



2026-2027
**Student
Handbook**

**SISSETON WAHPETON
COLLEGE**

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Educational Purposes



Mission Statement

Sisseton Wahpeton College provides extensive, relevant and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all its community. The college values its role as an educational leader, embracing change and responding to the complex needs of those it serves.

Vision

As a 1994 land grant institution, SWC will lead higher education in preserving and extending Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources.

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

- ◆ Integrate Dakota Culture values into personal and professional activities.
- ◆ Demonstrate effective written and verbal communication skills.
- ◆ Utilize technology for research and communication.
- ◆ 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.swcollege.edu.

Accreditation and Membership

- ◆ Sisseton Wahpeton College is accredited through the Higher Learning Commission (contact phone 800-621-7440, or on the web at 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 community, including students, faculty, administrators, staff, and visitors. It is the policy of the 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 of 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' decisions.
- ◆ 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, including 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. Some of these resources include the Admissions Office, Financial Aid Office, Library, tutoring assistance, and support services at Sisseton Wahpeton College. Student athletes 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 higher-level degree program 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. Some credits earned in the certificate

program may 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. This degree focuses more on career preparation than other types of associate degrees. The academic area provides a broader education than would be available in a certificate program but not as broad as the Associate of Arts or Associate of Science program.

Associate of Arts/Associate of Science

The Associate of Arts (AA) and Associate of Science (AS) degrees consist primarily of diverse, introductory-level courses in academic and professional areas and require a minimum of 60 semester credit hours. These degrees prepare 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 without proper planning.

- ◆ The Associate of Arts (AA) Degree is designed to prepare a student for higher-level degree programs. 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) Degree is designed for students intending to pursue further education. The AS degree can lead to more specific occupations.

Bachelor of Science

The Bachelor of Science (BS) degree consists of an assortment of focused, upper level courses in a specified field of study. The bachelor's degree programs require a minimum of 120 semester credit hours, 30 of which must be upper level courses in their major field areas. Majors are structured around a set of program outcomes and focus on a specific field of study or an interdisciplinary field of study with courses from varied departments.

Second Major: Students may elect to take a second major with the approval of the advisor of the second major and advisor of the first major during the final semester of the first major. Exceptions will only be allowed if the courses needed for the primary major are not being offered during the semester needed.

If one of the majors is a certificate program, that degree needs to be completed first due to financial aid requirements. Financial aid will only cover approximately 45 credits for a certificate program. If a student has previously received an AA, AS, or AAS, then the student has already exceeded the credits allowed to receive financial aid for a certificate. Therefore, if a student enrolls in a certificate program after receiving an AA, AS, or AAS degree, the student will not receive financial aid and is responsible for paying for the courses to complete the certificate program

Program of Study



Certificate	Associate of Applied Science	Associate of Science	Associate of Arts	Bachelor of Science
Culinary Food Science	Carpentry Technology	Addiction & Diversity Counseling	Dakota Studies	Behavioral Science
Dakota Language Teaching	Multimedia Technology	Behavioral Science	General Studies	Business Administration
General Building Trades Technology		Business Administration (opt. Accounting Emphasis)		
Licensed Practical Nursing		Early Childhood Development		
Life Skills		Sustainable Environmental Studies		
Tribal Arts				

Single Course Certificates:

Certified Nurse Aide (CNA)

Commercial Driver's License (CDL)

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 student and 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, and 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 plans 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. All students are welcome 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 meet the following requirements:

- ◆ 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 Vice President of Academic Affairs or Student Services 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 is 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 Vice President 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. An Authorization to Release Transcripts form is available in the Records's Specialist 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 Director of Student Success's office.

Admission Information

- ◆ Assistance in completion of all forms can be obtained from Student Services personnel.
- ◆ Students are ultimately responsible for completion and submission of all required forms.
- ◆ Prospective students must complete Authorization to Release Official Transcript forms for all high schools, GED testing centers, and post-secondary schools (colleges) attended.
- ◆ All students must submit official high school transcripts or GED transcripts. This transcript must include the official graduation date.
- ◆ All degree-seeking students are required to submit official transcripts from each college or university

previously attended or currently attending, regardless of degree sought. Transfer credits indicated on another school's transcript are not accepted in lieu of submitting the original institution record for that coursework. Copies or other versions available through third-party records or websites are also unacceptable.

