



2025-2026 Student Handbook

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WHITE EARTH TRIBAL
& COMMUNITY COLLEGE
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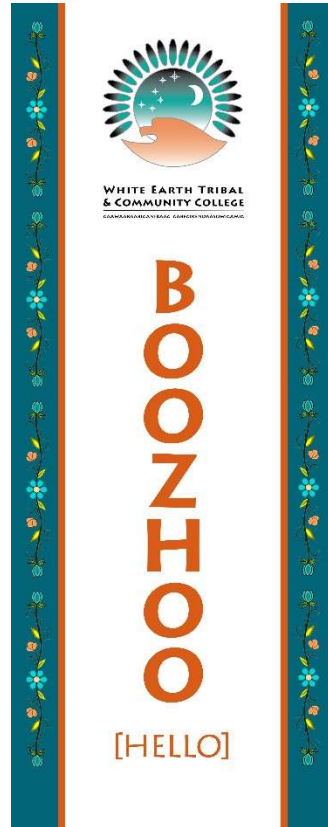
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Welcome:



Boozhoo (Hello),

The student handbook is a summary of important policies and procedures designed to ensure all students have the vital information they need to succeed at White Earth Tribal and Community College. Since the handbook is designed to be an overview, please refer to the policies in their entirety, which can be found on the WETCC website: <https://www.wetcc.edu/about/policies/>.

The Academic Catalog is also available for more information on courses: <https://www.wetcc.edu/academics/academic-catalog/>.

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. 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 not an endorsement of the institution. *Credits earned at WETCC may not be transferred 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:

- Academic Calendar
- Course Listings
- Policies
- Resources
- Login Portals
- Fees
- Contacts
- Populi Text Alerts
- Title IX Policy and Training

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

Established by the White Earth Reservation Tribal Council Resolution #038-97-005, WETCC 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 study 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 an 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, a large gathering space and a historical display. Phase three of the campus was completed in Fall 2016, which allowed the campus, for the first time since its inception, to be completely located on one campus.

WETCC is governed by a Board of Trustees (BOT), which consists of a nine-member panel, guided by approved by laws. Seven members are voting, and two (Tribal Chairperson and Secretary/Treasurer) are ex officio. BOT 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 student senate. Various committees promote effective leadership and 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

Gaa-miinigoowizid Anishinaabe gibimiwidoomin niigaanakeyaa. “We all are carrying into the future the way the Anishinaabeg was gifted.”

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 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 cheerful outlook towards your classes, coworkers, and others.
- Respect others. Return their property the way it was borrowed.

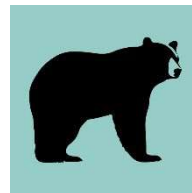
- Be mindful of the balance of all living things, honor them and live honorably in teachings and in your actions towards all things.
- Safeguard the dignity, individuality, and rights of others.



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.

Living the values of zoongide’ewin is when we have a strong heart, we are able to face challenges with courage and integrity.

- Be honest with yourself. Be courageous with yourself.
- Maintain truthfulness, sincerity, and fairness in one’s actions.
- To communicate with others and transmit information fairly and truthfully.
- Always be willing to try something new.
- Set realistic short- and long-term goals.
- Be honest and 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 honest and courageous 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.
- 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 and school, and 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.

- 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 judgements 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.

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



WETCC Mission, Vision, and Values

Accreditation

Accreditation is a voluntary process that verifies that an educational institution or program meets certain educational standards. It is an independent, third-party evaluation that demonstrates the institution's impartiality and competence. Accreditation is not permanent and is renewed periodically to ensure the quality of the program is maintained. This process assures the public that White Earth Tribal and Community College (WETCC) meets, and

will continue to meet, clearly communicated criteria and regulations. Accreditation ensures students are eligible for federal grants and other funding. WETCC was granted candidacy status for accreditation by the Higher Learning Commission on October 14, 2004, and full accreditation status on October 8, 2008. WETCC has maintained continuous accreditation status since that time. The most recent reaffirmation of accreditation was in 2024-2025. Our next scheduled reaffirmation is 2034-2035?





