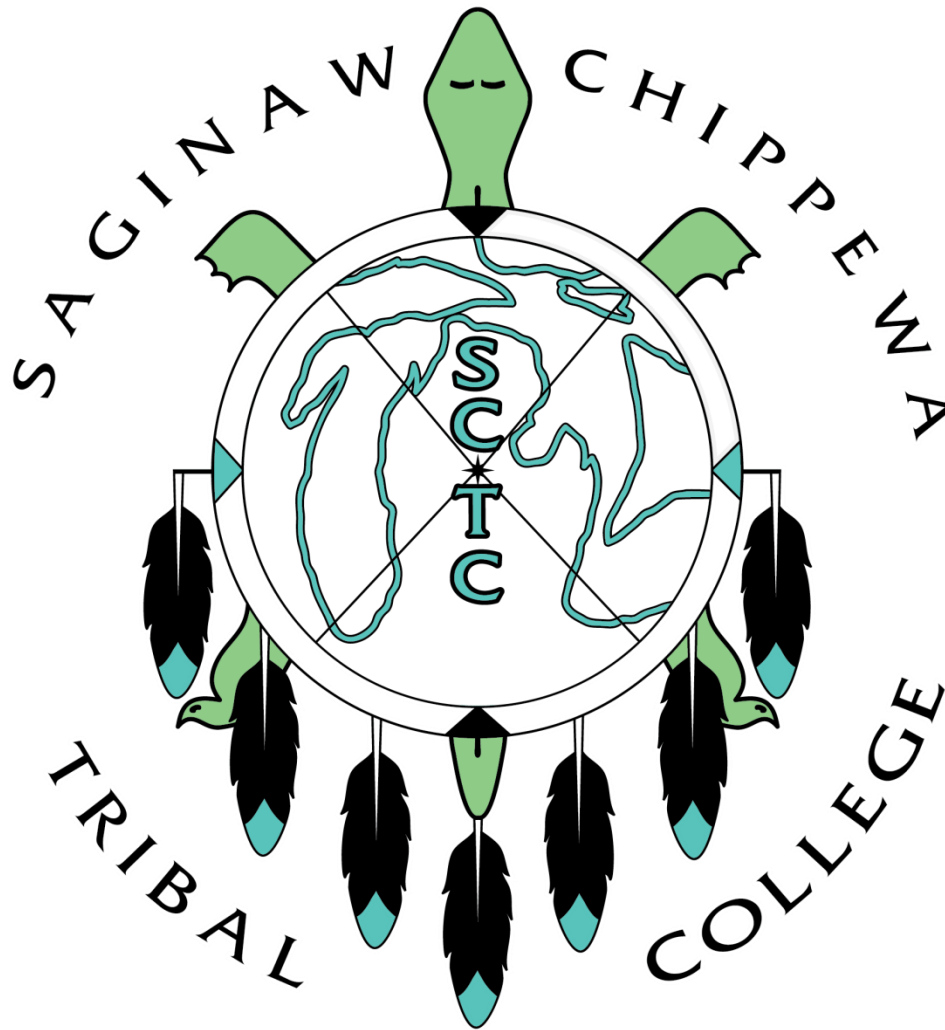


2019-2020

Student Handbook



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United States Department of Agriculture
National Institute of Food and Agriculture

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History of the SCTC Logo

The Saginaw Chippewa Tribal College Logo was created by then-student Kathleen Hart. Below is her narrative about its inspiration and creation. The Turquoise and Black school colors were chosen by the student body via a Student-Council- led vote.

Aanii, Kathy Hart Ndizhinikaaz, Rosebush, MI Ndoonjibaa, Saginaw Chippewa Anishinaabe que N'daaw, When I started as a student at SCTC, my life was so off-balance it was pitiful. I want to thank faculty for inspiring, encouraging, and supporting me. SCTC helped me get balance back in my life and experience educational success while learning about Anishinaabe culture and language. I received my Associate of Arts in Business Degree in 2007 but continued to take classes here until 2009 in preparation for a Bachelor's Degree. In 2011, I started working here as the STEM Recruiter.

As I started thinking about designing a logo, I knew I wanted it to tell a story and represent what SCTC can do for students. I began by drawing a circle, thinking about the medicine wheel. The medicine wheel helps us keep our life in balance. It represents: the four aspects: spiritual, emotional, physical, and mental; the four directions: east, south, west, and north; the stages of life: baby, youth, adult, and elders; our medicines: tobacco, sage, cedar, and sweet grass; the four seasons: spring, summer, fall, and winter; our elements: fire, earth, water, and wind; and the four colors for the nations: yellow, red, black, and white.

I then put another circle inside the circle to make a border. As I looked at the circle, I thought about Mother Earth and how Anishinaabek should care for her. The creation story came to mind, particularly the part where the turtle carries Mother Earth on its back. I decided to draw the sacred Turtle so that the circle would become its back.

As I sat there looking at the drawing, wondering what else it needed, I started thinking about the Seven Generations and Seven Grandfather Teachings: truth, wisdom, bravery, humility, respect, love, and honesty, which are also the values of SCTC. Another sacred animal to the Anishinaabek is the Eagle. I added seven eagle feathers to represent the teachings and generations to come. The colors in the feathers are the school colors: turquoise and black.

It still needed something; inside the circle was bare. I couldn't think of anything, so I decided to take a break. I was busy doing something else around the house when I got an idea. I put Michigan with the Great Lakes inside the circle, added the direction pointers, wrote the College name on it, and drew the lines to represent the medicine wheel. I noticed that the lines crossed where Mt. Pleasant is, so I put a star there to show our location. As I looked at it, I thought of the acronym SCTC, added that down the middle, and it was complete.

Miigwetch,

Kathy Hart



Introduction

Welcome to Saginaw Chippewa Tribal College! As a means to enhance your college experience here, the *Student Handbook* has been developed to provide students useful and vital information on a range of topics. In addition to general information, the handbook incorporates SCTC's current policies and regulations regarding student rights, responsibilities, privileges, duties, obligations, and prohibitions.

This handbook supersedes all previous student handbooks and applies to all conduct, activities, and student grievance procedures, effective fall semester 2019. Please note that SCTC reserves the right to modify or revise the contents of this handbook at any time.

The *Student Handbook* shall be made available to all students, either in printed form or in PDF form at the SCTC website (www.sagchip.edu).

We sincerely hope you have a rewarding learning experience at Saginaw Chippewa Tribal College. Please do not hesitate to contact SCTC staff should you have a question or would like to offer feedback on how we can serve you better.

History of SCTC

Saginaw Chippewa Tribal College is a two-year public college founded in 1998. It is also federally recognized as one of the 1994 Land-Grant Institutions. The Saginaw Chippewa Tribal Council adopted a resolution that year establishing a tribally controlled college and the formation of a governing Board of Regents. The Saginaw Chippewa Indian Tribe of Michigan constitutes a sovereign nation within the United States. The sovereignty of the Saginaw Chippewa Indian Tribe forms the legal basis to charter Saginaw Chippewa Tribal College. With its founding in 1998, Saginaw Chippewa Tribal College joined the larger tribal college movement, which today totals approximately forty institutions.

The Saginaw Chippewa Indian Tribe traces its roots to the Black River, Swan Creek, and Saginaw bands of the Chippewa Indians. These bands ceded their land to the United States under the treaties of 1807 and 1819. The original confines of the Isabella Indian Reservation were established by the treaty of October 18, 1864. The descendants of the three bands residing on the Isabella Indian Reservation reorganized on March 27, 1937 and became the Saginaw Chippewa Indian Tribe under the provisions of the Indian Reorganization Act of 1934. The reservation today encompasses 800 acres of land and has approximately 3,675 enrolled members.

Saginaw Chippewa Tribal College's target student populations include members and descendants of the Saginaw Chippewa Indian Tribe, American Indians from other tribes, Tribal employees, and the general population. Saginaw Chippewa Tribal College's geographic service areas encompass the Saginaw Chippewa Indian Reservation, the greater Mount Pleasant area, and the State of Michigan.

Educational Purposes of the Saginaw Chippewa Tribal College

Culture and Values

To provide a learning environment that emphasizes Anishinaabek culture, heritage, and language, while fostering an awareness and appreciation of diverse cultural lifeways.

Framework for Learning and Empowerment

To provide an educational environment that facilitates teaching, learning, social engagement, self-expression, and the free exchange of ideas.

Personal Educational Goals

To provide opportunities and support services to identify, express, and achieve success in meeting their personal and educational goals.

Vision

Saginaw Chippewa Tribal College is committed to maintaining a nurturing environment which inspires all people to attain higher levels of personal and academic success.

Mission

Saginaw Chippewa Tribal College is a public community college that provides educational opportunities reflecting Anishinaabe values.

