

# 2019 – 2020 Student Handbook



WHITE EARTH TRIBAL &  
COMMUNITY COLLEGE  
GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG



Class of 2019

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Gabegikendaasowigamig

August, 2019



WHITE EARTH TRIBAL &  
COMMUNITY COLLEGE



## WETCC.EDU

Find everything you need at White Earth Tribal and Community College website:

[www.wetcc.edu](http://www.wetcc.edu)

- \* Handbook
- \* Course Listings
- \* Resources
- \* Fees
- \* Academic Calendar
- \* Policies
- \* Login Portals
- \* Contacts

## FYI

The Student Handbook is a summary of important policies and procedures designed to ensure all students have vital information. The handbook is designed to be a summary, for complete information, please refer to the policies in their entirety which can be found on the WETCC intranet. The Academic Catalog is also available for more information on courses.

This handbook provides important information on White Earth Tribal and Community College (WETCC) Policies, organizations, and activities. Every effort has been made to provide current and accurate information. No handbook can anticipate every circumstance or question regarding WETCC policies, accordingly, this publication is not intended to be a legally binding contract. Therefore, WETCC reserves the right to change or amend the policies and this handbook at any time.

White Earth Tribal and Community College is registered with the Minnesota Office of Higher Education pursuant to section 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at WETCC may not transfer to all other institutions.

All decisions regarding admissions, grading, and other terms of a student will be made without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

White Earth Tribal and Community College is accredited by Higher Learning Commission.

2250 College Road, P.O. Box 478, Mahnomon, MN 56557  
(218) 935-0417 or 888-253-0040



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG

August 21, 2019

Boozhoo! As President of White Earth Tribal and Community College (WETCC) I want to take this opportunity to personally welcome you to the 2019-2020 academic year! We are so pleased you have decided to start your educational journey with us!

You will find WETCC is a very unique experience! We pride ourselves on the family atmosphere at the College where everyone comes together in the Drum Hall to celebrate, visit, dine, study, or work. The staff and faculty are committed to your success and will do whatever we can to ensure you have a clear pathway to earning your Associates degree. WETCC includes not only a variety of classes, but also many opportunities to learn more about the Anishinaabe traditions, language and culture – right here on campus every day.

WETCC is committed to academic excellence in a safe and supporting environment. We want to empower students and encourage everyone to get involved with campus activities whether it is the Student Senate, AIHEC Club, or joining one of the workshops we hold throughout the year – know you are welcome and encouraged to attend!

We are glad you are here and have joined WETCC. Jump in, get involved, enjoy your learning experience. We know the dedication it takes to get a degree, but we also know that once you get it, you won't regret the choice you made – and we will be by your side every step of the way.

As you start the new year, the best advice I can give you is: "Don't be afraid to ask questions." You will find the staff at WETCC are dedicated to the mission: "*White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions*" and we won't hesitate to go out of their way to help support your success in any way we can.

I wish you all the best for the academic year,

Lorna LaGue  
President

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*White Earth Tribal and Community College is an institution of higher learning  
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# WETCC HISTORY

Established by White Earth Reservation Tribal Council Resolution #038-97-005, WETCC first opened on October 7, 1997 in a two room, former grocery store building on Main Street in downtown Mahanomen, Minnesota. The College quickly expanded into multiple buildings throughout the town of Mahanomen.

Strong partnerships were created with the University of Minnesota Duluth, Minnesota State University Moorhead, Northland Community and Technical College, and Northwest Technical and Community College of Detroit Lakes who accepted credits on a course-by-course basis. Two-year college programs of studies were offered focusing on vocational offerings in designated fields.

In 2002 WETCC became a land-grant institution designated by the U.S. Congress to provide additional federal support and teach agriculture and technical education. WETCC was in the third land-grant act and is referred to as a 1994 land-grant institution and in 2003 established the Extension Office to bridge between college and community.

WETCC was granted initial candidacy for accreditation by the Higher Learning Commission (HLC) on October 14, 2004 and continued candidacy in 2006. Accreditation is a quality control process for higher education institutions to ensure educational standards are met. Full accreditation was granted in 2008. Accreditation allows WETCC credits to be recognized by other institutions and transferrable and with accreditation, students become eligible for Federal financial aid programs.

In 2010 phase one of the current campus was completed for classroom and lab instruction. The second phase was completed in 2012 adding the Cultural Learning Center (now referred to as the Drum Hall) which included more IT capabilities, a full kitchen, large gathering space and a historical display. Phase three of the campus was completed Fall 2016 which allowed the campus, for the first time since inception, to be completely located on one campus.

WETCC is governed by a nine-member Council of Trustees (COT) in accordance to their approved bylaws. Seven members are voting and two (Tribal Chairperson and Secretary/Treasurer) are ex-officio. COT is responsible for approving the policies and procedures for effective governance of the College.

Shared governance is an integrated aspect of WETCC with Faculty, Staff, and Student Senates recognized as well as various committees to promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.

## WETCC MISSION, VISION & VALUES

### Mission Statement

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

### Vision Statement

Gibimiwidoomin Gidinwewininaan Niigaanakeyaa. "We are carrying into the future the way that we were given.

### Purpose Statements

- The College will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The College will support the self-determination of the Anishinaabe people through the preservation and promotion of our history, culture, and language.
- The College will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The College will promote a philosophy based on the Seven Teachings of the Anishinaabe

### Core Values

The Seven Anishinaabe Teachings (Values) guide WETCC

#### Debwewin (the sound of the heart)

The literal translation of this word is the sound of your heart. Each of us holds the truth in his/her heart and when we live the value of debwewin, we express that truth in everything we do.

