**RED LAKE NATION COLLEGE**

**Student Handbook**

**2017-2020**

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*Revised September 2019*

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***Letter from the President of Red Lake Nation College***

Welcome (Aaniin)!

Thank you for choosing Red Lake Nation College as your college of choice. You have made a wise decision! You will find that our college is a “Great Place to Start!”

The mission of Red Lake Nation College is to provide you with excellent higher education that is grounded in the Ojibwe language and culture of the Red Lake Nation.





You have chosen a small college learning environment with a dedicated staff and faculty who will do everything they can to help you succeed and achieve your academic, life and career goals.

I promise we will provide you with a warm welcome here and assist you in any way possible as a new member of our Red Lake Nation College family. Congratulations on becoming a new college student!

Miigwech,



Dan King  
President

# 

# **Introduction**

This Student Handbook provides students with information on the many facets of College life at Red Lake Nation College (RLNC), policies and procedures, campus resources, student organizations, and College services. This handbook is written for every student enrolled in one or more classes at Red Lake Nation College. The handbook is an official publication of the College.

The purpose of this handbook is to assist students in understanding their rights, freedoms, and responsibilities as a student of Red Lake Nation College. While officially enrolled at the College, students are responsible for abiding by its rules, which are intended to facilitate and sustain the ongoing business of the College. The College has committed itself to student development and to the support of those rules designed to enhance and protect their individual rights.

Since much of this handbook highlights rules and regulations that govern the living standards of the College community, students are responsible for familiarizing themselves thoroughly with the contents. The Red Lake Nation College Student Code of Conduct applies to all members of the College community and is intended to promote an atmosphere of trust and fairness in the classroom and in the conduct of daily campus life.

# Disclaimer

No claim is made that this document covers all rules and regulations now in effect at Red Lake Nation College. Students are referred to the Red Lake Nation College Catalog, Student Services publications, and other College policy documents for further information.

# A Brief History of Red Lake Nation College

Red Lake Nation College is currently a candidate for accreditation with the Higher Learning Commission. RLNC is a two-year institution of higher education offering an Associate in Arts Degree in Liberal Education and an Associate in Applied Science Degree in Social and Behavioral Sciences. Red Lake Nation College is a 501(c) 3, non-profit organization, chartered by the Red Lake Band of Chippewa Indians, and incorporated in the state of Minnesota.

# Mission Statement and Objectives

## Mission Statement

To provide excellent higher education that is grounded in the Ojibwe language and culture of the Red Lake Nation.

## Institutional Outcomes

1. Students will learn inherent knowledge of the Red Lake Ojibwe language, culture, and history.
2. Students will demonstrate leadership through effective verbal and written communication.
3. Students will examine the world through critical inquiry and analysis.
4. Students will learn values and principles of an Ojibwe worldview and exercise civic responsibility.
5. Students will gain fundamental knowledge in math, science, and technology.

## Objectives

* To provide associate degree programs
* To prepare students to transfer to other institutions of higher education
* To provide academic credentialing programs of varying lengths
* To assist students in developing and pursuing holistic lives (physically, intellectually, and aesthetically)
* To attain and maintain appropriate accreditation and certification of RLNC degrees and programs
* To maintain and measure quality learning in all classes
* To provide a means of maintaining and enhancing Anishinaabe culture, values, language, and knowledge
* To honor and respect women as the sacred life-givers of the Nation and to empower them for leadership roles in their communities
* To serve as a cultural and educational center for community development
* To encourage and support the professional development of faculty and staff

## Statement of Non-Discrimination

Red Lake Nation College is committed to creating and maintaining an atmosphere in which the traditional and contemporary values of the Anishinaabe are honored and practiced. This includes a respect for persons of all cultures. It is the policy of the College that all persons shall have equal access to the College’s programs, facilities, and employment opportunities without regard to race, religion, color, gender, sexual orientation, national origin, age, or disability.

## Anishinaabe Philosophy and Values

According to the Anishinaabe worldview, humans did not weave the web of life; we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, kinship among all of creation, not the mastery of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:

Dabasendizowin (Humility)

-To recognize oneself as a sacred and equal part of the Creation

-To be modest in one’s actions

-To demonstrate sensitivity to others

-To be respectful of the thoughts and ideas of others

-To recognize one’s strengths and weaknesses and acknowledge the capacity for self-growth and change

-To develop and practice good listening and observation skills

Debwewin (Truth)

-To speak the most honestly one can, according to his/her perceptions

-To be loyal in all our relationships, avoiding hypocrisy

Zoongide’iwin (Courage)

-To face difficult situations with bravery

-To acknowledge one’s personal weaknesses and develop the strength to combat them

-To demonstrate the ability to take initiative and to speak forthrightly

Gwayakwaadiziwin (Honesty)

