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Mission Statement

The mission of Fort Belknap College is to provide quality post-secondary education for residents of the Fort Belknap Indian Reservation and surrounding communities. The college will help individuals improve their lives by offering them an opportunity to maintain the cultural integrity of the Gros Ventre and Assiniboiné Tribes as well as succeed in American technological society.

Accreditation

The Northwest Commission on Colleges and Universities granted accreditation to Fort Belknap College in June 1993.

STUDENT RESPONSIBILITY FOR CATALOG AND STUDENT HANDBOOK

1. Each student is responsible for reading, understanding and adhering to the information contained in the Fort Belknap College (FBC) Catalog and this Handbook.
2. Failure to read the regulations will not be considered an excuse for non-compliance.
3. Fort Belknap College reserves the right to revise policies and/or curriculum as the institution deems necessary.
4. Fort Belknap College places full responsibility upon the student for registering for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, with amendments. The college does not accept responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, time schedule changes, changes in degree requirements, or similar related changes or for errors resulting from consultation with and reliance upon any information acquired from any college employee.

More information may be obtained from the Dean of Student Affairs.

STUDENT RIGHTS AND RESPONSIBILITIES

- To receive a quality education.
- To use FBC facilities and to receive the benefits of FBC sponsored activities.
- To participate in the governance of FBC.
- To see their academic record as provided by the Family Education Rights and Privacy Act.
- To be informed of inadequacies in performance and their consequence.
- To be notified any changes in course requirements, tuition, or fees.
- To be informed of their rights and disciplinary procedures.
- To have access to recourse through a grievance process.
- To exercise individual freedom within the framework of the regulations, goals, and philosophy of FBC.
- To have learning environment free from psychological and physical harm.
- To abide by the policies and regulations of FBC.
- To treat FBC employees and facilities in a responsible and respectful manner.
- To enroll and complete requirements in all courses.
- To derive the greatest college experience in academics and extra-curricular activities.

Academic Policies/Procedures

ADMISSIONS/ACCEPTANCE

The Registrar/Admission Office is located in the Nakoda Hall on west end of campus. The office hours are 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Monday through Friday. Applications for admission and the required forms are located in the Registrar/Admissions Office. All students must complete all admissions requirements in order to be accepted for admission. Original documents are required. Keep copies for your files.

The following items are required for a complete admission application. Official documents are required, copies will not be accepted.

- Admission Application
- \$10 Admission Application Fee (one-time non-refundable)
- Declaration of Major Form
- Official* High School Transcript (With Graduation Date) OR *Official* G.E.D.
- Official* College Transcript(s) (for transfer or returning students)
- Placement Test (Compass) (For New Freshman or Transfer Students with less than 30 credits)
- TB Test with Results within last 5 years
- Certificate of Immunization
- Official* Tribal Membership Verification (If applicable)

STUDENT ETHNIC CLASSIFICATION

Fort Belknap College is an open admissions institution. Therefore, a student is not required to be a member of a federally recognized tribe to be admitted. For reporting purposes FBC classifies students in the following categories:

- A) Native American Indian Student
- B) Non-Native American Indian Student

The Department of Education defines an Indian student as one who can provide documentation for tribal enrollment with a Federally Recognized Tribe. To be classified as an American Indian, a student must submit a Certificate of Indian Blood (CIB) with the appropriate signature.

RETURNING STUDENTS

All returning students must complete a re-admission application in order to be readmitted.

TRANSFERRING STUDENTS TO FBC

A student transferring from another institution must complete the admission process and submit an official transcript from the previously attended college(s). All credits previously earned at a recognized accredited post secondary educational institution can be transferred when the student transfers to Fort Belknap College. In cases where no formal transfer credit agreement exists between the Fort Belknap College and the sending institution, the Registrar's Office will review all eligible course work for transfer credit. An evaluation of transfer credits must be completed before registering for classes.

1. Only courses with grades of "C" or above will be accepted as transfer courses from an accredited post secondary institution.
2. Transferred course credits will not be included in computing the grade point average (GPA) at FBC.
3. A minimum of fifteen (15) semester hours of credit must be earned at FBC prior to graduation.
4. A transfer student shall have their financial aid eligibility and satisfactory academic progress evaluated from the time they begin at Fort Belknap College. Length of financial aid eligibility will be determined by the number of credits that transfer into the student's degree program. A student has a maximum of 90 credits to earn a degree here at Fort Belknap College, unless otherwise appealed to complete the degree program. Satisfactory Academic Progress will be evaluated based on the grade transcript received at the previous institution of higher learning.

ADMISSION TO FBC WITHOUT A GED/HS DIPLOMA

Fort Belknap College offers a pre-GED program for individuals who desire the opportunity to study for the GED examination. Pre-GED students must apply for admissions and complete the entire admissions procedure. Upon acceptance individuals will be eligible and allowed to register for developmental studies or non-college level classes. Tuition and fees for these classes will not be assessed nor billed to the student, but the student will be responsible for any book fees incurred. Pre-GED students must maintain satisfactory progress to continue to attend FBC, which is maintaining a grade point average of 2.00 or better.

SPECIAL ADMISSION FOR CURRENTLY ENROLLED HIGH SCHOOL STUDENTS

To strength and enrich their educational experience, a high school senior may apply for admission, be accepted and register part time at FBC while completing their senior year of high school. The high school student will complete the regular admission process and provide the appropriate documentation including approval by high school officials

and parent(s). Tuition, fees and book charges will be assessed as listed in the Fort Belknap College Catalog fee schedule. Additionally, the student must meet the following eligibility requirements.

1. The student must have a cumulative grade point average of 3.00 at the end of their junior year.
2. The student must take the placement test (COMPASS) and be eligible for admission.
3. The student must provide the following documentation;

Principle:	Official Letter of Recommendation.
Teacher:	Official Letter of Recommendation.
Counselor:	Letter attesting to the student's maturity level.
Parent:	Letter of Permission for the student to attend FBC and accepting full responsibility for their child's tuition, fees and book charges.

NON DEGREE SEEKING STUDENTS

A non-degree student is defined as a student taking less than 6 credits a semester, whose purpose in attending Fort Belknap College is not to pursue a degree. If a non-degree student subsequently decides to pursue a degree, he/she must complete a regular admission application. Financial aid does not apply to non-degree seeking students.

DEGREES OFFERED

Fort Belknap College offers and upon completion of program requirements awards Associate of Arts and Associate of Science Degrees in the following disciplines:

ASSOCIATE OF ARTS

American Indian Studies, Business, Business Entrepreneurship, Business Health Administration, Early Childhood Education, Elementary Education, Human Services, Liberal Arts and Psychology.

ASSOCIATE OF SCIENCE

Allied Health, Business Technology, Computer Information Systems and Natural Resources.

COLLEGE CATALOG

To become familiar with the policies and graduation requirements, the student must read the FBC catalog. Since the catalog is revised each year and policies and requirements change, the catalog at the time of the students' enrollment and declaration of major will be their guide to adhering to the policies and meeting graduation requirements. If a student changes majors, then the catalog in effect at the time of the change governs requirements. If assistance is needed in understanding the requirements outlined in the catalog, students should consult with their advisor, the college transition counselor, the Registrar/Admissions Officer, the Dean of Student Affairs or Dean of Academic Affairs.