- ◆ An official transcript is a transcript that reaches the Office of the Director of Student Success in a sealed envelope from the issuing institution, printed on the institution's official transcript paper, bearing the institution's seal and an authorized signature. SWC accepts electronic versions of college transcripts sent from colleges through transcript services like Parchment or Naviance sent directly to the school. Transcripts sent to the students and then forwarded to the school are not accepted. Emailed transcripts are not accepted.
- ◆ Non-degree seeking students are not required to submit official transcripts from previously attended colleges or universities unless needed for English or mathematics placement. Non-degree seeking students who later decide to become degree-seeking must then submit all official transcripts.
- ◆ All fees for transcripts are to be paid by the prospective student.
- ◆ All transcripts received from other institutions that have been presented for admission or evaluation become part of each student's permanent academic file of the college and cannot be released, duplicated, returned or forwarded to another institution.
- ◆ After receipt of all required forms and documents, an Official Letter of Acceptance will be issued.

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 successfully completed 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, with a few exceptions. Students should contact the SWC Learning Lab for more information and to arrange a test time.

Ability to Benefit

“Ability to Benefit” is a requirement for students to enroll in a post-secondary institution if they do not have a high school diploma or General Education (GED) certificate. A student admitted on the basis of “Ability to Benefit” must meet the criteria established by the Department of Education in order to enroll in classes and to be eligible for grants, loans, or work assistance. The information provided about ATB tests/policies is subject to change without notice in order to comply with test publisher and Department of Education requirements. In December 1990, the United States Department of Education issued a policy requiring the testing of applicants who did not possess a high school diploma or a GED (General Educational Development) credential but who wished to enroll in postsecondary education and apply for federal financial aid. Passing an appropriate test at the specified level would indicate that the candidate has sufficient “Ability to Benefit” (ATB) from postsecondary education and consequently that the application process for federal financial aid could begin. Reference: Federal Register, Oct. 29, 2010 effective July 1, 2011. Students receiving Federal Financial Aid, the following scores will be used to determine if the candidate has sufficient “Ability to Benefit”. The Accuplacer tests are on a scaled score range of 200-300. The passing scores* are: Reading Writing (Objective) Arithmetic 233 235 230 *ATB benchmarks are set by the U.S. Department of Education. 10 11 The Ability to Benefit allows postsecondary test takers without a high school diploma or equivalent to receive the Title IV financial aid when they’re dually enrolled in a career pathway program and in adult education. Test takers must prove their “Ability to Benefit” one of six ways: 1. Complete 6 credits (or its equivalent) toward a degree or certificate. 2. Pass an exam (Accuplacer) approved by the U. S. Department of Education. 3. Complete a state process approved by the U. S. Secretary of Education. 4. Have a valid ACT or SAT score 5. A Counselor recommendation 6. High School Transcripts that reflect an “A” in English and Math Non-Title IV students are

Dual Credit students that are non-degree seeking. Dual Credit students do not receive Federal Financial Aid. Students enrolled in dual enrollment or dual credit may demonstrate to benefit by earning College credits.

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 consists of 15 weeks of regular class and one week of finals. Each credit hour assigned to a course is the equivalent of a 50-minute direct faculty instruction and a minimum of two hours of out-of-class student work (such as reading, research, or completion of homework) per week. 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 an accredited institution may apply to the Director of Student Success’s Office to have such credits apply towards 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 Director of Student Success determines those credits that will transfer.

Students 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 success for 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 is absent from a 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 plans are available through the SWC Business Office. 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 the first 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

Approval for dropping or adding courses is initiated with a student's advisor, signed by an SWC staff member and the instructor of the course, and is then submitted to the Records Specialist to be recorded. Courses may be added during the first five (5) days of a semester; courses may be dropped without charge to the student during the first ten (10) class days. After that time, fees are assessed. Students may not add, drop, or withdraw from classes after the deadline established on the academic calendar. Students who do not attend classes and who have not officially dropped or withdrawn from the class will receive a grade of “F.”

Instructors may administratively drop any student who

has missed all classes held during the first ten (10) days of the semester. Any student who has not been in attendance during any part of the four-week period prior to the last day to withdraw can be administratively withdrawn by the instructor. The last date to withdraw is published in the academic calendar. Instructors are advised to discuss administrative drops and withdrawals with the Records Specialist.

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.

Dormitory

Single person dormitory facilities are available for both men and women. The Resident Handbook provides basic information regarding the facilities as well as the Student Housing Policies, which are a guideline for activities in the dormitory.

