



**Nueta Hidatsa Sahnish College**  
**301 College Dr.**  
**PO Box 490**  
**New Town, ND 58763**

## Dissemination of Consumer Information

Nueta Hidatsa Sahnish College provides the following consumer information in our efforts to enhance our mission of providing quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation. Our consumer information is available on our website and any student, parent, or prospective student may request a printed copy at our college.

Our consumer information report contains general information that is not fully defined in our Student Handbook, AODPP Policy, Financial Aid Policies and Procedures, or CERT policies and procedures (all of which are located on our website, [www.nhsc.edu](http://www.nhsc.edu)). The following information is defined in our consumer information report

- North Dakota University System 2018-2019 Academic Calendar
- Nueta Hidatsa Sahnish College Financial Aid Officials
- Procedures for recording requests of a student's personally identifiable information
- Student Eligibility Requirements for Federal Aid
- Criteria for Selecting Recipients from the Group of Eligible Applicants
- Continued Student Eligibility
- Satisfactory Academic Progress
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- Vaccination Policy
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- Gainful Employment Disclosure
- Retention Rate
- Student Body Diversity
- Graduation Rates/Placement of Graduates
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- Consumer Information on Website
- Voter Registration
- Constitution Day
- Drug and Alcohol Abuse Prevention
- Annual Security Report/Fire Safety
- Title IX/Campus Security
- Zero Tolerance Policy
- Zero Tolerance Enforcement
- Campus Violence Prevention Measures
- Sexual Assault Policy
- FERPA
- Veterans
- Disability Services

Nueta Hidatsa Sahnish College is committed to providing all information necessary for students, parents, and prospective students to understand our mission, vision, and values while preserving the past history that contributes to our community. NHSC updates these policies and procedures each academic year to ensure our community is receiving the most up to date information.

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## 2018-2019 ACADEMIC CALENDAR

*All times listed are Central Standard Time*

### **FALL 2018**

August 13-17	Onsite Registration for Fall Classes
August 20	Orientation for New Students 10:00 am
August 20 pm	Fall Registration Ends 4:00 pm-Classes start 5:00
August 21	First Full day of class
August 31	Last day to add courses or drop without record
September 3	Labor Day-Holiday (No Classes)
September 7	Enrollment Census date
September 28	Incompletes from Summer Session Due
September 28	Block A classes complete
September 28	Fall Graduation Applications due
October 1	Block B classes start
October 5	Spring class schedule due to Registrar-2019
October 8	First Nations Day-Holiday (No Classes)
October 15-19	Midterm Week
October 19	Midterm grades due by 5:00 pm
November 1	Online Registration for spring starts 2018-2019
November 2	Block B classes end
November 5	Block C courses start
November 9	Last day to withdraw from term or drop with record
November 12	Veterans Day-Holiday (No Classes)
November 21-23	Thanksgiving-Holiday (No Classes)
December 10-12	Finals
December 12	Final grades due at 12:00pm
December 14	Fall Graduation Ceremony-1:00 pm
December 17-Jan. 1	Campus closed for Christmas Break (No Classes)

### **SPRING 2019**

January 2-7	Onsite Registration for spring-2018-2019
January 7	Orientation for New Students 10:00 am
January 7	Registration ends at 4:00pm-classes start at 5:00 pm
January 8	First Full day of class
January 18	Last day to add courses or drop without record
January 21	Martin Luther King Jr. Day-Holiday (No Classes)
January 25	Enrollment Census date
February 15	Block A courses end
February 15	Spring Graduation Applications due
February 18	All Chief's Day-Holiday (No Classes)
February 19	Block B classes start

March 1	Summer class schedule due to Registrar-2019
March 4-8	Midterm Week
March 8	Midterm grades due by 5:00 pm
March 11-15	Spring Break (No Classes)
March 17-19	AIHEC Student Conference
March 25	Summer Online Registration opens-2018-2019
March 29	Block B courses end
April 1	Block C courses start
April 5	Last day to withdraw from term or drop with record
April 5	Fall class schedule due to Registrar-2019
April 19-22	Easter Break (No Classes)
April 23	Fall Online Registration opens-2018-2019
May 6-8	Final grades due at 12:00pm on May 8th
May 10	Spring Graduation Ceremony at 1:00 pm

### **SUMMER 2019**

May 24	Registration deadline for summer classes-2018
May 27	Memorial Day-Holiday-(No Classes)
May 28	Summer classes begin-2019
May 28	Last day to add courses or drop with record (Census Date)
June 27	Last day of Class 2019
June 28	Final Grades Due by 5:00 pm
July 4	Independence Day-Holiday

**\*\* Subject to Change**

### Nueta Hidatsa Sahnish College Financial Aid Officials

NHSC Financial aid office is comprised of three qualified individuals who have access to student and parent financial aid records. In accordance with the Family Education Rights and Privacy Act (FERPA), students aged 18 and older and parents of students under the age of 18 have the right to view the student's financial records that are recorded in the Financial Aid offices.

Also, with written permission from the parent or student, NHSC may release financial aid records to the following entities:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### Procedures for recording requests of a student's personally identifiable information

NHSC strives to maintain privacy in matters regarding personal student information. In order to guarantee privacy, the NHSC Financial Aid Office keeps a recording sheet with the student's file to document every request for private information, whether approved or denied. This sheet is also accompanied by any written permissions NHSC has received regarding the release of financial aid records.

### Student Eligibility Requirements for Federal Aid

#### **When are federal funds available?**

The academic year includes the fall and spring semester with summer as a trailer semester. If you have used up your annual award during the fall and spring semesters, you probably will not be eligible for summer financial aid. If you were awarded a Pell Grant and didn't enroll full time for the fall and spring semesters, you probably are eligible to receive your "leftover" Pell Grant funds during the summer. Contact the financial aid office in March or April to discuss your options.

#### **Who is Eligible for Financial Aid?**

To receive federal, state, or institutional funds administered by Nueta Hidatsa Sahnish College, you must:

- Be admitted as a student to an eligible certificate or degree program at NHSC.
- 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 Academic Progress (SAP) as defined by the Financial Aid Office.  
See SAP requirements below.
- 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.

**Please note: Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.**

**Free Application for Federal Student Aid (FAFSA) Policy/Checklist**

To apply for financial aid at Nueta Hidatsa Sahnish College, students must completed the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Additional 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.

For the 2018–19 year, students can apply between October 1, 2017, and June 30, 2019. Students should apply for financial aid as soon as possible after October 1, 2017 for early consideration for the 2018-19 academic year. 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 early will receive priority.

Needs-based grants, scholarships and programs require that you fill out and submit the FAFSA form, because the information determines the expected family contribution (EFC) which is mandatory for needs analysis calculations. For instance, you can't get certain private scholarships unless you're eligible for a Federal Pell Grant—and you can't find out whether you're eligible for a Pell Grant, unless you fill out the FAFSA and submit the required documents.

**Application Checklist**

1. Apply for a FSA ID and Password to sign your Free Application for Federal Student Aid (FAFSA) at [www.fsaed.ed.gov](http://www.fsaed.ed.gov) .
2. File the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) .Our school code is: 015536002E
3. Apply for admission to Nueta Hidatsa Sahnish College as an eligible certificate or degree-seeking student, and get accepted. The completed FAFSA form and supporting documents are part of the application for admissions requirement for NHSC.
4. Register for classes.
5. Review your Student Aid Report (SAR) that arrives to you via email or U.S. mail.
6. Complete the FAFSA verification process, if selected.
7. Review your Financial Aid Award Letter.
8. Contact NHSC financial aid personnel, if you have any questions about your financial aid.

Before aid is disbursed, the Financial Aid Office must be in receipt of the following:

- Appropriate signed tax transcript (required for 2018-19).
- Financial aid verification form/s and documentation (if requested).
- Any other documents required for verification (if requested).
- Copy of high school diploma/transcript or GED certificate. (Your diploma/transcript that is required for Admissions and Registration will be copied and placed into your financial aid file.)
- Official transcripts from other colleges attended.
- Evidence of registration at Nueta Hidatsa Sahnish College.

The NHSC Financial Aid will use the student's NHSC email address for all financial aid office communications. Three attempts will be made, and then a certified letter will be mailed to you, the student, with the financial aid office communication.

### **FAFSA Processing**

1. When a student completes the FAFSA online, the following process occurs:  
The Central Processing System (CPS) edits the application for errors and performs agency data matches with other systems such as the Social Security Administration, Department of Homeland Security, NSLDS, etc.
2. The Student Aid Report (SAR) and the Institutional Student Information Record (ISIR) are two forms of output that result from the submission of the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS).

The student receives the SAR Information.

- a. When a student provides an e-mail address on their application the student will receive, through their e-mail, a link that directs them to their SAR information on the Web.
- b. When the student does not provide an e-mail address on their application, the student will receive their SAR in the mail.

The school receives the ISIR information.

- a. NHSC receives all ISIR information that was submitted with the school code **015536**. This information is received by downloading information using the Department of Education's processing systems. This process is completed by Financial Aid personnel on a weekly basis.

To receive Federal Student Aid, you'll need to...

