

**LAC COURTE OREILLES OJIBWE  
COLLEGE  
STUDENT HANDBOOK  
2021-2022**



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# PRESIDENT'S WELCOME

Dear Students:

Welcome to Lac Courte Oreilles Ojibwe College. I am very excited for you and your family. Your choice to attend college here inspires my team and I to create a college 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 College



# LAC COURTE OREILLES OJIBWE COLLEGE

The Lac Courte Oreilles Ojibwe College (LCOOC) was founded in 1982 on the Lac Courte Oreilles Ojibwe reservation in Northwest Wisconsin. There are Outreach sites at four other Ojibwe reservations in Wisconsin – Bad River, Lac du Flambeau, Red Cliff, and St. Croix. Our advanced technology allows virtually any student to enroll in LCOOC courses via Interactive Television and online courses. LCOOC grants Associates Degrees and one-year Certificates. Several agreements are in place for LCOOC students to earn an Associate degree and then transfer on for a Bachelor of Arts degree. LCOOC is accredited by the Higher Learning Commission.

## MISSION STATEMENT

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

## PHILOSOPHY

The college 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

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### ACADEMIC OPPORTUNITY

Provide quality instruction for academic and personal enhancement.

Offer appropriate curriculum leading to 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.

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### STUDENT SERVICES

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

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### 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 and associate degrees and certificate programs need to complete courses that meet the General Education requirements. The General Education Program at LCOOC 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 College is the strong heritage and ethnicity that the college and the community have to offer. While meeting the needs and standards of a sound General Education, LCOOC 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 COLLEGE

In 1982, a task force of educators and parents undertook the establishment of Lac Courte Oreilles Ojibwe Community College now known as the Lac Courte Oreilles Ojibwe College. 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 college at Lac Courte Oreilles.

In August of 1982, the Lac Courte Oreilles Tribal Governing Board chartered the college 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 college that it had fulfilled all requirements and was approved for funding for the fiscal year under P.L. 95-471, the Tribally Controlled Community College Assistance Act of 1978. This Act continues to be the prime source of funding for the college.

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

LCOOC 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 LCOOC students to baccalaureate programs. In 1998, LCOOC was granted an additional 8 years of reaccreditation.

LCOOC received Land Grant Status approval on October 5, 1994, in legislation passed by the U.S. Congress within the Tribal College 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 LCOOC was completed and the grand opening was held in August 2007.

In 2011 the College 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 College’s Extension programs and staff.



## ACCREDITATION

LCOOC is accredited by:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
info@hlcommission.org  
800.621.7440

Accredited



## 2021-2022 ACADEMIC CALENDAR

### FALL SEMESTER

<b>Student Orientation</b>	<b>August 20- 25, and on Canvas</b>
<b>Registration Ends</b>	<b>August 20</b>
<b>Classes Begin (1-A Classes begin)</b>	<b>August 30</b>
<b>Labor Day Holiday **</b>	<b>September 6</b>
<b>Last Day to Add Classes with Faculty approval</b>	<b>September 7</b>
<b>1A-Last day to Add/Drop classes</b>	<b>September 7</b>
<b>Last Day to Drop Classes</b>	<b>September 13</b>
<b>Financial Aid Census Date</b>	<b>September 14</b>
<b>Constitution Day</b>	<b>September 17</b>
<b>Spirit Pole Ceremony *</b>	<b>September 23</b>
<b>1A-Midterm grades due</b>	<b>September 27</b>
<b>Indigenous Peoples' Day Holiday (No Classes)</b>	<b>October 11</b>
<b>1A-Last day to withdraw</b>	<b>October 12</b>
<b>1A-Last day of classes</b>	<b>October 23</b>
<b>1A-Final grades due</b>	<b>October 25</b>
<b>1B-Classes Begin</b>	<b>October 25</b>
<b>Mid-Term Grades Due</b>	<b>October 25</b>
<b>Registration for Spring Begins</b>	<b>October 25</b>
<b>1-B Last day to add/drop classes</b>	<b>November 1</b>
<b>Veterans' Day Holiday **</b>	<b>November 11</b>
<b>Last Day to Withdraw</b>	<b>November 19</b>
<b>1-B Midterm grades due</b>	<b>November 22</b>
<b>Employee Recognition Day **</b>	<b>November 24</b>
<b>Thanksgiving Holiday/Break **</b>	<b>November 25-26</b>
<b>Last Day of Classes</b>	<b>December 17</b>
<b>1-B Last day of classes</b>	<b>December 18</b>
<b>Final Exams</b>	<b>December 13-17</b>
<b>Final Grades Due-Noon</b>	<b>December 20</b>
<b>Semester Break</b>	<b>December 20-January 17</b>

## SPRING SEMESTER

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<b>Registration Ends</b>	<b>January 7</b>
<b>Student Orientation</b>	<b>January 10-14</b>
<b>Martin Luther King Day Holiday**</b>	<b>January 17</b>
<b>Classes Begin (2A-Classes begin)</b>	<b>January 17</b>
<b>Treaty Day Holiday**</b>	<b>January 21</b>
<b>2-A Last Day Add/Drop</b>	<b>January 24</b>
<b>Last Day to Add Classes w/Faculty Approval</b>	<b>January 24</b>
<b>Last day to drop classes</b>	<b>January 31</b>
<b>Financial Aid Census Date</b>	<b>February 1</b>
<b>2-A Midterm Grades Due</b>	<b>February 14</b>
<b>American Birkebeiner Friday **</b>	<b>February 18</b>
<b>2A-Last day to withdraw</b>	<b>February 28</b>
<b>2A-Last day of classes</b>	<b>March 12</b>
<b>2A-Final Grades are due</b>	<b>March 14</b>
<b>Mid-Term Grades Due</b>	<b>March 14</b>
<b>SPRING BREAK</b>	<b>March 14-18</b>
<b>Registration Summer/Fall 2021 begins</b>	<b>March 14</b>
<b>Classes Resume</b>	<b>March 21</b>
<b>2B-First day of classes</b>	<b>March 21</b>
<b>2B-Last day to add/drop classes</b>	<b>March 28</b>
<b>Easter Break **</b>	<b>April 15 – April 18</b>
<b>Classes Resume</b>	<b>April 19</b>
<b>Last Day to Withdraw</b>	<b>April 19</b>
<b>2-B Midterm grades due</b>	<b>April 19</b>
<b>2-B Last day to withdraw</b>	<b>May 2</b>
<b>Last Day of Classes</b>	<b>May 13</b>
<b>2-B Last day of classes</b>	<b>May 14</b>
<b>Final Grades Due</b>	<b>May 16</b>
<b>2-B Final grades due</b>	<b>May 16</b>
<b>Commencement (Tentative)</b>	<b>May 21</b>

*Key \*\* Campus Closed - \* Morning Feast-Classes resume in the afternoon*

*\*\*\*Calendar dates for Sub-Terms*

# ACCESS TO INFORMATION

## STUDENT RIGHT TO KNOW

The Student Right to Know Act ensures that the LCOOC discloses annual student completion and graduation rates and is available on the College's website.

## CAMPUS SECURITY REPORT

The Campus Security Report informs the college 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 College's website and in the Student Services Office. Prospective students and employees may access this report via the College's website.

## COST OF ATTENDANCE

Visit the College 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 Student Handbook and on the College's website.

## DROP/ADD/WITHDRAWAL 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 College Catalog and on the College's website.

## FAMILY EDUCATION RIGHTS TO PRIVATE DATA (FERPA)

The Family Education Rights to Privacy Act 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 College's website.

