aid Office and Library have information about other higher education funding sources. Scholarship notices received by the Financial Aid Office are sent to students' university email and posted on the Financial Aid website.

STATE PROGRAMS

MINORITY GRANT

This grant is available through the Wisconsin Higher Educational Aids Board and is designed to improve retention and increase graduation opportunities for second-year students enrolled in a two-year program. Students must have completed at least 50% of their program of study to be eligible for the Minority Grant. Students must show financial need. Students must have maintained SAP and be Wisconsin residents enrolled at least half-time. The Minority Grant provides financial assistance to African American, Hispanic, Native American, and Southeast Asian (Cambodian, Laotian and Vietnamese) students. Students are eligible for eight semesters.

TALENT INCENTIVE GRANT

This program supplements the WG program and is targeted to serve disadvantaged and/or minority students. There is an application that students must complete and submit to the Financial Aid Office. Contact the LCOOU Financial Aid Office for further information or assistance. Students are eligible for ten semesters of continuous enrollment.

WISCONSIN DIVISIONS OF VOCATIONAL REHABILITATION (DVR)

This program serves people who have a disability, which presents a substantial handicap to employment or independent living. You may obtain applications or information by calling the district offices in Hayward (Sawyer County), 715-634-0523, Superior (Douglas County), 715-392-7896, Rice Lake (Barron

County), 715-234-6806, and Spooner, 800-387-0315. The direct line for DVR headquartered in Madison WI is 608- 261-0050. More information can be obtained at <https://dwd.wisconsin.gov/dvr/>.

WISCONSIN GRANT (WG)

The WG amount is based on the student's financial need. Students must have maintained SAP and be Wisconsin residents enrolled at least half-time. Students are awarded on a first come, first served basis that is determined by the date one files a FAFSA application. Students are eligible for ten semesters.

WISCONSIN INDIAN GRANT (WIG)

This grant provides educational opportunities to Indian students who are residents of the State of Wisconsin and have at least ¼ Indian blood quantum of a tribe or band recognized by treaty by the United States.

Students are eligible for ten semesters of funding. Students must have maintained SAP and be Wisconsin residents enrolled at least half-time.

INELIGIBILITY FOR STATE FUNDING

Students may not be eligible for state funding if they are in arrears on child support or did not meet the residency requirements or do not have the unmet need.

LEAVE OF ABSENCE POLICY

The purpose of a leave of absence is to provide the student the opportunity to temporarily leave the university without penalty. Students that take a Leave of Absence must:

1. Make an appointment with the Director of Financial Aid to discuss the need for a leave of absence.
2. Complete and submit a request for Leave of Absence Form.
3. Provide written documentation to support the request for leave of absence.

LEAVE OF ABSENCE CONDITIONS AND REQUIREMENTS

The student requesting the leave of absence must document and demonstrate the need for the leave of absence. The Director, after reviewing the request for leave of absence form and documentation, will either approve or disapprove the leave of absence. The Director will notify the student of the decision. The numbers of days in a leave of absence are counted beginning with the first day of the student's initial leave of absence in a 12-month period. Leave of absence cannot exceed 180 days in any 12-month period. A student may only be granted one leave of absence during any 12-month period. One subsequent leave of absence may be granted if:

1. The subsequent leave does not exceed 30 days;
2. The institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and
3. The total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

Subsequent leaves of absence may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

Note: A leave of absence need not consist of consecutive days when granted. It is the responsibility of the Director to monitor all leaves of absence in order to ensure the university is following the Federal Leave of Absence Regulations.

INSITUIONAL WITHDRAWAL NOTIFICAITONS

The registrar's office will notify the Financial Aid Office by email of all students that drop or withdraw from classes and/or the University. The Financial Aid Office will determine if the withdrawn student that has received Federal Title IV is subject to the Federal Refund Policy.

PERSONAL EXPENSES

An estimate of personal expenses is specified in the COA Budget and based upon national and regional recommendations published by the University Board. The actual cost incurred by an individual student varies among the student population.

PROFESSIONAL JUDGEMENT

The Director of Financial Aid has the authority to use professional judgment to adjust the cost of attendance on a case-by-case basis to allow for special circumstances. Such adjustments will be documented in the student's file. Tuition may be increased to reflect actual charges.

PROFESSIONAL JUDDEMENT AND DEPENDENCY OVERRIDE

Federal regulations permit the University to exercise professional judgment in determining if unusual circumstances can be documented which would result in a dependency status change from Dependent to Independent for federal student financial aid purposes. The Director of Financial Aid makes this determination on a case-by-case basis and the student is notified through their student email. Students must complete verification prior to requesting an appeal.

DEPENDENT STUDENT OVERRIDE

If the student is Dependent by definition, but believes circumstances are present to establish him/her as "Independent", the student can request a review of his/her unusual circumstances by the university. The following steps are required:

1. Student must provide, in writing, a full explanation of his/her unusual circumstances with specific dates, etc., and,
2. Student must secure written documentation from other appropriate persons, agencies, etc., confirming the specifics as identified by the student. It must be in writing and signed and dated by the appropriate party. Documentation from family members will not be accepted.
3. Students are responsible for providing full written documentation to the Financial Aid Office within their specified time period.