- Qualify to obtain a college or career school education, either by having a high school diploma or **General Educational Development (GED) certificate**, or by completing a high school education in a **homeschool** setting approved under state law
- Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25)



- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau
- Sign certifying statements on the *Free Application for Federal Student Aid (FAFSA)* stating that
  - you are not in **default** on a **federal student loan** and do not owe a refund on a federal **grant**
  - you will use federal student aid only for educational purposes
  - Maintain **satisfactory academic progress** in college or career school

In addition you must...

- Be a U.S. CITIZEN or U.S. NATIONAL
  - You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- OR have a GREEN CARD
  - You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident
- OR have an ARRIVAL-DEPARTURE RECORD
  - Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - Refugee
    - Asylum Granted
    - Cuban-Haitian Entrant (Status Pending)
    - Conditional Entrant (valid only if issued before April 1, 1980)
    - Parolee
- OR have BATTERED IMMIGRANT STATUS
  - You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
- OR have a T-VISA
  - You are eligible if you have a T-visa or a parent with a T-1 visa.

Before a student will be considered for financial aid, that student must complete the required forms. All forms are available from the NHSC Financial Aid Office.

- SAR/ISIR, which is the result from submission of the Free Application for Federal Student Aid (FAFSA).
- Higher Education Grant Application (Enrolled members of the Three Affiliated Tribes). Students must contact the Higher Ed Office at (701)627-4112.
- Tribal Enrollment Abstract (For the Registrar’s Office)
- A GED or High School diploma must be on file in the Registrar’s Office prior to any release of financial aid funds. (Exception: Dual Credit High School students) Note: Dual Credit High School students are not eligible for financial aid.
- Statement of Acknowledgment (Academic Good Standing and Progress Standards)
- Information Release Form (if applicable).

- If selected for Verification once the student’s FAFSA has been filed, the student will be required to submit further documentation, including: Low income Statement, Tax Transcript, and/or a verification packet
  - V1—Standard Verification Group
    - Students in this group must verify the following if they are tax filers: • adjusted gross income • U.S. income tax paid • untaxed portions of IRA distributions • untaxed portions of pensions • IRA deductions and payments • tax-exempt interest income • education credits • household size number in college • Supplemental Nutrition Assistance Program (SNAP) benefits • child support paid
    - Students who are not tax filers must verify the following: • income earned from work • household size • number in college • SNAP benefits • child support paid
  - V2—Reserved for future use by the Department.
  - V3— Reserved for future use by the Department.
  - V4—Custom Verification Group
    - Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.
  - V5—Aggregate Verification Group
    - Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.
  - V6— Reserved for future use by the Department.

### Criteria for Selecting Recipients from the Group of Eligible Applicants

Nueta Hidatsa Sahnish College selects a committee each semester to award scholarships. To fairly select recipients of these awards, NHSC has a specific process involving multiple departments.

- The Financial Aid Director, Financial Aid Assistant, the Student Accounts Manager, and the Vice President of Academics meet to go over eligible recipients. Students are awarded based on the following criteria:
  - Grade Level
  - GPA
  - Financial Need

### Continued Student Eligibility

To continue receiving Financial Assistance, students must maintain eligibility by periodically making sure they are meeting the requirements listed above.

### Satisfactory Academic Progress

#### Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) is the term used to determine if a student is making acceptable progress toward a certificate or degree. All NHSC students are required to demonstrate satisfactory academic progress during their course of studies in order to be eligible for federal student aid as well as continued enrollment. At the end of each semester, student grades will be reviewed to determine credits attempted and earned. In addition, grades will be reviewed to determine the student's failure to meet Satisfactory Academic Progress standards (for all terms enrolled, not just those terms that aid was received) that may result in loss of federal student aid eligibility. Federal/ State Regulations require students to achieve a minimum level of Satisfactory Academic Progress. NHSC adheres to this policy and the following is an overview of the policy:

- Each semester the student must have a minimum term GPA of a 2.0 and maintain an overall minimum career GPA of a 2.0 (C Average).
- Each semester the student must have a term completion rate of 67% and maintain an overall career completion rate of 67%. This is calculated by taking the number of credits the student has attempted divided by the number of credits the student has earned for both term and career.

The Department of Education mandates that a student has a maximum timeframe for him or her to complete their education program. Therefore, this policy adheres to the Maximum Time Frame requirement where a student is not to exceed 150% of the hours required for completion of their degree or educational program of study. A student is not eligible for Federal Aid once they exceed 150%. Information may be subject to change without notice due to changes in federal, state and/or institutional rules and regulations.

\*\*\*Sec 484 (a)(2) - In order to receive Title IV (TIV) aid the student must be maintaining Satisfactory Academic Progress (SAP) in the program of study.

Satisfactory Academic Progress (SAP) worksheets are available in the Financial Aid Office in the Nueta Hallway at NHSC.

### **SAP Levels**

#### **Financial Aid Warning**

Any student who fails to meet and maintain the term and career GPA minimum of a 2.0 and/or meet the term and career completion rate (pace rate) standard which is 67% is automatically placed on financial aid warning. The student will be notified and still continue to receive federal student aid for one semester/payment period.

#### **Financial Aid Suspension**

Any student that does not meet the minimum requirements for SAP at the end of the financial aid warning semester will be placed on financial aid suspension. Under financial aid suspension, a student has the right to appeal and can submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the last day to add/drop a class going into the next semester. The appeal will be reviewed by the appeal committee and the student will be notified within 2 business days the committee's decision. If the appeal is approved, the student's federal student aid will be reinstated for the semester. If the appeal is denied, the student will not be eligible to receive any federal student aid including VA benefits and institutional aid that semester and will have to find other means to cover the cost of his or her education. After a semester has passed without federal student aid and the student has met

the SAP standards, he or she needs to complete a SAP appeal in order to reinstate their federal student aid. Upon approval of the appeal by the SAP appeal committee, the student will continue to be placed on Financial Aid Warning.

**SAP Appeal**

Under financial aid suspension a student has the right to appeal and can submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the last day to add/drop a class going into the next semester. The appeal will be reviewed by the appeal committee and the student will be notified within 2 business days the committee’s decision. If the appeal is approved, the student’s federal student aid will be reinstated for the semester. If the appeal is denied, the student will not be eligible to receive any federal student aid including VA benefits and institutional aid that semester and will have to find other means to cover the cost of his or her education. After a semester has passed without federal student aid and the student has met the SAP standards, he or she needs to complete a SAP appeal in order to reinstate their federal student aid. Upon approval of the appeal by the SAP appeal committee, the student will continue to be placed on Financial Aid Warning.

**Example**

SAP Semester	Attempted	Completed	Calculation	SAP Status
1	12	6	50% = 6/12	W
2	12	12	100% = 12/12	M
Cum.	24	18	75% = 18/24	M

W - Warning, M - Meets, Cum. - Cumulative

**Attempted Credits**

NHSC will apply toward the maximum number of credits specified above. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), and Withdrawn (W ) count as credits attempted but not completed, and will be applied toward both the maximum number of credits and GPA. All attempted credits are determined in the calculation.

**Students & Military Service**

A student not on active military service at the beginning of an academic term and who is called or ordered to active military service for fourteen executive days or longer during the term shall have the right, at the student’s option:

To withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal, and be entitled, subject to applicable laws or regulations governing federal, state or tribal financial aid programs, to a refund of tuition and fees. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be re-admitted and re-enroll, without penalty or redetermination of admission eligibility, within one year following release from active military service.

**At this time, Nueta Hidatsa Sahnish College does not offer Federal Work Study.**

### Criteria for determining student's award amount

The NHSC Financial Assistance Office establishes standard institutional budgets, which reflect average costs for students during an academic year (9 months) or a twelve-month period, as appropriate. Budgets established by the NHSC Financial Aid Office include "Direct Educational Expenses" such as tuition, fees, books and supplies and also include "Indirect Educational Expenses" such as housing, food, transportation and some personal costs. Students need to request and document Child Care Expenses before their budgets will reflect those allowable costs.

### Budget Calculations

Budget calculations are based upon student dependency status, marital status, number of dependents, enrollment status, and total direct educational expenses. Budget allowances are designed to provide a modest but adequate lifestyle. Educational expenses are researched annually so that the budget calculations are up to date and realistic. Budget allowances are published and made available each year by the NHSC Financial Aid Office as soon as the direct educational expenses are announced for the year.

### Budget Worksheets

FULL-TIME INDEPENDENT STUDENT			
Expenses per Year		Expenses per Semester	
Tuition	\$ 3,600.00	Tuition	\$ 1,800.00
Fees	\$ 270.00	Fees	\$ 135.00
Books & Supplies	\$ 1,200.00	Books & Supplies	\$ 600.00
Housing	\$ 10,440.00	Housing	\$ 5,200.00
Personal	\$ 1,500.00	Personal	\$ 750.00
Transportation	\$ 2,000.00	Transportation	\$ 1,000.00
<b>Total Expenses</b>	<b>\$ 19,010.00</b>	<b>Total Expenses</b>	<b>\$ 9485.00</b>

FULL-TIME DEPENDENT STUDENT			
Expenses per Year		Expenses per Semester	
Tuition	\$ 3,600.00	Tuition	\$ 1,800.00
Fees	\$ 270.00	Fees	\$ 135.00
Books & Supplies	\$ 1,200.00	Books & Supplies	\$ 600.00
Housing	\$ 5,400.00	Housing	\$ 2,700.00
Personal	\$ 1,500.00	Personal	\$ 750.00
Transportation	\$ 2,000.00	Transportation	\$ 1,000.00
<b>Total Expenses</b>	<b>\$ 13,970.00</b>	<b>Total Expenses</b>	<b>\$ 6,985.00</b>

### Net Price Calculator on the web

Net Price is defined as the cost of attendance minus grant and scholarship aid. To calculate your estimated net price, follow this link:

<http://nhsc.edu/NetPriceCalculator/npcalc.htm>

#### Exceptions to the Normal Cost Allowances

Less Than ½ Time student budgets do not include miscellaneous expenses. Budget expenses, including tuition and fees, books and supplies, transportation and dependent care expenses, may also be included as part of the cost of attendance. Costs for periods other than 9 months will be prorated accordingly. Refer to FSA Handbook.

