

# RED LAKE NATION COLLEGE

## Student Handbook

2017-2020



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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.

What we all want for ourselves, our family and community is an opportunity to find the good life, and Red Lake Nation College will provide each of you with that opportunity as you pursue your educational journey here.

We specialize in personalized, one-on-one academic attention that is available in our new, 21<sup>st</sup> century college facility that is one of the premier Tribal Colleges in the Nation.

We provide students with extra help and attention both in and out of the classroom. Examples of this include small class sizes (an average of approximately 10 students per class), free tutoring in all subjects, access to all college library resources, computer labs and printers, confidential, personalized life and career counseling for all students, success mentors that will be assigned to all students, and free access to our fitness center, college café and daycare services available on campus.

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  
Red Lake Nation College



## **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, math, and computer placement assessments
- High School Diploma/GED or College Transcript
- Vaccination/Immunization Form, if applicable
- Tribal Enrollment/Verification Form, if applicable (Tribal enrollment card or certification letter acceptable)

### **Transferring Student Eligibility**

Applicants who have attended another 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. Transferring students must include official college transcripts with their admissions application for registration purposes.

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 Director of Student Records. Students requesting an appeal must provide reasonable material, such as a course description or syllabus from their previous institution, to support their case. Contact the Director of Student Records to begin the appeal process.

Courses completed at another institution with letter grades of “D” or better will be accepted for transfer. Additionally, these courses must have been earned within the past ten (10) years. Courses earned before the past ten (10) years may be transferred pending academic department approval. Developmental/remedial courses will not transfer. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of RLNC. The Director of Student Records at RLNC evaluates all transfer courses.

***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. There are no fees or tuition charges for audited classes but students must obtain prior approval from the Vice President of Operations and Academic Affairs. Students are responsible for purchasing their own textbooks.

### **Readmitted Student Eligibility**

Students who have not attended Red Lake Nation College for more than two semesters, must reapply and check academic status with the Director of Student Records. 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 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 1000 level courses to meet their high school graduation requirement, starting with FYEX 1100 First Year Experience. All new PSEO students are required to take this as their first class at RLNC. They can take this class concurrently with any other 1000-level class for which they qualify according to the Accuplacer Placement Test. 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 the high school counselor. If the student is eligible, the application includes the following:

- Admissions Application
- Official High School Transcript
- Minnesota Department of Education [MDE] PSEO Notice of Student Registration Form
- Vaccination/Immunization Form, if applicable
- Tribal Enrollment/Verification Form, if applicable (Tribal enrollment card or certification letter acceptable)

The student will then complete the Accuplacer Placement Test to determine which classes he/she may take.

It is best to visit with the 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 generally allowed to take only six (6) semester credits per semester at Red Lake Nation College. The Vice President of Operations and Academic Affairs, the high school counselor, and/or principal must approve any requests for a heavier credit-load. PSEO students are not permitted to play on RLNC sports teams.

Once admitted, students should maintain a 2.0 or above grade point average each term to remain eligible for the program. Students who do not maintain a 2.0, will be reviewed on a case-by-case basis. Provided the classes are successfully passed, credits will be awarded at Red Lake Nation College. 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 Red Lake Nation College PSEO students are assigned a faculty advisor (the instructor of the course) who acts as a liaison 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 ten (10) 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 on the RLNC website. All withdrawals must be officially made through the Director of Student Records, 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 semester 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 for 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 Family Educational Rights and Privacy Act of 1974 is available from the Director of Student Records.

### **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 Services Office.
- Submit form to the Director of Student Records.
- 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 Director of Student Records. 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:

- a) veracity of recruitment and marketing materials;
- b) accuracy of job placement data;

- c) accuracy of information about tuition, fees, and financial aid;
- d) accurate admission requirements for courses and programs;
- e) accuracy of information about the institution's accreditation and/or any programmatic or specialized accreditation held by the institution's programs;
- f) accuracy of information about whether course work meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
- g) accuracy of information about whether the institution's course work will transfer to other institutions; and
- h) operation of distance learning programs consistent with practices expected by institutional accreditors.

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

- a) grading disputes;
- b) academic integrity issues;
- c) student conduct issues;
- d) curriculum issues; and
- e) 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 the 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.
- The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.
- 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 Records 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 Records will attempt to resolve the complaint with the student. If the complaint cannot be resolved at this meeting, the Director of Student Records 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 Records 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). For additional information, please refer to the Alcohol and Drug Abuse Prevention Manual located at: <http://www.rlnc.education/campus-life>

### **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 Records. 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 25 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 Records, 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 posted on the RLNC Facebook page and website.

## **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](http://redlake.nsopw.gov). Both websites are also available on the Red Lake Nation College Campus Safety webpage at <http://www.rlnc.education/#!campus-safety/c2z1>. 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.
- You may not make or use illegal copies of copyrighted materials or software.

### **Copyright Infringement**

Any sharing of copyrighted material (including computer use and file sharing) without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by Red Lake Nation College. Willful copyright infringement may result in criminal penalties, including imprisonment for up to five years and fines up to \$250,000. Red Lake Nation College will enforce disciplinary action according to established disciplinary actions.

### **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 Records.
- 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 e-mail 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 Records.

### **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 the 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 Records 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 Records 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. The Learning Center is also open to students in need of tutoring and participation is 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 Vice President of Student Success 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
- Talking Circles
- 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 HINU. 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 Vice President of Student Success. The Vice President of Student Success 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 Vice President of Student Success 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 Vice President of Student Success 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 Vice President of Student Success. To initiate a new club, or organization, contact the Vice President of Student Success.

### **Student Council**

The Student Council is composed of eight student representatives from the student body. RLNC student members, through annual elections, will select students to serve on the Student Council. It is the responsibility of the Student Council to conduct business according to its approved by-laws. The Student Council'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 Council as may be deemed necessary to fulfill the purpose and responsibilities of the organization.
- To inform all constituents of the Student Council of all pertinent business actions and organizational activities of the Student Council.
- To communicate student concerns to Administration.
- To develop a yearly budget and allocate student fees.

Student Council Officers consist of a President, Vice President, Secretary, and Treasurer. 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 Students Services 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).

## **Satisfactory Academic Progress Policies**

### **Policy**

In accordance with the U.S. Department of Education (CFR 668.16 (e) & 668.34), Red Lake Nation College (RLNC) has established minimum academic standards that students must adhere to in determining Satisfactory Academic Progress (SAP) for Title IV, HEA financial aid eligibility purposes. These standards which are published in the RLNC Catalog and Student Handbook apply to federal and state waivers that will be administered through the RLNC Financial Aid Office. The SAP standards for students receiving Title IV, HEA funding are the same for those students that do not receive federal aid enrolled in the same program.

