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The Lac Courte Oreilles Ojibwa Community College
Student Handbook
For 2006-2007

Section I
Mission Statement

The mission of the Lac Courte Oreilles Ojibwa Community College is to provide within the Indian community a system of post-secondary and continuing education with an associate degree and certificate granting capabilities.

In carrying out the mission, the Lac Courte Oreilles Ojibwa Community College curriculum will reflect Ojibwa culture and tribal self-determination. The college will provide opportunities for individual self-improvement in a rapidly changing technological world while maintaining the cultural integrity of the Ojibwa.

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 Indian population and maintain an open door policy.

Purpose Statement

ACADEMIC OPPORTUNITY

Provide quality instruction for academic and personal enhancement.

Offer appropriate curriculum leading to Associate of Arts, Associate of Science, and Associate of Applied Sciences degrees, One-Year Certificates, specialized certificates and programs of cultural enhancement.

STUDENT SERVICES

Maintain open enrollment

Foster student growth in areas of cultural interest and social development as well as in academic performance.

COMMUNITY OUTREACH

Help develop resources and technical assistance for community projects and community research.

Function as an informational and educational resource in the community.

Provide leadership for cultural preservation.

Facilitate training for tribal economic development.

Section II
History and Accreditation

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 1982-83 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.I. 95-471, which continues to be the prime source of funding for the college.

LCOOCC 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.

Lac Courte Oreilles Ojibwa Community College 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 and Agricultural and Natural Resources Management were developed to facilitate transfer to baccalaureate programs.

Section III Admissions Policy

ADMISSIONS

ABILITY TO BENEFIT

Students who are beyond the age of compulsory education, but can benefit from enrollment in college courses, will be admitted on an individual basis upon review and assessment by the college's Admission Committee.

ADMISSION OF TRANSFER STUDENTS

Comparable course credits earned at other accredited institutions, with a grade of "C" or better, may be accepted upon transfer to LCOOCC. It is the responsibility of the students to provide official transcripts of all work completed at other institutions.

CATEGORIES OF STUDENTS

Degree -seeking students are those students who have met the requirements of admission and have selected a course of study. These students are eligible for any financial aid assistance for which they can qualify.

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.

Non-degree Professional students are those students who wish to take courses in order to satisfy requirements for external professional organizations (DPI re-certification, for example). These students do not usually qualify for financial aid.

Unclassified students are those students who meet requirements for admission but have not yet selected a major area of study. Students pursuing an Associate Degree have two semesters to decide on a major and students seeking a One-year Certificate have one semester to declare a major. Students will not continue to be admitted as unclassified students beyond these time limits.

COMPLETION OF GED OR HSED

Students who plan to complete their GED or HSED may register as Conditional students. College credit and eligibility for graduation does not become official until proof of completion is on file. Students must complete a GED or HSED within two semesters in order to remain eligible for Financial Aid.

JOINT ADMISSION

The Joint Admission Program with UW-Eau Claire allows Pre-nursing students to be enrolled concurrently at LCOOCC and UW-EC.. After fulfilling certain credit and grade point average requirements, pre-nursing students begin their education at UW-EC, as a junior, with the same rights and privileges as those students who started at UW-EC as Freshmen. For eligibility criteria and application, contact science/nursing advisors.

LCOOCC has an Open Door Policy. All students who wish to attend and complete all Admissions requirements are welcome. New students are required to complete the following:

1. Application for Admissions (requires \$10.00 Admission Fee).
2. Supply proof of High School, GED, or HSED completion.
3. Have official transcripts from all post-secondary institutions attended sent to Registrar or Registrar's Office will send for transcripts for a fee of \$5.00 per transcript.
4. If Native American, supply proof of Tribal Enrollment or letter of tribal affiliation.
5. Copy of Social Security Card will be made and placed in student's Admission file.
6. Schedule and successfully complete the Basic Skills Assessment (COMPASS), which is utilized as an academic advising instrument for placement in appropriate courses and may indicate need for additional preparation prior to admission into regular courses of study. Additional assessment may be utilized as deemed needed by the college.
7. Interview with assigned advisor from major field of study.
8. Completion of Financial Aid Application Form to determine financial aid eligibility and the process for payment of tuition and fees. For Financial Aid Limitations, please see the Financial Aid Handbook.
9. Completion of all steps stated above documented with signed-off Admissions Checklist is necessary for admission to LCOOCC. Failure to meet and complete the above by the end of the 4th week of the semester will result in being withdrawn from enrollment, class attendance, and denial in obtaining regular admissions to LCOOCC.

RE-ADMISSION

All former students who have been away from LCOOCC for a semester or more must file a "new" Application form and pay a \$5.00 readmission fee.