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 Vice President of Students.
2. The VPSS will immediately report the action to the proper authority.

3. The Vice President of Students will take all the necessary precautions and actions to insure the safety of the student body and employees.

In the VPASA'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 as not to disturb the other students. Do not take a call in the classroom.

Culture Relevance of Course

According to the Sisseton Wahpeton College Vision Statement, SWC will "lead higher education in preserving and extending 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 requests 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 email); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment — that is, harassment not involving sexual activity or language — 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, Sisseton Wahpeton College (SWC) will disclose information concerning registered sex offenders.

The purpose of this reporting is to ensure that members of the 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 Director of Student Success's Office.

The information regarding sex offenders at SWC is available to students through the SWO Sex Offender Registry (<http://swo.nsopw.gov/>) and the Registry of Sex Offenders in South Dakota through the State Sex Offender Website.

Procedures

- ◆ Registered Sex Offenders are not barred from enrollment at SWC.
- ◆ Registered Sex Offenders must register with the SWC Director of Student Success'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 grade point average:

- ◆ Freshman Year — 1.5 grade point average
- ◆ Sophomore Year — 2.0 grade point average
- ◆ Junior Year — 2.0 grade point average
- ◆ Senior 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, junior, and senior (2.0). A student must satisfactorily

complete a semester of acceptable work with a 2.0 GPA or higher 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 499. 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 coursework.

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 of Academic Affairs, Vice President of Students, Department Head, or a member of the Student Senate. At this point the student must complete a Complaint/Grievance Form. When meeting with the student, the contacted official will provide

consultation regarding conflict resolution, student's rights, obligations, and procedural options related to filing a grievance. The contacted official shall submit the form to the Vice President of Academic Affairs within two (2) working days, if the student contacted someone other than the Vice President of Academic Affairs.

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 Vice President of Academic Affairs 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/Grievance 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 Vice President of Academic Affairs depending on the nature of the grievance. In cases where the implementation of policy or procedural issues is at the center of the grievance, the Vice President of Academic Affairs 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 of 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs with a written notice that mediation ceased on the student's initiative. Any grievance that involves the Vice President of Academic Affairs directly will be handled by the 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.

Final Grade Appeal

- ◆ SWC has set formal policies and procedures for disputing final grades.
- ◆ Students, under typical circumstances, must contact the instructor and department lead as a primary step.
- ◆ SWC may honor grade change requests based on errors, arbitrariness, or prejudice.
- ◆ Students have 30 days after the grade was awarded to file an appeal and must provide evidence.

Grade Appeal Policy and Process

The basis for filing a grade appeal in any given course is limited to fundamental fairness in the treatment of the

student by the instructor. This is specified by a syllabus which conforms to the Undergraduate Course Syllabus supplied to students at the beginning of the semester, and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for a grade appeal.

An undergraduate student may appeal a grade by using the following procedures. All timelines refer to the first regular (16-week) semester after the semester or summer term in which the grade was awarded. A week consists of five business days or seven calendar days. Grade appeals are not processed during the summer sessions unless the Vice President of Academic Affairs determines a particular case warrants immediate review.

A grade appeal is only available before the student's degree is awarded. Graduating students completing final degree requirements should alert the Director of Student Success's Office as soon as course grades are posted, if they intend to file a grade appeal in the next regular semester. Assuming the student has satisfied all degree requirements, the degree will be placed on hold while the appeal is conducted. When the appeal is resolved or the Vice President of Academic Affairs makes a final decision, the student's degree will be awarded and backdated to the term when all requirements are satisfied. During the interim, students may request an official letter of degree completion for purposes of employment or graduate or professional school admissions.

Written verification of each step below is critical. Certain steps require the student to submit a written appeal via return-receipt mail or hand delivery with a staff verification of date and time. The Vice President of Academic Affairs' decision on deadlines is final, though the Vice President has authority to extend deadlines in extraordinary circumstances.

Student Step 1

Within 30 days after the grade was awarded, or sooner if possible, the student should discuss the concerns with the course instructor, stating the reasons for questioning the grade.

Student Step 2

Within 30 days after which the grade was awarded, or sooner if possible, the student shall begin the process of submitting a grade appeal by utilizing the forms located

in the Office of the Director of Student Success. The student must attest in writing that s/he has informed the instructor s/he intends to file a grade appeal.