This policy provides a consistent application of standards to all students within categories of students, e.g., full-time, part-time, undergraduate students and educational programs established by RLNC. The policy provides that a student's academic progress be evaluated at the end of each semester. RLNC will notify students of this policy and monitor the progress of all students receiving financial aid to insure their continued compliance. Students are expected to read, understand, and adhere to this policy.

In order to receive financial aid, the student must be enrolled in an eligible program of study that leads to a Certificate or an Associate's Degree. In addition, students must adhere to two different standards; qualitative standard which is the maximum length of time for which they may receive financial aid, maintaining the minimum grade point average (GPA); and quantitative standard which is to complete the number of credits required to meet the minimum pace of progression each semester. For further clarification of this policy, contact the Financial Aid Office.

### **Quantitative Student Standard**

#### **Maintain Pace of Progression**

Successfully complete at least 67% of all credit hours attempted at RLNC in each term. The formula is as follows:

Total number of credit hours successfully completed divided by total number of credit hours attempted (includes withdrawn courses) = pace of progression

Example:

<b>Semester 1</b>	<b>Term Pace</b>	<b>Cumulative Pace</b>
9 hours completed/12 hours attempted	= 75%	9/12 = 75%
<b>Semester 2</b>		
6 hours completed/12 hours attempted	= 50% • Not meeting standard	15/24 = 62.5%
<b>Semester 3</b>		
12 hours completed/12 hours attempted	= 100%	27/36 = 75%

Completing a class means finishing the semester with a letter grade of D or higher, although, depending on the class, a final grade of D may require a student to retake the class. A student may repeat a class for grade forgiveness, but until the new grade is posted after a subsequent semester, for the purpose of Satisfactory Academic Progress, the financial aid office will use the existing grade. An F may be repeated as many times as necessary to receive a passing grade. A grade of D or higher may be retaken only one time.

For the purpose of determining satisfactory progress, grades “F” and “I” (incomplete) or “W” (withdrawal) and “D’s” for the semester will count toward determining the number of credits attempted. Accepted credits from previous colleges that apply to the student’s program of study will count toward pace of progression.

A student may receive financial aid for repeating a course, only after they have failed the course with an “F” and/or “D”, up to a maximum of three (3) times. College courses may be repeated only once such as to replace a “W” or “F” or to improve a grade of a “D.” Repeated courses must be identical and will be counted when calculating pace of progression.

### **Maximum Timeframe**

For an undergraduate program measured in credit hours, the maximum timeframe cannot be longer than 150% of the published length of the educational program, as measured in credit hours. Periods of enrollment in which a student does not receive federal aid still count toward the maximum timeframe. Students who have not completed their degree after two years of enrollment will be reviewed according to the standards outlined here. They must maintain a 2.0 GPA and be on course to graduate.

Example:

<b>Degree Program</b>	<b>Required Credits</b>	<b>Maximum Credits</b>
A.A. Liberal Education	62-64	96
A.A.S. Social and Behavioral Sciences	65-67	101

All accepted transfer credit hours that apply to the student's program of study will be counted to determine financial aid eligibility. Transfer students will need to submit all previous academic transcripts to the Director of Student Records and have them evaluated for transferability.

### **Incomplete Classes**

Incomplete classes will result in a grade of "I," and will be considered the same as an "F" when evaluating SAP. A student **MUST** do the work to complete the class in order for the "I" to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term.

### **Qualitative Student Standard**

Satisfactory academic progress is also monitored through students' grades. This monitoring of grades is equivalent to RLNC's policy on Academic Standing as mentioned in the RLNC Course Catalog, but also takes into account grades earned at previous institutions for new transfer students when determining SAP.

### **Grade Point Average (GPA)**

Students must maintain a grade point average (GPA) of 2.0 or better each semester he/she receives financial aid and must also maintain a cumulative GPA of at least 2.0 or better. Grade point averages will be reviewed at the end of each semester.

### **Students who do not meet SAP requirements will:**

- First, be placed on financial aid warning
- Second, if SAP is not met, student will be placed on Title IV, HEA suspension

At the end of each semester, the Financial Aid office will determine if you've met the SAP requirements by viewing the transcript of final grades in RLNC academic software which will show attempted hours, completed hours, and cumulative GPA. This will be used to determine SAP. Academic progress will be reviewed at the end of each semester to determine future Title IV, HEA eligibility. RLNC may disburse Title IV, HEA to eligible students only after it is determined that the student has met SP for the payment period.

If SAP is not met, then the following procedures come into effect.

### **Financial Aid Warning**

Students who fail to meet minimum SAP requirements (2.0 cumulative GPA or 67% pace of progression) for academic progress at the end of a payment period will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination that the student is not making Satisfactory Academic Progress. Students placed on Financial Aid Warning must meet with the Financial Aid Advisor to complete an Academic Plan.

1. If the student is not meeting Satisfactory Academic Progress at the end of the Warning period, he/she will be placed on Financial Aid Suspension and will not be eligible for Title IV, HEA funds. However, the student may appeal the loss of their Title IV eligibility.
2. If a student is making SAP at the end of the Warning period, the student shall be returned to Good Standing SAP status with no loss of Title IV, HEA eligibility.
3. Financial Aid status will be assigned by the RLNC Financial Aid Advisor.
4. Reestablishing eligibility: if a student appeal is denied the student can reestablish eligibility by completing 6 credit hours with a 2.0 GPA at their own expense.

### **Title IV, HEA Financial Aid Suspension**

This is the status assigned to students who were previously on Financial Aid Warning and have failed to meet the academic progress requirements at the end of the Warning semester. Students are not eligible to receive Title IV, HEA funding, but may continue to enroll in classes if they are in good academic standing.

### **Financial Aid Appeal Process**

A student who loses their Title IV, HEA eligibility due to his/her inability to make SAP after a Warning period and thus placed on Financial Aid Suspension, with a loss of Title IV, HEA eligibility will have the right to appeal.

1. A student who wishes to appeal Financial Aid Suspension and loss of Title IV, HEA eligibility, must submit an Academic/Financial Aid Appeal Form to the Financial Aid Office within 14 business days after being notified that they are in a non-satisfactory progress status.
2. The student must describe and indicate what extenuating circumstances have kept them from meeting Satisfactory Academic Progress. Examples include hospitalization or extended illness, divorce, death of an immediate family member, returning to school after an extended period or other special circumstance. The student should attach documentation to support any claims made of extenuating circumstance. The student must also explain what changes have occurred or plan to implement that will enable them to meet Satisfactory Academic Progress requirements.