RETURN OF TITLE IV FUNDS

The Return of Title IV Funds formula dictates the amount of Title IV aid that must be returned to the Federal Government by the university and the student. The programs that are under this policy are the Federal Pell Grant and FSEOG Grant or other federal aid other than FWS. The priorities for restoring funds are Federal Pell Grant first, and then the FSEOG Program and lastly, other Title IV grant funds. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

ROOM AND BOARD

LCOOU does not have on-campus housing. An estimate of expenses associated with housing is specified in the COA Budget and based upon national and regional recommendations published by the University Board. The actual cost incurred by an individual student varies among the student population.

SCHOLARSHIPS AND GRANTS

Rather than burden students with a debt that takes years to pay off, LCOOU has elected to not provide Student Loans to its students. However, this makes Grants and Scholarships even more important to offset the costs associated with attending University.

Wisconsin State Grants are offered on a first-come first-served basis determined by when FAFSA was completed. Therefore, the earlier that you complete your FAFSA, the greater the possibility of obtaining a State Grant. Other grants are also available through your Financial Aid Office but have specialized criteria and limited budgets. You can find information on Wisconsin State Student Grants -- including the Wisconsin Indian Grant – on our website at <http://www.lco.edu>.

Through community generosity, several LCOOU-specific scholarships are available. For more information on these scholarships, and how to apply for them, please contact the LCOOU Financial Aid Office.

Students who are interested in applying for additional scholarships should:

- Work with your high school to determine if there are any scholarships available through them.
- Contact your place of work to determine if they have any scholarships available to employees.
- Go online to websites such as: www.university-scholarships.com and begin hunting.
- The American Indian University Fund provides Scholarship opportunities to Native American (and to a lesser extent, all) students enrolled at Tribal University. You can apply online at www.universityfund.org

TITLE IV REFUNDS

If a student withdraws from all of their classes before 60% of the semester has been completed, LCOOU or the student, or both, may be required to return all or a portion of the Title IV funds that were awarded to the student, with the exception of Federal Work Study. The percentage of federal aid to be returned (unearned aid) is equal to the number of calendar days remaining in the semester when the withdrawal takes place divided by the total number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded. If a student has completed more than 60% of the semester, all aid is earned, and the “return of funds” regulations no longer apply.

TRANSPORTATION

An estimate of expenses associated with commuting to school is specified in the CAO Budget and based upon national and regional recommendations published by the University Board. The actual cost incurred by an individual student varies among the student population.

WITHDRAWAL – OFFICIAL NOTIFICATION

Official notification from the student is any official notification that is provided in writing or orally to a designated campus official acting in his or her official capacity in the withdrawal process. Acceptable

official notification includes notification by a student via telephone, through a designated website or orally in person. The responsibility for documenting oral notification is the registrar's office; however, they may request, but not require, the student to confirm his or her oral notification in writing.

If a student provides official notification of withdrawal by sending a letter to the Registrar's office stating his or her intent to withdraw, the withdrawal date is the date that the Registrar's office receives the letter.

However, the Registrar reserves the option of using the date of a student's last participation in an academically related activity if that participation is documented by a campus official.

Intent to withdraw means that the student indicates he or she has either ceased to attend or does not plan to resume academic attendance or believes at the time he or she provides notification that he or she will cease to attend. A student who only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw. However, if the student indicates that he or she is requesting the information because he or she plans to cease attendance, the student would be considered to have provided official notification of his or her intent to withdraw.

UNOFFICIAL WITHDRAWAL

A student who leaves LCOOU does not always notify the registrar's office of his or her withdrawal. There are two categories of these unofficial withdrawals for the purposes of this calculation. First, if it is determined that a student did not begin the withdrawal process or otherwise notify of their intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the school determines that the student ceased attendance because of the applicable event.

The second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically related activity that the student participated in.

*It is important to note that students who withdraw may also fail to meet the Satisfactory Academic Progress Standards as required.

STUDENT SERVICES

Student Services at Lac Courte Oreilles Ojibwe University supplement the instructional programs and assist students towards a successful admissions process, retention, and transfer to baccalaureate institutions.

Student Services works with faculty advisors to ensure that students advance toward their degree. Student Services, working with TRIO Student Support Services, helps provide career assessment as well as career planning for students. Student Services also works to provide social options for students such as feasts and celebrations. Student Services has an open-door policy for students to stop by and visit.

ACADEMIC ADVISING

The faculty assist students with proper course selection, sequencing, addressing academic problems, and making career and transfer choices. All students are assigned an academic advisor upon acceptance to

the university, based upon their career goals. Students are required to meet with their advisor when selecting courses each semester to discuss progress, and to plan for timely program completion. Academic advisors are full-time instructors and Outreach Site staff at LCOOU.

STUDENT FINANCIAL ACCOUNTS

Student accounts are managed through the Academic Department and the Business Office. The Business Office disburses all financial aid refunds and provides a centralized place for students to make payments on their accounts for tuition, fees, textbooks, and supply charges. Payment plans and third-party billing are also handled through the Business Office. If you have any questions about your student account, please feel free to contact the Business Office.