Academic Calendar

White Earth Tribal and Community College Academic Calendar	
Fall Semester 2025	Date*
Fall Registration Deadline	Friday, August 8
Low Enrollment Course Cancellations	Monday, August 11
Faculty In-service Days	Monday, August 11 – Friday, August 15
Student Orientation	Wednesday, August 20 (9AM) or Thursday, August 21 (3PM)
First Day of Classes	Monday, August 25
Labor Day: Campus Closed	Monday, September 1
Instructor Consent to Add a Class	Tuesday, September 2
Last Day to Add a Class	Friday, September 5
Last Day to Drop Without a “W”	Monday, September 8 (4PM)
Advising Packets Due	Friday, September 12
Constitution Day	Wednesday, September 17
4-week Faculty/Adviser Check In	Friday, September 19
Honor Student Ceremony	Thursday, September 25 (12PM)
Advising Week	Monday, September 29 – Friday, October 3
Graduation Application Deadline	Friday, October 3
7-week Faculty/Adviser Check in	Friday, October 10
Indigenous Peoples’ Day: Campus Closed	Monday, October 13
Mid-terms	Tuesday, October 14 – Friday, October 17
Spring Registration Begins	Monday, October 20
11-week Faculty/Adviser Check in	Friday, November 7
Veterans Day: Campus Closed	Tuesday, November 11
Last Day to Withdraw	Monday, November 17
Thanksgiving: Campus Closed	Thursday, November 27 – Friday, November 28
Last Week of Classes	Monday, December 1 – Friday December 5
Final Examinations	Monday, December 8 – Friday, December 12
Final Grades Due	Monday, December 15 (4:30 PM)
Spring Registration Deadline	Friday, December 12
Winter Break: Campus Closed	Monday, December 22 – Wednesday, January 5

*All dates subject to change





Diversity, Equity, and Inclusion Policy

Reference: Policy 300.58 Diversity, Equity, and Inclusion Policy

The White Earth Tribal and Community College (WETCC), per federal law and U.S. Department of Agriculture policy, does not discriminate based on race, color, religion, sex, gender, sexual orientation, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law. WETCC follows local, state, and federal diversity, equity, and inclusion regulations.

Admissions Requirements

Reference: Policy 710.01 Student Admissions

WETCC admits students in a manner that ensures the best opportunity for educational success, while 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 or other high school equivalency documentation.
3. A student must complete the Accuplacer placement test in appropriate areas unless they are a transfer student who 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 before enrollment in college courses.
4. Proof of Tribal enrollment (copy of Tribal ID card or verification from Tribal Enrollment Office) of 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 an exemption on file. An immunization record or exemption is required for anyone born before 1957, except a graduate from a Minnesota high school after 1996, or who are transferring from another Minnesota college or university. 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 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 paperwork, finalize course schedules, and learn more about WETCC. Logins for the WETCC email and learning systems are provided during orientation.

Contact the admissions coordinator if you are unable 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. WETCC provides holistic support to help students achieve academic success. Students are encouraged to talk with Student Services staff about issues that may hinder their academic success.

The Student Services Department consists of:

Admissions Coordinator: Handles recruitment and provides admission services to all students.

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

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

Student Success Coach: Arranges academic tutoring and support, provides academic and life skills coaching, and arranges student activities to provide a positive college experience.

Transfer, Career, and External Learning Coordinator: Assists students in identifying career paths, transfer options, and external learning opportunities.

Cultural Coordinator: Provides cultural activities and teachings to students and the entire White Earth Tribal and Community College community.

Food Services Coordinator: Provides meals and maintains the micro market.

Students are encouraged contact Student Services staff with issues or concerns that may hinder their academic success. Student Services (financial aid) may be able to assist students with unexpected financial hardships.

