

# Sisseton Wahpeton College

## STUDENT HANDBOOK



2018-2019





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# Educational Purposes

## ***Mission Statement***

To provide higher education, research, vocational and technical education and continuing education to the members of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation and others within the historical lands of the Sisseton Wahpeton Oyate. As a 1994 land grant institution, SWC will preserve and extend Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources.

## ***Vision Statement***

Preserving the past, preparing for the future.

Wi'wavyake Oyakapi

Havna wiconi uv hdu hapi, yawiyeya tokatakiya uvyapi

## ***Values***

**BRAVERY** "Wowaditake"

(Courageous "Waditaka")

Bravery was highly valued by traditional Dakota people. Living in an environment that could be contrary or even hostile from either natural or human elements required a steadfast human character. The Dakota had to cultivate bravery early in life and it was one of the most coveted values. Courage was necessary for the survival of the individual and the village. The wolf symbolizes this value. The wolf hunted alone and sometimes with a pack, bravely providing for and protecting his family.

**WISDOM** "Woksape"

Wisdom for the Dakota was that ability to see beyond the normal range of vision and understanding. True wisdom is always accompanied by humility. Wisdom thrives in the heart of a humble person. The Creator is the source of all wisdom and this wisdom is revealed through the creation. Wisdom was often associated with age and a thing to be desired as the true quality of an elder. An eagle has a vision that is said to be four times that of man and sees without being seen and thus symbolizes wisdom.

**ENDURANCE** "Wakis'akapi"

(Fortitude "Wakisakapi")

The Dakota lifestyle was not established in pursuit of material wealth or human comfort. By their own choice, they learned to endure physical and emotional hardships in a sometimes harsh environment. Were a person to give up the struggle, they would most likely succumb to the elements. Indian children were eager to become recognized as adults and one way was to demonstrate their fortitude. The buffalo, which symbolizes this value, was an animal that could endure extreme physical elements and survive.

**INTUITION** "Ecakensdonyapi"

(Knowledge "Wosdonye")

Ecakensdonyapi means "knowing naturally" This intuitive knowledge was necessary to a people who lived in close harmony with nature. The Dakota had to be able to read and understand nature's signs. Intuitive knowledge is gradually being replaced by intellectual knowledge, but intuitive knowledge is still needed when one needs to see beyond the material world in order to make more sense out of it. Knowing naturally means having the ability to think and function in another dimension. In this sense, the material and physical world are but shadows of the real world. Ecakensdonyapi was a natural means for getting at the real causes that are commonly observed in forms of symptoms and behaviors on the outer surface.

## ***Core Abilities***

- A. Integrate Dakota Culture values into personal and professional activities.
- B. Demonstrate effective written and verbal communication skills.
- C. Utilize technology for research and communication.
- D. Apply mathematical and critical thinking skills to solve real-world problems.

## ***Reserved Rights***

Sisseton Wahpeton College (SWC) reserves the right to change any of the rules and regulations of the College at any time, including those relating to admission, instruction, curricula, and academic guidelines. SWC reserves the right to add or withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees. All such changes are effective at such times as the proper authorities determine and may apply to prospective and current students. This handbook is prepared by faculty committees and/or administrative officers for the purpose of furnishing prospective students and other interested persons with institutional information. Announcements contained in printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institution. Publications are prepared in advance and changes are necessary during the academic year. The SWC website should be visited for the most up to date information [www.swc.tc](http://www.swc.tc).

## ***Accreditation***

Sisseton Wahpeton College is accredited through The Higher Learning Commission, to contact phone: 800-621-7440 or on the web: <http://www.hlcommission.org>. The Nursing Program is approved by the South Dakota

Board of Nursing. SWC is a member of the American Indian Higher Education Consortium (AIHEC).

### ***Non-Discrimination***

Sisseton Wahpeton College is committed to providing a non-discrimination and harassment-free educational and working environment for all members of the Sisseton Wahpeton College including students, faculty, administrators, staff, and visitors. It is the policy of

Sisseton Wahpeton College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, including harassment, in employment and admissions, in education, or in any program or activity for which the College is responsible on the basis of age, race, sex, color, national origin, religion or disability.



## Students Rights & Responsibilities

Sisseton Wahpeton College recognizes the basic rights and responsibilities of the members of the college and accepts its obligation to preserve and protect these rights and responsibilities.

Each student should realize that Sisseton Wahpeton College's primary mission is to meet the needs of the community and of the individuals that make up the community.

Students at Sisseton Wahpeton College are responsible for becoming familiar with the contents of this handbook.

### ***Student Rights***

- ◆ To receive a quality education;
- ◆ To use the college facilities and receive the benefits of college sponsored activities;
- ◆ To participate in the governance of the college;
- ◆ To see his/her academic record as provided by the Privacy Act;
- ◆ To have transcripts sent upon request (providing all accounts have been paid in full);
- ◆ To make a copy of semester grade reports in the event that an official transcript cannot be released because of an outstanding account;
- ◆ To be informed of inadequacies in performance and the consequence thereof;
- ◆ To be informed of his/her rights and disciplinary procedures;
- ◆ To have recourse to a grievance process;
- ◆ To exercise individual freedom within the framework of the regulations, goals, and philosophy of SWC.

### ***Student Responsibilities***

- To derive the greatest good from his/her college experience in the academic field and co-curricular activities;
- To abide by the policies and regulations of the college;

- To treat college equipment, staff, and facilities in a responsible manner.

Sometimes the conduct of a student is found to be contrary to the philosophy of the college, and these standards. When this occurs a charge of misconduct may be filed with the Office of the Vice President for Academic Affairs against that particular student.

### ***Student's Role and Responsibility in the Advising Relationship***

Students share a significant responsibility for the success of the advising relationship. Students should take the initiative in seeking advice from their advisors. In order to develop an effective advising relationship with their advisors, students should:

- ◆ Learn the name of their advisor, the location of the advisor's office, advisor's schedule, and advisor's school phone number.
- ◆ Be prepared to discuss their course selections in terms of their interests and academic objectives.
- ◆ Accept responsibility for their academic choices.
- ◆ Students must keep track of progress toward the degree, noting requirements met and courses and requirements yet to be met for graduation.
- ◆ Maintain a file for themselves with their academic records: transcripts, course schedules, degree progress reports, and relevant correspondence.
- ◆ Become familiar with all college requirements.
- ◆ Consult with their advisor when they add and drop courses or otherwise change their approved course schedule. Students are ultimately responsible for their own choices, but advisors need to be aware of the students' decision.
- ◆ Consult with their advisors before declaring a degree program, changing the degree program, transferring to another college, or withdrawing from the college.



- ◆ Become familiar with the range of opportunities and services at the college. Some of these resources include the Admissions Office, Financial Aid Office, Library, tutoring assistance, support services, plus others.

### ***Student Athletes***

- ◆ Sisseton Wahpeton College student athletes will be held to the same academic standards as non-student athletes.

- ◆ Student athletes are responsible for balancing their program of study with their athletic program in a manner to which they can be successful at both.
- ◆ Student athletes at Sisseton Wahpeton College understand their academic responsibilities come first before their athletic responsibilities.



## Degrees & Certificates

Programs of study at SWC are designed to provide opportunities for students to develop skills, competencies, and experience in chosen areas. Students can complete programs of study preparing them to transfer to a four-year instruction or to seek immediate employment. SWC also welcomes those seeking personal enrichment or new or updated job skills.

### ***Certificate***

The Certificate Programs are designed to provide opportunities to develop skills in areas that would lead to employment. All credits earned in the certificate program can be applied towards the Associate of Applied Science Degree. Students should consult with their academic advisor to determine eligibility for continuation in an associate program.

### ***Associate of Applied Science***

The Associate of Applied (AAS) degree combines vocational-technical course work with academic course work. In the vocational technical specialty field, the degree prepares students for employment. The academic area provides a broader education than would be available in a certificate program but not as broad as Associate of Arts or Associate of Science program.

### ***Associate of Arts/Associate of Science***

The Associate of Arts (AA) and Associate of Science (AS) degree consist primarily of diverse, introductory-level courses in academic and professional areas and require a minimum of 62 semester credit hours. This degree prepares students for transfer to baccalaureate programs and/or for seeking employment.

All students wishing to transfer should work closely with their academic advisor at SWC and the intended transfer schools in the planning of their course of study while at SWC. The academic curriculums differ and can adversely impact a student's ability to transfer credits unless a student plans properly.