## FINANCIAL ASSISTANCE

The College's website and Student Services employees 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

LCOOC has an open-door admissions policy that welcomes all who wish to complete the application process. Lac Courte Oreilles Ojibwe College 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 complete the following steps to be admitted:

1. Complete the online application for admissions or apply in person.
2. Supply proof of high school, GED or HSED completion.
3. Provide or make arrangements to have your official transcripts 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.

Completion of all steps stated above, documented with signed-off Admission Checklist is necessary to register for classes. All steps must be completed by the Semester's Add/Drop date.

## ADMISSION 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 LCOOC. It is the responsibility of the student to provide official transcripts of all college course work completed for evaluation.

## 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 college.
Freshman	Students who have accumulated 32 credits or less.
Sophomore	Students who have completed 32 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 are those 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.

# BECOMING A STUDENT (CONT.)

## READMISSION

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

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

LCOOC Admissions Committee  
13466 W Trepania Rd  
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 poor 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 since the last semester to be forgiven: and
- The student has completed at least twelve (12) credits at LCOOC with a GPA of 2.0 or higher – with no failing grades since the last semester to be forgiven. In addition, the student must complete at least 2/3 of their credits attempted since the last semester to be forgiven.

If you are granted academic forgiveness, LCOOC will:

- Apply toward graduation those courses in which you earned a D or better.
- Apply toward your prerequisites and general degree requirements those courses in which you earned a D 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 college maintains the official record of credits attempted at LCOOC. All original grades remain on the transcript, but all forgiven grades are specially denoted. Academic forgiveness can only be guaranteed to apply for LCOOC purposes; transfer baccalaureate/graduate programs and other colleges/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 LCOOC. 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 VA for past benefits you have received.

## ACADEMIC FORGIVENESS PROCESS

A Meeting Verification Form must be signed by the Director of Financial Aid. 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 member of the Academic Forgiveness Committee (the Dean of Academic Affairs, the Dean of Student Affairs, and the Registrar), who will ultimately decide whether to grant your request.

## ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY

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### PART 1. PURPOSE

#### SUBPART A. ACCEPTABLE USE

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This procedure establishes responsibilities for acceptable use of Lac Courte Oreilles Ojibwe College system information technology resources. System information technology resources are provided for use by currently enrolled system students, administrators, faculty, other employees, and other authorized users. The College's information technology resources are the property of Lac Courte Oreilles Ojibwe College and are provided for the direct and indirect support of the College'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 College 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

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Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom or the terms of any charter establishing a College 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 College, and to all uses of those resources, wherever located. This procedure establishes minimum requirements and the College may adopt additional conditions of use for information technology resources under its control. Lac Courte Oreilles Ojibwe College 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

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Security measures means processes, software, and hardware used by College and network administrators to protect the confidentiality, integrity, and availability of the computer resources and data owned by the College 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. COLLEGE INFORMATION TECHNOLOGY

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College 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.



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## SUBPART C. TRANSMIT

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

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## SUBPART D. USER

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

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# PART 4. RESPONSIBILITIES OF ALL USERS

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## 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 college 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 college information technology under their authorization.

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## 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 College to anyone else;
  - b. share any account or password, assigned to the user by the College, with any other individual, including family members;
  - c. allow others to use college 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 college information technology.
3. Users must not change, conceal, or forge the identification of the person using college information technology, including, but not limited to, use of e-mail.
4. Users must not knowingly download or install software onto college 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 College. Mission related activities are determined by the College 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 College employee; and
- f. “Spamming” through widespread dissemination of unsolicited and unauthorized e- mail messages.

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#### 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.

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#### SUBPART D. LIMITATIONS ON USE

Users must avoid excessive use of college 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 interfere 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 College in the context of relevant circumstances.

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#### SUBPART E. UNAUTHORIZED REPRESENTATIONS OR TRADEMARK USE

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

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### PART 5. COLLEGE EMPLOYEE USERS

All employees of Lac Courte Oreilles Ojibwe College 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 common sense when using system information technology.

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#### SUBPART A. PERSONAL USE

College 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 College, or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable, as determined by the College.

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#### SUBPART B. POLITICAL ACTIVITIES

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

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## SUBPART C. RELIGIOUS ACTIVITIES

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

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## PART 6. SECURITY AND PRIVACY

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### 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.

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### SUBPART B. PRIVACY.

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

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### SUBPART C. RIGHT TO EMPLOY SECURITY MEASURES

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

The College does not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of college 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. College officials may access data on college 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.

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## PART 7. APPLICATION OF GOVERNMENT RECORDS LAWS

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### 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.

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### SUBPART B. RECORDS RETENTION SCHEDULES

Official College 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.

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## PART 8. COLLEGE POLICIES AND PROCEDURES

The College 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 college security policies, procedures, and guidelines to protect the integrity of college 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 college 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 College;
- 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.

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## PART 9. ENFORCEMENT

Conduct that involves the use of college information technology resources to violate a College 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.

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### SUBPART A. ACCESS LIMITATIONS

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

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### SUBPART B. REPEAT VIOLATIONS OF COPYRIGHT LAWS

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

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### SUBPART C. DISCIPLINARY PROCEEDINGS

Alleged violations shall be addressed through applicable college 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 College policy for other allegations involving employees. Continued use of college information technology is a privilege subject to limitation, modification, or termination.

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### 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 college information technology and may be subject to other penalties and disciplinary action, both within and outside of the

College. Discipline for violations of this procedure may include any action up to and including termination or expulsion.

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## SUBPART E. REFERRAL TO LAW ENFORCEMENT

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

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# ACCESS AND ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

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## PART 1. POLICY STATEMENT

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

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## PART 2. DEFINITIONS

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### 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.

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### 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 College 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.

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### 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.

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## PART 3. GENERAL ACCESS POLICY

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

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## PART 4. AVAILABILITY AND NOTICE

The College 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.

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## PART 5. REASONABLE ACCOMMODATIONS

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### SUBPART A. PROGRAMS, SERVICES, AND ACTIVITIES

The College shall make reasonable accommodations 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.

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### SUBPART B. EMPLOYMENT

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

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

The College 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.

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## PART 7: STUDENTS REQUESTING REASONABLE ACCOMMODATIONS

Students who request accommodations must:

Complete a Disability Services Form

1. Provide current documentation (no more than 3 years old) of the disability and/or a signed "Release of Information" form whereby the Dean of Academic Affairs 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 Disability Services Coordinator/Dean of Academic Affairs 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 College's ADA Officer/Dean of Academic Affairs.

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

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## PART 8: PROCEDURE FOR EMPLOYEES REQUESTING REASONABLE ACCOMMODATION

1. To initiate the process, employees will complete the ADA Request form and return it to the Human Resources Office. Employees may also schedule an appointment before completing the form to clarify the process and ask questions.
2. The Director of Human Resources will provide employees with the appropriate Release of Medical Information forms to request medical documentation related to the accommodation request. The Director of Human Resources will verify that there is a qualifying condition prior to the beginning of the interactive process for identifying reasonable accommodations.
3. When a request for reasonable accommodation has been documented and verified, the Director of Human Resources will begin an interactive process with the employee and supervisor to discuss the purpose of the job and the essential functions. This process may include completing a step-by-step job analysis to determine the precise job-related limitations.
4. The next step is to identify potential accommodations and assess the effectiveness of each.
5. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause undue hardship to the operation of the College, the employee and Director of Human Resources will work together to determine whether reassignment may be an appropriate accommodation.