Office hours: Monday-Friday 8:00am-4:30pm

CAMPUS SECURITY

The Lac Courte Oreilles Ojibwe University has adopted the motto of the Milwaukee School District's Public Safety Division when it comes to Campus Safety.

EDUCATION FIRST

The Lac Courte Oreilles Ojibwe University is firmly committed to providing a campus environment based on civility, respect, and the free expression of ideas. Consequently, the institution has a policy of "zero tolerance" for acts of violence, fear, harassment, and other forms of aggressive or intimidating behavior. Any threat or incident of campus violence must be reported, and all reports will be taken seriously and thoroughly investigated.

Violence and threats of violence are always prohibited on campus, especially whenever:

- The act, behavior or communication is abusive and could cause another person physical, emotional, or psychological harm.
- The act, behavior or communication damages or threatens to damage property of the university or of an individual

Examples of campus violence include, but are not limited to:

- Threats of harm to a person or their property
- Brandishing a weapon or an object that appears to be a weapon.
- Intimidating, threatening, or directing abusive language toward another person
- Stalking as defined by Wisconsin statute.
- Physical attacks on another person such as slapping, punching, pushing.
- Putting a fist close to another person's face or other such intimidating gestures
- Making threats via the internet (e-mail or webpage)

REPORTING PROCEDURES

1. Acts of violence, or threatening, aggressive or disruptive behavior should be immediately reported to the Dean of Students. If the Dean is not available, it should be reported to any person in authority.
2. The person receiving the report must make an immediate and initial investigation to determine if the incident is 'ongoing'. Should this be the case, appropriate authorities should

- be summoned immediately. If the incident has passed, names of witnesses should be obtained, facts gathered, and situation assessed.
3. An Incident Report must be completed and submitted to Dean of Students as soon as possible.
 4. Incidents will then become the subject of University's Disciplinary Policy and/or may be turned over to local law enforcement agencies.

PERKINS V FOR TRIBAL COLLEGES

Carl D. Perkins Career and Technical Education Improvement Act of 2006 is administered to LCOOU through the Perkins V for Tribal Colleges through the Wisconsin Technical College System (WTCS) and is received by two institutions of higher education in the state of Wisconsin, including LCOOU and the College of Menominee Nation. The objectives are to provide direct support for student cohorts of Nontraditional, Career and Technical Education and Student Success at the program level.

Currently, the most common uses of the program's funds included occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, supplemental services for special populations, and expansion of tech prep programs.

Perkins funding is provided through a Federal act, Carl D. Perkins Career and Technical Education Act of 2006, established to improve career and technical education programs, integrate career and technical instruction, serve special populations, and meet gender equity needs. It provides an increased focus on the academic achievement of career and technical education students. LCOOU receives funding from three of the four priorities set by the State Board: Strengthening Career and Technical Education (CTE) Programs, Student Success, and Nontraditional Occupational (NTO) Training and Employment.

NONTRADITIONAL OCCUPATION (NTO)

Nontraditional refers to occupations or fields of work, including careers in allied health, technology, and other high-skill occupations, for which individuals from one gender comprise less than 25% of the individuals employed in these fields of study.

STRENGTHENING CAREER & TECHNICAL EDUCATION PROGRAMS (CTE)

Congress first authorized the Carl Perkins Act (CTE) in 1984 with the express goal of providing individuals with the academic and technical knowledge and skills they need to prepare for careers in current or emerging employment fields. Career and Technical Education is associated with higher graduation rates and higher career earnings.

Currently, the most common uses of the program's funds included occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, supplemental services for special populations, and expansion of tech prep programs.

STUDENT SUCCESS

Student Success participants receive direct student and support services designed to assist "at-risk" students to participate and complete career and technical education program courses, graduate from applied associate degree, one- or two-year technical diploma, or apprenticeship program, and obtain employment in a field related to their career and technical education program. To be designated as an

“at-risk” student, students must belong to one of the following categories: single parent, displaced homemaker, academically disadvantaged, limited English proficiency, economically disadvantaged, preparing for a nontraditional

occupation, or have a physical or learning disability. To qualify for the Student Success program students must be an at-risk student, concurrently enrolled in six (6) or more vocational/technical credits per semester, which count towards graduation, and be accepted into a CTE program of study. The Student Success program cannot accept students in the following degree plans: Liberal Arts, Science, and Native American Studies.

Student Success offers a variety of services designed to enable its participants to be successful university students. These services include professional/peer tutoring, success/study courses, academic, career, and employment counseling, Disability Services, emergency transportation funding, and loaning of adaptive equipment (including laptops and kindles). Services are available free of charge to qualifying participants.

UNIVERSITY CATALOG

Copies of the LCOOU catalog are available in the University library, the Chief Academic Officer Office or the Registrar’s office. The Catalog contains academic regulations, a listing of administration, faculty, and employees, and other valuable information. Please study and retain the catalog for your year of entry at the university. Additionally, the catalog as well as the most current information will be available at the University website at www.lco.edu.