Students who have obtained an associate degree from LCOOCC may not qualify for financial assistance for the pursuit of another associate degree for a period of two (2) years unless they obtain a job market data or employer verification showing a need for retraining.

If denied admission or re-admission to LCOOCC, a written appeal must be received within ten (10) working days of date on notification letter from the Admission's Committee. Submit appeals to:

LCOOCC Admission's Committee
13466 W Trepania Rd.
Hayward, WI 54843

RESIDENCY CREDIT REQUIREMENT

A student must satisfactorily complete 15 semester credits at LCO Community College to meet residency requirements.

STUDENT CLASSIFICATION

Regular: Has met all admission and academic requirements for enrollment.

Conditional: Student admitted with qualification, usually for completion of requirements leading to regular status.

Special: Special students are students who do not qualify for regular admission, but who may be able to enroll in a limited group of courses. These enrollments will not lead to a degree or certificate.

Freshmen: Has completed less than 32 semester credits.

Sophomore: Has completed at least 32 semester credits toward a degree program.

Probationary: Any Freshmen who fails to maintain a 1.8 semester grade point average (G.P.A.) will be placed on probation. Any Sophomore who fails maintain a 2.0 semester grade point average will be placed on probation. Students on probation will lose their eligibility for financial aid.

Suspended: Full-time students failing to maintain a 1.0 grade point average each semester for two

consecutive semesters will be suspended. After one semester a student may reapply for admission.

ACADEMIC POLICIES AND PROCEDURES

Section IV Academic Policies and Procedures

catalog for the year in which you begin your college career.

ACADEMIC STANDING

Students at LCOOCC are expected to meet or exceed minimum standards of academic achievement in their course work. LCOOCC has established standards for the quantity of work and for the successful completion of course objectives. Quality of work is measured by semester cumulative grade point average and the quantity of the work, satisfactory completed, is measured by the proportion of the credit load completed each semester.

GRADES

LETTER GRADES	INTERPRETATION	GRADE POINTS
A.....	EXCELLENT.....	4.0
B.....	GOOD.....	3.0
C.....	AVERAGE.....	2.0
D.....	INFERIOR, BUT PASSING.....	1.0
F.....	FAILING	
W.....	WITHDREW	
I.....	INCOMPLETE	
Z.....	AUDIT	
P.....	PASS	

The Grade Point Average (G.P.A.) is computed by dividing the sum of the credit hours times the grade points accumulated during the semester by the total of hours completed.

ADDING COURSES

Subject to available space and instructor approval, a student may add courses during the first three weeks of any semester. This action, however, may affect financial aid. Students must formally complete the necessary forms to add a course or they will not be receiving a grade for the course.

AUDITING A COURSE

Students may elect of audit courses if desired. There will be reduction in fees of one-half of the normal tuition rate, and no credit or grade will be given for the course. Should the student audit an art course, laboratory course, or other participatory course he/she is responsible for purchasing the required books and supplies for the course. Students may not change from audit to credit after the last day to add or drop course.

CLASS ATTENDANCE

All instructors will submit weekly attendance reports. Students not attending regularly will be referred to their faculty advisor and/or financial aid officer. If student wishes to be excused from a class it is the student's responsibility to clear the absence with the instructor. At this time, the student must arrange for a make-up assignment.

COURSE CANCELLATIONS

The LCO Community College reserves the right to cancel any scheduled courses in which the enrollment is insufficient to permit them to continue on an educationally sound and economically efficient basis.

CREDITS

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

course which runs three hours each week for the duration of an academic semester will therefore represent three (3) credits.

CREDIT BY EXAMINATION

Students may be granted credit for a course by demonstrating mastery of the material contained in the course to the Instructor or Academic Dean. The evaluation of such credit is by a combination of oral, written, and performance testing. There is a \$35.00 non-refundable fee for testing out of a course that must be paid to the Business Office before the date of the examination. The instructor will issue no grade but credit will appear on the student's transcript with the notation that the student has demonstrated proficiency in the course through test-out procedures. No student may test-out of more than two (2) per semester.

CREDIT LOAD

The minimum credit load for freshmen or sophomore is 12 credits per semester for anyone wishing to be considered a full-time student.

CREDIT TRANSFER

Currently, LCOOCC maintains credit transfer agreements with many private and public colleges in the area. In addition, the University of Wisconsin-Superior accepts LCOOCC credits upon a course-by-course review and is cooperatively offering courses on the LCOOCC campus. Only courses with a grade of "C" may transfer. Students transferring to a baccalaureate institution generally may apply up to half the credits required for the degree but not more than 72 credits.