The Associate of Arts (AA) Degrees are designed to prepare a student for earning his or her bachelor's degree. This degree may lead to jobs in a number of career fields. It does not limit a person to one career.

The Associate of Science (AS) Degrees are designed for students intending to pursue further education. The AS degree can lead to more specific occupations.





# Program of Study

<i>Certificate</i>	<i>Associate of Applied Science</i>	<i>Associate of Science</i>	<i>Associate of Arts</i>
Dakota Language Teaching	Multimedia Technology	Addiction & Diversity Counseling	Dakota Studies
Licensed Practical Nursing	Business Specialist	Behavioral Science	General Studies
General Building Trades Technology	Computer Systems Technology	Business Administration (opt) Accounting Emphasis	
Culinary Food Science	Carpentry Technology	Early Childhood Development	
		Sustainable Environmental Studies	



# Academic Services

## ***Bookstore***

The Sisseton Wahpeton College Bookstore / Gift shop is owned and operated by the College under policies authorized by the Board of Trustees. Its primary mission is to provide for the sale of textbooks and supplies associated with the academic programs of the college. They also have a variety of SWC clothing and other various items.

## ***Library***

The library subscribes to periodicals and has a collection of more than 7,000 volumes in the general collection. The special Native American collection contains many volumes unique to the Dakota people. All the materials in the general collection have been selected to support classes, programs, and interests of the college and community. Sisseton Wahpeton College students are encouraged to use the library for research, study, recreational reading, and browsing.

The library has computers for community use. The Internet is available for research. Other resources in the library include: online journals, cassette tapes, pamphlets and articles, indexes, college catalogs, telephone directories, children and youth publications, books on tape, CD's, audio and visual media equipment.

## ***Café***

Sisseton Wahpeton College operates a café as a service for the students and the staff. The café offers a complete menu. Meal tickets can be purchased in the Business Office.

## ***Student Services and Counseling***

The Student Services staff is available to assist students with a variety of concerns including educational, personal, social needs or personal counseling. Students may schedule an appointment or “drop in” the Student Services Offices to discuss any concerns they may have. All information is kept confidential.

## ***Learning Lab***

The Learning Lab provides students access to computers and tutoring in a variety of subject areas. A student should visit with the Learning Lab Supervisor to request tutoring services.

## ***Technology***

Sisseton Wahpeton College offers wireless service throughout the campus. Students have access to computer labs, as well as computers available in the student services area. Community and general public access is provided at workstations in the library.

All full- and part-time students are provided with network access that includes a web-based e-mail account and server storage space.

## ***Student Senate***

The SWC Student Senate gives the student body a voice. The Student Senate organizes social events at the college and holds various fund-raising activities. Elections for Student Senate are held each fall. We welcome you to participate!

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

Students are offered opportunities each year to compete with students from other tribally controlled colleges in areas of math, science, office simulations, computers, speech, athletics, cultural activities, and art at the annual American Indian Higher Education Consortium Conference. The conference is held every year in the spring with various students selected to compete in the various events.

Students competing in AIHEC activities

- ◆ Must be enrolled in at least nine (9) credits
- ◆ Must have a 2.0 GPA
- ◆ Must have 75% attendance

### ***Internship***

There are a few paid internships available at SWC which can be taken for credit. To be eligible students need to be

degree-seeking, have a 2.0 GPA or higher, class attendance of 75% or higher, and be enrolled in the semester of the internship. If interested, contact your advisor to discuss the idea and the Vice President of Academic Affairs.

### ***Emergency Aid***

There is a limited amount of money available for students to address financial emergencies that may occur that may make it difficult for them to attend classes. The student should visit with the VP of Academic Affairs to receive the required application.



## Admissions & Student Information

### ***Admission Policy***

Sisseton Wahpeton College utilizes an open admissions policy. Open admission means that any applicant with a high school diploma or its equivalent are accepted for admission. SWC admits students of any race, creed, ability, and national or ethnic origin.

### ***Admission Requirements***

To be admitted under regular college admission requirements, a prospective student must possess a high school diploma or its equivalency.

### ***Academic Year***

The Academic Year consists of two semesters, 16-weeks each, and one 8-week summer semester. Academic courses are designed for a semester of study.

### ***Student Load***

The average student load is fifteen (15) credit hours. A minimum of twelve (12) credit hours is required to be considered a full-time student. A student must obtain permission from the VP of Academic Affairs to enroll in more than eighteen (18) credit hours.

### ***Admission Procedures***

To gain admission to Sisseton Wahpeton College, a student must submit the following information to the Admissions Office **no less than one week prior to the date of registration**:

1. Application for Admission form.
2. Proof of high school graduation or its equivalency. Official transcripts of high school work completed or a copy of a General Education Department (GED) Certificate should be sent to the college.

3. All incoming students must submit all official transcripts from other post-secondary institutions attended. Authorization to Release Transcripts form is available in the Registrar's office.
4. Enrolled members of a federally recognized tribe must submit official verification of tribal enrollment. Tribal Enrollment Verification Release forms are available in the Registrar's office.

### ***Admission Information***

- A. Assistance in completion of all forms is carried out by Student Services personnel.
- B. Students are ultimately responsible for completion and submittal of all required forms.
- C. Only official transcripts received directly from issuing agencies indicating dates of enrollment or completion are acceptable.
- D. Prospective students must complete Authorization to Release Transcript forms for all high schools, GED testing centers, and post-secondary schools (colleges) attended.
- E. All fees for transcripts are to be paid by the prospective student.
- F. All transcripts received from other institutions that have been presented for admission or evaluation become a part of each student's permanent academic file of the college and cannot be released, duplicated, returned or forwarded to another institution.
- G. After receipt of all required forms and documents, an Official Letter of Acceptance will be granted.
- H. Beginning Spring Semester 2008, any returning students with an outstanding balance will not be allowed to register for classes, until payment

arrangements have been made. Please check with the Business Office to make payment arrangements.

### ***Placement Testing***

Placement tests in reading, writing, computation, and elementary algebra are administered to students in order to provide information that will be used to help them choose an appropriate program and courses. All new and transfer students, are required to take assessment tests. Transfer students and returning students that have not taken MATH 120 Intermediate Algebra or ENG 112 English Composition I will need to take the placement test.

**Placement tests must be taken before a student will be allowed to register for classes.** Students should contact the SWC Learning Lab for more information and to arrange a test time.

### ***Academic Advising***

Each student is assigned to an academic advisor based upon his/her program of study. The academic advisor assists and advises the student in drawing up a class schedule during formal registration and must provide approval for the registration to be finished.

### ***Student Orientation***

Orientation for new, returning, and transfer students is held at the beginning of each fall and spring semester. All new, returning, and transfer students are required to attend orientation. Orientation is designed to make the adjustment to college life a pleasant experience. Students become familiarized with student support services such as tutoring, counseling, student clubs, and activities. It acquaints students with the programs, staff, facilities, policies, and procedures of SWC. More importantly, student orientation gives students the opportunity to meet other students who are successfully navigating college life and who may serve as a means of support.

### ***Credit Hour***

SWC uses a semester system that consists of 16-week fall and spring semesters. Each semester is comprised of 15-weeks of regular class and one week of finals. Each credit hour assigned to a course is the equivalent of a 50 minutes direct faculty instruction and a minimum of two hours of out-of-class student work (such as reading, research, or completion of homework). Most courses meet for two eighty-minute periods during a week and are awarded three credit hours. One semester hour of credit for laboratory work, internships, and other academic work requires three hours of contact hours each week for fifteen weeks.

### ***Transfer Students***

Students who have earned college credits at approved institutions may apply to the Registrar's Office to have such credits apply toward a Certificate or Degree

requirements. Only official transcripts forwarded by the institutions granting the credit will be accepted as proof of credit earned. The student is responsible for having official transcripts forwarded to SWC. Fax copies are not considered official. Only courses in which the student received a "C" or better may be considered for transfer credit. Upon receipt of all transcripts, the Registrar determines those credits that will transfer.

Student's enrolling at SWC with the intention of transferring to another institution to complete their educational objectives are advised to work closely with the transfer campus as soon as possible to determine which courses will transfer most effectively.

Students who have attended other accredited colleges or universities will be admitted without restriction to SWC if they left the last transfer institution in good academic standing and if their cumulative grade point average (GPA) meets the Academic Progress standards outlined in the catalog. Failure to list all colleges, universities, and schools previously attended may result in denial of admission, dismissal, loss of credits, or other appropriate sanctions. If a student has been academically suspended from another college or university, the student may be admitted on Academic Probation at SWC, but only if the student has "sat out" of studies at any institution of higher education for a period of at least one term following the suspension. See SWC's Satisfactory Academic Progress policy.

