Fort Berthold Community College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For information contact: www.ncahigherlearningcommission.org
Student Handbook

This Student Handbook is published by Student Services of Fort Berthold Community College to provide prospective students and other interested individuals with information concerning this institution and the student services policies and procedures. Any part of this handbook may be modified or deleted in whole or in part at any time; this handbook is informational and does not constitute a binding contract or agreement with Fort Berthold Community College.

Students are expected to familiarize themselves with this information and be knowledgeable about the policies contained herein.

Campus Mailing Address:

Fort Berthold Community College
220 8th Avenue North
P. O. Box 490
New Town, ND  58763

DISCLAIMER

Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the student body set forth in this bulletin are in accordance with information available at the time of publication. Fort Berthold Community College reserves the right to change these conditions when necessary. This document should not be considered a contract between the student and the institution. Fort Berthold Community College is an equal opportunity and affirmative action institution that does not discriminate on the basis of age, color, national origin, sex, race, ethnicity, or disability in its admissions, employment practice, educational programs or other related activities.
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</tr>
</tbody>
</table>

**Appendix 1 – Student Application for Emergency Funds**

V
Mission Statement

Fort Berthold Community College will provide Quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

Vision

Mandan, Hidatsa and Arikara Nation Fort Berthold Community College: a dynamic presence that preserves our past and prepares us for the future.

Values

The Fort Berthold Community College’s values are illustrated through the earth lodge model, which is the common home to the Nueta, Hidatsa, and Sahnish people. Unity, being the key value, is located in the center (fire pit) which the rest of the values build around. Spirituality, People, Culture, and Future are the four domains represented by the four main posts. The twelve outer posts represent values within each of the four domains.
What Our Logo Means

The symbol illustrates:

- Three ascending ravens, each representing one of the Three Affiliated Tribes, they are separate, yet share a common purpose - to build a life together on the Fort Berthold Reservation.

- The logo speaks of both the future and the past; the traditional dwellings of old and the new modern buildings of today.

- The Missouri River (now Lake Sakakawea) has always flowed in the lives of the Mandan, Hidatsa and Arikara people, strengthening the values, language and traditions.
### Academic Calendar

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 19-23  Registration</td>
<td>Jan 6-10  Registration</td>
</tr>
<tr>
<td>Aug 26  Evening Classes Begin</td>
<td>Jan 13  Evening Classes Begin</td>
</tr>
<tr>
<td>Aug 27  Day Classes Begin</td>
<td>Jan 14  Day Classes Begin</td>
</tr>
<tr>
<td>Sept 2  Labor Day – Holiday</td>
<td>Jan 20  Martin Luther King Jr Day – Holiday</td>
</tr>
<tr>
<td>Sept 6  Last Day to Change Classes</td>
<td>Jan 24  Last Day to Change Classes</td>
</tr>
<tr>
<td>Sept 24  Block A Ends</td>
<td>Feb 19  Block A Ends</td>
</tr>
<tr>
<td>Sept 25  Block B Begins</td>
<td>Feb 20  Block B Begins</td>
</tr>
<tr>
<td>Oct 1  Last Day to Remove Prior Term Incompletes</td>
<td>Feb 17  All Chiefs Day – Holiday</td>
</tr>
<tr>
<td>Oct 14-18  Mid Term Week</td>
<td>Feb 26  Last Day to Remove Prior Term Incompletes</td>
</tr>
<tr>
<td>Oct 15  1(^{st}) 8 Week Classes End</td>
<td>Mar 10-14  Mid Term Week</td>
</tr>
<tr>
<td>Oct 16  2(^{nd}) 8 Week Classes Begin</td>
<td>Mar 12  1(^{st}) 8 Week Classes End</td>
</tr>
<tr>
<td>Oct 21  Mid Term Grades Due</td>
<td>Mar 13  2(^{nd}) 8 Week Classes Begin</td>
</tr>
<tr>
<td>TBA  Disbursements</td>
<td>Mar 14  Mid Term Grades Due</td>
</tr>
<tr>
<td>Oct 29  Block B Ends</td>
<td>TBA  Disbursements</td>
</tr>
<tr>
<td>Oct 30  Block C Begins</td>
<td>Mar 17-21 Spring Break</td>
</tr>
<tr>
<td>Nov 11  Veterans Day – Holiday</td>
<td>Mar 26  Block B Ends</td>
</tr>
<tr>
<td>Nov 28-29  Thanksgiving Holiday</td>
<td>Mar 27  Block C Begins</td>
</tr>
<tr>
<td>Dec 6  Last Day to Withdraw from Classes</td>
<td>Apr 18  Good Friday – Holiday</td>
</tr>
<tr>
<td>Dec 9-13  Last Week of Classes – Pre-Registration for Spring</td>
<td>Apr 21  Easter Monday – Holiday</td>
</tr>
<tr>
<td>Dec 16-20 Finals Week</td>
<td>May 2  Last Day to Withdraw from Classes</td>
</tr>
<tr>
<td></td>
<td>May 5-9  Last Week of Classes – Pre Registration for Summer and Fall Classes</td>
</tr>
<tr>
<td></td>
<td>May 12-16 Finals Week - Assessment</td>
</tr>
</tbody>
</table>

### Student Services Department

Student Services supports the “Open Door” philosophy at Fort Berthold Community College by promoting and providing equal access to students who are graduates of an accredited high school or have a GED certificate, regardless of academic background or
experience. The Student Services staff and their areas of responsibility are listed below:

**Vice President of Student Services**
The Vice President of Student Services is the supervisor of the Student services department. The VP of Student Services develops and implements policy, hears student appeals, and administers the student discipline procedures.

**Data Manager**
The Data Manager uses information from the college database to create reports to various Federal and other agencies from which the college receives funds or services, provides data and analysis to faculty, staff, and stakeholders, and handles veteran education benefits.

**Registrar**
All registration functions and graduation applications are handled through this office. Current and accurate information on every student who enters and attends FBCC is maintained. Information, statistics, and services are provided (where FERPA regulations permit) to the faculty, administration, students and community.

**Guidance Counselor**
Counseling services are provided for students experiencing personal or academic difficulties; serious issues are handled by outside agencies on a referral basis only. Confidentiality is maintained and follow up is provided for. Students with excessive absences or other academic problems will be referred to the Counselor by a faculty member.

**Admissions**
The Admissions Department assists students in completing the admissions application, and is responsible for ensuring that all required documentation is in each student’s file, as well as sending acceptance letters.

**Financial Aid Director and Assistant**
The office of Financial Aid is responsible for managing and awarding all federal financial aid programs, institutional scholarships, and any other aid that is awarded to an FBCC student because they are a student.

**Bookstore Manager/Activities Coordinator**
The Bookstore Manager handles all issues related to textbooks and helps plan and implement activities such as Orientation.
Site Mentors
There are site mentors at White Shield and Mandaree. They help students who live in those areas in any capacity they can, take attendance for the classes they attend at the site, and work with the community to determine what classes and services are needed.

Activities Director
The Activities Director plans and implements Student Service activities including Orientation and Graduation, advises the Student Senate, and works with Clubs and Student Organizations.

Data Entry/Administrative Assistant
The Data Entry/Administrative Assistant is responsible for all data entry of student data into the database including transfer courses. The Administrative Assistant helps with purchase orders, takes minutes at meetings, and other general duties as assigned by the Vice President of Student Services.

Full-time Tutors
Tutors help students in their classes, especially math and English, give placement exams for placement into math and English, help implement the student success plan, are responsible for selection, purchase, and implementation of computer based tutoring.

Admissions Policies
Fort Berthold Community College subscribes to an open door admissions policy. Any person who is a graduate of an accredited high school or has their GED certificate may be admitted to FBCC. Admission to FBCC does not ensure admittance to any particular course of study. Some programs have requirements beyond the admissions to the college that must be met.

The following items are required for Admissions to FBCC.

1. Application for Admissions.
2. Official copy of high school transcripts or GED certificate or GED transcript.
3. A completed FAFSA.
4. Copy of Drivers License, State ID, or Social Security card.
5. All Native American students enrolled in a federally recognized tribe must submit an official verification of tribal enrollment.
6. All Native American students enrolled in a federally recognized tribe must submit an official verification of tribal enrollment.
7. Students must have an official copy of their transcript(s) from previously attended college(s) sent directly to the registrar’s office at FBCC.
8. New and Transfer students must take an exam (see below, Course Placement Evaluation) and submit testing scores for placement into Math and English.
9. Dual Credit students must submit the Dual Credit form they receive from their High School for each course.
10. Non U.S. Citizens must provide documentation to verify that they are eligible non-citizens.
11. Jay Treaty eligible students must provide a copy of their Canadian birth certificate and certification of at least 50% American Indian blood.

It is the responsibility of the student to ensure all documents are received. A hold will be placed on a student’s academic record if all documentation is not in their file at the end of the first 6 weeks of the semester. The student will not be allowed to enroll again until all documentation is submitted or arrangements made with the Vice President of Student Services. Financial aid could also be delayed if documentation is not submitted before financial aid disbursement.

**Non U.S. Citizen**

Fort Berthold Community College has not been approved by the Federal government to admit students with non-immigrant visas or with only an employment authorization (For example, F, M, or J visas).

Students who are not United States Citizens may be accepted to FBCC if they can document that they are an eligible noncitizen as defined by Federal law or are covered by the Jay Treaty.

You are considered an eligible noncitizen if you meet ONE of the following criteria:

- You are a U.S. permanent resident with an Alien Registration Card (I-551).
- Or as defined by the 2013-2014 Federal Student Aid Handbook

The documentation required is defined in the 2013-2014 Federal Student Aid Handbook (contact FBCC financial aid office). Students covered under the Jay Treaty must submit a copy of a Canadian birth certificate and documentation of at least 50% American Indian Blood.

**Student Designations**

Each semester, a student will receive one of the following designations, which are needed for billing, reporting, financial aid, and retention purposes.