Student Step 3

Within 30 days after which the grade was awarded, or sooner if possible, the student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the department lead.

Instructor Step 4

Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing, explaining the grading procedures, including how the grade in question was determined.

Student Step 5

If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the department lead.

Instructor Step 6

The Vice President of Academic Affairs has two weeks to consider the student's written statement, the instructor's written statement, and to confer with each. The Vice President of Academic Affairs may not change the grade, but shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation, and shall notify the department lead and the student in writing of his/her decision.

Student Step 7

If the department lead does not act on or resolve this matter to the student's satisfaction within a two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the VPASA.

VPASA Step 8

The Vice President of Academic Affairs shall review the student's appeal and take appropriate action. If the basis of the appeal is the fundamental fairness of treatment of the student by the instructor, the Vice President of Academic Affairs should convene a committee to review the case. Valid reasons for convening an Appeal

Committee include but are not limited to: a violation of College policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. Reasons that should NOT be brought to a committee include: a disagreement with published course policies, differences in classroom policies or grading schemes between courses or sections, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for veteran's benefits.

VPASA Step 9

When appropriate, the Vice President of Academic Affairs shall convene a committee to review the case.

Appeal Committee

The Vice President of Academic Affairs shall design an Appeal Committee. The Appeal Committee has its own rules of operation and will select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may meet separately with the student, the instructor, and the department head; request written summary statements of the issues; and/or interview other persons who have relevant information. If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation, and shall make a written report with recommendations, providing copies to the student, the instructor, and the Vice President of Academic Affairs.

VPASA Step 10

The Vice President of Academic Affairs shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The Vice President of Academic Affairs has the authority to change the grade to a different credit-bearing grade, which includes regular grades (A, B, C) or alternative grades (P, F), depending on the course grading system and the system chosen by the student at registration. The Director of Student Success shall accept the Vice President of Academic Affairs' decision. The department lead, the instructor, and the student shall be notified in writing of the decision.

Weapons and Dangerous Instruments



The unauthorized possession or use of weapons on Sisseton Wahpeton College owned or controlled property is prohibited without the (written) permission of the President and/or the Executive Committee. Weapons include, but are not limited to, firearms, air rifles or pistols, hunting or fighting knives, martial arts weapons, bows or crossbows, arrows or bolts, and swords. This policy also includes non-functional replicas fashioned with metal or wood, paintball or stun guns, metal tipped darts, explosives, fireworks, and pyrotechnic devices.

Certain items that are not traditionally considered weapons such as, but not limited to, baseball bats, boxcutters, kitchen knives, pocket knives, (with blades of three inches or less) or scissors are not subject to this policy unless used to threaten or inflict harm to another person. Under these circumstances the object may be confiscated by Campus Security and the user of the item is subject to disciplinary action, in addition to criminal prosecution.

The purpose of this policy is not to prohibit individuals or student organizations from possessing, storing, or using weapons at approved locations for educational purposes, sanctioned sporting activities, research, or other actions supporting the operations of the College that are authorized by the President and/or the Executive Committee. These instances could include, but are not

limited to, the firearms and archery equipment used for off-campus hunting or by a sporting team, the use of original and replica weapons in culture or history courses, or firearms being repaired or constructed in a gunsmith course.

Weapons brought onto SWC property must be preauthorized and immediately registered with Campus Security. When not being utilized in sanctioned course activities, practices, or events, all weapons and ammunition must be securely stored in officially designated locations or immediately removed from College property.

Any person carrying a concealed weapon must have a valid permit and written authorization by the President and/or the Executive Committee of Sisseton Wahpeton College, which includes participation and training with the Sentinel or other similar program. This authorization must be renewed annually. Exempt from this Policy are sworn law enforcement officers or military personnel in the performance of their official duties.

Students, employees, and visitors found in violation of this policy are subject to disciplinary actions and possible criminal prosecution. Any serious violations of this policy will be referred to the cognizant law enforcement agency and will trigger an immediate Administrative Action.

Requirements for Graduation



All candidates for graduation must meet the following criteria (students 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 an intent to graduate form with the Director of Student Success 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 ¾ 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, including direction from the Athletic Director, Men's Head Coach, and Women's Head Coach.