### ***Attendance Policy***

Regular class attendance is encouraged and is an important component of the success of Sisseton Wahpeton College students. Students are responsible for understanding and complying with the specific attendance requirements of their courses. Failure to attend class(es) may result in a lower or failing grade, and a lower Financial Aid Award. Attendance is entered through the online eLearning system. No absences are "excused" in the sense of relieving the student from the responsibility of making up missed work. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor. The student is responsible for mastery of material and completion of assignments missed. Students will be dropped from a course if they have not attended at least once during the first 2 weeks of the fall and spring semesters or at least once during the first week of the summer semester. If a student misses class for two consecutive weeks at any other time in the semester without contacting the instructor during that time, the instructor may withdraw the student from the class.

In the event an absence is caused by serious illness or emergency, the student must notify all instructors personally in order to arrange for completion of assignments.

### ***Food/Meal Tickets***

A café is located in the college. Meal tickets are available through the SWC Business Office. Students may charge up to \$500.00 in meal tickets per semester if they are eligible for the Tribal BIA Higher Education Grant and/or scholarships. Meal tickets cannot be deducted from Pell grant. Students may bring their own food and eat in the café.

### ***Student Recruitment Incentive Program***

Every student who enrolls at SWC provides the college with the opportunity of spreading the word about SWC's programs and services. In order to encourage students to actively recruit new students to SWC, an incentive program has been created. The following guidelines have been established for new student recruitment:

1. The recruiting student will earn credit toward reduction of his/her tuition costs. Recruiting a full-time student will earn a \$100.00 tuition credit. Recruiting a part-time student will earn a \$50.00 tuition credit.
2. Tuition credit will not be earned until the recruited student has successfully completed and paid for one semester of college with a grade point average of at least 2.0.
3. There is no limit to the number of new students who can be recruited or the amount which can be earned.
4. Tuition credit can be earned only one time for each new student recruited. A new student is one who has never attended SWC.

### ***Add/Drop/Withdrawal Procedures***

Once individuals register for classes, they are considered to be officially enrolled. Individuals will continue to be officially enrolled until they and their advisor take steps to change their registration/enrollment status. In those cases, Add/ Drop, and/or Withdrawal forms are available from the SWC Admissions/Registrar's Office. Simply no longer attending class(es) does not relieve the students of the responsibility for changing their official status. Students are responsible for completing the procedure below if they decide to change their registration status.

***Procedure*** (applies to all three conditions)

1. All changes in registration status should be initiated by the student after he/she consults with his/her assigned academic advisor.
2. All forms need to be signed by the instructor of the class, the student's academic advisor, a student services official, and the student.
3. Duplicate copies of the signed forms must be delivered to: SWC Registrar, SWC Financial Aid Director, and Bookstore/Student Accounts Receivable Manager.

### ***Add/Drop***

Courses may be added one week after the first day of classes. A student may drop courses free of charge (with the exception of book fees if any) during the first two weeks of a semester. The process for dropping or adding a course is initiated by the student consulting with his/her academic advisor. The instructor of the course must also sign the add/drop form, and then the student must return the form to the Registrar's Office to be recorded. After the established add/drop dates, full tuition and fees will be assessed.

Classes may not be added/dropped after the deadline established on the academic calendar.

**If a student has not attended a class during the first ten instructional days, the student will not receive the Federal Pell Grant.**

**Once a student is dropped or withdrawn from a class, he/she cannot be readmitted to the class.**

### ***Withdrawal***

Either partial or total withdrawal from classes is an option available to students after the last date to drop a class has passed until the end of the withdrawal period, as specified on the academic calendar. Students who withdraw from classes are still responsible for the full tuition and fees for those classes. **Withdrawal from classes affects financial aid**, so students should consult with the Director of Financial Aid before considering withdrawal. An instructor may initiate a withdrawal if a student has not been in attendance four weeks prior to the last day to withdraw.

## SWC Policies & Procedures

### ***Academic Integrity/Plagiarism***

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, or project; failure in course; and or expulsion from the College. All students at SWC are expected to maintain academic integrity and honesty. Students suspected of academic dishonesty in any form may be subject to disciplinary actions as deemed appropriate by the instructor and/ or the Vice

President of Academic Affairs.

### ***Accidents***

Any accident resulting in personal injury or damage to equipment should be reported immediately to an instructor or college official.

### ***Alcohol/Drugs***





SWC agrees and abides by the concepts of the Drug-Free Schools and Communities Act, Public Law 101-226, December 12, 1989. In compliance, SWC abides by the following policy:

***"It is prohibited for students or employees of the Sisseton Wahpeton College to engage in the possession, use, or distribution of illicit drugs or alcohol while on college property or in connection with any institutionally sponsored activity."***

### ***Smoking***

SWC is designated as a smoke free facility. There is no smoking permitted in the building or by the outside doors. There is a shed available where smoking is permitted.

### ***Campus Security***

SWC recognizes and acknowledges the importance of campus security and the right of students to be safe and to be informed as to the policies, procedures, and facilities for reporting criminal actions or other emergencies that occur on campus. Therefore, the following procedures have been established:

1. All emergency or criminal actions must be immediately reported to the VPAA;
2. The VPAA will immediately report the action to the proper authority;
3. The VPAA will take all the necessary precautions and actions to insure the safety of the student body and employees.

In the VPAA's absence, the following chain of command shall be utilized to report emergencies or criminal actions:

1. President;
2. Human Resources.

### ***Cell Phone Policy***

The usage of cell phones in class is a courtesy in case of emergency. Cell phone usage and texting should be limited to high priority situations only. Cell phones should be set to vibrate while in class. If you are on-call or an emergency signal is given, please quietly step outside of the classroom to address the matter so not to disturb the other students. Do not take a call in the classroom.

### ***Culture Relevance of Course***

According to the Sisseton Wahpeton College Mission Statement, SWC will "preserve and extend Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources."

The Dakota basic values adopted by SWC include:

- ◆ Respect for all students, faculty and staff by using courtesy in speech, avoiding loud behavior and laughter, and positive treatment of others.
- ◆ Attendance is a vow kept by faithfully coming to class without excuse.

- ◆ Use what you know for good.

Participation in class and application of these skills is very important.

### ***Need for Assistance***

If you have a condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as outlined here, or which will require academic accommodations, please notify the instructor or student services as soon as possible.

### ***Sexual Harassment***

Sexual harassment constitutes discrimination and will not be tolerated. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, (alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation) or any other characteristic, or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, regardless of how this is circulated.

### ***Sexual Offender***

In the interest of campus safety and in compliance with the Jacob Wetterling Act, and the provisions of the Family Education Rights and Privacy Act, as amended by the Campus Sex Crimes Act, the Sisseton Wahpeton College (SWC) will disclose information concerning registered sex offenders.

The purpose of this reporting is to ensure that members of campus community have information available concerning the presence of registered sex offenders. Any person who is required to register as a sex offender shall provide notice as required under Federal, State, and Tribal law to both law enforcement and to the SWC Registrar's Office.

The information regarding sex offenders at SWC is available to students through the SWO Sex Offender Registry:

<http://swo.nsopw.gov/>

The Registry of Sex Offenders in South Dakota is available through the State Sex Offender Website: <http://www.homefacts.com/offenders/South-Dakota/html>

#### ***Procedures:***

- ◆ Registered Sex Offenders are not barred from enrollment at SWC.
- ◆ Registered Sex Offenders must register with the SWC Registrar's Office and with law enforcement as required by Federal, State, and Tribal Law.
- ◆ Registered sex offenders will be posted on the web site set forth above.
- ◆ All registered sex offenders are required to self-report their status to SWC upon enrollment. Failure to self-report may result in disciplinary action up to and including expulsion.
- ◆ Pursuant to the Sisseton Wahpeton College Board of Trustees Resolution, Registered Sex Offenders are prohibited from attending extracurricular activities at SWC. This includes extracurricular activities sponsored by the College and its Student Organizations or any activities for youth.
- ◆ Registered Sex Offenders are prohibited from being within the SWC campus housing.

The Sex Offender Registry database is made available to alert possible victims of potential danger, not to punish or embarrass offenders.

### ***Soliciting/Fundraising***

Under no circumstances will personal or group solicitation or fund raising be permitted unless it has been approved by the administration. Student activities involving solicitation must have prior approval of the Student Senate. A solicitation form is available in the Student Services office.