REGISTRAR'S OFFICE

The primary functions of the Registrar's Office are:

1. Provide Orientation to Students.
2. Register students for classes and maintain a student file to include information regarding academic progress at FBC and other pertinent data of the student.
3. Assigning Advisors and/or Changing a Program of Study.
4. Assisting students in dropping and/or adding a class.
5. Maintenance of students' official transcripts and records.
6. Family Educational Rights and Privacy Act (FERPA)
7. To verify students have met graduation requirements.

Provide Orientation to Students--

Orientation is required for all new students entering Fort Belknap College and attendance is strongly recommended for returning students to become familiar with any policy changes. Orientation provides valuable information, such as financial aid issues, scholarship information, building locations and introduction to the faculty and staff. Orientation increases the chance for the student to succeed at Fort Belknap College.

Register students for classes and maintain a student file to include information regarding academic progress at FBC and other pertinent data of the student--

A student must have completed the admission process as well as completed all the appropriate documentation for the financial aid office to be eligible to register for classes. A student who is not receiving federal student aid is responsible for purchasing his/her own books and supplies and all tuition and fees.

Registration for the fall semester is held annually in the Little River Learning Lodge during the last week in August with the spring semester registration held during the third week of January. Students must meet with their advisor to complete the registration form. The advisor's signature is required. Please note the first day classes will begin. Late Registration is available in the Registrar/Admissions Office in Nakoda Hall for those students who did not register during the scheduled time.

Assign Advisors and Changing a Program of Study--

An advisor will be assigned according to the student's declared major by the Registrar/Admission Officer prior to registration. They are experts in their instructional areas and will explain the degree requirements for the chosen course of study and will provide guidance throughout the students' entire academic career at FBC. Their office hours will be posted for the semester and students are strongly encouraged to meet with them periodically throughout the semester for assistance with any questions, problems or concerns.

Advisors will be located in the Little River Learning Lodge during registration. All students must meet with their advisors to complete the registration form prior to finalizing registration with the Registrar.

Remember, it is the student's responsibility to register for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, which may contain amendments.

A student can change their program of study (major) by contacting the Registrar and completing a new declaration of major form. A new advisor will be immediately assigned. **(This change may affect the students' length of eligibility for financial aid therefore it is highly recommended that the student meet with the Financial Aid Officer.)**

Assisting a Student in Dropping and/or Adding a Class--

A student who wishes to withdraw and/or add a course(s) after the scheduled registration must obtain the drop/add form from the Registrar's Office and obtain signatures from the Financial Aid Officer and the advisor. The deadline for dropping or adding a class is posted in the college calendar. It is important for them to officially withdraw from class. Failure to do so may result in the student receiving an "F" for the class. **IT IS THE STUDENT'S SOLE RESPONSIBILITY TO COMPLETE THE DROP/ADD FORM BEFORE THE SCHEDULED DEADLINE.**

Note: A student who withdraws after the first week may owe a partial portion of the tuition and fees.

Maintenance of Students' Official Transcripts and Records--

The Registrar's Office maintains the student's official academic files and personal permanent records. The official academic files includes mid-term reports, transcripts, drop/add forms, academic status, correspondence, etc. Personal information must be current; therefore, any change in address, phone numbers, or name must be reported immediately. Original documents are required and maintained with the Registrar's Office.

The Fort Belknap College advises each student to make a copy of all documents presented to the Registrar/Admissions Office. In accordance with the Family Education Rights and Privacy Act (FERPA) the Fort Belknap College is not required to provide photocopies of educational records. If a student requires a copy from their file a fee of fifty cents (\$.50) will charged per sheet.

Family Educational Rights and Privacy Act (FERPA)--

The FERPA regulations were written specially to guarantee each student three primary rights, if they are attending a post secondary institution. **First**, FERPA guarantees the student the right to inspect and review education records. A student has a right to know

what the education institution is maintaining about them. Fort Belknap College is not required to provide photocopies of education records, unless refusing to do so prevents the student from reviewing their records for accuracy. **Second**, they can inspect and review their records; a student must also have a right to seek to amend those records if the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. And, **third**, FERPA guarantees a student the right to have some control over the disclosure of information from their education records.

FERPA guarantees rights to individual students who have reached the age of 18 and are attending a postsecondary institution. They are considered adults with full rights of ownership over their records.

If the student has not reached the age of 18 and attending a post secondary institution, they are still guaranteed rights under FERPA. A student claimed as a dependent on a parent(s) income tax return, must give the college written permission to release information to the parent/guardian. Once a parent/guardian has provided proof of dependency, the college will notify the student of the request and ask for permission to release information. A reasonable time will be given for the student to respond. If there is no objection or response from the student, the records requested can be disclosed.

Remember this is about educational type records within the Registrar/Admissions Office. Financial Aid records involve another set of regulations.

An institution may disclose "directory-type" information to third parties without consent from the student according to FBC policy. The following directory-type information may be given to any inquirer without written authorization from the student:

Name, address, major, number of credits currently taking, diplomas or certificates awarded, honors, and date of completion.

A student who wants any or all of this information to remain confidential must inform the Registrar in writing. For further information on your rights to confidentiality, see the Family Education Rights and Privacy Act (FERPA) rules and regulations posted in the college catalog. Any student requesting a release of information covered under FERPA rules and regulations must complete a written request.

Applying for Graduation--

It is the student's sole responsibility to submit the application for graduation after meeting with their advisor. The graduation applications are due in the Registrar/Admissions Office by December 1 for spring commencement ceremonies.

The student must have a cumulative grade point average of 2.25 to be eligible for graduation from FBC. A student must receive at least a "C" in a required course in order to meet graduation requirement. Note: A grade of "D" or "F" in a degree course does not meet graduation requirements.

The minimum requirement for graduation is a total of 60 credits for an associate degree. For a transfer student, 20 credits must be earned at Fort Belknap College to qualify for graduation. A minimum of 15 credits must be earned immediately preceding graduation. A student should work closely with their advisor to insure all requirements are met. For a dual major, an additional 10 credits must be earned.

CLASS ATTENDANCE

Class attendance is an important factor in the student's success or non-success at Fort Belknap College. In fact, upon registering for classes, a student is in effect, signing a contract in which they are assuming responsibility for attendance and completing the class assignments. Attendance is maintained in all classes for financial aid purposes as a student must maintain a 60% attendance rate in order to receive a PELL grant. Failure to maintain this rate may affect the amount of PELL grant a student receives and may result in the payback of funds. Some instructors may require attendance as part of the course requirements for grading purposes.

SEMESTER GRADE REPORTS

Upon completion of the semester, grade reports are mailed to the student's address on file. A student may pick up their grade reports before they are mailed. Check the college calendar for mailing dates. To provide accurate and punctual mailings, please make sure the Registrar's Office has an updated mailing address. Grades will not be released over the phone.

INCOMPLETE GRADE

A student may apply for an incomplete "I" grade for a class with the instructor, if;

1. 75% of the course requirements have been met within the last two weeks of the end of the semester; and,
2. The work is satisfactory, but some essential requirement of the course has not been completed due to an *extreme emergency*.

The incomplete "I" grade request form is available in the Dean of Academic Affairs' or the Registrar's office. The student must complete the form and obtain signatures from the instructor, Dean of Academic Affairs and Registrar.

An "Incomplete" grade cannot be given for lack of attendance, independent study or challenge courses.