Values

In keeping with Anishinaabe culture and values, SCTC strives to embody the Seven Grandfather Teachings of:

- Truth
- Wisdom
- Bravery
- Humility
- Respect
- Love
- Honesty

Governance

Saginaw Chippewa Tribal College is governed by a seven-member Board of Regents, which includes the College President as an *ex-officio* non-voting member. The Student Senate-President represents the interests of all students by attending all meetings of the SCTC Board of Regents as a non-voting member. The SCTC Charter delineates the SCTC Board of Regent's composition, governance structure, and Board activities. The Board is empowered to establish and review basic policies to govern the institution, in accordance with the SCTC Charter.

The College President is the Chief Executive Officer of Saginaw Chippewa Tribal College. The President is responsible for the daily operations of the College subject to the directions, policies, and procedures formally established by the Board of Regents.

Student Senate

The SCTC Student Senate is the governing body of SCTC students. The Student Senate consists of the President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, Historian, Student Representative, Community Service Representative, and Public Relations Representative. The term of office for each elected officer is one academic year.

The Student Senate undertakes the following:

- Jointly with the college administration, identifies and plans official student social activities to be included in the social calendar.
- Coordinates college activities necessary to furnish adequate extracurricular programs.

Complete by-laws of the SCTC Student Council are available from the Dean of Students office.

General Policies of SCTC

Disclaimer

The provisions of this Student Handbook do not constitute a contract or offer to contract with any person. The right to change any provision or requirement without notice at any time within the student's term of attendance is reserved by Saginaw Chippewa Tribal College.

Equal Opportunity and Non-Discrimination

Saginaw Chippewa Tribal College prohibits discrimination against applicants, employees, or students on the basis of race, religion, creed, color, national origin, sex, age, height, weight, marital status, veteran status disability, sexual orientation, gender identity, gender expression, or familial status. Nor will sexual harassment be tolerated in its employment practices and/or educational programs or activities.

Student Disability Services

Students with a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 are eligible to receive reasonable accommodation and disability-related services. Under the law, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, and taking care of oneself). Students are responsible for providing SCTC with appropriate documentation of their disability. Students with disabilities are encouraged to contact the Dean of Students to receive reasonable accommodation.

Student Right-To-Know Act

Federal law requires that crime prevention techniques and statistics be reported annually to the campus community. In compliance with the Student Right-to-Know Act and the Clery Disclosure of Campus Security Policy and Campus Crime Statistics, Saginaw Chippewa Tribal College will make available to enrolled or prospective students information regarding graduation rates as well as institutional security policies and crime statistics on the SCTC website at www.sagchip.edu. This information was prepared not only to comply with

the law, but also to facilitate the safety and security of students, faculty, and staff and to provide an environment supportive of teaching and learning.

Drug and Alcohol Abuse Prevention Policy

All persons entering Saginaw Chippewa Tribal College must comply with the Alcohol/Drug-Free Campus Policy as required by Public Law 101-226, The Drug-Free Schools and Communities Act Amendments of 1989. No person may bring, keep, or drink alcoholic beverages on college premises or at college functions. Possession of stimulants, depressants, narcotics, or hallucinogenic drugs, including marijuana and other agents having the potential for abuse, is strictly prohibited, except as prescribed by a physician. Any person found to be possessing, using, or distributing such drugs or alcohol will be subject to disciplinary action, which could include prosecution for violation of Tribal, State, or Federal law.

Smoking Policy

Commercial tobacco/smokeless tobacco and electronic cigarette usage is prohibited in all campus properties including all buildings and college vehicles. Commercial tobacco is defined as tobacco products such as cigarettes, and not the sacred and indigenous uses of tobacco practiced by Native American communities. This Tobacco-Free Policy will in no way prohibit the use of traditional/ceremonial/sacred use of tobacco or infringe in any manner on any tobacco cultivation or harvesting for spiritual and ceremonial use.

Sexual Harassment Policy

It is the policy of Saginaw Chippewa Tribal College to maintain a place of employment and education that is free of harassment in general, especially harassment that is sexual in nature. Sexual harassment, as summarized from the Equal Employment Opportunity Commission (E.E.O.C.), includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct, or communications of a sexual nature. Anyone in violation of this policy is subject to disciplinary action and legal sanctions. Sexual harassment complaints must be filed with the Title IX Coordinator.

Fire and Safety Procedures

Students and employees of the college are encouraged to know the location of fire extinguishers and emergency exits in the college building. In case of fire, exit the building immediately. Do not attempt to reenter the building until given permission by the college officials.

Inclement Weather and Class Cancellation Procedures

Cancellation of on-campus classes due to inclement weather or other conditions will be announced by the college on the www.sagchip.edu website, the SCTC Facebook page, student and staff email, WCFX 95.3 FM, TV 9-10, WJRT Channel 12, and WNEM Channel 5. Students will receive cancellation notices via sagchip.edu email and will be posted to SCTC's Facebook page. The cancellation of day classes will be announced before 8 a.m. The cancellation of evening classes will normally be announced before 5 p.m. Class cancellation due to the absence of the instructor is posted the day of the cancellation via student sagchip.edu email accounts.

Admissions

Saginaw Chippewa Tribal College is committed to an "Open-Door" admission policy for all its programs and does not discriminate on the basis of race, religion, creed, color, national origin, sex, age, height, weight, marital status, veteran status, disability, sexual orientation, gender identity, gender expression, or familial status. Further, SCTC will not deny access to an otherwise-qualified student on the basis of that applicant's mental or physical disability.

General Admissions Requirements

All students seeking admission must complete an Admission Form (available in the Office of the Registrar) and submit related admission documents. These materials will be placed in student admission files and will not be returned. SCTC applicants/students are required to provide the following forms and documents:

- An Admission Form.
- Proof of graduation from an accredited high school, a copy of high school transcripts, or proof of General Education Development (GED) completion.
- Transcripts from all College(s) previously attended (students are responsible for requesting that transcripts be sent to the Registrar).
- Proof of Tribal Enrollment or letter of tribal affiliation (if applicable).

- Driver’s license or state ID.
- Social Security Card

Students with an incomplete file must provide all applicable documentation no later than the conclusion of the first two weeks of classes.

Students who fail to provide the required documentation may be subject to disciplinary action.

Admission Classification

Depending upon their educational needs and qualifications, students are given regular, special, or dual-enrollment admission status:

- **Regular Admission**

Students who fulfill the admissions requirements are admitted as “Regular Status” students at Saginaw Chippewa Tribal College.

- **Special Admission**

Special admission students may not be required to meet all regular status admission requirements. Students who do not meet the requirements under Regular Admission, or other admission categories, may be admitted if they demonstrate an ability to benefit from the programs at SCTC. Under the provisions of this policy, the Dean of Students will permit students who have not completed high school or GED to begin studies at the college. Usually, under this admission status, students will not be seeking a degree but will instead be taking SCTC courses for personal or professional growth and development. SCTC may admit students who do not have a high school diploma, or a GED, if enrollment in such is closely related to the student’s work and if benefit to the student is apparent. Students enrolled without a GED or high school diploma will be limited to no more than 12 college-level credits and must enroll in a GED completion program before the end of their initial semester.

- **Dual Enrollment**

High school students, enrolled in grades 9 through 12, who have written approval from a parent or legal guardian, high school counselor, and the Dean of Students, may enroll as “Dual-Enrolled” students. Dual enrolled students can register for a maximum of six semester hours of college credit per semester. –The courses completed by dual-enrolled students will be counted for college credit, or toward a degree, after high school graduation or completion of GED. Acceptance of dual-enrollment credit will be at the discretion of the transfer institution. Parents/guardians of dual-enrolled students are responsible for tuition, fees, and any material costs (books, supplies, etc.) associated with enrollment.

Transfer Students

Informal evaluations of transfer credits may be requested. Such evaluations are subject to change upon completion of a formal transfer credit evaluation when all official transcripts are received. Saginaw Chippewa Tribal College reserves the right to evaluate all transfer credits in relation to its programs. Students should have transcripts sent as soon as they enroll at SCTC. Formal transfer credit evaluations will not take place until official transcripts are received.

Transfer Credits/Courses

Courses completed at regionally accredited institutions are accepted for Associate Degrees. Transfer credit is generally given for courses that are equivalent to SCTC courses listed in the catalog in force when the credits are evaluated. Courses are evaluated in terms of content, number of credits, and length of term or semester. In cases of courses not deemed equivalent, a student may request review by the Curriculum Committee. It is the student’s responsibility to provide all documentation requested by the committee, and the committee’s decision is final. The following restrictions apply:

- Transfer credits must have a minimum grade of 2.00 on a 4.00 scale.
- A maximum of 30 semester hours of academic transfer credit is accepted from accredited institutions
- Students are required to earn eighteen (18) of their program degree credits at SCTC.