- To speak the most honestly one can, according to his/her perceptions
- To be loyal in all our relationships, avoiding hypocrisy

### Zoongide'ewin (strength of heart)

The literal translation of the word is strong heart. When we have a strong heart, we are able to face challenges with courage and integrity.

A person living the value of zoongide'ewin acknowledges his/her own weaknesses and faces them with a strong heart.

- 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 (doing the right thing)

The literal translation of this word is to be correct or straight in everything that we do. If an individual lives the value of gwayakwaadiziwin, he/she must do what is right for the group and hold himself/herself and others to high standards of integrity.

- 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 for all beings and things)

When we live the value of manaaji'idiwin we give respect to each other. In the Anishinaabe worldview, everything has a spirit and therefore deserves respect. This concept is included in this word.

- 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 (giving and receiving love)

If we act out of love for each other and ourselves in everything we do, we are living the value of Zaagi'idiwin.

- To work cooperatively and harmoniously with others
- To show kindness and compassion
- To demonstrate acceptance and the empowerment of others
- To offer hope, encouragement and inspiration

### Nibwaakaawin (abundance of wisdom)

The literal translation of this word is an abundance of wisdom. When we live the value of nibwaakaawin, we seek to learn all that we can in a respectful manner and take the time to reflect upon our teachings.

- 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

### Dabasendizowin (humility)

When we live the values of debwewin, zoongide'ewin, manaaji'idiwin, gwayakwaadiziwin, zaagi'idiwin, and nibwaakaawin, we can hold ourselves in low regard as this word indicates, without having low self-esteem. We understand that we are humble beings and conduct ourselves accordingly.

- To be modest in one's actions
- To demonstrate sensitivity to others
- To be respectful of the thought and ideas of others
- To recognize one's strengths and weaknesses and acknowledge the capacity for self growth and change
- To recognize oneself as a sacred and equal part of Creation

## ADMISSIONS REQUIREMENTS

*Reference: Policy 710.01 Student Admissions*

WETCC admits students in a manner that ensures the best opportunity for educational success, while at the same time honoring the Seven Anishinaabe Values. The college reserves the right to refuse admission.

All students must have the following documents on file:

1. A completed and signed application form for admission to WETCC.
2. An official transcript from an accredited or approved high school with the date of graduation or the official copy of the General Education Development (GED) examination which verifies completion of the five test areas, the scores, and the date of completion.
3. A student must complete the Accuplacer placement test in appropriate areas unless they are a transfer student that has already passed college level Math and/or English with a "D" or better. PSEO students admitted to WETCC with good academic standing are not required to take the Accuplacer. The

Accuplacer is designed to help a student determine if transitional classes are advised prior to enrollment in college courses.

4. Proof (copy of Tribal ID card or verification from Tribal Enrollment Office) of Tribal enrollment or a descendant of a federally recognized Tribe, if applicable.
5. Completed immunization waiver form or immunization record, as required by the Minnesota College Immunization law.
6. Two official forms of identification.

In certain instances, students may be admitted on a conditional basis pending completion of the requirements, however all admissions requirements must be met by the end of the first semester or a student will not be able to register for upcoming semesters.

### **Immunizations**

*Reference: Policy 700.09 Immunization*

In conformance with Minnesota State Laws, WETCC requires all students enrolled to show proof of vaccination or have a legal exemption on file. An immunization record is required for anyone born after 1956 except a graduate from a Minnesota high school after 1997 who has already met the requirements. Supporting documentation may be required for the immunizations (measles, mumps, rubella, tetanus, and diphtheria).

### **Orientation**

*Reference: Policy 710.04 Student Orientation*

WETCC is dedicated to student success and believes the foundation for success must be laid even before classes begin. For that reason, the Fall Orientation session is mandatory for all students. The Spring Orientation session is required for new students entering that semester or students who did not attend the Fall semester.

Orientation is a time to meet the Faculty and staff, ask vital questions, complete necessary paperwork, finalize course schedules and learn more about WETCC. Logins for the WETCC email and learning systems is provided during orientation.

Only under extenuating circumstances can orientation be waived. Please contact the Admissions Coordinator if you are not able to attend a required orientation session.

# STUDENT SERVICES

## Student Services Department

WETCC Student Services department is available for all students, regardless of student status. The department is designed with the goal of providing all students services to assist in making your journey at WETCC successful. The Student Services department consists of:

**Associate Dean of Student Services** – available to assist with any aspect, specifically designated for disability accommodations or grievances. Tutoring services can also be arranged for with the Associate Dean of Student Services.

**Admissions Coordinator** – handles the recruitment and application process for new students.

**Registrar** – maintains official course registrations, grades, and transcripts.

**Financial Aid Coordinator** – available to assist with financial aid questions, including scholarships and veterans' services.

**Student Success Coach** – available to assist with finding resources for services and assist with personal issues that may pose a barrier to staying in school.

All students are encouraged to get to know the Student Services staff. Staff may also be able to assist with personal issues that are creating a barrier to a successful educational journey. The department may also be able to assist with unexpected financial hardships as well as other services such as veteran's benefits, tutoring needs, disability services, or other personal needs.

## Disability Services

*Reference: Policy 700.07 Disability Services*

WETCC provides Students equal access to courses, programs, services, jobs, activities, and facilities available through WETCC. Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids can be considered on a case-by-case or course-by-course basis based upon a documented disability.

Students requesting assistance must contact the Associate Dean of Student Services to be considered for a reasonable accommodation and provide documentation of the disability.

Emotional support animals required for a reasonable accommodation may be permitted, see Policy 700.08 – Emotional Support Animals and Service Animals Policy for complete information.