DEAN'S LIST

Dean's List Honors will be awarded to full-time students who carry a minimum of 12 credits.

Highest Honors	GPA of 4.00
High Honors	GPA of 3.75 - 3.99
Honors	GPA of 3.50 - 3.74

ELDERS

Any student 55 years of age or older, who does not receive other forms of financial aid, may request a scholarship to cover all tuition and fee costs. See the Financial Aid Office for Scholarship Forms.

FEE INFORMATION

When you register for classes you incur a financial obligation. Arrangements to pay all tuition and fees must be made at the time of registration or no later than the end of the first week in order to access textbooks. No student shall be issued a transcript until all accounts have been paid.

Tuition is \$135 per credit per semester with a maximum tuition fee of \$2,025. Any student taking over 15 credits must have written permission from the Academic Dean (forms are in the Registrar's Office.) 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.

Checks should be made payable to LCOOCC, and must be paid at the time of registration unless a Deferred Payment Request is filed with the Business Office.

Students are responsible for fees and tuition that result from their registration, not because of actual class attendance. Arrangements must be made with the Financial Aid officer for the payment of fees and tuition or the student may be subject to involuntary withdrawal.

GOVERNANCE

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 of the Lac Courte Oreilles Band of Lake Superior Ojibwa Indians of Wisconsin.

The management of this college is vested in a Board of Regents of seven (7) individuals who are enrolled members of the Lac Courte Oreilles Tribe. The College Administration is lead by the College President. An Administrative Council of Advisors consisting of eight (8) Department Heads assist the President with policy information and decision-making.

Students are selected each fall to serve on various committees: Pow Wow Committee, Student Services Committee and Student Support Advisory Committee. Students having an interest in serving on any committee should contact the Dean of Student Services.

The Student Association Constitution defines and implements the student's role in governance at LCOOCC.

GRADING SYSTEM

The general quality of your studies is measured in terms of your grade point average (GPA). Your GPA for the semester is determined, whether for the semester or on a cumulative basis, by dividing the total grade points per credit earned by the total number of credits attempted. Semester grades are reported by the letter with each letter grade by carrying specific number of grade points per credit.

MID -TERM GRADES

At the end of the eighth week, the instructors submit mid-term grades. Mid-term grades will be available from instructors and in the Registrar's Office.

FINAL GRADES

The instructors submit final grades at the end of the semester. Grades will be mailed to students approximately four weeks after semester's end. Full-time students with a semester GPA of 3.5 or higher will be considered for the Dean's List. No grades will be issued until all financial obligations to the college have been met.

GRADUATION REQUIREMENTS

Students who have completed all requirements of their respective programs satisfactorily must apply to the Registrar for graduation. A credit evaluation will be completed one semester previous to planned graduation date, and notification sent to the Academic Dean that the student may graduate. Students who have outstanding accounts with the Business Office, incomplete student record files in the Registrar's Office, Incompletes or unreturned textbooks and library materials will receive an unsigned diploma until all matters are resolved to the satisfaction of the Registrar.

GRADES APPEAL PROCESS

If a student feels he/she has received an unfair grade from an instructor, the student needs to discuss the grade(s) with the instructor. Should no agreement be reached the student may request, in writing, a meeting to be scheduled with the Academic Dean, student and instructor where they may all air their grievances. A resolution will be determined upon the evidence and opinions represented.

INCOMPLETES

The grade "Incomplete" is assigned only to students who are doing satisfactory work but for compelling reasons such as a death 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. Students wishing to apply for an incomplete must obtain a form from the Registrar's Office. The policy for Student incompletes is as follows:

Students must formally apply to the Instructor for an "Incomplete".

The time allowed for the make-up of an Incomplete is left to the discretion of the instructor. However, the Registrar recommends that the Incomplete be resolved by the second week of the next semester.

Instructors reporting grades of "Incomplete" are required to submit an instructor/student contract

outlining the reason why the work was not completed, a statement outlining the portion of the required work which has been completed and a grade for that portion and, in addition, a statement as to the nature of the incomplete portion of the work. The Incomplete Grade Contract Form should include a final grade to be assigned in the event that a student does not complete all the requirements of the course by the deadline.

In evaluating student performance, "Incomplete" shall have exactly the same status as a "Withdrawal: W" as it appears on the student's academic record but is not included in the GPA.

Grades of "I" assigned to courses will be retained on the students records in the Registrar's Office and, when these grades are resolved, separate entries will be made on the transcript. Such entries are to be recorded in the semester in which the incomplete is resolved.

INDEPENDENT STUDY may only be taken by those students who are in the last semester of an associate degree or one-year certificate. 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 with the approval of the Academic Dean.