Disability Services

Reference: Policy 700.07 Disability Services, Policy 700.08 Emotional Support and Service Animals

WETCC provides students with equal access to courses, programs, services, jobs, activities, and facilities available through WETCC. Reasonable and appropriate accommodation, 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 wellness director to be considered for reasonable accommodation and provide documentation of a disability.

Contact the wellness director for information regarding ADA-approved service animals, .



FERPA & Student Records

Reference: Policy 700.03.00 FERPA, Policy 700.02.00 Student Records

Because WETCC is the custodian of student records, FERPA (Family Educational Rights and Privacy Act) requires institutions to provide privacy protection for students. FERPA prohibits the disclosure of certain information without written consent; certain restrictions apply.

WETCC ensures the confidentiality of student educational records. These records are classified as “directory information” or “educational records.”

Directory information can be shared with other parties without the student’s written consent. 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 financial aid coordinator with 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 written consent of the student (or parent if the student is a minor), per FERPA regulations. Education records include:

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

Students may inspect and review their educational records. Students who identify potentially inaccurate or misleading information in their records should contact the registrar to request a review and amendment of said records. FERPA is not intended to challenge a grade, an opinion, or a substantive decision, but does provide for

the protection of personally identifiable information. 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, 2024).

A student who thinks a FERPA violation has occurred should contact the the financial aid manager or provost. A student who thinks 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: <https://studentprivacy.ed.gov/file-a-complaint>.



Preferred Name

Reference: Policy 700.13 Preferred Name

WETCC supports students using a preferred first name. To request a preferred first name, submit the Preferred First Name Form to Student Services for approval. Approved names will appear in email, class rosters, IDs, library systems, and directories. Your legal last name remains unchanged, and official documents (financial aid, transcripts, diplomas, etc.) will continue using your legal first and last name.

One change is allowed per student. Names used for misleading purposes, containing symbols, or profanity may be denied.

Preferred First Name Form link can be found here: <https://www.wetcc.edu/wp-content/uploads/pdf/700.13-Preferred-Name-Policy-.pdf>



Financial Aid

Reference: Policy 700.12 Satisfactory Academic Progress, Policy 720.01 Financial Aid Code of Conduct, Policy 720.02 Financial Aid Over Awards and Overpayments, Policy 720.03 Financial Aid R2T4, Policy 720.04 Retention of Financial Aid Records, Policy 720.05 PSCCG

Financial Aid is handled between the financial aid manager or financial aid clerk, and the student on a one-on-one basis. Each student is responsible for providing Financial Aid with accurate and complete information to best serve the needs of the student.

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

Financial aid regulations require that a student attend school for the entire semester in which financial aid was initially offered, or the funds must 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 funds are returned to the granting agency.

To avoid an over award:

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 Office 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 been received by a student who withdraws or drops classes may need to be repaid.

Satisfactory academic progress (SAP) and maximum time frames apply to financial aid. WETCC does not offer loan services 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, students should report any changes in a student's family income immediately to the Financial Aid Office. 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 an administrator.

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 other security issues. The security officer is 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, 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 and is available on the website or from the security officer upon request.

Personal property brought on campus or left unattended is the sole responsibility of the owner. WETCC will not assume responsibility for 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 be delayed or cancelled for a specified period.

Campus notifications are sent via text through WETCC Populi text and email alert and WETCC email. Announcements are posted on the WETCC Facebook page and sent to the local media, including Valley News Live, Fargo, ND

Food Service

Food service is available on campus four days a week (Monday through Thursday) during the fall and spring semesters. Students may use their meal funds (calculated as part of tuition) at the micro market or dining services meals served from 11:30am- 1:00pm. Staff, guests, and visitors may purchase meals.

See Student Services if you need assistance with their 365 Pay account.



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. See Student Services to obtain your student identification card



Library

Reference: Policy 610.01 Library Use

The WETCC Library provides research and learning resources for students, faculty, and staff. Students and staff have borrowing privileges for all non-reference collections. The library arranges student activities to enhance library use, research capabilities, and learning opportunities using digital, book, online, and cultural resources.

