



# Nueta Hidatsa Sahnish College Student Handbook and Consumer Information 2022-2023

[www.nhsc.edu](http://www.nhsc.edu)

NHS College is accredited by the Higher Learning Commission. For information contact: [www.hlcommission.org](http://www.hlcommission.org)

## ACADEMIC REGULATIONS

The college has developed and implemented policies and procedures to guide the academic program. Each student is advised to read these policies. Detailed information about each policy and procedure can be found in the 2022-23 college bulletin. The bulletin is also available on the college's website.



*Office of the President  
P. O. Box 490 /301 College Drive  
New Town, ND 58763*

Dosha,

We are honored that you have chosen to pursue your Higher Education goals here with us at NHSC

The 2022-2023 NHSC Handbook for Students is designed to be a guide for you to use as you navigate your life and career as a student at Nueta Hidatsa Sahnish College. It is our desire that you take full advantage of the academic and social opportunities available to you at NHSC. In the NHSC Handbook for Students, you will find specific information on the many resources available to you as a student.



The NHSC Handbook for Students is designed to orient you with the requirements, academic and otherwise, that will make your time here a success. You will also find in the NHSC Handbook for Students the expectations that we have for you as an NHSC student. The standards we set forth are applicable to everyone who enters the NHSC campus.

The NHSC Handbook for Students begins with our NHSC vision - Nueta Hidatsa Sahnish College "Integrates dynamic, cultural principles to honor the past, for those living in the present and shaping the future." That is our commitment to you as an individual student, and as a member of our larger campus community.

My door will always be open to you. Please stop by my office to discuss anything that concerns you, or just to say hello and to let me know how your courses are going. From all of the NHSC faculty and staff, our hope is that you enjoy the 2022-2023 school year.

Maacigiraac!

Twyla Baker, PhD  
President  
(701) 627-8095  
tbaker@nhsc.edu

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*\*Please see the Bulletin for additional information.*

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## Section 1: ABOUT OUR COLLEGE

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### NHSC Mission, Vision, and Values

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#### Mission Statement

A unique educational community founded in culture and spirituality that nurtures holistic student success!

#### Vision

Integrates dynamic, cultural principles to honor the past, for those living in the present and shaping the future.

#### Values

Honesty—Respect—Responsibility—Tenacity—Curiosity—Innovation—Being a good relative

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### What Our Traditional Logo Means

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- Three ascending ravens, each representing one of the Three Affiliated Tribes, they are separate, yet share a common purpose - to build a life together on the Nueta Hidatsa Sahnish Reservation.
- The logo speaks of both the future and the past; the traditional dwellings of old and the new modern buildings of today.
- The Missouri River (now Lake Sakakawea) has always flowed in the lives of the Mandan, Hidatsa and Arikara people, strengthening the values, language and traditions.



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### Official Communication with Students:

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NHSC will use the student's NHSC email address for all official communications, such as (but not limited to the following):

- financial aid awards and disbursements
- academic advising
- academic standing



- billing
- registration
- student conduct and discipline decisions
- student travel approvals
- student organizations

Every attempt will be made to contact students, using their NHSC email address. It is the student's responsibility to check NHSC email often and provide phone number, address, and personal information updates to the registrar's office, academic advisors, faculty members, the business office, and all college departments related to the student's academic career.

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## Accreditation/Program Eligibility Requirements

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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.

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## Fall 2022 Academic Calendar

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<b>July 30<sup>th</sup></b>	<b>Last Day to Apply for Fall Admissions</b>
<b>August 10<sup>th</sup></b>	<b>Fall document deadline</b>
August 15-17	Onsite Registration for Fall Classes
August 17	Fall Registration Ends for all students
August 18-19	Psychology of Student Success New Students 9:00 am(mandatory)
August 22	First Full Day of class
August 26	Last day to add courses
August 31	Last day to drop a course without record
September 5	Labor Day-Holiday (No Classes)
September 10	Last day to Order Fall books
September 19	Enrollment Census date
September 23	Fall Graduation Applications due to Registrar
October 3	FAFSA Application opens for 2023-2024
October 3-7	Midterm Review Week
October 10	First Nations Day-Holiday (No Classes)
October 10-13	Midterm Week
October 14	Midterm grades due by 12:00 pm
<b>October 24</b>	<b>Online Registration for spring starts 2022-2023 (Current students)</b>
November 10	Last day to withdraw from term or drop with record
November 11	Veterans Day-Holiday (No Classes)
<b>November 15<sup>th</sup></b>	<b>Last day to apply for Spring Admissions</b>
November 23-25	Thanksgiving-Holiday (No Classes)
Nov. 28-Dec. 2nd	Final Review Week
December 5-8	Finals Week
December 9	Final grades due at 12:00 pm
<b>December 10<sup>th</sup></b>	<b>Document deadline for Spring 2022</b>
December 12-13	Early Spring Registration 9am-6pm
December 16	Fall Graduation Ceremony 10:00 am
December 19-Jan.2	Campus closed for Christmas Break (No Classes)

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## Spring 2022 Academic Calendar

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### SPRING 2023

January 3-4	Onsite Registration for Spring 2022-2023
January 4	Registration ends at 5:00 pm for all students
January 5-6	Psychology of Student Success New Students 9:00 am(mandatory)
January 9	First full day of classes
January 16	Martin Luther King Jr. Day-Holiday (No Classes)
January 14	Last day to add courses
January 19	Last day to drop a course without record
February 3	Enrollment Census date
February 6	Fall, Spring & Summer class schedule due to Registrar 2023
February 10	Spring Graduation Applications due
February 10	Incomplete for fall session due
February 20	All Chief's Day-Holiday (No Classes)
Feb. 27-March 3	Midterm Review Week
March 4-7	AIHEC Student Conference
March 6-9	Midterm Week
March 10	Midterm grades due by 12:00 pm
March 13-17	Spring Break (No Classes)
March 20	Summer online Registration opens 2023
March 20	Fall Online Registration opens 2023 (Current Students)
April 6	Last day to withdraw from term or drop without record
April 7-10	Easter Break (No Classes)
April 24-28	Final Review Week
<b>April 30<sup>th</sup></b>	<b>Last day to apply for Summer Admissions</b>
May 1-4	Finals Week
May 5	Final grades due at 12:00 pm
<b>May 10<sup>th</sup></b>	<b>Document deadline for Summer 2022</b>
May 12	Spring Graduation Ceremony at 10:00 am

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## Summer 2022 Academic Calendar

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<b>April 30<sup>th</sup></b>	<b>Last day to apply for Summer Admissions</b>
<b>May 10<sup>th</sup></b>	<b>Document deadline for Summer 2022</b>
May 22-23	Onsite Registration for Summer classes (New students)
May 25-26	Orientation for New Students 9:00 am/Hybrid
May 29	Memorial Day-Holiday (No Classes)
May 30	First full day of class
June 2	Last day to add courses or drop with record (Census Date)
June 19 <sup>th</sup>	Juneteenth (No Class) Holiday
June 30	Last Day of class
June 30	Final grades due by 12:00 pm
July 4	Independence Day-Holiday
<b>July 30<sup>th</sup></b>	<b>Last day to apply for Fall Admissions</b>

**\*\*Subject to Change**

## Student Services Department



**Mission:** NHSC Student Services is a proactive team of diverse professionals, maximizing holistic student success.

**Vision:** An innovative team preparing and guiding students for achievement while respecting cultural values and honoring history.

**Values:** Integrity   Respect   Responsiveness   Consistent   Compassionate   Advocacy

Student Services Staff	
Dr. Constance King Gottschall <b>Vice President of Student Services</b> 701-627-8015 <a href="mailto:cfrank@nhsc.edu">cfrank@nhsc.edu</a>	Carla Villamil <b>Student Success/Alumni/Veterans' Enrollment (SSAVE) Coordinator</b> 701-627-8064 <a href="mailto:cvillamil@nhsc.edu">cvillamil@nhsc.edu</a>
Jacquelyn Zeltinger <b>Financial Aid Director</b> 701-627-8031 <a href="mailto:jzelti@nhsc.edu">jzelti@nhsc.edu</a> or	Michelle Graham <b>Financial Aid Assistant</b> 701-627-8013 <a href="mailto:mgraham@nhsc.edu">mgraham@nhsc.edu</a> or
Lacey Gladue <b>Director of Admissions/Recruitment</b> 701-627-8049 <a href="mailto:lgladue@nhsc.edu">lgladue@nhsc.edu</a> or <a href="mailto:admissions@nhsc.edu">admissions@nhsc.edu</a>	Joey McLeod <b>Registrar</b> 701-627-8047 <a href="mailto:jmcleo@nhsc.edu">jmcleo@nhsc.edu</a> or <a href="mailto:registrar@nhsc.edu">registrar@nhsc.edu</a>
Nicole LaVallie <b>Administrative Assistant</b> 701-627-8077 <a href="mailto:nlavallie@nhsc.edu">nlavallie@nhsc.edu</a>	Randall (RJ) Morin <b>Storm Early College Coordinator (SECC)</b> 701-627-8078 <a href="mailto:rmorin@nhsc.edu">rmorin@nhsc.edu</a>
Amy Solis Matthews <b>Director of Learning &amp; Library Services</b> 701-627-8055 <a href="mailto:asolis@nhsc.edu">asolis@nhsc.edu</a>	Red Earth Demaray <b>Library Assistant</b> 701-627-8064 <a href="mailto:Redearth.demaray@nhsc.edu">Redearth.demaray@nhsc.edu</a>
Deanna Rainbow <b>Student Development/Retention/Disabilities/Career Counselor</b> 701-627-8036 <a href="mailto:drainb@nhsc.edu">drainb@nhsc.edu</a>	<b>Student Senate Advisors</b> *Amber Finley - 701-627-8087; <a href="mailto:afinle@nhsc.edu">afinle@nhsc.edu</a>
Cross-Campus Supports	
Sasha Sillitti <b>Student Accounts</b> 701-627-8060 <a href="mailto:ssillitti@nhsc.edu">ssillitti@nhsc.edu</a> or	Sidney Prospere <b>Human Resources</b> 701-627-8016 <a href="mailto:sprosp@nhsc.edu">sprosp@nhsc.edu</a>
Robert Rainbow <b>Vice President of Academics</b> 701-627-8082 <a href="mailto:rrainb@nhsc.edu">rrainb@nhsc.edu</a>	Dr. Jen Janecek-Hartman <b>Vice President of Campus Services</b> 701-627-8028 <a href="mailto:jjanec@nhsc.edu">jjanec@nhsc.edu</a>

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## Section 2: STUDENT RIGHTS, RESPONSIBILITY & SUCCESS

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NHSC is part of Project Success, which operates under Achieving the Dream (ATD). We benefit from conversations, trainings, and visits, a national effort to guide colleges committed to improving student outcomes through an institutional change process, to build data capacity, and to assure students achieve their goals for academic success and personal growth.

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### Student Rights

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Each NHSC student has and shall have protected (but not limited to) the following rights:

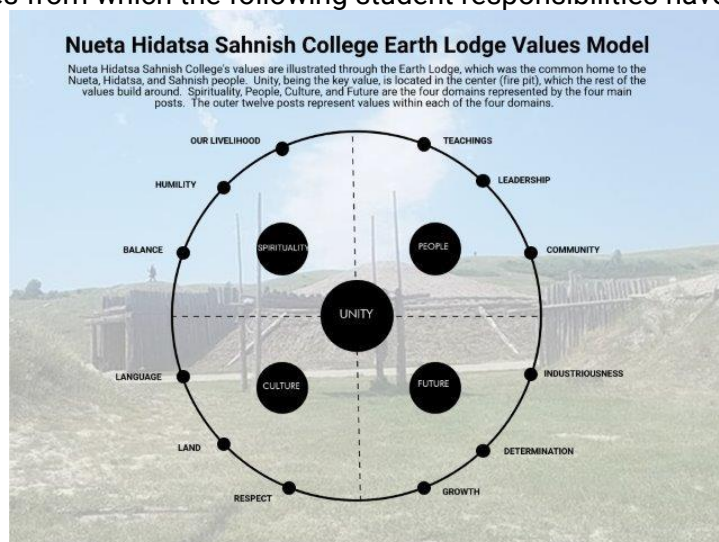
- A clean and safe educational environment, which allows learning and growth to take place.
- Participation in decisions and matters affecting their education and educational programs.
- Freedom of speech and expression. This includes symbolic expressions, such as in dress and length of hair, so long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

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### Student Responsibilities – NHSC Earth Lodge Values Model

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



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## Student Success

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**Student Success Definition:** Successful students at Nueta Hidatsa Sahnish College carry themselves well in their culture and project self-confidence. Successful NHSC students are motivated, disciplined, goal-oriented and financially literate. Successful NHSC students are effective communicators with success plans for their daily lives and futures. Degree completion to employment, one successful semester at a time.



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## Section 3: ADMISSIONS/BECOMING AN NHSC STUDENT

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### Admissions Policies

Nueta Hidatsa Sahnish College subscribes to an open door admissions policy, which means any United States (U.S.) citizen who provides documentation of as a graduate of an accredited high school or has his/her GED certificate may be admitted to NHSC. Admission to NHSC does not ensure admittance to any particular course of study. Additional requirements for admittance to particular programs must also be met. (Please see the annual bulletin for program requirements.)

- Each prospective student must complete an online application and create a payment plan with Student Accounts.
- It is the responsibility of the prospective student to ensure that all required documents are received by the Admissions Office:
  - Official high school/GED transcript
  - Official college transcript(s) (if you are transferring from another college to NHSC)
  - ID (driver's license, tribal ID, Identification Card)
  - Certificate of Indian Blood (CIB) if Native American
  - Social Security Card

- FERPA form
- FAFSA/Financial Aid - All degree-seeking students must complete a FAFSA as part of the admissions process.
- Students need to allow at least 72 hours after submitting an online application (not including weekends), before application is processed.
- Transfer students must submit an official copy of their transcript(s) from all previously attended college(s)/university(ies) to the NHSC Admission's Office to be fully accepted.
- Dual Credit students must complete the Dual Credit online application.
- Non-US citizens must provide documentation to verify that they are eligible non-citizens.
- Jay Treaty eligible students must provide a copy of their Canadian birth certificate and certification of at least 50% American Indian blood (CIB).

## Application and Document Deadlines:

- **Fall** - Application deadline – **July 30**. Documents are due **August 10**.
- **Spring** - Application deadline – **November 15**. Documents are due **December 10**.
- **Summer** - Application deadline – **April 30**. Documents are due **May 10**.

**Be a "10". Get all your documents in!**

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## Student Categories

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### Continuing Education Units (CEUs)

A student who is taking courses for CEUs and not for college credit. Continuing Education Units (CEUs) document and provide credit for professional development activities and are offered through workshops, institutes, and other training formats.

### Degree-Seeking

A student who is degree-seeking, declares a major, and completes coursework toward a particular degree plan, which typically qualifies for financial aid.

### Dual Credit

A student who is taking college classes while still in high school.

### Dual Enrollment

A student who is taking college classes while still in high school.

### First Time/First Year (FT/FY)

A student who has never attended a college or a university anywhere ever before.

### First Generation

A student who is the first person in their family to ever go to a college or to a university.

### Fully Accepted

Application and all documents/FAFSA have been received. Student **can** register for classes.

### Provisionally Accepted



Application has been received; documents and/or FAFSA still needed. Student **cannot** register for classes.

**Re-Admit**

A student who has attended NHSC at some point in the past, but has missed a consecutive semester.

**Non-Degree Seeking**

A student who does not declare a major and takes courses **not leading** to a certificate or degree, which typically does not qualify for financial aid.

**Stop-Out**

A student who withdraws from college temporarily for a period of time and re-enrolls at a later date, or does not ever return to complete schooling.

**Transfer**

A student who has attended another college or university and is now transferring to NHSC.

***\*Any student with a hold will not be able to register, until the hold is lifted. It is the student's responsibility to get the hold lifted.***

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**Section 4: Course Placement**

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**WorkKeys Test/Math & English Placement**

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**WorkKeys**

New students take the WorkKeys test during Orientation/Psychology 100. The WorkKeys test is designed to measure workplace skills that can affect job performance and helps determine career readiness.

**Math Placement**

Math instructors give students a pre-test of approximately 25 questions that covers questions from the beginning of algebra up through trigonometry (pre-algebra, intermediate algebra, college algebra and trigonometry), during their second math class.

Grading and recommendation for placement is done immediately after test completion, and is as follows:

- Students who successfully complete the first 10 questions are placed into Statway 1.
- If students are unable to successfully complete all 10, they are placed into Statway Fundamentals.
- Students who are able to successfully complete the first 20 questions are placed into College Algebra.
- Students who get an almost perfect or a perfect score are placed in Trigonometry.

**English Placement**

English Instructors use a variety of methods to evaluate students' knowledge and skills at the beginning of English courses. The Hawkes Learning Grammar mechanics and writing web test are used to assess students during the first week of class to determine areas of strengths and needs and to scaffold whatever is necessary to help students be successful.

Indefinite revision on papers until the end of the semester is used throughout the semester as an approach allows for students with varying levels of English competencies to grow or be challenged.

The Vice President of Academics and/or the Dean of Academics may also determine placement in Math or English courses, if necessary.

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## **Section 5: ACADEMIC ADVISING**

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### **Academic Advisor**

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Degree-seeking students are assigned an Academic Advisor via the Registrar's Office. It is the responsibility of the Academic Advisor to assist new and returning students with the review of their official transcript (obtained from the Admission's Office), establishment of their degree plan, selection of their courses, and other academic matters.