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

Independent study will be approved only in cases of extreme need. No independent study will be valid unless approved by the Academic Dean. No more than six credit hours, per degree or certificate may be taken by independent study.

NON-DEGREE CREDIT

Some courses are offered for non-degree credit. The courses often listed (ALP) in Adult Learning and Preparatory Education section of the catalog will not be counted toward the associate degree and are not used in determining GPA. However, non-degree courses count in determining whether you have completed sufficient course work to maintain satisfactory academic standing.

PASS/FAIL COURSEWORK

LCOOCC offers students the privilege of taking selected courses on a pass/fail basis. Students are allowed to take certain elective courses pass/fail to explore a field or subject without regard for the letter grade earned. The results of any course taken on this basis will not affect the student's GPA.

Not all transfer programs will accept Pass/Fail credits. It is the student's responsibility to check the regulations and policies of the college or university they plan to transfer to after their LCOOCC educational experience.

A student is eligible to take one course Pass/Fail per semester with the approval of their advisor and the Academic Dean. You cannot change a course either to or from the pass/fail basis after the deadline for adding a class.

PLACEMENT TESTING

Student Support Services provides the opportunity for students to take a basic skills assessment (COMPASS) for placement in proper courses. COMPASS takes approximately two hours to complete and is a regular part of the admission process. Basic Skills Assessment is a tool to assist students in being successful in college. Admission to LCOOCC will not be denied on the basis of the test results.

REFUND POLICY

Students who withdraw from college and file the proper Change of Schedule form will receive credit on their tuition charges according to the following schedule:

<u>WITHDRAWAL</u>	<u>CREDIT</u>
First Week	100%
Second Week	50%
Third Week	25%

* No refund of tuition, materials, or fees will be made after last day to add/drop classes. Admissions, transportation, and lab fees are not refundable.

REGISTRATION

Pre-registration will be held for continuing students each semester. Students may register for classes as soon as the new schedules are released. Students are encouraged to sign up as soon as possible to ensure their place in class and any eligibility for financial aid.

Registration is held for three weeks prior to the beginning of classes for each semester. College Admission's Counselors will canvas the reservation, house-to-house, to assist students in registering for classes.

Students presenting justifiable cause may be allowed to register during the first two weeks of classes. Entering more than two weeks late will require the consent of both instructor and the Registrar.

REPEATING COURSES

Students may repeat courses for which they have received a grade of "D" or "F". The first grade will be replaced with an "R" for repeat. Only the last grade will be included in the GPA. No course may be repeated twice without special permission of the Academic Dean.

SATISFACTORY ACADEMIC PROCESS

Satisfactory Academic Progress includes maintenance of Grade Point Average requirements and timely completion of a degree or certificate. Students can attempt up to 90 credits while earning the 64 credits needed to graduate with an Associate Degree.

All non-credit remedial courses taken by a student are included in the maximum number of credits the student may attempt (90) but they do not count toward obtaining a degree.

Only one repetition of a course will be considered for financial aid funding. All course repetitions are considered credits attempted for meeting Satisfactory Academic Progress standards.

Probationary Status:

- Any Freshman who fails to maintain a 1.8 semester grade point average will be placed on probation.
- Any Sophomore who fails to maintain a 2.0 semester grade point average may be placed on probation.
- Students on probation may lose their eligibility for financial aid.

Suspension:

- Full-time students failing to maintain a 1.0 grade point average each semester, for two consecutive semesters, will be suspended. After one semester a student may re-apply for admission.

STUDENT RECORDS

Upon written request to the Registrar, a student may review, with college officials, all records, data, and files pertaining to his/her education.

In accordance with the Educational Rights and Privacy Act of 1974, LCOOCC maintains the following information in student records:

- * Application for Admission Form

- * High School Transcript or GED completion certificate
- * Official transcripts from post-secondary institutions
- * Certificates or degrees granted
- * Application for financial aid
- * Change of Schedule Forms
- * Verification of Tribal Enrollment (Indian Students)
- * Documentation of Social Security Number

These records are on file in the college offices and are accessible only to person having legitimate interests as defined in Public Law 93-380. Student attendance for those who receive stipends, grants, or other payments for attending college are released to directors or official representatives of the respective funding agencies. Other information contained in the records will not be released without permission from the student.

TRANSFER

If you plan to continue your studies at a baccalaureate institution you need to begin the transfer process early on in your educational career at LCOOCC. Transfer counselors, faculty advisors, and admissions personnel will work with you to determine your course requirements and equivalencies. The LCOOCC Career Development Center is located in the Student Support Services Department, Room 115, of the Support Services Building.