## **FERPA & Student Records**

*Reference: Policy 700.03 FERPA and Policy 700.02 Student Records*

As custodian of student records, FERPA (Family Educational Rights and Privacy Act) requires institutions provide privacy protections for students. FERPA prohibits the disclosure of certain information without a written consent – certain restrictions do apply.

WETCC assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of educational records. Records are classified as either “Directory Information” or “Educational Records”.

Directory information is shared with other parties unless a student requests all their information not be made public within ten days of the semester starting by contacting the Registrar. Directory information includes:

- Name, address, email address, telephone number
- Date of birth, place of birth
- Class level, dates of attendance, enrollment status, participation in activities, honors/awards received, dates and degrees earned
- Names of previous institutions attended

Educational records contain information directly related to a student’s academic progress, financial status, medical condition, etc. are not released without a written consent by the individual student (or parent if the student is a minor), in accordance to FERPA regulations.

Education records include:

- Grades, class lists, course schedules
- Disciplinary records
- Financial aid information, payroll information

Students are allowed the right to inspect and review their education records and request inaccurate or misleading information be amended. FERPA is not intended to challenge a grade, an opinion, or substantive decision, but does provide for the protection of personally identifiable information. All Staff and Faculty of WETCC are required to abide by FERPA, including the unauthorized release of educational records.

Student files are maintained for five years. Financial Aid records are held for three years. The electronic student record is maintained indefinitely in the student management system.

A student who feels a FERPA violation has occurred should contact the Human Resources Technician. A student who feels their request to comply with access to their education record may file a complaint with the U.S. Department of Education – Family Policy Compliance Office at: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

## Financial Aid

*Reference: Policy 700.12 Satisfactory Academic Progress, Policy 720.01 Code of Conduct, Policy 720.02 Over Awards and Overpayments, Policy 720.03 R2TF, Policy 720.04 Retention of Records, Policy 720.05 PSCCG*

Financial Aid is handled between the Financial Aid Coordinator and the individual student on a one-on-one basis. Each individual student is responsible to provide the Financial Aid Coordinator accurate and complete information in order to be able to best serve the needs of the student as they attend college.

Grants and scholarships are used to first pay tuition, fees, and books charged at Books, Etc. Funds remaining after payment are then available to the student nine business days after the Add/Drop date.

Once financial aid has been applied to a students' account remaining funds are disbursed to the student through the business office under the assumption the student will attend school for the entire period for which the assistance is offered. Financial aid is disbursed via direct deposit.

Federal regulations restrict the amount of need-based funds a student may receive in any period. If a student is offered more financial aid than they are eligible to receive, an over award may occur and the excess returned to the granting agency. To avoid an over award situation:

1. Students must notify the financial aid office when receiving assistance from any outside source; and
2. Students must make sure to list all resources on all financial aid forms and documents.

The Financial Aid Coordinator must recalculate financial aid offers whenever a student withdraws (voluntarily or administratively) or drops classes after receiving a financial aid offer. Financial aid that has already been received by a student who withdraws or drops classes may need to be repaid.

Satisfactory Academic Progress (SAP) and maximum time frames also apply to financial aid. WETCC does not offer loan service to students.

It is the policy of WETCC that all students will be notified in writing of their financial aid status and any changes that occur to financial aid offers or awards.

In addition, a change in income of a student's family should be reported to the Financial Aid Coordinator as a change in personal circumstances may call for a change in financial aid offers. WETCC reserves the right to exercise "Professional Judgement" for special or unusual family or student circumstances that may call for an adjustment in determining the student's eligibility for financial aid.

## GENERAL INFORMATION

### Security

*Reference: Policy 440.01 Security, Policy 440.02 Security Reporting*

Safety is the responsibility of everyone on the WETCC campus. Reports of any safety concern should be addressed to the Security Officer or a member of management.

WETCC has a Security Officer on campus during various times of the day. The Security Officer is available to assist with lost/found, safety or any other security issue. The Security Officer is also a valuable resource of information and can provide information on the proper staff member to speak to for specific situations.

Annually WETCC publishes a Campus Security Report in compliance with the Clery Act which requires all campuses to maintain statistics regarding safety and security measures, crime prevention programs and procedures to be followed in investigations. The annual report is distributed to staff and students each year, is available on the website or a from the Security Officer upon request.

WETCC discourages personal property on campus; any personal property brought on campus is the responsibility of the owner; WETCC will not assume responsibility for any lost or damaged property. Lost/found items should be reported to the Security Officer.



## Weather/Closing Announcements

*Reference: Policy 300.22 Inclement Weather*

Unless an official announcement is made, students may assume classes will be held as scheduled. When a full or partial closure is declared, all activities, events, and classes will automatically be deemed cancelled for the specified period of time.

Campus notifications are sent via the College text alert system and WETCC email. Student are encouraged to register for text alerts on the WETCC home page – Register for Text Alerts.

Announcements are also posted on WETCC Facebook page and sent to the local media including:

Radio Stations:

KRJB – 106.5 Ada

KRJM – 101.5 Mahanomen

Television Stations:

WDAY – Channel 6 Fargo

KVLY – Channel 11 Fargo

## Food Service

Included in the tuition fee students are charged a Food Service Fee. The kitchen is staffed when classes are scheduled with the following meal service:

Self-Serve Breakfast 7:30 a.m. to 10:00 a.m.

Lunch 11:30 a.m. to 1:30 p.m.

Self-Serve Dinner 5:00 p.m. to 7:00 p.m.

Food service is available for students as a fee attached to tuition and is therefore available at no cost on a daily basis. Staff, guests, visitors are responsible to pay for meal services.