UNIVERSITY CLOSING ANNOUNCEMENTS

In case of weather or other extreme conditions, the University may be forced to close. All students should check their e-mail account and the University website (www.lco.edu).

Students should check the following media outlets for up-to-date information:

- WOJB FM 88.9
- WRLS FM 92.3
- WHSM FM 101.1
- WGMO 95.3
- WJMC FM 96.1
- WAQE FM 97.7
- WKFX FM 99.1
- WDIO Channel 10
- KBJR Channel 6 & 3

CONTINUING EDUCATION UNITS (CEUs)

Community education provides people with the opportunity to study topics of interest. Instruction often uses participatory or experiential methods in a workshop format instead of textbooks, term papers, lectures, or written examinations. There is no academic credit given for participation.

LCOOU Extension offers many educational opportunities. Registration for community education workshops results in Continuing Education Units (CEU). These educational opportunities do not result in regular university credits. The workshops are open to the public, not only students. There is no cost to

participate in workshops and meals and supplies are provided. Each month a calendar of events is published and promoted via email, Facebook, flyers, and radio. Pre-registration is required and workshops with few registered participants are subject to cancellation.

DISABILITY SERVICES

Students who have a disability, either permanent or temporary, which might affect their ability to perform in a class, are encouraged to access Disability Services. Students with documented disabilities may be eligible to receive accommodations to ensure equitable participation.

In accordance with the American Disabilities Act, the university designates parking spaces for disabled visitors and students. There is a wheelchair available upon request. The campus is barrier free and accessible to those in wheelchairs.

EMERGENCY NOTIFICATIONS

In event of campus emergency, an all-call message will be sent to all phones on campus; including those phones located in the classroom. Depending upon the nature of the emergency, local radio stations may also be notified. E-mail messages will also be sent to students. Resolution of emergency will also be relayed via e-mail.

FIRE NOTIFICATION

In the event of a fire, a fire alarm will sound. Faculty and staff will lead all students to a gathering point located away from university buildings. The location of the assembly point on the main campus will be the fire pit located on the southwest corner of the campus grounds. Periodically throughout the school year, fire drills will be held to familiarize students with fire locations. All classroom windows have been labeled so that in the event of emergencies, people located within the room can notify emergency services as to their location.

WISCONSIN HIGH SCHOOL EQUIVELANCY DIPLOMA (GED/HSED)

The University offers support and programming for students to complete a General Education Development (GED) or a High School Equivalency Diploma (HSED). LCOOU Aanji-bimaadiziwin “The Changing of Lives” Program offers GED and HSED support to community members.

The first step to obtaining the GED/HSED is to start the process of enrolling in the program through the special application processes. Once you have enrolled at the program you will meet the GED/HSED Coordinator to complete the intake process. It is important to understand how the GED/HSED program works and the eligibility requirements.

All individuals who pursue their GED must create an account at MyGED (<https://ged.com/>). This is where all the official documents, study materials, practice tests, official tests, and test scores are maintained.

The Wisconsin Department of Instruction is the official administrating agency that oversees all GED/HSED Instruction in the state of Wisconsin (<http://dpi.wi.gov/ged>).

- What is the difference between the GED and the HSED?
 - GED Credential require the individual to take and successfully pass four subtests and a Civics test. The tests are administered through the Pearson VUE testing centers.

- 509 HSED Credential require the individual to take and achieve a passing score for four subject areas, pass the Civics & Health tests, and complete employability skills training. The tests is taken as part of the instructional portal of the program.
- Who is eligible to pursue a GED in Wisconsin?
 - Age: Proof that the applicant is at least 18.5 years old, or their 9th-grade class has graduated from high school.
 - Students aged 17 to 18.5 years may only be served through a school district or special program. For information on programs available, please see Contracting with Technical Colleges, Wisconsin Challenge Academy, and GED Option #2 Schools.
 - Residency: Provide proof that the applicant has resided in Wisconsin for at least 10 days.
 - Graduation Status: The applicant has not graduated from high school and is not enrolled in any public or private high school.
 - Counseling: The applicant has completed counseling sessions from approved educational institutions.
- What is the cost?
 - Pearson VUE Testing are 39.75 each.
 - GED Ready Vouchers are \$6.00 each.
 - Credentials for GED and HSED are \$15.00 each.

HEALTH SERVICES

All health services are handled by referral. The LCO Health Center meets the medical, dental, and mental health needs of Native American students. Referrals may also be made for alcohol or drug abuse problems, a tribally operated Bizhikii Wellness Center, domestic abuse shelter, respite care, day care, or Head Start.

U-WILL mental health services free to students

LCOOU may facilitate referral of services but assumes no financial obligation whatsoever. Please see Dean of Students for more information.

HOUSING

At present there are no on-campus housing halls.

All off-campus housing is in the form of privately owned units available through external renters or agencies. You will need to check the housing market and availability or apply for housing assistance through tribal or county agencies. No recommendations or referrals are available through the university currently. The University assumes no responsibility for the outcome of such an ad.

THE LEARNING CENTER

Endazhi-nanda-gikendamang (The place where we all learn) has a mission to equip our diverse student population with the necessary resources to improve their academic performance. We strive to promote student success, enhance student performance, and increase student retention. We work with each student individually to identify realistic academic goals as well as address other academic and non-academic concerns. Ultimately, the efforts of the Learning Center will help retain students so they may be academically successful and graduate.