STUDENT TRANSCRIPTS

Official transcripts are kept in the Registrar's Office. Copies of the student's transcript will be issued to the student upon written request. A fee of \$4.00 will be charged for each transcript, after the first one issued. Transcripts will not be issued for students who have financial obligation to the college or incomplete files in the Registrar's Office.

WITHDRAWAL FROM A COURSE

Students officially withdrawing during the first three weeks of classes will not have those courses entered on their permanent record. Those students withdrawing after three weeks will have their records marked with a "W" for withdrawal. Students are reminded that once their courses, laboratory, or workshop selections have been entered into the computer system by the admission's clerk they are officially registered. When students register, their accounts are charged with tuition and related fees pertaining to the courses selected. Accounts may be cleared of payments of fees owed only by an Add/Drop Form or payment.

Non-attendance does not constitute a withdrawal. Students must complete official college withdrawal forms or receive a grade for the course. Failure to withdraw in writing may result in the imposition of full financial aid and academic penalties.

INVOLUNTARY WITHDRAWAL POLICY

After the ninth week of each semester, Instructors may recommend to the Academic Dean, through the submission of an Involuntary Withdrawal Form, that a student be dropped from a particular class due to extreme absenteeism. An involuntary withdrawal does not affect F.P.A. but may cause a student to be placed on financial aid probation or suspension for failure to complete an adequate number of courses attempted. Once the involuntary withdrawal is acted upon by the Registrar, it will remain final. An involuntary withdrawal will appear on transcripts as an "IW".

The student may be required in accordance with financial aid regulations, to pay for any classes from which he or she has been withdrawn in this manner. If a student has been involuntarily withdrawn from all classes during two consecutive semesters, the student will be referred to the Dean of Student Services and will need to apply to the Admissions Committee for re-entry to the college.

WITHDRAWAL FROM COLLEGE

Students discontinuing their studies at LCOOCC during the academic year must fill out the official withdrawal forms. Students leaving college before semester ends without completing the prescribed forms may receive a grade of "F" for all incomplete courses and will not be eligible for any fee refunds.

The official withdrawal process includes the return of all library books and materials. If books are not returned an administrative hold will be placed on all transcripts and records. Withdrawal during a semester may result in loss of financial aid eligibility.

Student Services at the Lac Courte Oreilles Ojibwa Community College supplement the instructional program and attempt to help the student to realize successful school entry, program completion, and transfer to the university system.

ADVISING AND COUNSELING

Advisors and counselors are available to assist you with admissions, academic advising, the selections of a major, career planning, transfer procedures, and financial aid. Counseling or referral is available to students who need assistance with personal and social problems, as well as academic advisement.

TEXTBOOKS AND SUPPLIES

LCO College will sell textbooks to students every semester. The LCOOCC Bookstore may buy back books once a semester at a used book rate. These textbooks may then be available to other students the following semester. Students are responsible to see that these book bills are paid. An administrative hold will be placed on all student records until all textbook bills are paid in full each semester. Students may pick up textbooks with cash or a check immediately, or upon signing up for financial aid in the Student Services Department. Those students receiving a waiver of tuition are still responsible for books and lab fees. See the Financial Aid Office for details.

BULLETIN BOARDS

Section V Student Services

or individuals wishing to post notices need to stop in the Student Services Office for permission.

CATALOG

Copies of the LCOOCC catalog are available in the Office of the Dean of Student Services and the Office of the Registrar. The Catalog contains academic regulations, listing of administration, faculty, and staff, and other valuable information. Please study and retain the catalog for your year of entry at the college.

FINANCIAL AID

Many types of student financial aid are available at LCOOCC. Early application is important to access the most money. Appropriate forms and details are available through the Department of Student Services in the Financial Aid Office.

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 domestic abuse shelter, respite care, day care, or Head Start. LCOOCC facilitates scheduling of services but assumes no financial obligation whatsoever.

HOUSING

At present there is no on-campus housing such as dorms or residence halls. All off-campus housing is in the form of privately owned units or 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 at this time. You may inquire about rooms or advertise for a

Section VI Student Conduct

PHOTO ID CARDS

LCOOCC Photo ID Cards serve as your official ID card for school functions. Photos are taken and cards are prepared by the Student Support Services department. Duplicate cards will be issued to students at the cost of \$5.00.

LIBRARY

Library hours are Monday thru Friday, 8:00 - 4:30. Evening hours are Tuesday and Wednesday evenings until 7:00 p.m. Be sure to pick up your library card. Please practice good library etiquette and confine food to the Student Center.

PARKING

LCOOCC is always striving to provide adequate parking areas for students and staff. Students are asked not to park in the handicapped designated areas, without the special permit, or in the special designated parking places.