A student with transfer credits from another institution will meet with his or her Academic Advisor and review a copy of that student's official transcript to determine which credits will be accepted by NHSC. Credit acceptance will be documented on a Transfer Course Form and submitted to the Registrar for approval. Academic Advisors must keep up-to-date files on all advisees assigned to them.

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### **Early Alert**

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Full-time and adjunct faculty are responsible for staying in contact with their students, regarding course progress. Faculty and staff must complete an Early Alert Form for each student who is having attendance, academic, and/or other issues that impact student success.

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### **Academic Honesty/Plagiarism/Copyright Laws**

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The act of cheating, academic fraud, or plagiarism will not be tolerated at Nueta Hidatsa Sahnish College. Academic fraud is creating false documents, altering existing documents, or forging official signatures or credentials for academic purposes.

Plagiarism is the process of using another person's ideas or work and pretending that it is your own. *Definition of plagiarism from the [Cambridge Advanced Learner's Dictionary & Thesaurus](#) © Cambridge University Press*) The college reserves the right to place a student on academic probation and/or suspension if an instructor can sufficiently prove to the Academic Dean or to the President that an incident has occurred. The instructor will submit a report to the student's personal academic file. Appeals for such actions must be submitted following an academic appeals process. The Grievance Process is listed in its entirety in Section 13, pages 86-89 of this handbook.

Many of provisions of the Copyright Law affect students, faculty and staff. NHS College adheres to copyright laws that apply to the reproduction of materials.



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## Attendance Policy

- It is the responsibility of the student to notify the instructor in case of illness or if the student expects to be absent for a legitimate reason. With the implementation of our new retention module, instructors are encouraged to contact students who are absent and then submit an early alert after just two absences. In addition, if the absences continue, the instructor and/or other college faculty and staff members may file additional alerts, interventions, and follow-up communication to promote good attendance and student success. If necessary, an administrative withdrawal may be used to withdraw the student from the course.
- Students who have excessive or extended excused absences in a face-to-face class may be dropped or withdrawn. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
- Students that cease attendance before the 60% cut-off date are subject to any return of Title IV federal funds.

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## Grading

Instructors are required to record mid-term and final grades and attendance, according to the dates due as indicated on the Academic Calendar. Final grade reports can be viewed on myNHSC. Only final grades are recorded on transcripts.

Grade	Interpretation	Honor Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
P	Pass	0
AU	Audit	0

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## Grade Point Average (GPA)

A student's scholastic standing of Grade Point Average (GPA) is obtained by dividing the number of honor points earned for that semester by the current total semester hours attempted. The cumulative or total GPA is obtained by the same method using overall semester hours attempted and overall honor points earned from NHSC and all transferred credit. Grades of W, P, and I are disregarded when calculating grade point averages.

### Calculating Grade Point Average

Course Title	Course Grade	Credit Hour	Honor Points	Points Earned
ENG 110	B	4	x 3	12

MA 101	C	4	x 2	8
TS 113	A	4	x 4	16
ECON 201	F	3	x 0	0
<b>TOTAL</b>		15		36 Points

**Semester GPA:  $36/15=2.40$**

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## Incompletes

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The Incomplete (I) grade may be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. A contract, complete with requirements, between the student and the instructor, must be signed by the student, the instructor, and the Vice President of Academics, and submitted to the Registrar. The instructor and the Registrar's Office will retain a copy of the contract requirements. The student must be passing the course work to qualify for consideration for an incomplete. The deadline (All incompletes must be completed within 42 days of when the grades were due) negotiated by the student and the instructor for completing the work will be included in the requirements. A 'Default' letter grade, which indicates the student's final grade if no additional work is submitted, is indicated on the Contract. Instructors MUST submit a Change-of-Grade Form to the Registrar. Graduating students may not graduate with an "I" on their NHSC academic record.

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## Satisfactory Academic Progress (SAP) & Academic Suspension

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Students must maintain satisfactory academic progress (SAP) and financial aid satisfactory academic progress (FASAP).

Academic Suspension: Any student who fails in two (2) successive semesters to achieve Satisfactory Academic Progress will be suspended. This academic suspension means that the student will not be eligible to enroll for a period of one **year**. The student can appeal their academic suspension within thirty-(30) days of the Registrar receiving final grades.

When the student returns, the student enters on Continued Academic Probation.

Upon the student's return, if the student fails to make Satisfactory Academic Progress, per NHSC minimum semester and cumulative GPA standards, the student will be suspended for a period of one (1) academic year. Students may appeal suspension through the Student Affairs Committee as found in the NHSC Student Handbook. Students must file a petition with the Vice President of Student Services to enroll at NHSC after each Academic Suspension.



## What is SAP and FASAP?

### SAP = Satisfactory Academic Progress

The NHS College Registrar's Office requires Satisfactory Academic Progress (SAP) for all students in order to continue their education; one requirement to graduate from NHS College is a cumulative GPA of 2.0. Summer semester is not included in SAP. SAP is monitored at the end of the term and students are notified by email and/or mail if they are not maintaining NHS College SAP standards.

#### What are the standards of SAP?

1. Students must maintain a cumulative 2.0 GPA.
2. Students must earn a term 2.0 GPA.

#### What are the Consequences of not maintaining SAP?



1. **Probation** – a student is put on probation for the successive semester after not meeting SAP.
2. **Suspension** – a student is put on suspension for the successive semester after not meeting SAP for 2 consecutive semesters. Academic Suspension means that the student will not be eligible to enroll for a period of one semester. In order to re-enroll the semester following Academic Suspension, a student must reapply for NHS College and will remain on probation until his/her term and cumulative GPA are above a 2.0. During Academic Suspension, a student can appeal their suspension within 30 days through the Student Affairs Committee as found in the NHS College Student Handbook.

#### SAP Scenario:

Fall Semester    SAP Good Standing    Cum GPA 1.75  
---Student gets letter notifying him that he will be on SAP Probation

Spring Semester    SAP Probation    Cum GPA 1.68  
---Student gets letter notifying him that he will be on SAP Suspension  
---Student does not appeal

Fall Semester    SAP Suspension  
---Student cannot enroll in classes at NHS College

Spring Semester    SAP Probation    Cum GPA 2.01  
---Student reapplies at NHS College  
---Student gets letter notifying him that he will be back to SAP Good Standing



These are simplified versions of the NHS College SAP and FASAP policies.

## FASAP = Financial Aid Satisfactory Academic Progress

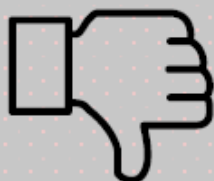
Federal regulations require all schools participating in state and federal financial aid programs to monitor Financial Aid Satisfactory Progress (FASAP). These standards are applicable to all students attending NHS College throughout the academic year. FASAP is monitored at the end of the term and students are notified by email and/or mail if they are not maintaining NHS College FASAP standards.

NHS College requires students to maintain FASAP in order to continue to enroll at the institution and to continue to be eligible to participate in the federal government's Title IV financial aid programs.

### What are the standards of FASAP?

1. Students must maintain a cumulative 2.0 GPA.
2. Students must maintain an average cumulative completion rate of at least 67%.
3. Students must complete their educational program in no longer than 150% of the published length of the program. Attempted credits cannot exceed 150% of the degree credits. *Withdrawals count as attempted credits.*

### What are the Consequences of not maintaining SAP?



1. **Probation** – a student is put on probation for the successive semester after not meeting FASAP. The student is still eligible for Title IV funding.
2. **Suspension** – a student is put on suspension for the successive semester after not meeting FASAP for 2 consecutive semesters. The student is not eligible for Title IV funding for at least one semester. If a student appeals during the first 2 weeks of the term, the student's Title IV funding will be reinstated for the next semester, pending the current term's GPA at the end of the term.
3. **Continued Probation** – a student is on continued probation if he/she does not go through the appeal process and/or does not earn a status of Good Standing by meeting the above requirements. A student may or may not receive Title IV funding while on Continued Probation. Those students who appealed during suspension and are improving according to their appeal plan may receive funding. Those students who do not appeal during suspension and have not been removed from continued probation will not receive Title IV funding.

### FASAP Scenario:

Fall Semester FASAP Good Standing Receives PELL Cum GPA 1.75  
---Student gets letter notifying her that she will be on FASAP Probation

Spring Semester FASAP Probation Receives PELL Cum GPA 1.68  
---Student gets letter notifying her that she will be on FASAP Suspension

Summer Semester FASAP Suspension Does not receive PELL Cum GPA 1.80  
---Student does not appeal  
---Student gets letter notifying her that she will be on FASAP Suspension

Fall Semester FASAP Suspension Does not receive PELL Cum GPA 2.01  
---Student gets letter notifying her that she will be back to FASAP Good Standing

Spring Semester FASAP Good Standing Receives PELL Cum GPA 1.82  
---Student gets letter notifying her that she will be on FASAP Continued Suspension (no warning second time)

Summer Semester FASAP Continued Suspension Receives PELL Cum GPA 1.98  
---Student appeals in the beginning semester (prior to second Friday)  
---At the end of the semester, student gets letter notifying her that she will be on FASAP Good Standing because she met the guidelines of her appeal plan  
---Because she appealed this semester and improved her cumulative GPA by FA Standards/Appeal, she will be eligible for PELL next semester

Fall Semester FASAP Good Standing Receives PELL Cum GPA 2.05  
---Student gets letter notifying her that she will on FASAP Good Standing

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## Section 6: REGISTRAR – REGISTERING/WITHDRAWING

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### Academic Year Definition

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The Academic Year consists of consecutive fall and spring, and sometimes summer semesters, in that order. For example, this academic year is made up of fall 2021, spring 2022, and summer 2022.

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### Semester Timelines:

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- Fall and Spring Semester - fifteen (15) weeks of instruction and one (1) week for final exams for a total of sixteen (16) weeks.
- Summer Semester typically consists of five (5) weeks.

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### Course Credits and Hours:

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- Lecture course - 1 semester hour of credit represents 15 contact hours.
- Laboratory course - one semester hour of credit equals 30 contact hours
- Practicum and field experience courses – 1 semester hour of credit equals 45 contact hours.
- Independent study with special written permission and as per credits listed on the degree plans for the course

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### Student Course Load:

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- Fall or Spring Semester - 12 or more credits is full-time. Students wishing to exceed 18 credits, during the Fall or Spring Semester, must secure written permission from the Vice President of Academics to do so.
- Summer Semester - 6 credits or more is full-time. Students wishing to exceed 6 credits, during the Summer Semester, must secure written permission from the Vice President of Academics to do so.

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## Registering For Classes/Adding & Dropping/Withdrawing from Classes

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### Registering for Classes

A student must officially register with the College prior to attending classes. Students need to have all holds released, prior to registering for classes each semester. Registration deadlines are listed on the Academic Calendar, and students must register within the dates specified. Students need to meet with their academic advisors and refer to their Degree Plans and Schedule of Classes for specific dates, times, and locations, before registering for classes. **A student cannot have another person register for him or her; registration by proxy is not permitted.**

**Add/Drop**

A student who has registered and who wishes to change a class or classes may obtain an add/drop form from the Registrar. The last day to add or drop a course is listed in the Academic Calendar. Please see p. 25 of the Bulletin for more information.

**Withdrawing from Classes**

Students must submit in writing to the Registrar's Office their intent to withdraw from one class or from all classes. Please see p. 25 of the Bulletin for more information.

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**Student Enrollment Status**

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The following enrollment codes for students attending NHSC are applied for Fall or Spring Semester:

- F = Full-time student: 12 credit hours or more
- Q = At least three-fourths ( $\frac{3}{4}$ ) time, but less than full-time student: 9-11 credit hours
- H = One-half ( $\frac{1}{2}$ ) time student: 6-8 credit hours
- L = Less than half time student: 1-5 credit hours

The following enrollment codes for students attending NHSC are applied for Summer Semester:

- Full-time student: 6 credit hours or more
- One-half ( $\frac{1}{2}$ ) time Student: 3 credit hours

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**Student Records & Family Educational Rights and Privacy Act (FERPA)**

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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.

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.

Unless a student signs a document stating they do not permit the disclosure of their "directory" information, 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.

***NHSC encourages students to self-advocate, regarding their academic career and progress.***

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## Directory Information

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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 students' attendance for potential employers or student loans. Nueta Hidatsa Sahnish College has designated the following as directory information:

The student's name, address, email address, telephone number, residency status, tribal affiliation, 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, weight/height of member of athletic teams, 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.

All other information may not be released without written consent of students. Grades, Social Security numbers, ethnic backgrounds and student schedules may not be released to anyone other than the student — and NEVER over the phone.

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.

For more information, see the bulletin and consult with the Registrar by emailing [registrar@nhsc.edu](mailto:registrar@nhsc.edu).

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## **Types of Records Maintained for students of NHSC**

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

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## **Transcripts (Official)**

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An official transcript contains the Registrar's signature, official stamp and College seal. Official transcripts are sent between institutions, to places of employment, accompanying scholarship applications, and to individual's upon request. (A transcript is no longer official, once the seal has been broken.) An unofficial transcript does not have the Registrar's signature, official stamp, or College seal, and can be issued directly to the student.



All financial obligations to the college must be paid prior to the release of an official transcript. All attempts will be made to release transcripts within five (5) working days. This will give the College processing time to verify whether financial obligations or other holds exist. The transcript request form can be found under Academics/Forms on the College website. ***Note: Transcripts will not be issued as a result of telephone requests.***

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## Transfer Courses and Credits

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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 Admissions Office to complete admission into NHSC.

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## Graduation Requirements & Commencement

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The College has one graduation ceremony in May and one graduation in December, annually. Students who complete their degree and graduation requirements in the Fall and the Summer Semester are eligible to participate in the December graduation. Students graduating in the Spring Semester who complete their degree and graduation requirements are expected to attend the May graduation ceremony. Diplomas will be mailed or available for pick-up, when all obligations to the college have been met. Please see p. 17 in the Bulletin for more information.

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## Section 7: STUDENT ACCOUNTS/PAYING FOR CLASSES

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### Tuition, Fees, and Book Costs/Financial Obligations to the College

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Students with outstanding financial obligations to NHSC will have a hold placed on their account, will not receive official transcripts, will not be able to register for classes, and may not be permitted to graduate or receive their diploma, 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.

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### Limitations of Student Debt/Student Bill Policy

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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 notified 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.

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.

### **Zero Balance & Official Transcript Release**

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.

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## **Tuition & Fees Schedule for Students**

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### Fall/Spring Tuition & Fees Schedule for Students

Tuition (per credit hour up to 12 credits with no additional tuition costs beyond 12 credits)		\$150.00
Registration Fee		\$25.00
Technology Fee		
	(1 to 5 Credits)	\$20.00
	(6 to 8 Credits)	\$30.00
	(9 to 11 Credits)	\$40.00
	(12 or more credits)	\$50.00
Student Senate Fee		
	(1 to 5 Credits)	\$5.00
	(6 to 8 Credits)	\$10.00
	(9 to 11 Credits)	\$15.00
	(12 or more credits)	\$20.00
Student Activity Fee		
	(1 to 5 Credits)	\$10.00
	(6 to 8 Credits)	\$20.00
	(9 to 11 Credits)	\$30.00
	(12 or more credits)	\$40.00

**Summer Fee Schedule for Students**

Tuition (per credit hour up to 6 credits with no additional tuition costs beyond 6 credits) \$150.00	
Registration Fee	\$25.00

**Exceptions to the Fee Schedule:**

- Course fees are charged for some courses. These fees can be found in the current NHSC Bulletin found online at <http://nhsc.edu/academics/>.
- A person auditing a course is charged \$40.00 per course and is responsible for any books he or she may need to purchase.
- A student, who does not attend any classes for any of his courses in the first two 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

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**Tuition Assistance**

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NHSC offers Tuition Assistance to seven groups of students. Each group is unique and has a distinct set of specifications in order for a student to receive the Tuition Assistance. The assistance only covers tuition, and does not cover fees and books.

**1. Employee Tuition Assistance**

- a. Employee Tuition Assistance for NHSC courses is offered to regular, full-time employees who have been employed for at least nine months at NHSC, with the exception being the History of Three Affiliated Tribes course for new staff/faculty.
- b. The due date for the Employee Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the employee is responsible to pay.
- c. As per the Personnel Handbook, Employee Tuition Assistance is only offered for courses that directly relate to the employee's job duties, the NHSC Mission, or result in the earning of a degree. Also per the Personnel Handbook, the employee must complete a FAFSA if degree seeking, obtain prior approval from the supervisor and the President, earn a C or better on undergraduate courses, and remain employed for 12 months following the completion of the course. There are also policies in the Personnel Handbook on educational leave that the employee and supervisor should review prior to Tuition Assistance approval.
- d. Employee Tuition Assistance is applied to the student's bill at the end of the semester if a grade of C or better is earned.
- e. The Employee Tuition Assistance will not result in a check being issued to the student. It is applied only at the end of the semester to what is remaining of the tuition balance on the student's bill.

**2. Family of Employee/Board of Directors**

- a. Family members of full-time employees who have been employed for at least nine months at NHSC and members of the Board of Directors are eligible for Family Tuition Assistance. Family members eligible include spouses of legally existing marriages, same-gender

domestic partners, and unmarried children, step-children, and legal wards under the age of 23 if taking courses part-time or 26 if taking courses full-time.

- b. The due date for the Family Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. Family Tuition Assistance is applied to the student's bill at the end of the semester if a grade of C or better is earned in each course for a part-time student or a GPA of 2.5 or better is earned for a full-time student.
- d. The student must complete a FAFSA, if degree seeking.
- e. The Family Tuition Assistance will not result in a check being issued to the student. It is applied only at the end of the semester to what is remaining of the tuition balance on the student's bill.