3. Once the appeal is received, the PASS committee will evaluate the appeal and provide a decision within ten (10) business days after the committee has met and evaluated the student's appeal. The Financial Aid Office will notify the student in writing and through their school portal of the decision. All decisions are final. If the appeal is approved, the student will be immediately placed in probation status and must complete an Academic Plan. If the appeal is denied, the student must sit out for one academic term before submitting another appeal.

### **Lifetime eligibility used (LEU)**

Please note that as of 7/1/2012, the Department of Education has imposed a 12 semester limit, measured by a percentage of Scheduled Awards disbursed (600%), for receiving PELL funds. This is un-appealable and is a federal directive applicable to all past and present PELL recipients.

### **Withdrawals**

To officially withdraw from RLNC, student initiates the withdrawal process by:

1. Obtaining a Withdrawal Form from the Director of Student Records or the RLNC website.
2. Student completes the form with identifying information.
3. Student obtains the required signatures.
4. Student returns the form to the Director of Student Records.
5. Student is officially withdrawn as determined by student signature and effective date.

If students do not complete the Withdrawal Form and vacates/abandons the school, this is considered an unofficial withdrawal. The last day of attendance is determined by the last academically related activity and will be used as the withdrawal date.

Enrolled students who choose to withdraw from enrollment in the college should follow proper withdrawal procedure. This procedure will expedite the processing of any qualified refunds. Withdrawal will also affect the student's ability to receive future student aid.

Students who desire to withdraw from the college must complete a form available in the Student Record's office. If this form is not completed at the time of withdrawal, the student will not be eligible for refunds or transcripts and will receive an "F" in each class instead of the "W" they might otherwise have received.

Students wishing to withdraw will complete a "Withdrawal Petition" form. This form is available from the Director of Student Records who will receive the completed and signed form. This serves as the official notice to the school that the student has withdrawn from their program and identifies the date of official withdrawal for refund purposes. The student record's office will notify the following offices by email that the student has withdrawn: the Financial Aid Office, the Academic Affairs office, the BURSAR's office, and the faculty. The form directs the withdrawing student to also consult with the Financial Aid Advisor for exit counseling.

Because students sometimes leave college without notifying anyone, the following additional guidelines are provided. The withdrawal date is considered to be the earliest of (1) the last day of class attendance, (2) the last day of documented academically related activity, or (3) the date the student submits the “Withdrawal Petition” form.

Enrollment status will be determined on the add/drop date and no Pell recalculation will be made after that date. Disbursement will be made for enrollment prior to drop.

## Refunds

A refund fee schedule is included in the RLNC Catalog, Student Handbook, and posted on line at [www.rlnc.education](http://www.rlnc.education)

## Refund Policy

If you withdraw from the college, refunds will be granted as follows:

Week of Withdrawal	Tuition, Room & Board Credited
First Week	Full refund
Add/Drop Date	100% refund
After Add/Drop Date	0% refund

After the add/drop date: No credit

Fees: All fees are non-refundable

## Involuntary Withdrawal (Dismissal)

In the event that a student is expelled, RLNC will process a R2T4.

## Unofficial Withdrawal

Students who leave school without completing a withdrawal form, including obtaining the required clearance signatures listed on the form, will be considered to have “improperly withdrawn.” In those cases, no refund is granted to the student. If the semester balance is not paid in full, the student will be billed for the remaining balance.

Information on RLNC’s refund policy may be found in the most recent edition of the *Red Lake Nation College Catalog* at <https://rlnc.education/academics/catalog>.

## Title IV R2T4

This policy applies to students who withdraw (official or unofficially) or are dismissed from enrollment at the Red Lake Nation College, RLNC. The Return of Title IV Funds (R2T4) process is separate and distinct from the RLNC’s Refund Policy, as indicated below. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

Upon the student’s withdrawal, the amount of financial aid that has been “earned” by the student is based on the number of days of attendance. Students who withdraw unofficially will also be subject to the Federal Return of Title IV Funds Policy (R2T4). According to federal guidelines of R2T4, students who receive financial aid and then withdraw from all course work before 60% completion of the trimester may have to pay back a portion of the grants received. The amount is determined by using a federal formula. The R2T4 is completed within 45 days of notification. All funds will be returned in the order of PELL, and FSEOG. The student withdraw date is determined by the withdrawal process.

**Return of Funds:**

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Federal Pell Grants
- Iraq Afghanistan Service Grant for which a return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Other non-Title IV assistance
- Private and Institutional aid
- The Student

RLNC has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible and is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent if they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the appropriate Title IV, HEA programs. Post-withdrawal disbursement must occur within 180 days of the date the student withdrew.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV HEA funds earned by the student has no relationship to the student’s incurred institutional charges.

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance.

**Student Loans**

Federal Direct-Loans are NOT available at RLNC.

**Cost of Attendance (COA)**

Cost-of-attendance budgets are created by the Advisor, in consultation with the Director of Student Records. While budgets are revisited each year, changes typically coincide with *Catalog* revisions.

<b>Cost of Attendance</b>	<b>Red Lake Nation College</b>
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Published tuition and required fees	\$ 4,276.00
Books and supplies	\$ 600.00
Off-campus (not with family) room and board	\$ 6,885.00
Off-campus (not with family) other expenses	\$ 4,606.20
Off-campus (with family) other expenses	\$ 4,295.00
<b>Total Cost</b>	
Off-campus (not with family)	\$ 17,959.20
Off-campus (with family)	\$ 10,763.00

### **Budget Populations**

Different budgets are created for the following categories of students: dependent off-campus; independent off-campus.

Also, students enrolled less than half time must have their COA budgets calculated separately. “For students who are enrolled less than half time only the costs for tuition and fees and allowances for books and supplies, transportation, room and board for a limited duration, and dependent care expenses may be included as part of the cost of attendance. (Miscellaneous expenses and personal expenses may not be included.)” (*FSA Handbook 2016-2017*, 3-36) Schools have the option in the COA for a less-than-half-time student an allowance for room and board up to three semesters (or equivalent), with no more than two of the semesters being consecutive at any one school.” (*FSA Handbook 2016-2017* 3-35) This COA calculation, with documentation, should be included in the student’s file.

### **Categorization and Determination of Amounts**

Cost of attendance Calculations information is available online @ <http://www.rln.edu/education/tuition--costs>

### **Award Disbursements**

Disbursement is addressed separately for federal, state and institutional aid. Student notification, required for federal aid, is addressed separately as well.

For all aid categories, aid listed on the award letter will be disbursed. However, a student may decline any award or any portion of an award with written notification to the Financial Aid Advisor.