## Identification Cards

All students attending classes at WETCC may obtain an official college identification badge. Photos for student identification cards are taken at the beginning of each semester and during orientation sessions.

## Library

*Reference: Policy 610.01 Library Use*

The WETCC library is available for students, faculty, staff and COT members of the College. Non-reference library items may be checked out at the circulation desk in the library.

Library late fees, or cost of replacement are the borrower's responsibility. If any library fees are not paid in full at the end of a semester, or if all items are not returned to the library, a Library Hold will be placed on the individual account resulting in transcripts and grade reports being withheld. In addition, students with a hold are not allowed to register for the next semester.

## Books, Etc. Bookstore

*Reference: Policy 510.02 Bookstore*

Students are responsible for purchasing required course textbooks as designated for each class. The cost of books and supplies varies depending upon the area of study.

Students will be notified each semester when books are available for each course. Students must have a computerized class schedule for the current semester prior to purchasing books. Books may be purchased from other vendor, but students are responsible for the cost and must ensure the correct ISBN number is referenced.

Books may be paid for with financial aid funds by signing an authorization to apply financial aid. Students who do not qualify for financial aid, or do not apply, are responsible for the cost of their own books and supplies.

Students may return new or used textbooks when a class is dropped; a full refund will be issued when textbooks are returned in the same condition within 30 days from the date of purchase. A Drop or Withdrawal form is required.

## Refunds

*Reference: Policy 500.16 Refund and Policy 510.02 Bookstore*

Unless otherwise noted in the course schedule, tuition and fees for courses lasting two weeks or less are full refundable as long as written notice is provided to the course administrator within one (1) business day prior to the start of the course.

Tuition and Food Services Fees for courses lasting two weeks or longer may be all or partially refunded as long as preproperate document is provided and the withdrawal is:

- 1) Prior to the published add/drop date;
- 2) Medical emergency;
- 3) Military transfer; or
- 4) Administrative error.

Lab fees, student activity fees, technology fees, student services fees and campus maintenance fees for courses lasting longer than two weeks are not refundable.

See also Books, Etc. for information on refunds of books purchased for courses.

## IT Resources

*Reference: Policy 430.01 IT Security*

The computing resources at WETCC support the educational, instructional, research, and administrative activities of the College and the use of these resources is a privilege that is extended to staff, students, and members of the community. Information technology (IT) equipment at WETCC includes: computers, telephones, printers, copiers, Smartboards, projectors, Internet, wi-fi access, email, and fax machines as well as related hardware and software associated.

IT technology is available for student use, including the computer labs which are open during normally scheduled hours of the Campus. The entire WETCC campus has wi-fi capabilities which are available for student and public use. The IT department reserves the right to block websites from the system.

Only course work and school-related materials may be printed on the WETCC printers, ask a staff member for assistance.

Computer security is important to protect all users. Students are not allowed to add any hardware or software to the IT infrastructure without the prior approval of the IT department. Users are prohibited from downloading files from the Internet or installing software onto WETCC equipment without prior authorization.

Users of WETCC IT are required to comply with the acceptable use procedures outlined in the IT Security Policy which prohibits the transmission of illegal information and requires compliance with lawful use and the respectful consideration of the rights and privacy of others. All copyright laws apply.

Any suspected breach (real or potential) to the IT system must be reported to the IT department immediately. WETCC reserves the right to limit IT resources as deemed necessary.

### **Electronic Communication (E-Mail)**

*Reference: Policy 430.01 IT Security*

All students are provided a WETCC e-mail account in the initial orientation session. The account will remain active throughout your time with WETCC. Students are encouraged to check their e-mail accounts at least once daily as much communication will be distributed via the official WETCC e-mail.

Standards of behavior are enforced with e-mail accounts, no one is to use the e-mail system to distribute spam, chain letters, obscene, or harassing messages to others or “broadcast” indiscriminately to various individuals. Users are not allowed to misrepresent the identity of the sender. Any unauthorized e-mail activity should be reported to the IT department immediately.

## **ACADEMICS**

Refer to the Academic Catalog for complete course descriptions and degree pathways.

### **Credit for Prior Learning & Test-Out Options**

*Reference: Policy 600.08 Credit for Prior Learning, Policy 600.09 Course Test Out*

WETCC will consider giving credit for college-level learning gained in non-credit or experiential settings, including military credit. Academic credit may be granted for gained skills and knowledge from job training, self-study, or occupational experiences – up to a maximum of 6 credits.

Course test-out is a process by which a student may demonstrate content knowledge, up to 15 college credits may be granted. Testing out is not an option for students who desire to earn credit for courses previously attempted or withdrawn; and cannot be used to improve grades for courses previously completed.

A College Level Examination Program (CLEP) is also offered by WETCC to afford students the opportunity to obtain recognition for college-level achievement in the general education requirements.

Students requesting one of these options must meet with the Academic Dean who is responsible to make the final decision regarding which courses are eligible. Fees may apply.

### **Course Audit**

*Reference: Policy 700.17 Course Audit*

Current students, public, faculty, staff, and administration may audit one course per semester. The person wanting to audit the course must formally register as “auditing” the course prior to the course change deadline. A \$50 fee is charged in addition to any lab or art fees for audited courses. Successful completion of an audited course will result in a grade of “AU”.

### **Tuition Waivers**

*Reference: Policy 700.19 Tuition Waiver*

WETCC offers tuition waivers for coursework in a non-traditional path to college. This also encourages the study of the Anishinaabe worldview and history to improve cultural knowledge for students, staff and community members. The following types of tuition waiver are honored:

- Cultural Waiver - allows anyone to enroll in one cultural course per semester with no charge for tuition; the student will pay for any fees and book costs associated with the course. A listing of eligible courses is maintained in the Registrars' Office.
- Elder Waiver - allows any students 55 years of age or older to enroll in one course per semester with no charge for tuition, books or fees.
- Employee Waiver - allows for any employee of WETCC to enroll in one course per semester with no charge for tuition; the student will pay lab fees, books will be borrowed to the employee unless otherwise noted.