Student Records and Information

Family Educational Rights and Privacy Act

SCTC maintains student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. FERPA (20 U.S.C. § 1232g; CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school above the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by SCTC. This information will be available to the student within 45 days of the date SCTC receives a written request for access. SCTC is not required to provide copies of records unless, for reasons such as a great distance, it is impossible for eligible students to review the records. SCTC may charge a fee for copies.
- Eligible students have the right to request that SCTC correct records they believe to be inaccurate or misleading. Written requests must be made to the attention of the Registrar. If SCTC decides not to amend the record, the eligible student then has the right to a formal hearing. The Dean of Student Services will preside over the formal hearing, and all decisions will be final. After the hearing, if SCTC still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, SCTC must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law

SCTC may disclose, without consent, "directory" information, such as: a student's name, address, telephone number, date and place of birth, honors and awards, and the dates of attendance. However, SCTC must tell eligible students annually about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. SCTC will notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, email distribution, or newspaper article) is at the discretion of SCTC.

Records (including anecdotal notes) of individual instructional, supervisory, and administrative personnel are the sole possession of the maker and are not accessible or revealed to any other person.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SCTC to comply with the requirements of FERPA within 180 days of the alleged violation.

Written complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Transcripts

Official transcripts for Saginaw Chippewa Tribal College students are available from the Registrar's Office. SCTC will release transcripts upon written and electronic requests. Transcripts will not be released if the student has a financial hold.

Course Registration

Registration is the process of enrolling for a course(s) offered on the course schedule. The course schedule will be available in the SCTC administrative office and published on the college's website (www.sagchip.edu). The student must submit a completed registration form to the Registrar by the deadline specified on the academic calendar.

The academic calendar of the Saginaw Chippewa Tribal College includes a fall and spring semester with summer courses upon availability.

One semester credit hour equals 15 contact hours of instruction. Students should expect to spend two hours outside of class weekly for each credit hour in order to prepare for classes and complete assignments.

Testing and Course Placement Policy

SCTC has developed this policy statement regarding placement testing and required course enrollment:

1. Incoming students are required to complete placement testing before entering math and English courses.
 - a. Students placing in developmental reading and writing on the WritePlacer test will be required to enroll into ENG 101 with a co-requisite of ENG 010.
 - b. Students placing into developmental mathematics will be required to complete one or more of the following courses dependent on their placement score:
 - i) MTH 096, or
 - ii) MTH 230 with a co-requisite of MTH 023, or
 - iii) MTH 120 with a co-requisite of MTH 012.
2. An official transcript from an accredited higher education institution and/or secondary education institution showing prior coursework may be considered in lieu of placement testing.

Enrollment Status

A full-time student is enrolled in twelve (12) or more credit hours per semester. A three-quarter time student is enrolled in nine (9) to eleven (11) credit hours per semester. A half-time student is enrolled in six (6) to eight (8) credit hours per semester. A less than half-time student is enrolled in one (1) to five (5) credit hours per semester.

Class Standing

The class standing for all students at Saginaw Chippewa Tribal College is based on the following criteria:

Class Standing	Credit Hours Earned
First Year	0 to 29
Second Year	30 to 64

Course Adjustments

Adding/Dropping Courses

Students may add or drop courses by completing the “Add/Drop” form available through the Registrar’s Office and the SCTC website. Courses may be added or dropped according to the dates published in the “Academic Calendar.”

Course Cancellation

SCTC reserves the right to cancel courses due to lack of or low enrollment or other extenuating circumstances.

Independent Study

Only students who need a course for graduation during a term when it is not scheduled may request an Independent Study. This course request must be approved by the Dean of Academics.

Auditing

Students are permitted to register for a course without earning credit during the registration period. Approval by the Dean of Students is required. Audit students are expected to observe all course regulations and tuition/fee schedules. Students who take a course for audit may not petition for credit after the course has been completed. A course taken for credit may not be changed to an audited course.

Withdrawal from a Course

Once a semester begins, a student may withdraw from a course through the tenth week of the Fall and Spring semesters, as published in the “Academic Calendar,” or the equivalent timeframe if the course meets on a different time period.

A student officially withdrawing from a course will receive a grade of “W.” A Withdrawal Form must be signed by the student and received by the Registrar’s Office within the time-frame described.

Neglecting to officially withdraw from a course (i.e., a signed Withdrawal Form) through the Registrar's office will result in a grade of "F." Students should be aware that it is their responsibility to complete the necessary form for withdrawing from a course.

Administrative Withdrawal

After the withdrawal period, a student with extenuating circumstances may withdraw from coursework with approval from the Dean of Students. A student requesting to utilize this exemption must make an appointment with the Dean of Students and will be expected to submit their request in writing and provide supporting documentation as instructed.

Instructor-Initiated Drop

An instructor has the option of initiating a drop for any student who has never attended during the first two weeks of class (or other instances such as lack of course prerequisites, student behavior that interferes with the learning process, etc.). The instructor must attempt to contact the student at least two times (using 2 different methods) prior to the drop. An Instructor-Initiated Drop Form must be completed and submitted to the Registrar by noon on Friday of the second week of the semester.

Upon receipt of the Instructor-Initiated Drop form, the Registrar will notify the student of the reason for the drop within one business day. If a student wishes to appeal an instructor-initiated drop, the contact must be with the class instructor, Registrar, or other member of administration. If necessary, mediation may be requested of the Dean of Students and/or Dean of Academics. All appeals must be in writing and signed by the student requesting the appeal and received no later than 5p.m. on the Wednesday of the third week.

The decision whether or not to reinstate a student belongs to the instructor and/or administration which must occur no later than 5p.m. on the Thursday of the third week of class. This decision is final. Students who have been dropped from a course cannot be reinstated once the process is complete. If an instructor and/or member of administration fails to drop a student within the first two weeks of the course, a student-initiated "withdrawal" (not a "drop") must be processed in order to remove the student from the class.

Repeating Courses

A student may repeat a course whether it was previously passed or failed. The repeated course will be designated by an "R"; all grades will remain on the academic record. However, the most current grade is used in computing the grade point average and is counted toward degree completion.

Attendance

Instructors will take attendance and inform students during the first two weeks, in writing, of attendance requirements. Instructors will report attendance to the Financial Aid Office for the first two weeks of class for financial aid purposes and perpetually thereafter throughout the semester for institutional scholarship purposes. Students are expected to attend all classes for which they are registered. A student who is absent from a class misses a portion of the subject matter of the course and misses an opportunity to contribute to class. Each student is responsible for all coursework missed, regardless of the reason. Prolonged absence from class may result in a loss of financial aid and usually results in a reduction of grade. Attendance requirements may vary from instructor to instructor.

Student travel for college-related events is a privilege, not an entitlement. Students wishing to go on field trips or overnight travel must make arrangements with each of their instructors at least two weeks in advance. Travel status does not excuse students from due dates or other course requirements. Permission for student travel is at the discretion of each instructor. See section on [Student Travel Policy](#) below for further travel-related information.

Tuition and Fees

Tuition and Fees

All SCTC students will be charged tuition and fees for each semester at a rate determined by the Board of Regents. A deferred tuition payment schedule may be arranged with the College administration when financial aid is pending or in other special circumstances. In the case of deferred tuition arrangements, tuition payments must be made according to the arranged schedule.

Schedule of Fees

Tuition

\$60.00 USD per credit hour

Student Fees

\$25.00 USD per credit hour

Application Fee

\$25.00 USD (for new students)

Late Registration Fee

\$25.00 USD

Course Fee

May be applicable to a specific course for cost of materials or other required supplies. Course fees are listed on the semester schedule and are non-refundable.

Commencement Fee

\$75.00 USD

Student Accounts

- The amount owed by a student will be computed upon registration. If a balance is due, a combined schedule/billing statement will be mailed to the student after drop/add.
- A second combined schedule/billing statement will be mailed to the student mid- semester.
- Full payment is expected within 30 days after the receipt of the second statement.
- Exceptions may be made for students who have been approved for Tribal Scholarship funds or other expected financial assistance for the current semester. Documentation is required.

If a student received financial aid, distribution and payment will be completed in accordance with the SCTC Financial Aid Office Manual. Students are responsible for all costs not covered by any type of financial aid.

Outstanding Accounts

An account is considered “outstanding” when:

- A student account has a balance 90 days after the balance is incurred and have neglected to make arrangements for payment, or
- Scheduled payments have not been made according to the student’s payment plan.

A student with an outstanding account may be taken to Tribal Court (Isabella Reservation jurisdiction) or Isabella County Court for collection. The student will be responsible for additional court fees incurred. Failure to pay any outstanding balance may affect registration until balance is paid in full.

Payment Plans

Students can make arrangements with the administration office for a payment plan.

- Payment plans are designed to have balances paid in full by the end of the attending semester.

Financial Holds

When a student has an account balance, SCTC will not issue a student’s grades, diploma, or official transcript to the student, employer, scholarship entity, or other educational institution.