**Dual Credit**

The fifty-fifth legislative assembly of the State of North Dakota passed senate bill number 2033 at the 1997 session. The bill allows juniors and seniors in North Dakota’s public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. Dual Credit students are limited to two courses per semester and the course(s) must be at Freshman Level. Dual credit students must submit a Dual Credit Form that they receive from their high school for each course.
Dual Enrollment
High school juniors and seniors may apply for admission to take courses. A Dual Enrollment student is not seeking Dual Credit. Dual Enrollment students are limited to two courses per semester and the course(s) must be at Freshman Level.

Transfer Student
A student who has attended at least one other college before they attended FBCC.

A transfer student must meet the general admission requirements of Fort Berthold Community College.

1. A transfer student must have official transcripts of all previous college work sent directly to the FBCC Registrar.
2. A student whose GPA does not meet FBCC Standards of Academic Progress would be put on Academic Probation.
3. Any course work transferring must meet the same criteria as the courses listed in the Fort Berthold Community College catalog.
4. Only regular credit college courses with a “C” or better will be accepted in transfer towards a degree program. Students must contact their Advisor for specific information about what credits may be transferred and how these credits fulfill any degree requirements.
5. A transfer student seeking to receive a degree at FBCC must meet the residency requirement of FBCC (see FBCC catalog at www.fortbertholdcc.edu).

First Time Student (New)
A student who is registering for College Courses for the first time since they graduated from High School or received their GED. A Dual Credit or Dual Enrollment student who has graduated will be designated a new student the first semester after their graduation.

Returning College Student
Students who have attended FBCC as college students at some point in the past. Dual Credit/Dual Enrollment student will be designated as Dual Credit/Dual Enrollment and Returning

Registration
A student must officially register with the College prior to attending classes. Registration deadlines are listed on the Academic Calendar and students must register within the dates specified. Students should refer to Schedule of Classes for specific dates, times, and locations that registration occurs. Registration by proxy is not allowed.

The following procedures will apply when registering:
1. Meet Admissions Requirements.
2. Pick up registration packet and receive advisor assignment from Registrar.
3. Take placement tests if new, transfer student, or never taken a math or English course and never had a placement test.
4. Meet with Advisor to prepare a degree plan, select courses, and complete registration form.
5. Get photo ID.
6. Get e-mail and myFBCC account information.
7. Meet with Financial Aid to finalize financial aid paperwork, determine eligibility, and to receive book approval form. All students must submit a FAFSA, make a payment agreement, or provide proof that an employer or some other entity will pay whichever Financial Aid deems appropriate.
8. Return all forms to the Registrar.
9. Purchase books at the FBCC Bookstore.

**Advising**

Faculty advisors assist students in understanding the academic requirements for the major, developing academic plans to complete their degree, and learning academic processes, policies and terms associated with the academic experience.

- All students are advised by academic advisors. New students will receive information regarding General Education requirements and advising worksheet related to their major programs.
- Transfer and returning students will be able to have transcript evaluation completed and plans of studies (degree plan) developed (see Catalog)
- Students will continue to work with faculty advisors for the planning of major area course work.

**Course Placement Evaluation**

Course Placement Evaluation is required to place a student in any remedial level course. In no case should any student be placed in a remedial course only because the student requests that course. Students placed in any remedial course must have a verifiable need and tests or documents that support the need for these courses must be in the student’s education record (Registrar records).

Course Placement Evaluation for English and Math courses is required for all new FBCC students and FBCC students who have never had an evaluation or the evaluation is over 5 years old. The Placement evaluation ensures that all students take the right level of English and Math courses. Research shows that taking the proper sequence of Math and English courses helps the student in those courses and is also beneficial to
other classes taken. The results of the placement evaluation or testing do not affect admission to FBCC, but are required to meet established criteria of FBCC.

Students who have taken college courses that fulfill the prerequisites for an FBCC English or Math course will be placed in the appropriate course without further evaluation, but transfer courses must be evaluated for equivalency to FBCC courses. Grades for these prerequisites must follow FBCC policy on grades for prerequisites, transfer grades and requirements from some programs such as Nursing (which requires a C or better in all courses applied to the major).

The standards for placement are determined by the evaluation committee which is composed of one person from English department, one from Math department, one from Student Services and the FBCC test administrator or test administrator designee. The course placement is typically based on exams given by FBCC using the COMPASS system and course work, but could be based on relevant and up-to-date exams such as course work and ACT, SAT, COMPASS, Wonderlic or Accuplacer that the student took previous to attending FBCC. Students must provide documentation of the scores from exams including the expiration date of the exam results.

When FBCC Wonderlic or COMPASS testing is not feasible or available, the chair of the Math Department and the chair of the English Department may determine placement based on High School course work (but not more than 5 years old) and/or another diagnostic exam and/or an assigned composition for English.

Students who require CSCI 101 for their major must have a placement evaluation to determine whether the student should take CSCI 012 or CSCI 101. The chair of the Computer Science Department will evaluate each student based on their skills, an exam, or course work and place the student in the appropriate course.

**Academic Year Definition**

The Academic Year consists of consecutive Fall, Spring, and Summer semesters, in that order. For example, this academic year is made up of Fall 2013, Spring 2014, and Summer 2014.

At Fort Berthold Community College, the Fall and Spring semesters are college terms averaging fifteen (15) weeks of instruction and one (1) week for final exams for a total of sixteen (16) weeks; the Summer semester typically consists of five (5) weeks.

In a lecture course, a semester hour of credit represents fifteen contact hours; in a laboratory course, one semester hour of credit equals thirty contact hours; in practicum and field experience courses, a semester hour of credit is equivalent to forty-five contact hours.
In Fall or Spring semester, 12 credits is a full-time load, in a Summer semester, 6 credits is full-time. A normal course load for a full-time student in the Fall or Spring semester is 12-16 semester hours. Students wishing to exceed 18 hours must secure permission from the Vice President of Academics to do so. In any Summer session, students are limited to 2 courses, and must have approval from the Vice President of Academics to exceed this total.

**Tuition, Fees, and Book Costs**

Tuition is $150.00 per credit hour. There are no additional tuition costs beyond 12 credits in Fall and Spring Semesters and no additional tuition costs beyond 6 credits for each Summer Semester.

Exceptions to the $150.00 per credit:

- A person auditing a course is charged $40.00 per course and is responsible for any books they may purchase.
- A student, who does not attend any classes for any of his courses in the first three weeks, will be withdrawn from all his courses. The student will be charged a no show fee of $25 and is also responsible for any purchases from the bookstore (see bookstore policy).
Required Fees
Students are charged general fees using the following schedule in the Fall and Spring:

<table>
<thead>
<tr>
<th>Fee Schedule</th>
<th></th>
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<tbody>
<tr>
<td>Tuition (per credit hour)</td>
<td>$150.00</td>
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<tr>
<td>Registration Fee</td>
<td>$25.00</td>
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<tr>
<td>Technology Fee</td>
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<tr>
<td>(1 to 5 Credits)</td>
<td>$20.00</td>
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<tr>
<td>(6 to 8 Credits)</td>
<td>$30.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$40.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Senate Fee</td>
<td></td>
</tr>
<tr>
<td>(1 to 5 Credits)</td>
<td>$5.00</td>
</tr>
<tr>
<td>(6 to 8 Credits)</td>
<td>$10.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$15.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$20.00</td>
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<tr>
<td>Student Activity Fee</td>
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<td>(1 to 5 Credits)</td>
<td>$10.00</td>
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<tr>
<td>(6 to 8 Credits)</td>
<td>$20.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$30.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Exceptions to the Fee Schedule:

- Only the $25 registration Fee is charged in the Summer
- Dual credit students are charged a total of $10 in fees for any semester.

Course fees. Fees are charged for some courses. These fees can be found in the current FBCC catalog sections on course descriptions online at http://www.fortbertholdcc.edu/pdf/catalog.pdf.

A list of required books for each course can also be found on the FBCC website so that a student can purchase books from other sources. We recommend that you check with the Book Store Manager before you purchase books elsewhere to determine if any changes have been made in book requirements.

Refund Policy
If a student drops any courses by the end of the last day to change classes, then the student will not be charged for those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the
amount refunded for books (see book refund policy, and, in the case of a class being cancelled). No tuition or fees will be charged to a student for a cancelled class.

**Cost of Attendance**

The Cost of Attendance (COA) is an estimate of what it will cost for you to attend Fort Berthold Community College, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. One use of the COA is to determine how much the student can receive for financial aid.

**Cost of Attendance Estimate - One Semester computed at 12 credit hours**

<table>
<thead>
<tr>
<th></th>
<th>INDEPENDENT</th>
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<tbody>
<tr>
<td>Tuition</td>
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<td>1800</td>
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<tr>
<td>Mandatory Fees</td>
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<tr>
<td>Laboratory Fees</td>
<td>100</td>
<td>100</td>
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<tr>
<td>Books &amp; Supplies</td>
<td>750</td>
<td>500</td>
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<tr>
<td>Housing</td>
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<td>1900</td>
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<tr>
<td>Personal</td>
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<tr>
<td>Transportation</td>
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</tr>
<tr>
<td><strong>Totals</strong></td>
<td>7,655</td>
<td>5,705</td>
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**Cost of Attendance Estimate. Two Semesters (Nine months) 24 credit hours.**

<table>
<thead>
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<td>800</td>
</tr>
<tr>
<td>Transportation</td>
<td>1600</td>
<td>1600</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>15310</td>
<td>11410</td>
</tr>
</tbody>
</table>
Cost of Attendance Estimate. One Summer Semester, six credit hours.

<table>
<thead>
<tr>
<th></th>
<th>INDEPENDENT</th>
<th>DEPENDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition $150 per credit x 6 credits</td>
<td>900</td>
<td>900</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>25</td>
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<tr>
<td>Laboratory Fees</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Books and Supplies</td>
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<td>250</td>
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<td>Housing</td>
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<tr>
<td>Personal</td>
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<tr>
<td>Transportation</td>
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<td>350</td>
</tr>
<tr>
<td>Total</td>
<td>2,675</td>
<td>2,225</td>
</tr>
</tbody>
</table>

Other costs such as child care may be added to the Cost of Attendance. Please see the Financial Aid Director.

