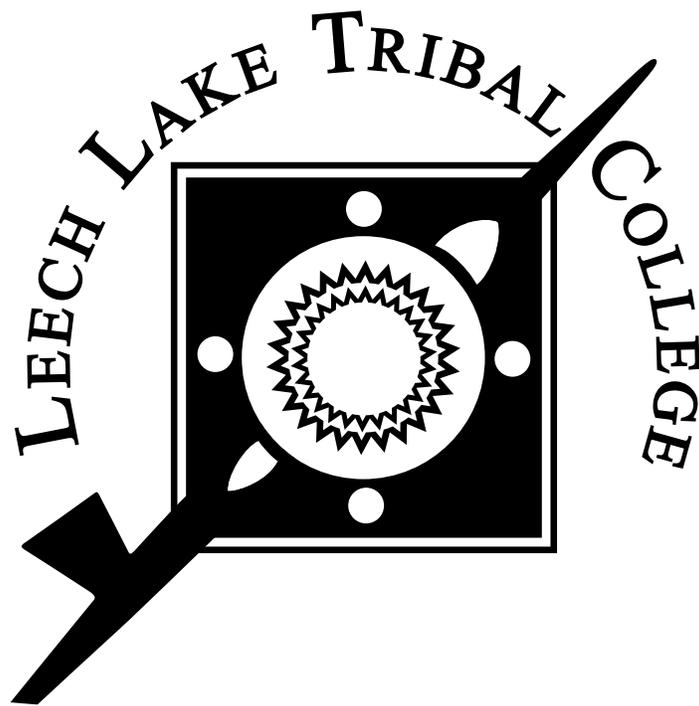


# STUDENT HANDBOOK



**2018-2019**



# INTRODUCTION

The *Leech Lake Tribal College Student Handbook* is written for students enrolled in one or more classes at LLTC. It provides information on policies and procedures, campus resources, student organizations and college services, all of which are intended to enrich your college experience.

This handbook is an official publication of the College meant to help students understand their rights, freedoms and responsibilities. While enrolled at LLTC, you are responsible to abide by its rules. The College has committed itself to student development and to the support of these rules, which facilitate and sustain the ongoing business of the College, as well as enhance and protect individual student rights.

Since much of the content of this booklet highlights rules and regulations that govern the standards of the College community, students are responsible for familiarizing themselves thoroughly with the contents.

The Leech Lake Tribal College Student Code of Conduct applies to all members of the College community and is intended to promote an atmosphere of trust and fairness in the classroom and in the conduct of daily campus life.

## DISCLAIMER

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

# MISSION STATEMENT & OBJECTIVES

## MISSION STATEMENT

*Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.*

## OBJECTIVES

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

## STATEMENT OF NON-DISCRIMINATION

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

# COMMUNITY AT LLTC

A central goal of college education is to help students develop as unique, empowered individuals committed to lifelong learning—in other words, true education goes beyond the classroom alone. Your journey at LLTC will take place within a dynamic learning community. We aim to educate our students within the context of this community as whole individuals on social, emotional, ethical and spiritual, as well as academic, levels.

You will find many opportunities at LLTC to engage fellow students, faculty, staff and community members as part of student clubs, activities and points of academic, cultural and professional interest. This is the essence of community at Leech Lake Tribal College; when you take advantage of these opportunities, you not only grow stronger as a student and person, you also strengthen your communities and those around you.

## **STATEMENT OF LLTC COMMUNITY PRINCIPLES AND VALUES:**

- » College is an educationally purposeful community; a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus.
  - » Unwavering commitment to truth and knowledge.
  - » Respect for individual achievement and excellence.
  - » Expectation of lifelong learning.
- » College is an open community where civility is a cornerstone and freedom of expression is uncompromisingly reflected.
  - » Civility and respect are expected behaviors.
  - » Emphasis is placed on individuality while all strive to build a stronger campus community.
  - » Individual differences and unique perspectives are respected.
  - » Our common humanity is the basis for community relations.
  - » Inclusion
  - » Freedom of choice is balanced with responsibility to community.
- » College is a just community where the well-being of the person is honored and diversity is aggressively pursued.
  - » Individual differences and unique perspectives are respected.
  - » Our common humanity is the basis for community relations.
  - » Inclusion is the basis for decision-making.
- » College is a disciplined community where individuals accept their obligations to others and well-defined governance procedures guide behavior for the common good.
  - » Freedom is balanced with duty and integrity and honesty are expected.
  - » Consideration for the needs and rights of others is the norm.
  - » Disagreement and conflict are acknowledged and resolved in respectful discourse.
- » College is a caring community where the well-being of each community member is sensitively supported and service to others is both encouraged and facilitated.
  - » "Do no harm to others" is a non-negotiable value.
  - » Accurate self-understanding is the foundation for empathy, compassion, and understanding others.
  - » Social responsibility and an ethic of service to others are extended to all members of the community.