## ***Academic Policies***

### ***Attendance Policy***

A student is responsible for maintaining regular attendance in all classes for which he/she is registered. Failure to attend may result in a lower or failing grade. In the event an absence is caused by serious illness or emergency, the student must notify the instructor and arrange to complete assignments and course work to the instructor's expectations. Class attendance is a requirement for various scholarships and grants.

### ***Academic Performance***

The normal progress rate toward completion of a degree requires (16) semester credits and (32) grade points each semester. To be in good academic standing a student must maintain the following minimum semester performance:

Freshmen Year	1.5 grade point average
Sophomore Year	2.0 grade point average

If a student does not maintain this average, the scholastic status will be affected as follows:

**Academic Warning** Students are placed on academic warning when their semester or cumulative grade point average drops below the required level for freshmen (1.5) or sophomore (2.0). A student must satisfactorily complete a semester of acceptable work with a grade of "C" or better in all courses while on academic warning.

**Academic Suspension** Students are placed on academic suspension if they fail, during the warning period, to meet the minimum semester grade point average of 2.0, which is required for students who are placed on academic warning. If a student withdraws from all of his/her courses during two consecutive semesters, that student will be considered to be making unsatisfactory progress, and will be placed on academic suspension. If a student is put on academic suspension, they will sit out one semester, not including the summer.

Courses at SWC are numbered 040 through 299. Courses numbered lower than 100 are not transferable and should be selected only upon the recommendation of the student's advisor in an effort to build skills important to accomplishing college level course work.

## ***Student Grievance Policy***

Should any student have a complaint or dispute with any Sisseton Wahpeton College employee, he/she has the right to have his/her objection heard and addressed.

Complaints may be filed after an alleged improper, unfair, arbitrary, or discriminatory action. This could include disputes over academic decisions, or if the student believes he/she was subject to unfair or unprofessional treatment by another party. The right of a student to file a grievance also applies to any circumstance where the student believes that he/she was the victim of harassment or discrimination because of race, color, religion, age, national origin, or sex.

If a student believes that he/she was unfairly treated and/or has a justifiable complaint over an academic or policy issue, then that student should first discuss the matter with the party involved. The issue may simply be a misunderstanding or honest mistake that can be settled through a fair and frank discussion.

If this action does not satisfactorily resolve the issue, or if the student is uncomfortable approaching the individual, then within *ten (10) working days* of the event(s) that led to the complaint, the student should contact the Vice President for Academic Affairs (VPAA), Student Services Director, Department Head, or a member of the Student Senate. At this point the student must complete a *Complaint Form*. When meeting with the student the contacted official will provide consultation regarding conflict resolutions, student's rights, obligations, and procedural options related to filing a grievance. The contacted official shall submit the form to Vice President for Academic Affairs within *two (2) working days*, if the student contacted someone other than the VPAA. Issues that may be considered to pose a significant threat, or may involve a violation of law or federal regulations can be referred to the appropriate official agencies.

If the President determines the circumstances warrant it, the accused may be suspended pending review of the case. Such suspensions will not exceed a reasonable time frame, and will only be imposed when the safety or ability to learn of other students is threatened.

The student may pursue one of the following options to address their grievance:

1. **Mediation**, which should be a preferred initial step in addressing a student grievance; or
2. **Grievance Committee Hearing**, for all situations where mediation is inappropriate or where it has failed to satisfactorily resolve the grievance.

Sisseton Wahpeton College is required to share information about formal written complaints with its accreditor. This information will include the following:

1. The date the complaint was first formally submitted to an appropriate officer;
2. The nature of the complaint;
3. The steps taken by the institution to resolve the

complaint;

4. The institution's final decision regarding the complaint, including referral to outside agencies;
5. Any other external actions initiated by the student to resolve the complaint if known to the institution.

### ***Student Grievance Procedure***

#### **Mediation**

1. The VPAA will review the summary of the student's claim(s) and schedule a preliminary mediation session to occur *no later than four (4) working days* after receiving the *Complaint Form*.
2. The student filing the grievance and the employee(s) *identified* in the grievance will be provided the summary of the claim, along with a notification of the time and location of the mediation session *no later than two (2) days prior* to the scheduled date.
3. The mediator(s) will be selected by the VPAA dependent on the nature of the grievance. In cases where the implementation of policy or procedural issues is at the center of the grievance the VPAA may participate as a mediator. The mediator(s) will be provided the summary of the claim, along with a notification of the time and location of the mediation session *no later than two (2) days prior* to the scheduled date.

Upon the conclusion of a successful resolution the lead mediator will draft a summary of the agreement, which must be signed by all parties, and submit it to the Office of the Vice President for Academic Affairs.

Any party may decide to end the process of mediation by submitting a request for a formal hearing. The mediator will provide the VPAA\* with a written notice that mediation failed to resolve the issue and with a copy of the request.

The student may end mediation without filing a formal hearing request. In this case the mediator will provide the VPAA\* with a written notice that mediation ceased on the student's initiative.

\*Any grievance that involves the VPAA directly will be handled by Office of the President, which may be delegated to a representative.

#### **Grievance Committee Hearing**

The Formal Grievance Procedure will be followed as outlined in the Employee Handbook.

### ***Weapons and Dangerous Instruments***

A safe school is essential for learning to take place. A safe school must ensure that violence is not present and incidents of harassment, assault, possession of weapons or dangerous objects in school shall not be tolerated.

Therefore, it is resolved that the following policy shall be implemented effective immediately.



Any SWC student or employee shall not knowingly possess, handle, or transmit, any object that can reasonably be considered a weapon at any time, including, but not limited to:

1. On the college property during and immediately before or immediately after school hours;
2. On the college property at any other time when the college is being used;
3. On the college property at any school activity, function, or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive, including firecrackers, any knife, and any other dangerous object of no reasonable use to the person.

In accordance with the above policy any person found in violation of the policy will automatically be expelled from SWC for a period of not less than one semester and referred to the criminal justice or tribal police system. The Safe Environment Committee consisting of one administrator, two faculty members, one staff member, and two students will review any violations of this policy. The committee's decision shall be final.

## ***Requirements for Graduation***

All candidates for graduation must meet the following criteria (Student can declare only two program degrees.)

1. Complete a prescribed course of study;
2. Earn a cumulative GPA of 2.0 with a grade of C or

- above in the degree requirements;
3. Earn the last fifteen hours of credit from SWC;
4. File intent to graduate form with the Registrar at the time of registration for the final semester of study;
5. Clear all financial and academic obligations to SWC prior to graduation. If a student has an outstanding balance, he/she will not be allowed to participate in the graduation ceremony, receive an official transcript, nor receive a diploma.

A graduation fee will be assessed.

### ***Student Athletes***

Student Athletes will be required to maintain a 2.0 GPA and have a 75% attendance rate in their classes to be eligible for games.

Student Athletes to be eligible to compete in the NIAC Conference must be enrolled as full time students (12+ credit hours). Student athletes to compete in the AIHEC tournament must be enrolled  $\frac{3}{4}$  time (9 credit hours).

Student athletes competing in the NIAC Conference have a total of three years eligibility while making satisfactory progress towards a 2 year degree, and 5 years eligibility when making satisfactory progress towards a 4 year degree.

Student athletes to stay eligible must follow all team rules provided by coaches, and administration.

- ◆ Athletic Director
- ◆ Men's Head Coach
- ◆ Women's Head Coach

# Standards of Student Conduct



It is the goal of the Sisseton Wahpeton College to promote a safe, respectful and productive environment in which to deliver quality education through teaching and our administrative services.

The Sisseton Wahpeton College will not tolerate, condone, or ignore threatening or violent behavior on the SWC campus or at sanctioned events. In an effort to protect our students, employees, and community members, any individual engaging in acts of violence or issuing threats of violence towards another on SWC property or at a sanctioned event will be reported to the local police and will be removed from the premises or event. Any threats or acts of violence should be immediately reported to Campus Security, the Vice President for Academic Affairs, or the President.

Since both academic freedom and personal integrity are cornerstones of higher education, they are incorporated within the framework of the Dakota Culture that forms the Standards of Student Conduct. The learning

environment should foster a free exchange of ideas in a respectful manner. While education should challenge one's preconceived thoughts, one must also be respectful of the beliefs of others. Life-long learning skills should be honed upon the principles of academic rigor and honesty, which as a result are key aspects elements of the Standards of Student Conduct.