Before the disbursement of any student aid, the Financial Aid Advisor must verify in the college management software that the student’s enrollment is completed and current and the student is within acceptable standards of academic progress as previous defined in the handbook.

Refunds will begin made 21 days after students first day of attendance, and every other week following the initial disbursement. All tuition, fees, and school costs for the current semester will be paid first and the remaining amounts will be disbursed to students.

If Financial Aid or payment arrangements are not made by the last day to add/drop, then students will be administratively withdrawn.

### **Disbursement of Books and Supplies**

Pell Grant Eligible students and all other aid recipients are eligible to “charge” their books against their anticipated financial aid as long as they have a valid (non-rejected) ISIR on file, are not in loan default, are not on financial aid suspension, or ineligible due to a drug offense while receiving Title IV aid. Any charges not covered by financial aid are the responsibility of the student.

Book charging is allowed one week before each semester starts and ends on the 7<sup>th</sup> business day of the semester. A report is given to the Bookstore manager prior to the start of the book charging period by the Financial Aid Advisor. It is this report that determines which students can and cannot charge books. Financial Aid Office staff reserve the right to authorize book charging due to extenuating circumstances or college error, if warranted. If students choose to OPT OUT of the way RLNC allows for book charging, then students must wait for a refund check to be released to them before they can purchase books on their own or may pay out of pocket for their books at any time.

### **Federal Aid**

In order to ensure checks and balances when awarding federal aid, the functions of authorizing and disbursing aid are performed by separate offices (*FSA Handbook 2016-2017, 2-36. 2-37*).

The Financial Aid Office will perform all functions related to authorization. The Business Office will draw down title IV funds within the G5 system to the RLNC Federal Account. Upon validation by the Financial Aid Advisor, the funds will be transferred and credited to the student account.

G5 Tutorial <https://www.g5.gov/int/exthelp2/toc0.html>

### **Pell**

*Federal Pell Grants are not disbursed until 21 days after the published add/drop (last day to register for credit) date for each semester and funds are disbursed only after Pell is approved.*

After all eligibility requirements are met by the applicant and validated by the Financial Aid Advisor, the Chief Financial Officer is notified that money can be drawn down in the G5 system to the RLNC Federal Account and credited to the student’s account. A portion of the approved Pell Grant may be released for books and supplies prior to the last day to register date, at which time the remainder of the Pell Grant may be released to the student. *FSA Handbook 2016-17, 3-25 34 CFR 668.164 (i)* If books and supplies are needed prior to the release of the Pell Grant funds, arrangements will be made to provide the student with the necessary books and supplies. The 3<sup>rd</sup> party servicer will update COD.

In figuring Pell round up for first half and down for second period. *FSA Handbook 2016-17, 3-44*

## **Direct Loans**

[www.StudentLoans.gov](http://www.StudentLoans.gov)

RLNC does not participate in direct loans.

## **Institutional Financial Aid Disbursement**

All institutional scholarships originate through student application to the RLNC BURSAR Office. The Scholarship Committee will meet and forward their decisions to the BURSAR Office and the Financial Aid Office.

Institutional aid (as listed in the current RLNC catalog) is disbursed after the add/drop date. If no funds are changing hands, the disbursement is completed by the Financial Aid Office transmitting to the BURSAR office a notice of the award to credit the student account.

All institutional aid award information will be forwarded from the BURSAR Office to the Financial Aid Advisor who will use these awards in computing aid packages.

## **Student Notification**

Federal guidelines (*2016-2017 FSA Handbook, 4-21*) require that students be notified “of the amount of funds the student and his or her parent can expect to receive from each FSA program...and how and when those funds will be disbursed. This communication is normally done by providing the student, via email, an official Award Notice which outlines the amount of awards and projected payment dates.”

The simplest way to fulfill this requirement is to have all students ready to receive Pell Grants at the same time (i.e., all verification completed and all award letters are current). Then, when the drawdown is scheduled in G5, a memo should be sent to all recipients stating that the Pell amount indicated on the student’s award letter will be disbursed to RLNC on the established date and credited to the student’s account within 3 business days. The 3<sup>rd</sup> party servicer will populate COD.

If not all students are ready to receive funds, the approved population can still receive funds, with the same procedure being followed. As other students become eligible, they may be notified individually.

All documents relating to financial aid shall be kept in the student file.

## **Refunds**

A refund occurs when a student account reflects funds received greater than the amount of tuition, books and fees due for the semester. When a refund occurs the institution will refund that amount to the student within 14 days of the refund occurring by check.

## Student Eligibility

While some aspects of student eligibility are determined either by Congressional act or by the Department of Education, other aspects involve institutional determinations.

### Academic Issues

To receive aid, a student must have (1) received a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma), (2) received the recognized equivalent of a high school diploma, such as a general educational development or GED certificate; or (3) completed home school at the secondary level as defined by state law and in an eligible program. Because a student self-certifies on the FAFSA that they have or have not met conditions (1), (2) or (3), the Office would not have to receive a copy. More information on these subjects may be found in the most recent *FSA Handbook*, Volume 1; School-Determined Requirements.

Students must maintain satisfactory academic progress (SAP) in order to continue to receive aid. RLNC's SAP policy is discussed above.

Students also have enrollment requirements. For financial-aid purposes at RLNC, full-time enrollment is defined as 12 or more credit hours per semester, 11-9 credits as  $\frac{3}{4}$  time, 8-6 credits as  $\frac{1}{2}$  time and 5 and fewer as less than  $\frac{1}{2}$  time.

### Citizenship

If CPS does not verify a student's citizenship, the student must supply the Financial Aid Office with documentation of their eligibility before receiving funds.

A citizen must supply the Financial Aid Office with documentation of citizenship. The Department does not stipulate what documentation is required, but a list of possible items may be found in the 2016-17 FSA Handbook, 1-22, 1-23. **Remember, a Social Security card or driver's license is not acceptable documentation of citizenship.** Citizens not confirmed by CPS should contact the Social Security Administration to correct the problem.

Eligible noncitizens must provide an Alien Registration Number (A-Number), which CPS checks with the Department of Homeland Security (DHS). A successful match enables the student to receive aid. If the Office has information that conflicts with the student's eligibility, then this conflict must be resolved. See 2016-17 FSA Handbook, 1-24, 1-25. If there is "not enough information," the student will be directed (via SAR/ISIR) to provide the Financial Aid Office with documentation of status. Such documentation should be checked against the SAR/ISIR. Eligible noncitizens should then submit a FAFSA correction providing the correct A-Number. If a student's status is not confirmed, secondary confirmation with DHS occurs. If this process is not completed automatically, the Financial Aid Office must complete the process using the paper method; for more information, see most recent *FSA Handbook*, Volume 1; Citizenship. For some types of students, documentation must be completed anew each year a match fails; see most recent *FSA Handbook*, Volume 1; Citizenship.