#### Institutional Budgets

The institutional student financial aid budget analysis represents the main document for demonstrating student financial need during a given registration period at NHSC. This document lists student expenses and resources based on incoming financial aid reports, student perceived need and institutional interpretations of all such information supplied to the Financial Aid Office at NHSC. The NHSC Financial Aid Office reserves the right to make any necessary budget adjustments on program monies administered through NHSC. Institutional budgets are reviewed and updated annually by the Financial Aid Director to reflect reasonable and allowable costs for attendance at NHSC.

Institutional budget adjustments were created to reflect students that are taking less than 12 credit hours. New budgets will be in effect with the turnover to the Jenzabar system. New budgets were calculated by tuition/credit amount and other costs at 100% for FT students, 75% for ¾ time students, 50% for ½ time students and 25% for Less than ½ Time students. NOTE: The Jenzabar system can be setup to do this calculation automatically.

**\*Tuition is \$150.00 per credit hour. \***

#### Award Amount

To determine the amount of Federal Aid a student is eligible for, the student's Expected Family Contribution (EFC) is subtracted from their cost of attendance, and the remaining amount is considered unmet need (Cost of Attendance – EFC = Unmet Need). The Federal Government determines the Pell Grant allowance annually, and institutional eligibility is determined by the student's enrollment status for the academic semester or year.

#### Disbursements

The Department of Education requires higher education institutions to establish a schedule of financial aid disbursements. In order to comply with these regulations, NHSC has created a timeline in which students may expect to receive their financial aid funds.

Federal student aid may not be disbursed more than 10 days before the start of a term, and no later than the 60 percent date of the semester. Disbursements will be made to each student only once a semester, unless one of the following occurs:

- the student is enrolled in an extended program that requires the student to participate in a longer course of study than the normal semester;
- the student has received a scholarship that is not made available until a certain date;

Disbursements will not be made available to students until they have submitted all required documents to the NHSC Financial Aid Office. Students are encouraged to check with our office frequently to make sure they have the correct documents filled out and submitted for review.

NHSC disburses student aid through the business office in the form of a check. The checks are made out to the student with their current address on file. Please make sure your contact information is up to date. A form to update your contact information is available in the Registrar's office.

### 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 on page 17).

### Required Fees

Students are charged general fees using the following schedule in the fall and spring:

#### Fee Schedule

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

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.

## Grants/Scholarship Policy

All Nueta Hidatsa Sahnish 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, National SMART, FSEOG, TEACH grants
- Any aid received because he/she is a student-except VA educational benefits.

The Office of Financial Aid maintains a program of financial assistance and scholarship information to assist students in meeting their education cost. To determine eligibility for all financial aid programs and scholarships available at NHSC, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Applicants are encouraged to apply early in order to meet state and tribal funding deadlines. Information and assistance regarding the application process is available on our website at [www.NHSC.edu](http://www.NHSC.edu).

Financial aid facilitates the disbursement of scholarships awarded to NHSC students. It is the student's responsibility to comply with scholarship eligibility requirements.

## Financial Aid Funding Sources

Nueta Hidatsa Sahnish College is proud to offer many forms of financial aid.

**Federal Pell Grant:** This is a grant program for undergraduate students based on financial need, cost of attendance and student enrollment.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is awarded to undergraduate students with exceptional financial need-those with the lowest EFCs. Limited funds are available.

**Institutional Scholarships:** NHSC administers a variety of scholarship funds set up to benefit NHSC students. The Financial Aid Office facilitates the award of various scholarships based on financial need and academic achievement. Such grants are awarded to students based on the eligibility and selection criteria provided by the funding source. Requirements vary from program to program.

**Private Scholarships:** Students are encouraged to apply for private scholarships to help pay for their educational expenses. Many scholarships are available to students.

**Tribal (Agency) Funding:** Students enrolled in a federally recognized tribe should apply for tribal (agency) funding. The Financial Aid office can assist with these applications; be sure to apply early as deadlines may vary.

**Vocational Rehabilitation:** Vocational Rehabilitation offices support individuals who are training or retraining for a new profession due to a diagnosed disability or injury. The programs are administered by state and tribal governments. Students are encouraged to contact their tribe's



Tribal Agency Vocational Rehabilitation Office and/or local county office for further information. The Financial Aid Office can provide further information.

### [Financial Obligations to the College](#)

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

### **Financial Responsibility**

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

### **Non-Payment Drop Policy**

Tuition, books, fees and room & board charges must be paid each term a student is enrolled in school. Student must show proof of financial resources or pay account in full by census date. Payments may be made online by credit card or with money order or cash paid to the NHSC Finance Department. Failure to show proof of payment or pay in full by the NHSC census date will result in an involuntary withdrawal. A student who is involuntarily withdrawn will no longer be eligible to utilize services at NHSC. For additional information, please contact the Student Accounts Department or visit the NHSC website.

Students will have a financial hold placed on their record and will not be able to register for classes, if they have a financial obligation.

### **Financial Aid Disbursements**

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

### **Limitation of Student Debt/Student Bill Policy**

If a student owes NHSC in the excess of \$2,500, he/she will not be allowed to register for classes. A student owing in the excess of \$2,500 has the following options:

- Set up a payment plan with Student Accounts. This requires a counseling session with Accounts Receivable to find a suitable monthly payment amount. This will require an automated withdrawal from a bank account or an automated charge to a credit card.
- If you work for the Three Affiliated Tribes, Four Bears Casino or NHSC, you can do a payroll deduction.
- An administrative withdrawal will occur, if the student violates the payment plan agreement (The student will be contacted, prior to withdrawal.)

If at any point the payments fail to be approved the student will not be able to register for the following semester until the agreed amount is honored.

A student with a bill in excess of \$2,500 must also do the following in order to register for classes:

- Complete a FAFSA and Financial Aid counseling.
- Apply for AICF and other possible grants and scholarships.
- Participate in the GradReady Financial Literacy Program.

For any students receiving stipends from grants, 100% of the stipend will go toward the student's bill if it is in the excess of \$2,500. Once the bill is below \$2,500, 25% of the stipend will go towards the student's bill and 75% will be issued to the student until the bill has reached \$0.

The student is responsible to make sure NHSC has the correct contact information. Students may not receive an official transcript of diploma if they have a past due balance with NHSC.

If a student disputes a past due bill, he/she must submit a Student Appeal/ Complaint Form to the Vice President of Student Services. Students should include any relevant documentation they have relating to the bill. The Student Affairs Committee will make a decision on the bill. If time is of the essence, NHSC will allow the student to register for the next semester with a decision being made prior to the add/drop date.

### **Student Bill and Official Transcripts**

Student must have a zero balance in their student account at the time of degree completion in order to receive an official transcript or diploma from the registrar's office.

### **Course Drop Refund**

Course dropping occurs when a student wishes to discontinue enrollment in a particular class but is still enrolled in at least one other class during the semester. Refunds are determined as outlined in the Institutional Tuition & Fees Policy.

- There will be no refund for a current student if a class is dropped after the 8.999% period. This procedure allows a student the ability to drop some courses based on term date and deadline by term; however, student will still maintain enrollment in some courses for the term.
- Failure to drop a course, on or before the last day to drop, will result in earned grades.
- The date the student completes the course drop will determine refund.
- For the standard 16 week session for the Fall and Spring terms, the last day to drop a course without transcript record is the 11th calendar day of the term.
- For non-standard sessions, the last day to drop a course with or without transcript record will be prorated, based on the 16 week session.
- Refunds are based on the course start and end date listed on the academic calendar.
- Students receive a 100% refund up through 8.999% of the class. There will be no refund for a class dropped after the 8.999% period.

### **Procedure**

Students must drop a course or courses through their academic advisor prior to the final deadline. A drop/add form must be complete. Refer to academic calendar for the deadline dates.

### Official 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. The student must meet with their advisor to fill out the form and get the proper signatures. The student will also need to get signatures from all of their instructors and then bring the form back to the Registrar to complete the Withdrawal process.

Students who officially withdraw before the “drop date” as listed on the academic calendar will not have coursework reflected in the transcript. Students who withdraw after the “drop date” (NO EXCEPTIONS) will receive a grade of “W” in all classes.

Students officially withdrawing after the last day of withdrawal will receive a letter grade as assigned by the instructor. Please refer to the academic calendar for the last day of Withdrawal date.

### Withdrawal Refund

Withdrawing from a semester occurs with a student who wishes to withdraw completely from NHSC for the semester. (Please see Appendix 7).

Refunds are determined as outlined in the Institutional Tuition Refund Policy schedule.