To be eligible for a waiver, a student cannot have any outstanding financial obligations. Financial aid must be applied to a student account before any waiver credits are applied for tuition and fees.

Waivers must be requested and approved prior to the first day of class. WETCC reserves the right to deny a waiver if degree seeking students are impacted. Waiver students who are not

degree seeking will be classified as “Waiver” in the student management system and will not be counted as a “student” for external reporting purposes.

### **Post-Secondary Enrollment Options**

*Reference: Policy 710.02 Post-Secondary Enrollment Options*

Post-secondary enrollment options (PSEO) are available for any student in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade while a high school student, whether it be public, nonpublic, home school, alternative learning center or BIE school with a 2.0 or better GPA. Continuation in the PSEO program is determined by WETCC and the secondary institution, based upon academic progress.

### **Transfer and Readmittance**

*Reference: Policy 710.03 Transfer and Readmit*

A transfer student is one who has previously earned college credits at another two- or four-year accredited institution. Transfer students are required to meet the admission requirements of WETCC. The transfer student is responsible to provide WETCC Registrar with official transcripts for the Academic Dean to determine what credits are transferrable. Only credits with the grade of a “D” or better are eligible to be considered for transfer.

A student who has interrupted attendance for one semester or longer (not including summer) is considered a re-admitted student and must also meet the admission requirements.

### **Academic Freedom**

*Reference: Policy 600.06 Academic Freedom*

Academic freedom is an essential characteristic of higher education as it gives faculty the right to full freedom in research, publication, and open discussion in the classroom as it relates to their subject. Faculty are free from institutional censorship and are entitled to full academic freedom in the engagement of student learning.

### **Academic Honesty**

*Reference: Policy 600.05 Academic Honesty*

Academic honesty and integrity are integral to the academic process. Academic dishonesty, cheating, plagiarism, and collusion are serious offenses that undermine the educational process and the learning experience for the entire college community.



Academic dishonesty includes:

- 1) Cheating (examples): copying another's work, using unauthorized notes, completing a test or an assignment for another student, any unauthorized assistance with an examination, attempting or obtaining contents of an unreleased test or information about an unreleased test, submitting substantial portions of the same work or nearly identical work for credit, submitting assignments prepared by others, altering or forging an official college document.
- 2) Plagiarism (examples): Representing another's words or ideas as one's own without proper attribution or credit.
- 3) Collusion (examples): An actual act or attempt to commit an act of academic dishonesty.

Faculty are required to address issues of academic dishonesty. Students will be held responsible for violations of academic honesty and will be subject to disciplinary action, pursuant to the Student Code of Conduct.

### **Academic Advisors**

Academic Advisors work in a collaborative relationship with a student to advise and assist with the educational plan to best meet academic requirements of the College while meeting the student's goals. All degree-seeking students are assigned an Advisory (staff or Faculty) by the Registrar.

All students should meet with their assigned Advisor before registering for the next semester courses.

### **Attendance**

*Reference: Policy 700.15 Administrative Drop Withdrawal*

Students are responsible to notify the Registrar of desired course changes prior to the published add/drop date on the Academic Calendar.

Absenteeism can negatively impact academic performance; attendance is tracked in all courses. Failure to attend scheduled courses for two consecutive class periods or six consecutive hours of class (whichever occurs first), will result in an Administrative Drop (for absences prior to add/drop date) or an Administrative Withdrawal (for absences after add/drop date).

Students who are Administratively Dropped or Withdrawn are responsible to repay any unearned financial aid they may have received as calculated by the last day of attendance.

### **Course Schedule Changes – Add, Drop, or Withdraw**

*Reference: Policy 700.15 Administrative Drop Withdrawal, Policy 700.16 Add Drop, Policy 600.12 Low Enrollment*

WETCC publishes the course schedules for each semester and provides updates as changes occur in the schedule. Courses are limited in size and once they are full, further registrations are not allowed. WETCC reserves the right to change course schedules and will make prompt notification to students who are affected.

Under-enrolled courses are subject to cancellation for low enrollment. Final course adjustments are made no later than six business days prior to the start of the academic term.

In addition, changes to current course schedules may be initiated by students or administration and are processed through the Registrar. Students may add a course any time prior to the published Add/Drop day, providing the course is not already full.

A student may add a course on or before the published Add/Drop day listed on the Academic Calendar for each semester. Students who add a course late are responsible to coordinate with Faculty to make up any missing assignments.

A student may drop from a course and no record of the course will appear on the academic record if the drop is processed on or before Add/Drop day listed on the Academic Calendar. After the published Add/Drop day, no changes in schedules are permitted except in extenuating circumstances beyond the student's control. In order to be eligible for an exception, the student must submit an appeal for consideration.

A withdrawal occurs when a student stops attending courses after the Add/Drop day or is administratively withdrawn due to attendance. Students who withdraw or are administratively withdrawn will receive a grade of "W" on their official transcript. A student who withdraws from all registered courses is considered to have "dropped out".

Attendance in classes is vital to student success. For that reason, attendance is tracked and documented in every class. Students must consult their Faculty and the Student Success Coach for any absences and maintain good communication to make up any missed coursework. Two consecutive unexcused absences in any class will result in an Administrative Withdrawal which will impact financial aid and could cause the student to be responsible for repayment.