### ***Students have the Rights***

- ◆ To receive a quality education;
- ◆ To be treated in a fair, respectful and courteous manner;
- ◆ To use the college facilities and receive the benefits of college sponsored activities;
- ◆ To participate in the governance of the college;
- ◆ To see his/her academic record as provided by the Privacy Act;
- ◆ To have transcripts sent upon request (providing all accounts have been paid in full);

- ◆ To make a copy of semester grade reports in the event that an official transcript cannot be released because of an outstanding account;
- ◆ To be informed of inadequacies in performance and the consequence thereof;
- ◆ To be informed of his/her rights and disciplinary procedures;
- ◆ To have recourse to a grievance process;
- ◆ To exercise individual freedom within the framework of the regulations, goals, and philosophy of SWC.

### ***Students have the Responsibility***

- ◆ To derive the greatest good from his/her college experience in the academic field and co-curricular activities;
- ◆ To treat faculty, staff, and their fellow students in a fair, respectful, and courteous manner;
- ◆ To be honest and forthright in their academic pursuits and in their other activities at the college;
- ◆ To abide by the policies and regulations of the college or the legitimate directions of college officials;
- ◆ To treat college equipment and facilities in a responsible manner.

### ***The Following Infractions are Subject to Disciplinary Action***

- ◆ Any form of dishonesty including: cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or use of college documents, and instruments of identification with intent to defraud;
- ◆ Falsification of official college records, either by providing erroneous information or by withholding pertinent information;
- ◆ Disruption or obstruction of teaching, research, disciplinary proceedings, or other college activities;
- ◆ Physical abuse of any person on college premises or damage to property of a member of the college community on college premises;
- ◆ Failure to comply with directions of college officials acting in the performance of their duties;
- ◆ Violation of published college regulations, including those relating to entry and use of institutional facilities, the rules in this code of conduct, the SWC Drug-Free Policy and the SWC Sexual Harassment Policy, and other regulations which may be enacted.

To ensure that these charges are not arbitrary, and that the conduct is truly opposed to the philosophy of SWC and the Standards of Student Conduct, a judiciary structure has been established to ensure due process.

Any member of the student body, administration, faculty, and staff may file charges of misconduct with the VPAA. All charges must be submitted by completion of a Complaint Form to the VPAA within five (5) working

days of the alleged misconduct, or from the date of discovery. If the VPAA determines the circumstances warrant it, the accused may be suspended pending review of the case. Such suspensions will not exceed a reasonable time frame, and will only be imposed when the safety or ability to learn of others students is threatened.

The VPAA may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent of all parties without the initiation of formal disciplinary proceedings. If this is inappropriate, or if informal negotiations fail, the VPAA will notify the student accused of the alleged misconduct in writing at least five (5) working days prior to any hearing. The VPAA does retain the option of referring the complaint to an outside agency for resolution, including law enforcement.

Students suspected of, detected doing, or are arrested for serious violations of institutional regulations or the Standards of Student Conduct will be informed of their rights under this policy.

### ***Review Board – Standards of Student Conduct***

- ◆ A Review Board composed of three students, three staff/faculty members, one Chairperson (director, coordinator, chair of the curriculum committee, or other officer of the college) selected by the VPAA and/or Student Senate;
- ◆ □ The Student Senate President, VPAA, and President are excluded from serving on the Review Board.
- ◆ Review Board membership will be selected within five (5) working days of the submission of formal charges to the Office of the VPAA;
- ◆ Any of the members of the Review Board can decline to serve if they could not serve in an unbiased manner. Likewise, either the plaintiff or the respondent can challenge a member by showing cause. The VPAA will make the final decision in this determination.
- ◆ Challenges of members must occur within *two (2) working days* of notification;
- ◆ If the VPAA filed the charge(s) of misconduct or has a conflict of interest, the President will select the Review Board members and fulfill all other responsibilities of the VPAA in this process, including imposing any sanctions;
- ◆ After the final selection of members the Review Board will schedule the initial hearing date within *seven (7) working days*;
- ◆ Any student charged with a violation of college policy or of the Standards of Student Conduct has the right to an advocate during the Review Board proceedings. This advocate must be an SWC Student Senate Representative or employee.

### ***Sanctions for the Violation of the Standards of***

### ***Student Conduct***

After a hearing where a student was found guilty of violating the Standards of Student Conduct, VPAA has **two (2) working days** to render his/her decision regarding the imposition of sanctions or other appropriate actions to resolve the matter and inform all parties involved in writing. These sanctions include one or more of the following:

**Warning:** A written or oral reprimand for violation of specified regulations, which includes the possibility of more severe disciplinary sanctions in the event of other violations of any college regulations within a stated period of time.

**Disciplinary Probation:** Exclusion from participation in privileged activities, as specified in writing, for a period of time not exceeding one school year.

**Restitution:** Reimbursement for damage to or

misappropriation of property. This may take the form of appropriate services or other compensation at the discretion of the college.

**Suspension:** Exclusion from classes and other privileges or activities, as specified in writing, for a definite period of time not to exceed two years.

All decisions of the Review Board regarding the guilt or innocence of respondent in this matter are final. However, the respondent may request an appeal of any sanction(s) imposed as a result of this decision by the VPAA. This appeal must be submitted in writing to the President within *three (3) working days* of the issuance of decision. The President then has *five (5) working days* to review the case and to issue any alteration or leniency in the sanctions imposed.

## Financial Information



Financial aid provides students with the resources to attend Siseton Wahpeton College (SWC). Financial aid services are designed to complement the student's own resources. Financial aid consists of grants and scholarships, work-study programs, and waivers of tuition. Grants and scholarships are gifts of money that do not have to be repaid. Work-study (student employment) allows the student to work and earn money for educational purposes.

### ***Tuition Waiver***

Tuition waiver applications are available from the SWC Financial Aid Office. In order to be eligible for a tuition waiver you must meet the following requirements:

1. You must be a member of a federally recognized tribe
2. You must be 55 years of age or older

The SWC Financial Aid Committee reviews tuition waiver applications and makes recommendations to the president for action. The student must submit a new tuition waiver application for each semester.

### ***Refund of Tuition and Fees***

Any student who drops a class during the first two weeks of instruction of a fall/spring semester or first week of instruction of a summer semester will receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. No refund for a dropped class will be allowed after the first two weeks of instruction of a fall/spring semester or first week of instruction of a summer semester; however, classes of the same or fewer credits may be substituted when added

prior to the published deadline (see Academic Calendar) for the dropped class at no additional tuition charge. The institution will charge the student for the additional credits and any special course fee(s) if added classes result in an increase in credit hours or if an added class requires special course fees.

### ***Satisfactory Academic Progress (SAP)***

Siseton Wahpeton College, in compliance with The Education Amendment of 1976, P.L. 94-482, 20 U.S.C. 1088 (f.), established these policies and procedures to ensure that students who receive federal financial aid are making satisfactory academic progress toward a degree, or certificate. This policy applies to all periods of enrollment whether the student received federal aid during those periods or not. ***At the conclusion of each semester satisfactory academic progress will be evaluated for all students at SWC.*** Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive federal financial assistance until eligibility has been re-established.

To be eligible to receive financial aid, students must meet the following minimum standards as established by the Siseton Wahpeton College:

#### ***1. Qualitative Academic Standards***

- A. Students classified as freshmen (30 credits or less) must maintain a semester grade point average of 1.5 or better

- B. Students classified as sophomores (31 credits or more) must maintain a semester grade point average of 2.0 or better.

## 2. Quantitative Standards

- A. Students must complete their program of study within 150% of the number of credit hours required for their program. For example: If a program of study requires you to complete 66 hours you will then be eligible to receive up to 150% or 99 credit hours to complete your program of study ***Enrolled hours must be in your degree or certificate program. If you do not meet the 150% program completion requirements you will no longer be eligible for Title IV financial aid at SWC. The semester credit hour limits indicated includes semester credit hours transferred from other colleges that apply to your degree and all semester credit hours attempted and/or earned at SWC for your degree or certificate program*** whether or not the student received financial assistance for the semester credit hours.

## 3. Pace of Progression Standards

- A. Students must successfully complete 2/3 (66%) of the semester credit hours attempted each term and cumulatively complete 2/3 of attempted credits throughout his or her academic career.

If a Title IV financial aid recipient fails to satisfy the standard of academic progress he/she will be placed on **Financial Aid Warning** during the next semester attended.