Citizens of the Freely Associated States (Palau, the Marshall Islands, the Federated States of Micronesia) are eligible for Pell but not for loans. They do not use an A-Number, and they may not have a SSN. In

this case, as long as all information relating to the student's citizenship is consistent, there is no documentation-collection requirement.

### **Defaults**

CPS checks students to see if they are in default on a student loan, reporting the result in the ISIR. If a student is found to be in default, the student cannot receive aid until the default has been resolved. See [668.35\(b\)](#) to identify steps to resolve loan defaults and restore eligibility.

Students reportedly in default should be notified by letter (copy to file). Students are responsible to contact their loan servicers in order to resolve the default status. If a student has resolved the default status, the student must provide documentation proving this, which should be copied to the student's file. Also, the student should be advised to ask the loan servicer to update their status with NSLDS. (NSLDS will generate a new ISIR when a student's status changes substantively. But this may lag, so a student who has become eligible by making proper arrangements and/or payments with the lender may prove eligibility with documentation.)

### **Selective Service Match**

A male student whose FAFSA does not result in a "match" with the Selective Service System will be ineligible to receive funds until the situation is resolved; this will be visible on the ISIR as a "C" flag.

While the student will receive this information on his SAR, it would be worthwhile to notify the student by letter that this mismatch will block his aid until it is resolved.

A male student reported as "registration not confirmed" must either register or provide documentation of registration. For information on resolving this issue: (*2016-17 FSA Handbook, 1-71*)

### **Social Security Number Match**

If a student's reported Social Security number (SSN) does not match with the Social Security Administration, the FAFSA will be rejected. Generally the student will have provided an incorrect SSN and simply needs to create a FAFSA correction with the valid SSN. This should then clear the problem. (see the *2016-17 FSA Handbook, 1-1-69*)

If a student's name or date of birth does not match with SSA, the FAFSA will not be rejected, but a message will be printed on the ISIR/SAR. While the student may receive aid if they supply sufficient documentation to explain the mismatch ( See *FSA Handbook 2016-17, 1-69*), it is recommended that the student either contact SSA to update their database or submit FAFSA corrections, as fixing the problem can prevent future difficulties.

### **Financial aid office must resolve any C codes and conflicting information.**

## **Aid Programs**

RLNC participates in the following aid programs.

- Federal: Pell Grants, FWS, FSEOG.
- State: State of Minnesota.
- Institutional: Tuition-discount (unfunded) aid programs exist; these are detailed in the RLNC *College Catalog*.
- Other: Outside scholarships and grants are accepted; the Financial Aid Advisor completes any necessary institutional paperwork to enable students to receive such aid.

### **Student Scholarship Fund**

Undesignated contributions from the student scholarship fund, redirected to students as scholarships, are aid that must be reported on the students' award letters. This aid, combined with all other financial awards, should not exceed a student's total need. President's Office, Office of Financial Aid, and the Bursar Office work together to determine SSF award recipient(s).

### **Professional Judgment**

Students who desire a professional review of their submitted FAFSA information must present a Professional Judgment Request Form, Verification Worksheet, and all corresponding documentation to the Financial Aid Office. The Financial Aid Advisor will review this information, using *Federal Student Aid Handbook* guidelines, and document any decisions and/or adjustments to the student's file.

The Financial Aid Advisor will endeavor to review and respond to all professional judgment requests within three weeks of receiving the forms and all supporting documentation. Incomplete requests will not be considered.

### **Outside Scholarships**

Scholarships from "outside organizations" are awarded directly to students, not to RLNC, although the award may in some cases be sent directly to the institution. RLNC considers it the recipient's responsibility to accept/refuse award according to their own conscience. Thus, RLNC will not refuse to process scholarships awarded directly to a student, whether or not the awarding organization aligns with RLNC's vision and standards. The Financial Aid Office and Business Office must be informed of all internal and external scholarships awarded to students.

### **FSEOG & FWS**

#### **Selection of students for FSEOG awards**

In selecting among eligible students for FSEOG awards in each award year, RLNC shall select those students with the lowest expected family contributions who will also receive Federal Pell Grants in that year.

If RLNC has FSEOG funds remaining after giving FSEOG awards to all the Federal Pell Grant recipients at RLNC, the Red Lake Nation College shall award the remaining FSEOG funds to those eligible students with the lowest expected family contributions who will not receive Federal Pell Grants.

*Part-time and independent students.* If RLNC's allocation of FSEOG funds is directly or indirectly based in part on the financial need demonstrated by students attending RLNC as less-than-full-time or independent students, a reasonable portion of the allocation must be offered to those students.

## **FWS**

In administering its FWS program, RLNC shall establish and maintain an internal control system of checks and balances that insures that no office can both authorize payments and disburse funds to students.

Federal Work-Study is a Campus-Based Aid Programs. This program provides college and community service jobs to Red Lake Nation College students who qualify. Work-Study awards are based on the results of your Free Application for Federal Student Aid (FAFSA). Only students who have been awarded Federal Work-Study may select a Work-Study position.

Red Lake Nation College will select FWS based on an application and interview process. Work Study positions will be posted in student services when they become available. Students interested in posted positions will need to complete an application by the posted deadline. All students who complete an application before the deadline will receive an interview for their selected position.

RLNC will maintain program and fiscal records that include verification by the student's supervisor, or an official of RLNC, that each student has worked and earned the amount being paid. The verification must include or be supported by, for students paid on an hourly basis, a time record showing the hours each student worked in clock time sequence, or the total hours worked per day. Also included a payroll report containing sufficient information to support all payroll disbursements, and any noncash contribution record to document any payment of RLNC's share of the student's earnings in the form of services and equipment.

All records will be reconciled at least monthly.

Each year RLNC shall submit a Fiscal Operations Report plus other information required. RLNC shall insure that the information reported is accurate and shall submit it on the form and at the time required.

## **Financial Aid Grievance Procedure**

It is the policy of RLNC that all financial aid applicants have at their disposal during the period when they are students, specific and equitable procedures which afford due process for resolving grievances.

A grievance is an alleged unfair, inequitable, or discriminatory application or implementation of college policy or procedure. A grievance can result from issues that require institutional attention for which there is no policy or procedure.