-To maintain truthfulness, sincerity, and fairness in all one’s actions

-To possess the ability to manage confidential information

-To communicate with others and transmit information fairly and truthfully

Manaaji’idiwin (Respect)

-To accept cultural, religious, and gender differences

-To maintain high standards of conduct at all times

-To safeguard the dignity, individuality, and rights of others

Zaagi’idiwin (Love)

-To demonstrate acceptance and the empowerment of others

-To work cooperatively and harmoniously with others

-To show kindness and compassion

-To offer hope, encouragement, and inspiration

Nibwaakaawin (Wisdom)

-To take time to reflect on all our experiences

-To acknowledge the opportunity to learn from others

-To persist in acquiring knowledge and improving skills

-To strive for the accomplishment of goals and dreams

-To practice ethical behavior at all times

-To seek guidance from Elders and qualified advisors

# Admissions

Red Lake Nation College welcomes all applications for admission. Applications can be completed through the RLNC website at [www.rlnc.education](http://www.rlnc.education). Prospective students can also request an application via email, mail, fax or phone, or by contacting the Admissions Office. Red Lake Nation College currently offers an Associate in Arts in Liberal Education Degree and an Associate in Applied Science in Social and Behavioral Sciences Degree.

## Regular New Student Eligibility

Red Lake Nation College has an open admissions policy. Any applicant who has earned a high school diploma or GED prior to admission may be admitted as a regular student. The application for a “Regular-New Student” includes the following:

* Admissions Application
* Writing and math placement assessments
* High School Diploma/GED or College Transcript
* Tribal Enrollment/Verification Form, if applicable (Tribal enrollment card or certification letter acceptable)

## Transferring Student Eligibility

Applicants who have attended college prior to admission are defined as transfer students. An official transcript, which must be mailed directly from the previously attended institution to RLNC, or delivered by the student in its original, sealed envelope, is required for evaluation and transfer of credits to RLNC.

The following credits will be accepted for transfer from regionally accredited institutions:

• Courses with letter grades of “D” or better

• Courses earned within the past ten (10) years, or

• Courses earned before the past 10 years with academic department approval

• 100/1000+ level courses (developmental/remedial courses will not transfer)

Transferring students must include official transcripts with their admissions applications for registration purposes. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of RLNC. Courses are evaluated by the Student Records Department, and not all courses will transfer.

High School students who have successfully passed Advanced Placement Courses with a score of 3 or higher are eligible to transfer those credits in for college credit. Official documentation of exam scores must be provided.

College credits are evaluated based on the applicability to the degree major. Students who do not agree with the College’s decision regarding the credit transfer may submit an appeal to the Student Records Department. Students requesting an appeal must provide reasonable material, such as a course description or syllabus from their previous institution, to support their case.

Exception: Red Lake Nation College will accept unlimited credits from students transferring from Leech Lake Tribal College between May, 2017 and August, 2020. This will ensure no undue burden on students as a result of the termination of the contractual agreement between Red Lake Nation College and Leech Lake Tribal College, effective July 1, 2017.

## Auditing Student Eligibility

Auditing students are those who wish to participate in a course without earning college credit. Students will not be required to take exams and will receive an “AU” grade at the close of the semester. Students must meet regular admissions requirements and pay regular tuition rates.

## Readmitted Student Eligibility

Students who have not attended Red Lake Nation College for more than two semesters must reapply and check academic status with Student Services. Readmitted students are encouraged to complete an admissions application, to update contact information, and to visit with an academic advisor. Credits that are more than ten (10) years old are no longer applicable toward degree requirements. Readmitted students are only permitted to go back one college catalog, which may not be the catalog they started with upon their original admission.

## High School Student Eligibility

Red Lake Nation College offers high school sophomores, juniors and seniors access to college level courses through the Postsecondary Enrollment Option (PSEO) program. Students who rank in the upper 25% of their graduating class are eligible to enroll in 100 level courses to meet their high school graduation requirements, often starting with FYEX 1100 First Year Experience. Sophomores may only enroll in career or technical education courses. The PSEO program covers the cost of tuition, fees and books. PSEO students cannot take developmental courses (numbered below 100).

In order to be admitted as a PSEO student, students must determine eligibility for admission by consulting with their high school counselor. If the student is eligible, the application includes the following:

* Admissions Application
* High School Transcript
* Minnesota Department of Education [MDE] PSEO Notice of Student Registration Form
* Tribal Enrollment/Verification Form, if applicable (Tribal enrollment card or certification letter acceptable)
* Accuplacer Placement Test and RLNC Technology test to determine appropriate sequence of classes
* Vaccination/Immunization Record (if applicable)

It is best to visit with one’s high school counselor to find out exactly how many credits are needed at the College to meet high school requirements for graduation. PSEO students are allowed to take only six (6) semester credits per term at RLNC. The Vice President of Operations and Academic Affairs, the high school counselor and/or principal must approve any requests for a heavier credit-load.