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## PART 9: APPLICANT PROCEDURE FOR REQUESTING A REASONABLE ACCOMMODATION

1. Applicants inform the Director of Human Resources of their request for an accommodation verbally or in writing. When a request for accommodation is received from a job applicant, the search committee chair and the Director of Human Resources will discuss alternatives with the applicant and make a decision regarding the request.
2. If the request is approved, the search committee chair will ensure that the accommodation is provided. If the request is not approved, the Director of Human Resources will inform the applicant in writing within 5 working days.

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## PART 10: APPEAL PROCEDURE

Employees or applicants who are denied access or accommodations may appeal by filing a written statement to the College's ADA Officer, the Dean of Academic Affairs

### ADD, DROP, AND WITHDRAWAL

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

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## PART 1: 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.

**CALENDAR DAY:** Every day including weekends and holidays.

**ACADEMIC CALENDAR DAY:** College business day. Does not count weekends/holidays.

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## PART 2: ADD/DROP/WITHDRAWAL

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### ADD/DROP

Students may add and/or drop a class through the tenth (10<sup>th</sup>) 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) will not have the course(s) appear on their transcript.

### WITHDRAW

Students may withdraw from courses after the 10<sup>th</sup> academic calendar day through the “last day to withdraw” as specified on the College’s academic calendar. A grade of “W” will appear on the transcript and repayment of financial aid may be required.

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## 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 who withdraw from ALL courses on the same day may receive a refund in accord with the College’s Refund Policy.
3. A withdrawal does negatively impact Satisfactory Progress requirements (see Satisfactory Academic Progress policy).
4. Federal financial aid is calculated based on the number of credits for which a student is registered on the end of the 10<sup>th</sup> academic calendar day. If a student withdraws from a class (es) after the 10<sup>th</sup> day, his/her financial aid may be adjusted, and repayment may be required. Repayment will not be required if the student substitutes a different class with the same number of credits and has obtained the permission of his/her advisor to late add. Students will not be charge tuition for course dropped within the first 10 academic calendar days.
5. Students must formally drop/add by completing the necessary forms to avoid being charged or impacting financial aid.
6. Students must formally withdraw from courses to avoid being assigned a grade of “F.”

## ADMINISTRATIVE WITHDRAWAL

Students who register for classes but who are incapable of attending may be withdrawn from all classes by the institution. Though the “AW” 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

An administrative withdrawal exists to allow a student who is 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: if you need to withdraw from classes, you must do so yourself. The administrative withdrawal will be used sparingly and only with due process and documented concerns.

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

## ATTENDANCE

Students not attending regularly 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 after the last day to add/drop classes.

## CHILDREN IN THE CLASSROOM

To provide the best possible college learning environment, children are not allowed in College classrooms due to the following reasons:

- children can distract parents, other students, and instructors
- children can be exposed to adult illnesses, or vice versa
- some class subject matter or environments may not be suited for children (e.g. a chemistry lab due to safety concerns)

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 complete the Children in the Classroom form that is available at the front desk that:  
indicates which class children are in and the time(s); and,
2. provides for the instructors' signature of approval

These forms are to be turned in to the Dean of Student Affairs by the parent before the child is taken to class.

## CONFIDENTIALITY OF STUDENT INFORMATION (FERPA)

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### PART 1. DEFINITIONS

The following definitions apply to this policy:

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## SUBPART A. FERPA

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

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## 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 College. All students have the same rights regarding their educational data.

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## SUBPART C. EDUCATIONAL RECORDS

Those records directly related to a student and maintained by Lac Courte Oreilles Ojibwe College. 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.

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## SUBPART D. SCHOOL OFFICIAL

A person employed by Lac Courte Oreilles Ojibwe College in an administrative, supervisory, academic, or support employees position; a person or company with whom Lac Courte Oreilles Ojibwe College; a student serving on an official college committee; a college 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.

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## 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 College 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 college 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.

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## PART 3. NOTIFICATION

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

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## 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 College 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

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## PART 5. CONSENT FOR RELEASE

Lac Courte Oreilles Ojibwe College 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.

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## PART 6. DIRECTORY INFORMATION

Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public. LCOOC 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.

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## PART 7. IDENTITY VERIFICATION

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

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### IN PERSON:

College 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 LCOOC 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

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### TELEPHONE CALLS:

Before providing information via telephone, college 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

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### EMAILS:

Before providing information via e-mail, college 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

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## PART 8. RELEASE WITHOUT CONSENT

As allowed under FERPA, Lac Courte Oreilles Ojibwe College 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 College 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 the 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.

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## 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 College. Instructors will take care to 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.

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## 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 College employee's person 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 college 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 College 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).

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## 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 College 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 College 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 Dean of Academic Affairs and Dean of Student Affairs. 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 College faculty or employee member serving in an advisory capacity.
5. The Dean of Academic Affairs and Dean of Student Affairs 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 College 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 College 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 College 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 College to comply with the requirements FERPA.

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## 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 College 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

A semester credit represents one hour of class per week for the duration of an academic semester. Classes such as laboratory sessions require two hours of class to earn one semester credit.

### CREDIT TRANSFER

Currently, the Lac Courte Oreilles Ojibwe College maintains credit transfer agreements with colleges and universities. Credits earned through distance learning courses 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 may 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 Dean of Academic Affairs. 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 who will facilitate arrangements with the appropriate academic division. Students must pay a \$70 examination fee. One-year certificate students may take no more than 3 credits through examination and no more than 6 credits by associate degree candidates. 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 College 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

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### PART 1. STATEMENT OF COMPLIANCE

Lac Courte Oreilles Ojibwe College recognizes that the misuse of alcohol and other drugs is a serious issue affecting college students, the community, and our society. The College 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 College premises, or in conjunction with any College-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 College's website and distributed annually to students and employees of the College. The College conducts a biennial review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

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### 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 College-sponsored activity or event, on or off campus.

1. No student or employee shall possess or use a controlled substance while involved in a College-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 College 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, College-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.

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### PART 3. DISCIPLINARY SANCTIONS

Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to 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 include termination of employment.

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### 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.

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### PART 5. HEALTH RISKS

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#### SUBPART A. ALCOHOL

Alcohol consumption causes several changes in behavior and physiology. Even low consumption significantly impairs judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in most violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

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#### SUBPART B. AMPHETAMINES

Amphetamines can cause a rapid or irregular heartbeat, headaches, depression, damage to the brain and lungs, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

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#### SUBPART C. COCAINE/CRACK

Cocaine users often have a stuffy, runny nose and may have a perforated septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, paranoia, and depression. Cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, psychosis, convulsions, stroke and even death.

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#### SUBPART D. HALLUCINOGENS

Lysergic Acid Diethylamide (LSD) causes illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Hallucinogens can cause liver damage, convulsion, coma and even death.

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#### SUBPART E. MARIJUANA

Marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung



cancer. Users also experience interference with psychological maturation and temporary loss of fertility. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

## 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 college have been met.

## GRADE APPEALS

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### GROUNDINGS FOR APPEAL

At LCOOC, 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 LCOOC, the student would appeal to the Academic Dean, who in collaboration with the Department Chair, will review grade sheets and course syllabus against the student's documentation of an error. A student may seek to appeal a final course grade based on one or both of the following factors:

- An error was made in the grade computation.
- The grade was based on factors other than those stated in the course syllabus.

The student bears the burden of proof in establishing existence of the above factors.

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### PROCESS FOR APPEALING

The grade appeal process at LCOOC consists of both informal and formal procedures. If the situation cannot be resolved informally, the student has the right to bring an advocate to any formal appeal proceedings. An advocate must be a faculty member, academic advisor, or other employee of LCOOC.

