

2021-2022 Student Handbook



WHITE EARTH TRIBAL &
COMMUNITY COLLEGE
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WHITE EARTH TRIBAL &
COMMUNITY COLLEGE



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Welcome

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 the Higher Learning Commission.

The WETCC Student Handbook includes the following information:

- Student Handbook
- Academic Calendar
- Course Listings
- Student Services Policies
- Resources
- Login Portals
- Fees
- Contacts
- Registration for Text Alerts
- Title IX Policy and training

2250 College Road, P.O. Box 478, Mahanomen, MN 56557

(218) 935-0417 or 888-253-0040



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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President's Welcome Letter

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

2250 College Road
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www.wetcc.edu

Phone 218-935-0417
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August 2021

Boozhoo! Aaniin! Welcome to White Earth Tribal and Community College (WETCC)! We are so glad that you have decided to join us on your educational journey! I am positive you will find the staff and faculty here at WETCC, a pleasure to work with!

This year will be extra special as we continue to get back to "normal" after dealing with such uncertainty throughout the pandemic. We are so excited to have students back on campus! It's almost as if we are re-opening again and you are the first students here. We continue to pray the pandemic situation remains stable going forward.

As we get started on this new 2021-22 academic year, we are all looking towards another year of learning and working together. We encourage you to get involved with activities on campus, join in the fun and learn all that you can while you become a part of the WETCC family.

We understand as you get started (or come back) there are a lot of questions and uncertainties, don't let that hold you back. I guarantee you all of the staff and faculty at WETCC are here for one purpose – to assist you. If at any time, you are uncertain about anything, whether it be your class schedule, financial aid, or who to talk to about what, simply ask a staff or faculty member and they will be glad to assist you.

As the semester gets underway, I wish each of you success in your studies as you proceed forward filling your dreams and aspirations. Additionally, I encourage you to make your college days at WETCC an exciting and memorable experience, the time will fly by before you know it.

Mligwech, I look forward to seeing you on campus,


Lorna LaGue
President

Phone: (218) 935-0417 or Toll Free: (888-253-0040 Fax: (218) 936-5736

Accredited by the Higher Learning Commission

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

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; these institutions 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 referred to as a 1994 land-grant institution. In 2003, the Extension Office was established to bridge the college and the 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. This allows WETCC credits to be recognized and transferable to other accredited institutions.

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 Council of Trustees (COT), which consists of a nine-member panel guided by 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 consisting of faculty, staff, and a student senate. The various committees promote effective leadership and help support collaborative processes which enable the institution to fulfill its mission.

WETCC Mission, Vision, and 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:

Manaaji’idiwin (Respect) - Respect for All Beings and Things - The condition of being honored When we live the value of manaaji’idiwin we give respect to all living things; in the Anishinaabe worldview, everything has a spirit and therefore deserves respect.

- Respect yourself. Try your hardest in all that you do.
- Respect your school and keep a positive attitude towards your classes, coworkers, and others.
- Respect others. Return their property the way it was borrowed.
- Be mindful of the balance of all living things, honor them and live honorably in teachings and in your actions towards all things.
- Safeguard the dignity, individuality, and rights of others.

Zaagi’idiwin (Love) - Giving and Receiving Love - Is to know peace. If we act out of love for one another and ourselves in everything we do, we are living the value of zaagi’idiwin.

- Love is unconditional.
- Love yourself, eat a healthy diet and take care of your mind, body and soul.
- Love your school and teachers, they are there to help you.
- Love others, show kindness and compassion.
- Work cooperatively and harmoniously with others.
- Be loving towards your parents, classmates and Elders.
- Show kindness to receive kindness.

Zoongide'ewin (Courage/Bravery) - Strength of Heart - is the ability to face danger, fear or changes with confidence. When we have a strong heart, we are able to face challenges with courage and integrity.

- Be courageous with yourself.
- Always be willing to try something new.
- Be courageous at school and work, do not be scared to talk in front of others.
- Acknowledge your personal weaknesses and develop the strength to combat them.
- Be courageous with others.
- Do what is morally right and be proud of being Anishinaabe.
- Find your inner strength to face difficulties.

Gwayakwaadiziwin (Honesty) - Doing the Right Thing - is speaking and acting truthfully and thereby morally upright. Living the values of gwayakwaadiziwin is doing what is right for the group and holding himself/herself and others to high standards of integrity.

- Be honest with yourself.
- Maintain truthfulness, sincerity, and fairness in one's actions.
- To communicate with others and transmit information fairly and truthfully.
- Set realistic short and long term goals.
- Be honest at work, school with co-workers, teachers and classmates.
- Be honest with others - if you say you will do something, do it.
- Be honest with yourself and have an understanding of who you are, accept who you are and know how to use the gifts you have been given.