## **STUDENT CODE OF CONDUCT**

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

- » Obstruction/disruption of teaching, research, administration, discipline, or any other college duty or function, including public service functions. This includes participation in demonstrations on campus which materially and substantially disrupt or obstruct normal college function, including unauthorized occupation of the premises.
- » Falsification, forgery, alteration or use of college documents, records, and instruments of identification with intent to defraud the college or perpetrate an act of academic dishonesty (See Academic Integrity).
- » Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
- » Unauthorized entry into/onto or use of college facilities or equipment.
- » Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive and profane language.
- » Conduct which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself

on college property.

- » Sexually abusive or harassing conduct towards others, including but not limited to sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- » Hazing and initiation activities in all forms, including but not limited to striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish or injure.
- » Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
- » Theft or attempted theft of, on or from college property/activities or individuals.
- » Vandalism, including but not limited to defacing, graffiti, and trashing or attempting to damage property of the college or of another individual.
- » Excessive noise or any act occurring on the college campus which intentionally disturbs the peace and quiet of any person or group of persons.
- » Illegal gambling activities.
- » Misuse of college telephones, including but not limited to charging any long-distance calls and making telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.

## **Part 1. Introduction**

The Student Code of Conduct applies at all locations of the College and all College activities wherever located.

## **Part 2. Definitions**

For purposes of this policy the following definitions apply:

### **Subpart A.**

College means Leech Lake Tribal College

### **Subpart B.**

Administrator means that person designated by the College President to be responsible for the administration of the Student Code. For behavioral infractions, this individual is the Dean of Students. For academic misconduct infractions, the "administrator" is the faculty member and/or Academic Dean. Appeals for both behavioral and academic misconduct decisions will be heard by the Dean of Academics, the Dean of Students, and the Director of Operations.

### **Subpart C.**

Student includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through the College;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the College; and/or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

### **Subpart D.**

Suspension means a denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

### **Subpart E.**

Expulsion means a permanent denial of the privilege of enrollment at the College.

### **Subpart F.**

Summary suspension means a suspension imposed without a formal hearing to ensure the safety and wellbeing of members of the College community.

### **Subpart G.**

Hazing means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group or organization.

### **Subpart H.**

Preponderance of evidence means a standard of responsibility that it is more likely than not that the Code has been violated.

**Subpart I.**

Cheating includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examination;
2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or employees;
4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion

**Subpart J.**

Plagiarism includes, but is not limited to, the use by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Part 3. Notification and Student Responsibilities**

Students are responsible for knowing of and abiding by all the rules and regulations of Leech Lake Tribal College. Many of these rules and regulations are simply extensions of those existing in the larger community and some are unique to the college setting. These rules and regulations apply to both campus and off-campus college-sponsored activities. Violations of these rules and regulations may result in disciplinary actions.

**Part 4. Proscribed Behavior and Sanction****Subpart A.****Jurisdiction of the Student Code of Conduct**

The College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a College sanctioned or sponsored activity;
3. The victim of the violation is a member of the College community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the College.

The administrator shall decide whether the Student Code shall be applied to conduct occurring off-campus on a case-by-case basis at his/her sole discretion.

**Subpart B.****Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanction outlined in Part 4, Subpart E.

**Subpart C.****Proscribed Conduct**

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty
  - b. Furnishing false information to any college official, faculty member, or office;
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off-campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal property, on or off-campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to