Once admitted, students must maintain a 2.0 or above grade point average each term to remain eligible for the program. Provided the classes are successfully passed, credits will be awarded through RLNC. A college transcript will be established just as it is for every RLNC student. This is a permanent record, and credits can be transferred to another college at the discretion of the transferring institution. If a class, which is required for high school graduation is not passed, the student might not be able to graduate with his or her high school class.

All RLNC PSEO students are assigned a student success counselor and a faculty advisor (the instructor of the course) who act as liaisons between the school, the student, high school officials, and parents, when necessary. This person is the official point of contact for PSEO students whenever they have questions or concerns about their classes or administrative issues at the college.

A PSEO student may officially withdraw from a college course(s) within the first six weeks of classes (the Last Day to Officially Withdraw is listed for each semester in the Academic Calendar, found in the RLNC Catalog, in the Student handbook, and online at the RLNC website). All withdrawals must be officially made through the Student Records Department, and PSEO students must also contact their high school counselor to inform them of their decision to not continue. After the withdrawal date has passed, the student is expected to finish the term or meet with a college advisor regarding his/her continued enrollment, as withdrawing from a class may affect meeting high school graduation requirements.

PSEO students are not eligible for on-campus work-study or regular payroll positions.

## Non Degree-Seeking Students

Anyone interested in taking a class at Red Lake Nation College in a non degree-seeking capacity, may do so. The student will be responsible for payment of tuition, books, other course materials and fees for that class. Non degree-seeking students must still complete an admissions application and if at any time, they decide to become a degree-seeking student, they must submit all other required paperwork.

# Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA applies to all colleges and universities that receive funds under any program of the U.S. Department of Education. FERPA is a federal law that gives students (and parents of children under 18 years old) the right to access their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information within the education records. Parents transfer their rights under FERPA to their child when he or she has attained 18 years of age.

Red Lake Nation College is in full compliance with federal law pertaining to student records. A complete statement of the Family Educational Rights and Privacy Act of 1974 is available from the Director of Student Success.

## Student Rights under FERPA

The student has the right to inspect and review his/her education records maintained by the institution the student attends or has attended. Procedure to inspect and review:

* Complete “Request to Inspect & Review” form located in the Student Success Office.
* Submit form to the Student Records Department.
* Student will be notified, by letter, of inspection and review date.

## Academic Records

Education records are those records, files, documents, and other materials that contain information directly related to a student, and are maintained by an educational agency; these may include:

Admission records Cumulative academic records

Financial Aid records Financial records

Placement records Progress reports

Disciplinary records Health records

Education records do not include:

* “Sole possession” records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute;
* Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
* In the case of persons who are employed by an educational agency or institution, but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person in that person’s capacity as an employee, are not available for use for any other purpose; or
* “Medical Treatment” records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist or recognized professional or paraprofessional acting in his professional capacity, and which are made, maintained, or used solely in connection with the provision of treatment to the student, and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.
* “Post attendance” records that only contain information about an individual after he or she is no longer a student at that institution.

The student has the right to challenge and require the school to amend any portion of the education records concerning the student that is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

## Directory Information

Certain categories of student information are considered “open” or Directory Information. Directory Information may be published in a student directory or event program and released to the media and to the public for enrolled students. Red Lake Nation College has designated the following information as Directory Information and may release this information, unless the student has submitted a request for non-disclosure:

Full/Part-time Enrollment Status Place of birth Year in School

Local address and telephone Major Field of Study Degree(s) Received

Permanent address and telephone Dates of Attendance Visual Image

Scholastic honors/awards received Email Address Student Name

Other educational institutions attended

## Restricting the Release of Directory Information

A student may request that directory information not be released by indicating and completing the Request for Non-Disclosure and submitting it to the Student Records Department. The form is available on the RLNC website. If a student elects Confidentiality/Non-Disclosure, any inquiry to the College about the student will be responded with “we have no information on that individual.” If a student elects Confidentiality/Non-Disclosure, it remains in effect until the student requests its removal or the student is deceased. If it is not removed prior to or at graduation time, the College will not be able to respond to prospective employers’ inquiries.

## Consumer Protection (Title IV) Consumer Complaint Process

The consumer protection complaint process is provided for the resolution of consumer protection complaints brought by students attending Red Lake Nation College. Complaints considered in this process include:

1. veracity of recruitment and marketing materials;
2. accuracy of job placement data;
3. accuracy of information about tuition, fees, and financial aid;
4. accurate admission requirements for courses and programs;
5. accuracy of information about the institution’s accreditation and/or any programmatic or specialized accreditation held by the institution’s programs;
6. accuracy of information about whether course work meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
7. accuracy of information about whether the institution’s coursework will transfer to other institutions; and
8. operation of distance learning programs consistent with practices expected by institutional accreditors.