### **3. Graduate from NHSC GED Program**

- a. Students who graduated from the NHSC GED program are eligible for the GED Graduate Tuition Assistance.
- b. The due date for the GED Graduate Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. The student must enroll for full-time credits.
- d. The student must be degree-seeking.
- e. NHSC must be the first college the student attends after earning the GED certificate.
- f. As is the NHSC policy, the student must complete a FAFSA.
- g. NHSC will pay full-time tuition (currently \$1,800) towards the student's bill. \$900 will be applied at midterms. The remaining \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester. The student must be enrolled full-time at the time funds are applied to the student's account, both at midterm and finals.
- h. The GED Tuition Assistance will be used to pay a balance from a previous semester if the current semester balance is \$0.
- i. If the student has a zero balance on his/her bill at those times, he/she will receive a refund. If a GPA of 2.5 or better is earned on a full-time load at the conclusion of the first semester, the student may apply for the GED Graduate Tuition Assistance for a second consecutive semester by the Drop/Add deadline. The two semesters of assistance must be consecutive.

### **4. Graduate from a Fort Berthold High School**

- a. Students who graduated from a high school located on Fort Berthold are eligible for the Fort Berthold Graduate Tuition Assistance.
- b. The due date for the Fort Berthold Graduate Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. The student must enroll for full-time credits.
- d. The student must be degree-seeking.
- e. NHSC must be the first college the student attends after graduating from a Fort Berthold high school.
- f. As is the NHSC policy, the student must complete a FAFSA.
- g. NHSC will pay full-time tuition (currently \$1,800) towards the student's bill. \$900 will be applied at midterms. The remaining \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester. The student must be enrolled full-time at the time funds are applied to the student's account, both at midterm and finals.

- h. The Fort Berthold Graduate Tuition Assistance will be used to pay a balance from a previous semester if the current semester balance is \$0.
- i. If the student has a zero balance on his/her bill at those times, he/she will receive a refund.
- j. If a GPA of 2.5 or better is earned on a full-time load at the conclusion of the first semester, the student may apply for the Fort Berthold Graduate Tuition Assistance for a second consecutive semester by the Drop/Add deadline. The two semesters of assistance must be consecutive.

#### **5. Non-Degree Seeking Elder**

- a. Any elder, age 55 or older, is eligible for the Non-Degree Seeking (NDS) Elder Tuition Assistance.
- b. The due date for the Non-Degree Seeking Elder Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. The elder must not have a declared major.
- d. The elder does not need to complete a FAFSA.
- e. The Tuition Assistance will cover the tuition and fees of only one course and will be applied at the beginning of the semester.
- f. The NDS Elder Tuition Assistance can be applied for unlimited semesters.

#### **1. Degree Seeking Elder**

- a. Any elder, age 55 or older, is eligible for the Degree Seeking (DS) Elder Tuition Assistance.
- b. The due date for the DS Elder Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. The elder must have a declared major
- d. Degree-Seeking Elder Tuition Assistance is applied to the student's tuition and fees bill at the end of the semester if a grade of C or better is earned in each course for a part-time student or a GPA of 2.5 or better is earned for a full-time student.
- e. The student must complete a FAFSA.
- f. The DS Elder Tuition Assistance will not result in a check being issued to the student. It is applied only at the end of the semester to what is remaining of the tuition balance on the student's bill.

#### **2. Student-Athlete**

- a. Students who are full-time student-athletes and approved for tuition assistance by the Athletics Director are eligible for the Student-Athlete Tuition Assistance. Note that not all student-athletes will be receiving the Student-Athlete Tuition Assistance.
- b. The due date for the Family Tuition Assistance Application is the Drop/Add Day (second Friday of the semester). Subsequent to that, the student is responsible to pay.
- c. The student must complete a FAFSA.
- d. NHSC will pay \$900 towards tuition each semester. The \$900 will be applied to the student's bill after final grades are submitted ONLY if the student received a 2.5 GPA for that semester and is good standing with the Athletic Department.
- e. This Assistance will continue until completion of the program or until the student is no longer a Student-Athlete.
- f. If the student has a zero balance on his/her bill at that time, he/she will receive a refund. The student must be enrolled full-time at the time funds are applied to the student's account.

	Employee	Family of Employee/ BOD	GED Graduate from NHSC	Graduate from Fort	Non-Degree	Degree-Seeking Elder	Student-Athlete
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				<b>Berthold High School</b>	<b>Seeking Elder</b>		
<b>Does the student need to complete a FAFSA?</b>	Yes, if degree seeking	Yes, if degree seeking	Yes	Yes	No	Yes	Yes
<b>What is the Due Date of the Application?</b>	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date	Drop/Add Date
<b>What is the minimum grade/GPA for assistance?</b>	C or better per course	C or better per course for PT or 2.5 GPA or better for FT	No minimum first semester through midterm; must earn 2.5 GPA or better to receive second half or apply for second semester	No minimum first semester through midterm; must earn 2.5 GPA or better to receive second half or apply for second semester	None	C or better per course for PT or 2.5 GPA or better for FT	2.5 GPA
<b>How many times can student apply?</b>	Unlimited semesters	Unlimited semesters	Two consecutive semesters (second, only upon GPA of 2.5 or better)	Two consecutive semesters (second, only upon GPA of 2.5 or better)	Unlimited semesters	Unlimited semesters	Unlimited semesters with continued eligibility per Student-Athlete policies
<b>Does the student need to be Full-Time?</b>	No	No	Yes	Yes	Only covers one course per semester	No	Yes
<b>What does the assistance cover?</b>	Tuition only	Tuition only	Tuition only; see details for payments	Tuition only; see details for payments	Tuition and fees	Tuition and fees	Tuition only
<b>Must the student be Degree-Seeking?</b>	No	No	Yes	Yes	No	Yes	Yes
<b>Does the student need to be an enrolled member?</b>	No	No	No	No	No	No	No
<b>Will the assistance result in a check being issued to the student?</b>	No	No	Payment at midterm and at semester final if eligibility met and zero balance is present	Payment at midterm and at semester final if eligibility met and zero balance is present	No	No	Payment at semester final if eligibility met and zero balance is present

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## Section 8: FINANCIAL AID/FUNDING SOURCES

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### **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.

### **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.

NHSC's financial aid staff are located in Room 34 (Director) and 36 (Assistant) in the Student Services Suite and offer information on the financial aid process, eligibility for financial aid and specific scholarships or programs.

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## Student Eligibility Requirements for Federal Aid

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### **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 NHSC, 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 Financial Aid Satisfactory Academic Progress (SAP) as defined 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)**

Students seeking financial aid assistance must complete the Free Application for Federal student Aid (FAFSA) (fafsa.gov) to be eligible for admissions, registration, and federal, state, and local funds. For the 2021–22 academic year, students can apply between October 1, 2020, and June 30, 2022. 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.

### **Our college's code is: 015536**

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.

For more information, call 701-627-8031, 701-627-8013 or visit the financial aid section of our website to explore your payment options.

### **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  $\frac{3}{4}$  time students, 50% for  $\frac{1}{2}$  time students and 25% for Less than  $\frac{1}{2}$  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.

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## **Funding Sources**

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**Grants:** Both federal and state governments give out college grants. To be eligible, you'll first have to fill out the [Free Application for Federal Student Aid \(FAFSA\)](#). This allows colleges to determine how much financial aid you qualify for. Financial aid helps students and their families pay for college by covering educational expenses. Grants, work-study, and federal student loans can all be part of your financial aid package from a school. Institutional grants may also be available.

**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.

### **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

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

### **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.

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

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

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## **Continued Student Eligibility/Financial Aid Satisfactory Academic Progress (FASAP)**

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### **Financial Aid Satisfactory Academic Progress (FASAP)**

Updated August 19, 2021

Financial Aid Satisfactory Academic Progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor Financial Aid Satisfactory Academic Progress (FASAP). Academic amnesty or grade forgiveness is

not recognized for federal Satisfactory Academic Progress calculations. The original grade assigned to the credits given, prior to academic amnesty or grade forgiveness, will be calculated for FASAP.

These standards are applicable to all students attending NHSC throughout the academic year.

**Academic Year:** The academic year at NHSC consists of two terms of at least 16 weeks each and one summer term called a trailer. Summer credits are calculated for FASAP the same way that credits for Fall and Spring semesters are calculated for FASAP. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Financial Aid Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward FASAP (Fall, Spring and Summer), including when a student does not receive Title IV aid. All programs are offered in a continuous 16-week-term format (except programs which may run in A/B/C Block segments).

**FASAP Processes:** NHSC financial aid officers monitor FASAP at the end of the term. The FASAP spreadsheet carefully monitors each FASAP standard listed below. The Director of Financial Aid and Assistant to the Director meet and confer with the results of the end of the semester. The student will be notified by email and/or mail if they are not maintaining NHSC FASAP standards.

**FASAP Standards:** NHSC requires students to maintain Financial Aid Satisfactory Academic Progress in order to continue to matriculate at the Institution and to continue to be eligible to participate in the federal government's Title IV financial aid programs. All students must comply with the following standards:

1. **Qualitative Requirement:** Students at NHSC must maintain a 2.0 cumulative or career GPA to be considered making FASAP. A cumulative or career GPA of less than what is required will place the student on Financial Aid Warning for one semester, and the student will continue to receive Title IV aid (see FA Warning). A second consecutive semester with a cumulative or career GPA of less than what is required will result in Financial Aid Suspension (see FA Suspension).

Example:

John Doe	End of Semester 1 (First Semester)	End of Semester 2
GPA	2.0	2.5
<b>FASAP</b>	<b>Good Standing</b>	<b>Good Standing</b>
Jane Doe	Semester 1 (First Semester)	Semester 2
GPA	1.80	2.0
<b>FASAP</b>	<b>Good Standing</b>	<b>Warning</b>

2. **Pace:** All students must maintain an average cumulative or career completion rate of at least 67%. The student will maintain the minimum pace for the completion of their desired academic program/degree. A student with a viable absence is encouraged to request a leave-of-absence, which can be requested in writing. The student will provide supporting documentation of the mitigating circumstances for review by the FASAP Appeal Committee. A response will be provided via email.

Example:

John Doe	End of Semester 1 (First Semester)	End of Semester 2
CREDITS (Earned\Attempted)	12/12	24/24
PACE	100%	100%
<b>FASAP</b>	<b>Good Standing</b>	<b>Good Standing</b>
Jane Doe	Semester 1 (First Semester)	Semester 2
CREDITS (Earned\Attempted)	6/12	18/24
PACE	50%	75%
<b>FASAP</b>	<b>Good Standing</b>	<b>Warning</b>

**3. Maximum Timeframe or Quantitative Requirement:** All students on Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. Attempted credits cannot exceed 150% of the degrees credits (A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence). Students can consult the NHSC Bulletin to find the duration of their training programs and then multiply that number by 1.5 to determine the credit hours' limit that applies to their financial aid.

Example:

John Doe	End of Semester	End of next Semester
DEGREE DURATION	106	106
150%	159	159
Attempted Credits	12	24
<b>FASAP</b>	<b>Good Standing</b>	<b>Good Standing</b>
Jane Doe	End of Semester	End of next Semester
DEGREE DURATION	106	106
150%	159	159
Attempted Credits	146	159
<b>FASAP</b>	<b>Good Standing</b>	<b>Suspension</b>

- All attempted courses, withdrawals and transfer-in credits on the student's degree plan (except incompletes until a grade is earned) at NHSC are counted toward the FASAP.
- When a student changes his or her major, only the credits that apply to the new degree plan will be counted toward FASAP for that degree.

#### 4. FASAP Levels:

a. **Financial Aid Warning:** Any student who fails to meet and maintain the required cumulative or career GPA and/or meet the cumulative or career completion rate (pace rate) standard which is 67% is automatically placed on financial aid probation. The student will be notified via email and will continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for FASAP.

b. **Financial Aid Suspension:** Any student that does not meet all of the minimum requirements for FASAP 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 in an attempt to overturn the suspension. The student will be notified via email and will not continue to receive federal student aid for the next semester/payment period. It is the student's responsibility to seek support to regain good standing status for FASAP. When students have reached their duration limit (150%), then they will be placed on FA Suspension. At this point the student will not be eligible to receive any additional federal financial aid.

i. **FASAP Appeal:** A student may submit a completed FASAP appeal form along with supporting documentation to the Financial Aid office by the Financial Aid census date, the second Friday, of the semester following the semester you are appealing. The appeal must include why the student failed to meet FASAP and what has changed that will allow the student to meet FASAP at the next evaluation point. The appeal will be reviewed by the appeal committee and the student will be notified within 7 business days of the committee's decision. If the appeal is approved, the student's federal student aid will be reinstated for the next semester, pending grades for the current semester. If the appeal is denied, the student will not be eligible to receive any federal or state student aid for the current semester. After a semester has passed without federal and/or state student aid and it is determined that the student has met the FASAP standards, the student will be considered in good standing with FASAP. The student will be notified via email with a response to the appeal. It is the student's responsibility to seek academic support to regain good standing status for FASAP.

c. **Financial Aid Continued Probation:** Following a successful appeal, the student will be placed on FA Probation and their progress through the semester will be monitored at intervals determined by the FASAP Appeal Committee. If it is determined at the end of the Continued Probationary semester that the student meets FASAP requirements, the student is then considered to be in good standing. If they do not meet FASAP requirements, the student is then placed on FA Suspension for the next semester of attendance. It is the student's responsibility to seek academic support to regain good standing status for FASAP. The student will be notified via email, regarding FASAP status.

Example:

John Doe	End of Semester 1 (First Semester)	End of Semester 2	End Semester 3		End Semester 4
Degree Duration	106	106	106		106
150%	159	159	159		159
150% FASAP	Good Standing	Good Standing	Good Standing		Good Standing
Attempted Credits	12	24	36		48
Earned Credits	12	12	21		30

PACE	100%	50%	58.333%		62.50%
PACE FASAP	Good Standing	Warning	Suspension		Suspension
GPA	4.0	3.0	2.0		2.2
GPA FASAP	Good Standing	Good Standing	Good Standing		Good Standing
<b>FASAP</b>	<b>Good Standing</b>	<b>Warning</b>	<b>Suspension (Student Appeals)</b>		<b>Probation</b>

In this example an Appeal could have been completed after the 3<sup>rd</sup> semester. In the example above John Doe completes an Appeal Format the end of the 3<sup>rd</sup> semester. The Appeal Form is approved.

Guidelines of John Doe's Appeal are set by John's Advisor. These are made to help John succeed in completing his degree on time. Guidelines of the Appeal state that John Doe must take 12 credits and earn all 12 credits in order to meet FASAP under Continued Probation. This will take John Doe five semesters (Semesters 4-8 ) to become Good Standing, however, as long as John meets the requirements of 12 attempted credits per semester AND earns all 12 credits for those semesters he will be eligible for Title IV aid starting Semester 9. In the example the red line indicates where the Appeal was filed.

Example Continued:

John Doe	End of Semester 5	End of Semester 6	End Semester 7	End Semester 8
Degree Duration	106	106	106	106
150%	159	159	159	159
150% FASAP	Good Standing	Good Standing	Good Standing	Good Standing
Attempted Credits	60	72	84	96
Earned Credits	30	42	54	66
Appeal	12/12	12/12	12/12	12/12
Appeal FASAP	Meets Appeal	Meets Appeal	Meets Appeal	Meets Appeal
PACE	50%	58.333%	64.286%	68.75%
PACE FASAP	Suspension	Suspension	Suspension	Good Standing
GPA	2.0	2.0	2.0	2.2
GPA FASAP	Good Standing	Good Standing	Good Standing	Good Standing
<b>FASAP</b>	<b>Continued Probation</b>	<b>Continued Probation</b>	<b>Continued Probation</b>	<b>Good Standing</b>

**5. Re-establishing Eligibility:** A student may also be reinstated for financial aid by completing 12 credit hours at the Institution on a self-payment option and maintaining financial aid satisfactory academic progress during this time. Once a student has done this, he/she will either regain good standing. This option is NOT available to students who have been dismissed from financial aid because of exceeding their Quantitative Requirement. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility.

**6. Attempted Credits, Incompletes, Repetitions, Withdrawals and Remedial Courses:**

All credits on the degree plan taken at NHSC will apply toward the maximum number of attempted credits. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), Withdrawn (W), and Not Reported (NR) count as credits attempted but not completed, and will be applied toward both the maximum number of credits attempted and towards the cumulative or career GPA when a grade is assigned. **Incompletes:** An incomplete will not count against the cumulative or career GPA, until a grade has been assigned. At NHSC, a student is expected to

meet with the instructor to make necessary arrangements to complete any incomplete coursework within six (6) weeks from the start of the semester. See NHSC Bulletin for more information. FASAP will then be recalculated when the incomplete has been replaced with the appropriate grade.

a. **Repeated Coursework:** Repeated coursework counts into attempted credit calculations and the most recent grade counts into the cumulative or career GPA. Any course that was passed in a prior term and is being retaken for a higher grade may only be repaid once with financial aid. Courses that were F's and are being retaken can be repaid with financial aid until passed.

b. **Remedial Coursework:** Remedial coursework (both credit and non-credit) is eligible for federal aid but does not apply towards degree completion calculations. These courses do increase the number of credits you have attempted and, therefore, are a part of the Quantitative FASAP calculations.

c. **Withdrawals:** Students who do a voluntary withdrawal from all classes during any given semester and receive a (W) on their permanent record are placed on Financial Aid Warning for their next term of enrollment. Involuntary Withdrawal/Admin Withdrawal where a student will receive all failing grades are immediately placed on FASAP Probation or Suspension; depending upon status for current semester. Federal Regulations require that a Return of Title IV Funds (R2T4) calculation be completed on all students who receive Title IV aid and withdraw at any time during any semester. If subsequent calculations show the student did not complete 60% of the semester, the student will return that portion of the Title IV aid that was not earned. All types of withdrawal will result in a "W" on the student's transcript and "0" earned credits for FASAP calculations. Withdrawals are counted toward attempted credits and the 150%.

d. **Transfer credits:** Transfer credits, accepted by NHSC, will be applied to the student's transcript. Those credits will be attempted credits toward the student's degree and will become part of the (FASAP) quantitative calculations and the 150%. The transfer credits will not be considered as part of the (FASAP) qualitative cumulative or career GPA calculations.