This procedure allows students to withdraw to zero credits for the term.

Withdrawals submitted after the deadline will be not processed and will result in earned grades.

The student must complete the withdrawal process for all courses that are not yet graded and must follow the course drop/withdrawal policy.

The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.

The date the student is officially withdrawn will determine the tuition refund.

Students are not eligible for refunds beyond the 60% period of the term.

A refund will be processed for room and board contracts based on the move out date.

Completed room move out forms must be submitted to the Business Office before any refund will be processed.

### Requirements for the Return of Title IV Funds

The return of Title IV Funds, or R2T4's, is the return of government funds unused by a student due to their incompleteness of course work during any given semester. If a student does not complete 60 percent of the semester, they are required by law to return a portion of the funds they have received that are equivalent to the amount of coursework they did not complete. If you are unsure if you owe any funds back, please see the NHSC Financial Aid administrators to determine whether you will need to return funds.

\*The NHSC Financial Aid Office is responsible for calculating any return of IV funds. It is the responsibility of the student to visit the Financial Aid Office if they withdraw from classes at any time during the academic semester.

## Nueta Hidatsa Sahnish College Tuition Assistance

To further develop staff skills, NHSC encourages staff members, including Faculty, to continue their education by enrolling in college courses. NHSC Departments may provide tuition assistance [but not for fees or books], if Department funds are available, under the following conditions:

1. The staff member has completed a FAFSA application and is not eligible for a scholarship and/or Pell Grant (Bachelor's Degree or higher); or if eligible for a Pell Grant, the assistance is limited to the portion of tuition not covered by the Pell Grant.
2. The staff member has been a regular, full-time employee for at least nine (9) months.
3. In the opinion of Department Administrator, the courses selected are directly related to the staff member's job duties and responsibilities, and/or the Mission of NHSC, or are intended to help the staff member obtain his or her degree.
4. The staff member has obtained prior approval from his or her supervisor and the President, who retain sole discretion to approve the enrollment.
5. The staff member completes an undergraduate-level course with a final grade of "C" or better. A final grade of "B" or better is required for a graduate-level course.
6. The staff member remains employed at NHSC for a full year after completion of the course. If the staff member voluntarily resigns, or his or her employment is terminated for poor job performance or misconduct during the 12 month period, he or she may be required to repay 100% of the tuition assistance, or a pro-rated share. That sum may be deducted from the staff member's final paycheck.

A staff member may attend classes during the workday with written approval of his or her supervisor and the President (see Section 4.16, Educational Leave). However, the staff member should use his or her best efforts to schedule classes that do not conflict with the work schedule.

NHSC offers a variety of tuition assistance to guarantee any person that wants to attend classes will have the means to do so.

### Eligibility

- Be a member of a culturally diverse group which is defined as persons of different cultural, racial or ethnic heritage, age, persons with disabilities and/or life experiences.
- Persons who are economically disadvantaged, defined as persons who have a total family contribution not to exceed 25% of North Dakota resident tuition of the previous year, based upon the federally prescribed needs analysis formula.
- Non-degree seeking elders aged 55 and over taking enrichment classes.
- NHSC full-time employees, employed for 9 months, are eligible for a Tuition Waiver. The registration fee will also be waived because employees do not participate in Student Senate, Student Activities, etc. Employees are responsible for all other fees and charges.
  - Employees must remain employed with NHSC for 2 years after they have finished the class, otherwise they may be subject to paying back the full amount of the credits taken
- Dependents of a NHSC Full-time employee may be eligible for a waiver or partial waiver, if a high school or GED graduate, and must complete the FAFSA.

- Applicants will not be eligible if they are on Academic/Financial Aid Probation or Suspension.

### Procedure

- All individuals seeking a tuition waiver must complete a FAFSA application.
- A student applying for a tuition waiver must
  - submit a timely application for the waiver
  - Submit written certification of his/her eligibility from the appropriate eligibility office or official according to NHSC financial aid office's guidelines established.
- Once application has been made and the student's eligibility for the tuition waiver is confirmed by student services, the tuition waiver will be applied to tuition by the student accounts office due for the semester(s) in which the student is currently enrolled or approved for.
- A screening of student financial record will be done by the financial aid officer and a meeting with the student will ensue in order to determine eligibility through documentation on both parts. In order to be eligible for assistance students must maintain a grade point average consistent with the Standards of Satisfactory Academic Progress.
- If a currently enrolled student has been certified as eligible for a prior semester in which he/she was enrolled, but the semester is not part of the current academic year, approval to waive fees must be granted by the Student Services Tuition Waiver Committee.
- If a student is not currently enrolled and has been certified as eligible for a prior semester in which he/she was enrolled, and the semester is not part of the current academic year, the waiver will not be granted.
- Anyone over 150% according to what program they are in will not be waived.

### Bookstore/Textbook Information

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.

#### **Book Store Hours year round are Monday through Friday - 8:00 AM - 4:30 PM.**

If the Bookstore is not open during these hours, please call Extension 8051 or Extension 8033. Special extended hours are offered during the first two weeks of each semester.

#### **Books**

A list of required books for each course can be found on the NHSC Website [www.nhsc.edu](http://www.nhsc.edu).

Students can purchase books from our NHSC bookstore or from other sources (for example: chegg.com and Amazon.com). We recommend that you check with your instructor before you purchase your materials or texts elsewhere to determine if any changes have been made in book requirements. Students need to get a receipt for books and materials bought at the time of the purchase. Students need to keep the receipt should a refund be necessary.

### **Refund Policy for Bookstore**

If you drop or change a course, texts books may be returned under the following conditions: Students provide the original receipt for books and materials purchased. A full refund for textbooks will issued during the first two weeks of each semester. The cut-off dates are the 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 books returned after the start of the third will of class may be returned for full refund if returned within two working days of the date of purchase. NO refunds will be allowed for texts books purchased during the last two weeks of each term.

Books must be returned in the original condition as purchased free of all writings and marking and soil and must be accompanied by the original cash register receipt. Text books 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 Bookstore.

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

**Defective Books**, accompanied by the original receipt, 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 text book.

**General Merchandise** may be refunded for a 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 are unopened, undamaged and accompanied by the original cash receipt. NO refunds or exchanges are allowed on merchandise governed by the state Federal Health Law Restrictions.

**Sale Merchandise** is refunded if returned within 24 Hours of purchase and is accompanied by the original cash receipt. ALL merchandise sold as clearance is AS IS and cannot be refunded.

The NHSC Book store makes every effort to assure you of the highest possible payment for your used textbooks. Our Book Buy Back payment is governed by the wholesale value of the text book 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 50% of the Bookstore purchase price. All books sold as packages and that contain CD's are NOT RETURNABLE. You will be required to present your college Identification card.

### **Book Buy Back**

**Please Bring Books to Book Store During Finals Week.**

All Bookstore transactions go through Student Accounts. If a student has a balance on his/her account, all Book Buy Back Check will be placed on the student bill. If a student has no bill, the student’s Book Buy Back Check will be processed thru Accounts payable. If a student has an outstanding balance, the student’s invoice will the remaining balance will be mailed. Book Buy Back Checks will be posted two weeks prior finals week.

**Accreditation/Program Eligibility Requirements**

The Nueta Hidatsa Sahnish College was granted accreditation on February 12, 1988, by the Higher Learning Commission (HLC). On February 20, 2018, the HLC reaffirmed NHSC’s accreditation, requiring a monitoring report on December 1, 2019 and with the next Reaffirmation of Accreditation in 2027-28

**Teacher Education**

**Admission Policy**

- Prior to admission to the teacher education baccalaureate degree program candidates will be assessed on the following points:

**Criteria for the Admission to B.S. in Elementary Education Program**

The student who intends to pursue a program in teacher education must apply to the Teacher Education Department and be approved for admission into the program. An applicant must meet the following criteria to be considered for admission:

1. A minimum cumulative grade point average of 2.50
2. Satisfactory academic performance in ENG 110, ENG 120 and COMM 110
3. Academic performance of C or better in MATH 103 – College Algebra (an A or B grade, if completing a B.S. in Elementary Education with an Endorsement in Middle School Math)
4. Successful completion of the Praxis I exam, known as the Core Academic Skills for Educators, with a satisfactory score required by the state of North Dakota. Candidates can be admitted provisionally with notification in writing that Praxis I needs to be completed by the beginning of their junior year and with the understanding that they must successfully complete EDU 235 Praxis I Preparation (1 credit).

**Required Tests**

	<b>Core Skills Test Code</b>	<b>Qualifying Score</b>
<b>Reading</b>	5712	156
<b>Writing</b>	5722	160
<b>Math</b>	5732	150

**Core Academic Skills:** Applicants must meet individual qualifying scores in Reading, Writing, and Math or meet qualifying scores on 2 of the tests and have a composite score of 466.

Retakes can be completed once every 21 days.

5. Written recommendations from three professionals
6. Essay on why the student would like to enter the teacher education program

7. Work in progress on the electronic portfolio
8. Professional resume'
9. Demonstrate a commitment to the learning community model
10. Agree to fulfill service to education or a related field on Fort Berthold, upon graduation
11. Exhibit suitable character necessary to teach

The Teacher Education Department and a committee consisting of faculty and staff will interview the applicant, review the documentation, and make a recommendation. If the applicant is denied admission due to a condition that can be corrected, the applicant may reapply when the deficiency is removed, or may be put on interim probation.