- or use of college premises.
8. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
  9. Violation of any federal, state, tribal, or local law.
  10. Use, possession, manufacturing, distribution or being on campus under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
  11. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages or public intoxication.
  12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
  13. Participation in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised activities.
  15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video recording of any person while on college premises without his/her/their prior knowledge, or without his/her/their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
  16. Any violation of the College's Internet Use Policy.
  17. Abuse of the student conduct system, including but not limited to:
    - a. Failure to obey the notice from a college official to appear for a meeting or hearing as part of the student conduct system;
    - b. Falsification, distortion, or misrepresentation of information;
    - c. Disruption or interference with the orderly conduct proceeding;
    - d. Making false accusations;
    - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
    - f. Failure to comply with the sanction(s) imposed under the Student Code;
    - g. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
  18. Use of any commercial tobacco product in non-designated areas including a lighted cigar, cigarette, pipe, or chewing tobacco.
  19. Knowingly furnishing false information to college personnel; or the knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
  20. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
  21. Unauthorized presence in, or use of College premises, facilities, or property.
  22. Refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized within the regulation of the College.
  23. Inline skating, roller-skating, or skateboarding in all College buildings.
  24. Unauthorized or fraudulent use of College facilities, telephone system, mail system, computer system, or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.
  25. Deliberate destruction of, damage to, malicious use of, or abuse of property, wherever located, or the deliberate destruction, damage to or malicious use of public or private property.
  26. Gambling for money or other things of value on campus or at College-sponsored activities except as permitted by law.
  27. Falsely claiming to represent the College or a student organization of the College.
  28. Actions, which unreasonably interfere, obstruct or prevent the regular and essential operations of the

College or infringe upon the rights of others to freely participate in its programs and services. This may include, but is not limited to, intentionally and substantially interfering with the freedom of expression of others.

#### **Subpart D. Violation of Law and College Discipline**

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

#### **Subpart E. College Sanctions**

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning. Issuance of a written warning, admonition, or reprimand, and may include a referral for counseling.
2. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.
3. Loss of privileges. Denial of specified privileges for a designated period of time.
4. Restitution. Required reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation.
5. Discretionary sanctions. Work assignments, fines, service to the college, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments.
6. Denial of access. Denial of rights to access the college premises or specified areas within the College, either permanently or for a specified period of time.
7. Suspension. Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment must be specified.
8. Expulsion. Permanent denial of the privilege of enrollment at the College

Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. These standards may include, but are not limited to:

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

### **STUDENT GRIEVANCE PROCESS**

Leech Lake Tribal College will afford all students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include, but are not limited to, discrimination or other areas of college policy violation.

- » All student grievances/complaints must be submitted using the Leech Lake Tribal College Grievance form found on the College Intranet and must contain the following information:
  - » Name, address and phone number of person filing the grievance.
  - » Nature of the grievance in full detail.
  - » Place, date and time of alleged incident.
  - » Name of person(s) accused of the violation.

- » Requested action.
- » Any background information the student(s) filing the complaint believes to be relevant.
- » The Dean of Students, Director of Operations, and the Dean of Academics will attempt to resolve the complaint with the student(s) in question. If the complaint cannot be resolved, they will take the following actions:
  - » Meet with all persons involved in in a further attempt to resolve the complaint.
  - » If the complaint is not resolved, the Dean of Students will notify an ad hoc Student Grievance Committee to review the complaint and make recommendations for resolution of the student's complaint.
  - » The Grievance Committee will confer with the Dean of Students, the Director of Operations, and the Dean of Academics and make a decision on resolving the complaint. The Dean of Students, the Director of Operations, and the Dean of Academics have final authority in determining the resolution of all student grievances.

## **DRUG- & ALCOHOL-FREE CAMPUS POLICY**

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

## **DRUGS & ILLEGAL SUBSTANCES**

Leech Lake Tribal College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling or distributing substances prohibited by the Leech Lake Tribe, the State of Minnesota and/or the Federal Government.

Students, faculty, or staff violating this policy will be reported to the Dean of Students or Dean of Instruction. Students, faculty or staff violating this policy will also be reported to the local police and prosecuted to the full extent of the law.

## **ALCOHOL USE**

Leech Lake Tribal College students, faculty, or staff under the influence of alcohol during classes or during college events will be removed from college property.

Students, faculty, or staff who violate this policy will be subject to suspension or termination from the college.

Leech Lake Tribal College sanctions for students, faculty, or staff who violate the drug and alcohol Policy are:

- » Suspension from the college for up to 30 days
- » Possible termination of employment
- » Expulsion from the college
- » Possible legal action

Other possible legal sanctions:

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

Leech Lake Tribal College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College's Drug and Alcohol Policy.

## **COMMERCIAL TOBACCO-FREE CAMPUS POLICY**

As an Anishinaabe institution of higher learning, LLTC supports and encourages the use of asemaa or other tobacco for spiritual or ceremonial purposes on campus.