Standards of Student Conduct

It is the goal of 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 of Students, 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 hone upon the principles of academic rigor and honesty, which as a result are key 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 Vice President of Academic Affairs. All charges must be submitted by completion of a Complaint Form to the Vice President of Academic Affairs within five (5) working days of the alleged misconduct, or from the date of discovery. 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs will notify the student accused of the alleged misconduct in writing at least five (5) working days prior to any hearing. The Vice President of Academic Affairs does retain the option of referring the complaint to an outside agency for resolution, including law enforcement.

Students suspected of, detected committing, or 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, and one Chairperson (director, coordinator, chair of the curriculum committee, or other officer of the college) selected by the Vice President of Academic Affairs and/or Student Senate;
- ◆ The Student Senate President, Vice President of Academic Affairs, 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 Vice President of Academic Affairs;
- ◆ Any Review Board member 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 Vice President of Academic Affairs will make the final decision in this determination;
- ◆ Challenges of members must occur within two (2) working days of notification;
- ◆ If the Vice President of Academic Affairs 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 Vice President of Academic Affairs 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, the Vice President of Academic Affairs 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 the 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 Vice President of Academic Affairs. 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 Sisseton 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 a student must meet the following requirements:

1. A student must be a member of a federally recognized tribe, OR
2. A student must be 55 years of age or older; and
3. A student must complete a waiver form each semester.

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)



Sisseton Wahpeton College, in compliance with The Education Amendment of 1976, P.L. 94-482, 20 U.S.C. 1088 (t), and CFR 34, Section 668.16, promulgated under the Higher Education Act of 1965 (HEA), as amended, established these policies and procedures to ensure that students who receive Title IV federal financial aid (Pell Grant, Iraq/Afghanistan Service Grant, FSEOG, Work Study) as well as Institutional, State, and Tribal financial assistance (Sisseton Wahpeton Oyate Higher Education Grant, In-House Scholarships, and Tribal College Aid) are making satisfactory academic progress toward a degree or certificate.

This policy applies to all periods of enrollment whether the student received financial aid during those periods or not. At the conclusion of each semester, satisfactory academic progress will be evaluated for all students at SWC. Transfer students and those returning after a hiatus are evaluated upon entry or reentry. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive 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 Sisseton Wahpeton College:

Qualitative Academic Standards

SWC uses the student's cumulative SAP GPA to measure qualitative progress (credits earned at another college that meet degree requirements are not included when calculating GPA). To meet this standard, financial aid recipients must maintain the following minimum cumulative SAP GPA benchmarks:

- **Freshmen (30 credits or less):** Must maintain a cumulative GPA of **1.50** or better.
- **Sophomores (31 to 59 credits):** Must maintain a cumulative GPA of **1.75** or better.

- **Juniors and Seniors (59 credits or higher):** Must maintain a cumulative GPA of **2.00** or higher.

Note on Program Requirements: Achievement of a 2.00 GPA by the end of sophomore status is consistent with SWC graduation requirements for most programs. If a student is enrolled in a program requiring a higher GPA (e.g., Nursing), the student must meet the program GPA to maintain aid eligibility, provided they remain eligible to continue in the program.

Calculation Rule: GPAs are cut off at two decimal places without rounding up (e.g., a 1.499 is counted as a 1.49).

Quantitative Standards

Students must complete their program of study within **150.00%** of the published credit hours required for their program. For example: if a program of study requires 66 credit hours, a student is eligible to receive financial aid to attempt up to 150.00% or 99 credit hours to complete the program of study.

If a student does not meet the 150.00% program completion requirement, or when it becomes mathematically impossible to complete the program within 150.00%. Then they are no longer eligible for financial aid at SWC. The credit hour limits include applicable transfer credits and all non-developmental semester credit hours attempted and/or earned at SWC, whether or not the student received financial assistance for those credits.

Pace of Completion Standards

Students must successfully complete a cumulative minimum of **67.00%** (2/3) of all semester credit hours attempted throughout their academic career. Successful completion is defined as earning a grade of A, B, C, D, or P (except in the Nursing Program, which requires a C or better). Withdrawal ("W") grades count as attempted credits and affect pace.

Calculation Rule: Pace percentages are **cut off at two decimal places** without rounding up.

Financial Aid Warning

If a student who began a term in good standing fails to meet one or more SAP standards at the end of a semester, they will be placed on Financial Aid Warning for the next semester attended.

While on Financial Aid Warning, students remain eligible to receive financial aid. If the student meets all SAP standards by the end of the warning semester, they return to satisfactory standing. If the student still fails to meet all SAP standards at the end of their warning semester, they immediately become ineligible for financial aid (placed on Financial Aid Suspension) for their next semester of enrollment.