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 LCOOC), the student should skip to step 2 and approach the Dean of Academic Affairs. The informal request for a change of grade must be done within four weeks from the beginning of the following semester.

**DEFINITION:** "following semester" means the immediate college semester after the course/grade in question. It does not necessarily mean the student's following semester; a student may not appeal a grade more than one semester old, regardless of enrollment status.

2. If the academic dispute cannot be resolved between the student and instructor, the student must meet with the Dean of Academic Affairs and instructor. The Dean of Academic Affairs will facilitate a meeting within two weeks and attempt to informally resolve the disputed grade.
3. If both attempts at an informal resolution fail and the student wishes to continue the appeal, the student must submit a written request and documentation of error for review of the contested grade. The written request must be submitted to the Dean of Academic Affairs within two weeks of the previous meeting with the Dean of Academic Affairs and the instructor.

4. Within two weeks of receiving the written request, the Dean of Academic Affairs will appoint an Ad-Hoc Grade Appeal Committee comprised of two non-involved faculty members and the Dean of Student Affairs (or their designee). The Ad-Hoc committee will select a chairperson and review the written appeal and documentation from both the student and the instructor. The Ad-Hoc committee may determine:
  - a. The appeal should be dropped, or
  - b. The appeal should be formally reviewed by the Ad-Hoc committee and set a date within two weeks to complete the review. The student and instructor will be invited to present their documentation to the committee. The student may bring an advocate to the hearing.
5. The Ad-Hoc committee will provide a written finding and a recommendation, which will be submitted, to the Dean of Academic Affairs within one week of formal review. The Dean of Academic Affairs will review the findings and recommendation. If there is no cause to request a grade change, the matter is closed. If there is a recommendation for a change, the Dean of Academic Affairs will review findings and make a final determination on the appeal and submit a change of grade form if warranted.
6. The Dean of Academic Affairs will convey the findings and actions of the Ad-Hoc committee to the student, instructor, and department chair. Once a decision has been reached, there can be no further appeals upon the same matter.

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## GRADE APPEALS TIMELINE

### ≤4 WEEKS (FROM START OF FOLLOWING SEMESTER)

The student must approach the instructor and attempt to resolve the issue informally. Any appeal initiated after the four-week period is invalid.

### ≤6 WEEKS

The student must set up a meeting with the instructor and the Dean of Academic Affairs.

### ≤8 WEEKS

If not resolved by meeting with the Dean of Academic Affairs, the student must submit a written request and all documentation to the Dean of Academic Affairs for a formal appeal. If a student fails to meet this deadline, there can be no formal appeal.

### ≤10 WEEKS

The Dean of Academic Affairs will form an Ad-Hoc Grade Appeal Committee

### ≤12 WEEKS

The Ad-Hoc Grade Appeal Committee will determine the validity of the appeal. If valid, the Ad-Hoc Committee will meet and hear the appeal. At this point, it is appropriate for the student to bring an advocate, if desired.

## ≤13 WEEKS

The Ad-Hoc Grade Appeal Committee will submit their recommendation to the Dean of Academic Affairs for review and/or approval.

**DEFINITION:** ≤X Weeks means before or during Week X of the semester.

## GRADE CHART

<u>Letter Grades</u>	<u>Interpretation</u>	<u>Grade Points</u>
<u>A</u>	<b><u>EXCELLENT</u></b>	<b><u>4</u></b>
<u>B</u>	<b><u>GOOD</u></b>	<b><u>3</u></b>
<u>C</u>	<b><u>AVERAGE</u></b>	<b><u>2</u></b>
<u>D</u>	<b><u>INFERIOR BUT PASSING</u></b>	<b><u>1</u></b>
<u>F</u>	<b><u>FAILING</u></b>	<b><u>0</u></b>
<u>W</u>	<b><u>WITHDREW</u></b>	
<u>I</u>	<b><u>INCOMPLETE</u></b>	
<u>AU</u>	<b><u>AUDIT</u></b>	
<u>P</u>	<b><u>PASS</u></b>	

## GRADUATION REQUIREMENTS

Students who have completed all requirements with a GPA of 2.00 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, and notification sent to the Registrar. Students who have outstanding accounts with the Business Office, incomplete student record files in the Registrar's Office, students with a grade of Incomplete or non-returned library materials will not receive a diploma until all matters are resolved to the satisfaction of the Registrar. Diplomas will be mailed to students after the commencement ceremony.

## RESIDENCY CREDIT REQUIREMENT

A student must satisfactorily complete a minimum of 15 credits at LCOOC to meet residency requirements for purposes to confer all degrees.

## 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 semester.
2. Instructors reporting grades of "Incomplete" are required to submit an instructor/student contract outlining the reason for unfinished work, a statement stating the portion of work that has been completed and in addition a statement as to the nature of the incomplete portion of work. The

Incomplete grade contract form should include a final grade to be assigned if a student does not complete all the requirements of the course by the proposed deadline.

3. In evaluating student performance, "Incomplete" shall have the same status as a "Withdrawal." It does not affect GPA but does affect completion rate for the purpose of determining satisfactory academic progress.
4. Grades of "I" assigned to courses will be retained on the student's records in the Registrar's Office and, when these grades are resolved, separate entries will be made on the records. Such entries are to be recorded in the semester that the grade is resolved. If the terms of the contract are not met, the "I" grade will be changed to an "F" grade after 6 weeks into the following semester.

## INDEPENDENT STUDY

Individuals who are in the last semester of an associates, bachelor's degrees or one-year certificate may be eligible to take independent study. In addition to earning credit through formal courses, students may request permission to obtain credit through an independent study contract with an Instructor. Students must plan specific activities and goals with the help of the instructor and approval of the Dean of Academic Affairs.

Independent study should be utilized sparingly as students assume most of the responsibility for completing requirements for the course. Independent study courses should correspond to the standard semester time frame for purposes of financial aid, grading, and other such records.

Independent study will be approved only in cases of extreme need. No independent study will be valid unless approved by the Dean of Academic Affairs, and no incomplete will be considered by the Dean of Academic Affairs without the student and faculty signatures on the form. No more than six (6) credits, per degree or certificate, may be taken through independent study and independent study will be granted only for courses that are a part of the regular semester schedule.

## MID-TERM GRADES

At the end of the eighth week, the instructors submit 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 two weeks of the fall/spring semester or the first week of the summer session shall be considered a "no show" and be dropped from all of their courses. When this happens there will be 100% tuition and fees refund issued.

Students may return books up to 30 days from the start of classes if the books have not been written in or if the books are still enclosed in the shrink-wrap in which they were shipped. Books will be refunded if returned by the 30 days, but students will be charged 10% restocking fee and must pay for shipping to return books.

## PRESIDENT'S AND DEAN'S LISTS

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 who withdraw from LCOOC may be eligible to receive a credit to their student account for tuition and fees charged for the semester. Tuition and fees are refunded as follows:

- 50% 2 weeks after the add/drop of the semester
- 100% until the last day to add/drop for the semester

## REGISTRATION

Registration ends before the academic calendar days of the semester; students are encouraged to register as early as possible. Potential 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.

Students admitted to LCOOC must meet the academic requirements of the catalog they are originally admitted under. A student may at any time choose to follow the requirements under a newer catalog by talking with their advisor or the Registrar's office.

If, however, a student does not attend for four consecutive semesters, upon readmission the student must meet the requirements of the newest available catalog. Because program or course requirements may have changed since the student last attended LCOOC, students should talk with their advisor or the Registrar's office about what has changed, and how it affects the course they should take.