Examples of issues that are not considered in this complaint are:

1. grading disputes;
2. academic integrity issues;
3. student conduct issues;
4. curriculum issues; and
5. complaints against faculty.

This process can only be used if the subject matter of the complaint initially occurred within two years of the submission date of this form. The College President and members of the Governance Committee review Consumer Protection Student Complaints. For more information, please contact the Vice President of Operations and Academic Affairs at (218) 679-1004.

# Student Code of Conduct

Red Lake Nation College expects students to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies both on-campus and at college-sponsored activities off-campus. In addition, all students at Red Lake Nation College must comply with the applicable laws that govern the Red Lake Reservation. Students who do not comply with college regulations, or who commit violations of a serious nature, may be suspended or dismissed from Red Lake Nation College. Persons who are not students or employees of the college are required to abide by the Red Lake Nation College policies and student-conduct regulations while on campus property. Each student is responsible for becoming familiar with and complying with the standards of conduct at Red Lake Nation College and reporting the actions of others, including, but not limited to:

* Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other College duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises
* Falsification, forgery, alteration or use of College documents, records, instruments of identification with intent to defraud the College, or an act of academic dishonesty (See Academic Integrity).
* Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
* Unauthorized entry or use of college facilities or equipment.
* Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
* Conduct which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on College property.
* Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
* Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish/injure.
* Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
* Theft, or the attempted theft, of property of the College or persons of the College.
* Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the College or of another individual.
* Excessive noise or any act occurring on the College campus, which intentionally disturbs the peace and quiet of any person or group of persons.
* Illegal gambling activities in violation of the law.
* Misuse of College telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.
* Unauthorized solicitation of individuals and/or distribution of materials.
* Negligent or harmful parental/guardian supervision of children on campus.

## Disciplinary Actions

Appropriate disciplinary actions will be enforced upon any student who has been found guilty of violation of regulations governing students at Red Lake Nation College. In compliance with the standards of conduct the following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. These standards may include, but are not limited to:

* Warning
* Loss of privilege
* Restitution
* Mandatory participation in an approved drug/alcohol abuse treatment, rehabilitation and/or re-entry program
* Probation
* Suspension
* Dismissal
* Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of College regulations in relation to the offense.

## Student Grievance Process

It is the intent of the College to provide students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include, but are not limited to, discrimination or other areas of College policy violations.

1. All student grievance complaints must be submitted in writing to the Director of Student Success and must contain the following:

a. Name, address and phone number of person filing the grievance.

b. Nature of the grievance in full detail

c. Place, date and time of alleged incident.

d. Name of person(s) accused of the violation.

e. Requested action.

f. Any background information that student filing the complaint believes to be relevant;

2. The Director of Student Success will attempt to resolve the complaint with the student. If the complaint cannot be resolved at this meeting, the Director of Student Success will take the following actions and inform the Vice President of Operations and Academic Affairs.

a. Meet with all persons involved in the complaint and try to resolve the complaint.

b. If the complaint has not been resolved, the Director of Student Success will notify the ad hoc Student Grievance Committee to review the complaint and make recommendations for resolution of the student’s complaint.

c. The Grievance Committee will confer with the Vice President of Operations and Academic Affairs and then make a decision on resolving the complaint. The Vice President of Operations and Academic Affairs has final authority in determining the resolution of all student grievances that are filed.

# Drug & Alcohol-Free Campus Policy

Red Lake Nation College policy fully complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

## Drugs & Illegal Substances

Red Lake Nation College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling or distributing any substance prohibited by the Red Lake Nation, the State of Minnesota and the Federal Government.

Students, faculty, or staff violating this policy must be reported to the Director of Student Success. Students, faculty, or staff violating this policy will be reported to the Vice President of Operations and Academic Affairs to notify the local police and prosecuted to the full extent of the law.

## Alcohol Use

Red Lake Nation College students, faculty, or staff under the influence of alcohol during classes or during college events will be removed from college property. Students, faculty or staff who violate this policy will be subject to suspension or termination from the college. Red Lake Nation College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College’s Drug and Alcohol Policy. Red Lake Nation College sanctions for students, faculty, or staff who violate the Drug and Alcohol Policy are:

* Suspension from the College for up to 30 days
* Possible termination of employment
* Expulsion from the College
* Possible legal action

Other possible legal sanctions:

* Alcoholic beverages, possession by a minor: Charge.
* Alcoholic beverage unlawfully delivered to a minor: Charge.
* Minor furnishing money for the purchase of alcoholic beverages: Charge.
* Possession of an illegal or controlled substance: Charge.

# Smoke-Free Campus Policy

Red Lake Nation College maintains a smoke-free environment. The College follows the state of Minnesota’s Clean Indoor Act. Red Lake Nation College is committed to providing its students, employees and the general public with a safe and healthy work environment. Therefore, smoking is prohibited in all its college buildings, including the entrance and hallways of the campus buildings. Should students choose to smoke outside the building, they must stand at least 50 feet from any entrance, and are expected to dispose of smoking materials properly. Smoking that is part of an official campus activity that includes Anishinaabe traditions, such as pipe ceremonies, smudging, etc. will be allowed.