You may access library resources from the library webpage at <https://www.wetcc.edu/library/>. Use your WETCC email address, password, and student ID to log into the WETCC online library resources.

Non-reference library items may be checked out at the circulation desk in the library. Students and staff may check out up to five items for three weeks. Library late fees or replacement costs are the borrower's responsibility. The college will place a hold on a student's account for unpaid fees or items not returned to the library.

Copyright and Intellectual Property

Reference: Policy 700.11 Copyright and Intellectual Property

Students must comply with applicable federal, state, and tribal laws governing copyrighted materials, which grants authors, publishers, and creators control over replication, distribution, transmission, and performance of original works. The librarian is the WETCC copyright officer and will exercise general oversight for WETCC to assure that information and guidance is available on the WETCC website.

Books, Etc. Bookstore

Reference: Policy 510.02 Bookstore

Students are responsible for purchasing the required textbooks and supplies for their courses. The cost of books and supplies varies depending on the course. The WETCC Bookstore provides students with a list of required textbooks and supplies each semester. Students must have a computerized class schedule for the current semester before purchasing books. Students who qualify for financial aid may charge their books and supplies at the WETCC Bookstore if they sign an authorization to apply financial aid.

Books may be purchased from other vendors, but students must verify that the textbooks are the correct ISBN and edition for their courses. Students are responsible for the cost. Students may rent textbooks (e-books) from VitalSource online at vitalsource.com if available.

Students who are dropped or withdrawn from a course may return textbooks purchased through the WETCC Bookstore. Students will receive a full refund IF:

1. Textbooks are returned in the same condition as purchased, AND
2. Textbooks are returned within 30 days of the date of purchase

A drop or withdrawal form is required for refund.

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. Any student with an account in arrears must meet with the Finance Department to make repayment arrangements. A hold will be reinstated if the student does not follow the repayment arrangements.

Refunds

Reference: Policy 500.16 Refund, Policy 510.02 Bookstore Unless otherwise noted in the course schedule, tuition and fees for courses lasting two weeks or less are fully refundable if a written notice is provided to the course administrator within one (1) business day before the start of the course.

Tuition and food services fees for courses lasting two weeks or longer may be fully or partially refunded if requests occur before the published add/drop date; and appropriate documentation is provided regarding:

1. a medical emergency; or
2. a military transfer; or
3. an administrative error

Labs, student activity, technology, and student services fees and textbooks purchased at the WETCC Bookstore for courses lasting longer than two weeks are not refundable. Contact Financial Aid and the Bookstore for information on refunds of textbooks purchased for courses.



IT Information

Electronic Communication (Email)

Reference: Policy 430.01 IT Security

The WETCC IT resources support the college's educational, instructional, research, and administrative activities. Information technology (IT) equipment includes computers, telephones, printers, copiers, Smartboards, projectors, internet, Wi-Fi access, email, fax machines, and related hardware and software.

IT technology is available for student use and includes computers in the library, which is open during normal campus business hours. WETCC has Wi-Fi capabilities available for student and public use. The IT Department reserves the right to block websites deemed inappropriate from the system. Only coursework and school-related materials may be printed on WETCC printers. Students should contact a staff member for directions or approval to print material using WETCC equipment.

Computer security is important to protect all users. Students are not allowed to add hardware, install software, or download internet files to WETCC equipment or IT infrastructure without prior approval from the IT Department.

Users of WETCC technology and internet must 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 respectful consideration of the rights and privacy of others. Copyright laws apply.

Standards of behavior are enforced with email accounts. Students, faculty, and staff are prohibited from using the email system to distribute spam, chain letters, or obscene or harassing messages to others or broadcast indiscriminately to individuals. Users are not allowed to misrepresent the identity of the sender. Any unauthorized email activity should be immediately reported to the IT Department.

Academics

Refer to the Academic Catalog for complete course descriptions and degree pathways. The Academic Catalog can be found at

<https://www.wetcc.edu/academics/academic-catalog/>.