### **Continuance in B.S. in Elementary Education**

In order to continue in the teacher education program, the candidate must:

1. Maintain a minimum cumulative grade point average of 3.0 and earn a grade of a B or better in courses taken after admission to the program.
2. Exhibit suitable character and evidence of good conduct, physical and mental health.
3. Continue to obtain satisfactory recommendations from faculty, staff, and field experience supervisors.
4. Prepare to pass the Praxis II exams with a satisfactory score required by the state of North Dakota for Principles of Learning and Teaching and Curriculum, Instruction and Assessment, Grades 1-6.

If requirements are not maintained, the Teacher Education Department and a committee consisting of faculty and staff may recommend probation or suspension from the program. Any such action would be reflected in a letter from the Teacher Education Department to the candidate.

### **Student Teaching**

Student teaching is the concluding experience of the Teacher Education Program at Nueta Hidatsa Sahnish College. It is completed during the candidate's final semester and requires at least 16 full-time consecutive weeks. During this time, candidates apply what they have learned through their college course work and field experiences. Student teaching allows the pre-service teachers a time to plan and carry out lessons that follow our four core merits: culture, constructivism, comprehension and CREDE. They also use a variety of assessment techniques to determine suitability of the lessons, success of instruction and understanding of their own students. During this time, it is expected that the pre-service teachers will experience and learn additional decision making skills, instructional approaches, classroom management courses of action, and general competence.

### **Criteria for Admission to Student Teaching**

A candidate must meet the following criteria to be considered for admission to student teaching:

1. Senior standing or equivalent with a minimum cumulative grade point average of 3.0 or better since admission to the teacher education program.
2. Maintain excellent attendance in classes and field experiences.
3. Successful completion of the Praxis I and Praxis II exams as per qualifying state scores.
4. Continued satisfactory performance on all criteria for admission and retention in the teacher education program.



5. Completion of the professional education sequence before student teaching. The Teacher Education Department in consultation with a committee of faculty and staff may make exceptions to this criterion if circumstances warrant.
6. Submission of student teaching application to the Teacher Education Department during the semester preceding student teaching.
7. A criminal background investigation including the Bureau of Criminal Investigation and Federal Bureau of Investigation must be completed prior to student teaching.
8. During student teaching, students will not be allowed to take more than three semester hours of credit during the 16 weeks of student teaching without approval from the Teacher Education Department. Classes cannot be taken during the daily full time student teaching assignment block.

Nueta Hidatsa Sahnish College reserves the right to have the candidates meet additional requirements that may be established by the Teacher Education Department.

#### **Criteria for Graduation and Licensure Recommendation**

The Teacher Education Department makes the recommendation for graduation and teacher licensure. In order to graduate and be endorsed for licensure, a candidate must meet the following requirements:

1. Cumulative grade point average of 3.0 or better since admission to the Teacher Education Program.
2. Completion of all program requirements, as defined by the Teacher Education Department.
3. Successful student teaching experience.
4. Successful completion and presentation of an electronic portfolio.
5. Successful completion of Praxis I, Praxis II, and all ND licensure requirements.

The Registrar sends the application to the North Dakota Education Standards and Practices Board (ESPB) for issuance of a teaching license.

- Academic Performance: Candidates apply for the program during the spring of their sophomore year. At this point in their academic career, they are expected to already have taken approximately 70 credits including Introduction to Education, Pre-professional Experience, and Classroom Management. Applicants will be expected to have a cumulative GPA of 2.50 at this point, with a C or better in all courses, except for college algebra in which they are required to have a B or better.
- Academic Commitment: Nueta Hidatsa Sahnish College instructors are required to enter attendance into the college data system for every class period. The Data Manager collects and evaluates this information for the purpose of retention and assessment. Candidates applying to the program will have their attendance scrutinized as a measure to their commitment to education.
- Teacher Potential and Interest: At this point in a candidate's academic career, it should be clear whether he/she has the aptitude to be an elementary teacher, in part due to the pre-professional experience course. Part of the application process into the program includes viewing and assessing the candidate's e-portfolio, in which reflection is an important piece. The majority of the e-portfolio is completed during student teaching, but there are important

reflections on growing as a teacher that should be in place by the end of the second year of the candidate's education. The e-portfolio will be assessed by the Teacher Education Department using a rubric that objectifies items such as completeness, passion for teaching, North Dakota state standards, and four core merits. Essays and an interview will also be used to measure a candidate's teacher potential and interest. Admittance to the program will be a decision made by a committee made up of administrators, faculty, and staff.

- Admission to the Teacher Education Cohort/Learning Community: The candidate who intends to pursue a program in teacher education must apply to the Teacher Education Department and be approved for admission into the program. A candidate must meet the following criteria to be considered for admission:
  - A minimum cumulative grade point average of 2.50
  - Satisfactory performance in ENG 110, ENG 120 and COM 110
  - Academic performance of an A or B grade in Math 103 – College Algebra
  - Written recommendations from three professionals
  - Essay on why the candidate would like to enter the Teacher Education Program
  - Work in progress on the electronic portfolio
  - Professional resume
  - Demonstrate a commitment to the learning community model
  - Agree to fulfill service to education or a related field on Fort Berthold upon graduation
  - Exhibit suitable character necessary to teach

The Teacher Education Department and a committee consisting of administrators, faculty, and staff will review the documentation and make a recommendation. If the applicant is denied admission due to a condition that can be corrected, the applicant may reapply when the deficiency is removed, or may be put on interim probation.

#### *Continuance in Teacher Education Program*

In order to continue in the Teacher Education Program, the candidate must:

- Maintain a minimum cumulative grade point average of 3.0 and earn a grade of a C or better on credits taken after admission to the Teacher Education Program.
- Exhibit suitable character and evidence of good conduct, physical and mental health.
- Continue to obtain satisfactory recommendations from faculty, staff, and field experience supervisors.
- Pass the Praxis I exam with a satisfactory score required by the state of North Dakota: a composite score of 516 based on the Current Qualifying Scaled Scores for PPST Reading, Writing, and Mathematics, provided the candidate has met the passing score currently in place for two of the three tests.

If requirements are not maintained, the Teacher Education Department and a committee consisting of faculty and staff may recommend probation or suspension from the program. Any such action would be reflected in a letter from the Teacher Education Department to the candidate.

### *Attendance Requirements*

Teaching is an inspiring career and also a very demanding one. One must be committed to the ideals and be scrupulous in following school regulations such as punctuality and preparedness. These indicators foretell how well candidates are prepared for the rigorous schedules that are a hallmark of the education profession.

The NHSC Teacher Education Program has a 95% attendance rate policy. This means that candidates cannot have more than 1.5 unexcused absences per class per 15-week semester. If you know ahead of time that you will miss class, you **MUST** contact the instructor **BEFORE CLASS**. Failure to do so will result in an unexcused absence. The following are the consequences for breaches in the attendance policy:

- One (1) unexcused absence in a class during a 15 week semester will result in a verbal or written warning from the instructor or from the Director of Teacher Education.
- Two (2) unexcused absences in a class during a 15 week semester will result in a written warning and a loss of stipend for the next month.
- Three (3) or more unexcused absences in a class during a 15 week semester will result in loss of all financial support from the *Mada Maagarishtauo Awa Hee Aadsa Maa Aru Maa Giguckiigash* (The ones that teach our children how everything on this earth works) program. Candidates may still be in the Teacher Education Program, but will no longer be financially supported.
- Two (2) excused absences will be counted as one (1) unexcused absence.
- Two (2) unexcused tardies will be counted as one (1) unexcused absence.
- Two (2) excused tardies will be counted as one (1) excused absence.
- In order to avoid unexcused absences, it is up to the candidate to notify their *instructor before class*. Every instructor has an email account and a telephone number on the class syllabus where he/she can be reached, so this cannot be used as justification.
- In case of financial dismissal from the program, candidates may be allowed to complete the semester of courses without the monthly stipend only, or may be asked to repay the tuition, fees, and books to the Teacher Education Department for the semester.

### *Discipline*

See **NHSC Student Handbook** at [www.nhsc.edu](http://www.nhsc.edu)

### *Probation/Suspension*

The Nueta Hidatsa Sahnish Teacher Education Program has a responsibility to the communities it serves to graduate reliable, ethical, and highly qualified teachers.

- Academic Probation: Academic probation in the Teacher Education Program can result from two different scenarios:
  - Candidates do not maintain a minimum GPA of 3.0 on credits taken after admission to the Teacher Education Program. In this case, candidates will be given one semester to raise their GPA to the required 3.0 level.
  - Candidates get below a C in a required course. In this case, the candidate will have to retake the course in order to remain in the cohort. The course may not be offered the following semester, so the candidate will remain on academic probation until the course is successfully completed.

In either case, candidates will receive a written notice of academic probation status and removal from academic probation status.

- Suspension: Academic suspension from the Teacher Education Program will result if a candidate fails to raise their GPA to the required level the following semester OR fails to pass the required course with a C or better after the second attempt.

### *Grievance Policy*

Candidate grievances concerning grades or suspension may be appealed if the candidate feels he/she has valid reasons for appeal.