**Expected Family Contribution and Financial Need**

Your Expected Family Contribution (EFC) reflects your (and your family’s, if you are considered a dependent student) ability to contribute to the cost of attendance. The calculations used to determine the EFC are based on the federally mandated formula known as federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your expected family contribution.

The following equation is used in determining your financial aid eligibility:

\[
\text{Financial Need} = \text{Cost of Attendance (COA)} - \text{Expected Family Contribution}
\]

A student cannot exceed their financial need.

**Financial Aid**

To apply for financial aid at Fort Berthold Community College, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should apply for financial aid as soon as possible after January 1 of the year they will begin college. Applications will be accepted all year long, but since some aid is limited and awarded on a first-come, first-serve basis, those students who apply by May 1 will receive priority. Before aid is disbursed, the Financial Aid Office must be in receipt of the following:
1. Appropriate signed tax returns and W2’s (if requested).
2. Financial aid verification form (if requested).
3. Any other documents required for verification.
5. Copy of high school transcript or GED certificate or transcript. (Your transcript that is required for Admissions and Registration will be copied and placed into your financial aid file)
6. Evidence of acceptance and enrollment at the college.

Students who have not filled out their FAFSA at the time of registration will have to sign a payment agreement. Payment Agreements will be made only during the semester in which the student is enrolled and must be paid in full during the semester.

Students’ costs paid by employers, high schools, or other entities must be reported by the student at the time of registration. The student must provide documentation that their educational costs are being paid by a third party. If they do not have the documentation at the time of registration, then they must sign a payment agreement.

Who is Eligible for Financial Aid?
To receive federal, state, or institutional funds administered by the Fort Berthold Community College, you must:

- Be admitted to a degree-granting or eligible certificate program at FBCC.
- Be a U.S. citizen or an eligible non-citizen (or eligible under the Jay Treaty)
- Be enrolled in a minimum of six credits as an undergraduate (except for Pell Grant consideration, which is a minimum of three credits).
- Meet the Satisfactory Progress for financial aid as defined by the Financial Aid Office.
- Be registered with Selective Service (male students only).
- Not be in default on a student loan
- Not owe a refund on any federal (Title IV) aid due to a previous college withdrawal.
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.
- Not be receiving federal or state financial aid from another institution for the same enrollment period.

Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.
How to Apply for Financial Aid

Student Aid (FAFSA) applications can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Various financial aid forms and scholarship information are available at the financial aid office. Students must complete the appropriate financial aid forms before they start college and reapply each year they remain in college.

Application Checklist

- Apply for admission to the Fort Berthold Community College as an eligible certificate or degree seeking student.
- Apply for a PIN to sign your Free Application for Federal Student Aid (FAFSA) at [www.pin.ed.gov](http://www.pin.ed.gov).
- Register for classes.
- Review your Student Aid Report (SAR).
- Complete the FAFSA verification process if selected.
- Review your Financial Aid Award Letter.
- Contact your financial aid officer if you have any questions about your financial aid.

Return of Title IV Funds

Financial Aid recipients who withdraw from school or stop attending classes may be required to repay all or part of the financial aid they received. Recipients may also be required to pay back, to the college, all or a portion of tuition charges. Students who attend more than 60% of the semester are considered to have earned 100 percent of the federal or state aid received. Contact the Financial Aid Office for more information on Return of Title IV funds.

Verification

Thirty percent of student applications (FAFSA’s) are randomly selected for verification by the U.S. Department of Education. Selection for verification is indicated by an asterisk (*) following the Expected Family Contribution (EFC) on the student’s Student Aid Report (SAR), and is also stated in the comment section of the SAR.

If the student’s Student Aid Report (SAR) is selected for verification, the following procedures apply:

- The FBCC Financial Aid Office will notify the student selected for verification by letter.
- Within 30 days after receiving written notification, the student must respond to the FBCC Financial Aid Office.
• Student will fill out a verification worksheet if the student is dependent or independent, and submit a tax return transcript from the Internal Revenue Service (IRS) at www.irs.gov. The Department of Education encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it.

• Other documentation may be required to substantiate information provided on the application. If necessary, the Financial Aid Office will sent a written request for the following information:
  o Marriage Certificate
  o Legal Pleadings
  o Proof of Earnings (Paycheck Stubs)
  o Proof of Military Assistance
  o AFDC Payments
  o Divorce Decree
  o Evidence of Paid Medical Bills
  o Proof of Unemployment Compensation
  o Social Security Payments (Check Copies)

• Once all requested information is received, at least two weeks is required for application processing.

• If the verification process changes the student’s Expected Family Contribution (EFC), the Financial Aid Office will notify the student in writing and mail the student a new award letter within two weeks of receiving all information.

Our procedures ensure that we resolve conflicting data for our applicants as follows:

• Applicants selected for verification- If we have reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), we require the applicant to provide adequate documentation to resolve the conflict.

• Applicants not selected for verification- We resolve conflicting information regardless of whether or not the applicant was selected for verification. As required the Financial Aid Office will review all tax transcripts provided to the school even if they were not requested. All C Codes on the ISIR will be reviewed and resolved by the Financial Aid Office.
Other applicant information received by the school- We have adequate internal system to indentify conflicting information that we may have regardless of the source. The office heads for each of the following offices is required to provide information that could impact the financial aid status of each student applicant, e.g. (Admissions Office: HS Diploma or GED, Business Office: report outside awards, Registrar; Report changes in enrollment; NSLDS: Review financial aid history, including aid received for prior colleges attended.

Scholarship Policy

All Fort Berthold Community College students must have a complete FAFSA on file before being eligible for any type of scholarships or financial assistance including but not limited to the following:

- Grants
- All Educational loans (including alternative loans)
- Institutional Support
- Scholarships
- Fellowships and assistantships
- Vocational Rehabilitation
- Tribal or BIA funds
- Pell Grants, ACG, National SMART, FSEOG, TEACH grants
- Any aid received because he/she is a student-expect VA educational benefits.

Financial Obligations to the College

Students with outstanding financial obligations to FBCC will not receive official transcripts and may not be allowed to graduate until their bills are paid. Financial obligations include educational costs such as tuition, books, supplies, fees, library charges, and childcare costs. Outstanding tuition and fees are to be paid in full at the time of registration unless a payment agreement has been completed.

Bookstore

The Bookstore is located in the Pita’RU Taka Hallway. Textbooks, school supplies, clothing, and a variety of other items are available for students, faculty, staff and the community. The Bookstore Manager is available Monday through Friday- 1:00 – 4:30 P.M. when school is in session during the fall, spring and summer semesters. If the Bookstore is not open during these hours, call Extension 257 or Extension 295. Special extended hours are offered during the first two weeks of each semester.

Refund Policy for Bookstore

If you drop or change a course, textbooks may be returned under the following conditions:
A full refund for textbooks will be issued during the first two weeks of each semester. The cut-off dates will be posted prior to the beginning of each semester. No refunds will be issued after the start of the third week of class. Any textbook purchased after the start of the third week of class may be returned for full refund if returned within two (2) working days of the date of purchase. No refunds will be allowed for textbooks purchased during the last two weeks of each term.

Books must be returned in the original condition as purchased free of all writing, marking, and soil and must be accompanied by the original cash register receipt. Textbooks that are wrapped and sold as a package must be returned as purchased. In the event that the original cash receipt is lost, the bookstore cannot provide a duplicate. In the event that a customer cannot produce a receipt, refunds will be issued at 75% of the actual retail price paid.

The following refund policy will apply to all non-text merchandise purchase from the book store.

- General Books (not required for a class) may be returned for a full refund only if returned within five working days of the date of purchase and accompanied by the original receipt.

- Defective Books will be replaced at once without charge. If a used book is determined to be defective, it will be replaced without charge. If there is no used book available then a full refund will be issued and the student must purchase a new textbook.

- General Merchandise may be returned for full refund or exchanged if returned within two weeks from the date of purchase. Merchandise will be accepted only if it is in its original condition and packaging as purchased and accompanied by the original cash register receipt. No refunds or exchanges are allowed on merchandise governed by State of Federal Health law restrictions.

- Sale merchandise is refundable if returned within twenty-four (24) hours of purchase and it is accompanied by the original cash register receipt. All merchandise sold as clearance or “As Is” cannot be returned for refund.

The FBCC Book Store makes every effort to assure you of the highest possible payment for your used textbooks. Our buy back payment is governed by the wholesale value of the textbook and whether or not it is going to be used on campus the following semester. In general, if your used book is in reasonably good condition you can expect fifty-percent (50%) of the current new book price for current edition textbooks that will remain in use during the following semester and are needed by FBCC bookstore. All books sold as a package and containing CDs must be sold back in that condition. Book
returned without the original contents will have no value. To sell your textbooks, you do not need your original sales receipt; however, you will be required to present a current photo identification card. Please bring your books to the bookstore during finals week. The hours of book buyback are posted two weeks prior to the start of the buyback.

**Student Affairs Committee**

**Purpose**

FBCC provides a diversity of academic programs and extracurricular activities for students. The goal of Student Affairs is to help each student deal as effectively as possible with available options and find his or her own place on campus. Student Affairs encompass programs and services that affect student life from the time of admission to FBCC through graduation. The Student Affairs Committee consists of 6 members of the Student Services Department, 3 faculty, the librarian, 2 Student Senate Officers (as appointed by Student Senate Committee), and the Vice President of Student Services who will serve as chair and vote in the case of a tie. The committee will meet monthly on the last Friday of each month.

**Student Affairs Review Process**

The Student Affairs Committee Review Process has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational records or cost of attendance, that fall outside the realm of normal FBCC policy and procedure.