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 either:

1. **Self-Pay Coursework:** Satisfactorily complete a minimum of 6 credit hours of coursework at their own expense with an acceptable GPA. During that semester, the student is not eligible for aid and cannot receive an **I**, **F**, or **W** in any class registered.
2. **Submit an Appeal:** Appeal the cancellation of financial aid eligibility to the **SWC Appeals Committee** based on documented extenuating circumstances (e.g., major illness/injury of the student or immediate family, death in the family, loss of employment, active-duty deployment, or natural disaster). General difficulties adjusting to college or balancing workloads do not qualify. Appeals may be submitted no more than three times under different circumstances.

The student must complete the Academic & Financial Aid Appeal Form (available in the Financial Aid Office) prior to the start of the semester, explain why standards were not met, provide documentation, outline future

steps for success, and submit an advisor-approved Academic Plan.

Financial Aid Probation

This is the status once a student's appeal of Financial Aid Suspension status has been approved by the Appeals Committee; the student becomes eligible for federal aid. A student will remain on probation as long as he or she continues to meet the requirements of the advisor-approved Academic Plan or until overall SAP standards are met. SWC reviews academic progress at the end of each probation semester to ensure compliance with the plan.

Repeated Coursework

- **Failing Grades (F, I, W):** Students may repeat courses with failing grades without limit, subject to overall SAP and academic standing policies.
- **Passed Courses (A, B, C, D, P):** Once a student earns a passing grade, **only one repeat** of the course can be funded by financial aid. Subsequent repetitions cannot be included in financial aid eligibility calculations.
- **Sequential Withdrawals:** If a student passes a course and then receives a "W", that "W" is not counted as the single repeat. The next letter grade after the "W" counts as the allowed repeat.

Note: All repeated courses are counted as attempted credits in the quantitative pace and maximum timeframe calculations.

Remedial Coursework

Students may attempt a maximum of 30 credits of developmental/remedial coursework while receiving financial aid.

- Developmental courses are included **in** the qualitative GPA calculation for SAP status.
- Developmental courses are excluded from quantitative maximum timeframe and pace calculations.

Transfer Credits

Transfer credits that apply toward the student's current program count as both attempted and completed credits toward quantitative pace and 150.00% maximum timeframe limits. Transfer credits are not included in SWC's cumulative SAP GPA calculation.

Changes of Program (Major) & Additional Degrees

- A change of major resets the student's SAP status for the next evaluation, which will count only previously attempted credits that apply to the new program plus applicable transfer credits.
- SAP status may be recalculated a maximum of three (3) times based on a change of major.
- Students pursuing additional degrees or certificates are evaluated using only credits required for the new degree, up to the 150% limit.
- Students who have completed a first baccalaureate degree (at SWC or elsewhere) are no longer eligible for undergraduate aid, including Pell and FSEOG funding.

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 aid must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and list the SWC school code 016080.

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 federal student aid documents. To create an FSA ID, visit www.fsaed.gov.

All students should complete the FAFSA. If you complete this application and are considered ineligible,

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 016080. This will ensure that SWC receives copies of the Student Aid Report (SAR) 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, the 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 below:

- ◆ Possession of a controlled substance — First Offense: 1 year; Second Offense: 2 years; Third Offense: Indefinite.
- ◆ 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 if: (A) the student satisfactorily completes a drug rehabilitation program that complies with criteria prescribed by the Secretary and includes 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 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 12 semesters as a full-time student or the equivalent (roughly 6 years), 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 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 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 the school's determination that the student withdrew is determined by the Director of Student Success's 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 contact 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
- ◆ “E” = Examination

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 × 3 credit points).

To calculate GPA: (1) add the total number of credit hours completed; (2) add the total number of grade points 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 Director of Student Success’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 Director of Student Success’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 Director of Student Success’s Office for each request incomplete. The deadline for submitting a request for an Incomplete is the last week of classes in a given semester. There are no exceptions to the deadline.

An Incomplete is to be initiated by the student and approved by the instructor of the course and the Vice President of Academic Affairs. The student must have completed three-fourths (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 academic or financial aid probation or suspension may not receive any incompletes.