# Sexual Harassment and Sexual Violence Policy

## Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act of 2013 expands how institutions address sexual offenses and sexual violence. This act improves upon services for all victims of sexual offenses or acts of sexual violence, including domestic violence, dating violence, sexual assault, and stalking regardless of the victim’s gender, sexual orientation, gender identity, or gender expression.

## Sexual Harassment and Sexual Violence Policy

Red Lake Nation College is committed to maintaining a safe and comfortable learning environment for all students, including LGBTQIA/Two Spirit individuals, or persons with visible or invisible disabilities. Sexual harassment undermines the mission the College, offends the integrity of the College community, and will not be tolerated. All campus-related sexual harassment, sexual offenses, or acts of sexual violence including domestic violence, dating violence, sexual assault, sexting, online harassment, retaliation and stalking are strictly prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that results in interfering with an individual’s educational performance, or creates an intimidating environment for a student.

Both state and federal law prohibit sexual harassment. Any student who engages in sexual harassment is subject to disciplinary action, up to and including suspension from RLNC. If you believe that you have been subjected to sexual harassment or have been the victim of sexual violence, you are asked to report your concerns immediately to Security, an instructor, the Director of Student Success, or any other member of the College staff with whom you feel comfortable in filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

## Sexual and Relationship Misconduct Policy

Sexual misconduct and relationship misconduct are prohibited and will not be tolerated at Red Lake Nation College. The College will take action to foster the safety and security of the entire College community. We do this by providing prevention education and support services for those who have been affected, and by holding accountable those who violate this policy. Students found responsible for any acts under this policy are subject to disciplinary sanctions up to and including suspension or dismissal from the College.

The College encourages you to report any incident of sexual and relationship misconduct, including domestic violence, dating violence, sexual assault, and stalking. Trained professionals are available to assist you and anyone who has been impacted by these incidents.

If you are in immediate danger, get to a safe place and call the Red Lake Police Department - 911. It is important to preserve any evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may use this evidence for a potential criminal investigation.

### Reporting Options

1. Meet with a College staff member and file an anonymous incident report. In this type of report you can leave your name and/or the name of the accused off of the report to maintain privacy. You can receive personal assistance, support and resources without initiating a campus inquiry or judicial action.
2. Meet with a College staff member to file an incident report. You can file an incident report to provide information for a preliminary inquiry.
3. File a criminal report with the Red Lake Police Department. You can report directly to the Red Lake Police Department by calling 911. A report made only to the Red Lake Nation College is not the same as a report made to the local police. The College process and the criminal justice process are two separate courses of action. If you wish to file a report with the Red Lake Police Department, any RLNC staff member can assist you with this. Only you as the person who experienced sexual misconduct may file the complaint report. Notifying the Red Lake Police Department will generally result in the reporting party being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution.
4. A sexual assault or domestic violence advocate may be contacted for you at any time.

## Confidentiality

Personally identifiable information about crime victims is kept in a confidential incident report and is not available to the public.

# Campus Safety and Security

## General Procedures

In the event of an emergency requiring immediate action by police, fire departments, or ambulance services, dial 911. All other emergencies should be immediately reported directly to Campus Security at 218-679-2860. Red Lake Nation Police can be reached at 218-679-3313. Students are encouraged to keep Campus Security and Red Lake Nation Police phone numbers in their cell phones in the event of an emergency.

## Reporting a Crime

Any crime, suspected crime, or suspicious person should be immediately reported to the Campus Security Office. It is the student’s responsibility to immediately report any criminal act that you are aware of to the Campus Security at 218-679-2860, or to the Red Lake Nation Police Department at 218-679-3313.

## Class Cancellations & Notification

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or designee will determine campus-wide cancellation of classes. Notification will be sent via text and email through the Populi Student Information System.

## Sex Offender Policy

The Campus Sex Crimes Prevention Act, which became effective on October 28, 2002, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This Act requires colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained and makes the college responsible for providing the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending or employed by the college.

The Minnesota Bureau of Criminal Apprehension maintains a list of all sex offenders required to register in the State of Minnesota. This database is updated daily and can be found at <https://por.state.mn.us/Home.aspx>. The Red Lake Nation also maintains a sex offender list on the Tribes and Territories Sex Offender Information System located at redlake.nsopw.gov. Both websites are also available on the Red Lake Nation College Campus Safety webpage at <https://www.rlnc.education/campus-safety>. The Red Lake Nation College Campus Security Office also maintains a list of names and information for all known sex offenders enrolled at or employed by the College. This sex offender list is available for the college community to view at the Red Lake Nation College Campus Security Office.