- Unsatisfactory Grade Appeal:
  - A candidate, who believes an unsatisfactory final grade does not represent fairly the quality of work done, may appeal, in writing, the grade to the instructor no later than three weeks after the end of the semester in which the grade occurred.
  - The instructor may uphold or deny the appeal and must respond to the candidate in writing within 72 hours. It is up to the candidate to ensure that the instructor receives the appeal in hand in order to get a response in 72 hours.
  - If the appeal to the instructor does not resolve the issue, the candidate may appeal to the Director of Teacher Education. Such an appeal must be made within five work days of the instructor's reply to the appeal.
- Suspension Appeal:
  - If a candidate is suspended from the program for reasons other than failing grades and wishes to appeal, she/he can follow the Student Grievance Policy found in the NHSC Academic Catalog/Student Handbook. This may be found at: [www.nhsc.edu](http://www.nhsc.edu)

### *Failure/Withdrawal/Readmission*

- Candidates who fail to meet progression requirements will be allowed to repeat education courses one time only.
- Candidates who withdraw and have a passing average in all education courses may request readmission at the next term the courses are offered. He/She will be readmitted.
- Candidates who leave the program for any reason and are requesting readmission for the following year will be required to send a letter to the Director of Teacher Education. Each request for readmission will be evaluated on an individual basis by the Director of Teacher Education.
- Candidates who withdraw from or fail education courses twice, or have any combination of failures/withdrawals twice, will not be readmitted to the program for the third time.

### *Procedure:*

- A formal, written request for readmission must be made:  
The candidate must notify the Director of Teacher Education, **IN WRITING**, of her/his desire to re-enter the program; the letter needs to address the previous reason for discontinuance.

- The candidate will have a minimum GPA of 3.0 in all courses taken after admittance to the program.
- The candidate must have a personal interview with the Director of Teacher Education.
- Each candidate will be permitted only one re-admittance to the Teacher Education Program.

#### Dissemination of Accreditation Documents

Nueta Hidatsa Sahnish College is accredited by the Higher Learning Commission. The most recent accreditation information and documents can be found at [www.hlcommission.org](http://www.hlcommission.org) or by clicking on the link on our homepage, [www.nhsc.edu](http://www.nhsc.edu).

Our Teacher Education Department is accredited by the North Dakota Education Standards and Practices Board. The most recent accreditation information can be found at [http://www.hlcommission.org/index.php?option=com\\_directory&Itemid=&Action=ShowBasic&instid=1164](http://www.hlcommission.org/index.php?option=com_directory&Itemid=&Action=ShowBasic&instid=1164).

#### Vaccination Policy

Nueta Hidatsa Sahnish College does not require students to submit vaccination records to complete their enrollment.

#### Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at no less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at:

[www.copyright.gov](http://www.copyright.gov) .

#### Gainful Employment Disclosure

According to The Federal Student Aid Handbook, Chapter 6, Higher Education Institutions are required to provide students with information pertaining to gainful employment programs. Gainful employment (GE) programs are usually referred to as certificate programs or programs specifically designed to prepare students for gainful employment in recognized occupations.

Programs included are:

- Programs that use Title IV Funds
- Non-Degree Programs

- Programs two years in length with the possibility of transferring
    - If it is solely a transferable program, is it **not** a gainful employment program
- Nueta Hidatsa Sahnish College is also required by law to include information regarding:

- Occupation
- On-time graduation rates
- Tuition and Fees, Books and Supplies, and room and board
- Placement rates for completers

### Persistence, Retention, & Completion (PeRC) Rates

Year	Fall Enrollment(FA)	Spring Enrollment	Returning (Fall to Spring)	Persistence Rate	Retention	Completion(Total Awards)
2013-2014	179	189	84	47%	39%	40
2014-2015	168	205	102	61%	42%	29
2015-2016	233	215	128	55%	38%	34
2016-2017	273	246	154	56%	43%	20
2017-2018	228	195	121	53%	TBD	24

Year to Year	Total Enrollment in Fall (1 <sup>ST</sup> Fall)	Returning in (Fall to Fall)	Graduate in SP (never returned for any other degree)	Non Degree-seeking	Retention Rate
2013-2014	179	58	22	8	39%
2014-2015	168	57	20	12	42%
2015-2016	233	73	15	25	38%
2016-2017	273	102	9	26	43%

<sup>+</sup>Retention – Students enrolled in Fall who are returning the following Academic year, Fall semester

# Graduation

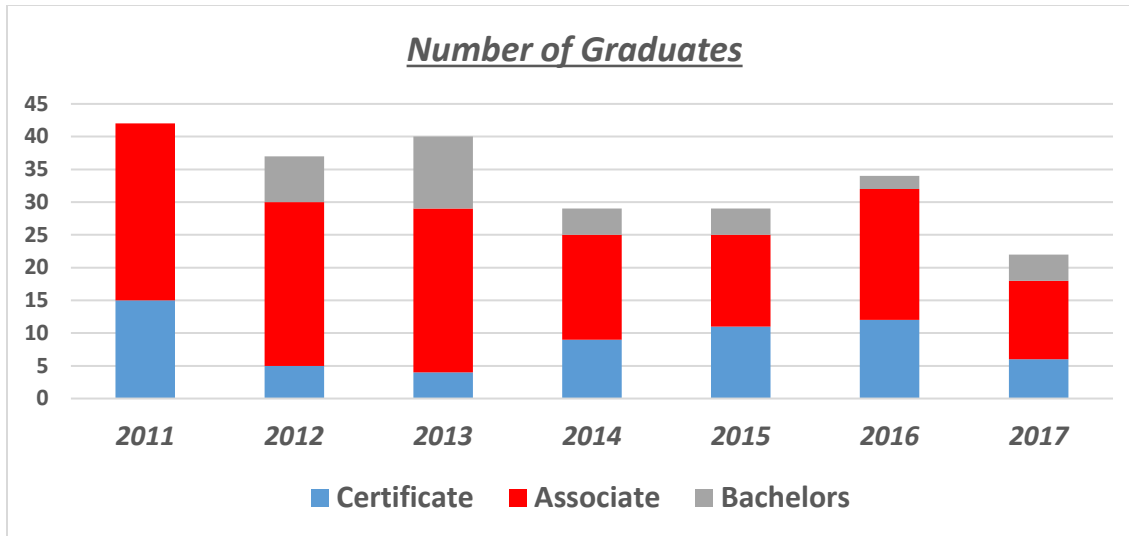
Evidence of Completion for the past academic years can be noted in the table below:

	<b>Certificate</b>	<b>Associate</b>	<b>Bachelors</b>	<b>Total</b>
Spring 2011	15	27	NONE	42
Spring 2012	5	25	7	37
Spring 2013	4	25	11	40
Spring 2014	9	16	4	29
Spring 2015	11	14	4	29
Spring 2016	12	20	2	34
Spring 2017	6	11	3	20

*The overall persistence rate for the past 7 academic years are represented in the table below:*

<b>Year</b>	<b>Fall Enrollment (FA)</b>	<b>Spring Enrollment (SP)</b>	<b>Returning (RE) (from FA to SP)</b>	<b>Persistence<sup>+</sup> Rate <math>\left(\frac{RE}{FA}\right)</math></b>
2011 - 2012	218	208	121	56%
2012 - 2013	211	219	129	61%
2013 - 2014	179	189	84	47%
2014 - 2015	168	205	102	61%
2015 - 2016	233	215	128	55%
2016 - 2017	273	246	154	56%
2017 - 2018	229	195	121	53%

<sup>+</sup>Persistence – Students enrolled in Fall who are returning the following Spring semester



#### Student Body Diversity

Ethnicity	Gender	
	2012	2013
White	7%	6%
Black/ African American	0%	0%
Hispanic	5%	6%
Asian/ Pacific Islander	0%	0%
American Indian/ Alaskan Native	82%	81%
Unknown	0%	0%
Nonresident Alien	0%	0%
Two or more races	7%	5%

	Gender	
	Female	Male
2005-2006	59%	41%
2006-2007	65%	35%
2007-2008	68%	32%
2008-2009	67%	33%
2009-2010	69%	31%
2010-2011	72%	28%
2011-2012	70%	30%
2012-2013	71%	29%
2014-2015		
2015-2016		

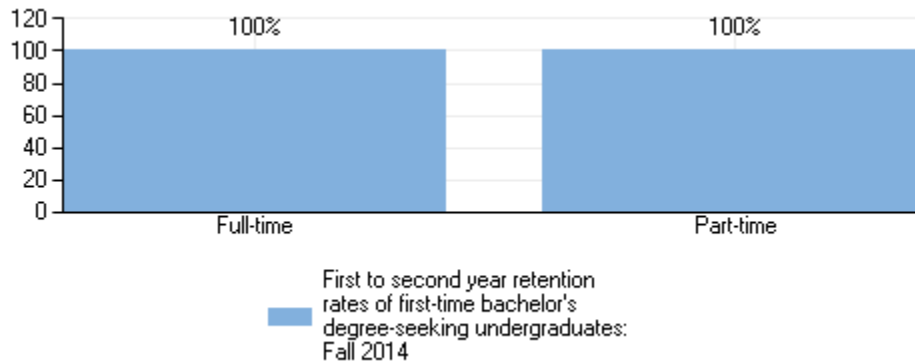
#### Graduation Rates

Graduation Rates by Race/ Ethnicity									
	2005	2006	2007	2008	2009	2010	2011	2012	2013
White	100%	20%	20%	67%	9%	N/A	N/A	N/A	N/A
Black/ African American	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
Hispanic	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
Asian/ Pacific Islander	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
American Indian/ Alaskan Native	58%	66%	66%	43%	57%	N/A	N/A	N/A	N/A
Unknown	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
Nonresident Alien	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
Two or more races	0%	0%	0%	0%	0%	N/A	N/A	N/A	N/A
<b>Overall</b>	<b>63%</b>	<b>65%</b>	<b>65%</b>	<b>45%</b>	<b>57%</b>	<b>16%</b>	<b>13%</b>	<b>11%</b>	<b>9%</b>



## IPEDS RETENTION AND GRADUATION RATE

### First to second year retention rates of first-time bachelor's degree-seeking undergraduates: Fall 2014



The graph above shows a retention rate for student who enrolled as bachelors students in the 2013 cohort year. Only one full time student enrolled in a 4-year degree and returned in the fall 2014. Hence the retention is 100%. In the vein, only one part time student enrolled in a 4-year degree and returned in the fall 2014, therefore 100% retention.