In order to receive Financial Aid the student must complete the course requirements within two weeks into the next consecutive semester. Upon completion of the course work, the instructor will submit a "change of grade" form to the Registrar's Office. The student who has not completed the course work within the allowable time frame will receive a failing grade "F".

GRADE APPEAL/CHALLENGE

A grade appeal/challenge is used when a student receives an unsatisfactory grade and cannot resolve the issue with their instructor. The following procedures are:

1. Within 30 days of the issuance of the grade from the Registrar's Office, the student must submit a written grade challenge letter and deliver to the instructor.
2. The 30 day time limit may be appealed to the Dean of Academic Affairs if there is a special circumstance the time limit cannot be met.
3. The instructor has four (4) days to respond to the grade appeal/challenge letter. The instructor will give their response to the Dean of Academic Affairs.
4. The Dean of Academic Affairs will make a decision within four (4) days. The Dean of Academic Affairs will decide if the appeal/challenge warrants a hearing before an appeal committee. A private meeting with the committee will be held within five (5) days. **The decision of the hearing committee is final.**

STUDENT'S ACADEMIC PROGRESS

A student must meet the requirements for the course to receive a grade and credit. The course and grade will be recorded on the student's official transcript. Instructors make the final determination on all grades.

Studying is another important factor of your success at Fort Belknap College, therefore, it is the student's responsibility to study and obtain any help needed to successfully complete the class.

Don't wait until after mid term reports are issued. If you need help please ask someone for help.

MID TERM ACADEMIC REPORTS

The instructor will submit Mid Term Academic Reports to the Registrar's Office for those students failing to meet the academic requirements of the class during the 7th week of the semester. A letter will be sent to the student notifying them of the report and their options to rectify their academic progress. The student will be strongly encouraged to meet with their advisor, instructor, Retention Counselor and/or the Registrar/Admissions Officer. Mid term grades are not recorded on the official transcript but are filed in the student's official academic file.

ACADEMIC HONORS – DEAN'S LIST AND PRESIDENT'S LIST

President's List Any student obtaining a grade point average (GPA) of 4.00 in college level courses for the semester will have attained the highest academic honor on the Fort Belknap College campus. This feat entitles them to be placed on the President's Honors List for the semester.

Dean's List Any student obtaining grade point average (GPA) of 3.25 to 3.00 in college level courses for the semester will have attained academic honor on the Fort Belknap College campus. This feat entitles them to be placed on the Dean's Honors List for the semester.

The term GPA is used to determine the President's and Dean's List, not the cumulative GPA. A student who receives an "Incomplete" grade during the current semester will not be eligible for the President or Dean's honors list. Developmental Studies (DS) courses, credits and grade points are also not calculated in the GPA honors. DS credits will be calculated in the overall cumulative GPA for academic progress and financial aid purposes.

ACADEMIC PROBATION

The purpose of "Academic Probation" is to notify the students of their failure to meet academic requirements to pass. After the grades are posted, the Registrar/Admissions Officer will notify all degree-seeking students whose term GPA falls below 2.00. The student will be required to report to an advisor before registering for the next semester. Unless there are extenuating circumstances, the student will be placed on academic probation for unsatisfactory academic progress. Being placed on "Academic Probation" during one semester can lead to "Academic Suspension". (see below)

ACADEMIC SUSPENSION

If the student fails to maintain the following term with a GPA of 2.00, while in *academic probation status*, the student will be placed on "Academic Suspension".

First Academic Suspension

When a student has earned "academic suspension" for the first time, they will not be allowed to register for classes the following semester. After a mandatory leave of absence for one semester the student may return and register for classes but will remain in "Academic Probation" status. The student must see the Registrar/Admissions Office before returning.

Second Academic Suspension

Should the student not attain satisfactory academic progress (2.00 GPA), they will be placed again on academic suspension and will not be allowed to register for one full academic year. A student may appeal this status (see Appeals Process.) All decisions by the Appeals Committee are final.

Third Academic Suspension

Should a student earn a third academic suspension status; they will no longer be able to attend Fort Belknap College. A student may appeal this status (See Appeals Process.)

All decisions by the Appeals Committee are final.

Any student reinstated after suspension, remains on academic probation and will be suspended again if they fail to meet the 2.00 GPA. All decisions of the appeals committee are final.

Appeals Process

First Suspension - the student is automatically re-instated after the lapse of one (1) semester without an appeal and upon notification to the Registrar/Admission Officer of his/her intent for re-enrollment.

Second Suspension - the student may appeal for reinstatement to Fort Belknap College by submitting a letter to the Appeals committee after a minimum of one semester lapse.

Third Suspension – the student may appeal for reinstatement to Fort Belknap College by submitting a letter to the Appeals committee after a minimum of one full academic year lapse.

The student re-instated after suspension will be placed upon academic probation and will again be placed in academic suspension if satisfactory academic progress is not fulfilled (2.00 GPA.)

TRANSCRIPTS

1. A student must provide a written request for a transcript to the Registrar's Office.
2. Transcripts will not be released if a student has financial obligations to FBC.
3. A transcript fee of \$15.00 is assessed to all students through registration. Each currently enrolled student is then entitled to receive three (3) free transcripts.
4. After three (3) transcripts are issued there will be a charge of \$5.00 for each additional request. If you are not a current student you will be charged \$5.00 for each transcript request.
5. Transcript requests are completed every Thursday. The student may pick up the transcript up on Friday.

TRANSFERS TO OTHER INSTITUTIONS

A student who plans to transfer to a four-year college or university should contact the college's Transition Counselor for assistance. The student should obtain a current catalog of the institution to which the student is planning to transfer, study the entrance requirements, and pay attention to suggestions for freshman and sophomore programs in the major field of interest. Regardless of the number of credits earned, the credits accepted for transfer toward a degree are determined solely by the institution where the student transfers.

Student Services

Student Support Services Program

Student Support Services program offers assistance to help students' successfully complete courses of study at Fort Belknap College. For more information contact Loretta Doney-Hawley, Director at 353-2607.

Student Support Services Program offers the following services to eligible students:

Academic counseling	Tutoring
Placement testing	Placement score interpretation
"Math Anxiety" concerns	Visits to colleges and universities
Assistance with transferring into or out of FBC	

Learning Center (tutoring, computers, homework)

Free tutoring is available for students needing help in all courses offered. See Anita Wilke, Learning Center Coordinator. The Learning Center is located in Nakoda Hall and the SSSP is located in the rear of Nakoda Hall. The Learning Center at FBC is equipped with up-to-date computers. Students should utilize the computer classroom/lab as an additional resource and assistance with their studies. The Computer Classroom is located in Nakoda Hall.

Transferring to 4-Year University

The Transition Counselor, Lois Shortman is available for assisting those students who wish to transfer to a 4-year university or college.

Retention

The instructor will refer the student to the Retention Counselor, Mike Little Owl if they feel the student is experiencing difficulty with class, lack of academic progress and/or attendance. The Retention Counselor will contact the student by telephone, letter or in person. Depending on the results of the contact, the student may be encouraged to withdraw.

Note: It is the students' sole responsibility to complete the paperwork to withdraw.

Native American Vocational Technical Education Program (NAVTEP)

The NAVTEP program is a Department of Education funded project designed to meet the vocational and technical education needs of the adult members of the Fort Belknap Indian Reservation. The project provides education, training and work experience in the

fields of Natural Resources, Allied Health, and Computer Technology for at least 45 students each year. Program participants also receive career guidance counseling. See Harlan Mount, NAVTEP Director or Arlene Gardipee, NAVTEP Counselor for more information and an application.