Refunds

The refund policy is as follows:

- Fees are non-refundable.
- Tuition is refundable as follows:
 - 100% refund during the first week of semester.
 - 80% refund during the second week of the semester.
 - 60% refund after the second week until the end of the fourth week of the semester.
 - 0% refund after the fourth week of the semester.

Financial Information**Student Financial Aid**

Saginaw Chippewa Tribal College offers financial aid from Federal, state, and private sources, as well as facilitates students seeking aid of other sources (e.g. Tribal).

Federal Financial Aid

Students are able to file the Free Application for Federal Student Aid (FAFSA) to determine eligibility for Pell Grant funding. The Pell Grant is a need-based, gift-aid program that will assist students with the cost of higher education. The applications are available online at www.fafsa.ed.gov. SCTC's school code is 037723.

General Eligibility for Federal Student Aid

To be eligible for Title IV assistance, an applicant must meet the following criteria:

1. Be enrolled as a regular student in an eligible degree program at SCTC.
2. Cannot also be enrolled in elementary or secondary school.
3. Have a high school diploma, equivalent, or have been home-schooled.
4. Must meet Satisfactory Academic Progress (SAP) standards.
5. Meet enrollment status requirements.
6. Must have resolved any drug conviction issues.
7. Be a U.S. citizen or an eligible non-citizen.
8. Sign a Statement of Educational Purpose.
9. Comply with registration requirements of the Selective Service.
10. Not be in default on a Title IV student loan borrowed for attendance at any institution.
11. Not have borrowed in excess of Title IV loan limits.
12. Not owe a repayment on a Title IV grant or scholarship received for attendance at any institution.
13. Have a complete financial aid file within the specified time period.

If you have been issued financial aid that is later reduced or cancelled for any reason, you may be required to return a portion or all of that payment to Saginaw Chippewa Tribal College.

Financial Aid Warning

A student may be placed on financial aid warning if he/she fails to meet the minimum quantitative and/or qualitative standards of Satisfactory Academic Progress (SAP). While on financial aid warning, a student continues to receive financial aid for that semester. A student placed on Financial Aid Warning who fails to meet both of these requirements, in the next semester of enrollment, immediately loses federal financial aid eligibility. Eligibility is reestablished after the student improves their scholastic record to meet the minimum standards.

Financial Aid Appeal

Under special circumstances, such as injury, illness, or death of a family member, financial aid suspension may be waived. The student must submit a typed letter to the Saginaw Chippewa Tribal College Financial Aid Office.

1. The appeal letter must explain, in detail, why the student failed to meet the minimum Satisfactory Academic Progress standards, what mitigating circumstances caused the failure, and how their situation has improved.
2. Students must submit a copy of their Financial Aid Warning letter along with their appeal letter. Additional documents must accompany the letter if required.
3. The Financial Aid Committee will review all appeals and make a determination of either probation or academic plan.
4. If the student wins his/her appeal, the student is placed on financial aid probation for the next semester of enrollment if the school has determined that the student will be able to make SAP standards by the end of the next enrollment term.
5. If the student wins his/her appeal, the student may be placed on a financial aid academic plan that will ensure the student is able to meet SAP standards by a specified point in time.
6. All Financial Aid Committee decisions are final. A student who has been suspended from financial aid may continue to enroll in classes at SCTC without receiving financial assistance. Payment arrangements may be made with the Billing Office. A student will be reinstated or required to reapply for their financial aid after completing six (6) credit hours at SCTC for which they have paid expenses. The student must meet all Satisfactory Academic Progress requirements. The student is also required to contact the Financial Aid Office once requirements are met.

Satisfactory Academic Progress Policy

Students must maintain Satisfactory Academic Progress towards a degree to receive Federal and/or State financial aid at SCTC. All awards from financial aid programs funded by the Federal or State Government are administered in compliance with the laws and regulations governing those programs. Satisfactory Academic Progress is measured at the end of each semester to determine a student's financial aid eligibility for the following semester.

Satisfactory Academic Progress (SAP)

Financial aid Satisfactory Academic Progress is defined as:

- a. Students must maintain a minimum cumulative grade point average (GPA) of 2.0 at the end of the academic semester.
- b. Students must satisfactorily complete two-thirds of their attempted credit hours each semester rounded-up to the nearest number.
- c. Consideration will be given to students changing majors. Students will only be allowed to change degree programs twice. Classes applicable to the new degree program will be utilized when determining Satisfactory Academic Progress.
- d. Federal law requires students to make Satisfactory Academic Progress to receive financial aid, and they must be in a course of study leading to a degree or certificate. Students will be allowed to complete only two Associate degrees before termination of federal financial aid at Saginaw Chippewa Tribal College.

Maximum Total Hours Attempted Allowed for Earning a Degree:

Students are also required to complete their program of study within the maximum number of attempted credit hours. Undergraduates must complete a program within the maximum time-frame of 150% of the published length of the signed degree program. Students enrolled in a signed degree program at SCTC are eligible for federal financial assistance for the maximum of 150% of the credit requirements. Once that limit is exceeded, students are no longer eligible for federal financial assistance at SCTC.

Example: 60 credits required for signed degree x 150% = 90 credit hours a student may attempt while working on the signed degree.

Grades:

- a. For financial aid purposes, all grades of A, B, C, D, F, W and I, are hours attempted.
- b. Only grades of A, B, C are counted as hours successfully completed.
- c. Audit classes are not eligible for financial aid and not counted as hours attempted.
- d. Remedial coursework will not be included as hours attempted or completed.
- e. Transfer credits from other institutions count toward credit hour limits and are used in SAP calculations.

Courses:

- a. Repeated courses may count for financial aid purposes when calculating SAP. For academic purposes, the most recent earned grade will be counted when calculating grade point average.
- b. Federal regulations stipulate that Federal Financial Aid will cover **ONE** course repeat for any previously **passed** course. This regulation does not apply to repeating a previously failed course and receiving financial aid.
- c. Selection of courses that do not count toward the student's declared degree will not be eligible for funding, with the exception of remedial courses that prepare a student for College-level coursework.
- d. Students who enroll in remedial coursework must also enroll in at least one College-level course to be eligible for federal financial aid.

Transfer and Returning Students:

- a. Transfer students must submit all prior transcripts and have hours input by the Dean of Students before eligibility can be determined.
- b. Transfer and returning students who do not meet SAP are entered on financial aid suspension.
- c. Students who left SCTC on financial aid warning (or probation, prior to fall 2011) and return after non-attendance are considered to be on financial aid warning when they return.

Sources of Financial Aid

In addition to federal financial aid, students may be eligible for financial aid from other sources, notably tribal scholarships. The Financial Aid Officer will provide assistance in identifying additional sources of aid, although it is the student's responsibility to complete the necessary paperwork needed for tribal and other aid programs, such as the American Indian College Fund and the Lumina Angel Fund.

Tribal Scholarships

Students are responsible for completing the necessary paperwork for their tribe's Tribal Scholarship Program.

- A Tribe or Tribal Program is not considered a responsible billing party.

- Recipients of Tribal Scholarships will have the scholarship amount applied to the student account. A refund check will be issued if a credit is due.
- Students are responsible for all costs not covered by scholarship awards.
- In the case of College withdrawal or “no shows,” Tribal Scholarship funds, less cost incurred, will be returned to the originating entity (see Refund Policy).

Pell Grant

The Federal Pell Grant Program provides need-based grants to low-income undergraduates and certain post-baccalaureate students to promote access to post-secondary education. Grant amounts are dependent on: the student’s expected family contribution (EFC); the cost of attendance (as determined by the institution); the student’s enrollment status (full-time or part-time); and whether the student attends for a full academic year or less. Pell grants are considered a foundation of federal aid, to which aid from other federal and nonfederal sources may be added.

Lumina Angel Fund

This fund is an emergency grant that assists eligible students in time of emergencies and unanticipated crises that would otherwise impair the student’s ability to remain in school.

American Indian College Fund

Scholarships are available to eligible students. Scholarships may be used for college-related expenses, such as: tuition, fees, books, supplies, transportation, childcare, rent, and personal expenses. Students must apply each semester, be enrolled in at least nine credit hours, and have a 2.5 cumulative grade point average. For complete eligibility requirements, see the Financial Aid Officer.

Emergency Aid Funding

SCTC administers an Emergency Aid program for students who encounter unforeseen financial emergencies. A complete policy for Emergency Aid Funding is available from the Dean of Students.

Michigan Indian Tuition Waiver

This program is for members of U.S. federally recognized tribes who are Michigan residents for 12 consecutive months and no less than 1/4 blood quantum, as certified by the person’s tribal association. Applications are available on the SCTC website. For more information, visit www.michigan.gov/mdcr.