The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:

1. The student should attempt to discuss the complaint with the person(s) who appears to be the source of the grievance.
2. If the problem is not resolved at the first step, the student may take the complaint to the respondent's supervisor.
3. If the problem is not resolved to the satisfaction of the student through the informal process, the student may enter the formal grievance procedure.
  - a. The grievant shall submit to the RLNC Financial Aid Ad Hoc Committee a written grievance containing a concise description of the grievance and the requested remedy to the grievance.
  - b. A hearing shall be held within ten working days after the grievance has been submitted to the Financial Aid Office.
  - c. A recommendation shall be made to the College President within ten working days of the hearing. The President may:
    1. Institute the recommended action of the Financial Aid Ad Hoc Committee;
    2. Refer the matter back to the Financial Aid Ad Hoc Committee for additional consideration and review; or
    3. Reject the recommendation of the Financial Aid Ad Hoc Committee and resolve the grievance.

The grievant shall be informed in writing of any and all actions taken.

### **Arrests/Convictions**

State law (Minnesota Statutes 135A.157) requires all postsecondary educational institutions located in Minnesota to provide notice to all students at or before the time of admission and at or before the time a major is selected, informing them that arrests, charges or convictions for criminal offenses may limit employment possibilities in specific careers or affect a student's eligibility for federal, state, or other financial aid.

The purpose of this notice is not to discourage students with previous violations from pursuing postsecondary education or applying for financial aid but to encourage students to investigate any possible negative effects on financial aid eligibility and employment before they begin a particular field of study. We encourage all students to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

Federal Pell Grants are not available to any individual incarcerated in any federal or state penal institution, or to any individual who is subject to an involuntary civil commitment upon

completion of a period of incarceration for a forcible or non-forcible sexual offense (as determined in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program). Students who were convicted under federal or state law of the sale of a controlled substance may lose eligibility for federal student financial aid (grants, loans, and/or work-study) if the offense occurred during a period of enrollment for which the student was receiving federal student aid. There are currently no restrictions on state financial aid based on a student’s previous arrests, charges or convictions for criminal offenses. However, if you are applying for private sources of financial aid, we encourage you to contact those organizations to determine what impact, if any, previous violations may have on eligibility for those programs.

With respect to future employment possibilities in your field of study, we encourage you to visit the following website for state laws, regarding the effects of previous violations on future employment in Minnesota: <https://www.revisor.leg.state.mn.us/statutes/?id=609B>. Since there may be other fields affected by previous violations that are not included on this page or, since you may end up working in another state, it is your responsibility to research the impact of previous violations on your chosen field of study.

**Financial Aid Contact Information**

Red Lake Nation College  
 PO Box 576  
 Red Lake, MN 56671

OPE ID #: 04271800

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Phone</b>
Dan King	President	<a href="mailto:Dan.king@rlnc.education">Dan.king@rlnc.education</a>	(218) 679-1001
Mandy Schram	Vice President of Operations and Academic Affairs	<a href="mailto:Mandy.schram@rlnc.education">Mandy.schram@rlnc.education</a>	(218) 679-1004
Tami Niswander	Chief Financial Officer	<a href="mailto:Tami.niswander@rlnc.education">Tami.niswander@rlnc.education</a>	(218) 679-1006
Jamie King	Financial Aid Advisor	<a href="mailto:Jamie.king@rlnc.education">Jamie.king@rlnc.education</a>	(218) 679-1035
Nokomis Paiz	Vice President of Student Success	<a href="mailto:Nokomis.paiz@rlnc.education">Nokomis.paiz@rlnc.education</a>	(218) 679-1005

Laurie Neadeau	Director of Student Records	<a href="mailto:Laurie.neadeau@rlnc.education">Laurie.neadeau@rlnc.education</a>	(218) 679-1003
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## **Appendices**

Academic and Financial Aid Appeal/Petition Form

Academic Overview Planner

Change of Major/Advisor

Change of Personal Information

Declaration of Major

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

Statement of Acknowledgement



## Red Lake Nation College

### Academic & Financial Aid Appeal/Petition Form

**Petition for Semester/Year:**  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

#### **Student Information:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone/Message/Cell: \_\_\_\_\_

Have you petitioned before?  Yes  No

If yes, when and why? \_\_\_\_\_

When a student is placed on Academic Suspension, they must complete an Academic & Financial Aid Appeal/Petition Form to be reviewed by the Progressive Academic Student Success (PASS) Committee. Students must complete this appeal form in the following circumstances:

- The student has already stopped-out the required amount of time following suspension (one semester for the first suspension, one calendar year for the second suspension, and two calendar years for the third and subsequent suspensions).
- The student is being placed on academic suspension even though they have made significant academic progress because they have not met the 67% completion rate and would like to have the academic suspension status waived for the upcoming semester.
- The student has been placed on academic suspension, but there are extenuating circumstances that impeded their academic performance and they would like to request the suspension be waived for the upcoming semester in order for them to demonstrate improved performance.

Students must submit the completed form to the Director of Student Records at least two weeks prior to the beginning of each semester. The PASS committee will be meeting only once per month at which time all appeals will be reviewed. Students will receive written notification of the appeal decision from the Director of Student Records after the PASS Committee has made recommendations and the Vice President of Operations and Academic Affairs has approved or amended those recommendations.





## Academic Overview Planner

Major (circle one): A.A. Liberal Education    A.A.S. Social & Behavioral Sciences

Total Credits Needed: A.A.S. 65- 67    A.A. 62-64

Semester 1: \_\_\_\_\_ Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits

Semester 2: \_\_\_\_\_ Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits

Semester 3: \_\_\_\_\_ Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits

Semester 4: \_\_\_\_\_

Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits

Semester 5: \_\_\_\_\_

Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits

Semester 6: \_\_\_\_\_

Total Credits: \_\_\_\_\_

Course ID	Course Name	Credits



# Red Lake Nation College

## Add/Drop Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester/Year:     Fall \_\_\_\_\_     Spring \_\_\_\_\_     Summer \_\_\_\_\_

### DROP

Course Code	Course Title	Cr	Instructor	Days	Times

### ADD

Course Code	Course Title	Cr	Instructor	Days	Times

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Red Lake Nation College Change of Major/Advisor Form

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

---

To declare a major or change your major, please complete this section:

Major: \_\_\_\_\_

---

Student Signature

Date

---

Advisor Signature

Date

---

To change faculty advisor, please complete this section:

New Faculty Advisor (Printed): \_\_\_\_\_

---

New Faculty Advisor Signature

Date

This form must be completed, signed by your faculty advisor and returned to the Director of Student Records.