The Learning Center (TLC) is a FREE resource for all LCOOU students! We have a great team of peer tutors who are successful students that offer individualized and group tutoring sessions and study groups within their area of study. Our goal is full assistance—this means that you can come in with any kind of assignment at any stage in your process and we will work with you in whatever way is most beneficial. This might include problem solving, outlining, and editing, study skills review, oral coaching, or any number of other strategies. This help is individualized and customizable.

In addition to tutoring services, TLC helps with academic skill areas such as note taking, time management, test taking skills, etc. TLC is also host to several other services including Career Planning and Job Readiness, Admissions, Financial Aid, Registration, and Scholarship Assistance, a University Fair, University visits, Loyalty Program, Language Table, and more.

We also offer several amenities for student use including computer usage, study areas, DVD tutorials, and large screen TVs for practicing presentations.

WHEN TO GET HELP

- Falling behind on assignments
- Feeling confused or lost in class.
- Not sure how or what to study
- Struggling in any way
- Dreading classes
- Skipping classes
- Have a learning disability.
- Have had trouble in school before
- First-time university student
- Returning student
- On academic probation
- Need a little extra help.

LIBRARY SERVICES

The mission of the Lac Courte Oreilles Ojibwe University Community Library is to provide quality materials and services that fulfill the educational, informational, cultural, and recreational needs of the community while supporting the university mission with its emphasis on advancing language, culture, and history of the Ojibwa.

The Lac Courte Oreilles Ojibwe University Community Library plays a dual role as it provides services to both the university and to the community at large. The library collection includes both popular and university curriculum materials. A special Native American collection features books, periodicals, microfilms, video and audio recordings, photographs, and maps. The library provides quiet study areas, conference rooms, a children's section, computer access, and a comfortable seating area in a stylized wigwam with a fireplace.

The library web page (www.lco.edu/library/res) offers access to the library catalog and periodical databases that include JSTOR, Ethnic Newswatch, and EbscoHost. Students and staff can request passwords for these databases for off-campus access. The library is a member of the Northern Waters Library Service Merlin Consortium. Cardholders can use their library card at all member libraries in Northwest Wisconsin. Materials can also be ordered from other libraries through interlibrary loan.

The library is open

- Monday through Friday from 8:00 a.m. to 4:30 p.m.
- Evening hours 4:30 pm to 8:00 pm (subject to change at short notice, please call ahead).
- Saturday hours 8:00 am to 4:00 pm (subject to change at short notice, please call ahead).

Library cards are available to everyone from first grade on up.

MIGIZI CULTURAL RESOURCE CENTER

The Migizi Cultural Resource Center is dedicated to the education, discovery, preservation, and transmittal of history, language, literature, and cultural values and wisdom of the Lac Courte Oreilles People.

The Migizi Cultural Resource Center is a living cultural arts and teaching center with a classroom, display and gathering area, climate-controlled storage center, and offices. The Center features displays and exhibits that consist of Native art, quilts, beadwork, artifacts, and photographs. It is also utilized for ceremonies, workshops, and programs that are open to the community.

MISSING STUDENT

Due to the nature of a commuter campus, it is often difficult to ascertain whether a student is ‘missing’ or has simply not shown up for class for legitimate reasons. However, this does not abdicate the responsibility that the university has toward verifying the health and safety of its students. Should a student, faculty or employee member feel that a student is ‘missing’, they should contact the Dean of Students immediately. The Dean will then utilize the resources that they have at their disposal to ascertain and verify the disposition of the student. While the exact nature of the student’s absence may not be disclosed, the reporter will be informed that action has taken place.

PARKING

LCOOU strives to ensure adequate parking areas for students and employees. Students may not park in the handicapped designated areas, without the special permit, or in the special designated parking places. Anyone using the handicapped parking spots must be prepared, when asked, to provide proper documentation as provided by the Department of Transportation and signed by their physician.

EMERGENCY AID PROGRAM

The Emergency Aid Program allows us the opportunity to reduce our students’ financial stress through the provision of grants for unanticipated emergencies. Unanticipated emergencies might include childcare, utilities, vehicle repairs or maintenance, medical expenses, rent, or other financial burdens that may prevent students from being successful. Students will complete an application detailing their financial emergency.

A LCOOU committee will review the application, and if approved expenses up will be paid within two business days to the third- party vendor. By quickly removing financial distractions, students can refocus on their studies and continue toward graduation. We want all our students to have the opportunity to stay focused on their path to completing a certificate or university degree.

STUDENT BILLING

It is the responsibility of the student to ensure that all bills to the university are paid in full. Students who apply for admissions must apply for Financial Aid or set up a payment plan with the Business Office to ensure payment. Students who are in arrears may have their registration for subsequent semesters delayed until payment is received. Students will also have the option to use current financial aid awards applied towards past due balances with the “Withholding Financial Aid Funds” form. If any questions about billing, please contact the Business Office.