7. **Changing Programs of Study:** A student changing from one program of study to another must follow the NHSC "Degree Change Policy" and have the approval of the student's current advisor and the advisor for the new degree. Credits will be applied to the 'new' degree and future FASAP status will be reviewed. Quantitative FASAP will be calculated at the time of the change and at the end of each subsequent semester. All FASAP calculations and considerations will continue as per the NHSC financial aid policy. The maximum timeframe will remain 150% for the new degree.

8. **Enrolling in a Second Program of Study:** NHSC does allow for a student to have a second degree plan in place and can be taken concurrently. The student must, however, take into consideration the possible ramifications of pursuing two degrees and the impact on Title IV aid and quantitative (FASAP) calculations. A student working towards two degrees from the same department may be able to apply credits to both degrees. The best scenario, however, is for a student to complete one degree at a time.



## Refund Policy

NHSC shall use the census date for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6th scheduled class day after classes begin.

When the total of financial assistance exceeds the amount of the semester bill, a student may be eligible to receive a refund in the form of an electronic deposit or paper check. Refunds resulting from the crediting of Title IV funds will be automatically generated within time frames as required by federal regulations. For all other refunds, students can choose to leave the credit on the account to apply to a future term or request a refund.

## Cost of Attendance (COA)

The COA is an estimation of how much it costs to attend NHSC. It is not the student's bill or amount owed.

Nueta Hidatsa Sahnish College Cost of Attendance 2022-2023

Independent Student - 1 Semester					Independent Student - 2 Semesters					
	Full-time	3/4 Time	1/2 Time	Less than		Full-time	3/4 Time	1/2 Time	Less than	SS 6 hr FT
Tuition	1800	1350	900	450	Tuition	3600	2700	1800	900	900
Fees	135	135	135	135	Fees	270	270	270	270	25
Books & Supplie	1125	1125	825	825	Books & Supplie	2250	2250	1125	1125	825
Housing - R/B*	5220	5220	5220	5220	Housing - R/B*	10440	10440	10440	10440	2320
Personal	750	750	750	750	Personal	1500	1500	1500	1500	300
Transportation	1000	1000	500	500	Transportation	2000	2000	1000	1000	400
<b>TOTAL</b>	<b>\$10,030</b>	<b>\$9,580</b>	<b>\$8,330</b>	<b>\$7,880</b>	<b>TOTAL</b>	<b>\$20,060</b>	<b>#####</b>	<b>\$16,135</b>	<b>\$15,235</b>	<b>\$4,770</b>
*based on \$800/month; \$12/day R - 3600 1620 - B					*based on \$800/month; \$12/day R - 7200 3240 - B					
Dependent Student - 1 Semester					Dependent Student - 2 Semesters					
	Full-time	3/4 Time	1/2 Time	Less than		Full-time	3/4 Time	1/2 Time	Less than	SS 6 hr FT
Tuition	1800	1350	900	450	Tuition	3600	2700	1800	900	900
Fees	135	135	135	135	Fees	270	270	270	270	25
Books & Supplie	1125	1125	825	825	Books & Supplie	2250	2250	1125	1125	825
Housing - R/B*	2700	2700	2700	2700	Housing - R/B*	5400	5400	5400	5400	1200
Personal	750	750	750	750	Personal	1500	1500	1500	1500	300
Transportation	1000	1000	500	500	Transportation	2000	2000	1000	1000	400
<b>TOTAL</b>	<b>\$7,510</b>	<b>\$7,060</b>	<b>\$5,810</b>	<b>\$5,360</b>	<b>TOTAL</b>	<b>\$15,020</b>	<b>#####</b>	<b>\$11,095</b>	<b>\$10,195</b>	<b>\$3,650</b>
*based on \$300/month; \$10/day R - 1350 1350 - B					*based on \$300/month; \$10/day R - 2700 2700 - B					

Summer Semester				
	Full-time Independent (6 credits)	Full-time Dependent (6 credits)	Half-time Dependent (3 credits)	Half-time Dependent (3 credits)
Tuition	900	900	450	450
Fees	25	25	25	25
Books & Supplies	250	250	125	125
Housing - R/B*	800	450	400	225
Personal	300	200	150	100
Transportation	350	350	175	175
<b>TOTAL</b>	<b>\$2,625</b>	<b>\$2,175</b>	<b>\$1,325</b>	<b>\$1,100</b>



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## COA Special Circumstances Appeal

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Federal aid regulations allow the NHSC financial aid office to make adjustments for certain financial situations that cannot be taken into account on the FAFSA. Common special circumstances include, but are not limited to: *unemployment, decreased annual income, and divorce or separation*. The regulations do not allow us to consider high mortgage payments, car payments or consumer debt.

Cost of Attendance appeals will not be accepted after the 12<sup>th</sup> week of each semester and are considered on a case-by-case basis for that particular semester. Students who appeal their COA may or may not qualify for additional aid.

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## Section 9: STUDENT RESOURCES – THRIVE

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Student success through THRIVE, the integration and accessibility of college-based, tribal, state, federal and Project Success funds and resources. Academic Advising Each degree-seeking NHSC student is assigned an academic advisor. Academic advisors evaluate student transcripts, complete transfer credit forms for coursework from previous institutions, and guide students through completing coursework toward a degree plan.

T – Tuition & Finances  
H – Health & Wellness  
R – Resources & Supports  
I – Instruction & Academics  
V – Vocation & Career Paths  
E – Extracurricular & Events

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## Student Development/Retention/Disabilities/Career Counseling

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Our Student Development/Retention/Disabilities/Career Counselor, Deanna Rainbow, is available to meet with you, regarding academic concerns. Our Student Development/Retention/Disabilities/Career Counselor helps students develop and monitor a Individualized Student Success Plan.

### Career Services

Our Career Services Department can help students with job search, resumes, cover letters, next steps planning, interview skills, and more. Our career counselor is available to help you complete an assessment planning for your choice of major.

- Career planning
- Resume building and cover letters
- Mock Interviews

- Dress to impress
- College and career fairs
- Job openings and salary information
- Employment search activities
- Career Service Lunch and Learns

For assistance with questions related to Career Services, call 701-627-8036 or email [drainb@nhsc.edu](mailto:drainb@nhsc.edu). Her office is located in Room 21, near Door F.

### Counseling

Our counseling services are designed to discuss issues and support students' needs. Counseling services are confidential and free to NHSC students. If referrals are needed, our counselor will assist in the referral process.

- Personal problems
- Maintaining quality mental health
- Developing coping skills
- Establish a positive relationship
- Test anxiety
- Stress reduction

Students are encouraged to contact our counselor for more information or to make an appointment.

### Disability Support Services

Our Disability Support Services promotes equal access to campus programs and services by arranging appropriate accommodations for individuals with disabilities. To determine eligibility, students must submit an application, meet with our counselor, and provide disability documentation that supports the need for requested accommodations. For more information, please contact our counselor.

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## Book Purchases Via Our Online Bookstore

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The NHS College Bookstore is called Akademos, and it can be found on our website at [Bookstore - NHS College](#) and online 24/7 at [NHSC.TextbookX.com](https://www.nhsc.edu/textbookx).

**Akademos maintains a current list of all NHSC courses and materials and will notify you if anything changes for your courses that you are enrolled in.**

Students can purchase books **and/or laptops** from our online bookstore, Akademos, or from other sources (for example: chegg.com and Amazon.com). We recommend that you check with your instructor and our website before you purchase your materials or texts elsewhere to determine if any changes have been made in requirements. **In addition, students should also check the IT section of the website to ensure that the laptop they are purchasing meets minimum operating standards and includes the necessary software and safeguards, such as anti-virus software.** 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.

Each student's semester voucher can be used to pay for books and a laptop and will be sent to each student via email **by Student Accounts**, once **registration confirmation has been received from the Registrar**. Students enter the voucher number into the online account that they create, once they have logged into the NHSC online bookstore. There is a tutorial video on the [NHSC.TextbookX.com](https://www.nhsc.edu/TextbookX.com) website.

Here are a few Frequently Asked Questions (FAQ's):

Question: What if my voucher is not showing on the site?

**Answer: Contact the Akademos Customer Service or Student Accounts.**

Question: What if I lost my log in information?

**Answer: Contact Akademos Customer Service**

Question: How do I pay for my books with the voucher? How does it work with Financial Aid?

**Answer: Contact Student Accounts if you have additional questions about this. Or if you have direct financial aid related questions, please contact our Financial Aid staff.**

Question: What if I do not have a physical address to ship my books to?

**Answer: Please ship your books via UPS to:**

NUETA HIDATSA SAHNISH COLLEGE  
ATTN: your name  
301 COLLEGE DRIVE  
NEW TOWN ND 58763

Title IV students will follow the same process for purchasing books and supplies.

### **Refund Policy for the Online Bookstore**

1. Books or audiovisual media must be returned in their original condition; items ordered as "new" must be returned with no markings or other damage. Any software media that may be included in the book must also be intact. Movies and games may not be returned once the shrink-wrap or packaging seal is broken, unless the product is found to be defective.
2. The shipping fee paid by the customer at the time of purchase will be refunded only if the return is due to our error (i.e., we sent you damaged items or the wrong items).
3. We will notify you via email of your refund once we have received and processed the returned item. Your refund will be in the same form of payment originally used for purchase. This process usually takes about 10-14 business days.

*\* Certain items are sold as not returnable items for a variety of reasons. We are unable to offer refunds on such items. You will be made aware of the not returnable status of such an item at the time of purchase.*

### **STANDARD RETURN POLICY**

Purchased items can be returned to us for a full refund in the amount of the merchandise price paid, provided the following conditions are met:

1. Item was not purchased on our marketplace.
2. Items returned within 2 weeks after the start of class OR within 30 days of the order confirmation
3. Item was not sold as "Not returnable".
4. If the item is "consumable", for example a one-time-use access code, it has not been opened, used or had the access code revealed.
5. Item was not sold as a rental.
6. Bundles, looseleaf items or any other sealed item must not be opened.
7. If the item is not a replacement.
8. Anything sent to us which is not in a refundable condition, will not be sent back to you. Please verify your items meet the above conditions before sending.

### **EBOOK REFUND POLICY**

Most eBooks are refundable under certain circumstances:

1. You purchased your subscription to this eBook no more than 2 weeks ago.
2. You have not viewed or printed any more than 10% of the text.

Pearson E-Books are non-refundable once they have been redeemed.

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## **Computer Services and Student Identification**

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NHSC provides the student with campus photo identification. NHSC photo IDs are free to all NHSC students. Photo IDs are available during registration and can be obtained from the IT Office. Students must complete an email account and network usage form. After completion of the form(s), the student will receive an email address and a password. NHSC will use the student's NHSC email address for all official communications.

- NHSC personnel may request to see these cards. Refusal to present these cards by the student may result in misconduct action.
- To be valid, the ID card must contain the student's photo.
- Lost ID cards should be reported immediately to the Information Technology (IT) Office in order to prevent unauthorized use and for ID replacement.
- Before a student will be given their ID card, they must complete all the steps in the admissions process to be fully accepted as an NHSC student.

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## **Constitution Day**

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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.

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## Copying Services

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A copier is located in the Singing Spring Library Learning Resource Center (SSLLRC). NHSC Students may use the SSLLRC copier for free. Non-NHSC students will be charged after the first two copies at twenty cents (\$0.20) per copy.

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## Copyright Infringement

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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).

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## Dissemination of Accreditation Documents

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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)

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## Disability Support Services

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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 Student Development/Retention/ Disabilities/ Career Counselor, who can help with necessary accommodations and other services.

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## Emergency Student Funding

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Each student may apply for, but is not guaranteed, emergency funding each semester. Students should see our Student Development/Retention/Disabilities/Career Counselor to complete the paper and online applications and receive a letter outlining the corresponding responsibilities, such as maintaining at least a 2.0 grade point average and consistent attendance.

The Emergency Funds request will be processed as quickly as possible, and the student receiving the funds will be contacted by the Business Office. A letter will accompany the emergency funding, outlining any follow-up on the part of the student. Funding is limited to available funds and criteria met.

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## Gainful Employment Disclosure

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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

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## Internships

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Internships for students are available on a limited basis. For more information about internships, please contact the Vice President of Academics at 701-627-8082 or the Vice President of Student Services at 701-627-8015.

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## Labs/Laptop Campus

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- Student Success Center – Room 11 - 8 AM to 5 PM
- Math Lab - Room 40 - 8 AM to 5 PM, when classes are not scheduled in the lab
- NHS College is a laptop campus. Each student is responsible for purchasing and maintaining his or her own laptop and bringing it to classes for instructional use.

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## Library - Singing Spring Library and Learning Resource (SSLLRC) Center

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

The online catalog and several subscription databases are significant information resources that support student learning and are available through the Library and Learning Resource Center.

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

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

**Hours of Operation:** Monday -Friday 8 AM – 5 PM (during regular academic terms).

\*Extended hours available during midterm and final exam periods. Look for postings.

Students need a library card to check out materials and books. All visitors to the library must sign in when entering the library and sign out when leaving the library.

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## Online Learning/Hybrid Courses/IVN

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Each semester, classes or portions of classes are offered through the IVN system, myNHSC, and the Teams application.

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## Parking/Handicap Parking

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Parking is available in the front and back parking lots on the NHSC campus, on the streets near the campus, and at the Cultural Center. Students, faculty, staff and campus visitors must adhere to any posted signs that indicate handicap spots and designated staff spots. Cars will be towed that violate parking policies.

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## Social Media/Email Policy

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All members of the Nueta Hidatsa Sahnish (NHS) College community who are engaged in the use of the College's social media accounts and email use must abide by the College's Social Media and Email Policy and Procedures and adhere to the guidelines for social media activity in relation to their representation of the College. This includes not engaging in any conduct that would violate Tribal, Federal, State, and local law. Violators will be subject to disciplinary actions. In addition, be advised that social media sites are frequented by predators, law enforcement agencies, employment agencies and entities as a means to uncover background information and/or evidence. Use discretion when posting information on these or similar websites.

Individuals who contribute to NHS College's social media presence must understand that their actions directly reflect the College's identity and should not post anything regarding their personal beliefs, values, and commitments on college-related sites. The posting of private or confidential information about the College and its students or employees is strictly prohibited.

All NHS College student organization social media accounts must be registered through the College's IT Department.

All NHS College personnel, students and alumni who are administrators or posters for social media must register with the NHS College Information Technology (IT) Department.

### Definitions

Social Media - forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content such as, but not limited to the following:

- Virtual worlds/social networking sites (e.g. Facebook, YouTube, blogs, wikis, audio/video file sharing, Twitter)
- Video and photo sharing websites (e.g. YouTube, Instagram, Flickr)
- Blogging sites (e.g., university blogs, personal blogs or blogs hosted by media publications, Twitter)
- Forums, discussion boards (e.g., Yahoo Groups, Google+, Google Groups), news article comments and online encyclopedias (e.g. Wikipedia)
- Chat Bots, a computer program designed to simulate conversation with human users, especially over the Internet.
- Other, similar technologies

"Social media." *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/social%20media>. Accessed 10 Jun. 2020.

Social Media Accounts for academic use include accounts administered by a faculty member for course or research related purposes.

Social Media Administrator: Employee/Student Organization Advisor - responsible for the content, posting and operation of a College social media account.



Designated Poster: Employee/Student Organization Advisor/Designated Student representing a Student Organization - who are responsible for publishing content on the College social media account.

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## Student Success Center

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Our Student Success Center is located in Room 37. Wrap-around resources for students are located there. NHSC's Student Success Alumni Veterans Enrollment (SSAVE) Coordinator oversees the Student Success Center. Activities such as Lunch and Learns, guest speakers, and career opportunities and brochures and information regarding special student groups, such as Veterans, can be found there.

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## Student Travel Policy

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Student travel through NHSC is a privilege. In order to partake in these experiences, students must complete the Student Travel Agreement Form, adhere to the criteria below and to all other expectations connected to the conference, competition, event and/or travel opportunity, and have approval in writing from the Vice President of Academics.

Student Travel Criteria/Procedures:

1. In order for students to be considered for student travel, they must read and complete the Student Travel Request and Agreement Form, requesting approval for travel and get a signature of approval from the VP of Academics.
2. Students will not be provided transportation costs (mileage) for personal vehicle use, if the college provides transportation.
3. Students must be currently enrolled at NHSC in a minimum of 6 credits or 9 credits for AIHEC-related events. From the time of approval to the time of the trip, students may not drop below the minimum credits.
4. Students must not have had any misconduct issues during the current or previous semester.
5. Students must not have received an "F" in the last semester of attendance at NHSC or any other college.
6. Students must be passing with a C or better all classes in that semester one week before travel.
7. Students must have and maintain greater than 75% attendance from beginning of the semester (in which travel will occur) to the actual travel date in each course.
8. Students must maintain a minimum 2.50 cumulative grade point average (GPA).
9. Students must have at least a 2.50 GPA in the current semester within a week of the travel date.
10. In order to travel through the college, students must have no student holds and have all prior travel close-outs completed before requesting subsequent travel.
11. Students who travel in the official capacity of the college require final written permission from the Vice President of Academics in order to travel.
12. Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved

for college-related travel and events. All funds must have approval from the student organization' advisor(s).