### ***Financial Aid Warning:***

When on Financial Aid Warning students **are eligible to receive Title IV financial aid**. While on Financial Aid Warning, if a financial aid recipient fails to satisfactorily complete each course attempted with an acceptable GPA and pace of progression, the recipient will be considered to be making unsatisfactory progress and will be placed on **Financial Aid Suspension**.

### ***Financial Aid Suspension***

Financial Aid Suspension means ***a student is not eligible*** for any federal financial aid or scholarships administered by SWC.

In order to regain satisfactory progress for ***not meeting the Satisfactory Academic Standards***, a student must:

1. Satisfactorily complete a minimum of 6 credit hours ***at their expense*** of coursework with an acceptable GPA. During that semester the student is not eligible for financial aid. A student on Financial Aid Suspension cannot receive an I, F, or W (see p. 21 in the college catalog for description of these grade assignments) in any class for which they are registered.
2. A student who is placed on Financial Aid Suspension

may appeal the cancellation of financial aid eligibility to the SWC Academic Standards Committee ***based on an unusual circumstance. The student must complete the Academic & Financial Aid Appeal Form which can be picked up in the Financial Aid Office.*** Students who file an appeal must do so prior to the start of any given semester. ***The appeal must state why the student did not meet the standards and what steps they will take to achieve their degree from Sisseton Wahpeton College.*** All appeals will be handled in a case-by-case fashion. If Academic Standards Committee approves a student's appeal of his or her Financial Aid Suspension status, he or she will be placed on a **Financial Aid Probation** status.

### ***Financial Aid Probation***

This is the status if a student's appeal of his or her Financial Aid Suspension status has been approved ***a student is eligible for federal aid.*** Once on a Financial Aid Probation status, a student will remain on probation as long as he or she continues to meet the requirements of the appeal approval or until he or she has improved his or her statistics to meet the standards of satisfactory academic progress as outlined above. ***In order to show continued improvement to meet the minimum standard or graduate from Sisseton Wahpeton College the Academic Standards Committee may determine the student must meet an Academic Plan.*** This plan can include, but is not limited to: What classes a student needs to take to complete his or her program of study and the time frame for the student to complete his or her program of study. This plan can be produced by an advisor.

### ***Repeated Coursework***

All repeated coursework, including those graded with a W, I, or F, count towards the maximum attempted credit limit and the most recent grade earned counts towards the calculation of GPA. The cost for repeat courses will be covered as long as the student has never passed the course. If the student passes the course, one repetition can be included for financial aid, any second or subsequent repetition of the passed course will not be included. (A grade of "D" is considered passing for aid but not for SWC.)

### ***Remedial Coursework***

Remedial coursework (zero level course) is eligible for federal aid but does not apply towards a degree or GPA calculations. Enrollment in these courses will increase the number of attempted credits.

### ***Transfer Credits***

All undergraduate courses of "C" or better that count towards the degree at Sisseton Wahpeton College are accepted in and count towards the maximum attempted credit limit.





# Financial Aid Assistance

## ***Free Application for Federal Student Aid (FAFSA)***

Students applying for financial aid must meet the following requirements:

- ◆ Be a U.S. citizen or an eligible non-citizen
- ◆ Have earned a high school diploma or GED certificate;
- ◆ Not have already earned a baccalaureate degree;
- ◆ Be enrolled as a regular student in an eligible program;
- ◆ Be making satisfactory academic progress toward completion of an eligible course of study;
- ◆ Not be in default on a federal education loan;
- ◆ Not owe a refund or repayment on a federal education grant (Pell, SEOG, SSIG, ACG, SMART, TEACH, or other federal financial aid grant);
- ◆ Be registered with U.S. Selective Service if required;
- ◆ Have completely repaid fraudulently obtained funds, if convicted of a crime or pled nolo contendere or guilty to a crime involving fraud in obtaining Title IV, HEA financial assistance;
- ◆ Be determined eligible based on information submitted on the FAFSA.

The Free Application for Federal Student Aid (FAFSA) is the application for all (grants and employment) financial aid at SWC. The FAFSA is a “need analysis” form that collects financial information used to determine how much a student (and parents, if applicable) is expected to contribute to his/her education.

The FAFSA Renewal Application is available after October 1st every year and is used to apply for financial aid for the regular academic year and on a limited basis for summer semesters. Students **MUST** apply every year!

Students applying for financial must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list the SWC school code 016080. on the FAFSA. Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. The FSA ID is used to confirm identity when accessing financial aid information and electronically signing the federal student aid documents. To create an FSA ID, visit [www.fsaidth.gov](http://www.fsaidth.gov)

All students should complete the Free Application for Federal Student Aid (FAFSA). If you complete this application and are considered ineligible then the SWC Financial Aid Office will work with you to find other sources of financial aid. Financial aid is processed according to the school calendar (add/drop deadlines, last

day to withdraw, etc.).

Financial aid at SWC includes scholarships, grants, and Title IV programs such as PELL, Federal Supplemental Opportunity Grant (SEOG), and Federal College Work Study Program. It does not include the Federal Stafford Loan Program as SWC chooses not to participate in the loan program.

When submitting the FAFSA be sure to use SWC school code of 016080. This will ensure that SWC receives copies of the Student Aid Report (SARS) electronically. The ISAR must be on file before being considered for federal financial aid.

If a student does not begin attendance in all of his/her classes, Financial Aid Office must recalculate the student’s award based on the lower enrollment status.

Sisseton Wahpeton College has a procedure in place to know whether a student has begun attendance in all classes for purposes of the Federal Pell Grant Program. However, a student is considered not to have begun attendance in any class in which the school is unable to document that attendance.

## ***HEA Drug Provision (20 U.S.C. Sec 1091r)***

The following provision was contained in subsection (r) of section 484 of the Higher Education Act of 1998 (see 20 U.S.C. Sec 1091r) – *Suspension of Eligibility for Drug Related Offense*.

(1) IN GENERAL – A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

### **The possession of a controlled substance:**

- First Offense 1 year
- Second Offense 2 years
- Third Offense Indefinite

### **The sale of a controlled substance:**

- First Offense 2 years
- Second Offense Indefinite

(2) REHABILITATION – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

- (A) The student satisfactorily completes a drug rehabilitation program that—
  - i. Complies with such criteria as the Secretary shall prescribe in regulations for the purposes of this paragraph; and
  - ii. Included two unannounced drug tests; or
- (B) The conviction is reversed, set aside, or otherwise rendered nugatory.

(3) **DEFINITIONS** – In this subsection, the term ‘controlled substance’ has the meaning given the term in section 802 of title 21.

### ***Federal Pell Grant***

A grant from the federal government that does not have to be repaid. Two specific eligibility requirements for the PELL Grant are that the student be either an undergraduate or be in an eligible post-baccalaureate program, and not be incarcerated in a federal or state penal institution. Funds received through this program are used to pay tuition, books and fee costs. Please refer to the Financial Aid section in the SWC catalog for additional information.

There is now a limit to the length of time a student may receive a federal Pell grant. Students may only receive the Pell grant for 6 semesters as a full-time student or the equivalent, if enrolled less than full-time in a term or 150% of the credits for their program of study.

### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

A grant from the federal government. Award provisions are:

1. Full time students with zero expected family contribution (EFC) and demonstrate a need are given first priority;
2. 3/4 time students with zero (EFC) and demonstrate a need are given second priority;
3. If funds remain all other full time and 3/4 time students with an EFC higher than zero who also demonstrate a need will be considered.

### ***Federal College Work Study (FCWS)***

FCWS is reasonably available to all eligible students. Students enrolled in at least 6 credit hours per semester and are in good academic standing and who have the SAR results from PELL and who demonstrate a financial need, are eligible to submit an application. However preference is given to full time students who meet the same qualifications. FCWS awards range from \$500.00 to \$3,000.00 per semester depending on need. Students can work up to 20 hours per week. Applications are available in the SWC Financial Aid Office.

### ***Tribal Higher Education Scholarship Grant***

These grants are available to Native American students

through the tribe in which they are enrolled. Amounts of award money may vary, and are disbursed by Tribal Education Officers. Native American students should check with their tribal headquarters to see if a program is available from their tribe.

### ***Veteran’s Benefits***

Veterans of active military service are eligible for these benefits. All veterans should contact their local Veteran’s Administration Service Office for more information.

### ***Vocational Rehabilitation***

This program is designed to assist students with disabilities. Students who think they might qualify are encouraged to contact the Vocational Rehabilitation Offices located at their city or state.