For example, Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as serious injury or illness, death in the family, and under some circumstances, employment. A late withdrawal may be granted in a non-academic circumstance that is outside of the student's control, when that emergency has caused the student to miss more class time and work than the student can make up. Students are encouraged to initiate this process within one year of the semester or term in question. It is the student's responsibility to obtain the necessary supporting information from the instructor, physician, or others to accompany the request. The decision made by the Student Affairs Committee will be based on the extenuating circumstances that are involved in the petition. Consequences the student may face either real or perceived, are not usually reasons for an exception.

**Procedures for Filing a Petition**

1. Write a letter to the Student Affairs Committee giving a short explanation of the extenuating circumstance or emergency. List events in proper sequence.
2. When circumstances involve a physician, counselor, employer, etc. have that person write a letter supporting your extenuating circumstance or emergency. This letter needs to be on official letterhead and submitted along with the student letter.
3. Return the above to the Registrar’s office to be presented to the Student Affairs Committee.

**Adding a Class after the Last Day to Change Classes**

No student can be added to a class after the last day to add without the approval of the Student Affairs Subcommittee. A student shall bring a request to Vice President of Student Services who will call a meeting of the subcommittee to consider the request to add a class after the last day to add. The student will submit a letter of support from the instructor approving the late add, including a detailed explanation of how the student will catch up in the class. The student’s advisor also needs to approve the late add. The subcommittee will be comprised of the Academic Dean, Vice President of Student Services, and the Registrar. The Vice President of Academics will be informed of the request and also the outcome of the decision by the subcommittee.

**Institutional Support (IS)**

FBCC offers institutional support that can be used only to pay tuition, fees, and books. This is funded through two sources. One is funded through tribal money for tribally enrolled students. Another is funded through the state for non-tribally enrolled students. The support is not decided until grades are completed.

**Institutional Support is not granted if a student’s expenses have already been paid for by another source.** Students are required to apply to FAFSA and other available sources that have been offered to them by the college before being considered for Institutional Support. The Student Services Department makes decisions on who will receive institutional support and in what amounts, except in the case of employees.

Institutional support will not be paid for courses that are billed from another institution.

**Who receives Institutional Support?**

Several factors are used to determine who receives Institutional Support, including whether a student has completed their FAFSA or not. Preferences in this order:

1. Students who are graduating in a semester and dependents of employees or board members who have at least a 2.0 in the semester that they receive the support. Dependents must apply for preference (usually at registration—see dates below).
2. All other students in that semester who have maintained a 2.0 in the semester and dependents who have not maintained a 2.0.
3. Students who have withdrawn for good cause (e.g., illness, no housing)
4. All other students (past GPA may be considered in this group).

All students from the semester(s) concerned will be considered without application.
Dependents
Dependents must apply if they want preference. A dependent is a child, spouse, or parent of the employee or board member.

FBCC Full-Time Employees must follow the employee handbook and faculty handbook on enrolling for classes and receiving support. The Student Service Department does not make any decisions concerning full-time employees, but will have them fill out an application.

Elders (at least 65 years old)
- Non-Degree seeking elders may take enrichment classes from FBCC for a $25 fee and book costs.
- Degree-seeking elders must follow guidelines for General Practice.

Dual Credit Students
Junior and Senior high school students enrolled at FBCC are eligible for Institutional Support. General Practice guidelines and application procedures apply.

Procedure
1. If you are seeking dependent preference for Institutional Support then fill out the application by October 1st in Fall or April 15th in the Spring or the first week of Summer Session.
2. An employee must follow the employee policy manual concerning registration and payment for classes.
3. Anyone over 150% of their required credit hours for their degree program and who are not graduating will not receive IS.

Library, Labs, and Other Resources

Singing Spring Library and Learning Resource Center
The Singing Spring Library and Learning Resource Center is an integral part of the FBCC educational process. The online catalog and several subscription databases are significant information resources that support student learning and are available through the Library and Learning Resource Center. The Library has a collection of over 12,000 volumes including serials, reference, fiction, and children’s titles. The circulating collection provides access to a number of resources in video, DVD, audiocassette titles and current paper periodical subscriptions. A prominent feature of the collection is the Native American Studies holdings. A Special Collection is under development, which contains titles about the Mandan, Hidatsa, and Arikara tribes as well as a Native literary collection. The Special Collection may only be used on-site.
**Hours of Operation**: Mon-Thurs 8 AM – 8 PM (during regular academic terms).
*Extended hours available during midterm and final exam periods – look for postings.*

Circulating books are loaned for 2 weeks. Items borrowed through interlibrary loan, the date due and related terms, are set by the lending library. Periodicals are loaned for 2 days. CD/Videos are loaned on a refundable deposit basis.

Currently, equipment provided in Singing Spring Library Learning Resource Center use includes computers, DVD, FAX, images, audio and document scanners, printer, and photo copier. The SSLLRC is a public library and is located in the middle of the campus.

The Singing Spring Library Learning Resource Center (SSLLRC) is an integral part of the educational process. An institutional program Core Competency is Information Literacy or the ability to find, retrieve, analyze and ethically use information. Students do develop skills to appraise information obtained by these criteria: authority, accuracy, objectivity, scope and timeliness.

The Singing Spring LLRC collection of over 11,000 volumes includes serials, reference, fiction, legal and children’s titles. Access is provided to dozens of proprietary full text databases. A prominent feature of the collection is the Native American Studies holdings. A Special Collection does contain titles about the Mandan, Hidatsa and Arikara tribes as well as a Native literary collection. The Special Collection may only be used on-site.

**Labs**

The **Business Lab** is located in the Science/Technology Center on the second floor. The lab has 15 computer workstations for student use, and is open from 8 a.m. to 5p.m. Open evenings upon special request.

The **Math Lab** is located within the Sahnish Hallway in Room 40. Fifteen computer workstations are available for student use along with a Computerized Smart Board. Hours are 8 a.m. to 5 p.m. and evening hours vary upon class schedules.

The **Microsoft/Cisco Lab** is located on the 2nd floor of the Student Union in Room 75. The lab has 8 computer workstations available for student use. Hours are 8 a.m. to 5 pm and are available for evening hours upon request.

The **Virtual Science Lab** is located on the 2nd floor of the Student Union in Room 76. The lab consists of 15 computer workstations and two Geographic Information Systems (GIS) workstations. Hours are 8 a.m. to 5 p.m. and evening hours are available upon request.
Other Services and Supports

Cafeteria
FBCC provides a cafeteria for students, faculty and staff, offering breakfast and lunch from 8:00 a.m. to 3:00 p.m. Monday through Thursday. Catering may be available upon special request.

Disability Support Services
The Vice President of Student Services assists in creating an accessible community where students with documented disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We coordinate the provision of reasonable accommodations, advocate for an accessible and amendable learning environment, and promote self-determination for the students we serve.

It is the student’s responsibility to notify the instructor that he/she has special learning needs. The student can also contact the FBCC Counselor or Vice President of Student Services, who can help with necessary accommodations and other services.

Campus Security
Security annually prepares the Jeanne Cleary Disclosure of Campus Security policy and Campus Crime Statistics Act. The publication is available in paper form at Maintenance/Security Office and Student Services. A daily crime log is also maintained and is available for public review at the Maintenance/Security Office. Students are urged to contact security to report any crime that occurs on the FBCC campus.

Copying Services
A copier is located in the Library Learning Resource Center (LLRC). FBCC Students may use the LLRC copier for free. Non-FBCC students will be charged after the first two copies at twenty cents ($0.20) per copy.

Fire Safety
At FBCC, we are committed to taking appropriate measures to manage, control, and minimize risk while striving to provide the safest environment possible for students, faculty and staff.

In order to promote the safest environment possible, FBCC has done the following:

- We have designed an emergency response plan for the college.
- We post evacuation maps and evacuation instructions throughout the campus.
- We perform routine fire drills.
- We conduct training sessions for all employees regarding fire safety.
- We routinely inspect all buildings to address fire safety issues.
• We continue to educate and inform students, parents, faculty and staff as we strive to establish a campus-wide awareness of fire safety.
• We have an evacuation procedure specifically for individuals with disabilities.
• We meet monthly to address safety issues, provide training and identify issues of campus concerns.

In order to enhance your own personal safety, students, faculty and staff need to:

• Remain aware of your surroundings and locate emergency evacuation maps in buildings or areas you frequently use.
• Report any item you feel may be a fire safety hazard to Maintenance/Security.
• Immediately evacuate a building anytime you hear a fire alarm. Never re-enter a building until the proper officials have given you clearance.
• Become familiar with primary and secondary evacuation route from your location. If an evacuation alarm is activated proceed to the nearest exit that is not impacted by the emergency.
• When exiting a building move to a safe distance from the building. If you are evacuated from a class, meet with the rest of your class and your faculty member and remain there until given instructions to re-enter the building.

Student Emergency Fund
The Student Emergency Fund provides students with assistance in funding for academic and retention purposes.

Specific Policy Statements:

1. Emergency fund amounts differ from semester to semester depending on funding sources.
2. Emergency fund dollars are kept with the Vice President of Student Services in a locked safe.
3. Committee Members will meet on as a needed basis to select those students in need of emergency funding. (Depending on funding availability).
4. Students receive assistance from the Student Emergency Fund one time per semester. $50 - $400 limit.
5. Criteria for receiving funds:
   a. Must be a full-time student at FBCC.
   b. Students must perform three hours of volunteer service within FBCC within a two week time frame.
   c. Students who have no other resources will be top priority.
d. Students who are employed will be the lowest priority, depending on circumstances.

6. The Student Advocate will track volunteer hours for campus students, and the Mentors at the mentor sites will track volunteer service hours for the mentor students (White Shield and Mandaree).