13. If required, students must have been active participants in fundraising.
14. During travel, students must comply with NHSC's Student Code of Conduct and any and all policies and procedures set forth by the conference, competition, and/or travel opportunity. Failure to do so shall result in disciplinary action.
15. While on travel, students must meet with their instructors prior to travel and are responsible for making up missed assignments.
16. Upon return from travel, students must close out their travel. An open travel will exclude the student from a future trip and/or event.
17. In the event that the trip is not approved, students have an opportunity to submit an appeal in writing to the chaperone and the Vice President of Academics within 48 hours of notification of denial.

NHSC Students are responsible for their conduct and for respecting the rights and privileges of others. NHSC adheres to a "Zero Tolerance" policy, regarding drugs, alcohol, and threats and acts of violence, whether perceived or real. This applies to this event and any NHSC-sponsored event, whether on or off campus.

Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved for college-related travel and events. All funds must have approval from the student organization' advisor(s).

#### **College-Owned Vehicle Use for Student Travel:**

Travel Chaperones must request the use of a college-owned vehicle from the Security Director, prior to vehicle usage. Only authorized faculty, staff members and administrators may drive college-owned vehicles. Students and others not employed or authorized by the college do not have permission to drive college-owned vehicles.

#### **Student Conduct While on Travel**

NHSC Students are responsible for their conduct and for respecting the rights and privileges of others. NHSC adheres to a "Zero Tolerance" policy, regarding drugs, alcohol, and threats and acts of violence, whether perceived or real. This applies to this event and any NHSC-sponsored event, whether on or off campus.

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## **Transportation**

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When possible, Nueta Hidatsa Sahnish College provides transportation services for students for college-related activities and events. Students will **not** be given/reimbursed transportation costs (mileage) for personal vehicle use if the college provides transportation.

The students will abide by Student Travel Procedures (see Appendix 3 for more details). Students and clubs are required to do fundraising for trips, events and activities to supplement student activity monies.

The Student Services Department does have a van available for student transportation. Sign-out of NHSC vehicles is only available to NHSC staff and faculty.

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## Tutoring

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Tutoring, especially in math and English, is available for students in the Writing Center and the Student Success Center. NHSC hires part-time tutors, when necessary and funds are available. Students should check with course instructors and/or the Student Development/Retention/Career Counselor for assistance with course materials and strategies for success.

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## Veterans' Benefits

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Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members. Veterans' benefits are accessible through our SSAVE Coordinator by emailing [cvillamil@nhsc.edu](mailto:cvillamil@nhsc.edu).

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.

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## Voter Registration Forms

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Voter registration forms will be available in the library.

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## Section 10: STUDENT ORGANIZATIONS

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The College encourages the development and maintenance of student clubs and organizations. Students are encouraged to participate in at least one extra-curricular activity on campus. Students must be in good academic standing to participate in any student organization/club and/or fundraising activity.

NHS College encourages the development and maintenance of student organizations, and students are encouraged to participate in college-initiated activities and events. **Student Organizations must be registered with the Vice President of Student Services, meet all related criteria to be recognized annually as an NHS College Student Organization, and follow all Student Organizations Policies and Procedures.** Students must be in good academic standing to participate in Student Organizations and related activities and events. **Student Organizations must adhere to tribal, local, state, and federal regulations and the Code of Conduct and represent NHS College in accordance with the Earth Lodge Model.**

If you are interested in forming a new student organization or club at NHSC, please submit an application to the Vice President of Student Services for approval.

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### All Chiefs Society

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

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### Ambassadors

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NHSC Ambassador's Team assists with on-site registration, graduation and other special occasions that require assistance.

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### Alumni Association

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NHSC graduates can look forward to being a part of the NHSC Alumni Association. Inquiries regarding alumni can be directed to [alumni@nhsc.edu](mailto:alumni@nhsc.edu).

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

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AISES promotes science activities and participates in reservation wide K-14 science related programs. Students are often able to travel to regional and national AISES conventions to present

research and network with Native professionals in science, technology, engineering, and math fields.

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## American Indian Business Leaders (AIBL)

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

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## American Indian Higher Education Consortium (AIHEC)

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

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## Athletics

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***Our STORM and Lady STORM Teams are Division A National Champions. Go STORM and Lady STORM!***

### ATHLETIC DIRECTOR'S MESSAGE

Nueta Hidatsa Sahnish College Athletes,

I am thrilled you are here to compete as athletes for the NHSC Storm. We are happy you want to be a part of all the exciting things happening here on campus. You have a great opportunity in front of you to make a lasting impact and to be a part of something special . . . Make the most of it! Competing as for the Storm carries responsibilities as well. It is a privilege to wear the NHSC Storm uniform and we expect excellence from all coaches and athletes that represent our College. I encourage all of you to make the right choices, be someone others want to follow, and help others reach their potential. I want this to be the best 2 years of your life but only you can make that happen.

I look forward to supporting all of you during this successful 2022-23 school year.

Kyle Decoteau, Athletic Director

### Criterion for Selection

- Admission process needs to be completed
- Letter of intent signed
- Prior to academic school year starting, athlete should be training

**Requirements to Maintain Status as a Student Athlete****Attendance and Class Policies**

Time away from campus and/or class time missed will be limited to no more than SIX absences during a semester. This rule does not apply to post-season play. Each student-athlete is responsible for contacting instructors prior to the missed day to make arrangements due to absence(s). Student-athletes are also responsible for meeting the attendance policies for all academic courses. It is unacceptable for student-athletes to miss classes for sports related activities (meetings, weight lifting, etc.) during the academic day unless approved by the athletic director.

**Dropped Classes**

In addition to adhering to Nueta Hidatsa Sahnish College's add/drop policy, all student-athletes anticipating dropping a course must consult their academic advisors prior to formally dropping one or more courses. In the event a student drops below full-time status, the student will be declared ineligible and unable to participate until status is reestablished. This could also have an impact on your financial aid status.

**Full-Time Students** will have 12 or more credits to compete in our athletics programs. Failure to successfully complete 12 credits could result in probation or suspension from his/her sport you are participating in.

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**Calm Before the Storm Leadership Program**

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Students who are potential leaders, between the ages of 18-24 and currently enrolled in our college, can apply and be selected to participate in leadership training set up for the summer through the Center for Native American Youth. Participants will develop an action plan to help create some kind of positive change in their community, and they will present their projects and share their experience to the public.

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**Horse Nation – Equine Studies**

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As tribal people, our rich history includes close ties to our relatives, the Horse Nation. Today, while they may not have access to their own horses, many families are interested in continuing or returning to the horse culture way of life.

The NHSC Horse Nation Student Club students who enjoy spending time with and/or learning about horses. The NHSC Horse Nation Student Club is part of the Department of Agriculture and Equine Science's initiative of working with our horse relatives to provide innovative learning, living, and community services.

**The Horse Nation provides:**

- Horse Fun Days and educational opportunities for kids and families
- Special event activities/rides and equine competitions

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## Science Research

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The Science Department at NHSC currently has grant programs that enable tribally enrolled students to be employed to conduct research projects. These grants provide students with supervised experience in the process of conducting scientific research including planting, designing, implementing, evaluating and reporting on an individual research project.

These projects are on a wide array of environmental and bio-medical sciences and are conducted with assistance from local, tribal, and federal agencies and personnel. For further information on these programs, interested students should contact any science or math faculty member.

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## Storm Leadership Program (SLP)

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The SLP is designed to empower emerging student leaders (Storm Leaders) who have a passion for student success, community development, and cultural competency. Students selected for this program will work together to develop a way to measure student success, build relationships with fellow students that help promote a sense of belonging, host student events aligned with the program's purpose and interface with faculty, staff, administrators, the board of directors, and the community to make a positive impact on our college campus and beyond. Applications can be obtained by emailing the Vice President of Student Services at [cfrank@nhsc.edu](mailto:cfrank@nhsc.edu). Students receive a stipend for participation.

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## Student Cohorts

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A student cohort is a group of students who work on the same curriculum to earn the same degree or certificate. Students in cohorts provide each other support and report increased success because of the internal assistance between students and their cohort advisors. Some of the benefits of applying and belonging to a cohort at NHS College may include internships, research, financial support, community service, increased interaction with faculty, and job placement. All of the cohorts have different requirements for acceptance and continued membership so read application materials carefully and discuss the cohort with the advisor.

- [NACTEP \(Career and Technical Education\)](#)
- [Environmental Science](#)
- [Pre-Engineering](#)
- [Native American Studies](#)

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## Student Senate

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### **Student Senate Officers – Academic Years 2022-2023 & 2023-2024**

The Student Senate is the student's chief governing body, and all enrolled students are automatically members. The Student Senate organizes various student activities and college events, and it represents the students by giving them a voice to express their concerns and



opinions to the faculty and administration. All students are encouraged to take an active role in this organization.

Elections are held annually for officers from the membership at large. These offices include: President, Vice President, Secretary, Treasurer, Public Relations and a representative from each of the segments (Mandaree, Four Bears, Parshall, New Town, Twin Buttes and White Shield.) ***Student Senate Officers, adhering to the organizations' standards, will each receive a stipend of \$150.00 per semester (\$75 at Mid-term and \$75 at the end of the semester.)***

**STUDENTS - Standards for Student Senate Officers include:**

- attend all executive and student body monthly meetings
- mandatory participation in the 2-3 Student Senate-sponsored annual events
- maintain a GPA of at least 2.0
- attend planned trainings that will benefit the growth of Student Senate and contribute to student success
- adhere to NHS College policies and procedures
- provide written, quarterly officers' reports to the Vice President of Student Services

***Student Senate Advisors will be selected for a two-year term through an application process and will receive a \$200 stipend each semester for active participation as advisors, overseeing executive and student body meetings, participating in the 2-3 annual events, and helping to provide training and guidance.***

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## Student Organizations Area

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The NHSC Student Organizations Area is located across from the cafeteria in Room #39. Students are permitted to use the area and, in return, are asked to keep the area neat and clean. Hours open: Monday through Thursday – 8 AM – 8 PM and Friday - 8 AM – 5 PM.

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## Fund Raising Policy for Student Organizations

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Nueta Hidatsa Sahnish College gives approval to NHSC recognized student organizations to raise money for charitable projects, provided the student organization has an account established with the NHSC Business Office. The appropriate paperwork must be on file with the vice President of Student Services. In addition, student groups may be allowed to raise funds on campus to defray costs for approved club projects and or student activities.

- Any NHSC Student organization must obtain prior approval for all fund-raising activities from the Student Services office.
- Student groups organizing fund-raising activities not involving the sale of a product or service (e.g. sponsoring a dance or raffle) must obtain permission for their activity from the Vice President of Student Services. Any student group sponsoring a fund-raising activity involving the sale of a product or service must obtain a fundraising form from the Student Services office.

- Student organizations sponsoring a raffle must abide by the TAT (Three Affiliated Tribes) Gaming Commission bylaws. Applications for the raffle must be made through the NHSC Student Services office.
- All approved student fundraisers will be put on a calendar and posted every month in the NHSC lobby. Only one fundraising activity will be held at the designated location for that day, unless otherwise approved by the Vice President of Student Services. Fundraisers will be held on a first-come, first-served basis.
- All proceeds from the student fundraiser will be submitted to the Business Office/Comptroller. Each student Organization is responsible for keeping accurate records for all money-raising activities.

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## Off-Campus Fund Raising

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

Student groups wishing to conduct fundraising efforts off-campus must familiarize themselves with and abide by all College policies, in addition to all local, tribal, state (if applicable) and federal laws and regulations. Direct solicitation for fundraising via campus mail or e-mail by students is prohibited. Each Student Organization Advisor will be responsible for any fundraising contacts.

Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved for college-related travel and events. Students not abiding by the above policies will be subject to NHSC disciplinary action.

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## Section 12: STUDENT CONDUCT

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Our NHSC Director of Safety and Security is committed to providing protection and safety for students, faculty staff, visitors and our college campus.

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### Student Publications and Media

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

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### Code of Student Conduct

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No student or visitor shall misuse online platforms (including email and mynhsc), social media, and/or related technologies.

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, sexual 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
- Misuses online platforms and/or social media

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, local law and/or college policies, including possessing or drinking alcoholic beverages and/or possessing or using illegal drugs on or off campus in relationship to any college class, activity or event,

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.

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## **Zero Tolerance Policy/Harassment**

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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.

NHSC is committed to providing a work environment free of any form of harassment or discrimination. NHSC does not discriminate in educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal Law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

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:

- NHSC will respond promptly to any acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.
- NHSC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
- 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.

- NHSC will take strong disciplinary action, up to and including discharge expulsion.
- NHSC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
- 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.
- 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, harassment, and/or discrimination.

Prohibited harassment includes unwelcome sexual advances, sexual flirtations, request for sexual favors and lewd, degrading, vulgar or obscene remarks, offensive comments and jokes, posters or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

It should be noted that ordinary teasing, offhand comments, or isolated non-serious incidents are not prohibited under federal law.

### **Retaliation Prohibited**

NHSC prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment will not reflect negatively on the student who initiates the complaint.

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## **Non-Fraternization Policy**

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Nueta Hidatsa Sahnish College is committed to providing its students with an educational environment conducive to learning. The faculty/staff-student relationship, however warm and caring, inherently involves disproportionate power and influence on one side and is thus liable to abuse. A sexual relationship between a faculty or staff member and a student may not only exploit this imbalance but also distort and inhibit the learning environment. For these reasons, it is the agreement of the Nueta Hidatsa Sahnish College faculty and staff that sexual relationships between NHSC faculty members or staff and NHSC College students are unacceptable and constitute professional misconduct.

In order to promote the education goals of the College and to avoid misunderstandings, supervision problems, complaints of favoritism, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, College employees are prohibited from entering into romantic or sexual relationships with students. Faculty, administrative, and staff members are strictly prohibited from dating, pursuing to date, pursuing or having romantic or sexual relationships with students. Please note that this list is not exhaustive and that other forms of conduct may result in a violation of this policy. College employees who are found to be in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment.

Faculty, staff and students will need to complete a disclosure form, acknowledging any pre-established relationships between NHSC faculty members or staff and NHSC College students.

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## **Incident Response**

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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, and
- (d) ensure follow-up appropriate action is taken, investigation, victim assistance, preventive, and corrective action.

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## **Incident Reporting**

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All incidents of threats or acts of violence, including harassment and discrimination, 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, and to the Title IX Coordinator, as appropriate.
- 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.

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## Registered Sex Offender Policy

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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 event, 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>

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## Section 12: HOW DO I STAY SAFE ON CAMPUS?

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**Follow all campus policies and procedures, and seek help when necessary.**

### **FOR IMMEDIATE ASSISTANCE, CALL 911**

NHSC encourages and needs your help reporting emergencies on campus. Please report any situation that threatens the safety of people and/or property on our College campus.

To Report a Crime

- Crimes in progress
  - If you see a crime in progress, call Campus Security
    - Deon Carter at 701.421-0023 – Director of Security



- Wes Davidson at 701.421.1523 – Maintenance Supervisor
- Crimes that have already occurred
- Report all crimes to the Nueta Hidatsa Sahnish College maintenance/security staff as soon as possible and provide as much information as possible. Do not touch anything that may have been used in or during the crime.

**To Report a Fire**

- In case of a fire activate the fire alarm as soon as possible and evacuate the facility then call 911 to alert emergency personnel. Fire alarm pull stations are easily located throughout the facility in the halls and other commons areas. Avoid personal injury and risk. Call campus security/maintenance and advise them of the location of the fire. Do not re-enter the building until advised to do so by the Fire Department or campus maintenance/security staff.

**To Report a Medical Emergency**

- Call 911 immediately and follow their prompts and provide your name, phone number and the nature and location of the medical emergency. Provide as much information as possible and stay on the line until advised by the 911 dispatch or medical emergency personnel arrive. After disconnect with the 911 dispatch call campus maintenance/security staff for follow up on campus reporting.

To report a non-medical emergency

- Call on campus maintenance/security or campus faculty/staff for assistance.

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**Title IX and Campus Security**

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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.

NHSC will respond to any sexual harassment or sexual misconduct that takes place "in the school's education program or activity," (includes not only incidents that occur on school grounds, but also incidents that occur in contexts where the institution has "substantial control," and also buildings owned or controlled by recognized student organizations.

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.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; and Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the

basis of sex in employment. It does not preclude application or enforcement of other College policies.

Offenses prohibited under this policy include, but are not limited to: sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), sexual harassment, sexual violence to include non-consensual sexual contact, non-consensual sexual intercourse, sexual coercion, domestic/dating violence, stalking, and sexual exploitation.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the NHSC Title IX Coordinator identified in this policy which covers unwelcome conduct of a sexual or gender-based nature, whether committed on-campus, or off-campus where NHSC has control over the respondent or the context of the harassment.

### **Title IX Staff and Duties:**

The President of the Nueta Hidatsa Sahnish College shall designate NHSC officials responsible for the coordination of Title IX. The designation of an NHSC official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or has concluded that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy. Certain circumstances may necessitate the need to outsource certain Title IX grievance process tasks and/or duties.