Credit for Prior Learning

Reference: Policy 600.08 Credit for Prior Learning

WETCC will consider granting credit for college-level learning gained in non-credit or experiential settings, including military credit. A maximum of six academic credits may be granted for skills and knowledge gained from job training, self-study, or occupational experiences.

A College Level Examination Program (CLEP) is offered by WETCC to give 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 chair, who decides which courses are eligible. Fees may apply.





Test-Out Options

Reference: Policy 600.09 Course Test Out

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

Students requesting this options must meet with the academic chair who decides which courses are eligible. Fees may apply.

Independent Study

Reference: Policy 600.19 Independent Study

A student may propose an independent study course in lieu of a regularly scheduled class if the following circumstances are met: a faculty member is available, it is your final term and you need the course to graduate, it aligns with personal interest/expertise, or there is an extenuating circumstance. Submit a detailed proposal and, upon approval, complete a contract (with assignments, schedule, and grading criteria) signed by your instructor and the academic chair. Once the student completes the independent study by the agreed deadline (no later than finals week), the faculty assigns a grade, which is officially recorded following normal academic procedures. All college academic policies apply.

Course Audit

Reference: Policy 700.17 Course Audit

Students, public, faculty, staff, and administration may audit one course per semester. The person wanting to audit the course must register as “auditing” the course before the course change deadline. A \$50 fee is charged in addition to 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 to encourage the study of the Anishinaabe worldview and history and 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 tuition free. The student pays fees, book and supply costs associated with the course. A listing of eligible courses is maintained in the Registrar's Office.

Elder Waiver: Allows anyone 55 years of age or older to enroll in one course per semester with no charge for tuition, books, or fees.



Employee Waiver: Allows WETCC employee to enroll in one course per semester tuition-free . The employee pays fees and book and supply costs associated with the course. To be eligible for a waiver, a student cannot have outstanding financial obligations with the college. Financial aid cannot be combined with tuition waivers.

Waivers must be requested and approved before 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 (PSEO)

Reference: Policy 710.02 Post-Secondary Enrollment Options

Post-secondary enrollment options (PSEO) are available to high school students in grades 10, 11, or 12. This option is available to student enrolled in public, nonpublic, home school, alternative learning center, or BIE school. The student must have a high school GPA of 2.0 or better. WETCC and the student's high school determine if a student continues in the PSEO program, based on academic progress.

Transfer Student

Reference: Policy 710.03 Transfer and Readmit

A transfer student someone previously earned college credits at another two- or four-year accredited institution. Transfer students are required to meet WETCC admission requirements and provide the registrar with official transcripts to determine what credits are transferable. Only credits with a grade of "C" or better are eligible to be considered for transfer. A student who has interrupted attendance at WETCC for one semester or longer (not including summer) is considered a re-admitted student and must meet admission requirements.

Credit Transfer

Reference: Policy 600.22.01 Transfer of Credit

Students may transfer in up to twenty college credits toward an associate degree or up to one-third of a certificate program. Transfer courses must be college-level, earned a grade "C" or higher, earned in the last 10 years, and closely aligned with WETCC's curriculum.

Students must submit official transcripts and a Transfer Credit Request to the registrar. The registrar and academic chair will review the request. Non-equivalent courses may count as electives.

If the transfer request is rejected, students may appeal the decision to the provost.

Credit Hour

Reference: Policy 600.24.01 Credit Hour

WETCC awards credit hours based on standard higher-education requirements and federal regulations. Each semester's credit hour involves approximately 15 hours of in-class or direct. This policy applies to classroom, online, lab, internship, and studio courses.

For each hour of in-class instruction, students must complete two hours of instruction outside of class.

Degrees require a minimum of 60 credits; certificates require a minimum of 18 credits. Faculty and the academic chair approve and oversee courses to ensure academic quality and transferability.