Any changes to course schedules must be processed through the Registrar. Changes in course schedules may result in tuition charges or refunds. In addition, changes in schedules may also impact financial aid awards.

### **Satisfactory Academic Progress (SAP)**

*Reference: Policy 700.12 Satisfactory Academic Progress*

SAP standards are in place to ensure students are successfully working towards their degree and can continue to receive financial aid. Academic progress is reviewed within two weeks of grades being submitted at the end of each semester and requires the Registrar to monitor qualitative, quantitative, and maximum time frame standards:

#### **Qualitative Standards**

Qualitative standards are monitored through a student's grades and will take into consideration any grades at previously attended institutions of higher education. Students with 1-16 credits must maintain at least a 1.75 GPA and students with 17 or more credits must maintain at least a 2.0 GPA.

#### **Quantitative Standards**

To ensure students progress through their educational program, quantitative standards monitor cumulative hours attempted. Students are required to successfully complete a minimum of 67% of cumulative attempted credits.

#### **Maximum Time Frame**

Students may receive financial aid for a maximum of 150% of the published length of their current educational program. The WETCC AA degree is 60 credit hours so financial aid may be offered up to a maximum of 90 credit hours.

Students who do not meet the SAP requirements are required to meet with the Registrar and complete an Academic Improvement Plan (AIP). A progressive monitoring period is initiated if SAP is not met with a warning period, probationary period and ultimately an academic suspension period preventing the student from being able to register for classes or receive financial aid if SAP is not met. Students who are subject to academic suspension are required to appeal before being considered for re-enrollment at a later time.

The SAP process applies to all students, regardless of financial aid eligibility. Students who are not meeting SAP will be notified in writing of their status. The process is appealable if a student is facing extenuating circumstances. Student may appeal by contacting the Registrar.

## Grading

*Reference: Policy 600.13 Grading and Grade Submission, Policy 600.14 Grade Appeal*

Students are responsible for submitting all coursework in accordance to dates and times established by Faculty. Faculty are responsible for determining the appropriate grading criteria, assigning grades and recording them within specified time frames.

WETCC uses letter grades to document student academic achievement. Grades are a compilation of all course assignments as indicated in the course syllabus. Grades are submitted at the mid-term and final points in the semester.

Letter grades to document student academic achievement are as follows:

- A = Excellent, 4 grade points per credit
- B = Above Average, 3 grade points per credit
- C = Average, 2 grade points per credit
- D = Below Average, 1 grade point per credit

No grade points are provided for the following:

- F = Failing, 0 grade points
- CR = Credit by Exam
- AU = Audit
- I = Incomplete
- W = Withdraw
- R = Repeat, when repeating a course, the highest grade will be used to compute the student's GPA

Grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades without a grade point.

## Grade Appeal

*Reference: Policy 600.14 Grade Appeal*

Students have the right to ask Faculty for an explanation for any grade received and to appeal a final course grade.

All grade appeals are initiated first with an informal appeal to the Faculty who assigned the grade as Faculty retain the responsibility of assigning all course grades. If the informal process does not resolve the matter, a student may initiate a formal appeal by submitting a

Grade Appeal Form to the Academic Dean. If the decision of the Academic Dean is disputed, a final appeal can be submitted to the President.

A grade assigned will not be changed unless there is clear and convincing evidence the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the course syllabus.

### **Repeated Courses**

*Reference: Policy 600.13 Grading and Grade Submission, 700.18 Course Repeat*

A student may be allowed to retake any previously passed course one time (for any grade higher than an "F"). The grade received for the repeated course will replace the previous grade and be used for the GPA calculation.

A failed course may be repeated no more than three times, a subsequently passed grade will result in the removal of the previous failed grade.

Financial aid restrictions will apply for repeated courses. Students are encouraged to speak with the Registrar and Financial Aid Coordinator before deciding to repeat a course.

### **Holds**

*Reference: Policy 500.17 Business Office Holds*

A hold will be placed on accounts in arrears which may prevent a student from registering for classes or the release of transcripts.

Any student account with arrears must meet with the Business Office to make repayment arrangements. Repayment arrangements that are not maintained with re-instate a hold.

## **STUDENT ACTIVITIES**

### **Student Senate**

Shared Governance is a decision-making model in which various WETCC committees, senates, and President's Cabinet have been designated to share the rights and responsibilities to contribute to major decisions for which they have expertise or special interests. Shared governance is a social system of self-government wherein decision-making responsibility is shared by those affected by the decisions. The foundation of a successful shared governance system is built upon communication and trust and emphasizes participation by all involved.

In WETCC's shared governance model, institutional and policy decisions are made via informed recommendations that are developed preferably through the majority vote of involved members and bodies may make recommendations to the appropriate decision-making individual or group for action based upon supporting rationale and data.

All students have the responsibility to stay informed about issues, concerns, and decisions made at WETCC. Students will have the opportunity to raise issues related to proposed college policies through the Student Senate. Students can access College policies via the WETCC intranet and are encouraged to participate through membership or requesting presence at Student Senate meetings.

### **Cultural Events and Activities**

WETCC offers a variety of free cultural events and activities throughout the year, i.e. seasonal ceremonies and feasts, beading and language circles, daily smudging, etc. The entire campus community is encouraged to participate. Events are announced and promoted via internal email, posters, the student newsletter and/or social media. All students are invited and encouraged to participate.

### **AIHEC Club**

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of Tribal Colleges and Universities (TCUs) throughout the entire U.S. AIHEC represents 37 TCUs, including WETCC and provides a collaborative voice to influence public policy on American Indian higher education issues.