Michigan Tuition Incentive Program

The Tuition Incentive Program (TIP) is an incentive program that encourages eligible students to complete high school by providing tuition assistance for the first two years of college and beyond. To meet the financial eligibility requirement, a student must have (or have had) Medicaid coverage for 24 months within a 36-consecutive-month period as identified by the Michigan Department of Human Services (DHS). TIP provides assistance in two phases. Phase I covers tuition and mandatory fee charges for eligible students enrolled in a credit-based associate degree or certificate program at a participating Michigan community college, public university, degree-granting independent college, federal tribally controlled college, or focus: Hope. Phase II provides a maximum of \$2,000 total tuition assistance for credits earned in a four-year program at an in-state, degree-granting college or university. For more information, visit www.michigan.gov/osg.

Repayment

When a student withdraws, drops out, or is dismissed on or after the first day of class of a payment period, the institution will determine if the student received an overpayment of Title IV funds. The repayment process will be processed through 60% of the semester.

1. A “repayment” is the difference between the amount of unearned Title IV aid and the amount the institution is required to return:
 - a. Amount of unearned Title IV - Amount the institution is required to return = REPAYMENT AMOUNT
(Student repays 50% of this amount)
2. The date used to calculate the unearned amount is the same as that used to determine whether a refund is due.
3. The institution takes the following steps to contact students and recover repayments:
 - a. The Financial Aid Office notifies the student and the Business Office.
 - b. The Business Office bills the student.

Return of Title IV Funds Refunds

When a student withdraws, either officially or unofficially, from the College on or after the first day of class of a payment period, the institution will refund the difference between any Title IV amount disbursed or could have been disbursed and the amount earned for the period of the student's attendance. The refund process will be processed through 60% of the semester.

1. A "refund" is defined as the difference between the amount of Title IV funds disbursed or could have been disbursed and the amount the student earned.
 - a. Total Title IV Disbursed or Could Have Been Disbursed - Amount Earned = REFUND AMOUNT
2. This refund policy reflects the standards of the U.S. Department of Education.
3. The withdrawal date used is one of the following:
 - a. In the case of a student who officially withdraws, the date of withdrawal.
 - b. In the case of the student who unofficially withdraws, the drop-out date, which is the last recorded date of participation in an academically related activity as documented by the instructor, or midterm if the student receives all "Fs" without documentation of a last date of participation in an academically related activity. This information must be documented by SCTC, not self-certified by the student.
 - c. Instructors of any course in which a failing grade is assigned at the end of the semester are required to provide the last date of academically related attendance and whether the failing grade was "earned" or "unearned." If the failing grade was "unearned," student eligibility for financial aid may be adjusted.
 - d. In the case of a student who is dismissed under Academic Dismissal, the date of dismissal.

Disbursement and Refund Check Policy

Direct crediting is the process of automatically applying financial aid funds toward student charges. Charges may include tuition, fees, and books. All grants and scholarships processed by the College will be credited to the student's account. Students whose charges are less than the financial aid received will be issued a refund check.

Federal Pell Grant

A student who owes a repayment on a Federal Pell Grant remains Title IV eligible through forty-five (45) days if:

1. The student repays the overpayment in full within the forty-five (45) day time- frame; or
2. The student signs an agreement with the Business Office including terms allowing continued eligibility while in repayment.

The Saginaw Chippewa Tribal College Business Office is responsible for tracking repayments owed and informing other institutional offices of status.

To ensure students owing repayment do not receive additional Title IV assistance, the Financial Aid Office will maintain a listing of students who owe repayment to be monitored by the Business Office.

- If a student receives payments of the Federal Pell Grant and is owed money at the time of withdrawal and did not receive all of the funds earned, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must notify SCTC that they wish to receive the loan funds. SCTC may automatically use all or a portion of post-withdrawal disbursement, including loan funds, if the student accepts them for current year tuition and fees.
- For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If permission is not given, you will be offered the funds. However, it may be in the student's best interest to allow SCTC to keep the funds to reduce debt.

Repayment and distribution policies will be disseminated to currently enrolled and prospective students in the SCTC Catalog and SCTC Student Handbook.

Student Services

Saginaw Chippewa Tribal College will provide assistance or referrals in the following areas:

- Career development/assistance
- Student advocacy
- GED scheduling/assistance
- College transfer information/assistance
- Student leadership development and resource materials

Library Services

The SCTC Tribal Library site provides a collection of titles and other materials as well as access to holdings through the Chippewa River District Library. In addition, SCTC provides students with Internet access and a collection of books and videos. SCTC also provides students access to the EBSCO Host Academic search database.

The Michigan eLibrary (MeL) includes specialized resources, such as those in genealogy, health, business, test preparation, careers and education. MeL also contains many general resources that cover all subject areas and has resources specifically for children and older students.

SCTC Students (with SCTC I.D. card) also have full access and privileges at the Central Michigan University Park Library at 300 E. Preston Street in Mt. Pleasant, MI.

Academic Advisement

Students may contact the Dean of Students for advisement. Students must order official transcripts from other colleges attended in order for transfer credits to be evaluated. New students are advised to meet with the Dean of Students to discuss degree options and arrange placement testing before registering for classes. Continuing students should meet with the Dean of Students each semester to determine which courses to take the following semester.

Declaring a Program of Study

The Declaration of Degree form is available from the Office of the Registrar. The Declaration of Degree form is used to indicate a program of study. Students must fulfill program requirements of catalog indicated on the most recent Declaration of Degree form signed by the student and approved by the Registrar or Dean of Students.

Students considering a change in program are encouraged to meet with the Dean of Students. Students who have stopped out for a year or more must declare a new degree program under the current catalog.

Instructional Materials

Textbook, and other instructional material information is available at www.sagchip.edu.

Academics

Credit Load

A full-time credit load is defined as twelve (12) or more credit hours per semester. A three-quarter time credit load is defined as nine (9) to eleven (11) credit hours per semester. A half-time credit load is defined as six (6) to eight (8) credit hours per semester. A less than half-time credit load is defined as one (1) to five (5) credit hours per semester.

How to Compute Your GPA

The grade point average (GPA) is computed by dividing the total number of grade points by the total number of credits attempted for courses taken at Saginaw Chippewa Tribal College. The letter grades, "I" (Incomplete), "AUD" (Audit), "W" (Withdrawal), and transfer credits are not computed in the GPA.

Grading Policy

The quality of the student's work is reported to the Registrar's Office. The following letter grades and grade points per credit are used to denote the quality of a student's work:

A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+	*Credit earned	2.3
C	toward degree	2.0
C-	No credit earned	1.7
D+	Toward degree	1.3
D		1.0
D-		0.7
F		0.0

* Only grades of "C" or better can be applied to any course counted towards degree fulfillment at SCTC.

Grade Reports

Final grade reports will be available to students via their student Empower account within seven (7) business days following the end of term.

Incomplete Grades

A grade of "Incomplete" ("I") is a temporary designation. The intent and use of the "I" grade is not to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdrawing ("W") from a class. The following guidelines must be observed when assigning a grade of "I." The "I" should be considered for extenuating circumstances only, such as circumstances beyond the control of the student that result in the student's inability to complete course requirements. Extenuating circumstances are generally defined as those situations over which the student has little or no control (e.g., illness, injury, birth of a child, death in the family, jury duty, and military service). Instructors may require appropriate documentation. When a grade of "I" is assigned, the instructor must file a Contract for Grade of Incomplete Form documenting the assignment of an Incomplete Grade with the Dean of Students' Office. Information on the form must include the requirements for completing the course. A copy is provided to the student. In the event a student receives an "I" grade, the student must make arrangements with the instructor to complete all required work by the close of the following semester (not counting the Summer semester) or the "I" grade is automatically changed to a grade of "F" unless written authorization from the instructor requesting a time extension (not to exceed eight weeks) is received by the Registrar's Office. A second registration in the course is not permitted for removal of an "Incomplete." However, if the grade becomes an "F," the class may then be repeated according to the procedures listed in the "Repeating Courses" section of the Catalog. When a student completes requirements for the course, the instructor must submit a Grade Change Form to the Dean of Students' Office for processing and approval.

Academic Probation

A student whose cumulative grade point average (GPA) falls below a 2.0 on a 4.0 scale will be placed on academic probation. A student who remains on academic probation for more than one semester may be academically dismissed from the Saginaw Chippewa Tribal College. *Please see the Student Handbook for the complete policy and procedure on Academic At Risk/Academic Probation.*

Honors

Each semester, the names of those full-time regular admission students who have completed 12 semester hours and have earned a grade point average of 3.5 or higher are published by SCTC. Those so recognized are designated as Dean's List Students. Students with a 4.0 GPA are designated as President's List Students. Graduates with a cumulative GPA of 3.5 or higher will receive honor cords at Commencement.