Academic Freedom

Reference: Policy 600.06 Academic Freedom

Academic freedom is an essential tenet of higher education. It provides faculty freedom to teach, conduct research, write publications, and express ideas related to their field of study without censorship or interference.



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 learning experience for the college community. Students may visit www.plagiarism.org to learn more about plagiarism.

Academic dishonesty includes:

1. Cheating: 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: Representing another's words or ideas as one's own without proper attribution or credit.
3. Collusion: An actual act or attempt to commit an act of academic dishonesty.

Faculty are required to address academic dishonesty issues. Students found to have committed, and academic dishonesty violation are subject to disciplinary action, per the Student Code of Conduct policy.

Academic Advisors

Academic advisors advise and assist students with their educational plans to meet academic requirements and students' goals. The registrar assigns an advisor to degree-seeking students. Students should meet with their advisor before registering for the next semester's courses.

Attendance

Reference: Policy 700.15.02 Administrative Drop Withdrawal, Policy 700.01.00 Student Attendance and Participation

Students are to attend scheduled classes and submit assignments (or for online classes, login per the requirements in the course syllabus). Students must

consult with their faculty and the student success coaches for absences and maintain effective communication to make up missed coursework.

Attendance in all classes is vital to student success; therefore, attendance is tracked and documented. The college will drop students who do not attend class the first week of the semester (or a prorated period for shorter terms).

The college administratively withdraws a student from a course or courses, or completely from the college, for lack of attendance or academic participation after the add/drop date. Students who are administratively withdrawn:

- Are responsible for all debts and charges related to the course or courses.
- Are not eligible for a tuition/fee/book refund.
- Receive a "W" on their transcript if withdrawn on or before the last day to withdraw or an "F" if withdrawn after the last day to withdraw.
- May experience changes in their financial aid eligibility or calculation and may be required to repay financial aid.



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 schedule changes occur. 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 promptly notify affected students.

Under-enrolled courses are subject to cancellation for low enrollment. Final course adjustments are made no



later than six business days before the start of the academic term.

Changes to course schedules may be initiated by students or the administration and are processed through the registrar. Students may add a course on or before the published add/drop day, provided the course is not full. Students who add a course late work with their faculty to make up missing assignments.

A student may drop a course, and no record of the course will appear on the student's academic record if the drop is processed on or before the add/drop day listed on the academic calendar. No changes in schedules are permitted except in extenuating circumstances beyond the student's control after the add/drop day. To be eligible for an exception, the student must submit an appeal.

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

Changes to course schedules must be processed through the registrar. Changes in course schedules may result in tuition charges or refunds. Changes in schedules may impact financial aid awards.



Satisfactory Academic Progress (SAP)

Reference: Policy 700.12 Satisfactory Academic Progress

Students must maintain an overall GPA of 2.0 or better and complete 67% of attempted credits to remain in good academic standing. Students who drop below a 67% completion rate or 2.0 GPA may be put on academic warning or suspension. Being on academic

warning or suspension may impact current or future financial aid offers. See the [Satisfactory Academic Progress Policy](#) for more information.

Qualitative Measures

Qualitative measures are monitored through a student's grades and will take into consideration 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 must 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 SAP requirements are placed on SAP warning and required to meet with their advisor and/or student success coach and complete an academic warning contract. Students who do not make satisfactory progress in the warning term will be placed on financial aid suspension. Students can appeal this suspension and if the appeal is approved the student is placed on financial aid probation.

WETCC can place students on probation without an academic plan for one term if, based on the student's appeal, WETCC determines that the student should be able to meet SAP by the end of the next term.

WETCC can place a student on probation and develop an academic plan to bring the student to the point where they will meet SAP standards if, based on the student's appeal, WETCC determines that the student will need more than one term to meet SAP. At the end of each term of the academic plan, WETCC verifies that students are meeting SAP or the academic plan terms, which is different from the academic warning contract required while on financial aid warning.

The SAP process applies to all students receiving financial aid for the term. Students who are not meeting SAP will be notified in writing of their status.