STUDENT EMAIL ACCOUNT

All LCOOU students will be provided with an LCOOU email account. Email is the University's official means of communication with students. All-important announcements by the University will be sent to your student email Account. Any problems or issues with your email Account should be brought to the attention to the IT Department for immediate resolution.

STUDENT SUPPORT SERVICES- TRIO

The Student Support Services – TRIO program is designed to assist students in having a successful university experience. Funded by a U.S. Department of Education federal TRIO grant, Student Support Services (SSS) is staffed by professional educators who are experienced and skilled at providing services to students that will help them overcome obstacles in obtaining their degree. SSS provides academic tutoring, advice, and assistance in postsecondary course selection, assist student with information on both the full range of student financial aid programs, benefits, and resources for locating public and private scholarships; and assistance in completing financial aid applications. Education or counseling services designed to improve the financial and economic literacy; and assist students enrolled in two--year institutions and applying for admission to and obtaining financial assistance for enrollment in four--year programs. SSS may also provide personal support, career and academic information, activities, and instruction designed to acquaint students with career options, exposure to cultural events and academic programs not usually available.

The SSS program at the main campus is located at the end of the hall in the 100-wing. The area has a computer lab, a community area with couches, tables, and areas for private conversations as requested. There is also an SSS staff member at each of the three outreach sites. The SSS program has limited spaces for students, so students are encouraged to apply for the program as soon as possible each semester. Students will be notified of acceptance into the program. The LCOOU SSS program promotes an atmosphere of an active community of students and learners, where all are welcome, and services are readily available.

STUDENT TRANSPORTATION

The communities the university services has pubic transportation to assist students traveling to and form campus.

- Lac Courte Oreilles – Namekagon Transit
- Lac du Flambeau – Menominee Transit
- Bad River – BART Bus
- Red Cliff – BART Bus or Red Cliff Dollar Bus

TECHNOLOGY

TECHNOLOGY LCOOU is committed to staying on the cutting edge of technology, not only in teaching methods, but in student access as well. To this end, the LCOOU Main Campus has the following:

- Open computer labs as well as computer classrooms
- Access to high quality networked printers
- Internet connectivity – both wired and wireless
- College-issued email addresses for all students
- Access to online student portals for courses, registration, and academic information
- Interactive Television (ITV) studios for distance learning campuses
- Various online course options
- Classroom projection system
- Touchscreen/Whiteboard technology for in-class and distance learning opportunities
- Integration of technology throughout the curriculum

Help Desk for students with technology related questions or problems (Main Campus). The Help Desk is available at helpme@lco.edu

VIRTUAL BOOKSTORE

LCOOU has an agreement with eCampus as the university's virtual bookstore. The Virtual Book Store is located on the university website; www.lco.edu. The virtual book store gives students more purchasing options (new, used, rental, eBook) that can help students save money.

We are committed to supplying the materials and resources required for success in all our LCOOU course offerings, with the highest level of convenience and service to our students. There are student guides on how to order textbooks, book buy back, return textbooks, return rentals, and more located on the website at www.lco.edu. Students that wish to use the rental option for purchasing textbooks, will need to have a debit/credit card on file with eCampus for collateral (card will only be charged if textbook rentals are not returned).

Students can return their textbooks 30 days from the start of classes for a refund less a 10% restocking fee. The restocking fee and shipping charges will remain on the student account and will be the student's responsibility to pay.

If you have any questions or concerns regarding the virtual bookstore, please contact the Academic Department.

CAREER SERVICES

Career Services at Lac Courte Oreilles Ojibwe University are designed to assist students with their career development process. As with all career development there are three questions, we will assist students in answering for themselves: Who am I? Where am I going? How do I get there? At LCOOU we understand that career development does not stop at getting the job so we added a fourth question "How do I stay/Do I want to stay?" We strive to provide meaningful experiences that will help students answer these questions.

PAID INTERNSHIPS

Paid internships will provide a way for students to earn pay while they learn about and explore their chosen career field. Students who take advantage of the paid internships will earn a competitive wage while deciding if this career choice is right for them.

Work Based Learning has a large network of local businesses and nonprofit organizations that are eager to host an LCOOU Student Intern. Employers hosting a student intern are provided with the unique opportunity to create their own pool of skilled and motivated future employees, improve retention, reduce training time and costs, and showcasing a positive image within the community.

CAREER EXPLORATION AND PROFESSIONAL DEVELOPMENT

Career Exploration and Professional Development are great ways for students to upgrade their employability skills while learning key factors about themselves to make good decisions for their own futures. There are several ways these services are provided to students.

Career Exploration is the process in which the student chooses an educational path which fits their interests, skills, and abilities. Career Exploration at LCOOU provides students with opportunities to learn more about themselves and the careers that may be a good match for them. This is accomplished through self-assessments, paid internships, career fairs, and guest speakers.

Professional Development is the process of improving and increasing individual work capabilities through continually seeking education and training opportunities. Professional Development at LCOOU provides students with opportunities to continually upgrade their employability skills through faculty requested student group travel to relevant conferences, workshops, and seminars. The University also offers Professional Development opportunities onsite by either sponsoring or hosting conferences, workshops, and seminars.