Nibwaakaawin (Wisdom) - Abundance of Wisdom - is the ability to make decisions based upon your knowledge and experience. 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.

- Reflect on all our experiences.
- Use your wisdom.
- Continue to gain wisdom with perseverance and time, nothing comes without effort, seek guidance from elders.
- Show wisdom by helping others who are struggling to understand.
- Share your wisdom with others, share your knowledge and be a good role model.
- Know the gifts the Creator has given you to serve others.

Dabasendizowin (Humility)- Humility - is being humble, not arrogant.

When we live the values of debwewin, zoongide'ewin, manaaji'idiwin, gwayakwaadiziwin, zaagi'idiwin, and nibwaakaawin, we can hold ourselves in low regard and conduct ourselves accordingly.

- Humble yourself. Know your limits and abilities.
- Be humble/modest, do not brag or boast to others who are struggling.
- Demonstrate sensitivity to others, do not be mean to your family, friends, co-workers, or neighbors.
- Recognize that we are all human beings and will make mistakes, be able to accept mistakes and understand the capacity for self-growth and change.
- Do not make judgement on others.

Debwewin (Truth) - The Sound of the Heart - is to know and understand the 7 teachings given to us by the Creator and remain faithful to them. 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.

- Be true to yourself.
- Be truthful at school and do all your own work.
- Be true to others, do not spread rumors or lies.
- Learn truth, live with truth, walk and talk truth.
- Have faith and trust in your teachings and show honor and sincerity in all that you say and do.

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.

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 provided to all students 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.

Please contact the Admissions Coordinator if you are not able to attend a required orientation session so other arrangements can be made.

Student Services

Student Services Department

The Student Services department is available for all students, regardless of student status. Holistic supports are used to help students achieve academic success at WETCC.

The Student Services department consists of:

Associate Dean of Student Services: Arranges disability supports, holistic student support, tutoring and academic grievance services to all students regardless of status.

Admissions Coordinator: Provides recruitment and application services to all students.

Registrar: Maintains official course registrations, grades, and transcripts.

Financial Aid Coordinator: Provides financial aid services, arranges scholarship opportunities, emergency aid options, and veteran services to all students regardless of status.

Student Success Coach and First Year Experience Coach: Arranges academic tutoring and supports, provides academic and life skills coaching, and arranges student activities that help develop a positive belief system surrounding college life.

Librarian: Provides research and learning resources to all students, faculty, staff, COT, and community members per the WETCC Library Use Policy. Arranges student activities with the Student Services Department to enhance library use, research capabilities, learning opportunities through the use of digital, book, online, and cultural resources. The Librarian also assists students with inter-library loans, and external library resources.

Students are encouraged to reach out to the student services staff with any issues or concerns that may hinder academic success. Student services (financial aid) may also be able to assist students with unexpected financial hardships.

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 basis with support of a documented disability.

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

For information regarding ADA approved service animals please contact the Associate Dean of Student Services and/or review policy 700.08: Emotional Support Animals and Service Animals Policy. (Veteran Disability Services, and ADA guidelines).

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 to provide privacy protections for all students. FERPA prohibits the disclosure of certain information without a written consent, certain restrictions apply).

WETCC ensures the confidentiality of student educational records. These records are classified as either “Directory Information” or “Educational Records.”

Directory information is only shared with other parties if the student gives permission to do so. Students must request in writing, within ten business days of the start of the semester, to withhold their information from being released. Students should contact the Registrar with any questions regarding the release of information process.

Directory information includes:

- Name, address, email address, telephone number.
- Date and 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 educational records. If a student discovers potentially inaccurate or misleading information in their records, they should contact the registrar to request a review and amendment of said records. FERPA is not intended to challenge a grade, an opinion, or substantive decision, but does provide for the protection of personally identifiable information. All WETCC Staff and Faculty are required to adhere to FERPA regulations.

Student files are maintained for five years, and financial Aid records are held for three years. The electronic student record is maintained indefinitely in the student management system (Current system: Populi, 2021).

A student who feels a FERPA violation has occurred should contact the Academic Dean, the Registrar, or the Associate Dean of Student Services. A student who feels their request to access their educational record has been denied or compromised 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

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 first used to pay tuition, fees, and books (bookstore). Any funds remaining after initial payment will be made available to the student via direct deposit within nine business days after the add/drop date.

Once financial aid has been applied to the student's account, any remaining funds will be disbursed by the business office to the student. Financial Aid regulations require the student to attend school for the entire semester, in which the financial aid was initially offered, or the funds have to be returned or paid back by the student.