Academic Expulsion

Reference: Policy 600.15 Academic Expulsion, Policy 700.05 Student Code of Conduct

Academic expulsion is a serious action of last resort enacted by the provost for one of the following reasons: academic dishonesty, not maintaining SAP after two academic suspensions, and violating the Student Code of Conduct.

Expelled students are not allowed on campus without prior written consent from the President.

Students who want to appeal an academic expulsion, must submit an appeal to the president per the Student Code of Conduct Policy.

Grading

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

Students must submit coursework per the dates and times established by their faculty. Faculty determine the grading criteria, assigning grades, and recording them within specified periods.

WETCC uses letter grades to document student academic achievement. Grades are a compilation of all course assignments as indicated in the course syllabus.

WETCC uses the following grading system to report academic achievement and compute the grade point average.

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 calculated by the sum of all grade points divided by total credits attempted, except those credits that carry grades without a grade point.



Incomplete Grade

Reference: Policy 600.18.02 Incomplete Grade

Faculty may assign an incomplete grade for students with documented extenuating circumstances (e.g., serious illness, family emergency), provided at least 70 % of the course is completed with passing marks and there is a reasonable expectation of success.

Students must request the "I" before the withdrawal deadline and complete an Incomplete Contract specifying deadlines (up to the end of the next semester). The Incomplete Contract is a written agreement between the faculty member and the student.

If the coursework is not finished by that deadline, the grade automatically becomes an F. To retake the course, students must re-enroll and pay tuition and fees for the course.



Grade Appeal

Reference: Policy 600.14 Grade Appeal

Students have the right to ask their faculty for an explanation for any grade received and to appeal a final course grade. Students initiate an informal grade appeal with the faculty who assigned the grade, as faculty are responsible for assigning grades. If the informal appeal does not resolve the matter, students may submit a Grade Appeal Form to the academic chair. If the student does not agree with the academic chair's decision, the student may appeal to the provost, whose decision is final.

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

Student Learning Assessment

Reference: Policy 600.07 Assessment of Student Learning

The Assessment of Student Learning Policy outlines the methods by which faculty create learner outcomes and assess courses and degree programs. Students have a right to know how their academic achievements are assessed. This information is described in the course syllabi.



Repeated Courses

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

Student may retake previously passed courses 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 to repeated courses. Students are encouraged to speak with the registrar or the Financial Aid Office before deciding to repeat a course.

Graduation Requirements

Reference: Policy 600.20.02 Graduation Requirements

To earn an associate's degree from WETCC, students must complete at least 60 credits (25+ at WETCC), maintain a 2.0 GPA, fulfill 40 credits of general education, meet required WETCC institutional courses (e.g., Ojibwemowin, White Earth history), return borrowed items, and pay all outstanding bills.

Students must apply for graduation by the Academic Calendar deadline. The registrar and the academic chairs review student records to ensure students have met graduation requirements. The president signs graduation applications.

Student Activities

Cultural Events and Activities

WETCC offers free cultural events and activities throughout the year, such as seasonal ceremonies and feasts, beading and language circles, daily smudging, etc. The campus community is encouraged to participate. Events are announced and promoted via internal email, posters, the student newsletter, and social media. Students are invited and encouraged to participate.

Student interest drives what cultural events we offer. Submit requests or inquiries regarding ceremony or culturally related events to the culture coordinator.



Student Senate

Reference: Student Senate Constitution, Student Senate Bylaws, Student Club Handbook

Student Senate is open to all WETCC students and is focused on community service, event planning, and fundraising. Student Senate has five executive board positions who represent the student body's voice in the institution's shared governance model.

Student Senate charters clubs, disburses club money, and trains club executive board members.

Students are responsible for being informed about issues, concerns, and decisions made at WETCC. Students can raise issues related to proposed college policies through the Student Senate.