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located and in the jurisdiction where the college they attend is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five (5) days of attendance at a college by reporting in person to the Campus Security Department. Students who fail to register their status as sex offender are in violation of the registration act and face arrest and expulsion from the college.

**Procedures**

1. All registered sex offenders who enroll in courses at Red Lake Nation College, must indicate their status as a registered sex offender on their admissions application.
2. Upon enrollment of a registered sex offender, the Vice President of Operations and Academic Affairs or designee will meet with the college’s Campus Security Supervisor or designee within five (5) days to review the student’s class schedule and determine appropriate restrictions.
3. After determining the appropriate restrictions for a particular student or employee, the Campus Security Supervisor will contact the registered sex offender student/employee for a meeting to discuss the restrictions which will be in place while the student/employee is on the college’s campus.
4. During the meeting with the Campus Security Supervisor (or designee) and the registered sex offender student/employee, the Campus Security Supervisor will provide the student/employee a written letter containing the restrictions the student/employee must abide by while on the college’s campus and will discuss each restriction verbally with the student/employee. During this meeting, the student/employee will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus, and possible legal repercussions.
5. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Vice President of Operations and Academic Affairs will notify the instructor of the class of the student’s status as a sex offender. The Vice President of Operations and Academic Affairs will also determine if there are other college staff members who need to be notified of a student’s status as a registered sex offender in order to protect persons under the age of 18 on the college’s campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.
6. The Campus Security Supervisor or designee will notify the Directors of the Oshkiimaajitahdah Child Care Program and the Ojibwe Immersion Headstart Program as well as any other college program solely serving students under the age of 18, of all registered sex offenders enrolled in or employed by Red Lake Nation College.
7. The college’s Campus Security Office will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available for review by any person requesting information on registered sex offenders enrolled or employed by the college.

# Computer Network & Software Policy

## Computer Usage

* It is the computer user’s responsibility to obtain this information and remember it.
* College computer workstations are provided solely for academic use.
* Be respectful of other computer users, and the computer equipment.
* Computer users are expected to clean up the area around the computer workstation they used as they leave. This includes making sure you have retrieved any removable storage devices you may have used in the computer, such as a CD-ROM or flash drive. The Red Lake Nation College is not responsible for any materials you may leave behind.
* Please dispose of any food or drink items you may have before operating any of the computer workstations. Food or drink can easily damage electronic equipment, so we ask that you avoid bringing food or drink into the computer labs.
* Users are not allowed to install or uninstall software of any kind from the computer workstations without prior approval from the RLNC Information Technology (IT) Department or your technology instructor.
* The software installed on all computer workstations is the intellectual property of the Red Lake Nation College; please do not attempt to copy or duplicate the software installed on these machines.
* Computer workstations are not to be removed, relocated, disassembled or modified in any way without prior approval from the RLNC IT Department.
* Using computer workstations for recreational use is not permitted. Examples: Surfing the web when it is not related to academic work; chat room use; playing games. These computers are provided for academic use and are not to be used as an entertainment center.
* By using any computer workstation on campus, you agree to abide by this policy.

## Internet Usage

* Internet access and use is provided solely for academic use. Accessing improper websites such as pornography, gambling sites, and illegal software pages will be considered a severe violation of acceptable computer usage, and may result in suspension of computer usage.
* The IT Department reserves the right to block websites that may pose dangers to the campus computer network.
* The IT Department reserves the right to monitor websites visited utilizing Tribal College workstations.
* Using the Internet to distribute SPAM (unsolicited e-mail messages) or harassing messages to others is prohibited.
* You may not use computer workstations for illegal or disruptive purposes. Some examples are, but not limited to: Intentionally sending computer viruses out onto the Internet; monitoring of electronic communications; launching of Denial of Service (D.O.S.) attacks, harassing other individuals, which can be classified as cyber-stalking; distribution and downloading of copyrighted materials: music, videos, books, software.
* You may not use computer workstations to provide Internet-based services without prior approval from the RLNC MIS Department. Examples of Internet-based services include, but are not limited to: FTP servers, Web servers, P2P file servers, IRC servers, and Game servers.

## Storage of Personal Data

Any documents or other data files you may be working on should ONLY be saved to an external flash drive, CD-R or CD-RW or cloud-based storage. Please do not save any of your data onto the computer workstations. The College is not responsible for lost computer files saved to the workstations.

## Confidentiality and Privacy

The Red Lake Nation College will treat all information stored on computers as confidential. Disclosure of this information will be honored under one of the following conditions:

* When authorized by the College President, Vice President of Operations and Academic Affairs, or Director of Student Success.
* When requested by the owner of the information.
* When required by local, state, tribal or federal law
* The college may take disciplinary and/or legal action against any individual who violates any RLNC computer policies.
* Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
* Major infractions, the IT department may temporarily or permanently suspend a student’s computer and email account. A second violation will result in suspension of computer services for one semester.
* Additional violations may result in charges being filed against the student from Student Services.
* The individual suspected of violating the Computer Usage Policy will be notified via a formal written letter from the IT Department. The individual must respond to the notice within 10 working days, by contacting the IT Department to discuss the violation in question and appropriate corrective action if necessary. If the individual fails to respond to the notice, the case will be forwarded to the Student Success Department for disciplinary action.