### ***American College Fund Scholarships***

The American Indian College Fund provides scholarships. Eligibility for these funds is based on private donor requirements. A list of available scholarships is posted at the beginning of each semester. All students are encouraged to apply when these scholarships are advertised.

### ***Miscellaneous Financial Aid***

It is the policy of the Sisseton Wahpeton College that no student be denied access to post-secondary education due to the lack of personal funds. Financial aid programs are made available to students who, without such help, would not be able to attend SWC.

Financial aid is awarded for one academic semester at a time.

### ***SWC Return to Title IV Funds Policy***

Return of Title IV Funds occurs when a student withdraws from all classes without completing 60% of the semester. When you receive Pell Grant and Federal Supplemental Opportunity Grant to attend Sisseton Wahpeton College, you are agreeing to complete courses covered by your financial aid. According to the Department of Education regulations, if you withdraw from all classes prior to completing more than 60% of a semester, your aid will be recalculated based on the percent of the semester you have completed. The percentage used in calculating a repayment will be the date the student has totally withdrawn from classes.

The date of withdrawal is determined by the student attendance records. The date of school’s determination that the student withdrew is determined by the Registrars withdraw form. When a student withdraws unofficially or administratively, the student’s last day of attendance is used to calculate the amount of the financial aid to return. If you are thinking about withdrawing from all of your classes or decide to stop attending classes, please contact the Financial Aid Office to determine how this will affect

your financial aid and possible repayment.

It is the policy of Sisseton Wahpeton College to send all calculated Return to Title IV funds to the Department of Education for collection; this will determine the student's

eligibility for future Title IV funding, regardless of the institution.



## Glossary of Handbook Terms

### ***Academic Advisor***

Your academic advisor is the faculty instructor assigned to assist you with registration. Advisors are generally assigned to students based on their particular academic majors. A student is required to meet with his/her advisor prior to registration each new semester. An advisor assists the student by making sure that degree requirements are being met.

### ***Academic Major***

Your academic major is the field of study in which you decide to concentrate to earn a degree or certificate. All financial aid recipients must declare a major before aid will be dispersed.

### ***Administrative Drop***

If a student fails to attend a class the first two weeks of a semester OR is not actively participating in class activities and assignments he/she will be dropped from the course.

### ***Administrative Withdrawal***

An instructor may initiate a withdrawal if a student has not been in attendance for a four week period of time and fails to make contact with their instructor. The last day to withdraw is on the academic calendar. The student is still responsible to pay for the course and fees.

### ***Audit***

To enroll in a class without receiving official credit is called an audit. Information about the cost to audit a course is available in the SWC Business Office.

### ***Closed Class***

This occurs when the predetermined number of students to be registered in a class has been met and no further enrollment in the class is permitted.

### ***Credit Points and Grade Point Average (GPA)***

GPA is determined through numerical manipulation of credit points. The following represents the number of credit points earned for each corresponding grade received:

"A" = 4 credit points each

"B" = 3 credit points each

"C" = 2 credit points each

"D" = 1 credit point each

"F" = 0 credit points

"I" = Incomplete

"P" = Passing

"W" = Withdrawal

Note: Any letter grade lower than a "C" is not considered to be passing.

For example, if you received a letter grade of "B" in a 3 credit class, you will have earned 9 credit points for that class. (3 credit hours x 3 credit points).

To calculate GPA:

1. Add total number of credit hours completed
2. Add total number of credit hours earned
3. Divide the total number of grade points earned by the total number of credit hours completed

### ***Dean's List***

A full time student who completes a semester with a GPA of 3.50 or better in 12 credits is eligible for the Dean's List. Course numbers below the 100 level do not count towards eligibility. A student having an "I" (incomplete grade) during the semester is not eligible for the Dean's list.

### ***Directed Study***

This is a course listed in the catalog but not offered during the term requested. Enrollment in Directed Study will be considered during the spring semester if a student needs it to graduate in the spring. The only time a Directed Study will be approved by the Registrar's Office for the fall semester is if a student will be completing their course of study at the end of that term. This class is usually taught to one student. The Directed Study form must be completed and returned to the Registrar's office prior to registering for the course.

### ***Incomplete***

A grade of "I" or an incomplete may be given by an instructor when extreme circumstances such as illness or a death in the family prevent the student from completing the requirements of a course. A form must be completed and submitted to the Registrar's Office for each requested incomplete. The deadline for submitting a request for an Incomplete is the last week of classes in a given semester. The student must have completed 75% of the coursework required for a passing grade prior to requesting an Incomplete. The Incomplete is not an option to be exercised frequently by the student. Students on financial aid warning or probation may not receive any incomplete grades. Incomplete grades must be made up by the 30th instructional day of the following semester. If an



incomplete is not made up by the deadline indicated above, the “I” grade automatically converts to an “F.”

**An Incomplete is to be initiated by the student. Students need to have completed three-fourths (75%) of the assigned course work needed for a passing grade in the course. In order to be eligible for an Incomplete, students on Academic or Warning, Suspension, or Probation may not receive any incomplete grades.**

### ***Independent Study***

This is a course with a new title not listed as a regular offering in the catalog. The class is usually taught to one student with a credit ranging from 1-6 credit hours. An Independent Study Request form must be completed and returned to the Registrar’s Office prior to registering for the course. Independent study classes may be taken more than one time.

### ***Repeating a Course***

If a student repeats a course, the last grade earned

replaces the former grade and is counted toward GPA and graduation requirements.

### ***Transcripts***

**All final grades are recorded on a student transcript and kept on file at the college. A student’s transcript contains all the courses and credits a student has attempted, earned, or completed. Transcript requests for personal use and for release to transfer institutions or prospective employers will be issued only upon written request by the student.**

**Telephone requests are not accepted by the Registrar’s Office.** SWC does not fax transcripts. Each student receives the first transcript (either official or unofficial) free of charge; thereafter, a fee of \$5 will be charged for each unofficial transcript and \$10 for an official transcript.

Any student having an outstanding bill in the Business Office will not be issued an official/unofficial transcript.



# Staff and Faculty

## ***Administration***

**Smith, Randy** - President

Ph.D., Touro University

MS, University of Maryland Baltimore County

BA, Montana State University

Certificate in Educational Leadership, University of  
Central Oklahoma

**Gravdahl, Jeanette** - Vice President of Academic Affairs

Ph.D., University of North Dakota

MS, Moorhead State University

BS, University of South Dakota

**LaBatte, Rhonda** – Comptroller

BA, Mount Marty College

MS, Northern State University

## ***Staff***

**Biddell, Beatrice** - Administrative Assistant

AA, Sisseton Wahpeton College

**Ceroll, Randi** - Institutional Research Program Assistant

A.S, Minnesota State Community and Technical  
College

**Cleveland, Matt** – Café

DeJoseph, Tom – Head Basketball Coach

BS, St. Thomas Aquinas NY

**Eberhardt, Russell** - Facilities Manager

**Flute, Sylvan** - Assistant Financial Aid Director

AA, Sisseton Wahpeton College

**Fonder, Alisa** – Assistant Student Services Director

AA, White Earth Tribal Community College

Hagel, Delphine – Librarian

BA, North Dakota State University

Minor in Library Science, Dickinson State

SD Dept of Ed Library Certificate

**Herrick, Henry** - Distance Education Coordinator

AAS, Lake Area Technical Institute

**Johnson, Jane** - Learning Lab Supervisor/Tutor Coordinator  
AS, Northern State University

**Jones, Dale** - Accounts Receivable/Student Accounts  
AA, Sisseton Wahpeton College

Kohl, Rochelle (Missy) – Café Manager

**Keoke, Garrett** - Facilities/Maintenance  
AA, Sisseton Wahpeton College

**Lawrence, Derrick** - Director of Technology  
BS, Western Governors University  
AAS, Lake Area Technical Institute  
AA, Sisseton Wahpeton College

**LeBeau, Lauren** - Executive Administrative Assistant  
AA, Western Dakota Technical Institute

**Miller, Kendall** - Network Administrator  
AAS, Sisseton Wahpeton College

**Morgan, Scott** - Director of Institutional Research &  
Programs  
MS, Capella University  
BS, North Dakota State University

**Owen, Vincent** – Student Services Director/Behavioral  
Sciences Instructor  
BA, Mount Marty College  
MS, Walden University

**Pelzel, Jennifer** – Accountant  
MPA, University of South Dakota

**Ragan, Nola** - Nursing Director  
MSN, South Dakota State University  
BSN, Moorhead State University  
AS, Sisseton Wahpeton College