Since 2014, Leech Lake Tribal College has proudly been a commercial tobacco - free campus. LLTC is committed to providing students, employees, and the general public with a safe and healthy campus environment.

The use of commercial tobacco, including but not limited to cigars, cigarettes, vaping/e-cigarettes, and all forms of smokeless tobacco, is not permitted anywhere on campus property, including cars and parking lots. We ask that anyone desiring to use commercial tobacco, please respect this policy and leave school property to do so.



## **SEXUAL HARASSMENT POLICY**

Leech Lake Tribal College is committed to maintaining a safe, comfortable learning environment for all students. Sexual harassment undermines the mission of the College, offends the integrity of the College community, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical

conduct of a sexual nature that interferes with an individual's educational performance or otherwise creates an intimidating, hostile or uncomfortable environment.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action up to and including suspension from LLTC.

If you believe you have been subjected to sexual harassment, you are asked to report your concerns immediately to Security, an instructor, Dept. Chair, Dean of Instruction, Dean of Students, or any other member of the College staff with whom you feel comfortable filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

## **COMPUTER NETWORK & SOFTWARE POLICY**

### **I. COMPUTER USAGE**

- » It is the computer user's responsibility to obtain or remember any passwords or other information required for the use of LLTC computers.
- » College computer workstations are provided solely for academic use.
- » Be respectful of other computer users and the computer equipment.
  - » Computer users are expected to clean up the area around their computer workstation before leaving. This includes retrieving any removable storage devices. Leech Lake Tribal College is not responsible for any materials left behind. Computer workstations are not to be removed, relocated, or modified in any way without explicit approval from the LLTC IT Department.
  - » Using computer workstations for recreational purposes is not permitted. These computers are provided for academic or professional use only.
  - » Use of any LLTC computer workstation constitutes agreement to abide by any and all LLTC policies governing computer use.

### **II. INTERNET USAGE**

- » Internet is provided solely for academic and professional use. Accessing websites inconsistent with this purpose (e.g. pornography, gambling sites, or illegal software pages) will be considered a severe violation of acceptable use policy and may result in suspension or loss of computer privileges.
- » The IT Department reserves the right to block web sites that are irrelevant to or may pose dangers to the campus computer network.
- » The IT Department reserves the right to monitor internet usage to ensure it is in keeping with college policies. Use of any LLTC computer workstation constitutes acknowledgement and acceptance of this monitoring.
- » Using LLTC computers/internet to distribute SPAM (unsolicited e-mail) or harassing messages is prohibited and may result in the loss or suspension of computer/internet privileges.
- » LLTC computers/internet may not be used for illegal or disruptive purposes, including but not limited to sending computer viruses, monitoring electronic communications, launching Denial of Service (D.O.S.) attacks, cyber-stalking, and distributing or downloading copyrighted material.
- » LLTC computers/internet may not be used to provide internet-based services without explicit approval from the LLTC IT department. Examples of Internet- based services include, but are not limited to: FTP servers, Web servers, P2P file servers, IRC servers, and Game servers.

### **III. STORAGE OF PERSONAL DATA**

- » Personal files should ONLY be saved to personal storage devices or disks. The college is not responsible for personal data saved on LLTC computers.
- » Any files saved on LLTC computers will be lost when the workstation is reset.

### **IV. CONFIDENTIALITY AND PRIVACY**

- » Leech Lake Tribal College will treat all information stored on computers as confidential. Disclosure of this information will be honored under one of the following conditions:
  - » When authorized by the President or members of the Administrative team.
  - » When requested by the owner of the information.
  - » When required by local, state, tribal or federal law.

### **IV. VIOLATIONS OF POLICY**

- » The College may take disciplinary and/or legal action against any individual violating LLTC computer policies.

- » Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
- » For major infractions, the IT department may temporarily or permanently suspend a student's computer & e-mail account. A second violation will result in suspension of computer services for one semester. Additional violations may result in charges being filed against the student by the Student Services Department.
- » An individual suspected of violating LLTC computer/internet policy will be notified via a formal written letter from the IT Director. The individual must respond to the notice within 10 working days by contacting the IT Director to discuss the violation in question and appropriate corrective action. If no response is made, the case will be forwarded to Student Services for disciplinary action.

## **SOCIAL MEDIA POLICY**

Leech Lake Tribal College students should assume that when using any form of social media, you are representing the College, as well as your own viewpoints; therefore, each student should exercise discretion, thoughtfulness, and respect for your peers, faculty/staff, and LLTC supporters/community members in everything you post.