Student Government

The Student Government is made up of elected student representatives who administer funds generated by the activity fee that is paid during registration. This is a formal council that is an important function of the College. The purpose of the Student Government is to: 1) provide development of leadership skills; 2) act as a liaison between the student body and the faculty and staff; 3) act as a liaison between the student body and the Board of Directors; 4) provide input opportunities for Fort Belknap College from the student body; and 5) govern using skills that follow “Robert’s Rules of order” and/or traditional circle format.

Clubs and organizations must enroll with and be approved by the Dean of Students and register with Student Government. All clubs must have by-laws which accurately describe the organization, governance, and operational policies and procedures. The College provides a current listing of activities available to students. Students are encouraged to join existing clubs or to create a new one if new interest areas are sought.

Student Government
Red Nations Indian Club
American Indian Business Leaders (AIBL)
American Indian Sciences and Engineering Society (AISES)
Phi Theta Kappa (Honors Society)

Smoking

All buildings on campus are smoke-free. Smoking areas are set up behind all the building. Please do not smoke in front of the buildings.

Soliciting

Under no circumstances will personal or group solicitation be permitted unless it has been approved by the administration. Please see the FBC President for permission.

Facilities

Red Whip--

Fitness Center
NAVTEP Program
Computer Information Systems Classroom

Olympic Swimming Pool
College Library

Little River Learning Lodge—

Dean of Academic Affairs

Academic Advisors/Instructors

Teacher Training Program Director
Math Lab
Classroom #2
Science Room(s)

Bookstore
Classroom #1
Computer Room
Student Lobby/Lounge Area

Nakoda Hall--

Dean of Students
Financial Aid Director
Learning Center
Tutors

Registrar/Admissions Officer
Student Support Service Director
Transition Officer

White Clay People Hall--

President, Fort Belknap College
The Boy Classroom
Retention Office

Business Office
Curly Head Classroom

Sitting High Cultural Center--

American Indian Studies Director

Immersion School

Small Business Center—

Computer Lab for Small Business Clients

Student Conduct Code

STUDENT CONDUCT

The official FBC Student handbook sets forth standards of student conduct. Fort Belknap College expects students to conduct themselves in a respectable, responsible and mature manner: including respect for other students, staff and faculty. Students are expected to represent Fort Belknap College in an honorable manner, whether on campus or in travel status.

It is the policy of Fort Belknap College to allow students maximum freedom consistent with good scholarship and good citizenship. Good citizenship implies high standards of conduct both on campus and elsewhere; and, requires conformity to the laws of the United States, State of Montana and the Fort Belknap Indian Reservation, and the FBC Policies and regulations.

Fort Belknap College maintains the disciplinary powers to protect the integrity of institution; property; staff, faculty & students; and its purpose: educating students.

The following forms of student misconduct are subject to disciplinary action:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college; forgery, alteration or use of FBC documents as instruments of identification with intent to defraud;
2. Disruption or obstruction during teaching research, disciplinary proceedings or other FBC activities;
3. Physical, verbal or sexual harassment/abuse of any person on FBC premises or at a sponsored event;
4. Theft or damages to FBC property or property of a member of the FBC community on college premises;
5. Failure to comply with directions of FBC officials acting in performances of their duties;
6. Violation of published FBC regulations, including those relating to entry and use of institutional facilities, the rules of this code of conduct and any other regulations which may be enacted; Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence of drugs or alcohol, as demonstrated by impaired physical conduct.

Academic Honor and Student Integrity

Fort Belknap College is dedicated to the excellence of the individual. The idea is that every student at all times recognizes the obligations as members of the College community and fulfills them completely. Enrollment is a voluntary entry into a community college for the purpose of training and study. With enrollment, the student accepts both the rights and responsibilities afforded to FBC students. As members of the College community, a student has the responsibility to study and learn, and to conduct themselves with integrity in relation to the College's mission, goals, policies and procedures. A student registered for classes has the responsibility of attending all scheduled class periods.

When students register, they expect FBC to educate them and treat them fairly. In return, FBC expects student to do their best and be honest. In signing their names to a registration form, students promise to stand for the principle of Academic Honor.

1. Do your own Work!
 - Never copy other student's completed assignments.
 - Do not sub-contract your assignments to family, friends or other students.
2. Refuse to do assignment for other students.
 - If asked, remind that person that honor must be earned.
 - Remember, too, that intellectual growth calls for individual effort.
3. Guard against plagiarism.
 - Always give credit to the words and ideas of others.
 - Put quotation marks around sentences you copy.
 - Write paraphrases and summaries in your own words.
 - Always cite your sources. MLA or APA style.
 - MLA style is author page, i.e. (Deloria 175)
 - APA style is author, date, and page, i.e. (Deloria, 1991, p. 175)
 - End your assignment with a list of books and references.

A student who violates academic honor may fail the assignment, fail the course, or face expulsion.

Filing Procedures

All complaints are directed to the Dean of Student Affairs, whether the complaint is one of academic, personal or sexual misconduct, the procedure is:

Notify the Dean of Student Affairs as soon as possible. This notification **need not be in writing**. Notification should be within 30 days of the incident or misconduct. Misconduct reported after 30 days may be investigated, but the type and level of possible sanctions will be affected. Incidents of sexual misconduct may be investigated up to 3 years after the occurrence.

In any emergency or criminal activity/misconduct, will be reported to the Fort Belknap Law Enforcement Department immediately or/and Indian Health Service-emergency department.

Disciplinary Action

Informal Resolution:

Given the size and culture of the FBC Community, informal resolution is the most desirable route. A win-win agreement will be the goal. This does not mean to indicate that a person will not be sanctioned as outline in this code. Rather, the welfare of the person violated and the FB community will be of a higher priority. A summary or written statement will be generated. This may be by the complainant/victim at the request of the Dean of Student Affairs or may be compiled by the Dean of Student Affairs. The Dean of Student Affairs or designee will attempt to reach an agreement on resolution with appropriate parties within five (5) days of notification;

Written Charges:

If informal resolution is not achieved, formal written charges indicating the specific violations are presented to the accused by the Dean of Student Affairs by the 5th day after the receipt of the complaint, along with the discipline sanctions or corrective action;

Probation:

Students will be excluded from participation in privileged activities as specified in writing for a period not to exceed one year, in addition may have to comply with discipline sanction or corrective action.

Suspension:

Depending on the severity of the incident, the student can be suspended from FBC not to exceed two years and may be required to meet specific corrective action and/or compile with sanctions;

Appeal Procedures

A student can request a hearing, which will be scheduled no longer then 15 days after the charges are presented. The hearing is held before the Dean of Student Affairs (or designee) OR in cases of a more serious nature, the student may choose a hearing before a Student Appeals Committee made up of staff and faculty.

Recommendations are to be forwarded to the Dean of Students within 3 working days after the Hearing.

The accused is notified within 5 working days after the recommendation. The victims may request to be notified of the outcome of the hearing, including sanctions.

The decision of the Dean of Student Affairs is final, unless the student elected to appear before the Student Appeals Committee. The decision of the Student Appeals committee is final. However, the President of the College may request a review of the case, but the decision of the committee is final.