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

## 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 repeated more than twice except without special permission of the Dean of Academic Affairs. Financial aid may be applied to only the first repeat of a course. Subsequent repeats will not be eligible for financial aid.

## RESIDENCY CREDIT REQUIREMENT

A student must satisfactorily complete fifteen semester credits from Lac Courte Oreilles Ojibwe College to meet residency requirements for purposes of graduation. These credits may be taken from the Lac Courte Oreilles campus or outreach sites.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

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### PART 1. POLICY

Lac Courte Oreilles Ojibwe College, hereinafter referred to as "the College," 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 College's policy shall be cumulative and include all periods of enrollment, whether a student received financial aid.

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

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

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

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### 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.

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

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### 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 College 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.

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### 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.

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## 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.

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## PART 5. FAILURE TO MEET STANDARDS

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### 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 College 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 College shall end the student's warning status.

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## 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 College shall suspend the student immediately upon completion of the evaluation.

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## 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 College shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

### 2. SUSPENSION FOR EXTRAORDINARY CIRCUMSTANCES

The College 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 College shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

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## PART 6. APPEALS

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### 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 College:

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 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.

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## 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.

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## PART 7. NOTIFICATION OF STATUS AND APPEAL RESULTS

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### SUBPART A. STATUS

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

1. **NOTIFICATION OF WARNING** – The College 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 College 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 College 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.

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### SUBPART B. APPEALS

The College 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.

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## PART 8. REINSTATEMENT

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

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.



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## PART 9. TREATMENT OF GRADES AND CREDITS

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### 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.

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### 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.

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### 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.

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### 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.

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### 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 maximum time- frame calculation.

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### SUBPART F. TRANSFER CREDITS

Transfer credits accepted by the College and applied to the student’s program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA.

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 time- frame calculation.

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### 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

LCOOC 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 College's Sexual Harassment Policy.

Whenever such misconduct exists, the supervisor, instructor, or Dean of Student Affairs, Dean of Academic Affairs, 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 of the 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

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### 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.

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### PART 2. DEFINITIONS

**CAMPUS SECURITY AUTHORITY.** Officials of the College who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings; and advisors to recognized student organizations.

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### 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.

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#### 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, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinators or campus security authorities.

Lac Courte Oreilles Ojibwe College 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 College 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 College may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

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## PART 4. CONFIDENTIALITY OF REPORTING

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### SUBPART A. CONFIDENTIAL REPORTS

The College 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 College 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 College 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 College employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow College 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.

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## PART 5. POLICY NOTICES

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### SUBPART A. DISTRIBUTION OF POLICY TO STUDENTS

The College 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 College will distribute its policy by posting on the College's website and in the Student Handbook. Paper copies may be requested from the Dean of Student Affairs.

### SUBPART B. DISTRIBUTION OF POLICY TO EMPLOYEES

The College shall make available to all employees a copy of its sexual violence policy on the LCOOC website. Paper copies may be requested from the Human Resources Office.

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## SUBPART C. REQUIRED NOTICE

The College 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 College 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.

2. **NOTICE OF COMPLAINANT RIGHTS**

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 College 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.

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## PART 6. INVESTIGATION AND DISCIPLINARY PROCEDURES

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### SUBPART A. IMMEDIATE ACTION

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

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

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## 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 re-victimization.

College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

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 circumstance.

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## SUBPART C. RELATIONSHIP TO PARALLEL PROCEEDINGS

In general, Lac Courte Oreilles Ojibwe College investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. The College need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If the College 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 College procedures.

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## SUBPART D. FALSE STATEMENTS PROHIBITED

Lac Courte Oreilles Ojibwe College 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.

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## SUBPART E. WITHDRAWN COMPLAINT

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

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

Lac Courte Oreilles Ojibwe College 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 College.

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

Lac Courte Oreilles Ojibwe College 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 College administrators may choose to deal with violations of Lac Courte Oreilles Ojibwe College policy in a manner other than disciplinary action.

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#### 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.

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#### 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.

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### PART 7. SEXUAL VIOLENCE PREVENTION AND EDUCATION

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#### SUBPART A. CAMPUS-WIDE TRAINING

The College 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.

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

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.

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#### SUBPART B. OTHER TRAINING AND EDUCATION

The College 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 they learn of such an incident.

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## 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 college 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

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### PART 1. DEFINITIONS

For the purposes of this policy the following definitions apply:

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#### SUBPART A. APPEALS

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

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#### SUBPART B. COMPLAINT

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

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#### 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 College rule or regulation or a board policy or procedure. This policy does not apply to those College rules or procedures that include an appeal or grievance process.

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#### SUBPART D. RETALIATION

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

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#### SUBPART E. STUDENT

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

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## PART 2. NOTIFICATION AND PUBLICATION

The College 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.



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### PART 3. COMPLAINTS

This procedure is to be used when a student has a concern about his/her education at the College. 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 college employee directly, s/he may select an advocate (faculty member, advisor or other). The employees attempt to work with the student and other persons who are involved to resolve the problem within ten (10) working days. If the concern is not resolved satisfactorily, the student may file a grievance.

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### PART 4. GRIEVANCES

If a student is dissatisfied with the results of the complaints' process, a grievance may be filed. All grievances must be submitted in writing. Forms are available in office of the Dean of Student Affairs and should be returned to the Dean of Student Affairs who will forward the concern to the appropriate administrator for written response to the student within ten (10) working days.

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### PART 5. APPEALS

The student has the right to appeal the grievance decision by filing a written appeal to the Dean of Student Affairs. Appeals must be filed within ten (10) working days from receipt of the grievance decision. The decision of an appeal may be completed by the President or President's designated official and is considered final and binding.

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### 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.

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### PART 7. RECORDS RETENTION

All records of complaints and grievances shall be logged and housed in the Dean of Student Affairs Office and retained for a period of five (5) years.

## STUDENT CODE OF CONDUCT

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### PART 1. INTRODUCTION

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

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### PART 2. DEFINITIONS

For purposes of this policy the following definitions apply:

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#### SUBPART A.

College means Lac Courte Oreille Ojibwe College.

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#### SUBPART B.

Administrator means that person designated by the College President to be responsible for the administration of the Student Code. For behavioral infractions, this individual is the Dean of Student Affairs. For academic misconduct infractions, the “administrator” is the faculty member and/or Dean of Academic Affairs. Appeals for both behavioral and academic misconduct decisions will be heard by the President or President’s designated official.

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#### SUBPART C.

Student includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through the College;
  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 College; and/or
  4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
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#### 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.

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#### SUBPART E.

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

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#### SUBPART F.

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

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#### 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.

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#### SUBPART H.

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

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#### 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 college faculty or employees; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

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#### 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.

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### PART 3. NOTIFICATION AND STUDENT RESPONSIBILITIES

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#### SUBPART A. STUDENT RESPONSIBILITIES

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

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### PART 4. PROSCRIBED BEHAVIOR AND SANCTIONS

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#### SUBPART A. JURISDICTION OF THE STUDENT CODE OF CONDUCT

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

1. Hazing is involved;
2. The violation is committed while participating in a College sanctioned or sponsored activity;
3. The victim of the violation is a member of the College 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 College.

The administrator shall decide whether the Student Code shall be applied to conduct occurring off-campus on a case-by-case basis at his/her sole discretion.

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## 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.