SMOKE-FREE ENVIRONMENT

The LCOOCC buildings are smoke-free. The campus grounds are available for smoking. Please extinguish all smoking materials and place them in the ashtrays at the door entrances.

SNACK BAR

LCOOCC does not have a food service. Several vending machines are located throughout the campus for student use. Non-profit campus and community organizations often use the kitchen for fundraising activities. LCOOCC assumes no liability for their sales.

STUDENT CONDUCT

Since the LCO Community College utilizes several facilities for instructional purposes, students will be expected to observe all rules and regulations governing these smoke-free facilities. The LCO College is further bound by the Higher Education Act of 1989 to enforce a federal law against drug abuse and alcohol abuse on campus and at all college functions.

LCOOCC students are expected to behave responsibly and with propriety and are expected to abide by our policies and regulations. The College Administration will take whatever disciplinary action it deems warranted by students' misconduct in accordance with the Disciplinary Regulations of LCOOCC. (See Disciplinary Policy section)

Academic misconduct includes but is not limited to dishonesty or dishonest conduct during tests or examination such as by using books, notes, diagrams, and other aids not authorized by the instructor. It includes communicating or purposely exposing or conveying information to other students who are taking a test or examination.

Plagiarism is that form of dishonesty in which one person submits or presents the work of another person as his or her own. Another person's thoughts or work must be clearly footnoted or referenced in a student's work.

Disruption of Instructional Activities includes student conduct which makes it difficult or impossible to proceed with scheduled lectures, work, laboratory sessions, discussion, group meetings, tests, or other related activities.

Other misconduct includes but is not limited to damage to property, theft, and assault on individuals.

Slander and defamation of character of students, faculty, and administration will not be tolerated. Criminal offenses committed against an individual or his/her property will be referred to the Sawyer County Legal System. Theft of college property will lead to prosecution.

CAMPUS FACILITIES AND GROUNDS CONDUCT

NO person may:

- * dump litter, waste, or trash on campus
- * remove shrubs, flowers, wood, signs, fences, building materials, or other college property from campus.
- * break, tear up, mar, alter, or destroy college property.
- * bring dogs, cats, or other pets to the campus without prior approval of administration.
(Seeing-eye dogs are exempt from this rule).
- * climb into, out of, or on the roof of the LCOOCC college buildings.
- * carry displayed or concealed weapons on campus.
- * camp on campus without pre-approval from administration.
- * sell, peddle, or solicit on campus without pre-approval from administration.
- * take food or beverages into library, computer labs, or distance learning laboratory.
- * smoke in LCOOCC buildings.
- * erect, post, or attach any signs, poster, or pictures to any building or bulletin board without permission.
- * picket, rally, parade, or demonstrate at LCOOCC.
- * Intentionally gather or remain assembled outside the buildings physically hindering entrance or exit.
- * use rooms for meetings without permission of the College/Administrative staff.
- * intentionally create a disruptive volume of noise.
- * intentionally employ force or violence against a member of the College Community.
- * engage in violent, abusive, indecent, or profane language or other disorderly conduct.
- * falsify, alter, or duplicate a LCOOCC ID Card.
- * use college telephone without permission.
- * intentionally give a false fire alarm.

DRUG AND ALCOHOL ABUSE POLICY

LCOOCC students and staff promote a healthy lifestyle by adhering to a policy of being drug and alcohol free on campus and at all college functions.

Procedures for suspected abuse by students:

1. Any student or employee observing a student abusing drugs or alcohol needs to immediately inform the college administration.
2. It is then the college administration's responsibility to inform the student of the policy and procedures and to complete an Incident Report.
3. The Incident Report is to be filed with the Dean of Student Services.
4. If student's behavior indicates he or she is under the influence of drugs or alcohol and could be a danger to self or others, or could interfere with the education process of the college, a student services officer can arrange for student to be transported home.
5. The Dean of Student Services will facilitate counseling and/or assessment for the student if warranted.
6. The student services officer will collect documentation on abusive behavior as part of the Incident Report.
7. If behavior continues and documentation supports such action, the student will be referred to tribal social services or Sawyer County Human Services.
8. If student refuses services and abusive behavior continues, the student can be expelled from the college.

Referral Information:

LCO College Administration 634-4790 Ext. 107
LCO Community Health Center Alcohol and Drug Abuse Program 634-4153.
Alcohol and Drug Abuse Information and Referral Center of Sawyer County. 634-8270

SEXUAL HARASSMENT POLICY

LCOOCC 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 staff member's employment relationship, working, or learning environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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.