**RedBear, Donnette** – Assistant Financial Director  
AAS, United Tribes Technical College

**Redday, Darlene** - Registrar  
AA, Sisseton Wahpeton College

**Redday, Mike** - Administrative Assistant Student  
Services/Nursing

AAS, Sisseton Wahpeton College

**Richotte, Debbie** - Accounts Payable

**Schoenrock, Rhonda** – Head Cook

**Torres, Luci** - Bookstore Manager  
AAS, Sisseton Wahpeton College

### ***Full-time Faculty***

**Dumarce, Eric** - Dakota Language Instructor  
BA, -University of Minnesota, Morris  
Dakota Language Teaching Certification, SWC

**Flanery, Linda** - Mathematics Instructor  
MLS, University of Minnesota  
BS, Northern State University

**Griffin, Erin** - Dakota Studies Instructor  
MA, University of Oklahoma  
BA, Minnesota State University, Mankato

**Hannasch, Jason** - General Building Trades Instructor  
Lake Area Technical Institute

Martenson, Hayley – Business Instructor

BS, Northern State University

**Renville, Darren** - Dakota Studies/English Instructor  
BA, University of Minnesota-Morris  
AA, Sisseton Wahpeton College

**Rosenberg, Tracy** - English Instructor  
MFA, South New Hampshire University  
M.S, Drake University  
BS, Drake University

Stolsmark, Brad – Farrier Instructor

Valnes, Emit, Rodeo Coach/Business Instructor

**Wright, Roxanne** – Culinary Food Science Instructor  
CAAA, Brown College

**Zimprich, Lori**- Computer Systems Technology  
Instructor  
MS, Dakota State University  
BS, Dakota State University

## Phone Numbers



♦SWC Main Office	698-3966
♦SWC Fax Main Number	698-3132
♦SWC Administration Fax Number	742-1075
♦SWC Nursing Department	742-1106
♦SWC Nursing Fax	742-0479
♦SWC Pay Phone	698-9000
♦SWC Student Lounge	698-3966x.1430

### ***Area Referrals for Alcohol and Drug Services***

- ♦Dakota Pride, Sisseton, SD 605-698-3917
- ♦Worthmore Treatment Center, Aberdeen, SD  
1-800-952-2250, 605-622-5800
- ♦Alcoholics Anonymous, Watertown, SD 605-886-9070
- ♦Human Service Agency, Watertown, SD 605-886-0123
- ♦Charter, Sioux Falls, SD, 800-CHARTER,  
605-361-8111

### ***Community Phone Numbers***

♦BIA/Sisseton Agency,	698-7676
♦BIA Higher Education Assistance, Sylvan Flute	698-3966x. 1183
♦SWO Higher Endowment Program	698-8211
Fax	742-0140
Cell	268-2792
♦Woodrow Wilson Keeble Health Care Center	698-7606
♦Coteau Clinic	698-7681
♦SWO Police Department	698-7661
♦Dakota Plains Legal Services	698-3971
♦Women's Circle	698-4129
♦Roberts County Sheriff	698-7667
♦Sisseton Fire Department	698-3131

### ***SWO District Centers:***

Phone number and Fax number		
Big Coulee	938-4475	947-4319
Enemy Swim	694-2874	698-4005

Lake Traverse	698-7747	738-2324	Heipa	698-4216	728-2379
Long Hollow	938-5475	947-4873			
Old Agency	694-2876	698-7779			



# Fitness Center Rules

SWC has a fitness Center and Gym that is open for use by students and staff. In order to make the SWC Fitness Center a safe and healthy environment for all employees and students, we ask that you read and adhere to the following Fitness Center Rules. If you should have any questions, please feel free to ask.

- ◆ Use of this facility is limited to faculty, staff, and currently-enrolled students ONLY.
- ◆ Please carry employment/student verification at all times.
- ◆ For your own safety, please work out in pairs or in a group.
- ◆ Students must be at least 18 years of age to use the Fitness Center/Gym.
- ◆ ALL employees and students agree to complete an orientation prior to usage of the Fitness Center.
- ◆ Any employee/student allowing non-employees to enter will have their Fitness Center privileges revoked.
- ◆ During peak hours, maximum time limit on one piece of equipment is 20 minutes. This applies only if others are waiting to use that equipment.
- ◆ Lockers (in the auditorium) are for day use only. All belongings will be removed on a daily basis. SWC is not responsible for abandoned personal property.
- ◆ Employees/students shall use their own towels.
- ◆ Appropriate exercise attire is required. Shirt and closed toe shoes are required at all times.
- ◆ Each employee/student shall put back his/her equipment and wipe down equipment after each use.
- ◆ No food, drink, or personal items allowed in the Fitness Center.
- ◆ Sisseton Wahpeton College, and/or its officers, agents, and employees are not responsible for injury, illness, or personal property damage.
- ◆ Employees/students agree to pay for repairs of equipment due to careless and/or negligent use.
- ◆ Leave the Fitness Center and locker rooms in the same condition as when you first entered. Put all items away and throw any trash in the appropriate receptacle.
- ◆ Employees and students using the Fitness Center understand and agree that their misuse or abuse of the Fitness Center equipment will cause their Fitness Center privileges to be revoked for a minimum of 30 days for the first occurrence and one year for subsequent occurrences.
- ◆ These same rules shall apply to use of the auditorium gym.
- ◆ Employees and students may use the Fitness Center and gym only during posted hours. These hours are subject to change. Open gym hours will be cancelled if an event is scheduled for the auditorium.
- ◆ Employees of SWC (including work study) must clock out while using the Fitness Room and/or gym.



# ***SWC Employee and Student Fitness Center and Student Union Use Agreement and Release of Liability***

## **AGREEMENT**

I agree to abide by all the rules and regulations that govern the Sisseton Wahpeton College Fitness Center and Student Union. I agree that I will use only exercise equipment and student services equipment that I am physically fit to operate and will use the equipment in a safe and proper manner. I also realize that SWC or any of its staff is not liable for any personal harm or injury that may occur to me as a result of improper use of the facilities or equipment or for injuries that may be sustained as a result of ill health or pre-existing physical defect. I understand that SWC is not responsible for articles lost or stolen at the facility.

## **RELEASE OF LIABILITY**

In consideration of being allowed to use the SWC Fitness Center and Student Union, I do hereby waive, release and forever discharge SWC, its officers, employees, representatives, and all others from any and all responsibility or liability for injuries or damages incurred while using the facility.

I understand that the use of the Fitness Center is potentially hazardous. I also understand that exercise activities involve a risk of injury and even death and that I am voluntarily using the facilities and equipment with the knowledge of the dangers involved. I hereby agree to expressly assume and accept any risks of injury or death, regardless of age, pregnancy, or medical condition.

I certify that I have read and understand all of the foregoing and by signing this release, I am legally bound to the provisions herein.

Print Name:

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Signature:

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Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_



## PHOTO/VIDEO RELEASE & CONSENT FORM

Sisseton Wahpeton College

Photographs, Imaging, Audio Recording, Video Recording, Name

I authorize Sisseton Wahpeton College and its assigns to photograph, record video, or record my name, likeness, voice and/or performance without payment or other compensation.

I release all claims to audio and video recordings or photographs of any SWC activities/project/performance and assign all rights and copyrights to these images or recordings to Sisseton Wahpeton College.

I grant permission to Sisseton Wahpeton College and its assigns to use my likeness and name (if necessary) with a photograph in any publication or advertising materials (printed or electronic), including website entries.

I understand use of the images and recordings may include educational materials, educational broadcasts, and web sites or promotion of Sisseton Wahpeton College and its assigns, locally or globally.

My assignment of these rights is not limited to any specific time period, geographic region or purpose.

I agree to hold Sisseton Wahpeton College and its assigns free and harmless from any cause of action arising from the use of said photographs, audio, and video recordings, and facsimile images when used within the scope described above.

I agree to all of the above on behalf of myself, my minor child, other family member or person for whom I have legal responsibility.

Print Name:

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Signature:

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Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

## **STUDENT HANDBOOK ACKNOWLEDGMENT**

This is to certify that I have received a copy of the Sisseton Wahpeton College Student Handbook and that I have read it carefully. I understand all of the policies and procedures and agree to abide by them. I also understand and agree that any provision of this Handbook may be amended or reviewed at any time by the College without prior notice.

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Student's Name (printed)

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Student's Signature

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Date

All students must read and sign this Student Agreement Form. The completed form must be submitted to the Registrar's office as part of the registration activities for the student.