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 is 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 ensure all resources on financial aid forms and documents are reported.

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, any changes in a student's family income should be reported immediately to the Financial Aid Coordinator. Changes in income may impact current or future 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.

WETCC publishes an annual Campus Security Report in compliance with the Clery Act. This 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, and is available on the website, or from the Security Officer upon request.

Any personal property brought on campus or left unattended is the sole 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 announced, all activities, events, and classes will automatically delay or cancelled for a specified period of time.

Campus notifications are sent via text through the early system and WETCC email. Students 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

Nijji Radio - KKWE 89.9FM

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:

Breakfast: 8:00 a.m. to 10:30 a.m.

Lunch: 12:00 a.m. to 2:30 p.m.

Dinner: 4:30 p.m. to 6:00 p.m.

Identification Cards

All students attending classes at WETCC should 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 library fees are not paid in full by the end of a semester, or if items are not returned to the library, a hold will be placed on the patron's account, resulting in transcripts/grade reports being withheld. Students with a hold are not allowed to register for classes the next semester.

Books, Etc. Bookstore

Reference: Policy 510.02 Bookstore

Students are responsible for purchasing required course textbooks 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 vendors, but students are responsible for the cost and must ensure the correct ISBN number and edition matches the required course text. Students can also access vitalsource online at: vitalsource.com to rent the required textbooks (e-book) if available on the website.

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 to complete this process).

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 or Registrar 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 documentation is provided and the withdrawal is:

1. Prior to the published add/drop date
2. Medical emergency

3. Military transfer; or
4. Administrative error.

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

This also applies to purchased textbooks (Bookstore), please contact financial aid, and the bookstore 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. The use of these resources is granted to faculty, 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.

IT technology is available for student use and includes computer labs that are open during normal campus business hours. WETCC has wi-fi capabilities which are available to student and public use. The IT department reserves the right to block specific websites from the system if deemed inappropriate.

Only course work and school-related materials may be printed on WETCC printers. If students have questions about printing material on WETCC equipment, they should contact a staff member for directions or approval.

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 technology and internet, 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 a student's academic enrollment at WETCC. Students are encouraged to check their e-mail accounts at least once per day, as communication will be distributed via the official WETCC e-mail.

Standards of behavior are enforced with e-mail accounts. Students, faculty, and staff are permitted from using 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, and 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 10th, 11th, or 12th 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. Students may visit www.plagiarism.org to learn more about plagiarism.

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, Policy 600.12 Attendance and Participation

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

Students are responsible to attend scheduled classes and submit assignments (or in the case of online classes, login per the requirements outlined in the course syllabus); notify instructor(s) of any absence and make arrangements with instructor to make up any missed requirements.

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), or failure to attend at least fifty percent of the scheduled class periods for a course during the semester 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 or drop 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 measures 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 Measures

Qualitative measures 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 Measures

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 and are placed on SAP warning and are required to meet with their advisor and or Student Success Coach and complete an academic warning contract. Students that do not make satisfactory progress in the warning term will be placed on financial aid suspension. Students can appeal this suspension and if approved are placed on financial aid probation.

If WETCC determines, based on their appeal that the student should be able to meet SAP by the end of the next term, the institution can place them on probation without an academic plan for one term. If WETCC determines, based on the appeal that the student will require more than one term to meet SAP, they should be placed on probation, and an academic plan should be developed to bring them to the point where they will be meeting SAP standards. At the end of each term of the academic plan, WETCC should make sure they are meeting SAP or the terms of academic plan. This plan is different than the academic warning contract that is required while on financial aid warning.

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 final attempt 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 if appealed after the first retake, 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 (past due balance) which may prevent a student from registering for classes or the release of transcripts.

Any student account with arrears (past due balance) must meet with the Finance Department 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 and Discrimination or Misconduct

Reference: Policy 300 Title IX Policy

White Earth Tribal and Community College (WETCC) will address all incidents of a policy violation reported to the WETCC Title IX Coordinator in compliance with the Higher Education Opportunity Act, the Clery Act, and Title IX of the Education Act of 1972, as amended.

Title IX is a federal civil rights law passed as part of the Education Act of 1972 and amendments and applies to any institution receiving federal financial assistance from the Department of Education. This law protects people from sex discrimination, sexual harassment, and sexual assault, in WETCC's employment and education programs or activities that includes locations, events, or circumstances over which WETCC exercises substantial control over both the respondent and the context in which the sexual harassment occurred. Title IX applies to all WETCC employment and education programs or activities, whether such programs or activities occur on-campus or off-campus. WETCC may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner WETCC chooses, including providing supportive measures or pursuing discipline.

Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified or participated in any complaint action under Title IX.