REGULATIONS:

It shall be a violation of institutional policy for anyone who is authorized to recommend or make personnel decisions or student status actions affecting a staff member or student to:

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 and conditions of employment or education that either favorably or adversely affects member's or student's welfare.

Disregard and fail to investigate allegations of sexual harassment, whether reported by the staff member 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.

Whenever there is such an abuse of authority or neglect of responsibility, the supervisor, instructor, or Dean of Student Services is required to take prompt and corrective action consistent with discipline provisions of the appropriate policy manual.

It shall also be violation of this policy for any staff member or student to abuse another staff member or student through conduct or communication of sexual nature. Whenever such misconduct exists, the supervisor, instructor, or Dean of Student Services, is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy manual or labor agreement.

A staff 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 staff member(s), 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 staff member, 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.

DISCIPLINARY POLICY

It is the policy of the LCO Ojibwa Tribe, and the rule of LCOOCC, to prohibit verbal, written, or physical harassment or assault of its employees and students based on race, national origin, religion, gender, or for any other reason. Acknowledging the need to preserve the orderly process of the college for teaching and learning

purpose, disciplinary actions will be undertaken by the college administration to maintain order and discourage student misconduct.

Disciplinary sanctions affecting the status of an individual, as a student, will be taken in response to incidents of harassment. Sanctions may include probation, suspension, or expulsion from LCOOCC.

Probation indicates that the student is permitted to enroll under specific conditions, following all regulations and standards of conduct, required by the College. Conditions of probation may include, but not be limited to the loss of all privileges except those of attending classes and writing examinations. Probation may not exceed two semesters but may lead to suspension should misconduct continue.

Suspension indicates a temporary loss of student status for a specified period of time, not to exceed two years, resulting in the loss of all student rights and privileges.

A student who has been expelled or suspended may petition for readmission. The petition must be received in writing within ten (10) calendar days of the disciplinary action. Disciplinary files will be maintained in the Office of the Dean of Student Services who will serve as the investigating officer for the college in cases of disciplinary action. When necessary or appropriate, the Academic Dean may serve as the investigating officer for LCOOCC.

Offenses for which disciplinary sanctions may be imposed include, but are not limited to, the following:

- Intentional conduct endangering the personal safety of another.
- Threatening physical action or attempting to it intimidate a member of the college community.
- Selling or delivering a controlled substance.
- Tampering with, destroying, or removing college property from the campus without permission.
- Vandalizing any safety equipment or property for the protection and safety of individuals on campus.
- Intentional conduct that obstructs or seriously impairs instruction or college activities.
- Deliberately blocking entrances or exits from any college building or parking lot.
- Removing pages from library materials or removing materials from library without permission.
- For knowingly making a false statement, either orally or in writing, about a member of the college community.
- Deliberately violating rules or laws of LCOOCC, Lac Courte Oreilles Ojibwa Tribe, or State of Wisconsin.

Procedures for disciplinary actions begin in the Office of the Dean of Student Services who is the investigating officer for the College. The President may appoint an alternative-investigating officer when necessary and appropriate.

Formal Institutional Action: If the maximum sanction is sought by the investigating officer (suspension or expulsion) a written statement of charges must be prepare and served upon the student by registered mail. This letter must include:

- A summary of the incident(s) with dates, times, places, and unacceptable conduct
- An explanation of the rule(s) violated
- A statement of the maximum penalty sought by the investigating officer
- An explanation of the consequences of failure to answer the statement of charges
- A timeline for possible reinstatement of student rights and privileges

Due Process: Students have ten (10) calendar days to respond to disciplinary actions

Students may respond in written form to request a hearing of the matter

The College has ten (10) calendar days to schedule and conduct a Student Conduct Hearing with advance written notice to the student outlining the offense and facts upon which the disciplinary action is based

A written decision, which includes the findings of fact and conclusions, shall be mailed to the student with ten (10) calendar days of the hearing

Appeal of disciplinary decisions must be received in writing in the President's Office within ten (10) days of the disciplinary hearing. The LCOOCC Administrative Council will review all facts and documents associated with the charges and make a final ruling based on the information they receive.

EMERGENCY SUSPENSION

A student may be temporarily suspended by the LCOOCC College President pending final action on charges against him/her if continued presence on campus constitutes a potential for serious harm to himself/herself or others.

No person who is suspended or expelled from LCOOCC, or who takes leave or resigns under charges may enter the campus without written consent of the College President.

CONSTITUTION LCOOCC STUDENT GOVERNING ASSOCIATION

PREAMBLE:

It is with the College Mission Statement and Purposes in mind, that we form the Constitution for the LCOOCC Student Association. This Constitution defines and implements the student's role in governance at the LCOOCC.