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## 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 college official, faculty member, or office;
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college 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 College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college 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 college premises or unauthorized entry to or use of college premises.
8. Violation of any college policy, rule or regulation published in hard copy or available electronically on the college 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 college 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 college and/or infringes on the rights of other members of the College 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 college premises or at college 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 college premises or at functions sponsored by, or participated in by, the college 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 college 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 College's Internet Use Policy.
17. Abuse of the student conduct system, including but not limited to:
  - a. Failure to obey the notice from a college 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 college personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
21. Forgery, unauthorized alteration or unauthorized use of any College document or instrument of identification.
22. Unauthorized presence in, or use of College premises, facilities, or property.
23. Refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized within the regulation of the College.
24. In-line skating, roller-skating, or skateboarding in all College buildings.
25. Unauthorized or fraudulent use of College 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 College-sponsored activities except as permitted by law.
28. Falsely claiming to represent the College or a student organization of the College.
29. Actions, which unreasonably interfere, obstruct, or prevent the regular and essential operations of the College 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.

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#### SUBPART D. VIOLATION OF LAW AND COLLEGE DISCIPLINE

College 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 College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

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#### SUBPART E. COLLEGE 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 College may impose specific written conditions for the 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 college, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments.
6. Denial of access. Denial of rights to access the college premises or specified areas within the College, 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 College.
9. Revocation of Admission and/or Degree. Admission to or a degree awarded from the college maybe revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
10. Withholding Degree. The college 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 college recognition, for a specified period.

Other than College 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.

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#### 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 College 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.

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## 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 College will set as a goal the fair, objective, consistent and humane approach in all conduct cases. 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 College 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 college 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.

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## PART 5. PROCESS

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### SUBPART A. INVESTIGATION AND INFORMAL PROCESS

1. A student or organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place.
2. Persons filing complaints shall be informed of their rights following the filing of a complaint against a student.
3. If the Dean of Student Affairs or designee deems a complaint to be unwarranted, she/he may discontinue proceedings.
4. If there is enough evidence to support the complaint, the Dean of Student Affairs or designee shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meeting, the Dean of Student Affairs or designee shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint.

Within a reasonable time period following the meeting, the Dean of Student Affairs or designee shall inform the accused student in writing of his/her decision whether a violation of the code was established by evidence, and any applicable sanction as well as options available for an appeal.

5. If the accused student fails to appear for the informal hearing, the Dean of Student Affairs or designee may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.
6. A sanction shall not become effective during the time in which a student seeks an appeal unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the College community.

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## SUBPART B. APPEALS

A student may request and appeal the decision of the Dean of Student Affairs via a hearing before the President's designated official(s). The request for an appeal to be heard must be submitted in writing to the Dean of Student Affairs within five working days of the date of the notification of the decision. The Dean of Student Affairs will forward the information to the President's Office. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of any right to an appeal. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:

1. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct, which the student was found to have committed.
4. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

If an appeal is upheld by the President or President's designated Official(s), s/he may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

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## SUBPART C. RECORDS RETENTION

All non-academic conduct records will be housed with the Dean of Student Affairs' Office and retained for a period of five years. A log of conduct violations will be maintained in the Dean of Student Affairs' Office.

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## 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. Acts of academic misconduct necessarily involve the Dean of Student Affairs, Dean of Academic Affairs, and faculty. Therefore, the procedures for investigating complaints and imposing penalties for academic misconduct differ somewhat from those applied to social misconduct.



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## 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.

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## 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 College. 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 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.

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## SUBPART C. PROCEDURES FOR ACADEMIC AND CLASSROOM MISCONDUCT

### 1. Informal Process

A faculty member may pursue an informal judicial process if a student is interfering with the learning environment. A faculty member has the right to remove a student from a class session prior to activating the rights of other students. If a faculty member believes that misconduct warranting discipline has occurred, he/she shall inform the student concerned and offer to confer. If the student foregoes such a conference, or if after the conference the faculty member remains convinced that misconduct warranting discipline has occurred, he/she may, among other options, treat any work in question or an entire course as unsatisfactory, informing the student thereof.

2. Additionally, or alternatively, the faculty member may refer the matter to the Dean of Academic Affairs. If the dean determines that sufficient cause exists to warrant consideration of additional discipline, the dean may impose sanctions.
3. Students have the right to appeal decisions resulting from this policy. A written appeal must be made to the Dean of Academic Affairs within five (5) working days after written notification of the decision, which is being appealed. The President or President's designated official(s) will make a decision and then notify the appellant.

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## PART 7. RELEASE OF INFORMATION

Lac Courte Oreilles Ojibwe College 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.

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## PART 8. RECORDS RETENTION

All records of academic misconduct shall be forwarded to the Dean of Academic Affairs' Office where they will be logged and retained for a period of 5 years.

### 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 college-sponsored events will be made available to students each semester. This information, as well as annual financial reports, audits, and the LCOOC Annual Report are available for review either on the lco.edu website and/or in the Library. These materials are distributed annually to the LCOOC Board of Regents, Lac Courte Oreilles Tribal Council, employees, and students at the college, and the community at large.

### STUDENT RIGHTS AND RESPONSIBILITIES

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## PART 1. FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, Lac Courte Oreilles Ojibwe College 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.

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## 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.

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## 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.

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## PART 4. STUDENT-SPONSORED FORUMS

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college 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 or 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 president shall make his or her best effort to consult with the student association.

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## PART 5. STUDENT POLICIES

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

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## PART 6. CATALOG AND COURSE INFORMATION

To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

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## 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.

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## PART 8. ACADEMIC EVALUATION

Student academic performance shall be evaluated solely based on academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced 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.

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## 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.

### STUDENT TRANSCRIPTS

Official transcripts are maintained by the Registrar's Office. Copies of the student's transcript will be issued to the student upon written request. Transcripts will not be issued for students who have a financial obligation to the College or incomplete files in the Registrars' Office.

### TOBACCO USE POLICY

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## PART 1. POLICY

Lac Courte Oreilles Ojibwe College 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 college 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 college facilities.

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

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## PART 2. PROCEDURE

Adherence to the policy cited above is the responsibility of all Lac Courte Oreilles Ojibwe College students, faculty, employees, and visitors. It is expected that all students, faculty, employees, and visitors to campus 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 College policy.
2. If direct appeal fails and the behavior persists, students, faculty and employee violators will be referred as follows:
  - a. Student violations will be referred to the Dean of Student Affairs 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.

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## PART 3. SMUDGING AND PIPE CEREMONIES

Lac Courte Oreilles Ojibwe College is committed to diversity, inclusion, and creating an open and respectful campus climate for all. The college 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 College 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, Pow-wows, and Drumming/Singing.

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

## TRANSCRIPT EXPLANATION

### LENGTH OF TERM

Quarter = 10 weeks (Fall 1986 – Spring 1988)

Semester = Fifteen weeks

### GRADING SYSTEM

<u>Symbol</u>	<u>Interpretation</u>	<u>Grade Points</u>
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Below Average	1.00
F	Failing	0.00
W	Withdrawal	none
AW	Administrative Withdrawal	none
I	Incomplete	none
WIP	Work in Progress	none
AU	Audit	none
*	Academic Forgiveness	none
R	Repeated Course	

### 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

One hundred and ninety dollars (\$190.00) per credit fee will be charged 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 two thousand eight hundred and fifty dollars (\$2,850.00). 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.

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

Early College 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

LCOOC 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 College administers a variety of financial aid and work-study programs for students who demonstrate financial need. Currently, the college can assist with Federal PELL grants, Federal Supplemental Education Opportunity Grants, (FSEOG), Federal College 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 college.