NOTE: In the case of criminal activity, students may be suspended indefinitely, depending on the crime.

Hearing Procedures

All hearings will be private if requested by the accused student. In a hearing involving more than one student, severance will be allowed if requested.

An accused student has the right to be represented by an advisor of his or her own choosing from within FBC.

Any party to the proceedings may request the privilege of presenting witnesses subject to the right cross examination by the other parties.

Production of records and other exhibits may be required and a record will be kept of the proceedings.

In cases of probation or suspension, the student may have a choice of one of the following:

- Appear before the Dean of Student Affairs and accept the decision
- Appear before a Student Appeals Committee made up of three students, three faculty members and a chairperson from the administration. The chairperson will be a non-voting member and not the Dean of Student Affairs.

Recommendation for the imposition of sanctions is based upon evidence in support of the charges and not on the failure of the accused student to answer charges or appear at the hearing.

Cases against a faculty/staff person will be heard by a panel that includes the Dean of Student Affairs or designee and 2 faculty/staff members. The format will be the same as for student hearings. Decision is responsibility of Dean of Student Affairs, upon receiving recommendations from the panel.

DRUG AND ALCOHOL POLICY:

Fort Belknap College has a no tolerance policy on drugs, as defined by the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226. This policy is in compliance with the following Tribal Criminal Offenses under Title IV, Part 6 of the Fort Belknap Tribal Code.

Drugs:

It is the policy of Fort Belknap College that students are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at Fort Belknap College. If an employee of the college believes a student is involved in any of the above mentioned activities with drugs, the following steps will be taken:

1. The employee will contact the Dean of Student Affairs, who will immediately contact the Tribal Law Enforcement. The Dean of Student Affairs will make a written account of the incident to be placed in the student file.
2. Any student caught selling drugs or taking drugs on campus will be suspended indefinitely.

Alcohol:

It is the policy of Fort Belknap that students are prohibited from coming on campus intoxicated. If the student is found intoxicated on campus, the following steps will be taken:

1. The student will be asked to leave campus, failure to do so will result in an immediate contact with the Fort Belknap Law Enforcement Office.
2. If a student comes to campus a second time intoxicated, the student will be placed on probation with a recommendation that the student seek counseling or treatment with the Tribal Chemical Dependency Center.

Counseling and referral services will be made to the Tribal Chemical Dependency Center.

The campus will actively participate in larger, national awareness efforts, such as the National Alcohol and Drug Awareness Week. The college will provide educational material throughout the year in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each student during orientation and registration.

Interim Restrictions

The Dean of Student Affairs or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an

imminent and substantial threat of injury or interference with persons or property.

The Dean of Student Affairs will meet with the student and inform them of the basis of the interim sanction and offer the student an opportunity to explain. The Dean of Student Affairs may modify or delete the sanctions or may allow them to stand.

A hearing shall be scheduled as soon as possible and no later than 10 days after the interim sanctions are imposed. The student may request a delay.

Campus Sexual Harassment

Persons notifying the Dean of Student Affairs of a sexual offense will be referred to an Advocate. The advocate will inform the victim as outlined in the Sex Offense Guidelines under the Higher Education Act of 1992. The Advocate will work with the victim as requested by the victim. Sexual Harassment potentially violates items 2, 3, and/or 6 of the Student Misconduct Code.

- To provide college employees and students with a working environment free from sexual harassment;
- To communicate the College's sexual harassment prevention policy and reporting procedures to employees, supervisors and~students;
- To recognize the unique nature of complaints of sexual harassment, to encourage early reporting by employees and students and to resolve complaints promptly, confidentially, and at the lowest management level possible;
- To prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee and student who has testified, assisted, or participated in any manner in an investigation of a report.

It is not the purpose of this policy to intrude upon the personal lives of employees and students or to interfere with social relationships. Sexual harassment, however, is unacceptable behavior when carrying out the business of the college and will not be condoned or tolerated. Management is not obligated to investigate and respond to a report of alleged sexual harassment if the incident or action occurred more than three years prior to the report.

Sexual harassment means--

Sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act. Unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature.

Accidents

Any accident resulting in personal injury or equipment damage should be reported to an instructor or staff member immediately. The instructor or staff will take appropriate action.

Children on Campus

Children must be supervised at all times while on campus. Please do not leave them unattended in the lobby or hallways.

Pets on Campus

No pets are allowed on campus. Exceptions are pets that are used to accommodate persons with disabilities.

Campus Closures

Any campus closures due to weather, etc. will be announced on the local radio stations, KGVA FM 88.1; KOJM FM 92.5; and KMMR 100.1.

Business Office

The Business Office is located in the White Clay People Hall, lower level. Office hours and days are from 8:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday.

The Business Office is responsible for assessing tuition, registration, and other fees for services provided by FBC. The Business Office also disburses payments due to students from financial aid and employment. Fees for tuition and other charges are due at the time of registration unless other arrangements have been made with the controller.

Past due accounts are reported to the Registrar/Admissions Office and transcripts will be held. If a student has questions on fees or tuition assessed at registration they should contact the Business Office as soon as possible.

Crime Awareness and Campus Security Act of 1990 Includes Higher Education Amendments of 1992 - Sexual Assault-Related Items.

A statement of current campus policies regarding procedures and facilities for students and other to report criminal actions or other emergencies occurring on campus and policies concerning the institutions' response to such reports.

Criminal Actions are reported to the Fort Belknap Tribal Law Enforcement Department. Other emergencies are reported to the nearest available college personnel and/or to

Tribal Law and Order, Volunteer Fire Department, IHS Ambulance Service or calling 911 as appropriate.

The institution will follow up on all incidents and emergencies to determine additional actions, needed, such as, policy changes, facilities or equipment modifications, etc. A log of campus incidents and emergencies is maintained at the Dean of Students office.

FBC maintains the disciplinary powers to protect its educational purpose. This is done through the setting of standards of scholarship and conduct and through the regulations of the use of its instructional facilities and Campus Residences.

A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

FBC maintains an open campus. Instructors regulate access to the classrooms and laboratories. An on campus night watchperson is responsible for evening access to buildings and their lockup.

FBC does not have a formal campus security department. All criminal incidents would initially be reported to the Dean of Students, unless the incident requires immediate police action. In that case, the local law enforcement agency (Tribal Law Enforcement) should be contacted first.

The identity of persons making reports is kept confidential. Reporting incidents as a form of good citizenship is encouraged at student assemblies and staff workshops.

Information on campus security, crime awareness, and prevention of sexual crimes policies and procedures will be provided during student orientation and at a student assembly each quarter. Staff training on campus security will be given twice a year during in-service days. The campus security policies will be made a part of the staff policies and procedures manual and the student handbook.

Statistics concerning the occurrence of campus, during the most recent school year, and during the 2 preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies-

- (iii) murder;
- (iv) rape;
- (v) robbery;
- (vi) aggravated assault;
- (vii) burglary; and
- (viii) motor vehicle theft.

Programs presented to staff and faculty will have the most recent statistics on reportable crimes on campus and the surrounding areas.

Statistics will also be presented on incidents of a more minor nature, such as, petty theft and campus accidents. The institution will prepare an annual report on campus crimes and incidents which will cover the preceding two years for which information is available.