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.” The student has 30 days into the next semester to complete their work:

- ◆ Fall: 30 days into Spring Semester
- ◆ Spring: 30 days into Summer Semester
- ◆ Summer: 30 days into Fall Semester

Independent Study

is an advanced study of one or more selected topics according to students’ special needs and interests in an area of study. A student completes an individualized plan of study which includes significant one-on-one student-teacher involvement. The faculty member and student negotiate the details of the study plan. The class is usually taught to one student with a credit ranging from 1-3 semester credits. To qualify for independent study, students must be in an upper class (junior or senior), have a strong cumulative GPA of 3.0 or higher, and prior completed coursework in the specific subject area. Independent study may be taken more than once. The Vice President of Academic and Student Affairs must approve the independent study request.

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 Director of Student Success’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 an unofficial and \$10 for an official transcript.

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

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 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, the 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 canceled 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

Phone Numbers



SWC Main Office	605-698-3966
SWC Fax Main Number	605-698-3132
SWC Administration Fax Number	605-742-1075
SWC Nursing Department	605-742-1106
SWC Nursing Fax	605-742-0479
SWC Pay Phone	605-698-9000
SWC Student Lounge	605-698-3966 x.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	605-698-7676
BIA Higher Education Assistance, Sylvan Flute	605-698-3966 x.1183
SWO Higher Endowment Program	605-698-8211
– Fax	605-742-0140
– Cell	605-268-2792
Woodrow Wilson Keeble Health Care Center	605-698-7606
Coteau Clinic	605-698-7681
SWO Police Department	605-698-7661
Dakota Plains Legal Services	605-698-3971

Women's Circle	605-698-4129
Roberts County Sheriff	605-698-7667
Sisseton Fire Department	605-698-3131

SWO District Centers

Phone number and fax number:

Big Coulee	605-938-4475 / 605-947-4319
Enemy Swim	605-694-2874 / 605-698-4005
Lake Traverse	605-698-7747 / 605-738-2324
Long Hollow	605-938-5475 / 605-947-4873
Old Agency	605-694-2876 / 605-698-7779
Heipa/Veblen	605-698-4216 / 605-728-237

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:

Signature:

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:

Signature:

Student ID Number:

Date:



Final Grade Dispute Form

Student Name:

ID#:

Course:

Final Grade Received:

- ☐ Yes — I have met with the instructor to discuss my final grade.
- ☐ No — (you must meet with your instructor before proceeding with the grade dispute)

If yes, date and time of meeting:

This form must be used when a student wants to dispute a final grade received in a course. The reason(s) for a grade dispute must be at least one of the following:

- ☐ 1. The grading decision was made on some basis other than performance and other than as a penalty for academic misconduct (e.g., work graded differently than stated in the rubric; a policy not to give A's even when a grade is within the A-range).
- ☐ 2. The grading decision was based upon standards unreasonably different from those applied to other students in the same course and section (e.g., some students permitted late work without penalty and others not; inconsistent rounding; unequal extra-credit opportunities).
- ☐ 3. The grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards (e.g., final grades calculated with a different method than stated on the syllabus; last-minute change to point values; addition of an assignment/exam not on the syllabus).

Give as much detail as you can to describe why you are disputing this course grade, with details supporting each numbered reason checked above:

Student Signature:

Instructor Signature:

To the Instructor: Please give a detailed account of how you arrived at the student's current course grade and return this form to the Vice President of Academic Affairs.

By signing above, the student acknowledges that they are initiating a final grade dispute in accordance with Sisseton Wahpeton College Academic Policy and agrees to abide by all stipulations of that policy.

Reasons for Dismissal of Grade Dispute: The appeal will be dismissed and the current grade will remain if none of the above criteria are met.

Student Handbook Form — Time Limit for Academic Programs Completion



Review this form and then submit it to your advisor. All requests will be given to the Vice President of Academic Affairs to be approved or denied within 10 working days. Complete details and instructions can be found in SWC's General Catalog.

Student Name:

ID#:

Program:

- ☐ Yes — I have met with my advisor to discuss my Program Completion.
- ☐ No — (you must meet with your advisor before proceeding with the Program Submittal)

If yes, date of meeting:

Attach your transcripts and submit this form to the Vice President of Academic Affairs for final approval.

Student Signature:

Instructor Signature:

Vice President of Academic Affairs Signature:

By signing above, the student acknowledges that they are initiating an Academic Program Completion request in accordance with Sisseton Wahpeton College Academic Policy and agrees to abide by all stipulations of that policy.



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.

Student's Name (printed):

Student's Signature:

Date:

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