AIHEC holds conferences throughout the year, including an annual Spring Student Conference. Students may join the WETCC AIHEC Club which holds regular meetings on campus and practices for the annual competitions with other TCUs, which are designed to foster strong academic achievements in various categories. The conference brings together future leaders of Indian Country and serves as a national gathering. Collectively students plan for the conference and coordinate fundraising activities to cover the expenses of the trip.

## **STUDENT CODE OF CONDUCT**

*Reference: Policy 700.05 Student Code of Conduct*

The WETCC Student Code of Conduct applies to conduct occurring from the time of application for WETCC admission, through the actual awarding of a degree and governs



conduct that occurs on WETCC property, at WETCC sponsored activities, and off-campus conduct that adversely affects the WETCC community and/or the pursuit of its objectives. Each student is responsible for their conduct.

The Code of Conduct Policy includes:

- Behavior subject to WETCC Discipline
  - Infringement of the rights of others
  - Abuse or misuse of substances
  - Interference with College business, academic processes, or student activities
  - Off Campus behavior
  - Violation of WETCC Computer and Network Usage Policies
  - Academic Honesty
  - Participation with an Investigation
- WETCC Disciplinary Procedures
  - Report of a Violation
  - Investigation Process
  - Appeal Rights
- Sanctions
  - Penalties that can be imposed for infractions, including: reprimand, probation, suspension, or expulsion
- Non-Responsiveness of a student who does not respond to the opportunity to participate in the disciplinary process
- Student Appeals – the right and process to file an appeal within ten working days of a decision
- Maintenance of Conduct Records

## SEXUAL HARASSMENT OR MISCONDUCT

*Reference: Policy 700.11 Student Sexual Harassment*

Sexual harassment of another is strictly forbidden at WETCC. Sexual harassment includes:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexually motivated physical conduct
- Verbal or physical conduct of a sexual nature

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome sexuality motivated, or inappropriate patting, pinching or any contact, other than necessary restraint of student(s) by faculty, administrators, or other institution personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or over promises of preferential treatment with regard to an individual's employment or educational status;
5. Unwelcome behavior or words directed at an individual because of gender;
6. Preferential treatment or promises of preferential treatment to another for submitting to sexual conduct, including soliciting or attempting to solicit another to engage in sexual activity for compensation or reward;
7. Subjecting or threats of subjecting, someone to unwelcome sexual attention or conduct.

WETCC is committed to equal opportunity and includes assurances to students to take swift action to investigate and handle a complaint of sexual harassment. The Title IX Coordinator will look at the record and at the totality of the circumstances and will take protective measures to protect the safety of a victim(s). Under certain circumstances, sexual harassment may constitute sexual abuse according to Minnesota State law.

Any complaint of sexual harassment should be addressed to the Title IX Coordinator: Jennifer McDougall, Special Projects Director who can also assist with any step of the process.

### **Sexual Misconduct / Violence**

Any form of sexual violence is prohibited at WETCC. WETCC is committed to eliminating any form of sexual violence and will take appropriate remedial action against any individual found responsible for acts in violation of this policy.

Reports of sexual misconduct or sexual violence committed by a student, faculty, or staff member at a location other than on WETCC property are also covered by this policy. Sexual misconduct/violence is defined as: conduct that includes sexual assault, non-forcibly sex acts, dating and relationship violence, stalking as well as aiding acts of sexual violence. Sexual violence may include:

- Sexual assault: an actual, attempted, or threatened sexual act with another person without that person's consent;

- Non-forcible sex acts: unlawful sexual acts where consent is not relevant, such as sexual contact with a minor;
- Dating and relationship violence: Violence including physical harm or abuse or threats of physical harm or abuse between two people who have been in an intimate relationship (a/k/a domestic abuse);
- Stalking: Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for their safety or the safety of others or to suffer emotional distress.

WETCC is committed to equal opportunity and includes assurances to students to take swift action to investigate and handle a complaint of sexual misconduct and/or sexual violence. The Title IX Coordinator will look at the record and at the totality of the circumstances and will take protective measures to protect the safety of a victim(s). Under certain circumstances, sexual misconduct or violence may constitute sexual abuse according to Minnesota State law.

Any complaint of sexual violence should be addressed to the Title IX Coordinator: Jennifer McDougall, Special Projects Director who can also assist with any step of the process.

## GRIEVANCE

*Reference: Policy 700.06 Grievance Policy*

A complainant can be a Student, Staff Member, Faculty Member, or Community Member who has an accusation about a college circumstance which is thought to be unfair, inappropriate, or in non-compliance with policies, procedures, regulations, or laws applicable to WETCC.

The process for a grievance begins with discussion between the parties involved. Everyone is encouraged to bring problems to the attention of the applicable party as soon as possible as open communication can often resolve most issues.

If the matter cannot be resolved through informal discussion, a written statement must be filed with the appropriate staff member:

- For a complaint against a student the grievance is filed with the Associate Dean of Student Services

- For a complaint against a faculty member the grievance is filed with the Academic Dean
- For a complaint against a staff member, including a Dean of WETCC, the grievance is filed with the Human Resources Department
- For a complaint against the President of WETCC the grievance is filed with the Chairperson of the Council of Trustees

The Associate Dean of Student Services, Academic Dean and/or Human Resources department are all available to assist a complainant through the process. Once a decision has been rendered, if the complainant disagrees, an appeal process is included in the policy.