Procedure:

1. Students complete a Student Application for Emergency Funds and submit the application to the Guidance Counselor
2. Students must have filled out their FAFSA for that semester.
3. The Counselor communicates the requirements of the fund.
4. The Counselor follows up on student’s status of class attendance and grades.
5. The student must be in good academic standing, and have satisfactory attendance in all of their courses. In some cases, students may have had to miss some classes because of funding problems. This will be considered on a case by case basis.
6. The Committee discusses the application, the student’s class attendance, grades status and makes a decision to approve or disapprove the application.
   a. If denied, a denial letter will be created by the Counselor and sent to the student with a copy kept on file.
   b. If approved, the Counselor will make copies of the applications and documentation and forward the originals to the FBCC Student Advocate.
7. The Counselor will notify the student of the decision and ask the student to report to the Student Advocate to receive their money.
8. A student’s signature is required stating they received the amount of dollars agreed upon.
9. In some emergency situations, if a full committee is not available, then the decision may be made by a subset of the committee, but must include the Vice President of Student Services or the Guidance Counselor.

**Student Identification**

FBCC provides the student with campus photo identification. FBCC photo IDs is free to all FBCC students. Photo IDs are available during registration and can be obtained from the Admissions office.

- All students at FBCC are entitled to a student identification card. These wallet-size photo ID cards are the property of FBCC and the initial card is free to all students. In order to determine the identity of individuals, FBCC personnel may
request to see these cards. Refusal to present these cards by the student may result in misconduct action.

- To be valid, the ID card must contain the student’s photo.
- Lost ID cards should be reported immediately to the Vice President of Student Services in order to prevent unauthorized use.
- Students needing replacement ID cards will be charged a $10.00 fee. The fee must be paid to the FBCC Business Office before the new ID picture can be taken.
- Photos for replacement ID will be made in the Admissions office.

**Student Transportation**

Fort Berthold Community College provides transportation services for students for field trips or student activities only. Students will **not** be given/reimbursed transportation costs (mileage) for personal vehicle use if the college provides transportation. The students will abide by FBCC Student Travel Policy. Students and clubs are required to do fundraising for trips, events and activities to supplement student activity monies. The Student Services Department does have a van available for student transportation. Sign-out of FBCC vehicles is only available to FBCC staff and faculty.

**Student Organizations**

The College encourages the development and maintenance of student clubs and organizations. Students are encouraged to participate in at least one extra-curricular activity on campus.

Advisors for the organizations/clubs at FBCC are volunteers and are generally faculty members who have expertise and experience in specific areas.

If you are interested in becoming a member of any club at FBCC contact the Vice President of Student Services or any faculty member for more information.

**All Chiefs Society**

The All Chiefs Society is a Native American Studies organization dedicated to the preservation of the Mandan, Hidatsa, and Arikara culture, language, and history. The organization also provides leadership, education and research opportunities valuing our traditional way of life. The organization plans cultural events like hand games, powwows, colloquia, elder speakers to relay our oral tradition and more. The All Chiefs Society is open to students, faculty, FBCC alumni, and Fort Berthold community members.

**American Indian Science and Engineering Society Chapter (AISES)**

AISES promotes science activities and participates in reservation wide K-14 science related programs. Students are often able to travel to regional and national AISES
conventions to present research and network with Native professionals in science, technology, engineering, and math fields.

**American Indian Business Leaders (AIBL)**

The American Indian business Leaders (AIBL) gives business students the opportunity to participate in tribal college competitions which focus on leadership and business related topics.

**American Indian Higher Education Consortium (AIHEC)**

Annually, in the spring of each year, AIHEC sponsors a student Conference that rotates between five different states. All Tribal College students are invited to attend and compete in any of the following competitions: Knowledge Bowl, Science Bowl, Business Bowl, Speech/Drama, Science Poster Contest, Handgames, Art and Basketball. Basketball is a separate competition prior to the conference. Also included at the conference are student recognition awards and Student Congress. The College sponsors students that compete in the AIHEC Student Conference, therefore, certain eligibility requirements are required to attend.

**Arts Club**

In 2005, the Arts Club was chartered to involve students in furthering the Arts. The Arts club assisted the Welding program with creating an emblem of the FBCC logo to be put outside at the entrance of the College. Classes prepare Art Shows to exhibit student work each semester as well as participate in AIHEC.

**Cultural Honors Society**

The Cultural Honors Society is an academic organization under the Native American Studies Department mentoring students willing to engage in rigorous scholarship. Major criteria for the selection as one of four Cultural Honors Students include being on the honor roll and showing potential to conduct research. The research-based program serves to assist students in honing their research skills by conduction studies related to the Mandan, Hidatsa, and Arikara. Students receive opportunities to present their research locally, regionally, and nationally.

**Science Research**

The Science Department at FBCC currently has grant programs that enable tribally enrolled students to be employed to conduct research projects. These grants provide students with supervised experience in the process of conducting scientific research including planting, designing, implementing, evaluating and reporting on an individual research project. These projects are on a wide array of environmental and bio-medical sciences and are conducted with assistance from local, tribal, and federal agencies and personnel.
For further information on these programs, interested students should contact any science or math faculty member.

**Student Nursing Organization (SNO)**
The Organization actively supports nursing and healthcare/wellness at FBCC and in the community.

**Strategies for Ecology Education, Development and Sustainability (SEEDS)**
SEEDS is a chapter through the Ecological Society of America (ESA). This chapter is open to students interested in the environment. Activities that promote environmental awareness and ecological activism and education are all conducted by chapter members. Contact any science faculty for more information.

**Student Senate**
The Student Senate is the student’s chief governing body, and all enrolled students are automatically members. The Student Senate organizes various student activities and college events, and it represents the students by giving them a voice to express their concerns and opinions to the faculty and administration. All students are encouraged to take an active role in this organization. Elections are held annually for officers from the membership at large. These offices include: Student Body President, Vice-President, Secretary, Treasurer, Public Relations and Student Representatives from the main campus and the communities.

The Student Senate is the elected and representative voice of the students of FBCC. Student Senate represents students in campus governance issues.

**Fund Raising Policy for Student Organizations**
Fort Berthold Community College gives approval to FBCC recognized student organizations to raise money for charitable projects. In addition, student groups may be allowed to raise funds on campus to defray costs for approved club projects and or student activities.

- Any FBCC Student organization must obtain prior approval for all fund-raising activities from the FBCC Student Services office.
- Student groups organizing fund-raising activities not involving the sale of a product or service (e.g. sponsoring a dance or raffle) must obtain permission for their activity from the Vice President of Student Services. Any student group sponsoring a fund-raising activity involving the sale of a product or service must obtain a fundraising form from the FBCC Student Services office.
- Student organizations sponsoring a raffle must abide by the TAT (Three Affiliated Tribes) Gaming Commission bylaws. Applications for the raffle must be made through the FBCC Student Services office.
• All approved student fundraisers will be put on a calendar and posted every month in the FBCC lobby. Only one fundraising activity will be held at the designated location for that day, unless otherwise approved by the Vice President of Student Services. Fundraisers will be held on a first-come, first-served basis.

• All proceeds from the student fundraiser will be reported to the Student Services office and will be kept in a general ledger under the organization’s name. The Club Advisor(s) is responsible for keeping accurate records for all money-raising activities.

Off-Campus Fund Raising
Student groups are not allowed to solicit donations or gifts from local merchants and/or tribal organizations without permission from the Vice President of Student Services and/or FBCC President. Under certain circumstances, FBCC will approve fundraising efforts that occur off campus.

Student groups wishing to conduct fundraising efforts off-campus must familiarize themselves with and abide by all College policies, in addition to all local, tribal, state (if applicable) and federal laws and regulations. Direct solicitation for fundraising via campus mail or e-mail by students is prohibited. The advisor will be responsible for any fundraising contacts. Students must be in academic good standing to participate in any fundraising activity. Students not abiding by the above policies will be subject to FBCC disciplinary action.

Student Conduct

Drug Free Schools and Communities Act Information
Fort Berthold Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989

Accordingly, the manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. §801, et seq.), without a valid, lawful prescription (“unlawful controlled substance”), in any FBCC work area or facility or activity is strictly prohibited.

The following misconduct is subject to disciplinary action, up to and including suspension and or expulsion.

1. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on College property or as part of any of its activities;
2. Being under the influence of, using, selling, possessing, or distributing any alcohol, unlawful controlled substance or any other intoxicant on College property or as part of any of its activities.
3. Storing, consuming or transporting alcoholic beverages or unlawful controlled substance in any FBCC vehicle (owned or rented).

Legal Sanctions
Local, tribal, state, and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Fort Berthold Community College will fully subscribe to and cooperate with the local, federal, state, and federal authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Health Risks
There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol, and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries, and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined.

Support Resources
College officials assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or reentry programs that may be available in the community. Contact Student Services or the guidance counselor.

The College will establish an on-going drug-free awareness program, in keeping with its other in-service policies and practices for employees and students.

Fort Berthold Community College does not differentiate between drug abusers and drug pushers or sellers. Any student who unlawfully gives or in any way transfers a controlled substance to another person or sells or manufactures or unlawfully uses a controlled substance while on the job, in the classroom, or at a site which the college’s work is performed, will be subject to discipline, up to and including expulsion.

Code of Conduct
No student or his or her visitor shall use, manufacture, sell, give away, barter, exchange or distribute a controlled substance or drug paraphernalia.

No student or his or her visitor shall commit theft of or defacing or otherwise injuring in any way property, real or personal, belonging to FBCC.
No student or their visitor shall commit forgery, alteration or misuse of FBCC documents, records or identification or knowingly furnish false information to the college.

No student or their visitor shall cheat, or plagiarize in connection with an academic program at the college, to include copyright violations.

No student or their visitor shall commit unauthorized entry into, unauthorized use of, or misuse of college property to include FBCC owned vehicles.

No student or their visitor shall commit physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the mental or physical health or safety of any person.

No student or his or her visitor shall engage in disruptive activity such as disorderly conduct, which includes intent to harass, annoy or with reckless disregard of the fact that another person is harassed, annoyed, or alarmed by another person's behavior, such as:

- Fighting or violent threatening behavior
- Makes unreasonable noise
- Abusive or obscene language or gestures intended to adversely affect the safety, security, or privacy of another person.
- Obstructs the use of public facilities

No student or his or her visitor shall commit any act of stalking.