ARTICLE I: MEMBERSHIP OF THE ASSOCIATION:

Section I:

- (a) Membership of the Association shall be limited to students who attend LCOOCC. All students upon enrollment and payment of student fees are to be considered members.
- (b) The student body shall serve as the electorate for the Student Association who will represent the Student body.

ARTICLE II: ORGANIZATION OF THE STUDENT ASSOCIATION

Section I:

- (a) The student organization of LCOOCC shall be named the LCOOCC Student Association.
- (b) The Student Association shall serve as the instrument through which the student body may collectively influence decisions relative to student social and cultural activities, clubs, and organizations

Section VII Student Governing Association

A
Section I.

- (a) Student Association Officers shall be elected to serve for one year, at the close of registration, during the fourth week of fall semester classes.
- (b) Any full-time student, carrying 12 or more credits, may become a candidate for the Office of the President, Vice-president, Secretary, or Treasurer.
- (c) Each candidate must submit to the Student Association Advisor a petition bearing the signature of 15 certified members of the student body declaring his/her intention to run for a specific executive position. The petition must be given to the advisor and certified by the Registrar, that all signers are members of the Student Association, one week prior to elections.
- (d) Officers of the Student Association must have completed a minimum of 15 credits hours at LCOOCC prior to assuming office.
- (e) All officers must be full-time students with a current GPA of 2.5 or above during both semesters of their term of office.
- (f) Elections are to take place under the supervision of an Ad Hoc Election committee by written secret ballots. Ballots will be counted by the Election committee under the supervision of the Student Association Advisors.

Section II: Presidential duties shall include:

- (a) Presiding at all Student Association Meetings.
- (b) Scheduling all meetings.
- (c) Making necessary announcements for meetings.
- (d) Serving as the Student Representative to the Board of Regents of LCOOCC requires that President be Native American.
- (e) All officers must be full-time students with a current GPA of 2.5 or above during both semesters of their term of office.
- (f) Voting as a member of the Student Association.

Section III: Vice Presidential duties shall include:

- (a) Assuming the duties of the President in his/her absence or in case of resignation or ineligibility.
- (b) Carrying out such duties as delegated by the Student Association President.
- (c) Voting as a member of the Student Association.

Section IV: Duties of the Secretary:

- (a) Keeping minutes of all Student Association meetings and maintaining a file of all related business correspondence.
- (b) Receiving and replying to all correspondence upon authorization of the President.
- (c) Voting as a member of the Student Association.

Section V: Duties of the Treasurer

- (a) Distributing monies in accordance with guidelines by the LCOOCC Business Office.
- (b) Maintain files on all financial transactions.
- (c) Developing a proposed budget to LCOOCC Administrative Council for acceptance or modification upon 2/3 majority vote of the Student Association.
- (d) Voting as a member of the Student Association.

Section VI: Sergeant of Arms: SEE Article V, Section I & II

Section VII: An Elder Advisor will serve on the Executive Council as a non-voting member.

Section VIII: Vacancies in the Executive Council shall be filled by a special mid-term election once a semester, under the supervision of the Office of the Dean of Student Services.

ARTICLE IV: LEGISLATIVE COUNCIL

Section I:

- (a) Member on the Legislative Council shall consist of four freshmen and four sophomore students who shall be called Senators.
- (b) Members of the Legislative Council shall be full-time students with GPA of 2.5 or above and serve for a term of one year.
- (c) Members of the Senate shall be elected in the fourth week of the fall semester by secret written ballot.
- (d) To be eligible to serve as Freshmen Senator a Student must be registered for a minimum of 12 credits but have less than 32 credits at the time of fall elections.
- (e) Candidates for the Legislative Council must submit, to the Student Association Advisor, a petition of nomination bearing 10 signatures from the general membership, at least two weeks prior to election.
- (f) Vacancies occurring on the Legislative Council shall be filled by candidates printed on the original ballots in order of most votes received.

Section II: Representatives:

- (a) Accredited organizations shall elect three representatives to the Legislative Council.
- (b) Such representatives shall be named by the presiding officers of these organizations during the first four weeks of the academic year.
- (c) Representatives shall have authority to vote on all Student Association matters.

Section III: An Elder Advisor shall be a non-voting member of the Legislative Council.

ARTICLE V: JUDICIAL COUNCIL

Section I:

- (a) The Executive Council will appoint a Sergeant of Arms at their Discretion, unless there is a 2/3 verbal disapproval by the Senate, who will perform any judicial act. His/her authority extends no further than is necessary to bring that certain affair under control.

Section II: The Sergeant of Arms will defer further disciplinary action to the LCOOCC Administration

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