## Email

Students are responsible for regularly checking their email through the Red Lake Nation College Student Portal. To access your email account, contact the IT Department or see the RLNC Director of Student Success.

# Academic Integrity

Honesty in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else’s work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. Acts of academic dishonesty include, but are not limited to:

* Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, an examination paper or an assignment.
* Unauthorized collaboration with another student in completing an assignment.
* Submitting as your own work that of another student or allowing your work to be submitted for credit by someone else.
* Copying from another student’s paper or an assignment.
* Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of the College resources (computer facilities, network, software, etc.) for financial gain.
* PLAGIARISM: The representation of another’s ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person’s work without the proper acknowledgement (footnoting, in-text credit, quotation marks, etc.).
* Student dishonesty will not be ignored. In situations where dishonesty is suspected, the faculty member will meet with the student, state the charge and action to be taken, and will refer him or her to the academic appeals section of the College catalog. Copies of this notice will be sent to the Vice President of Operations and Academic Affairs. Cheating on an exam, plagiarizing, or committing other forms of dishonesty can result in an “F” for the course or academic suspension.

## Student Identification Cards

All students are issued a Red Lake Nation College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a $10.00 fee.

Application for duplicates must be made in the Medweganoonind Library. The $10.00 fee must be paid at the Business Office before the student is issued a new card. All cards must be validated each semester based on the student’s class schedule. Note: An agreement with Bemidji State University allows library privileges at BSU to RLNC students possessing an ID card.

## Attendance

All students are expected to regularly attend each class for which they are enrolled. The attendance policy for each course will be specified on the course syllabus. In the event of an emergency (illness, accident, family problem) that requires your absence from campus, you should contact each of your instructors as soon as possible. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors. If your absence has caused specific academic concerns for you, it is strongly recommended that you contact your instructor, seek assistance from your advisor, or the Vice President of Operations and Academic Affairs.

# Student Services

## Advising

The Director of Student Success initially assigns students to advisors based on their identified major. It is preferred that students be advised by faculty members who are in their respective degree programs. This match will ensure the most accurate and appropriate advising for the student. Advisors will help students create individual plans either semester-by-semester or on a long-range plan. If a student is undecided, or if the faculty advisor has too many advisees, the program or Director of Student Success can intervene and help select a faculty advisor for the student. Students must submit a “Change of Major/Advisor Form” to make the change official.

## Bookstore

Apparel, school supplies, consignment items, and textbooks are available for purchase from The Migizi Bookstore. The Migizi Bookstore hours may vary. See posted hours outside the Bookstore for hours of operation.

## Library

The Medweganoonind Library exists to serve as the academic library for the college community and a public library for the citizens and staff of the Red Lake Nation. It is also the home for the Tribal Archives. The library houses books for both academic and recreational purposes, a small reference collection, a growing collection of media items such as audio books and DVDs, and an Ojibwe Language and Culture collection. The library also provides a quiet place for study, and access to computers and printers located in the computer lab where students may complete assignments.

## Tutoring

To assist with student success in the classroom, RLNC offers free tutoring services in the areas of Math, Science, and English. Students are encouraged to make an appointment with a tutor to ensure availability of the tutor. Tutoring labs are also open to students in need of tutoring and are required for students on Academic Warning. Please see the course schedule for times and classroom details.

## Counseling Services

Red Lake Nation College staff and faculty know that students who are physically and mentally healthy have a much better opportunity to complete their education and to become productive members of their communities and provide for their families.

The Director of Counseling, Continuing Education, and Extension is responsible for providing a safe and confidential environment where students can seek free counseling services and referral on matters of health and safety to assist them in accomplishing their educational goals. Services offered will focus on both addressing and preventing the problems mentioned earlier, and will include:

Individual Counseling

Success Mentor Program

Career Development

Balance is important to maintaining well-being, and we will support our students in the areas of physical, mental, emotional, and spiritual health.

## Graduation Requirements

Students must complete all graduation requirements to participate in the graduation ceremony.

## Disability Services

It is the policy of Red Lake Nation College to comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Accessibility Guidelines (ADAAG), Section 504 of the Rehabilitation Act of 1973 (section 504), and the Uniform Federal Accessibility Standards (UFAS) as mandated by Section 504. Under these laws and guidelines no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of RLNC. Information regarding the Americans with Disabilities Act can be referenced on their website at [www.ada.gov](http://www.ada.gov).