Students at FBCC have the responsibility to help contribute to the general health and security of the campus. Therefore, individuals and organizations should take reasonable precautions for the safety and health of all members of the FBCC community.

Students should expect misconduct action to be taken against them by either college authorities, or both if any:

- Throw objects into or from College facilities
- Misuse fire or other life safety equipment
- Use or improperly possess ammunition, firearms, or weapons on College property.
- Conduct themselves in a manner that significantly endangers the health and safety of other person on campus.
• Engage in behavior that is prohibited by federal, state, or local law.

The unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable which could cause damage to persons or property or cause disruption to campus activities is forbidden, unless authorized by the Vice President of Student Services.

Zero Tolerance Violence Policy
The Fort Berthold Community College (FBCC) will promote an environment free from threats and acts of violence, whether perceived or real. FBCC will not tolerate violence of any type or from any source, including threatening or violent action by employees, students or visitors against anyone on campus or during school related activities despite location.

It is the policy of FBCC and the responsibility of its employees, students, and visitors to maintain a campus free from threats and acts of violence.

All employees, students, and visitors on campus deserve to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect, establishing open and honest communication, and preventing and prohibiting violent behavior, specifically.

The policy of FBCC includes these items.

1. FBCC will respond promptly to any acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.

2. FBCC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.

3. FBCC will treat incidents of campus-related threats or acts of violence as serious. Reports of such acts will be promptly investigated and appropriate and necessary action will be taken.

4. FBCC will take strong disciplinary action, up to and including discharge expulsion.

5. FBCC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
6. FBCC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence.

7. FBCC will work to prevent and eliminate acts of campus related violence.

**Campus Violence Prevention Measures**

a) Safe Campus

The physical security requirements are assessed including the procedures for appropriate response to threats and acts of violence. Facilities maintenance/Security will assess annually and make recommendations for security needs.

b) Violence Prevention

Emphasis will be placed on treating all people with respect and dignity, and on maintaining a calm attitude and demeanor towards others. Attempts will be made to limit violence from all sources by positively affecting the attitudes and behavior of employees, students, and visitors. College operations will be conducted in a fair, efficient, reliable, and understandable manner.

c) Conduct Codes and Discipline

Standards of conduct at FBCC will be clearly communicated and consistently enforced and discipline will be used fairly, consistently, and appropriately to deal with instances of unacceptable behavior.

d) Language and Behavior

Fort Berthold Community College will not tolerate rude, offensive, insulting, derogatory, hateful, threatening, or violent language or behavior among its employees, students, or visitors, including, but not limited to, such things as name-calling, heated arguments, obscene language or gestures, throwing things, harassment, pushing, stalking, insulting or slighting comments, bullying, hazing, unjust or unwarranted exercise of power, negative racial or sexual comments, assault, inappropriate touching, carrying weapons, making “fun of” or showing disrespect for others, offensive, derogatory or inappropriate reference to others, or any other form of language or behavior which intimidates, is offensive to, or manifests hostility toward another whether that language or behavior occurs on campus or at FBCC functions away from the campus.

**Zero Tolerance Enforcement**

Administers and faculty have the primary responsibility for ensuring a safe environment. They are specifically empowered to take immediate action to resolve or stabilize violent situations and to protect people on campus. They will make sure that the appropriate response resources are notified immediately when a threat is made or a violent incident occurs. They will ensure appropriate disciplinary responses to workplace violence.
Incident Response
The Fort Berthold Community College’s Student Services and Maintenance Staff will be responsible for coordinating responses to violent or threatening situations on campus. They will assist in (a) the development of applicable training programs, (b) referral agent and information source with regard to campus-related violence, (c) assist with situation assessments and evaluations, (d) ensure follow-up appropriate action is taken, investigation, victim assistance, preventive, and corrective action.

Incident Reporting
All incidents of threats or acts of violence are to be reported utilizing the “Incident Report Form”. For immediate assistance, anyone may report the violent incident to any FBCC staff member and the Police. The Campus Security personnel or police will then remove the perpetrator and secure the campus. The reports will need to be followed up on with the appropriate personnel. If there is no longer a threat of danger, reports can be made directly according to the following: Students report incidents to the Vice President of Student Services; employees report incidents to their immediate and/or Human Resource Director.

If not immediately available, notify campus security. Visitors can notify and submit reports to Campus Security. Reports will be made on the incident form and witnesses will be listed. Each report will be followed up on appropriately. Media inquiries will be referred to the Presidents’ Office for the official comments.

The policy will be discussed at new employee orientation and new student orientation. A copy of the policy and plan will be available from the Student Services Office and the Business Office and a copy will be given to each new employee and student. A copy will also be accessible from the college website.

Student Grievance Process
The following constitutes the Student Grievance Process at Fort Berthold Community College.

Initiation of Complaint
Any member of Fort Berthold Community College community, or other individual who has been impacted by the alleged behavior of a student, staff, or faculty member, may initiate a complaint by contacting the offices of Vice-President of Academics or Vice President of Student Services. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, the Fort Berthold Community College determines whether a hearing will occur.

Notification of the accused
A student, staff or faculty member, violating college policies will be notified in writing of the nature of the allegations, the policies allegedly violated, and the possible sanctions.
Preliminary Conference
The complainant and accused student will meet separately with the Vice President of Student Services and Vice-President of Academics in a preliminary meeting, the purpose of which is to ensure that the student understands the disciplinary process and his/her due process rights. Failure to attend a preliminary conference meeting will result in a formal hearing to be scheduled. The student may request one change in date and time of preliminary meeting by requesting it 24 hours in advance of the scheduled conference.

Informal Resolution Process
In conjunction with the preliminary meeting, the Vice President of Student Services or Vice-President of Academics shall offer the accused student an opportunity to informally resolve the alleged violation. This will involve a review of the incident and discussion of the applicable sanctions, if the accused student acknowledges responsibility for the violation. The student has three class/business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The outcome of an informal resolution cannot be contested after three class/business days have elapsed. There are no appeals. The outcome of a formal hearing will replace the agreement reached through the informal resolution.

Formal Resolution Process
Cases that cannot be resolved informally will proceed to a formal hearing. The case will be assigned to the Student Affairs committee. Accused students who fail to appear for a hearing after proper notice will be adjudicated in their absence based on the evidence presented at the time of the hearing. The outcome of a formal hearing must be communicated to the accused in writing.

Disciplinary Outcomes
When a student is found responsible for violation of Fort Berthold Community College policies, one or more of the following actions may be taken:

College disciplinary warnings
The issuance of written warning that indicates the alleged action constitutes inappropriate behavior for a member of the College community. Warnings cannot be appealed.
College Disciplinary probation
Continuance at the College but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with the College standards. Progressive disciplinary actions will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.

Required Compliance
Includes such activities as carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College; restrictions of privileges; withholding of a formal academic transcript or degree for specified time; revocation of a degree; denial of privileges of representing the College in extracurricular activities; loss of computer access through the College.

Education
Mandatory educational activities such as workshops and writing assignments

Community service
Assigned volunteer hours on-campus or in the community.

Restitution
Required services, payment or reimbursement of funds to the college or to other persons, groups, or organizations for damage incurred as a result of a violation of College policies.

Confiscation
Confiscation of goods used or possessed in violation or College regulations.

College disciplinary suspension:
Suspension is a separation from the College for a specified period of time. During the suspension period the student cannot qualify for graduations nor progress toward a degree by registering for, taking, or completing classes at the college. The college reserves the right to deny transfer of credits earned elsewhere during the suspension period. Additionally, the student can’t participate in a college sponsored activity or be present on campus without prior approval from the Office of the Vice-President of Academics or Vice President of Student Services. Conditions for re-admission may be specified. Notation of such suspension is made on the student’s academic transcript. The Notation is removed at the end of the suspension period.

Permanent separation from the College.
Notation of the expulsion is made on the student’s academic transcript. Students expelled for violent behavior will not be allowed on campus.
Sexual Assault Policy
The Fort Berthold Community College Sexual Assault Policy is designed to specifically address “the public well being” of the FBCC student. To meet this dimension of FBCC’s mission statement and as an ongoing goal, we must strive to create a campus community, which is intolerant of sexual harassment and all forms of abuse including sexual assault. In sexual assault instances, FBCC is committed to the following threefold process:

a) To provide crisis intervention measures and a campus judicial response for the accuser and the accused;
b) To refer students to criminal authorities; and
c) To educate and promote discussion on interpersonal abuse and violence issues. FBCC’s process does not preclude adjudication under the North Dakota Century Code.

Definition
Sexual assault is any sexual behavior between individuals to which one person does not or cannot consent. Gross sexual imposition is much broader than the traditional concept of rape. Gross sexual imposition involves: (a) sexual act/s or contact/s with another which can involve compelling a person to submit by force or threat of force; (b) use of intoxicants to substantially impair a person’s power to give consent; (c) engaging in such act/s when there is reasonable belief that the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact; (d) when the person is under fifteen years if age; or (e) when the person is unaware a sexual act is being committed. The abuse of alcohol or drugs does not relieve individuals of their responsibilities to themselves or others.

Prevention
FBCC attempts to foster a safe learning environment on campus for all members of the FBCC community. To accomplish this, FBCC considers the physical surroundings; educational programming that addresses all aspects of sexual assault (safety precautions and prevention, crisis management, reporting, medical and counseling services, availability of legal services, FBCC discipline system, academic schedules, living arrangement, etc.), and the campus response to sexual assault. FBCC continually reviews and modifies its physical surrounding to enhance security and safety such as campus lighting, locking procedures, signage, etc. For further safety information, contact the FBCC Campus Security Office ext. 269. FBCC develops curricular and co-curricular educational programs concerning sexual assault. For further information about campus educational programs concerning sexual assault, contact the FBCC Advocate Office or the Vice President of Student Services Office.