Above all, our online actions should be governed by the seven Anishinaabe values upon which LLTC was founded: humility, truth, courage, honesty, respect, love, and wisdom.

## **COPING WITH PERSONAL EMERGENCIES**

In the event of an emergency (e.g. illness, accident, family problem) that requires your absence, you should contact each of your instructors as soon as possible. If this is not possible, you should contact the Dean of Instruction for assistance. If the emergency will cause an extended absence, it may be possible to make arrangements with your instructors to complete your work at a later date. This is called an "incomplete." If your absence has caused specific academic concerns for you, it is strongly recommended that you request assistance from the Dean of Students or your advisor.

## **ACADEMIC INTEGRITY**

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

- » Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, of an examination paper or assignment.
- » Unauthorized collaboration with another student in completing an assignment.
- » Allowing your work to be submitted for credit by someone else.
- » Copying from another student's paper or an assignment.
- » Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of college resources for financial gain.

## **PLAGIARISM**

The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in-text credit, citations, etc.).

LLTC has a zero-tolerance policy on academic dishonesty. In situations where dishonesty is suspected, the concerned faculty member will meet with the student, state the charge and potential corrective action, and refer him or her to the academic appeals section of the college catalog. Copies of this notice will be sent to the appropriate Department Chair and Dean of Academics. Cheating, plagiarizing, or committing other forms of academic fraud can result in an "F" for the course, academic suspension, and/or further consequences as appropriate.

## **STUDENTS WITH DISABILITIES**

Student Services provides a confidential setting for the unification of services for students with a documented disability. When appropriate, services are coordinated with outside agencies such as the Minnesota State Services for Blind and Hearing Impaired, and the Department of Rehabilitation Services. For more information: contact Student Services at (218) 335-4220.

## **EXTENSION/COMMUNITY EDUCATION**

As an outreach arm of LLTC, Extension provides locally-relevant classes on/off campus, which are often free and open to the public. In addition to the many culturally-focused offerings, such as beading, food preparation, etc., Extension also oversees the efforts of the Gitigaan, the campus community garden.

Community members who take course offerings may receive Continuing Education Units and certificates of attendance.

These units are not college credits, but a record of these classes is maintained by the College. CEUs document professional advancement as well as the enjoyment of learning together in the community.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

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

Leech Lake Tribal College is in full compliance with federal law pertaining to student records. A complete statement of Family Educational Rights and Privacy Act of 1974 is available from the Registrar's office.

## **STUDENT RIGHTS UNDER FERPA**

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

Procedure to inspect and review:

1. Complete "Request to Inspect & Review" form located in the Student Services Office.
2. Submit form to the Registrar.
3. Student will be notified, by letter, of inspection and review date.

## **ACADEMIC RECORDS**

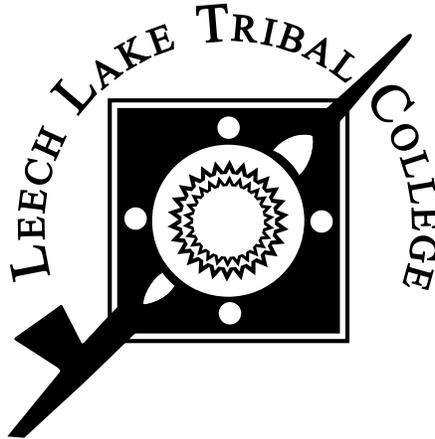
Education records are those, files, documents, and other materials that contain information directly related to a student, and are maintained by an educational agency; these may include:

- » Admission records Cumulative academic records Financial Aid records
- » Financial records Placement records Progress reports
- » Disciplinary records Health records

Education records **do not** include:

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

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



**STUDENT HANDBOOK  
STATEMENT OF ACKNOWLEDGEMENT**

This handbook has been prepared for your information and understanding of the policies and procedures of Leech Lake Tribal College. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Dean of Student (or other designated individual) by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, \_\_\_\_\_ (Print Name or Student ID#), have received and read a copy of the Leech Lake Tribal College Student Handbook which outlines the policies and procedures of Leech Lake Tribal College, as well as my responsibilities as a student.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student Handbook provided to me by Leech Lake Tribal College. I understand this handbook is not intended to cover every situation which may arise during my academic enrollment, but is simply a general guide to the policies and expectations of Leech Lake Tribal College.

I understand that the Leech Lake Tribal College Student Handbook is not a contract of academic enrollment and should not be deemed as such.

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