### Student Eligibility for Disability Services

Students receiving services through Disability Support Services must have a chronic disabling condition that has been verified by an appropriate professional. The student’s disabling condition must limit one or more major life activity and impose an “educational limitation.” An educational limitation is a disability related to functional limitation in the educational setting that occurs when the limitation prevents a student from fully benefiting from classes, activities, or services offered by the college without specific, additional support services or instruction. Examples are physical, communication, acquired brain injury, psychological, attention deficit disorder, and specific learning disabilities.

### How May a Student Apply for Accommodation?

Any student with a disability, regardless of his/her accommodation needs or disability issues, should register for Disability Support Services with the Director of Counseling, Continuing Education, and Extension. The Director of Counseling, Continuing Education, and Extension will request documentation of a disability and prior accommodations from the student’s former secondary school, treating medical doctor, or mental health professional. After reviewing the disability documentation, the Director of Counseling, Continuing Education, and Extension will make a determination as to whether the student qualifies as having a disability or not. After a positive finding of a disability, the student will be extended disability accommodations and/or modifications in accordance with accepted college policies and procedures. In order for a student with a disability to apply for and receive accommodation, she/he needs to contact the Director of Counseling, Continuing Education, and Extension to set up an appointment:

### What Assistance is Available for Students with Disabilities?

Accommodations and modifications will be granted on an individual basis (with input from the student with a disability) after considering the type and severity of a disability and the student’s history of accommodations from secondary and postsecondary education. Below are services that may be offered to the student:

* Contacting instructors regarding classroom accommodations for a student
* Documentation and needs analysis
* Student advocacy
* Classroom note takers, readers, and scribes
* Assistance with the provision of a private testing room and monitoring of the test
* Provision of textbooks in alternative format
* Locating where a student may obtain diagnostic testing
* Other services not mentioned

## Student Dining

Red Lake Nation College offers the option for campus dining at the College Café, operated by the Oshkiimaajitahdah (New Beginnings) Program. For information regarding the menu items available for purchase, visit the Red Lake Nation College website, [www.rlnc.education](http://www.rlnc.education).

## Student Organizations

Red Lake Nation College has many options for student involvement. For additional opportunities, talk to your faculty advisor or the Director of Student Success. To initiate a new club, or organization, contact the Director of Student Success.

### Student Government

The Student Government is composed of eight student representatives from the student body. RLNC student members, through annual elections, will select students to serve on the Student Government. It is the responsibility of the Student Government to conduct business according to its approved by-laws. The Student Government’s responsibilities are:

* To engage in and/or coordinate activities necessary for the purpose of advocating and supporting endeavors by the Student Members or by the RLNC, providing that such endeavors focus on promoting quality in American Indian Higher Education.
* To conduct regular and special business meetings of the Student Government as may be deemed necessary to fulfill the purpose and responsibilities of the organization.
* To inform all constituents of the Student Government of all pertinent business actions and organizational activities of the Student Government.
* To communicate student concerns to Administration.
* To develop a yearly budget and allocate student fees.

Student Government Officers consist of a President, Vice President, Secretary, and Treasurer as well as four directors. Membership in this organization is open to any student at RLNC. Students are encouraged to attend the Student Council’s monthly meetings. This organization does not discriminate on the basis of disability, ethnicity, race, religion, creed or sexual orientation. The Director of Student Success and the Admissions Counselor are currently co-sponsors of this organization. Contact them for more information.

### American Indian Higher Education Consortium (AIHEC)

The American Indian Higher Education Consortium (AIHEC) is an annual event held each spring representing 34 colleges throughout the United States and one Canadian Institution. To learn more about AIHEC, visit their website at [www.aihec.org](http://www.aihec.org).

# Forms

The following Student Success forms can be found on the RLNC website at: <https://www.rlnc.education/forms>.

Academic and Financial Aid Appeal/Petition Form

Change of Major/Advisor

Change of Personal Information

Disability Services Compliance Policy

FERPA Release Form

Fitness Center Policies and Procedures

Multimedia Participant Consent Form

Registration Form

Request to Inspect and Review Academic Records

Student Bill of Rights and Responsibilities

Student Grievance and Appeal Form

Student Request for Credit Overload

Travel Waiver and Hold Harmless Agreement

Withdrawal Form



This manual has been prepared for your information and understanding of the expectations as a student at Red Lake Nation College. Please read it carefully. Upon completion of your review of this manual, sign the statement below, and return it to Student Services. A copy of this acknowledgement appears at the back of the manual for your records.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), have received and read a copy of the Red Lake Nation College Student Handbook which outlines the expectations of students at Red Lake Nation College. I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student Handbook provided to me by Red Lake Nation College. I understand this manual is not intended to cover every situation which may arise, but is simply a general guide to the policies and expectations of Red Lake Nation College. I hereby acknowledge receipt of a copy of the Red Lake Nation College Handbook.

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Student Signature Date