### Placement Rates for Graduates

#### Facilities and Services Available to Students with Disabilities

#### Academic Program (Educational Program, Instructional Facilities, and Faculty)

Each school must make available to prospective and enrolled students information about the academic program of the school, including:

- Current degree programs and other educational and training programs
- Instructional, laboratory, and other physical plant facilities that relate to the academic program
- Faculty and other instructional personnel

Any plans by the school for improving the academic program [upon determination by the school that such a plan exists]

### Consumer Information on College Navigator Website

A link to following is on our NHSC website:

- Student activities offered by the school
- Services offered by the school for individuals with disabilities
- Career and placement services offered to students during and after enrollment

### Transfer Courses and Credits

Students who have attended college elsewhere must notify Nueta Hidatsa Sahnish College of all previous enrollments. Students are required to have all official transcripts sent to the Registrar, upon admission into NHSC.

Courses taken at another institution will be evaluated by program directors and/or academic advisors for possible transfer credit. To be transferred the coursework must meet the following criteria:

- Course was earned at an accredited institution
- It is college-level coursework (minimum of 100-level)
- The student received at least a C in the course
- The coursework is documented on an official transcript sent to the NHSC Registrar from the Institution at which the coursework was completed
- The completed course has sufficiently equivalent content to the course required by NHSC

A student's academic advisor will determine which credits satisfy specific curriculum requirements within the student's degree plan. This process may require more information on the course content (course descriptions, syllabi, etc.) when obtainable.

The advisor will record the transferred courses and the number of credits transferred on the Transfer Course Form (Appendix 7), make the appropriate notations on the student's degree plan, and then provide this information to the Registrar. Only courses documented on an official transcript will be evaluated.

Transfer credits that apply to the student's degree plan will be used to calculate their overall GPA. If a student changes degree plans, the credits for the previous degree plan will continue to be used to calculate GPA.

NHSC follows the North Dakota University System (NDUS) General Education Requirements Transfer Agreement (GERTA) that was established by the State Board of Higher Education to ease student transfers within the system. Although subject to review by the board, the policies at this time are as follows:

*If students completed the lower-division general education course requirements (36 credits or more) at one of the NDUS institutions and transfer to another NDUS institution, then the lower-division general education requirements will have been met.*

### [Voter Registration Forms](#)

Voter registration forms will be available in the library.

### [Constitution Day](#)

NHSC participates annually in recognition of Constitution Day, held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

## Zero Tolerance Violence Policy/Zero Tolerance Enforcement/Campus Violence Prevention Measures

Our NHSC Director of Safety and Security is committed to providing protection and safety for students, faculty staff, visitors and our college campus. Please see the Emergency Procedures chart in the Appendix for more information.

### Code of Conduct

No student or visitors shall use, manufacture, sell, give away, barter, exchange or distribute alcohol, a controlled substance or drug paraphernalia.

No student or visitors shall commit theft of or defacing or otherwise injuring in any way property, real or personal, belonging to NHSC or to its students, faculty, and staff.

No student or visitors shall commit forgery, alteration or misuse of NHSC documents, records or identification or knowingly furnish false information to the college.

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

No student or visitors shall commit unauthorized entry into, unauthorized use of, or misuse of college property to include NHSC owned vehicles.

No student or visitors 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 visitors 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 visitors shall commit any act of stalking

Students at NHSC 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 NHSC 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 Policy](#)

The Nueta Hidatsa Sahnish College (NHSC) will promote an environment free from threats and acts of violence, whether perceived or real. NHSC 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 NHSC and the responsibility of its employees, students, and visitors to maintain a campus free from threats, verbal abuse, riots, inciting riots and any act 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 NHSC includes these items:

1. NHSC will respond promptly to any acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.
2. NHSC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
3. NHSC 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. NHSC will take strong disciplinary action, up to and including discharge expulsion.
5. NHSC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
6. NHSC 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. NHSC will work to prevent and eliminate acts of campus related violence.

#### [ZERO TOLERANCE ENFORCEMENT](#)

Administrators, staff 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 Nueta Hidatsa Sahnish College's Security Department and the Student Services 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 the NHSC Security Director, any NHSC staff member and to the Police. The Campus Security personnel and/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 and visitors report incidents of safety and security to the NHSC Security Director and/or Campus Security personnel
- Employees report incidents to NHSC Security Director and/or Campus Security personnel and to their immediate supervisor and/or to the Human Resource Director.

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 Security Department.

A copy will be given to each new employee and each student. A copy will also be accessible from the college website.

## REGISTERED SEX OFFENDER POLICY

To protect your rights and the rights of others and to increase the safety and welfare of the students, faculty, and staff of Nueta Hidatsa Sahnish College, convicted and/or registered sex offenders will not be allowed to enroll in any NHSC courses, will not be allowed on any NHSC property or at any NHSC sponsored even, will not be allowed to work for NHSC, and will not be allowed to live in NHSC housing.

A hard copy of the Registered Sex Offenders located on the Fort Berthold Indian Reservation will be kept at the receptionist desk of each NHSC building to be used as a reference guide and identification.

If a Registered Sex Offender is identified, Campus Security is to be notified so the situation can be dealt with immediately.

For more information about current state requirements, please go to <http://www.ndsexoffender.com/> for North Dakota information; and <http://www.sexcriminals.com/megans-law/us/south-dakota/> for South Dakota information.  
*\*<http://www.nsopw.gov/Core/PublicRegistrySites.aspx>*

## Campus Security & Sexual Assault Policy

### Title IX and Campus Security

NHSC has a department of Security, which maintains a safe and secure campus for students, faculty, staff and visitors in compliance with Title IX and federal legislation.

Title IX of the Education Amendments of 1972 states:

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

The Security Director meets monthly with a Campus Emergency Response Team (CERT) comprised of students, faculty and staff and also with a community-based emergency response team to plan and address the needs of safety and security on campus and in the nearby community.

The “Clery Act” (H.R.3344, S.1925, S.1930) was introduced in Congress on September 6<sup>th</sup>, 1989, and was signed in to law on November 8, 1990 by President George Bush as Title 2 of the “Student Right-To-Know and Campus Security Act.” The bill was named for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986.

In compliance with the law, and enforced by the Department of Education, NJHSC security annually prepares the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act. The publication is available in paper form at Maintenance/Security Office and Student Services as well as posted on the college website at

### Campus Security/Annual Security Report/Fire Safety

Please see our Annual Security Report/Fire Report posted on our website at [www.nhsc.edu](http://www.nhsc.edu) .  
<http://nhsc.edu/wp-content/uploads/2015/09/NHSC-ASR-2015-2.pdf>

A daily crime log is also maintained and is available for public review at the Security Desk found in the main lobby. Students are urged to contact security to report any crime that occurs on the NHSC campus and to complete an incident report found under security on the NHSC website.

### Drug Free Schools and Communities Act Information

Nueta Hidatsa Sahnish 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 NHSC 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 NHSC vehicle (owned or rented).

#### Legal Sanctions Against Drugs and Alcohol

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. Nueta Hidatsa Sahnish 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.

In addition, students convicted of the possession or sale of drugs can disqualify for Federal Student Aid (FSA) funds.

#### Drug and Alcohol Abuse Prevention Program

Please see policy posted on our website at [www.nhsc.edu](http://www.nhsc.edu) .

#### Fire Safety/Fire Drills

At NHSC, 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, NHSC 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 once a month.
- 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 in the Maintenance office.
- 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.

For a more in depth description of NHSC's steps to promote fire awareness and safety, please see our CERT Handbook.

#### 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.

#### Sexual Assault Policy

The Nueta Hidatsa Sahnish College Sexual Assault Policy is designed to specifically address the federal government's Title IX and "the public well-being" of the NHSC student.

To meet this dimension of NHSC'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, NHSC is committed to the following threefold process:

- a) To provide crisis intervention measures and a campus judicial response for the reporter and the respondent;
- b) To refer students to criminal authorities; and
- c) To educate and promote discussion on interpersonal abuse and violence issues. NHSC'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 of 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

NHSC attempts to foster a safe learning environment on campus for all members of the NHSC community. To accomplish this, NHSC 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, NHSC discipline system, academic schedules, living arrangement, etc.), and the campus response to sexual assault. NHSC continually reviews and modifies its physical surrounding to enhance security and safety such as campus lighting, locking procedures, signage, etc.