Grade Grievance Procedure

The following process will be used if a student wishes to pursue a grade grievance:

1. Grade grievances apply to final grades only and must be pursued within 30 calendar days of the grade being issued.
2. The student must first try to resolve any grading issue with the instructor.
3. If the student is unable to resolve the issue with the instructor, a grade grievance should be submitted in writing to the Dean of Academics. A grade grievance must provide, in detail, the student's reasons for disagreeing with the grade and must be based on one or more of the following:
4. The grade was not given in accordance with the grading standards as provided in writing by the instructor.
5. Grading standards were not applied equitably in comparison to other students' grades.
6. There was bias or ill-will toward the student.
7. An error was made in computing the final grade.

i. Any claims of the above must be substantiated in writing.

8. The Dean of Instruction will communicate with the instructor and student to attempt an informal resolution to the grade grievance within five working days.
9. If an informal resolution cannot be reached, both parties will be requested to submit documentation to the Grade Grievance Committee, which is made up of the Registrar, Dean of Students, and faculty appointed by the Dean of Academics in the area of expertise of the grade being grieved. The committee will meet within five working days, review the issue, and request a meeting with the instructor and student.
10. Within five working days, the committee will provide, in writing, their decision to the Dean of Academic, the instructor, and the student. The committee decision is final.

Graduation

Graduation Requirements

Students must complete the following before graduating:

- Finish all requirements of the degree with a minimum cumulative GPA of 2.00.
- Earn at least a “C” or better in all courses used to fulfill degree requirements.
- Make up all failures and/or incompletes in required curricula.
- Earn at least 30 credit hours at SCTC.
- Earn 18 program degree credits (non-general education) at SCTC.
- Reconcile all financial obligations with SCTC.
- Submit graduation application for approval to the Dean of Students (see Application for Graduation policy below).
- Fulfill program requirements of Catalog indicated on the most recent Declaration of Degree form signed by the student and approved by the Registrar or Dean of Students.
- Must have high school diploma, official high school transcript, or GED certificate on file.
- Students completing an additional SCTC degree must earn twenty-one (21) credits for each subsequent degree.

Application for Graduation

Students who are preparing to graduate must file an Application for Graduation with the Dean of Students. Graduation Applications are due on the last day of the fall semester (as indicated on the academic calendar). A non-refundable \$75.00 graduation fee will be assessed to the student’s account when the application is approved by the Dean of Students.

Commencement and Degree Conferral

The Saginaw Chippewa Tribal College holds a May commencement ceremony each academic year. Student participation in commencement and related events is encouraged.

Commencement is the campus-wide ceremony recognizing academic achievement. *Conferral* is the official act of awarding a degree to students who have successfully completed the academic requirements necessary to the award of a degree and diploma by SCTC.

Students may participate in commencement ceremonies if the following requirements are met:

- The Graduation Application form is approved by the Dean of Students.
- Satisfactory completion of all academic requirements.
- Payment of a \$75.00 non - refundable graduation fee.

The \$75.00 graduation fee will remain as a credit in the student’s account until all academic requirements have been satisfied.

Students who meet all academic requirements before spring semester may apply to have their degree conferred before commencement if they so choose by filing a Conferral Application.

Acceptance of a Conferral Application is dependent upon:

- Fulfillment of all academic requirements.
- Completion and submission of a conferral application.
- Reconciliation of all financial obligations with SCTC.

Students who are eligible for conferral in fall or summer must wait until spring in order to participate in commencement. The May commencement is the ONLY commencement exercise for SCTC.

Student Rights and Responsibilities

Saginaw Chippewa Tribal College provides students the opportunity to develop their educational potential while practicing the free exercise of rights and responsibilities as citizens. As citizens and learners, SCTC students assume an obligation to conduct themselves in a manner demonstrating respect for the rights of others and consistent with SCTC’s purpose as an institution of higher learning.

Student Rights

All students at SCTC have the right to:

- Academic freedom
- Freedom of religion and culture

- Privacy
- Free speech and assembly
- A safe and secure environment
- Humane and responsive treatment
- Freedom from unreasonable search and seizure
- Due process

Student Responsibilities

All SCTC students have a responsibility to:

- Adhere to the SCTC Student Code of Conduct
- Complete all course assignments
- Submit accurate information
- Access and maintain a sagchip.edu email and Schoology account
- Be proactive in their own academic progress
- Resolve all legal obligations
- Reconcile all financial obligations

Sex offenders must register with the State of Michigan Sex Offender Registry and the Saginaw Chippewa Indian Tribal Police Department.

Student Code of Conduct

Saginaw Chippewa Tribal College is committed to the intellectual advancement of learners and the development of socially responsible people. Students at the college comprise a distinct community. While attending the college, students enjoy the privileges of membership in the college community while at the same time accept certain obligations of membership. With membership comes an obligation to act responsibly according to personal and academic standards of conduct. These standards are defined in this Student Code of Conduct. By admission to or attendance at the college, a student accepts the responsibility to comply with the Student Code of Conduct, and, in addition, various rules and regulations of the college.

It is the responsibility of each student to know and comply with the college's Student Code of Conduct. The provisions of the Student Code of Conduct are not to be regarded as strict, contractual covenants between the college and the student. The college reserves the right to change procedures herein at any time during the student's term of enrollment.

The Student Code of Conduct defines behavior expected of all Saginaw Chippewa Tribal College students and identifies those behaviors that constitute academic and non-academic misconduct. Such behaviors are considered unacceptable and are not permitted while on college premises or college-controlled property, while attending college-sponsored activities and fieldtrips, or while representing the college in the community. Sanctions or penalties are outlined. Disciplinary procedures and appeal processes are explained in a step-by-step manner. The Student Code of Conduct applies to all students.

The following behaviors are considered academic misconduct:

- Knowingly helping or attempting to help another violate any provision of the Student Code of Conduct or any college rule or regulation pertaining to academics.
- Any dishonesty or deception in fulfilling an academic requirement.
- The falsification of any information or citation in an academic exercise.
- Plagiarizing the ideas, language, or data of another without properly crediting the author with footnotes, citations, or bibliographical reference.
- Tampering with or attempting to tamper with any portion of a current or former student's transcripts or academic record.
- Submitting, without permission, any work submitted to fulfill another academic requirement.
- Attempting to gain unauthorized advantage over other students in the fulfillment of academic requirements, such as gaining access to or providing unauthorized access to examination materials.
- Disruption or obstruction of teaching, research, administration or other college activities, including public-service function on or off campus.

The following behaviors are considered non-academic misconduct:

- Possessing, consuming, or being under the influence of alcoholic beverages on college property or at college functions.
- Possessing, consuming, or being under the influence of illegal drugs on college property or at college functions.

- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the health or safety of any member of the college community.
- Intentionally damaging, destroying, or defacing the property of the college.
- Smoking in unauthorized areas.
- Theft or unauthorized use of college property.
- Unauthorized entry or forcible entry into any college building, structure, or facility.

Student Advocate

The primary purpose of the Student Advocate is to listen to student issues and concerns in confidence and to advise students of their rights. The Student Advocate also facilitates the resolution of Student Code of Conduct violations. Students can schedule an appointment at any time to discuss issues or concerns, both academic and non-academic in nature.

Code of Conduct Violations

The procedures for complaints against a student for violation of the Student Code of Conduct are outlined below.

Charges/Hearings

Any individual may report an alleged violation of the Student Code of Conduct. The following process will be used in regard to alleged Code of Conduct violations:

1. All complaints of alleged violation by a student shall be made in writing to the Dean of Students within five business days of the incident. In the event that the alleged infraction takes place off-site, i.e., during travel, the complaint shall be filed within five business days upon the complainant's return to campus, understood to be the time listed on their travel paperwork. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and cite the violation of the Code of Conduct. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. In this case, the Dean may suspend the student immediately. In this instance, the student may appeal the Dean's action by submitting an appeal in writing to the President. Upon receipt of an appeal, the President shall issue decision to a student within 48 hours. The President will communicate the decision to the student in writing to the student's sagchip.edu email account.
2. The Dean of Students shall contact the student and the Student Advocate in writing or via email within five business days to notify the student that he or she is accused of a violation and has a right to due process. The student is to be contacted via their sagchip.edu email account. The student is instructed to contact the Student Advocate immediately to schedule a conference. The conference will be held within five business days. If the student does not respond, a no-contest rule will be enforced, and disposition of the case will be made by the Dean of Students.
3. At the conference, the Student Advocate must notify the student of the following:
 - The possible disciplinary measures that can be taken against the student if the student admits guilt or is found to be guilty.
 - He or she may admit the alleged violation, waive all further hearings and appeals, and request that the Dean take appropriate action. Admission of guilt must be provided in writing. In this case, disposition is made by the Dean of Students.
 - He or she may deny the alleged violation and request a hearing. The denial must be provided in writing. In this case, the Dean of Students will refer the case to the Student Conduct Violations Committee.
4. Within five business days of receiving a written request signed by the student, the Student Conduct Violations Committee Chairperson shall notify the student via their sagchip.edu email account of the following:
 - Date, time, and place of hearing.
 - Witnesses scheduled to appear on behalf of the college.
 - A statement of the specific charges.