- **Title IX Coordinator:** The Title IX Coordinator is charged with monitoring the College's compliance with Title IX, ensuring appropriate education and training; coordinating the College's investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate sexual and gender-based misconduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator may also serve as an Investigator. The Title IX Coordinator is available to meet with any student, employee, or third party to discuss this policy or the accompanying procedures, and receives the appropriate Title IX training.

- **Title IX Investigator:** The Title IX Investigator may include but is not limited to a NHSC security officer or staff member. The primary responsibility of the investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators receives the appropriate Title IX and trauma informed training.
- **Title IX Decision-Maker:** The Title IX Decision-Maker may include NHSC faculty or staff members. The primary responsibility of the Decision-Maker is to listen to both sides of the complaint. Each Decision-Maker will evaluate the information being provided by both parties to make a decision whether or not a Title IX policy violation took place. Decision-Makers receives appropriate Title IX training.

### Definitions:

NHSC defines sex discrimination and sexual harassment broadly to include any of three types of misconduct on the basis of sex (or gender), all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

**Advisor:** A person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to an NHSC faculty or staff member, a friend or an attorney.

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Consent:** is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes".

- Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
- In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability,

unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

- *Note:* indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.
- *Examples:* of when a person should know the other is incapacitated include, but are not limited to:
  - The amount of alcohol, medication or drugs consumed,
  - Imbalance or stumbling,
  - Slurred speech,
  - Lack of consciousness or inability to control bodily functions or movements, or vomiting, or
  - Mental disability or incapacity.

**Dating Violence:** is violence between individuals in the following circumstances:

- The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on a consideration of the following factors:
  - Length of the relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship

**Domestic Violence:** under NHSC policy means violence committed by a current or former spouse of the victim;

- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse;
- A person similarly situated to a spouse of the victim under North Dakota domestic or family violence laws;
- Any other person against an adult or youth victim who is protected from that person's acts under North Dakota domestic or family violence laws.

**Formal Complaint:** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g. the accused, witnesses) and sufficient detail to make a determination regarding basic elements of the formal complaint process.

**Gender-Based Harassment:** is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities.

**Hostile Environment:** can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

**Non-Consensual Sexual Contact:** is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

**Non-Consensual Sexual Intercourse:** is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.

**Quid Pro Quo Sexual Harassment:** exists when individuals in positions of authority over the complainant:

- Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.
  - *Examples:* of Quid Pro Quo Sexual Harassment include, but are not limited to:
    - An instructor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
    - The instructor probes for explicit details, and demands that students respond to him or her, though they are clearly uncomfortable and hesitant.

**Rape:** is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the

victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination or sexual harassment.

**Sex Discrimination:** includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Coercion:** is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

**Sexual Harassment:** is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was deliberate, repeated humiliation based upon sex;
- The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
- Whether the speech or conduct deserves constitutional protections.
  - *Examples:* of Sexual Harassment include, but are not limited to:

- A student repeatedly sends sexually oriented jokes around in an email list he or she created, even when asked to stop, causing one recipient to avoid the sender on campus.
  - An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort.
- **Sexual Violence:** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.
- **Supportive Measures:** are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

### Reporting Options:

To access the Complaint/Appeals Form, please go to: <https://live-nhsc.pantheonsite.io/wp-content/uploads/2019/11/STUDENT-APPEAL-FORM-7.19.18.pdf>

### 1. Mandatory Reporting

All NHSC employees are responsible for taking all appropriate action to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All NHSC employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator.

### 2. Confidential Reporting

Any person who wishes to report an incident and remain anonymous can do so by phone, mail, or email to the Title IX Coordinator. All forms of sexual harassment should be reported, no matter the severity. In addition, NHSC should be made aware of possible threats to the campus community in order to issue timely warnings.

### 3. Reporting to the Police

NHSC strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, College disciplinary actions and/or civil actions against the respondent.



- If the incident happened on campus, it can be reported to the NHSC Security. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred. Know that the information you report can be helpful in supporting other reports and/or preventing further incidents.
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, NHSC also strongly encourages reporting any instances to the police.
- Employee Obligation to Report (Student Instances): In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name of the persons involved.

#### **4. Reporting of Student Instances**

Students shall report any instances of sex discrimination or sexual harassment to any NHSC employee and/or the Title IX Coordinator. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the NHSC investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.

NHSC will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sex discrimination or sexual harassment has occurred. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that the sexual violence occurred, NHSC will continue to take these steps to protect the complainant and ensure his or her safety, as necessary. NHSC will provide the complainant with any available resources, such as victim advocacy, housing

assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and assistance in reporting a crime to local law enforcement.

**Written Notice of Complaint:**

Upon receipt of a formal complaint, NHSC will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

1. Notice of the grievance process, including any informal resolution process;
2. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
4. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
5. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct and subject to disciplinary action.

NHSC may consolidate formal complaints where the allegations arise out of the same facts.

**Investigating and Resolving Formal Complaints:**

During the complaint process and when investigating, NHSC must:

1. Ensure that the burden of proof and of gathering evidence rests on NHSC rather than on the parties.
2. Provide equal opportunity for the parties to present witnesses and evidence.
3. Not restrict either party's ability to discuss the allegations or gather and present evidence.
4. Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor.
5. Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate.
6. Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation.
7. Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and

written response at least 10 days before a hearing or determination of responsibility.

**Investigations:**

The Title IX Coordinator will make a determination to begin a formal investigation of sex discrimination or a sexual harassment incident which will lead to an institutional action. The coordinator will be available to explain to both parties the process and to notify in writing of the receipt of a complaint and the actions NHSC will take. The burden of gathering evidence and burden of proof must remain on NHSC, not on the parties.

An investigation will be conducted by a team of one-two Title IX Investigators. This investigation will include:

- Meeting personally with the complainant, (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent, (unless extraordinary circumstances prevent a personal meeting),
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made,
- Collecting any physical evidence,
- Meeting personally with any witnesses, (unless extraordinary circumstances prevent a personal meeting with one or more witnesses), and
- Reviewing any documentary evidence.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. NHSC will determine if a Title IX hearing is necessary. If it is determined that NHSC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date.

NHSC cannot access or use a party's medical, psychological, and similar treatment records unless NHSC obtains the party's voluntary, written consent to do so.

**Mandatory or Discretionary Dismissal:**

- **Mandatory Dismissal:** must occur when determined in the course of the investigation that allegation in a formal complaint: (1) did not occur in NHSC's program or activity; (2) did not constitute sexual harassment as defined; or (3) did not occur against a person within the United States. Both parties must receive written notice of a mandatory dismissal and reasons.
- **Discretionary Dismissal:** may occur at any time during the investigation or hearing when: (1) a complainant notifies the Title IX Coordinator in writing that they would like to withdraw; or (2) the respondent is no longer enrolled or employed by NHSC; or (3) specific circumstances prevent NHSC from gathering evidence sufficient to

reach a determination. Both parties must receive written notice of a discretionary dismissal and reasons.

## **Institutional Action**

### **1. Title IX Hearing**

The Title IX Coordinator will determine if a hearing is necessary. The hearing team will consist of two Decision-Makers. If it is determined that NHSC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date, the alleged policy violation and issued a notice to appear at the hearing. The written notice will be hand delivered directly to the student(s) or mailed to the local address as filed in the Registrar's Office. Students are responsible for providing and maintaining a current local address in the Registrar's Office.

The hearing team members shall include Criteria for the hearing committee: 1) have received all appropriate training, 2) not a current instructor of either party involved, 3) have no previous substantive or direct knowledge of the incident, and 4) have no other perceived conflict of interest as determined by interview process with the Title IX Coordinator.

Description of the duties of the Title IX Decision-Makers will include but not limited to the following:

- Read and understand the Title IX Policy and Procedures, which include the hearing process.
- Read and understand all of the information of the Title IX case provided by the Coordinator prior to the hearing as part of a hearing packet.
- Read and understand the procedures of the Title IX hearing provided by the Coordinator prior to the hearing as part of a hearing packet.
- Have a clear understanding of the incident in question before going into deliberations for a decision.
- Decide the outcome and sanctions if needed based on the information presented, hearing notes, and the NHSC Title IX Policy.
- Maintain copies of notes during the hearing. The Title IX Decision-Makers will inform the parties of the decision at the hearing and send a letter as described in this policy.

### **Complainant's Rights:**

- Be given a written explanation of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during

the proceedings. Students must provide NHSC with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;

- Be given a timely hearing;
- Exclude evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the respondent shall be presumed irrelevant;
- Clarifying that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual harassment;
- Written notification of the outcome of the hearing including any sanctions; remedies/accommodations for the complainant; additional remedies for the school community;
- Written notification of any external counseling services that may be available;
- Written notification of options for changing academic, living, transportation, and work site situations if reasonable;
- Written notification of an avenue for appeal.

### **Respondent's Rights:**

- Be given written notice of the allegations and the hearing process;
- Have access to evidentiary material in advance of the hearing;
- Be present during the entire hearing;
- Have no violation presumed until found responsible;
- Be given a timely hearing;
- Be accompanied by an advisor during the hearing. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Students must provide NHSC with the name and contact information for the student's advisor as soon as practical but at least three (3) days prior to the hearing;
- Written notification of the outcome of the hearing including any sanctions; remedies/accommodations for the complainant; additional remedies for the school community;
- Written notification of any external counseling services that may be available;
- Written notification of options for changing academic, living, transportation, and work site situations, if reasonable;
- Written notification of an avenue for appeal.

The hearing will include opening statements, each party's advisor will present evidence collected and approved during the investigation process, witnesses, and closing statements. Students are permitted to be present during the hearing (except during deliberations of the panel). Witnesses and evidence need to be directly related to the incident. The standard of proof used in NHSC Title IX Hearings is the preponderance of

the evidence, which means the determination to be made, is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

In-person hearings are preferred, but videoconference hearings may be conducted if the hearing officer determines that the health, safety and welfare of all participants is better served by the alternate hearing mode.

**Standard of Evidence:**

NHSC utilizes the preponderance of the evidence standard when deciding sexual and gender-based misconduct complaints.

**Outcomes/Sanctions:**

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a Sex Discrimination or Sexual Harassment policy violation the complaint will be dismissed.

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is responsible for a Sexual Harassment policy violation the following sanctions will be considered. The listing of sanctions below is not intended to be exclusive; in addition, sanctions may be imposed singularly or in combination when a violation of this policy is found.

**Sexual Discrimination (includes gender discrimination) may include the following sanctions of the student(s) found responsible.**

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent NHSC, or denial of participation in extracurricular activities.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Probation Level I – A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with NHSC and that further violations of regulations will subject him/her to suspension or expulsion from the NHSC.
- Suspension – If warranted by the severity of the incident, exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from NHSC are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the

Vice President of Student Services. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record. Any refund of tuition or fees will be subject to NHSC's normal withdrawal policy.

- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record. Any refund of tuition or fees will be subject to NHSC's normal withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

**Sexual Harassment may include the following sanctions on the student(s) found responsible.**

- Restriction – A limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent NHSC.
- Service Project – Community service or an education class or project beneficial to the individual and campus or community.
- Behavioral Change Requirement – Required activities including but not limited to, seeking academic counseling, substance abuse assessment, decision making class, writing a reflection paper, etc.
- Probation Level II – Adds to Level I the stipulation that students are prohibited from participating in any extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or other organizations). Students must apply to get off Conduct Probation Level II by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
- Suspension – If warranted by the severity of the incident, exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from NHSC are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by the Vice President of Student Services. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record. Any refund of tuition or fees will be subject to NHSC's normal withdrawal policy.
- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is



maintained in the student's record. Any refund of tuition or fees will be subject to NHSC's normal withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

**Sexual Violence may include the following sanction on the student(s) found responsible.**

- Expulsion – Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the hearing outcome letter. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record. Any refund of tuition or fees will be subject to NHSC's normal withdrawal policy. Expulsion should be reserved and used only in cases involving the most severe instances of misconduct.

Both parties will be notified of the outcome in writing by certified mail or other agreed upon form of notice within five business days after the hearing at the same time. Both parties have the right to appeal the decision reached through the hearing proceedings within five days after the hearing.

**Appeals:**

To access the Complaint/Appeals Form, please go to: <https://live-nhsc.pantheonsite.io/wp-content/uploads/2019/11/STUDENT-APPEAL-FORM-7.19.18.pdf>

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from NHSC to the party appealing who was found responsible for the policy violation. The student must show one or more of the listed grounds for an appeal. All appeals will be decided by a board or committee of the President's choosing and the President will provide the contact information of the appointed board/committee upon notice of an appeal.

1. Appeals must be submitted in writing to the hearing committee, that the President appoints. within five (5) working/school days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following criteria as the reason for appeal and include supporting argument(s):
  - A. The original hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
  - B. The evidence presented at the previous hearing was not "sufficient" to justify a decision against the student or group.
  - C. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have

- been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
- D. The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with NHSC procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
3. The hearing committee, appointed by the President, will review the record of the original hearing, including documentary evidence. It is the hearing committee's discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing committee for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing(s) was "insufficient" to justify a decision against the student or group, or a finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original hearing committee, either or both students may appeal the committee's decision to the hearing committee, appointed by the President, and the procedures set out above shall control the appeal.
  4. The final decision will be communicated in writing by the hearing committee, appointed by the President, to the appealing student(s). The decision will be communicated within ten (10) working/school days of receiving the written recommendation. Both parties will be notified of the final outcome of the appeal.
  5. The decision of the hearing committee, appointed by the President, on appeal shall be final.

**Retaliation:**

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

If an individual brings concerns about possible civil rights problems to a school's attention, including publicly opposing sexual harassment or filing a sexual harassment complaint with the school or any State or Federal agency, it is unlawful for the school to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she testified, or participated in any manner, in an OCR or College's investigation or proceeding. Therefore, if a student, parent, teacher, sponsor

coach, or other individual complains formally or informally about sexual harassment or participates in an OCR or College's investigation or proceedings related to sexual harassment, the school is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation. Individuals who, apart from official associations with NHSC, engage in retaliatory activities will also be subject to NHSC's policies insofar as they are applicable to third party actions.

NHSC will take steps to prevent retaliation against a student who filed a complaint either on his or her own behalf or on behalf of another student, or against those who provided information as witnesses. Complaints of retaliation will follow the same process of investigation, hearing, and appeal. If it is determined under the preponderance of evidentiary standard that a student is responsible for retaliation the following sanction will be imposed: suspension.

**Recordkeeping:**

NHSC will document all reports and complaints of sex discrimination and provide copies of those reports to the Title IX Coordinator. NHSC Title IX Coordinator will maintain a secured electronic file system of all Title IX cases, reports, and complaints by academic year. The cases will include all information related to the individual case, which includes but is not limited to the initial complaint, letters sent to all parties, response from the respondent, immediate assistance, investigation notes, mediation agreement if applicable, notice of a hearing, committee selection, hearing notes, hearing decision, written notice of the outcome, and any recordings made of the hearing or in the course of the investigation. The time period to maintain the case records will be no less than seven (7) years from the date of NHSC's final action or decision (whether through report of the investigation, mediation, or hearing). The confidential reporting of the number of incidents and types will be sent to NHSC Security for the preparation of the Annual Crimes Report.

**Training:**

All NHSC employees except student employees and temporary non-academic employees, including the NHSC Board of Regents, are required to complete annual training regarding their responsibilities under Title IX. All individuals involved in implementing the College's sexual and gender-based misconduct grievance procedures must have training or experience in handling sexual violence complaints in the operation of the College's grievance procedures. Individuals who have not completed training as required by the Title IX Coordinator shall not investigate, adjudicate, or otherwise be involved in the handling and resolution of sexual or gender-based misconduct complaints. All training materials utilized will be posted online for public viewing.

**Resources, Assistance, and Supportive Measures:**

NHSC is committed to ensuring that complainants and respondents receive assistance. For direct services provided by the College, please contact the Vice President of Student Services/Title IX Coordinator.

See Appendix 4 for more information regarding Emergency Procedures.

### **Crisis Emergency Response Teams (CERT)**

The Security Director meets monthly with a Campus-based Crisis Emergency Response Team (CA CERT) comprised of students, faculty and staff and also with a Community-based Crisis Emergency Response Team (CO CERT) to plan and address the needs of safety and security on campus and in the nearby community. Periodic drills for emergencies such as an active shooter, medical emergencies, bombs, and fires are conducted.

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, NHSC security annually prepares the Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act.

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.

Please see our Annual Security Report/Fire Report posted on our website at <https://live-nhsc.pantheonsite.io/wp-content/uploads/2019/11/Annual-Security-and-Fire-Safety-Report.pdf>.

### **Questions or inquiries can be made to:**

Vice President of Academics, Robert “BJ” Rainbow  
Phone: 701-627-8082; E-mail: [rrainb@nhsc.edu](mailto:rrainb@nhsc.edu)

Vice President of Student Services/Title IX Coordinator, Constance E. King Gottschall  
Phone: 701-627-8015; E-mail: [cfrank@nhsc.edu](mailto:cfrank@nhsc.edu)

Vice President of Campus Services, Jen Janecek-Hartman  
Phone: 701-627-8028; [jjanec@nhsc.edu](mailto:jjanec@nhsc.edu)

Human Resources Director, Sidney Prospere  
Phone: 701-627-8016; E-mail: [sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

Student Development/Retention Counselor/504/ADA, Deanna Rainbow  
Phone: 701-627-8036; E-mail: [drainb@nhsc.edu](mailto:drainb@nhsc.edu)

A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights (OCR) or the Equal Employment Opportunity Commission (EEOC).