## **Response**

NHSC'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 reporter is the person pursuing a complaint. The reporter 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 reporter 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, trusted faculty or staff member, security, 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) by completing an incident report form
- 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 NHSC 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". NHSC

Administrative Referrals: The reporter who chooses to contact an NHSC representative (or an NHSC representative who may have been notified by other means) has the following options:

- Medical facility
- NHSC Security/T.A.T. Tribal Police Dept. (investigative criminal complaint)
- Vice President of Student Services Office or NHSC Security for investigation of complaint and possible administrative and judicial action
- Contact with family and friends
- Follow-up counseling with NHSC 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 reporter is encouraged to seek medical attention. A medical exam will treat physical problems and may answer other medical issues.

2. The reporter is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way. The reporter is encouraged to preserve the evidence should a report be filed. A report to the police can empower the reporter by exercising her/his legal rights and can aid in the protection of others.
3. If the reporter wants to report the assault to the campus Security, an Advocate or NHSC Counselor will be notified for immediate emergency assistance. An Advocate or the NHSC counselor could be available to offer support to the reporter who may be experiencing possible conflicting feeling and thoughts and will aid the reporter in developing options.
4. The reporter and the respondent may seek assistance at any time from the NHSC Counselor or Advocate.
5. If the reporter 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 reporter to file charges and prosecute the respondent; however, it does aid in the preservation of valuable evidence if the reporter decides to prosecute at a later date.
6. At any time, the reporter may contact any of the referral agencies previously mentioned for help.

The reporter 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 reporter has the option to file a police report. The police will then advise the reporter of the legal process. The reporter may also be encouraged to seek assistance from the NHSC Counselor and/or the T.A.T. Domestic Violence Program.
- b) If the reporter does not choose to fill a report, the reporter may still file an administrative (judicial) complaint through the Vice President of Student Services Office, as well as seeking support from NHSC 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 reporter and the respondent will be notified of investigation and/or hearing results.
- e) If a faculty or staff member is involved, the NHSC President's Office may handle the incident.

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

- Reassign parking (NHSC Security Dept.)
- Can be assigned a Counselor. (Advocate)
- Escort Services (NHSC Security Dept.)
- Assistance in receiving a protection order (Advocate & TAT Tribal Court)
- Alter academic schedule (Vice President of Student Services Office)
- Withdrawal from NHSC (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.

### **Violence Against Women Act (VAWA)**

NHSC recognizes VAWA Reauthorization 2013 and makes every effort to protect women on campus and to investigate crimes against women on 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 NHSC 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

Nueta Hidatsa Sahnish 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 NHSC functions away from the campus.

#### **Weapons/Firearms Policy**

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

#### *CONCERN, APPEAL, COMPLAINT, OR GRIEVANCE*

Student Affairs Committee (SAC)

#### **Purpose**

The purpose of Student Affairs Committee is to promote student success by formally addressing student concerns.

#### **Student Affairs Committee**

The Student Affairs Committee consists of 8 members (or appointed designees, when necessary) and the Vice President of Student Services, who will serve as chair and vote in the case of a tie.

The committee will meet, as needed, with representation convening based on the relevance to the situations presented in the written letter or form.

- VP of Academics
- VP of Student Services
- VP of Campus Services
- Registrar
- Student Accounts
- Faculty member and/or department directly involved in matter
- Student Development/Retention Counselor
- Financial Aid Director

#### **Student Affairs Committee 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 NHSC policy and procedure. The three departments that encompass student concerns are:

- Academics
- Student Services
- Campus Services

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.

Procedural categories for addressing student concerns are as follows:

- Bill Disputation
- Emergency Funds
- Grade Forgiveness
- Student Appeal
- Student Complaint/Grievance
- Student Conduct

Student Affairs Committee proceedings encompass programs and services that affect student life from the time of the student's admission to NHSC through the student's program completion.

### Procedures for Filing a Complaint /Grievance

1. After the student has met informally with the appropriate faculty, staff, and/or student(s) to resolve the concern, and the issue has not been resolved, the student will meet with his or her advisor and the Vice President of Academics, if necessary, if the issue is related to academics. If the issue is related to campus services, the student will meet with the Vice President of Campus Services. If the issue is related to student services, the student will meet with the Vice President of Student Services.
2. Then, if the issue is still not resolved, the student then writes a letter to the appropriate Vice President (VP):
  - VP of Academics
  - VP of Student Services
  - VP of Campus Services

If necessary, the VP to whom the letter is written then meets with the Vice President of Student Services, who serves on behalf of the Student Affairs Committee, describing the situation in detail. ***(In the case of student appeals***

***or complaints, the student will complete and submit the Student Appeal and Complaint Form found in the Appendix and on the college's website.)***

3. When circumstances involve a physician, counselor, employer, etc. instruct the student to ask that professional to write a letter of supporting for the student. This letter needs to be on official letterhead and submitted along with the student letter.
4. The Vice President of Student Services then calls a meeting and presents the student's concerns and documentation of the issue, as well as attendance, GPA, billing, and student success data and information, to the Student Affairs Committee.
5. The student will also be notified of the meeting date and time, and is permitted to attend a portion of the meeting to state his or her concern.
6. The Student Affairs Committee will vote, regarding the concern. The Vice President of Student Services has the authority to break a tie.
7. The student will be notified in writing within 10 days of the decision made.
8. The President will be notified of the meeting and the outcome of the meeting.

#### Student Grievance Process & Outcomes

The following constitutes the Student Grievance Process at Nueta Hidatsa Sahnish College.

#### **Initiation of Complaint**

Any member of the NHSC 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, NHSC determines whether a hearing will occur.

In the case of student appeals or complaints, the student will complete and submit the Student Appeal and Complaint Form.

#### **1. Notification of the Respondent**

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.

#### **2. Preliminary Conference**

The complainant and respondent student will meet separately with the Vice President of Academics, the Vice President of Student Services, and the Vice-President of Campus Services 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.

#### **3. Informal Resolution Process**

In conjunction with the preliminary meeting, the Vice President of Student Services or Vice-President of Academics shall offer the respondent 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 respondent 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.

OR

#### **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. Respondent 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 respondent in writing.

#### **4. Disciplinary Outcomes**

When a student is found responsible for violation of Nueta Hidatsa Sahnish College policies, one or more of the following actions may be taken:

a. **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.

b. **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.

c. **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.

d. **Expulsion/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.

e. **Required Compliance**

Includes such activities as:

- i. carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College
- ii. restrictions of privileges
- iii. withholding of a formal academic transcript or degree for specified time
- iv. revocation of a degree
- v. denial of privileges of representing the College in extracurricular activities
- vi. loss of computer access through the College.

f. **Educational Assignments**

Mandatory educational activities such as workshops and writing assignments

- g. **Community Service** Assigned  
volunteer hours on-campus or in the community.
- h. **Confiscation**  
Confiscation of goods used or possessed in violation of College regulations.
- i. **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.

## Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

### STUDENT RECORDS AND FERPA

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

Nueta Hidatsa Sahnish College (NHSC) 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>).

In compliance with the Family Education Rights and Privacy Act of 1974, students who are or have been in attendance at Nueta Hidatsa Sahnish College have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provisions of the Act. Nueta Hidatsa Sahnish 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.

To obtain a more detailed outline of FERPA, please see a staff member in the Registrar’s Office. FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." However, an educational agency or institution may disclose educational records, or personally identifiable information from educational records, to a parent without the prior written consent of an eligible student if the student is claimed as a dependent for Federal income tax purposes by either parent; the disclosure is in connection with a health or safety emergency described in 34 CFR § 99.36; the disclosure is in regard to the student’s violation of a law or policy.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct



records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Disclosure "means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including, oral, written, or electronic means, to any party except that party identified as the party that provided or created the record." (34 CFR § 99.31) However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **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, NHSC 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 NHSC 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. Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish 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 NHSC***

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

#### **Veterans: Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members**

Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members

Potential students are provided the following information:

- A brief explanation\* about the education benefit programs offered by the Department of Veterans Affairs and Department of Defense.

NHSC does not offer loans to students. NHSC provides educational plans for all individuals using Federal military and veterans educational benefits that detail how those individuals will fulfill all the requirements necessary to graduate and the expected timeline of completion by disclosing general **degree requirements\*** for the service member, family members, and veteran's educational program (**education plan\***) to the member and his or her Service. These requirements, typically articulated in the institution's course catalog, should:

- Include the total number of credits needed for graduation.
- Divide the coursework students must complete in accordance with institutional academic policies into general education, required, and elective courses.
- Articulate any additional departmental or graduate academic requirements, such as satisfying institutional and major field grade point average requirements, a passing grade in any comprehensive exams, or completion of a thesis or dissertation.

In addition to providing degree requirements, the institution provides to service members, veterans, and their family members who have previous coursework from other accredited institutions and relevant military training and experiential learning an evaluated educational plan that indicates how many, if any, transfer credits it intends to award and how these transfer

credits will be applied toward the student's educational program. The **evaluated educational plan\*** will be provided within 60 days after the individual has selected a degree program and all required official transcripts have been received.

### 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 NHSC Student Development/Retention/Disabilities/Career Counselor or Vice President of Student Services, who can help with necessary accommodations and other services.