## Red Lake Nation College Change of Personal Information Form

### Student Information:

---

Student Name

ID

---

Student Signature

Date Effective

### New Information:

---

Student Name

---

Street

---

City

State

Zip

---

E-mail Address

---

Home Phone

Cell Phone

---

For Office Use Only

---

Recorder

Date

CC: Student file  
Financial Aid  
Faculty Advisor



## Declaration of Major

I declare (check one) as my major:

Associate of Arts (AA) in Liberal Education

Associate of Applied Science (AAS) in Social and Behavioral Sciences

Certificate

Non-degree

\_\_\_\_\_  
Students Printed Name

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date



## Red Lake Nation College Disability Services Compliance Policy

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, 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.

Do you have a disability registered with the Vice President of Student Success or Student Success Counselor?

- Yes
- No
- Prefer not to answer

If yes, please indicate which disability you have registered for (check all that apply):

- Deaf/hard of hearing
- Blind/visually impaired
- Developmental Cognitive Disability
- Traumatic brain injury
- Physical impairment
- Mental health
- Chemical dependency
- Speech impairment
- ADD/ADHD
- Autism spectrum
- Other (please specify): \_\_\_\_\_

If you have a diagnosed disability and have not registered it with the College, please contact the Vice President of Student Success at (218) 679-1005 or a Student Success Counselor at (218) 679-1016.

Student Success staff 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 Vice President of Student Success will make a determination as to whether the student has a qualifying disability.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Please return this form to Red Lake Nation College, PO Box 576, Red Lake, MN 55671



## **Red Lake Nation College**

### **Fitness Center Policies and Procedures**

Use of the Student Fitness Center is a privilege that can be revoked for not following policies of the facility. Please review the policies below carefully. They are in place for your safety and the comfort of all patrons. At the bottom of the page your signature is required showing proof that you have read the policies and procedures, and that you understand them. Return this to the Director of Student Records for placement in your record.

**Fitness Center users must be 17 years of age or older and must provide proof of age upon request.**

#### **Attire**

- Patrons are required to wear closed toe athletic rubber-soled shoes in the fitness center.
- Flip flop sandals are to be worn in the shower and sauna.
- Towels and proper active wear must be used in the steam room. Towels are not provided by the College but are available for purchase in the bookstore.
- All towels and clothing must be taken with after workouts. All towels or clothing left hanging in the locker room will be discarded.
- Patrons must minimally wear a shirt that does not have an arm hole that is larger than one fist below the arm pit and covers the midriff. Shorts and pants must be worn at the waist.
- To avoid damaging the upholstery on the machines, patrons may not wear jeans, denim, or cargo pants with multiple buttons or zippers.

#### **Lockers and Locks**

- Lockers are to be used free of charge for use during a workout by eligible students and employees.
- Locks are only to be used on lockers during the time of a workout.
- Locks must be removed immediately after workouts.
- Any locks left on lockers will be cut off and the items kept in security.

#### **Student ID or Guest Pass**

Students, staff, faculty, government center staff or guest pass users must be willing to present their Student ID, Government ID, or Guest Pass if requested by Security or RLNC Staff.

### General

- Profanity and yelling are not permitted anywhere within the fitness center.
- Personal property such as books and back packs must be stored in lockers. Bags are not allowed in the fitness center. Red Lake Nation College nor its employees will be responsible for lost or stolen property.
- Weight belts are not allowed on the exercise equipment where the belt buckles make contact with the upholstery to prevent wear and tear to the equipment.
- Users who break equipment due to misuse or misconduct can be suspended from the facility.
- Food is not permitted; only drinks with screw top bottles are permitted.
- Spotters are strongly recommended when lifting all free weights.
- Please do not move or rearrange weights or equipment.
- Please maintain control of your weights at all times. For the prevention of injury to yourself or others, and/or damage to floor or equipment, weights may not be dropped or thrown.
- For the safety of yourself and others, do not stand on benches while exercising.
- Weight benches may not be placed within 5 feet of fire exits or extinguishers.
- All patrons must have a clean towel to wipe off equipment after use.
- Red Lake Nation College will not be held responsible for any injuries.

I have read and understand the policies and procedures. I will abide by them, and I understand that if I do not, I will lose my privilege to use the fitness center indefinitely.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Red Lake Nation College Multimedia Participant Consent

I, the undersigned, grant permission and consent to Red Lake Nation College and its successors and assignees the right to record, use, reproduce, and distribute my voice, image, name, writings, photos, videos, and are work in multimedia productions for educational, publication, or marketing purposes at Red Lake Nation College.

I understand that Red Lake Nation College shall have total and exclusive control of this multimedia material and I waive any right to inspect or approve any proposed use in any media format.

I agree that my participation in this project is on a volunteer basis without any compensation and hereby waive any payment or rights to royalties.

I hereby release Red Lake Nation College and its successors and assignees form any liability in connection with the use of this multimedia material.

I state that I am at least 18 years of age and am competent to contract in my name. A parent or guardian must sign for all participants under the age of 18.

I have read and understand this Multimedia Participant Consent Form and acknowledge that it is firm and final and that Red Lake Nation College may proceed in reliance thereon.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Printed Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

RNLC: Student Faculty Staff Alumni Other: \_\_\_\_\_

### For Participants Under 18 Years Old

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Printed Name \_\_\_\_\_



# Red Lake Nation College

## Registration Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester/Year:    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Summer \_\_\_\_\_

Course Code	Course Title	Cr	Instructor	Rm #	Days	Times

**Total Credits:** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty or Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Red Lake Nation College

### Request to Inspect & Review Academic Record

#### Student Information

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Explanation for Purpose of Review

(Completed by student)

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Return the completed form to the Director of Student Records.

#### Office Use Only

Date of Review: \_\_\_\_\_

Name of Records Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Red Lake Nation College

## Student Bill of Rights & Responsibilities

*Students of Red Lake Nation College have the right to a safe classroom environment that encourages learning, trust, and respect. All students at RLNC have the following rights:*

- Students have the right of respect from all instructors and staff at the College, regardless of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification.
- Students have the right to a high quality education in a safe, tobacco-free, drug-free, weapons-free, alcohol-free learning environment, free from distractions and disruptions.
- Students have the right to expect certain practices of their instructors, including clear course objectives and requirements outlined in the syllabus, clearly stated grading scale and criteria, fair student evaluation, and maintenance of regularly scheduled office hours.
- Students have the right to speech and assembly as individual students and student organizations. Students are free to examine and discuss questions of interest to them and express opinions publicly and privately.
- Students have the right to participate in the development of college policy affecting student life and services through clearly defined means, including clubs and organizations.
- Students have the right to disability accommodations through Red Lake Nation College. Accommodations and support for students with appropriately documented disabilities are provided through the Vice President of Student Success.
- Students have the right to file complaints, grievances, and grade appeals by following the procedures outlined in the Red Lake Nation College Student Handbook.
- Students have the right to their religious beliefs and culture, with an understanding of the potential conflicts that may occur with academic requirements and a student's observance of sincerely held religious beliefs.