We do not have off-campus student organizations and therefore, do not have a reporting requirement for this section. Statistics concerning the number of arrests for the following crimes occurring on campus:

- (a) liquor law violations;
- (b) drug abuse violations; and
- (c) weapons possessions.

Statistics will be kept through our incident reporting system on these crimes. This information will be provided in our annual report and at student and staff presentations.

A statement of policy in the Policy and Personnel Manual regarding the possession, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this act.

Financial Aid

Determination of Financial Need

It is the basic principle of financial aid programs that the primary responsibility of meeting educational costs lies with the student and parents. The financial aid programs should be expected to assist only when the family is unable to meet the full cost of education.

A student's financial need will be determined by an analysis of the parent's income, student's own income, and other financial resources. It is expected that students that plan on attending Fort Belknap College will be responsible for tuition and fees and other college expenses incurred.

The number and amount of financial aid awards is subject to the availability of institutional, federal, and state aid funds. The type of aid and the amount received is also determined by the status of the student, established financial need, and the aid desired.

Standards Used to Determine Title IV Eligibility

To be eligible for Title IV assistance, an applicant must meet the following criteria:

1. Student must be accepted for enrollment at Fort Belknap College,
2. Be a regular student enrolled in a program of study leading to a degree,
3. Have a high school diploma or General Education Diploma (GED),
4. Be a U.S. citizen or eligible non-citizen (Canadian students must meet the requirements set forth under the Jay Treaty),
5. A student that is defaulted on a Title IV education loan will not be eligible for Title IV aid until he/she pays back the full loan in question,
6. A student must make arrangements with the Fort Belknap College business office to clear up any over payment on a pell grant and fseog before the student is eligible to receive any type of Title IV aid. Please note this does include any other institution student has attended prior to enrollment at Fort Belknap College,
7. Student must have a completed financial aid file and submit other documentation as requested by the financial aid staff,
8. Student must sign a declaration of major form in order to be eligible for financial aid.
9. Males must be registered with U.S. Selective Service if you reached your 18th birthday or under the age of 25.
10. Be determined eligible based on the Free Application for Federal Student Aid (FAFSA).

Financial Aid Application Procedures

All applicants for financial aid must complete and sign the Free Application for Federal Student Aid (FAFSA). Each student applying for federal aid has the option to fill this application out and send it to the applicable address given on the application. In addition, the student has the option to send it in over the Internet or have the financial aid staff send it electronically via the Internet and Feeds. The electronic procedure is highly preferred due to other deadlines, usually March 1, set by other higher education institutions. FAFSAs are usually available by January of each year and can be picked up at the FBC financial aid office, tribal higher education department, and the Fort Belknap College library.

Please note this application changes in color every year and must be filled out each time according to the academic year you are attending. The processing time of your application will take 2-4 weeks and you will receive back a Student Aid Report (SAR) reflecting your personal history and income. If you do not receive your SAR in a timely fashion, please contact 1-800-4FED-AID as listed on the FAFSA or contact my office immediately to find out why your SAR has not been processed.

At the very top of your SAR, you will see your Expected Family Contribution (EFC) number. This EFC will determine your pell eligibility and other federal aid based on your enrollment status (full-time or part-time) at Fort Belknap College. Again, please send in your FAFSA as soon as it becomes available to you to be considered for all federal aid. Here is the following web address to go online to enter your FAFSA information on the Internet: <http://www.fafsa.ed.gov/entfafsa.htm>

You do have the option to acquire a Personal Identification Number (PIN - 4 digit code) by simply filling out a FAFSA and the Department of Education will send you one in the mail the next following year you attend at an institution of higher learning. If you are not sent one as mentioned above, you can go online at <http://pin.ed.gov/pinindex.htm> and apply for one. Once you are sent a PIN, you will be allowed to access your FAFSA for renewal or corrections, loan information, and other financial aid information as listed on your PIN card. Please do not give this PIN to parent(s), friends, or relatives, and keep it in a safe place where you will be able to access it as needed.

You will be required to submit proof of income for the previous year if the Department of Education or financial aid office selects you for verification. You will be required to fill out a verification worksheet according to your dependency status model reflected on your Student Aid Report. It is very important you comply with this policy and submit all sources of income as required; otherwise, it could delay your disbursement of your Pell grant and all other federal aid.

Types of Federal Aid

Pell Grant-

Pell grants are usually designated for undergraduates. A student's eligibility is calculated by a given financial aid formula which determines a student's Expected Family Contribution (EFC). Pell awards in this program range from \$400 to \$4050 for the academic school year. The amount of pell will be based on your enrollment status (full-time or part-time) and the length of your program. FBC policy states that pell will be disbursed on the 60% point or on/about the 9th week of the

semester. You must declare a major in order to receive any type of federal aid.

If a student withdraws before that time, student will be subject to repayment of his financial aid and will be charged accordingly to the Refund of Tuition chart. In addition, a student may be eligible for a post-withdrawal pell grant disbursement pending student's last day of attendance or known activity. Please take your financial aid seriously and maintain satisfactory academic progress in order to remain eligible of federal aid.

Federal Work Study (FWS)--

Federal Work-Study is an opportunity for college students to work at designated place on campus or off campus selected by the college administration. Applications are available at the financial aid office and advertisements for availability of federal work-study will be posted around campus. Federal Work-Study policy states a student must be paid the minimum wage requirement. The amount of hours a student can work is usually 20 hours per week when classes are in session. A student has the option to work 40 hours per week during vacation weeks if that student plans to enroll at Fort Belknap College for the following semester. A federal work-study will not permitted to do homework during federal work-study hours. Your supervisor will give you the requirements and duties of your federal work-study job. You will be required to fill out federal w-4 form and a federal I-9 form. In addition, you will be required to submit your social security card and a photo identification card. Federal Work-Study time sheets are due on the Monday at noon before the next pay period day. Paychecks are distributed every two weeks on a Wednesday and your paycheck amount will be based on the previous hours you worked. Your supervisor will track your hours and will sign it accordingly.

Federal Work Study employee is expected to perform as follows:

Student agrees to remain on the job the duration of the period certified.

Student must notify supervisor when illness or some other unforeseen circumstance prevents attendance at work.

Student must give adequate notice to his/her immediate supervisor and the Financial Aid Office when terminating FWS employment.

Student must notify the Financial Aid Office during the period of the Federal Work Study award of any changes in additional resources, which might affect eligibility, as shown on the students' financial aid award letter. For example, additional scholarships or resources for educational purposes.

The Financial Aid Office reserves the right to modify the conditions of the Federal Work Study Program at any time. Such modifications may include but not limited to: increase the FWS wages, reducing the maximum hours of work per week to a lesser number; and complete termination of the Federal Work Study Program prior to the date initially scheduled as the termination date if necessary due to the availability of funds.

Confidentiality of all college documents is a must and if a student fails to comply, that student will be terminated from federal work-study employment at Fort Belknap College.

Federal Supplemental Educational Opportunity Grant (FSEOG)--

The Federal Supplemental Educational Opportunity Grant (FSEOG) is specifically intended to make higher education possible for undergraduate students with exceptional financial need. Priority for FSEOG awards must be given to Title IV recipients who have the lowest EFC. The student must establish Title IV eligibility by filing a Free Application for Federal Student Aid. It is better for a student to file early than to file late in order to be considered for all types of aid.