A complaint or concern to OCR/EEOC may be sent to:

Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Hotline: (800)-421-3481  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, D.C. 20507  
Hotline: (800)-669-4000  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)

**Below is a non-exhaustive list of contacts that may be available to support or assist.**

#### Local

- New Town Police – 701-627-5222
- TAT Police – 701-627-3617
- Abuse and Neglect MHA Social Services - 701-627-8166
- TAT Victim Services - 701-627-4171
- Elbowoods Memorial Health Center - 701-627-4750
- Behavioral Health - 701-627-7777
- Trinity Community Clinic - 701-627-2990
- Upper Missouri District Health Unit - 701-628-2951
- Dakota Hope Clinic - 701-852-4675

#### State

- North Dakota Crisis Help Line: 1-800-472-2911
- The Village Family Service Center: 1-866-838-6776

#### National

- Native Youth Crisis Hotline: 1-877-209-1266
- National Domestic Violence Hotline - 1-800-799-7233 (SAFE)
- Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)
- Communication Services for the Deaf (TTY) - 1-800-252-1017 (TTY)
- Communication Services for the Deaf (Voice) - 1-866-845-7445 (Voice)
- National Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
- Center for Psychiatric Care: 1-877-731-2511

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## **Drug Free Schools and Communities Act Information/ NHSC AODPP Policy Statement**

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Nueta Hidatsa Sahnish College is committed to the Drug Free Schools and Communities Act Amendments of 1989. Our Biennial Review of Alcohol and Other Drugs Prevention Program (AODPP) can be found at <https://nhsc.edu/wp-content/uploads/2018/08/AODPP-Biennial-Review-2016.pdf>.

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.

- The unlawful possession, use, or distribution of illicit drugs and alcohol by students on College property or as part of any of its activities;
- 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.
- Storing, consuming or transporting alcoholic beverages or unlawful controlled substance in any NHSC vehicle (owned or rented).

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## **Legal Sanctions Against Drugs and Alcohol**

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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**

#### **Support Resources**

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

- The College will establish an on-going drug-free awareness program, in keeping with its other in-service policies and practices for employees and students.
- Nueta Hidatsa Sahnish College does not differentiate between drug abusers and drug pushers or sellers. Any student who unlawfully gives or in any way transfers a controlled substance to another person or sells or manufactures or unlawfully uses a controlled substance while on the job, in the classroom, or at a site which the college's work is performed, will be subject to discipline, up to and including expulsion.

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### **Strategies to Address the Misuse and Abuse of Alcohol and Other Drugs at NHSC**

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Area of Intervention	Individual	Group	Community
Knowledge, attitudes and behaviors	Advisor Training, Guidance Counselor introduction	Training via Student Orientation; guest speakers	In November Dr. Mee-Lee, Chief Editor of the American Society of Addiction Medicine (ASAM) 3rd Edition 2013. (Treatment Criteria for Addictive, Substance-Related and Co-Occurring Conditions will visit the NHSC campus.
Alcohol Free Alternatives	Points and prizes for participating in alcohol free activities	Live Music, Movie Nights, NHSC STORM Sports, Flash Mob, Board Games, etc.	NHSC STORM sports
Public Laws, Tribal, Federal and State			
Treatment Options	MHA Circle of Life- Outpatient/ support programs Parshall Resource Center- Inpatient	MHA Circle of Life- Outpatient/ support programs	MHA Circle of Life- Outpatient/ support programs



**FAQS**

Are their warning signs from someone who is misusing and/or abusing Alcohol and or Other Drugs?

Yes, and some of the signs include (but there may be other signs)

- Withdrawal from Social Situations
- Easily Discouraged
- Violent and Irritable behavior
- Lying
- Missing Class and frequently making excuses for missing class
- apathy

If I feel that I may have a problem misusing and/or abusing alcohol and or other drugs and decide to seek help, would I be dropped from my courses?

No, the important and brave thing is that you have asked for help. Your advisor, the NHSC Guidance Counselor and other NHSC Faculty and Staff know to handle your life challenges with confidentiality.

What should I do if I see signs of Possible Substance Abuse in Friends?

First you should, express your concern and be ready to listen.

What shouldn't I do if I see signs of Possible Substance Abuse in Friends?

You should never try to handle the situation alone. Please go to your advisor or another NHSC Faculty or Staff member and ask for help.

**Partners**

- MHA Nation
- Circle of Life, Three Affiliated Tribes
- Elbowoods Clinic
- University of North Dakota
- South Dakota School of Mines and Technology
- Oglala Lakota College
- Parshall Resource Center

Our Nueta Hidatsa Sahnish College motto, "our students come first," is the foundation of every policy develop for the NHSC student body. NHSC recognizes the immense responsibility to its students and staff and recognizes the importance of providing a safe place to work and study.

NHSC will make appropriate support services and advice available to students but will also initiate and follow through with disciplinary actions where illegal activities occur, particularly if there is any potential for those activities to endanger the health, wellbeing and security of an individual student, other NHSC students or community visitors to the NHSC campus.

**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.

For more information, please contact the NHSC Student Development/Retention Counselor at (701) 627-8036.

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**Fire Safety/Fire Drills**

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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.

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## **Weapons/Firearms Policy**

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

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## **Section 13: GRIEVANCE - WHAT SHOULD I DO IF I HAVE A CONCERN, A COMPLAINT, OR AN APPEAL?**

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### **Student Affairs Committee (SAC)**

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

- Concern – a matter of interest or importance, handled informally
- Complaint - a formal allegation against a party
- Appeal - a formal request that a college reconsider a decision

#### **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

**Student Issues Categories:**

- Concerns
- Complaints
- Appeals

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 Student Issues:****CONCERNS**

The student needs to meet informally with his or her advisor and the appropriate faculty, staff, and/or student(s) to resolve the concern.

**COMPLAINTS/APPEALS**

To access the Complaint/Appeals Form, please go to: <https://live-nhsc.pantheonsite.io/wp-content/uploads/2019/11/STUDENT-APPEAL-FORM-7.19.18.pdf>

1. After the student has met informally 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 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 completes the Appeal/Complaint form and submits it to the appropriate Vice President (VP):
  - VP of Academics
  - VP of Student Services
  - VP of Campus Services
3. If necessary, the VP to whom the form is given then meets with the Vice President of Student Services describing the situation in detail.
4. When circumstances involve a physician, counselor, employer, etc. instruct the student to ask that professional to write a letter of support for the student. This letter needs to be on official letterhead, signed, dated and submitted along with the student letter.
5. The Vice President of Student Services then calls a meeting and presents the student's issues and relevant documentation to the Student Affairs Committee.
6. 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 issue.

7. The Student Affairs Committee will vote, regarding the issue. The Vice President of Student Services has the authority to break a tie.
8. The student will be notified in writing within 10 days of the decision made.
9. The President will be notified of the meeting and its outcome.

### **Disciplinary Outcomes**

If a Complaint results in a student violation, 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, but not limited to:**

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

**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.

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## External Student Complaint Process

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**Tribal Student Complaint Process**

Complaint process is an alternative Tribal College complaint procedure available to all students that is outside of the normal Nueta Hidatsa Sahnish College (NHSC) complaint and grievance system.

1. If you believe you are not being issued a fair outcome with regard to academic programs or practices of NSHC, students may choose to approach our Tribal Ombudsman Office, which will be located within the Office of the Director of the Mandan Hidatsa Arikara (MHA) Tribal Education Office.
2. The Tribal Ombudsman Office will deal with any type of complaints. The Tribal Council cannot limit the types of complaints a student can file with the Tribal Council. However, the Tribal Council can limit the types of relief it would provide so long as it determined the school had responded adequately to the student's complaint.
3. The Tribal Ombudsman will carefully only address issues that are legitimate concerns over a student's academic affairs, or other matters of the college that are not being addressed by the College.
4. Complete, sign, and submit these attached forms to the Tribal Ombudsman Office that will be located in the Office of the Director of MHA Education:

The forms and general information on the Tribal Complaint process, can be obtained from these offices, on Web site and from the following Tribal offices and locations

- Tribal Ombudsman office located in the Office of the Director of MHA Education
  - NHSC Student Support Services Department
  - NHSC Retention Counselors and Recruitment Counselors
  - NHSC Admissions/Registrar employees
  - NHSC Financial Aid Coordinator
  - NHSC VP of Academic Affairs office
5. Return the completed forms to the Tribal Ombudsman office so the Tribe can request information from the Tribal College to start the review of the complaint/grievance process.
  6. Within seven (7) days of filing your complaint, you will receive a follow-up call or email from the Tribal Ombudsman office to address your concerns and/or to

advise you on your next steps. The receipt of this letter from the Tribal Ombudsman will be the official start date of the complaint process.

7. After this Tribal Complaint process has been fully reviewed, investigated and completed by the Tribal Ombudsman, the Tribe will issue a final determination on the student's complaint/grievance within 14 days of the start of the complaint process.
8. The results and decision of the Tribal Ombudsman from this Tribal Complaint will be final.

***If a student believes they have an injustice, this is an alternative appeal option outside of the NHSC governing process and appeal system.***

The Tribal Ombudsman is an appeal outside of the entire scope of Nueta Hidatsa Sahnish College. The Tribal Ombudsman Office will be a special office established to offer an alternative appeal for students for academic concerns. For practices of the Three Affiliated Tribes (Mandan Hidatsa & Arikara Nation), the Tribal Ombudsman Office personnel will be identified by the Tribe as a certified mediator or other person with professional human resource training, or impartiality. The original Tribal Ombudsman will be the Director of MHA Education, effective January 1, 2019. Until further notice, the person in this Director position will serve as the Three Affiliated Tribes Tribal Ombudsman for outside NHSC appeals or complaints regarding NHSC academics or matters of NHSC.

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## Section 14: Other Information

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### Adult Basic Education/GED

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NHSC has a General Education Development (GED) program. Please contact Betty Lockwood at 701-627-8058 for more information.

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### Animals and Pets

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Police dogs and service dogs (with proper identification/documentation) are welcome on campus with their handlers. A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a



note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal. All other animals will need special permission to be on the college campus. Please contact the Vice President of Campus Services at 701-627-8028 for more information.

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## **Campus and Mentor Site Closures/Delays**

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Campus and Mentor Sites may need to close, close early, or have delayed openings from time to time throughout the academic year. Please watch for notices posted on our website and facebook page, sent through emails and communicated through text messages.

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## **Children on Campus**

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Children are welcome on campus with their parents and caregivers, only in accordance with current posted guidelines. However, children need to be supervised at all times. Children may come to class with their parents and caregivers, only with instructor permission. Parents and caregivers will have the sole responsibility for the safety and well-being of their child(ren), while on campus.

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## **Guests and Visitors**

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Guests and visitors need to adhere to all college policies, regarding safety and security.

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## **Lost and Found**

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Lost and found items will be kept with the Director of Security.

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## **No Smoking Policy**

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Smoking is prohibited within 20 feet of building entrance.

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## **Vaccination Policy**

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

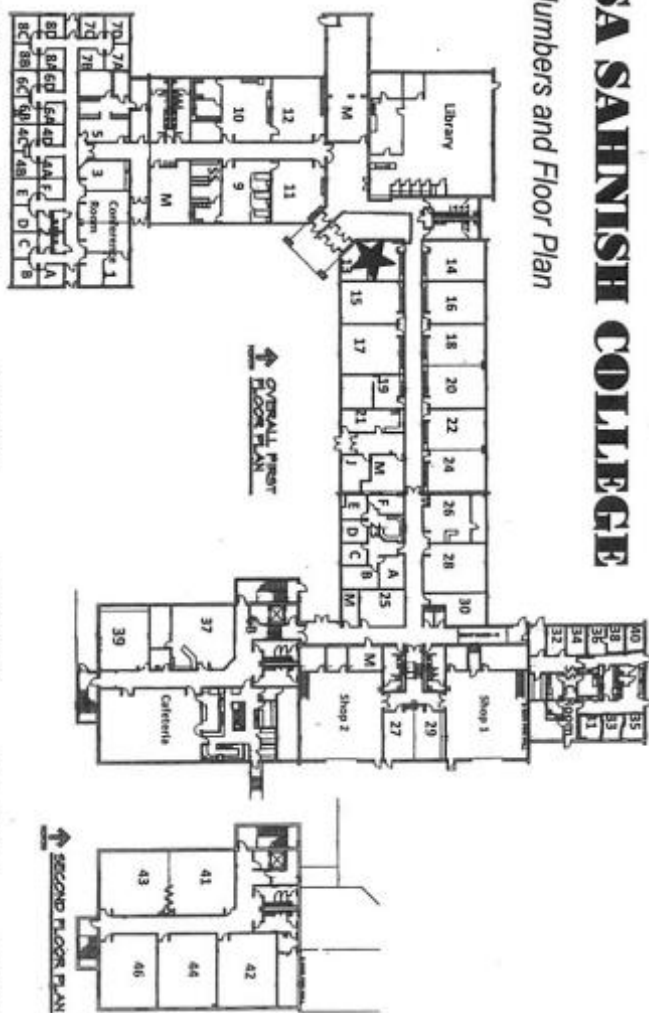
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## **Appendix 1 – Nueta Hidatsa Sahnish Campus Maps**

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# **NUETA HIDATS SAHNISH COLLEGE**
















## *Room Numbers and Floor Plan*



1. President and Assistant's Offices	8. Ag Department Offices (A-D)	15. INN Classroom	22. Faculty Offices	29. CTE Classroom	36. Financial Aid Office	43. General Classroom	5. Shop Area
2. Business Offices A-E	9. Pre-Mining Classroom	16. Equine Studies Classroom	23. Teacher Salary/Faculty Offices (A-E)	30. GED Training Center	37. Open Space	44. Business/IT Classroom	Library
3. Athletic Director Office	10. Science Lab and Offices	17. Education Classroom	24. Main Classroom	31. Registrar's Office	38. SSAVE Office	45.	Cafeteria
4. NACTIP Offices (A-D)	11. Tutoring Room	18. Engineering Classroom	25. Maintenance and Facilities Office	32. Student Services Office	39. Student Organization Room	46. Science Classroom	55 C. Room: Student Services Conference Room
5. IT Department Offices	12. Science Classroom	19. Social Work Offices	26. Writing Center	33. Admissions Office	40. Vice President of Student Services' Office	41. General Classroom	55. Storage Space
6. Campus Services VP, Institution at Research and Faculty Offices (A-D)	13. Academic VP and Assistant's Offices	20. Social Work Classroom	27. CTE Classroom	34. Financial Aid Office	41. General Classroom	42. Mechanical Rooms	
7. Ag Department Offices (A-D)	14. Art Classroom	21. Counselor's Office	28. GED Classroom	35. Pathways Office	42. Business Classroom	1. Judicial Courts	

# NHSC Main Campus

## Nueta Hidatsa Sahnish College - Main Campus

-  Main Campus
-  NHSC Main Campus
-  NHSC Cultural Center
-  Admin Offices
-  Science Department
-  Cafeteria/Student Lounge/CLAN Rooms
-  Library
-  Women's Dorms
-  Family and Faculty Housing
-  IT Department
-  Main Entrance
-  Welding and Carpentry Classes
-  Security/Maintenance Office
-  Wellness Center
-  Classrooms

## Bale House - NHSC

-  Bale House - NHSC
-  NHSC Bale House





## NHSC Main Campus and Mentor Sites

### NHSC Main Campus



Nueta Hidatsa Sahnish  
College - Main Campus

### NHSC Mandaree Mentor Site



Nueta Hidatsa Sahnish  
College - Mandaree Mentor  
Site



Mandaree Mentor Site

### NHSC Parshall Mentor Site



Nueta Hidatsa Sahnish  
College - Parshall Mentor Site



Parshall Mentor Site

### NHSC White Shield Mentor Site



Nueta Hidatsa Sahnish  
College - White Shield Mentor  
Site



White Shield Mentor Site

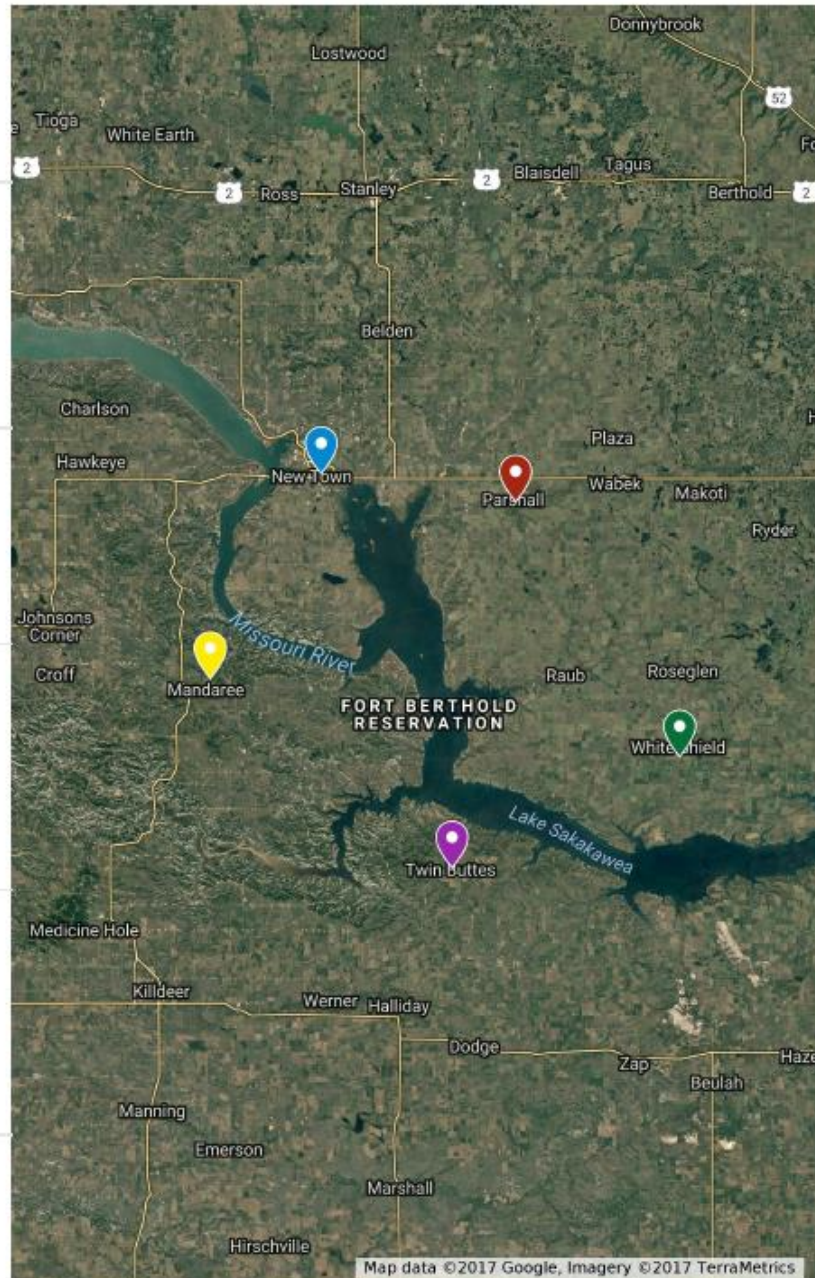
### NHSC Twin Buttes Mentor Site



Nueta Hidatsa Sahnish  
College - Twin Buttes Mentor  
Site



Twin Buttes Mentor Site



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## Appendix 2 - New Student Organization Application