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 well 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 LCOOC 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 College, 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](http://www.fafsa.ed.gov). If you need assistance, do not hesitate to contact the Financial Aid Office.

**LCOOC's College 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 for purposes of the TEACH Grant, Campus-Based programs, and is one of the basic components of the Pell Grant calculation.

## DEPENDENT CARE

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

## ELDERS

Any student 60 years of age or older, who elects to not receive other forms of financial aid may utilize the Elder Discount to cover tuition and fees each semester.

## ELIGIBILITY FOR FINANCIAL AID

The LCOOC 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 Drug worksheet if required.
9. If requested, 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 LCOOC Financial Aid Handbook. It is available in the Financial Aid office, or on our website [www.lco.edu](http://www.lco.edu).

## FUNDING SOURCES

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### FEDERAL AID PROGRAMS

#### FEDERAL PELL GRANT

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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

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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)

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The FSEOG Program provides need-based grants to help low-income undergraduate students finance the costs of postsecondary education. When making FSEOG awards, LCOOC must give priority to those students with “exceptional need” (those with the lowest Expected Family Contributions, or EFCs) and those



who are also Federal Pell Grant recipients. Once the priority students are awarded and funding is still available, LCOOC can award to those students with a higher EFC, and to those who are not Pell eligible.

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#### TRIBAL HIGHER EDUCATION GRANT; BIA GRANT

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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.

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#### EMPLOYMENT ASSISTANCE ADULT VOCATIONAL TRAINING

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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.

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#### VETERANS' BENEFITS

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

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#### VOCATIONAL REHABILITATION

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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.

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#### AMERICAN INDIAN COLLEGE FUND (AICF)

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LCOOC administers funds received from the American Indian College 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.

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#### SCHOLARSHIPS

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LCOOC 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' college email and posted on the Financial Aid website.

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#### STATE PROGRAMS

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##### MINORITY GRANT

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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.

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## 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 LCOOC Financial Aid Office for further information or assistance. Students are eligible for ten semesters of continuous enrollment.

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## 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](tel:715-634-0523), Superior (Douglas County), [715-392-7896](tel:715-392-7896), Rice Lake (Barron County), [715-234-6806](tel:715-234-6806), and Spooner, [800-387-0315](tel:800-387-0315). The direct line for DVR headquartered in Madison WI is [608-261-0050](tel:608-261-0050). More information can be obtained at <https://dwd.wisconsin.gov/dvr/>.

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## 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 first come, first served basis that is determined by the date one files a FAFSA application. Students are eligible for ten semesters.

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## 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.

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## 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 college 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.

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.

## LEAVE OF ABSENCE CONDITIONS AND REQUIREMENTS

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. The 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 assume the college is in compliance with the Federal Leave of Absence Regulations.

## INSTITUTIONAL WITHDRAWAL NOTIFICATION

The registrar's office will notify the Financial Aid Office by email of all students that drop or withdraw from classes and/or the College. 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 College 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 JUDGEMENT AND DEPENDENCY OVERRIDE

Federal regulations permit the College 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.

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## 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 college. 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. Student is 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 college 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

LCOOC 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 College 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, LCOOC 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 College.

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

Students who are interested in applying for additional scholarships should:

- Work with your high school to determine if there 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.college-scholarships.com](http://www.college-scholarships.com) and begin hunting
- The American Indian College Fund provides Scholarship opportunities to Native American (and to a lesser extent, all) students enrolled at Tribal Colleges. You can apply online at [www.collegefund.org](http://www.collegefund.org)

## TITLE IV REFUNDS

If a student withdraws from all of their classes before 60% of the semester has been completed, LCOOC 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 considered to be earned, and the “return of funds” regulations no longer apply.

## TRANSPORTATION

An estimate of expenses associated with commuting to school is specified in the COA Budget and based upon national and regional recommendations published by the College 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 LCOOC does not always notify the registrar’s office of his or her withdrawal. There are two categories of these unofficial withdrawals for 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 aforementioned 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 College 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

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 college, 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 LCOOC.

## STUDENT FINANCIAL ACCOUNTS

Student accounts are managed through the Dean of Academic Affairs 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 College has adopted the motto of the Milwaukee School District's Public Safety Division when it comes to Campus Safety.

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## EDUCATION FIRST

The Lac Courte Oreilles Ojibwe College 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 college 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)

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## REPORTING PROCEDURES

1. Acts of violence, or threatening, aggressive or disruptive behavior should be immediately reported to the Dean of Student Affairs. 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 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 Student Affairs as soon as possible.
4. Incident will then become subject of [College's Disciplinary Policy](#) and/or may be turned over to local law enforcement agencies.

## CARL D. PERKINS CAREER AND TECHNICAL ED. ACT (PERKINS IV)

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. LCOOC 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.

## COLLEGE CATALOG

Copies of the LCOOC catalog are available in the Office of the Dean of Academic Affairs and the Office of the Registrar. The Catalog contains academic regulations, listing of administration, faculty, and employees, and other valuable information. Please study and retain the catalog for your year of entry at the college. Additionally, the catalog as well as the most current information will be available at the LCO College website at [www.lco.edu](http://www.lco.edu).

## COLLEGE CLOSINGS ANNOUNCEMENTS

In case of weather or other extreme conditions, the College may be forced to close. All students should check their e-mail account and the LCO College website ([www.lco.edu](http://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

## COMMUNITY EDUCATION UNITS (CEU'S)

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.

LCOOC Extension offers many community educational opportunities. Registration for community education workshops result in Community Education Units (CEU). These educational opportunities do not result in regular college 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 college 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 NOTIFICATION

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 event of fire, a fire alarm will sound. Faculty and staff will lead all students to a gathering point located away from College buildings. The location of the assembly point on 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 event of emergencies, people located within the room can notify emergency services as to their location.

## GENERAL EDUCATION DEVELOPMENT (GED)

The college offers support and programming for students to complete a General Education Development (GED), or a High School Equivalency Diploma (HSED). Instruction to prepare students for these tests is available on campus and at our outreach sites, and testing is conducted on a weekly basis during the academic year.

The first step to obtaining the GED/HSED is to start the process of enrolling in LCOOC. Once you have enrolled at the college you will meet with the GED/HSED Instructor who will assist you with completing the process. It is important to understand how the GED/HSED program works and the eligibility requirements.



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>). It is very important to understand the requirements of pursuing your GED/HSED ([http://dpi.wi.gov/sites/default/files/imce/ged/pdf/QandA\\_GED\\_062116\\_Q.pdf](http://dpi.wi.gov/sites/default/files/imce/ged/pdf/QandA_GED_062116_Q.pdf)):

- What is the difference between the GED and the HSED?
  - The GED test consists of a battery of tests to measure competency in math, science, social studies, and language arts. Persons who pass only the GED test battery qualify for a GED certificate issued by the Department of Public Instruction.
  - Wisconsin’s version has four additional subject areas and is called the HSED. It consists of the GED test battery as well as health, civic literacy, employability skills, and career awareness.
- Who is eligible to pursue a GED in Wisconsin?
  - A person must reside in Wisconsin for at least 10 days or be a migrant worker or the child of a migrant worker to be eligible for a Certificate of General Educational Development.
  - A person must also be at least 18.5 years of age or have proof that the class they entered 9th grade with has graduated. Youth 17 to 18.5 years of age may access the HSED only through an s.118.15 contract, a juvenile correctional facility, or the Challenge Academy.
- What is the cost?
  - Each test costs \$33.75 and the credential or transcript is \$15.00 each. There are several programs that may assist individuals with these fees.