FSEOG is not entitlement and the student must meet the requirements prescribed by the U.S. Department of Education and standards set by the Fort Belknap College. FSEOG disbursements are the same as for the Federal Pell grant program. Please note if a student withdraws without official notice, student will be subject to repayment of Fseog funds under Title IV policy.

Financial Aid Award Letter

Please note you are responsible to report all outside types of scholarships and aid to the financial aid office. If you fail to do so, your financial aid will be delayed until all required documents of aid are submitted to the financial aid office.

The official financial aid award letter informs you of your cost of attendance for the academic year, type of awards (i.e., grants/scholarships), and financial aid unmet need while you attend Fort Belknap College. The award letter covers you cost of attendance based on your enrollment status (i.e., full-time or part-time) and your dependency status indicated on your student aid report. Here are some helpful hints listed below:

Read Your Award Letter Before You Sign It:

Your signature indicates you completely understand and accept the rules and conditions affecting the offer of committing yourself to complete each semester you receive aid, and it is your responsibility to report changes in your financial resources.

Correct any Wrong Information:

Cross out wrong information and write the corrections on the back of the award letter. Check for mistakes in your social security number, the spelling of your name, and your current address. Please correct this information if it is incorrect or update it accordingly. Your signature on the financial aid award letter indicates that all the information reported about you is true and correct.

Return Your Letter by the Reply Date:

You must return you signed award letter by the date printed in the upper left hand corner, even if you plan to request changes in the amount or kind of aid offered. Otherwise, the financial aid office will assume you do not want financial aid, cancel the offer, and award the funds to another student. Mail your signed award letter to the office or return it in person to Fort Belknap College. If you do not find a financial aid officer or the assistant available, please turn it in to the Registrar office and make sure it is received by date. If you request that changes or corrections be made, a revised award letter will be given to you as soon as time permits.

Waivers and Scholarship Awards

High School Graduate Tuition Waiver:

This competitive waiver is available to the first twenty (20) applicants who are enrolled members of a federally recognized tribe, who has graduated from high school. To be eligible he or she must have completed both admissions and financial aid files. The high school graduate must enroll full-time at Fort Belknap College within the first semester after graduation. An eligible student may receive this scholarship for one academic year with tuition (cost of credit) waived only. The student must maintain satisfactory academic progress during fall semester, a minimum of 2.0 grade point average and maintain full-time status during the waiver period to eligible to receive this tuition waiver for spring semester. The student will be responsible for all fees assessed.

Academic Award Waiver

Awarded to an enrolled member of a federally recognized tribe who has attended two (2) consecutive semesters as a full-time student at FBC and the student has earned a minimum of 30 semester credits with a 3.75 cumulative grade. The student will be awarded a tuition waiver up to two (2) semesters of consecutive enrollment at FBC. The student must maintain a cumulative GPA of 3.75 each semester during scholarship period. The student will be required to pay fees and lab fees per cost of credit.

Senior Citizen Waiver

An enrolled member of a federally recognized tribe whom is 55 years of age or older will have tuition, fees, and lab fees waived.

*All waivers listed are limited to pursuit of one associate degree. Tuition and scholarships are limited to 18 credits per semester. Assessed fees and lab fees are not waived unless specifically exempted. Please note waivers are subject to change according to financial aid policy or determined by the financial aid director.

Other Scholarship

The financial aid office at the Fort Belknap College has a list of several nationwide scholarships for current and prospective students. Most of the scholarships have certain requirements and deadlines. The FBC scholarship committee will mark each scholarship received and time of deadline. The committee will not accept late scholarships after the deadline has been posted. To apply for scholarships or for more information, contact the financial aid office or the Student Support Services Program. Advertisements of scholarships are usually posted around the Fort Belknap College campus. Some types of scholarships that FBC offers are the following:

- 1) American Indian College Fund (AICF)
- 2) American Indian College Fund Coca-Cola scholarship – 1st Generation Student
- 3) American Indian Education Foundation (AIEF)
- 4) Johnson Scholarship - Available through FBC Small Business Center
- 5) Outside scholarships on availability
- 6) Montana Higher Education Grant (MHEG)

- 7) Montana Tuition Assistance Program (MTAP)
- 8) Montana Access Grant Program
- 9) Montana Governor's Scholarship (New)

Scholarships offered at FBC are awarded on an individual basis, depending on the availability of funds and the requirements involved in awarding the scholarship. A specific scholarship will not always be offered again in the subsequent semesters.

Veterans Benefits

Fort Belknap College participates in the Veteran's Education Benefits program for qualified veterans (Children of Veterans). You will have to see the Registrar/Admissions Officer for processing of appropriate documents.

Veterans Upward Bound

The Montana State University Northern Veteran's Upward Bound is a Department of Education program for eligible veteran's who want to go to college. The tribal college Academic Bridge program is a section of Veterans Upward Bound (VUB) designed to assist veterans enrolled at tribal colleges. This program will help students by paying a portion of their tuition and fees but all students that apply must meet the requirements of the program.

Americorps Funds

A student that has previous funds owed to them by this organization, he/she needs to contact Americorps at 1-202-606-5000. The Internet address is: www.americorps.org Please note the processing of Americorps funds will be processed through the financial aid and registrar/admission offices.

Selective Service Registration

Men of ages 18 through 25 are required to register with the Selective Service System. On questions 21 and 22 on the Free Application for Federal Student Aid, it will ask you about registering for Selective Service. Please do not leave this blank. You have two options: 1) to go on the Internet and register at <http://www.sss.gov>, 2) or see your local post office and fill out a selective service registration form. Please note that this is required in order for you to receive all types of federal aid. Should you have questions about registering, please see the financial aid officer at Nakoda Hall.

Professional Judgment

The Financial Aid Director reserves the right to use the financial aid rule of Professional Judgment regarding the student aid report (SAR) and other financial aid information provided by the student and parents, which includes but not limited to loss of income by student and/or parents. This will be only used on a case-by-case basis. Should you have further questions, please see the Financial Aid Director.

Financial Aid Review

The Fort Belknap College reserves the right to review and cancel awards at any time because of changes in financial, marital, or academic status or because of the recipients' failure to observe reasonable standards of citizenship. All pell grants, fseog, and fws are subject to change on the availability of federal funds.

Consumer Information

Financial planning begins with an estimate of the expenses a student will have. Institutions develop local educational expense budgets that provide for tuition, fees, books, supplies, room and board, transportation and personal and other expenses. Budgets are adjusted according to whether a student is an independent or dependent status based on the student aid report. The student's main expenses will be tuition, fees, and books/supplies, and other expenses such as lab fees but not limited to. All other expenses are added to assist you in going to Fort Belknap College by applying for grants and scholarships to pay for your room/board expense, transportation expense, and personal/other expenses while you attend Fort Belknap College.