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### NHSC New Student Organization Registration Application

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

**New Student Organization application requirements:**

- At least 5 current students who are interested in chartering your organization.
- Two faculty members OR one faculty and one staff member willing to serve as your advisors. (Advisor(s) cannot also be students.)
- Submit an application that includes the purpose of your new student organization.
- Submit a constitution and bylaws that are consistent with college policies and procedures set forth by the Business Office, Student Services, and Student Senate.
- Submit objectives and goals of the proposed student organization.
- Submit a plan for electing officers (all officers must maintain at least a 2.0 and stay in good academic standing): President, Vice President, Treasurer, Secretary, Public Relations, a Representative from Each Segment.
- If fund raising will be part of the organization at any time, officers must be elected and accountability for the moneys earned and spent must go through the organization's treasurer and our NHSC Business Office. The NHSC Business Office will create a line item for monies received and monies spent, once they have received the proper documentation from the organization's advisor(s). Start-up money and any additional funds can be requested through the Vice President of Student Services with a budget and plan for use of the funds in writing.

**Please fill out the form below to apply for a new recognized student organization.**

Today's Date \_\_\_\_\_ Day/Date Student Organization Plans to begin meeting \_\_\_\_\_

Name of New Student Organization \_\_\_\_\_

Day/Time/Place/Room where the Student Organization plans to meet \_\_\_\_\_

(The Student Organizations Room, Room #39, is available for meetings.)

What is the mission and purpose of the organization? \_\_\_\_\_

\_\_\_\_\_

What activities will the organization sponsor or participate in? \_\_\_\_\_

\_\_\_\_\_

Student Contact \_\_\_\_\_

First Advisor's Name \_\_\_\_\_

Second Advisor's Name \_\_\_\_\_

**Please return your completed form and the Officers' positions and names (once elected/determined) to Dr. Connie King Gottschall, Vice President of Student Services:**  
[cfrank@nhsc.edu](mailto:cfrank@nhsc.edu) .

## Appendix 3 – Withdrawal Form



**Office  
of the Registrar**  
Nueta Hidatsa Sahnish College  
PO Box 490/220 College Drive  
New Town, ND 58763  
Phone: 701-627-8047  
Fax: 701.627.4790 registrar@nhsc.edu

### Withdrawal

*\*Use after last day to Drop/Add Courses until last day to withdraw from semester with  
W*

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

☐ Undergraduate ☐ Non-Degree Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_ Major: \_\_\_\_\_

Year: ☐ ☐ ☐ ☐ Fall ☐ Spring ☐ Summer ☐ Date Withdrawal Initiated: \_\_\_\_\_

#### Student Initiated Withdrawal

The student must notify NHSC, academic advisor, counselor or Registrar's Office and request to voluntarily withdraw from the school. If a student withdraws prior to the deadline, a "W" will be entered on the transcript. Students who do not formally withdraw or do so after the deadline, will receive a letter grade as assigned by the instructor.

#### College Initiated Withdrawal

A student may be involuntarily withdrawn from college under extenuating circumstances, or emergencies potentially affecting their educational records, that fall outside the realm of normal NHSC policy and procedures.

**\*NOTE: Students who withdraw after the fourth week are still responsible for their full educational cost.**

#### Reason for Withdrawal:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Medical/Health Conditions | <input type="checkbox"/> Lack of Satisfactory Academic Progress | <input type="checkbox"/> Incarceration       |
| <input type="checkbox"/> Family Emergency          | <input type="checkbox"/> Lack of Financial Resources            | <input type="checkbox"/> Disciplinary Action |
| <input type="checkbox"/> Absenteeism               | <input type="checkbox"/> Jury Duty                              | <input type="checkbox"/> Other               |

I plan on returning to NHSC in the future ☐ YES ☐ NO

#### STUDENT INITIATED WITHDRAWAL

*By signing below, I acknowledge I will no longer be on my current degree plan if I return in the future.*

Student Signature _____	Date _____
Academic Advisor _____	Date _____
Academic & Personal Counselor _____	Date _____

#### Copies to:

Student  
VP of Academic  
VP of Student Service  
Financial Aid Office

#### COLLEGE INITIATED WITHDRAWAL

Academic Advisor _____	Date _____
Academic & Personal Counselor _____	Date _____
VP of Academics OR VP of Support Services _____	Date _____

#### Copies to:

Student  
Non-Signing Vice President  
Student Accounts

**\*\*ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR'S OFFICE\*\***

Registrar's Use Only

Date of institutional determination of withdrawal: \_\_\_\_\_

Signature: \_\_\_\_\_

Form 100-000-000-000



## Appendix 4 – Emergency Procedures Chart

### Important Phone Numbers

Police, Ambulance, Fire **911**

Mountrail County Sheriff 701-627-2975

New Town Police Department 701-627-5222

Tribal Police 701-627-3617

### Nueta Hidatsa Sahnish Campus Safety/Maintenance

Deon Carter 701-421-0023

Wes Davidson 701-421-1523

Brandon Laughery 701-898-1034

Location of Safety Officer: Main Lobby



### NHSC Emergency Alerts

NHSC campus will notify the campus of an emergency situation through the text alert system.

To sign up to receive emergency alerts to your smartphone (via text) or email address, visit the IT Department.

## Emergency Procedures

### Medical Emergency

Example: Any Medical Emergency

- Call 911 and Campus Security immediately
- Avoid leaving injured person except to gather help
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Wait for emergency personnel to arrive.

### Lock- Down

Example: Active Shooter

- Be aware of your environment, know possible escape routes, and possible safe rooms.
- If safe to do so, leave the building quickly and quietly. Call 911 and Campus Security.
- If you can't leave, go to the nearest classroom, lock doors, close shades/blinds, turn off lights, and keep out of sight. Call 911 or Campus Security.
- Stay low, hidden and spread out.
- When you encounter police, show hands, follow instructions to safe place.

### Shelter in Place

Example: Tornado/Weather

Stay away from windows, close, and lock the doors, if possible. Do not leave the area until emergency has passed or you are instructed to do so by emergency response personnel.

### Fire

- Call 911 and Campus Security
- When alarm sounds, everyone must exit the building at the closest exit to them.
- Stay Calm
- Leave doors unlocked
- Do not return to building until all clear is given

### Cardiac Arrest

Example: Cardiac Arrest

- Call 911
- Call Campus Security
- Provide the location of incident, nature of illness or injury, the number of victims, and your name.
- AED Locations  
(Automated External Defibrillator)  
Hidatsa Hallway, Across from IT Department  
Main Lobby  
White Ant Hallway, near stairs

### Hazardous Material

Example: Chemical Spill, Blood

- Do not attempt to clean spill
- Evacuate the area and proceed to safe area
- Call Campus Security
- Wait for further instructions

### Bomb Threat/Suspicious Package

Example: Bomb Threat/ Suspicious Package

- Call campus security immediately
- Notify security of location and color of suspicious package.
- Leave the area immediately

### Amber Alert

- Within 24 hours notify Vice President of Campus Services, Jen Janeczek-Hartman at 701-627-8028 (Office)
- Call Campus Security
- Notify City and Tribal Police

## Appendix 5 – Incident Reporting Form



Please fill in all required fields

### Nueta Hidatsa Sahnish College Incident Reporting Form

**Person Completing Form:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Department: \_\_\_\_\_

**Injured/Involved Person:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

**Injured/Involved Persons relation to NHSC (Circle):** Employee Student Employee Student Visitor

**Location of Incident:** \_\_\_\_\_

**Detailed Description of Incident:** *Please use additional sheet if more room is needed*

**Property/Vehicle/Equipment Loss or Damaged:** Please send a photo of the damaged property to Procurement Office

What was damaged or lost? \_\_\_\_\_ School Property? YES or NO

Owner of damaged or lost property: \_\_\_\_\_ Phone: \_\_\_\_\_

**The above information on the report is accurate based on my knowledge of the incident:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Route to:

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Emergencies: 911

Campus Security: 701-627-8063

Safety Officer: 701-627-8029

## Appendix 6 – Grievance/Student Appeal/Complaint Form



### Vice President of Student Services

Nueta Hidatsa Sahnish College  
PO Box 490/220 College Drive  
New Town, ND 58763  
Phone: 701-827-8013  
Fax: 701.827.2781  
cfrank@nhsc.edu



### STUDENT APPEAL/COMPLAINT FORM

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Address: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Students Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Date: \_\_\_\_\_ Major: \_\_\_\_\_

BRIEF STATEMENT OF APPEAL OR COMPLAINT: (Include circumstances, dates, times, and name of person(s) or witness (s)) involved. Who or what is the complaint about? Are any witnesses willing to testify to what occurred?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPLAIN WHAT STEPS YOU HAVE ALREADY TAKEN TO SOLVE THE PROBLEM: (Check appropriate responses.)

☐ Talked with person. Name of Person: \_\_\_\_\_

☐ Talked with supervisor. Name of Supervisor: \_\_\_\_\_

☐ Other (explain) \_\_\_\_\_

RESULTS/OUTCOME OF THE ABOVE (IF ANY) TO DATE: \_\_\_\_\_

WHAT ACTION ARE YOU NOW REQUESTING? (Please state what you expect as a result of filing this form).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date filed

After completing the above requested information, please email it to the Vice Present of Student Services.

APPEAL/COMPLAINT RECEIVED BY: \_\_\_\_\_ For Office Use Only DATE: \_\_\_\_\_

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## Appendix 7 – Dissemination of Consumer Information

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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 within our Student Handbook and on our website and any student, parent, or prospective student may request a printed copy at our college.

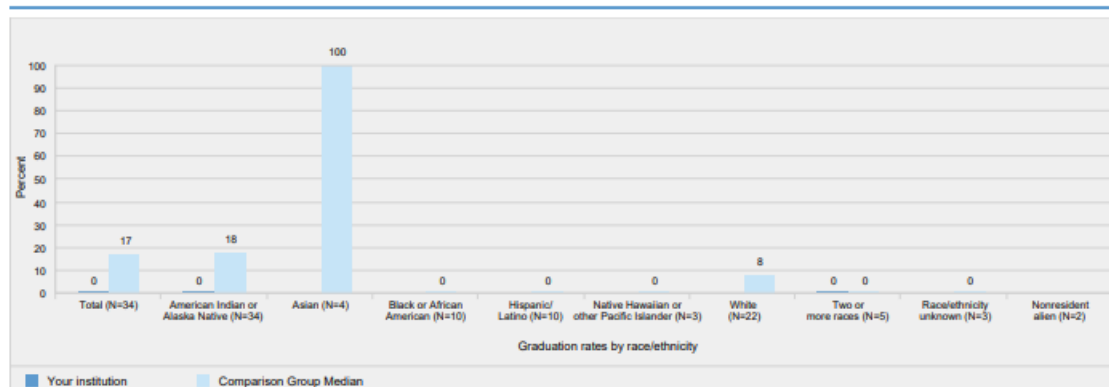
Additional information on our AODPP Report, Financial Aid Policies and Procedures, or CERT policies and procedures (all of which are located on our website, [www.nhsc.edu](http://www.nhsc.edu) - [Consumer Information - NHS College](#)).

- 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
- Criteria for determining student's award amount
- Budget Calculations
- Budget Worksheets
- Net Price Calculator on the web
- Exceptions to the Normal Cost Allowances
- Institutional Budgets
- Award Amount
- Disbursements
- Tuition, Fees, and Books
- Grants/Scholarships
- Financial Funding Sources
- Financial Obligation to the College
- Official Withdrawals
- Requirements for the Return to Title IV Funds
- Nueta Hidatsa Sahnish College Tuition Assistance
- Bookstore/Textbook Information
- Accreditation/Program Eligibility Requirements
- B.S. in Elementary Education
- Discipline
- Dissemination of Accreditation Documents
- Vaccination Policy
- Copyright Infringement
- Gainful Employment Disclosure
- Retention Rate
- Student Body Diversity
- Graduation Rates/Placement of Graduates
- Transfer of Credits
- 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

## Appendix 8 – Graduation Data – College Navigator - 2022 Report

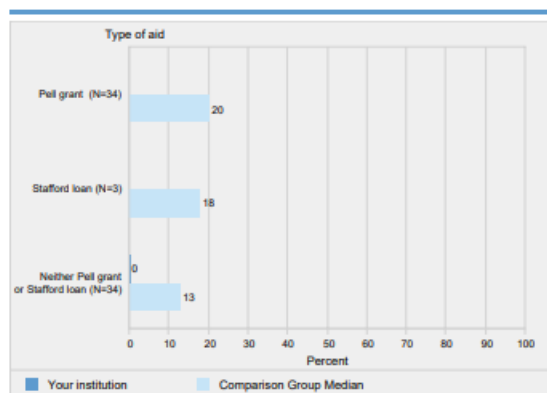
**Figure 11. Graduation rates of full-time, first-time degree/certificate-seeking undergraduates within 150% of normal time to program completion, by race/ethnicity: 2014 cohort**



NOTE: For more information about disaggregation of data by race and ethnicity, see the Methodological Notes. The graduation rates are the Student Right-to-Know (SRK) rates. Median values for the comparison group will not add to 100%. N is the number of institutions in the comparison group. Medians are not reported for comparison groups with less than three values.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2020-21, Graduation Rates component.

**Figure 12. Graduation rates of full-time, first-time degree/certificate-seeking undergraduates within 150% of normal time to program completion, by type of aid: 2014 cohort**



NOTE: Graduation rate cohort includes all full-time, first-time degree/certificate-seeking undergraduate students. Data were collected on those students, who at entry of the cohort, were awarded a Pell Grant and students who were awarded a Subsidized Stafford loan, but did not receive a Pell Grant. Graduation rates are the Student Right-to-Know rates. For more details, see the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2020-21, Graduation Rates component.

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## Appendix 9 – Acknowledgement Form

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### STUDENT HANDBOOK, FINANCIAL AID, FERPA, CONSUMER INFORMATION, ACKNOWLEDGEMENT FORM

Nueta Hidatsa Sahnish College has created and disseminated the 2022-2023 Student Handbook to communicate the best policies and procedures to help a student succeed at our institution. This form is to acknowledge that the student has been informed of the existence of the 2022-2023 Handbook, and that it has been made available to them in both hardcopy and on our college website at [www.nhsc.edu](http://www.nhsc.edu).

The signature on this form acknowledges the receipt of the following:

- 2022-2023 Student Handbook, which includes Financial Aid Policies and Procedures
- FERPA
- Consumer Information
- Alcohol and Other Drug Prevention Program (AODPP) Policy/Report
- Annual Security Report (ASR)
- CERT (Crisis Emergency Response Team) Policies and Procedures

Student Name (Printed) \_\_\_\_\_

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

### Equal Opportunity and Non-Discrimination Policy

The Nueta Hidatsa Sahnish College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, religion, color, sex, national origin, age or handicap. In adhering to this policy the college abides by the requirements with Title IX, Education Amendments of 1972, and as further amended; with Title VI and VII of the 1964 Civil Rights Act, as amended; by section 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, as amended.

**PROCEDURES:** Specific complaints alleging discrimination should be in written form and referred to:

### Committee Members:

NHSC Vice-President of Academics, Robert "BJ" Rainbow  
P.O. Box 490 New Town, ND 58763 (701) 627-8082

NHSC Human Resources Director, Sidney Prospere  
P.O. Box 490 New Town, ND 58763 (701) 627- 8016

### Further Review:

NHSC President will have the discretion to review the facts and authorize further consideration.

If the person filing a complaint wishes to pursue the complaint, a written report can be filed with the Chicago Regional Office of Civil Rights, U.S. 111 N. Canal St., Room 1053 Chicago, IL 60606 (312) 886-8434 (voice), (312) 353-4888 (Fax), (312) 353-2540. (TTY). Department's Web Site: [www.ed.gov](http://www.ed.gov). OCR's Web Site: [www.ed.gov/ocr](http://www.ed.gov/ocr) .

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