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.

## 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. LCOOC may facilitate referral of services but assumes no financial obligation whatsoever. Please see Dean of Student Affairs for more information.

## HOUSING

At present there is no on-campus housing halls. All off-campus housing is in the form of privately owned units available through the LCO Housing Authority. You will need to check the newspaper ads or apply to be put on the housing list at the LCO Housing Authority. No recommendations or referrals are available through the college currently. The College assumes no responsibility for the outcome of such an ad.

## THE LEARNING CENTER - ENDAZHI-NANDA-GIKENDAMANG – “THE PLACE WHERE WE ALL LEARN”

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### TLC MISSION

The mission of the Learning Center is 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 TLC will help retain students so they may be academically successful and graduate.

The Learning Center (TLC) is a FREE resource for all LCOOC 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 offers assistance 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 College Fair, College 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 TV's for practicing presentations.

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## 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 college student
- Returning student
- On academic probation
- Need a little extra help

## LIBRARY SERVICES

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

The Lac Courte Oreilles Ojibwe College Community Library plays a dual role as it provides services to both the college and to the community at large. The library collection includes both popular and college 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](http://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. Night hours are offered when the college is in session. 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 college 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 Student Affairs 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.

## NONTRADITIONAL OCCUPATIONAL (NTO) TRAINING AND EMPLOYMENT

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.

### NONTRADITIONAL PROGRAMS FOR WOMEN:

- Agriculture and Natural Resource Management: Land (A.A.S.)

### NONTRADITIONAL PROGRAMS FOR MEN:

- Human Services (A.A.)
- Early Childhood (A.A.)
- Nursing (A.D.N.)
- Pre-Nursing (A.S.)
- AODO (Certificate)
- Office Support Specialist (Certificate)
- Personal Care Worker (Certificate)

Nontraditional students are encouraged to apply to the Student Success program.

## PARKING

LCOOC 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.

## PROJECT SUCCESS EMERGENCY AID PROGRAM

The Project Success 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 Child Care, Utilities, Vehicle Repairs/Maintenance, and Medical Expenses. Students will complete an application on the Scholarship America website, detailing their financial emergency. A LCOCC 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 college degree, and the Project Success Emergency Aid Program helps to make this possible.

For more information about the Project Success Emergency Aid Program please contact Wes Wilson at [wwilson@lco.edu](mailto:wwilson@lco.edu) or 715-634-4790 ext. 112.

## STRENGTHENING CTE PROGRAMS

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 BILLING

It is the responsibility of the student to ensure that all bills to the college 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. Form can be found on the website at [www.lco.edu](http://www.lco.edu). ([Bookstore & Student Accounts](#)). If any questions about billing, please contact the Business Office.

## STUDENT EMAIL ACCOUNT

All LCOOC students will be provided with an LCOOC email account. Email is the College's official means of communication with students. **All-important announcements by the College 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 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 college students. These services include professional/peer tutoring, success/study courses, academic, career, and employment counseling, Disability Services - Linda Johnston, emergency transportation funding, and loaning of adaptive equipment (including laptops and kindles). Services are available free of charge to qualifying participants.

## STUDENT SUPPORT SERVICES/TRIO

The LCO Community College Student Support Services/TRiO program is designed to assist students in having a successful college experience at LCO Community College and beyond. 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. Academic services include academic advising, assistance with FAFSA and scholarship applications, professional tutoring services, and transfer advising for matriculation to 4-year colleges after graduation. Personal services include educational aids for Financial Literacy to enable stronger money management skills, personal counseling to encourage personal growth and enhance critical thinking skills, and referrals to outside agencies as needed or requested, as well as cultural activities to fortify the soul.

The SSS program at 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 LCO 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 Sawyer County and LCO Transit operates a fleet of shuttles that service the LCO Reservation and the surrounding communities. Students may choose to ride the shuttle at a nominal fee regularly or on an emergency basis. Please contact their office to schedule services.

## TECHNOLOGY

LCOOC 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 LCOOC 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](mailto:helpme@lco.edu)

## VIRTUAL BOOKSTORE

The LCO Community College bookstore is located online as a virtual bookstore with eCampus at [www.lco.ecampus.com](http://www.lco.ecampus.com). This gives students more purchasing options (new, used, rental, eBook) that can help students save money. 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). We are committed to supplying the materials and resources required for success in all our LCO course offerings, with the highest level of convenience and service to our students. There are student guides on how to order textbooks, do book buy back, return textbooks, return rentals, and more located on the website at [www.lco.edu](http://www.lco.edu) (Students, Bookstore & Student Accounts). If you have any questions or concerns regarding the virtual bookstore, please contact the Dean of Academic Affairs.

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.

### **Business Office Hours:**

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

## WORK-BASED LEARNING PROGRAM

The Work Based Learning (WBL) Program is designed to assist students with their career planning process. As with all Career Planning there are three questions, we will assist students in answering for themselves: Who am I? Where am I going? How do I get there?

The College recognizes the challenges students face in meeting the financial obligations of attending college and this program will work towards assisting students. We strive to provide meaningful experiences that will improve the student's employability skills. This is accomplished through three facets of the Work Based Learning Program. Students may be part of all one, two, or all three facets of the program.

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### 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 LCOOC 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.

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### 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 LCOOC 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 LCOOC provides students with opportunities to continually upgrade their employability skills through faculty requested student group travel to relevant conferences, workshops, and seminars. The College also offers Professional Development opportunities onsite by either sponsoring or hosting conferences, workshops, and seminars.

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### FINANCIAL ASSISTANCE

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 college 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 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 College 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 LCOOC 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 LCOOC 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; LCOOC AISES chapter is part of Region V. Throughout the years, a number of LCOOC students have attended the national and/or regional conferences.

Locally the LCOOC 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 LCOOC AISES members make traditional tobacco pouches to give to each graduate and dignitary at the annual graduation ceremony.

## STUDENT AMBASSADORS

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

Student Ambassadors play a vital support role to LCOOC’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 College Student Senate represents the interests of the students of LCOOC 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 Student Affairs' Office.

## 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.

## LCO COLLEGE ART CLUB

The mission of the LCOOC Art Club is to expose the students to the endless possibilities of the creative arts. The students create, sustain, and build team confidence within themselves as well as the LCOOC and surrounding community.

## LEAGUE OF LEGENDS CLUB

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

## LAC COURTE OREILLES 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.

# CULTURAL ACTIVITIES

## MEDICINE POLE CEREMONY

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

## LANGUAGE TABLE

The Cultural Coordinator hosts a weekly Ojibwe language table in the Cultural Center that welcomes all skill levels.

## ELDER'S FEAST OF THANKS

The College hosts a meal during the holiday for Elders of the community. During the Elder's feast, community elders receive a feast 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 meal is provided.

## COMMENCEMENT CEREMONY

The College 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 College 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 College consists of those individuals duly serving on the Tribal Governing Board. The management of the College is vested in a Board of Regents of seven (7) individuals who are enrolled members of the Lac Courte Oreilles Tribe.

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JASON BISONETTE

CHAIRPERSON

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MONICA CHASE

VICE CHAIRPERSON

---

DARYL COONS JR

SECRETARY

---

MARIE BASTY

TREASURER

---

GARY GERBER (MISHKAAWATIG)

MEMBER

---

KYLE VAN ACKER

MEMBER

---

MELISSA LEWIS

MEMBER

# COLLEGE DIRECTORY

## FACULTY & STAFF

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

## DISCLAIMER

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