It is the student's responsibility to provide the Student Conduct Violations Committee Chairperson with his or her list of witnesses no less than 72 hours before the scheduled hearing time. If a student fails to provide a complete list of witnesses by the deadline, it shall be at the discretion of the Violations Committee by majority vote to permit or deny witness testimony. It is the responsibility of the student to notify their witnesses of the date and time of the hearing.

5. The decision reached at the hearing will be communicated via sagchip.edu email to the student within two business days. If the student is a minor or if he or she so requests, the written decision will be sent to his or her parents or guardian.

6. Along with the notification of the decision, the student shall be notified of his or her right to appeal the decision of the committee to the President, who may refer the decision to the Board of Regents in the event the President has already issued an opinion in the matter.
7. The student must submit a written appeal within three business days of the date of the notification. This document must include the student's basis for the appeal. Any action determined by the committee shall be postponed pending the outcome of the appeal. The committee decision shall be either upheld or overturned by the President or Board of Regents after review of the minutes of the hearing. A copy of the final decision shall be emailed to the student via their sagchip.edu email and, if the student is a minor or if he or she so requests, to his or her parents or guardian. The President/Board of Regent's decision will be final.

Student Conduct Violations Committee

The Student Conduct Violations Committee shall hear cases involving alleged violations of the Student Code of Conduct. The Student Conduct Violations Committee shall consist of the Registrar and three faculty members, at least one of whom is full-time. The Registrar composes the committee and serves as the chair of the committee. Decisions of the committee shall be by a majority vote of all committee members, including the chair.

Rights of Student Defendants before the Student Conduct Violations Committee

At the hearings of the Student Conduct Violations Committee, the student defendant shall be afforded all rights required by due process, including:

- The right to be accompanied by the Student Advocate or another advisor of his or her choice.
- The right to question the complainant.
- The right to present evidence on his or her behalf.
- The right to call witnesses on his or her behalf.
- The right to remain silent and have no inference of guilt drawn from such silence.
- The right to cross examination.
- The right to appeal.
- The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College.

Disciplinary Measures

The following are possible disciplinary measures that may be imposed upon a student for an infraction of the Student Code of Conduct. **This list shall not be taken to be exhaustive** and may be modified to meet particular circumstances in any given case.

- Verbal warning.
- Written warning.
- Loss of privileges or access to SCTC resources.
- Expulsion - removal of the student from the College indefinitely.

Complaints against Faculty and Staff

Individuals who wish to file a written complaint against college personnel regarding matters other than dispute of a grade must speak to the Dean of Academics. The Dean will address the complaint according to college personnel policies and procedures. All complaints will be addressed without exception.

Registered Student Organizations (RSOs)

Students should understand that, while SCTC considers co-curricular activities important parts of student life, these activities are of secondary importance to academic responsibilities. Events and meetings of RSOs are not considered excused absences, and students should not interrupt their classroom activities in order to attend RSO events or meetings.

Eligibility

To be eligible for registration as an RSO, an organization must:

- Be organized and run by no less than 3 student officers who are registered students of SCTC. Officers must maintain a 2.0 minimum cumulative GPA and may not be on academic or disciplinary probation while serving as an officer for an RSO.
- Have at least one full-time SCTC faculty or staff member as its advisor.
- Maintain all funds deposited in an account of good standing with SCTC through the Administrative Assistant III.

- Be funded by its members or SCTC.
 - Note: Being an SCTC RSO does not guarantee funding from SCTC nor create an obligation on the part of SCTC to fund an RSO.
- Limit its voting membership to current SCTC students, faculty, or staff.
- Have a statement of purpose that does not overlap significantly with those of any other RSO.

Policy Compliance

All RSOs, including all members, officers, and advisors, must abide by all SCTC regulations, policies, and procedures, as outlined in the Student Handbook.

Starting an RSO

Any registered student member of the SCTC community may begin a new student organization by following the guidelines below:

- Determine whether there is enough interest in your idea for an organization by having an informational meeting.
- Once you have determined there is sufficient interest, meet with those members who will form the executive board and write a constitution. A sample constitution is available from the Dean of Students.
- Choose an advisor who is a full-time SCTC faculty or staff member and obtain that advisor's consent in writing to be included with the registration paperwork.
- Complete the student organization registration process.
- After review and approval by the Dean of Students, your organization will be notified and may begin to conduct student organization business.

Items Needed for the Student Organization Registration Process:

- Name, email address, and phone number of all group officers.
- Name, email address, and phone number for the faculty/staff advisor(s).
- Electronic version of the organization's Constitution to upload (ex. Word Doc, PDF).
- Electronic version of the Officer and Advisor Affirmation Form, signed by the group officers and advisor .

Approval of RSOs

The Dean of Students will approve or deny an RSO application within 10 business days of receipt of the completed application. The Dean will notify the group's advisor(s) of the decision via email at their sagchip.edu email address(es). Approval of an RSO is good for one calendar year from the date of the Dean's response letter. Appeals to the Dean's decision may be made in writing to the SCTC President. The President's decision will be final. In the event of an unforeseen absence by the Dean, the President may approve or deny an application.

Renewal of an RSO

RSOs must reapply annually to the Dean of Students. The process for re-application requires the submission of:

- Name(s), email address(es), and phone number(s) of all group officers.
- Name, email address, and phone number for the faculty or staff advisor(s).
- Electronic version of the organization's Constitution to upload (ex. Word Doc, PDF).
- *Note: Include this step ONLY if changes to the RSO's Constitution have been made since the previous filing.*
- Electronic version of the Officer and Advisor Affirmation Form, signed by the group officers and advisor.

Privileges of RSOs

Upon approval, RSOs are entitled to the following privileges:

- Use of the SCTC name to identify institutional affiliation.
- Use of SCTC meeting rooms and facilities for free or at a reduced rate.
- The opportunity to use equipment in the Student Resource Center (SRC).
- The ability to apply for charter in national student organizations.
- Access to storage space in the SRC.
- Use of the SCTC accounting system.
- Access to an organizational email account.
- Use of campus bulletin boards and digital signage to promote organizational activities.
- The ability to petition SCTC for limited funding and resources, if available.

Limitations of RSOs

It should be understood that an RSO shares an *affiliation* with SCTC; however, RSOs are not part of SCTC. RSOs are independent organizations that operate outside the scope of SCTC authority. SCTC will not be held liable for the actions of RSOs, its membership, or for any/all actions the RSO makes on or off-campus. Nothing in the policy should be construed as a contract, or an offer to contract, between SCTC and an RSO.

RSO Advisor Responsibility

At SCTC, an organization must have a faculty or staff advisor in order to be an RSO. However, having a faculty or staff advisor does not, by itself, make a student organization an RSO. By accepting the position of advisor to a student organization, a faculty or staff member chooses to play a significant role in the development of students. An advisor serves as a consultant, mentor, role model, and educator to an organization. Furthermore, an advisor assists in the growth and development of the group by providing direction through advice, understanding, support, and challenge.

An advisor's role will include:

- Fostering an environment that promotes a sense of belonging, education of the whole student, and development of socially responsible leaders.
- Helping students find a balance between their academics, personal needs, and co-curricular activities.
- Clarifying advisor roles to group members, in order to have a shared understanding of responsibilities.
- Providing guidance in planning programs and events.
- Authorizing spending by signing purchase orders and check requests or by delegating signature authority to a secondary advisor (often another staff member or department secretary).
- Authorizing purchases by filling out accounting paperwork.
- Motivating the group in setting annual organizational goals.
- Encouraging groups to review and update their Constitution annually.
- Informing officers about leadership development opportunities, such as conferences, workshops, and scholarships.
- Guiding officers in the maintenance of accurate records and bookkeeping.
- Attending meetings occasionally or frequently, depending on agreed-upon responsibilities.
- Offering constructive feedback where appropriate to facilitate creativity and innovation for the organization.
- Affording continuity from year to year in the face of frequent officer turnover.
- Facilitating a learning experience for student leaders and members by enabling their success or, when necessary, by illustrating that failure often teaches as much as success.
- Acting in a conscientious and caring manner to promote student growth.

Concerns for RSO Advisors

When a faculty or staff member accepts the position of advisor to a student organization, his or her professional reputation will likely be linked with the actions and activities of the organization. An advisor acts on behalf of SCTC and is expected to exercise that responsibility reasonably, diligently, and in good faith. Some suggestions to guide advisors follow.