This policy informs all prospective students, current students, and all WETCC employees of college policies and procedures regarding sex discrimination, sexual harassment, and sexual assault to which all students, staff, and faculty are expected to adhere to. Comprehensive information is provided regarding the reporting of a policy violation and avenues to seek immediate assistance.

WETCC seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures, and employment aimed at providing protection against sex discrimination. To that end, WETCC condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. A notice of a sex discrimination or sexual harassment incident that is reported to the WETCC Title IX Coordinator is considered proper notification and requires WETCC to proceed with the response obligations as outlined in this policy.

Inquiries about the application of Title IX can be directed to WETCC's Title IX Coordinators or to the U.S. Department of Education, Office of Civil Rights.

WETCC's Title IX Coordinator may be contacted at:

Julie Doerfler: Human Resources
2250 College Road
Mahnomen, MN 56557
218-935-0417
Email: Julie.Doerfler@wetcc.edu
Complaint: complaints@wetcc.edu

Deputy Title IX Officers have the secondary responsibility and assist in the duties of the Title IX Coordinator.

WETCC's Title IX policy is available on the website and contains information on how to report any sexual harassment, gender-based harassment, sexual assault, stalking or relationship violence; how to file a formal complaint; and WETCC's procedures for responding to any reports.

Grievance

Reference: Policy 700.06 Grievance Policy

A complainant is a student 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 grievances 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:

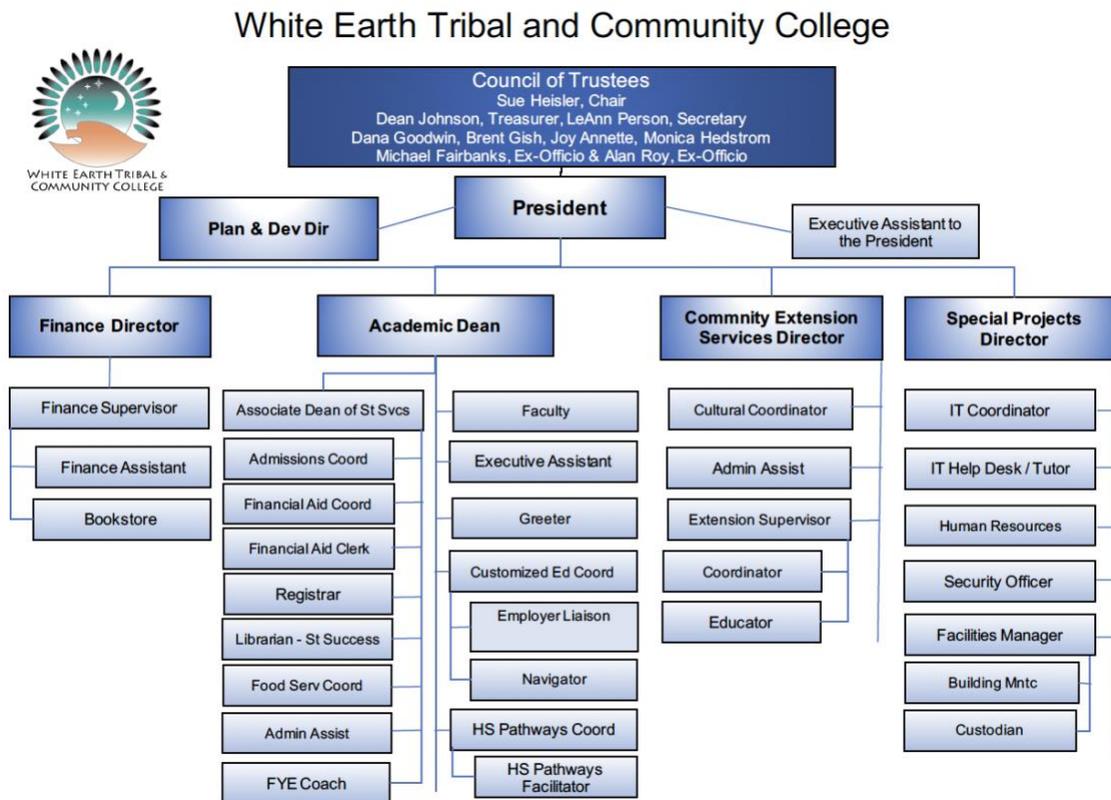
- Freedom of access to Higher Education for success in college programs, no student is barred on the basis of race, sex, creed, color, or national origin – the academic facilities and services of WETCC are open to all enrolled students, subject to departmental limitations
- In the classroom for protection 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

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
Associate Dean of Student Services	334
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 Director	332
Student Success Coach	316
For Immediate Emergency Assistance	911