Students can access college policies at:

<https://www.wetcc.edu/about/policies/>

the Student Senate Constitution at:

https://www.wetcc.edu/wp-content/uploads/pdf/constitution_of_the_student_body_of_wetcc.pdf

the Student Senate Bylaws at:

<https://www.wetcc.edu/wp-content/uploads/pdf/Bylaws-of-the-WETCC-Student-Senate.pdf>

and the Student Club Handbook at:

file:///C:/Users/nora.schulz/Downloads/Student%20Club%20Handbook_Final_2025.pdf



AIHEC Club

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of Tribal colleges and universities (TCUs) throughout the U.S. AIHEC represents 35 accredited 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, 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. Students plan the conference and coordinate fundraising activities to cover the expenses of the trip.

American Indian Business Club (AIBL)

This club provides hand-on business experience for club members. It is open to all students interested in learning about business. Students coordinate fundraising activities, recycling efforts, and run a consignment shop. Students have the opportunity to compete at a national business competition, demonstrating what they have learned.

Science, Technology, Engineering, Art, and Math (STEAM) Club

This club is for students interested in science, technology, engineering, art, or math. Students coordinate and participate in community service, environmental stewardship, career exploration, and fundraising activities for competitions with other colleges and universities.

Field Trips

Reference: Policy 700.10 Field Trip

At WETCC, field trips are a valuable supplement to classroom activities. A faculty member or faculty advisor is responsible for completing the field trip form, vehicle use form, and other approval processes. Students travelling are responsible for personal incidentals.

Students will share rooms whenever possible. If a student brings a non-student on a trip as a guest, that guest is responsible for the entire cost of the trip. Student guests are not allowed to travel in company vehicles. The Student Code of Conduct must be adhered to for the duration of the trip. Students must sign a liability waiver for the trip.



Student Code of Conduct

Sexual Harassment and Discrimination or Misconduct

Reference: Policy 300.55 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 include 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:

“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.”

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 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 protecting against sex discrimination. 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 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 the U.S. Department of Education, Office of Civil Rights.



WETCC's Title IX Coordinator Contact Info:

Violet Klinkhammer, Human Resources
2250 College Road
Mahnomen, MN 56557
218-935-0417

WETCC's Title IX policy is available on the website at www.wetcc.edu/wp-content/uploads/pdf/300.55-Title-IX-Policy.pdf and www.wetcc.edu/title-ix/ and contains information on how to report sexual harassment, gender-based harassment, sexual assault, stalking, or relationship violence; how to file a formal complaint; and WETCC's procedures for responding to reports.



Grievance

Reference: Policy 700.06.02 Student Grievance, Complaint Form 700.06-2

A complainant is a student who has an accusation about a college circumstance that is thought to be unfair, inappropriate, or in non-compliance with policies, procedures, regulations, or laws applicable to WETCC. The grievance process begins with a 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.

WETCC's Complaint Form can be found on the website at: <https://www.wetcc.edu/wp-content/uploads/pdf/700.06-2-Complaint-Form.pdf>

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 financial aid manager.
- For a complaint against a faculty member the grievance is filed with the provost.
- For a complaint against a staff member, the grievance is filed with the Human Resources Department.
- For a complaint against the president the grievance is filed with the the Board of Trustees chairperson.

The provost and the Human Resources Department are available to assist a complainant through the process. The complainant may submit an appeal if the complainant disagrees with the final decision.

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 based on 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 the 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 include:

- 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 does not 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 based on academic achievement.





Staff Directory

Directory	
WETCC Phone	218-935-0417
WETCC Fax	218-935-5798 (Main) or 218-936-5814 (Admin)
Front Desk/Greeter	8320
Academic Dean	8323
Admissions Office	8330
Bookstore	8376
Business Office	8346
Culture Department	8362
Extension Office	8349
Financial Aid Office	8328 or 8331
Human Resources	8338
IT/Computer Help Desk	8339
Library	8332
Maintenance/Facilities	8341
Marketing	8370
President	8321
Registrar	8333
Security	8337
Student Success Coach	8334
For Immediate Emergency Assistance	911