- Students have the right to know about campus safety, including awareness of emergency evacuation and lockdown procedures, fire safety, campus crime statistics, campus security policies, policies for reporting crimes, and policies for addressing sexual assault.

*All students are expected to abide by the RLNC Code of Conduct and the Academic Integrity Policy. Students also have the following responsibilities:*

- Students are responsible for being engaged during class time. Students who sleep in class, leave class early, arrive to class tardy, or engage in activities not related to class (internet use, texting, working on assignments for other courses), disrupt the learning environment.
- Students are responsible for using appropriate and respectful language at all times. Abusive or harmful language is a violation of the Code of Conduct and damages the classroom environment and may result in disciplinary action.
- Students are responsible for self-advocating by seeking help from College faculty, staff, and administration and are encouraged to use the provided resources.
- Students are responsible for familiarizing themselves with the information in the Red Lake Nation College Catalog and the Student Handbook. Failure to read these handbooks will not excuse students from the responsibility of abiding by the rules, policies, and procedures contained within them.
- Students are responsible for being familiar with their degree requirements and course schedule. Students are responsible for being aware of the requirements, the courses which they have enrolled, for meeting with an advisor to discuss their progress on a regular basis, and for asking questions about information that is not clear.
- Students are responsible for adhering to high standards of academic integrity by engaging in behaviors which include, but are not limited to, properly giving credit for any words or ideas used in academic work, seeking help for writing accurate citations if needed, and using ethical decision making practices while researching.

I have read and agree to abide by the Red Lake Nation College Student Bill of Rights and Responsibilities.

---

Student Signature

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Date



## Red Lake Nation College Student Grievance and Appeal Form

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

This Red Lake Nation College process for resolution of grievances may be initiated only after the informal process to resolve grievances has not resulted in a satisfactory resolution.

### Procedures:

1. When a student has a grievance, she/he shall first meet on an informal basis with the faculty member, staff member, or college administrator directly involved in the dispute in an attempt to resolve the grievance. For full consideration, the grievance should be filed in the semester in which the concern arises, or within two weeks of the subsequent term.
2. When a student has a grievance that remains unresolved after consultation with the faculty member, staff member, or college administrator, she/he may file a written account of his/her grievance with the Director of Student Records. A student grievance form is available in the Office of the Director of Student Records and on the RLNC website. The Director of Student Records shall respond in writing to the student within fourteen (14) days of receipt of the written, signed notice of grievance.
3. If the grievance is not resolved through step two, the student may appeal to the Vice President of Operations and Academic Affairs. The Vice President shall consider the appeal and make a decision in writing within fourteen (14) days of receipt of the written, signed notice of appeal.
4. If the grievance is not resolved at the meeting with the Vice President, the student may appeal to the College President, who will consider the appeal and make a decision in writing within fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the President is final and binding.

### To request a formal review of a grievance or to appeal a decision:

1. Attach a written summary of your grievance, including the previous steps taken to resolve the matter informally.
2. Identify the remedy you are seeking.
3. Attach any relevant documentation.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return to the appropriate party identified in the steps above.



## Red Lake Nation College Student Request for Credit Overload

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Semester/Year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

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### Registrar's Office:

Cumulative GPA: \_\_\_\_\_ Approved:  YES  NO

If no, reason:

\_\_\_\_\_

Director of Student Records Signature: \_\_\_\_\_

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### Financial Aid Office:

Sufficient Funds Available:  YES  NO Approved:  YES  NO

If no, reason:

\_\_\_\_\_

Financial Aid Advisor's Signature: \_\_\_\_\_

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### Vice President of Operations and Academic Affairs:

Approved:  YES  NO

If no, reason:

\_\_\_\_\_

V.P.'s Signature: \_\_\_\_\_



Red Lake Nation College  
15480 Migizi Drive  
P.O. Box 576  
Red Lake, MN 56671  
Phone: (218) 679-2860  
Fax: (218) 679-3870

## Travel Waiver and Hold Harmless Agreement

**Please read carefully before signing.**

**Student Name:** \_\_\_\_\_

**Off-Campus Activity:** \_\_\_\_\_

**Dates of Off-Campus Activity:** \_\_\_\_\_

Red Lake Nation College believes that off-campus activities by its students using College resources are an important part of the students' overall learning experience. Off-campus activities do, however, involve significant risks, both to students participating in them and also to the College based upon the manner in which students conduct themselves while off campus. To effectively manage these risks, the College has developed the following requirements to which students participating in such off-campus activities must agree as a condition of participation.

In consideration for my being permitted to participate in off-campus travel activities and avail myself of off-campus events of Red Lake Nation College, I agree to the following waiver and hold harmless agreement. By signing this agreement, the above named student agrees to the following:

1. I agree to observe standards of conduct set forth in the Red Lake Nation College Student Code of Conduct Policy and all RLNC policies and procedures applicable by their terms to the student while participating in the off-campus activity referenced above, understanding that such compliance is important to the success of the activity and to the College's willingness to permit future similar activities.
2. I agree to conform my conduct to the standards surrounding the activity and assume responsibility for my own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
3. I understand that I may not act as an agent or representative of Red Lake Nation College, and, accordingly, shall not represent myself as having the power or authority to bind or create liability for the College by virtue of any negligent or intentional act or omission.
4. I assume full financial responsibility for all costs and expenses incurred in connection with the activity, including without limitation, financial responsibility for damage or destruction to property of third parties.

5. I understand that the Red Lake Nation College and its officers, employees and/or agents have, in their sole discretion, the right to terminate my participation in the activity because of conduct believed to be contrary to the interest of the College.
6. I agree to immediately disclose to the College any physical or emotional conditions or problems that might impair my ability to complete the activity, and that I hereby release the College and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of my failure to disclose such conditions or problems.
7. I understand that Red Lake Nation College assumes no responsibility to determine the appropriateness of the activity for any particular students, to supervise the activity, or take precautions for the safety of participants and that, as a result, the College shall not be liable for, and I hereby release the College and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of or connected with the activity and with the use of any and all services or facilities associated with the activity.

In signing this release, I acknowledge and represent that I have fully informed myself of the contents of the TRAVEL WAIVER AND HOLD HARMLESS AGREEMENT by reading it before signing it, that I understand it and that I sign this document voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the written agreement have been made. I further state that I am at least eighteen (18) years of age and fully competent to sign this agreement.

WITNESS

STUDENT/PARTICIPANT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name





# Red Lake Nation College

## Statement of Acknowledgement

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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date