Response
FBCC’s response to sexual assault may involve a number of individuals. In addition, for on campus cases, there is a timely campus based investigation, which is confidential
and thorough and protects individual rights and due process. The accuser is presented with options about how he/she wants to pursue the complaint.

**Reporting**
The guiding principle in the report of a sexual assault is to avoid possible re-victimizing the accuser by forcing the individual into any plan of action. A student who has been sexually assaulted has several options. The available options are:

- Discussing assault with friend, counselor, etc.
- Pursuing medical treatment
- Pursuing counseling services with appropriate agencies
- Initiating a campus and/or criminal complaint for on-and off-campus cases (off Campus cases are handled as a criminal complaint)
- Deciding on the use of her/his name to agencies when filing a complaint

Students can be assured that, when they share assault information with medical, police, and/or FBCC officials, confidentiality will exist within the framework of each agency’s governing body (i.e. state law, licensing, FERPA, etc.) and follow a “need to know concept”. FBCC Administrative Referrals: The accuser who chooses to contact an FBCC representative (or an FBCC representative who may have been notified by other means) has the following options:

- Medical facility
- FBCC Security/T.A.T. Tribal Police Dept. (investigative criminal complaint)
- Vice President of Student Services Office or FBCC Security for investigation of complaint and possible administrative and judicial action
- Contact with family and friends
- Follow-up counseling with FBCC Counselor, or non-campus counseling agencies

**Process**

1. In the event of a medical and/or police emergency, medical response personnel and/or police should be contacted by calling 911. The accuser is encouraged to seek medical attention. A medical exam will treat physical problems and may answer other medical issues.

2. The accuser is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way. The accuser is encouraged to preserve the evidence should a report be filed. A report to the police can empower the accuser by exercising her/his legal rights and can aid in the protection of others.
3. If the accuser wants to report the assault to the campus Security, an Advocate or FBCC Counselor will be notified for immediate emergency assistance. An Advocate or the FBCC counselor could be available to offer support to the accuser who may be experiencing possible conflicting feelings and thoughts and will aid the accuser in developing options.

4. The accuser and the accused may seek assistance at any time from the FBCC Counselor or Advocate.

5. If the accuser has decided not to report the assault at this time, other alternatives may include:

   a. Making a blind report to the police. (A blind report notifies the police that a sexual assault has occurred, but gives no names or identification.)

   b. Making the decision to report at a later date, however, early reports may improve the preparation of viable prosecution. Filing a police report immediately following the incident does not force the accuser to file charges and prosecute the accused; however, it does aid in the preservation of valuable evidence if the accuser decides to prosecute at a later date.

6. At any time, the accuser may contact any of the referral agencies previously mentioned for help.

The accuser may choose to contact the Vice President of Student Services Office. Initially the student making an accusation can expect the following from the Vice President of Student Services Office:

   a) The accuser has the option to file a police report. The police will then advise the accuser of the legal process. The accuser may also be encouraged to seek assistance from the FBCC Counselor and/or the T.A.T. Domestic Violence Program.

   b) If the accuser does not choose to fill a report, the accuser may still file an administrative (judicial) complaint through the Vice President of Student Services Office, as well as seeking support from FBCC personnel or other referral agencies previously mentioned.

   b) On campus adjudication for students is conducted through the Vice President of Student Services Office. Off campus cases are handled by the T.A.T. Tribal Police Dept., Tribal Court and Domestic Violence Program.
c) The accuser and the accused will be notified of investigation and/or hearing results.

e) If a faculty or staff member is involved, the FBCC President’s Office may handle the incident.

The Vice President of Student Services Office and the FBCC Security Department, along with other departments, can provide the following services to assist the accuser:

- Reassign parking (FBCC Security Dept.)
- Can be assigned a Counselor. (Advocate)
- Escort Services (FBCC Security Dept.)
- Assistance in receiving a protection order (Advocate & TAT Tribal Court)
- Alter academic schedule (Vice President of Student Services Office)
- Withdrawal from FBCC (Vice President of Student Services Office)
- On-campus judicial procedure (Vice President of Student Services Office)
- Other referrals as necessary. Other general protective and preventative services are offered by the TAT Tribal Police.

Students Rights and Responsibilities

Student Rights

Each student that enrolls at Fort Berthold Community College has and shall have protected (but not limited to) the following rights:

- An education in a clean and safe environment, which allows learning and growth to take place.
- Participation in decisions and matters affecting their education and educational programs.
- Freedom of speech and expression. This includes symbolic expressions, such as in dress and length of hair, so long as the expression does not disrupt educational process or impose upon rights of others.
- Freedom of religion and culture.
- Respect and fair treatment from fellow students and Fort Berthold Community College faculty and administration.
- To be informed in writing of academic requirements
- Right to be informed of the regulations for academic and graduation requirements of the College.

Student Responsibilities

The primary expectations of students are respect and cultural practice.
The Values of Fort Berthold Community College lists the responsibilities of students attending FBCC.

Each student must acknowledge learning, relationships, and personal responsibilities with a commitment to the pursuit of free expression and inquiry, truth, compassion, courtesy, appreciation of differences, and respect of self and others. Respect and cultural practice are the core values from which the following student responsibilities have been developed.

Listed below are the responsibilities of students attending Fort Berthold Community College. The primary expectations of students are respect and cultural practice. Each student must acknowledge learning, relationships, and personal responsibilities with a commitment to the pursuit of free expression and inquiry, truth, compassion, courtesy, appreciation of differences, and a respect of self and others. Respect and Cultural Practice are the core values from which the following student responsibilities have been developed.

1. The center of the values of Fort Berthold Community College is **Unity**.

2. Individuals will unite to ensure support for what is best for the majority of people in the College community. Students will be unified in seeking the best solutions for each individual in a fair and respectful manner.

3. The four major values that support the college are the values of people, culture, spirituality and future. FBCC is the manifestation of the Nueta, Hidatsa, and Sahnish people. Individuals will seek to fulfill an education which is a continuation of the culture(s) that includes ancient and original teachings given them since time immemorial about how to live in the world. Inherent in these teachings are the understanding of relationships, courtesy, compassion, truth, respect and inquiry and the seeking of knowledge and understanding. In the depth of this knowledge is the understanding of each person’s relationship and connections with self, others, and the universe - true spirituality. Individuals experiencing the Nueta, Hidatsa, and Sahnish education will seek to integrate this vast cultural essence with modern technology, creating a dynamic presence in the future so that subsequent generations can continue to live and flourish.

4. The three (3) values that support ‘the people” are teachings, leadership, and community. Individuals will seek to learn the teachings of the Nueta, Hidatsa, and Sahnish which are the basis for tribal identity and will provide them with the basic understanding of who they are, where they came from, and how they are to live. Individuals will understand the gift of leadership within them and will cultivate that gift to contribute to their families and community. The diversity of individuals is the strength of the people, each bringing their special gift to the community. Individuals will seek to find their gifts that they will contribute to the community.
5. The three (3) values that support “spirituality” are livelihood, humility, and balance. Individuals will understand that taking care of the sacred will ensure their livelihood. Individuals will understand the meaning of humility by accepting the teachings of the people and realizing that learning is a lifelong process. Individuals will strive to live in balance, maintaining mental, spiritual, physical, and social aspects. Ceremony, prayer, and self-evaluation will help them to maintain themselves in a balanced manner. Spirituality will allow them to gain a respectful demeanor toward everyone and everything.

6. The three (3) values that support “Culture” are language, land, and respect. Individuals will seek to learn their Nueta, Hidatsa, or Sahnish language(s). Individuals will learn as much as they can about the land. They will understand how the land provides everything they need to live and will gain a positive relationship with the earth. Individuals will know their place in the world and will respect everything because they will understand their true nature. This knowledge will create a positive understanding and individuals will be less likely to violate the Code of Conduct.

7. The three (3) values that support “future” are industriousness, determination, and growth. Individuals will be industrious as was demonstrated by the ancestors. They will work hard, share knowledge, and provide authentic work to the best of their ability. Individuals will show determination for completing their classes, having positive relationships with all people, and for completing their goals. Individuals will exhibit growth by continuing to acquire both cultural and modern knowledge, practicing traditional teachings, and gaining wisdom. The student will be better equipped to follow rules if they have responsibilities to aspire to.

**Student Records and FERPA**

**Family Educational Rights and Privacy Act (FERPA)**

Fort Berthold Community College (FBCC) adheres to a policy of compliance with the Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, which is defined as:

“A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.” (FERPA, [http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)).

In compliance with the Family Education Rights and Privacy Act of 1974, students who are or have been in attendance at Fort Berthold Community College have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provisions of the Act. Fort Berthold Community College does not permit access to or the release of education records or personally identifiable information.
contained therein (other than directory information) of students **without the student's written consent**, other than to officials of the institutions and those granted access by the Act.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution, including high school students attending FBCC.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Fort Berthold Community College receives a request for access. A student should submit to the registrar, Vice President of Student Services, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Fort Berthold Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Fort Berthold Community College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the
school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Fort Berthold Community College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FBCC will forward records on request except in the case of official transcripts, which require written permission from the student to be released to anyone besides the student.

Fort Berthold Community College will not release educational information to the student’s parent(s) unless written consent is given by the student.

Written consent from the student is required before any academic records are released to any other person.

Contact the Registrar for information on other FERPA exemptions of the written consent rule.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FBCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information
As defined by FERPA, some information, called Directory Information, is generally not considered harmful if released and is not subject to the above restrictions of public access or release. By FERPA regulations, FBCC may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. Some ways the College uses the directory information is for a student directory for FBCC employees, honors list, Graduation lists, photos released to the American Indian Higher Education Consortium and verification of your attendance for potential employers or student loans. Fort Berthold has designated the following as directory information:

The student’s name, Jenzabar ID number, address, email address, telephone number, gender and marital status, major and minor fields of study, class level, enrollment status, effective date of enrollment status, birth date and place, participation in officially
recognized activities and athletics, dates of attendance, degrees, anticipated and actual graduation date, honors and awards received, the most recent educational agency or institution attended, and photographic, video, or electronic images of the student taken and maintained by the institution.