## STUDENT BILL OF RIGHTS

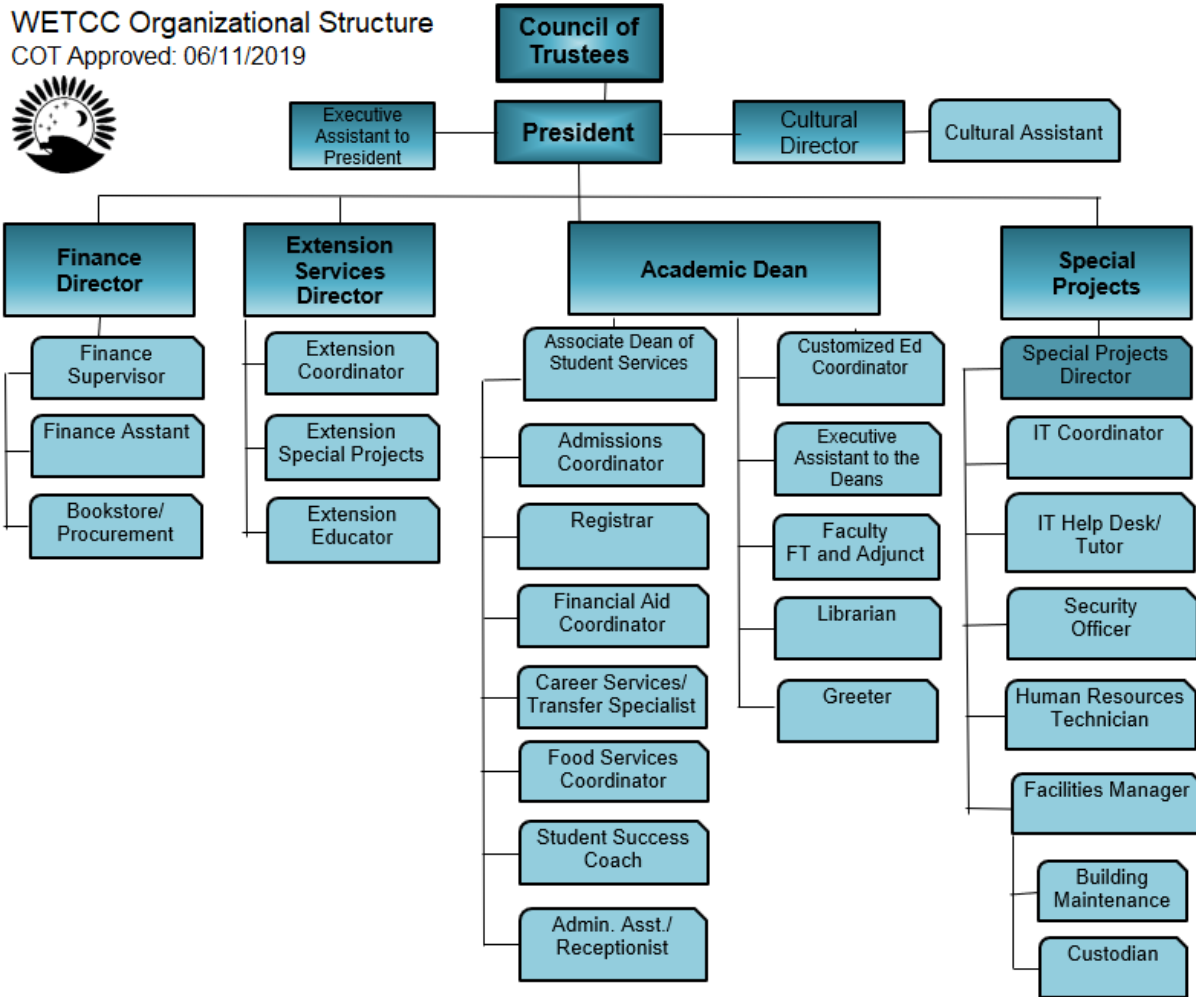
*Reference: Policy 700.04 Student Bill of Rights*

Students attending WETCC are accorded rights such as civil, constitutional, contractual, and consumer, which allows them to make use of their educational investment. The Student Bill of Rights includes:

- Freedom of access to Higher Education for success in college programs, no student is barred on the basis of race, sex, creed, color, or national origin – the academic facilities and services of WETCC are open to all enrolled students, subject to departmental limitations;
- In the classroom for protection of freedom of expression, protection against improper academic evaluation, and protection against improper disclosure;
- Grievance rights when a violation of a policy is suspected;
- Student Rights including:
  - Access and Affordability – all students have the right to access an affordable and equitable education tailored to their individual needs that prepares them for life beyond WETCC;
  - Civic Participation – all students have the right to engage with their community and expect the College to treat them with the rights of citizens;
  - Influence Decisions – all students have the right to shape decisions impacting their future;
  - Diversity and Inclusivity - All students have the right to learn in an environment that doesn't discriminate against them and reflects the variety of backgrounds in the student body;
  - Due Process – All students have the right to understand existing rules in the College and the opportunity to address unfair treatment;

- Expression – All students have the right to express themselves within an educational context;
- Positive Environment – All students have the right to feel mentally, physically, and emotionally safe at WETCC;
- Assessment - All students have the right to academic evaluation solely on the basis of academic achievement.

Staff Organizational Chart of WETCC:



# DIRECTORY

WETCC Phone: 218-935-0417 or 1-888-253-0040

WETCC Fax: 218-935-5798 (Main) or 218-936-5814 (Admin)

Front Desk/Greeter	100
Academic Dean	304
Admissions Office	322
Bookstore	215
Business Office	301
Culture Department	212
Extension Office	327
Financial Aid Office	225
Human Resources	338
IT/Computer Help Desk	224
Library	325
Maintenance/Facilities	333
Marketing	332
President	228
Registrar	315
Security	120
Special Projects Dir	332
Student Services Dean	334
Student Success Coach	316

For an emergency dial 9-1-1 from any telephone