1. Advisors should anticipate risks that may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be the potential for something to happen that could negatively impact SCTC. However, if decisions are made in good faith and reasonable precautions are taken, the risk involved can be minimized.
2. It is important to be aware of SCTC policies and regulations as they affect student organizations. The Student Handbook is the student information manual and a source for many SCTC rules and regulations. Advisors should be familiar with the handbook, particularly those sections that apply to community life, student organizations, and guidelines for organizational activities.
3. Advisors should act only within the scope of their authority. Advisors may make certain decisions or take certain actions within their stated responsibilities as advisors. For example, an advisor may approve purchases necessary for the day-to-day operation of an organization. However, advisors do not have the authority to contract on behalf of or to bind SCTC.
4. An advisor shall be responsible for his/her actions while advising an RSO, especially when those actions fall outside of the scope of his/her authority as an advisor. While a policy instrument is unable to exhaustively enumerate examples of behavior that falls outside of an advisor's authority, examples include, but are not limited to:
 - Violation of motor vehicle laws.
 - Defamation and libel.
 - Misappropriation of funds.
 - Injuries to members or guests of RSO when riding in an advisor's personal automobile.
 - Injuries to members or guests of RSOs on the private property of an advisor.
 - Accidents or charges wherein consumption of alcohol or illegal substances are found to be a factor.
 - Any illegal activity.
 - Failure to observe and follow SCTC rules and regulations.

Student Travel Policy

Purpose

Saginaw Chippewa Tribal College (SCTC) seeks to promote safe travel to events and activities that take place off-campus by students and registered student organizations (RSO). This policy applies to individual student and RSO travel, both in cases where the travel is sponsored by SCTC and in cases where the travel is independent of SCTC sponsorship, but where an individual student or RSO travels on behalf of, or with the financial support of, SCTC.

Examples of activities and events that fall under this policy include, but are not limited to: course-related field experiences, conferences, leadership academies, and other situations where a student or RSO officially represents SCTC.

This policy does not apply to travel undertaken by individual students or RSOs to engage in student teaching, internships, practicums, observations, or research.

Definitions

A *registered student organization (RSO)* is one that has been formed for educational, professional, social, recreational, or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of SCTC, has been approved for recognition by the Office of the Dean of Students, and maintains a current registration status per the RSO policy.

An *SCTC-sponsored event or activity* is one that is initiated, actively managed, planned, and arranged by a member of the SCTC faculty or staff; by members of an RSO that has been granted sponsorship by SCTC and is approved by an appropriate administrator; and/or an event or activity that SCTC actively manages, is involved with, or oversees financially, physically, or administratively.

- A *currently enrolled student* is a student who is currently registered at SCTC, whether on a full-or part-time basis.
- An *appropriate administrator* is a Dean, the SCTC President, or his/her authorized designee.

I. General Requirements

All student and RSO travel falling within this policy must meet the following requirements:

- A. RSO travel must be consistent with the organization's Mission Statement and Constitution on file with the Dean of Students Office. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. An individual student or RSO must complete and submit the Student Travel Form to the Office of the Dean of Students no later than ten (10) business days before the scheduled trip.
- C. All students traveling must complete and submit an Off-campus Travel Waiver and Assumption of Risk Form and an Emergency Medical Information Form to the Dean of Students Office no later than ten (10) business days before the scheduled trip.
- D. All SCTC-sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section IV below. A student officer from the RSO must accompany the trip for all non-SCTC-sponsored travel. SCTC will consider this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.
- E. The name and telephone number of the faculty/staff mentor to the RSO must be submitted utilizing the Student Travel Form. Faculty/staff mentors also are required to maintain a copy of this form and discuss the SCTC Student Code of Conduct with the RSO leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of whom each student desires to be notified in the event of an emergency.
- F. All trips are required to follow the Student Travel Guidelines noted in section VI below.
- G. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy may result in individual and/or organizational discipline as outlined in the SCTC Student Handbook, together with such additional action as may be deemed appropriate by the Dean of Students under the circumstances.

II. American Indian Higher Education Consortium (AIHEC) Annual Student Conference

Each year, AIHEC hosts a conference that garners participation from students and staff from each of the 37 Tribal Colleges and Universities throughout the nation. This is an excellent opportunity to network, participate in competitions, and broaden the collegiate experience. Each year, SCTC assists in funding a number of students to attend this conference.

SCTC selects students to represent the school by way of an application process administered by the Student Travel Committee. The Committee is chaired by the Dean of Students and consists of no less than four additional staff/faculty members selected by the Dean. The decisions of the committee are final.

In order to qualify for AIHEC consideration, a student must:

- Have a complete student file.
- Possess a cumulative GPA of 3.0 or above.
- Have earned 12 or more credits at the time of application.
- Have passed ENG 130 with a 3.0 or above for any competition with a speaking component.
- Have a complete application on-file by the announced deadline, including all related travel forms and payment of a \$150.00 travel contribution.
- Be enrolled for at least 9 credits in the semester in which the competition takes place.

Other Considerations

- Students who have an earned SCTC degree are given the lowest priority.
- Selected students are required to pay \$150.00 towards their own travel expense, which is applied to their student account.
- Students who are not selected to attend the conference will be credited \$150 to their student account.
- Students who are selected and dropped for any reason will not be refunded the \$150 travel contribution.
- Any student who attends an AIHEC trip and subsequently fails a class in that same semester (C- or below) will not be considered for AIHEC travel the following year.
- Students who receive an upheld Code of Conduct violation while on AIHEC travel will not be permitted to apply for AIHEC travel the following year.
- Travel paperwork includes an acknowledgement that a student agrees to a charge to their student account of \$250.00 if they receive an upheld Code of Conduct violation while on AIHEC travel.

A student will be dropped from the AIHEC roster if:

- They withdraw from any course for any reason after the drop/add period.
- They fail to attend team meetings or events to the satisfaction of their coach/team captain or SCTC Senior Administration.

III. Field Trips

Pursuant to this policy, it is understood that travel occurs only beyond the boundaries of Isabella County. Journeys beyond the boundaries of the SCTC campus but within Isabella County, whether sponsored by SCTC or not, are considered field trips.

IV. SCTC-Sponsored Student Travel

To assure that events or activities involving student travel are consistent with SCTC's mission and that student safety issues have been addressed, SCTC-sponsored student travel must be approved in advance by the Dean of Students. The Dean will assure that the proposed travel request conforms to the procedures outlined in the student travel guidelines in section VI, below.

The following rules apply to the travel of currently enrolled students attending activities or events sponsored by SCTC that occur beyond the boundaries of Isabella County.

- A. To request authorization, members of the faculty, staff, or RSO granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the Dean of Students. The request must be submitted at least ten (10) business days in advance of travel.
- B. All SCTC-sponsored trips must be chaperoned by a staff or faculty member, except with the approval of the SCTC President. If students are traveling on their own for the purpose of an RSO, and SCTC funds are being utilized to support the activity, the president of the RSO must meet with The Dean of Students prior to the trip to review specific trip details.
- C. Faculty or staff chaperones are expected to carry an Emergency Medical Information Form for all students on the trip.

V. Non-SCTC-Sponsored Travel

Non-SCTC-sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Isabella County is required as part of membership in an RSO, but SCTC funds are not utilized to support the travel.

RSOs may utilize their own funds acquired through fundraising, dues, or other lawful sources to support non-SCTC-sponsored travel. When participating in non-SCTC-sponsored travel, RSOs are required to submit the Student Travel Form, available via the Student Activities section of the SCTC Website.

VI. Student Travel Guidelines

SCTC, in furtherance of its not-for-profit mission as an institution of higher education, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the SCTC community. Participation in such activities shall be limited to members of the SCTC community.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. SCTC shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with SCTC rules and regulations, the direction of SCTC employees, or applicable law.

Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Student Code of Conduct and with applicable SCTC policies, procedures, rules, and regulations, understanding that such compliance is important to the success of the trip and to SCTC's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to SCTC policy.

The following additional guidelines also apply to all travel activities subject to the SCTC Student Travel Guidelines:

- A. Pre-trip Meeting: The faculty member, administrator, and/or RSO in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- B. Transportation: The sponsoring SCTC Faculty/Staff should be prepared to arrange for transportation by SCTC vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 1. SCTC/SCIT Vehicles: Only SCTC employees with a Tribal Driver's License may drive.
 2. Rental Vehicles: If rented with SCTC funds, only SCTC employees can drive; all terms of the rental contract must be complied with and are solely the legal responsibility of the Faculty or Staff member whose name appears on the rental agreement.
 3. Contract Bus Service: Must be arranged through the Administrative Assistant III.
 4. Regularly Scheduled Carriers: Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
 5. Personal Vehicles: Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. SCTC shall not insure or accept liability for any damage, loss, or injury resulting from the use of a private vehicle. SCTC does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on SCTC business, and the owner is responsible for primary liability insurance.
- C. Student Travel Stipend: If a student receives a travel stipend from a 3rd party, the student must reimburse all college-incurred expenses.

VII. Accident and Medical Insurance

The faculty member or administrators responsible for the trip shall communicate to the participants that SCTC does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

VIII. Participation

Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the SCTC Travel Policy. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring faculty/staff or RSO should keep a list of all participants involved in the trip.

SCTC reserves the right to deny travel or request documentation from a medical professional if there is any question as to student fitness for travel due to possible medical or health issues.