Within 14 calendar days after the first day of class, any student at Fort Berthold Community College may inform the Registrar’s office by written request that directory information relating to that student should not be released or appear in the local directory. The restriction will remain in effect unless the student reverses existing directory restrictions by submitting a written request to the Registrar.

**Types of Records Maintained for students of FBCC**

- Academic Records
- Financial Aid Files
- Testing Results
- Directory Information

**Other Student Policies**

**College Name, Document, and Records**

The use by any person or organization of the College name or any of its registered trademarks in connection with any program, product, or activity without the prior written permission of the Vice President of Student Services, or any unauthorized use of College documents is prohibited.

**Student Publications and Media**

Any student publication shall be free of censorship. The editors shall not be arbitrarily suspended because of disapproval of editorial content. This editorial freedom carries with it the obligation of responsible journalism. All student publications must explicitly state that the opinions expressed by the publications are not necessarily those of the college or its students.

**Student Travel Policy**

Social and service activities are an integral part of a college education. The student is given an opportunity to interact with the other students as well as develop an informal contact with the faculty and staff. Activities such as social gathering, field trips, and intramural sports help to foster strong social relationships. FBCC encourages student participation in all extra-curricular activities sponsored by the College.

To be eligible to travel and participate or represent Fort Berthold Community College (excluding travel related to academics/class field trips), a student must meet the following minimum criteria:
1. Must be currently enrolled in a minimum of six credits.
2. Must maintain a term minimum grade point average of 2.00 at one week before travel.
3. Must be passing (D or better) all classes in that semester one week before travel.

Procedure: Faculty, staff, coach, administrator, or college representative serving as the advisor for a travel event shall be responsible for the verification of students for travel and for ensuring initial verification is done before any money is spent on travel costs for someone who is not eligible.

Verification of Eligibility Forms can be printed from the FBCC website under Student Life.

An FBCC organization, program, athletic team, or club that is sponsoring the travel may have higher standards than given here. This information should be stated in the policies for the group and must be given to the Registrar and student before the Registrar determines eligibility. The higher standards may require different forms for verification. These must be provided by the adviser.

Students conduct while on travel (in previous policy):
- All students on travel will follow the Student Code of conduct and the Alcohol and Other Drug Policies
- Students must attend all required activities appropriate to the purpose of their travel.
- Students who do not follow the guidelines for conduct while on travel will be required to meet with the Vice President of Student Services upon their return to FBCC and may be required to return the funding for the event.

**Attendance Policy**

It is the responsibility of the student to notify the instructor in case of illness, or if the student expects to be absent for a legitimate reason. The instructor will determine the point at which absences become excessive and may advise the FBCC Counselor who will contact the student. If the absences continue, the instructor may file an administrative drop.

**Administrative Drop**

FBCC faculty members reserve the right to withdraw a student from any course. Prior to an Administration drop, the faculty member must send an Early Alert Form to the Guidance Counselor concerning the student. If there is no positive outcome after two weeks of sending the Early Alert, then the faculty member can proceed with an administrative drop. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student. Reasons for administrative withdrawal include, but are not limited to:
• Lack of attendance – Students who have excessive or extended excused absences in a face-to-face class may be dropped. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
• Prerequisites not met – Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped before add/drop deadline.
• Academic dishonesty – Students involved in any form of dishonesty may be dropped as per discretion of the instructor and Vice President of Student Services.

Students should not assume they are automatically withdrawn. Instead, they are strongly encouraged to check with the instructor of the course.

Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.

If an administrative withdrawal occurs before the add/drop date set by the registrar’s office, the course will not appear on the student’s transcript. After add/drop date, a “W” will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar’s office.

Students will receive notification from the registrar by mail that they will be administratively dropped if they do not directly appeal to the instructor within one week. A copy of the notification will be sent directly to the instructor as well as to the Vice President of Student Services for recording.

Students who feel they have been wrongfully withdrawn should follow the appeal process:

1. A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.
2. If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Academic Dean, faculty member, and Vice President of Student Services. A recommendation and/or decision will be made at this meeting.
3. The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs
may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

**No Show Policy**
If you do not attend the first three weeks of a CLASS and haven’t contacted your instructor by email, phone or mail, you may be DROPPED from the class. If you miss the first three weeks of ALL of your classes, you will be WITHDRAWN from all your courses. You will be charged a no show fee of $25.00. Any textbooks not returned will be charged as per FBCC Bookstore policy (see policy).

**Audit Policy**
If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. The cost incurred is $40.00.
A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.

**Scheduling an Audit**
To schedule an audit, the student registers for the course in the Registrar’s office. The student should write “AU” in place of credits on the form. The course will appear on the student’s semester schedule as though it has been scheduled for credit.

A course may be dropped for credit and added for audit or dropped for audit and added for credit only during the drop/add period for the course. Student Accounts will be notified and will make changes on the student bill.

**Impact of an Audit on the Student’s Record and Enrollment Status**
A course scheduled for audit will appear on the student’s record with the symbol “AU” if attendance was regular or “W” if the attendance was unsatisfactory. No credit is earned, and the student’s grade-point average is not affected.

Credits for a course being audited are counted by the Registrar as part of a semester credit load in determining an overload. Credits for a course being audited are not counted for the following:

1. Determining enrollment.
2. Determining financial aid status.

**Student Initiated Withdrawals**
Students who withdraw from the College for any reason must formally withdraw from the College. To officially withdraw, pick up and complete a Withdrawal form from the Registrar. Make sure all individuals listed on the form sign your form and return it to the Registrar. The effective date of withdrawal is the date of the student submits the withdrawal form.
Students who officially withdraw before the cutoff date “change a class date” as listed on the academic calendar will not have the coursework reflected in the transcript. Students who withdraw after the “change a class date” (NO EXCEPTIONS) will receive a grade of “W” in all classes.

Students officially withdrawing after the last day to withdraw will receive a letter grade as assigned by the instructor. Refer to the Academic Calendar for the last Day to Withdraw Date)

**Student Death/Extenuating Circumstances**

In the event of a student’s death during a term of enrollment, the student’s full tuition and fee costs for the term will be removed from the student’s account. Payments applied to the student’s account from federal financial aid, institutional scholarships/grants and third party contractual agreements will be refunded to the appropriate program(s). The remaining credit, if any, will be issued to the student’s parents, legal guardian or spouse as appropriate. Other extenuating circumstances such as severe medical injuries, which, in the opinion of the Vice President of Student Services or her designee, warrant special consideration, are also eligible for full or partial refunds in excess of the standard institutional withdrawal refund policy.

**Academic Bankruptcy**

Fort Berthold Community College has a policy for allowing a student who has experienced academic problems to apply to the Student Affairs Committee in writing for Academic Bankruptcy. Academic Bankruptcy is designed for the student who has had an extremely poor start academically. Without this program, students in this situation may not have a second chance to pursue their educational goals.

Academic Bankruptcy allows all grades to be forgiven in semesters for which the student was on probation or suspension status. All courses and grades will remain on the transcript but will not be used in calculating the cumulative GPA and the courses cannot be used to fulfill graduation requirements. The grade will be represented as a ‘GF’ on the transcript.

To apply for Academic Bankruptcy, the student must first maintain Satisfactory Academic Progress for two semesters.

Academic Bankruptcy can be granted for more than one semester, but it will be granted only once throughout the academic career at Fort Berthold Community College.

Bankruptcy does not clear an individual’s record of previously attempted credits and grade point average for Title IV funding

A student who is using Veterans Administration benefits must consult the veteran’s education representative before applying for Academic Bankruptcy.
Grading
The College uses letter grades to evaluate a student’s work in each course. Final grade reports can be viewed on myFBCC. Only final grades are recorded on the transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>GF</td>
<td>Grade Forgiveness</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

Transcripts
An official transcript contains the Registrar’s signature, official stamp and College seal. Official transcripts are sent only between institutions. An unofficial transcript does not have the Registrar’s signature, official stamp, or College seal. It is issued directly to the student.

All financial obligations to the college must be paid prior to the release of an official transcript.

All attempts will be made to release transcripts within five (5) working days. This will give the College processing time to verify whether financial obligations exist.

The Registrar will process a transcript request using the following procedures:

Transcript Request Procedure:
The Registrar will process a transcript request using the following procedures:

a) Obtain a Request for Transcript form.
b) Return transcript form or written request to the Registrar.
c) If financial obligations exist and a transcript is not released, the Registrar will notify the student in writing.
d) All financial obligations to the institution must be satisfied prior to release of transcripts.

*Note: Transcripts will not be issued as a result of telephone requests.*
Name Change
A name change requires the student to complete a name change form and to provide proof of the name change in the form of a driver’s license, social security card, or court document. To receive Federal Financial Aid, you must use the name on your social security records even if that name is different than your legal name. It is the student’s responsibility to change their name on their social security records to their legal name.
Campus Map
Appendix 1 – Student Application for Emergency Funds

Student Application for Emergency Funds

FOR INNER OFFICE ONLY

Amount Requested: _______________________
AIEF: ________________
Voc Ed: ________________
Other: ________________

1. Please describe why you need this funding and how this emergency is affecting your education.

2. If you do not receive the emergency funding, how would this affect you?

3. Please describe your education background and future education/career goals.

FBCC believes that real change comes through service to our communities. If you received this funding, you are required to perform 3 hours of volunteer work. This could include volunteering in the office or at an event sponsored by FBCC, Peer tutoring, etc. Please describe what you are able to do.

I have read the guidelines of the FBCC Emergency Fund and agree to the conditions of the program. I also agree to provide 3 hours of service in the way specified above and agree to any conditions FBCC has stipulated.

Signed: ___________________________________________ Date: ______