FINANCIAL ASSISTANCE

The University recognizes the challenges students face in meeting the financial obligations of attending university and this program will work towards assisting students. We strive to provide meaningful experiences that will improve the student's employability skills.

Financial Assistance provides basic school and work supplies to students. This portion of the program also assists with testing fees, transfer fees, student travel, and other financial assistance that is allowed by the funding agency. The student should bring all university concerns related to financial need to the Work Based Learning Program Director and together we will try to find a reasonable solution. Work Based Learning is dedicated to upgrading employability skills and providing professional development skills to all students. We have assisted students with producing employment portfolios, developing cover letters and resumes. Work Based Learning provides in-class services to instructors and students as well as providing tips and techniques to assist students in professionalism.

STUDENT ORGANIZATIONS

AMERICAN INDIGENOUS BUSINESS LEADERS (AIBL)

The American Indigenous Business Leaders mission is to increase the representation of American Indians and Alaska Native in business and entrepreneurial ventures through education and leadership development opportunities.

AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

The American Indian Science and Engineering Society was founded in 1977 by American Indian scientists, engineers, and educators. The AISES mission is to substantially increase the representation of

American Indian and Alaskan Natives in engineering, science, and other related technology disciplines.

In February 1991, Lac Courte Oreilles Ojibwe University chartered an AISES chapter of the national organization. The chapter has remained on campus since its inception, some years having only a few active members and other years having more than a dozen.

Although its name and mission statement imply this organization is designed for Native Americans having or in the process of obtaining a degree in the science, engineering, or related fields, the LCOOU AISES chapter (as well as all other chapters throughout the nation) is open to any enrolled student who wants to join and become involved. The annual membership fee is currently \$25 per student, which is paid by the LCOOU AISES chapter.

On the national level, being a member of AISES provides opportunities for scholarships and internships only available to AISES members. The “Winds of Change” magazine is published quarterly and is distributed to all AISES members. Early in November, AISES has an annual national conference held in a different metropolitan area each year. Each year all the seven AISES regions have a regional conference; LCOOU AISES chapter is part of Region V. Throughout the years, a number of LCOOU students have attended the national and/or regional conferences.

Locally the LCOOU AISES chapter has been involved with the Boys and Girls Club (demonstrating interesting science activities with the boys and girls participating), provide a Halloween and Christmas party for the whole community. Fundraising activities include hosting the Best Tasting Pizza in Sawyer County competition, local food meal preparation for conferences, bake sales, and providing recycling and garbage services at the Sawyer County Fair. Each year the LCOOU AISES members make traditional tobacco pouches to give to each graduate and dignitary at the annual graduation ceremony.

ARCHERY – LAC COURTE ORIELLES BEBAAMISEJIG

The Lac Courte Oreille Bebaamisejig is a fabulous way for students to connect with each other while strengthening their archery skills and enjoying a wonderful sport. Our mission is to promote strength, teamwork, and cultural heritage through the practice of archery.

INDIGENOUS ARTS ALLIANCE

Indigenous Arts Alliance mission is to expose the student to the endless possibilities of creative arts. Students create, sustain, and build team confidence within themselves as well as the LCOOU and surrounding community.

DRAMA CLUB

Drama Club is a place to learn about and engage in performing arts & theater, with a focus on indigenous arts; art, poetry, storytelling, acting, and more. This is a great way to have fun and meet fellow students.

LEAGUE OF LEGENDS

The League of Legends is a club dedicated to participation in and celebration of the multiplayer online battle arena game called League of Legends. The purpose will be to facilitate tournaments, weekly “gaming zones” and to travel to other collegiate tournaments.

NATIVE AMERICAN STUDIES OJIBWE LANGUAGE

The American Indigenous Business Leaders mission is to increase the representation of American Indians and Alaska Native in business and entrepreneurial ventures through education and leadership development opportunities.

POKEMON GO CLUB

Pokémon Club is a student-led club with a goal to encourage closer community and outdoor exercise with fellow players of this popular digital exploring game. Any student with a smart phone is free to join our adventure and bring a friend or well-behaved pet if they wish.

ROCKET CLUB

Rocket Club is a place to learn about high powered rocketry and compete in the First Nations Launch competition with the Wisconsin Space Grant Consortium. Club members will have the opportunity to engage with NASA scientists and judges and participate in the annual launch in Kenosha in April.

STUDENT AMBASSADORS

Student Ambassadors are current students who act as a link between Lac Courte Oreilles Ojibwe University and the outside community. They use their own experiences to give people interested in university life an idea of what it is like to be a student.

Student Ambassadors play a vital support role to LCOOU’s prospective students such as:

- Leading campus tours and organizing fun interactive activities.
- Attending high schools and sharing their experiences with students
- Attending school and community expos
- The program also provides the Student Ambassador with an excellent opportunity to gain valuable work experience - improving skills such as communication, leadership skills, teamwork and working with different age groups.

STUDENT SENATE

The Lac Courte Oreilles Ojibwe University Student Senate represents the interests of the students of LCOOU by authorizing and passing legislation to improve student life and the overall quality of the institution. The Senate confers with and advises faculty, staff, and administration as well as the state and federal government. The Student Senate plans events throughout the year, oversees the approval of all new student organizations, and appoints students to serve on committees. We are exceedingly proud of our service to our students, and welcome suggestions on ways we can better serve our incredible student body. Interested students should stop by the Dean of Students Office.

CULTURAL ACTIVITIES

WEEKLEY AND MONTHLY CULTURAL ACTIVITIES AND EVENTS

LCOOU recognizes the necessity of not only honoring but practicing Anishinaabe traditions and culture through language, ceremony, and practices. The university hosts weekly and cultural activities for the students, staff, faculty, and community. These practices may include smudging, talking circles, language tables, and Anishinaabe skills building activities, etc. The goal is to provide a foundation of Anishinaabe practice within the fabric of the university. Examples of the larger events are listed below, however, there are smaller events happening throughout the year.

MEDICINE POLE CERMONY

A Medicine or Spirit Pole Ceremony is held on campus each year at the beginning of the fall semester for the students, community, university faculty, and staff. This ceremony is an integral part of the academic experience and curriculum at the university and is held from mid-morning to early afternoon. As part of the ceremony, a feast is provided for lunch.

FEAST OF THANKSGIVING

The University hosts a meal during the holiday for Elders of the community. During the Elder's feast, community elders receive a feast, prayers, gifts, and good company.

WINTER STORYTELLING

Traditional and contemporary Ojibwe and other Native American stories are shared by storytellers and community members. As part of the ceremony, a feast is provided.

COMMENCEMENT CEREMONY

The University honors its graduates by hosting a celebration in recognition of their graduation accomplishments. Commencement is a time to celebrate with recent graduates and families, friends, fellow students, and other community members.

BOARD OF REGENTS

The University is an agency of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians and derives its authority from the sovereignty and constitution of the tribe. The "General Membership" of the University consists of those individuals duly serving on the Tribal Governing Board. The management of the University is vested in a Board of Regents of seven (7) individuals who are enrolled members of the Lac Courte Oreilles Tribe.

JASON BISONETTE, CHAIRPERSON

GARY GERBER (MISHKAAWATIG), MEMBER

MONICA CHASE, VICE CHAIRPERSON

KYLE VAN ACKER, MEMBER

DARYL COONS JR, SECRETARY

MELISSA LEWIS, MEMBER

MARIE BASTY, TREASURER

UNIVERSITY DIRECTORY

FACULTY & STAFF

THE FULL AND MOST RECENT LIST OF LCOOU FACULTY, EMPLOYEES, AND ADMINISTRATION PERSONNEL (AND THEIR ACADEMIC CREDENTIALS) CAN BE FOUND ON OUR WEBSITE: WWW.LCO.EDU.

DISCLAIMER

LAC COURTE OREILLES OJIBWE UNIVERSITY PUBLISHES A STUDENT HANDBOOK TO PROVIDE STUDENTS WITH INFORMATION ABOUT UNIVERSITY POLICIES, PROCEDURES, AND SERVICES FOR STUDENTS. EVERY STUDENT IS RESPONSIBLE FOR OBSERVING THE RULES AND REGULATIONS OF THE UNIVERSITY AS PUBLISHED IN THE HANDBOOK. THE

HANDBOOK IS AVAILABLE ONLINE AT LCO.EDU OR YOU MAY OBTAIN A PAPER COPY OF THE HANDBOOK FROM STUDENT SERVICES FREE OF CHARGE. THE UNIVERSITY

RESERVES THE RIGHT, WITHOUT PRIOR NOTICE, TO MAKE CHANGES IN POLICY AND PROCEDURE AS DEEMED NECESSARY. STATEMENTS IN THIS HANDBOOK DO NOT CONSTITUTE, AND SHOULD NOT BE CONSTRUED AS, A CONTRACT WITH THE UNIVERSITY.

NC-SARA

LAC COURTE OREILLE OJIBWE UNIVERSITY (LCOOU) PARTICIPATES IN THE SATE AUTHORIZATION RECIPROcity AGREEMENT (SARA). AS A MEMBER OF SARA, ANY CURRENT OR FORMER STUDENT OF A DISTANCE EDUCATION PROGRAM OFFERED BY LCOOU, BEGINNING WITH ITS PARTICIPATION IN SARA, MAY FILE A COMPLAINT WITH WISCONSIN'S DISTANCE LEARNING AUTHORIZATION BOARD (DLAB) FOR LCOOU DISTANCE EDUCATION ACTIVITY CONDUCTED ACROSS STATE LINES UNDER SPECIFIC AND LIMITED CIRCUMSTANCES. FOR MORE INFORMATION ON THE TYPES OF COMPLAINTS HANDLED BY DLAB, STEPS TO BE TAKEN BEFORE FILING A COMPLAINT WITH DLAB, AND THE PROCESS TO FILE A COMPLAINT WITH DLAB, SEE DLAB'S STUDENT COMPLAINT PROCESS ([HTTP://WWW.HEAB.STATE.WI.US/DLAB/STUDENTS.HTML](http://WWW.HEAB.STATE.WI.US/DLAB/STUDENTS.HTML)).