Dependent - Cost of Attendance

		FULL-TIME			FULL-TIME	
		2 Semesters			Per Semester	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	HARLEM	Chinook	Havre/Malta	HARLEM	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	2410	2410	2410	1205	1205	1205
Room/Board	3660	3660	3660	1830	1830	1830
Books/Supplies	1300	1300	1300	650	650	650
Transportation	3500	5300	6400	1750	2650	3200
Personal/Other	1600	1600	1600	800	800	800
TOTAL	12470	14270	15370	6235	7135	7685
		3/4 - TIME			3/4 - TIME	
		2 Semesters			Per Semester	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Havre/Malta	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	1808	1808	1808	904	903.75	904
Room/Board	2745	2745	2745	1373	1372.50	1373
Books/Supplies	975	975	975	488	487.50	488
Transportation	2624	3974	4800	1312	1987.50	2400
Personal/Other	1200	1200	1200	600	600.00	600
TOTAL	9352	10702	11528	\$4,676	5351	5764
		1/2 - TIME			1/2 - TIME	
		2 Semesters			2 Semesters	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Havre/Malta	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	1205	1205	1205	603	603	603
Room/Board	1830	1830	1830	915	915	915
Books/Supplies	650	650	650	325	325	325
Transportation	1750	2650	3200	875	1325	1600
Personal/Other	800	800	800	400	400	400
TOTAL	6235	7135	7685	3118	3568	3843
		<1/2 - TIME		<1/2 - TIME		
		2 Semesters		Per Semester		
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Havre/Malta	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	301	301	301	151	151	151
Books/Supplies	163	163	163	81	81	81
Transportation	438	663	800	219	331	400
TOTAL	901	1126	1264	451	563	632

Independent – Cost of Attendance

		FULL-TIME			FULL-TIME	
		2 Semesters			Per Semester	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	HARLEM	Chinook	Havre/Malta	HARLEM	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	2410	2410	2410	1205	1205	1205
Room/Board	7120	7120	7120	3560	3560	3560
Books/Supplies	1300	1300	1300	650	650	650
Transportation	3500	5300	6400	1750	2650	3200
Personal/Other	3200	3200	3200	1600	1600	1600
TOTAL	17530	19330	20430	8765	9665	10215
		3/4 - TIME			3/4 - TIME	
		2 Semesters			Per Semester	
		Dodson/	Round Trip (Miles)		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Hays/LP	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	1808	1808	1808	904	904	904
Room/Board	5340	5340	5340	2670	2670	2670
Books/Supplies	975	975	975	488	488	488
Transportation	2626	3976	4800	1313	1988	2400
Personal/Other	2400	2400	2400	1200	1200	1200
TOTAL	13149	14499	15323	6574	7249	7661
		1/2 - TIME			1/2 - TIME	
		2 Semesters			Per Semester	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Havre/Malta	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	1205	1205	1205	603	603	603
Room/Board	3560	3560	3560	1780	1780	1780
Books/Supplies	650	650	650	325	325	325
Transportation	1750	2650	3200	875	1325	1600
Personal/Other	1600	1600	1600	800	800	800
TOTAL	8765	9665	10215	4383	4833	5108
		<1/2 - TIME			<1/2 - TIME	
		2 Semesters			Per Semester	
		Dodson/	Hays/Lodgepole		Dodson/	Hays/Lodgepole
	Harlem	Chinook	Havre/Malta	Harlem	Chinook	Havre/Malta
EXPENSES	+0-10	50	+70-88	+0-10	50	+70-88
Tuition/Fees	301	301	301	151	151	151
Books/Supplies	163	163	163	81	81	81
Transportation	438	663	800	219	331	400
TOTAL	901	1126	1264	451	563	632

TUITION AND FEE SCHEDULE

CR	Tuition	Registration Fee	Internet Fee	Building Fee	Computer Fee	Student Activity	Transcript	Total Cost of Attendance
1	70.00	60.00	30.00	25.00	25.00	30.00	15.00	255.00
2	140.00	60.00	30.00	25.00	25.00	30.00	15.00	325.00
3	210.00	60.00	30.00	25.00	25.00	30.00	15.00	395.00
4	280.00	60.00	30.00	25.00	25.00	30.00	15.00	465.00
5	350.00	60.00	30.00	25.00	25.00	30.00	15.00	535.00
6	420.00	60.00	30.00	50.00	50.00	30.00	15.00	655.00
7	490.00	60.00	30.00	50.00	50.00	30.00	15.00	725.00
8	560.00	60.00	30.00	50.00	50.00	30.00	15.00	795.00
9	630.00	60.00	30.00	75.00	75.00	30.00	15.00	915.00
10	700.00	60.00	30.00	75.00	75.00	30.00	15.00	985.00
11	770.00	60.00	30.00	75.00	75.00	30.00	15.00	1055.00
12-13	840.00	60.00	30.00	100.00	100.00	30.00	15.00	1175.00
14-15	870.00	60.00	30.00	100.00	100.00	30.00	15.00	1205.00
16-17	900.00	60.00	30.00	100.00	100.00	30.00	15.00	1235.00
18	930.00	60.00	30.00	100.00	100.00	30.00	15.00	1265.00
19	1330.00	60.00	30.00	100.00	100.00	30.00	15.00	1665.00

19 + Credits: A student seeking to register 19 + credits must receive written authorization from the Dean of Student Affairs and Dean of Academic Affairs. A student will be allowed to exceed the 18 credit limit under special circumstances, and if the Dean of Student Affairs, Dean of Academic Affairs and the Registrar/Admissions Officer are all in agreement. The student will be assessed the appropriate tuition and fees; the 19th credit will cost extra (19 X 70.00 + fees = \$1665.00). Each credit after that will be assessed the \$70.00 per credit. NOTE: A Pell grant, waivers and scholarships only apply to 12-18 credit load; the student is responsible all tuition and fees that exceed this credit load.

Return of Title IV funds Policy

Federal regulations require all college institutions to develop a policy that determines amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date.

At Fort Belknap College, federal financial aid will be paid to students after the 60% point or 9th week in an enrollment period has been completed.

In calculating the Return of Title IV Funds at Fort Belknap College, the following steps shall be taken:

- 1.) Fort Belknap College shall collect the information about Title IV aid the student received.
- 2.) Fort Belknap College shall calculate the percentage of Title IV aid earned by the student.

3.) Fort Belknap College shall calculate the amount of Title IV aid earned by the student.

4.) Fort Belknap College shall determine if the student is due a post-withdrawal disbursement or if Title IV aid must be returned.

If the amount of aid earned is more than the amount of aid disbursed, the student is due a post-withdrawal disbursement of Title IV aid.

If a student is due a post-withdrawal disbursement, payment shall be made within 30 days from the time Fort Belknap College determines that the student withdrew. The post-withdrawal disbursement shall be first applied to the student's account for outstanding current period charges due to Fort Belknap College. If funds remain, Fort Belknap College shall notify the student in writing that he/she is due a post-withdrawal disbursement. The college shall identify the type and amount of funds and explain the option to accept or decline all or part of the disbursement. The student shall be advised that he/she must respond within 14 days of date of notice to receive payment of the post-withdrawal disbursement.

If the amount of aid earned is less than the amount of aid disbursed, Title IV aid must be returned.

If a student must return unearned aid to the Title IV programs, Fort Belknap College shall send a notice to the student within 30 days after it has been determined the student withdrew from school. The notice shall explain to the student that he/she retains eligibility for Title IV funds for a 45-day period during which one of the following should happen:

Repayment in full

Satisfactory repayment arrangement with Fort Belknap College to repay the funds (within a 2-year period)

Satisfactory repayment arrangement with the Department of Education

If student fails to repay the overpayment or sign an agreement with the college within the 45-day period or fails to meet the terms of agreement signed with Fort Belknap College, the college shall report the overpayment to the Department of Education via NSLDS at www.nslds.ed.gov. At that time, the student shall lose his/her eligibility for federal Title IV financial aid.

5.) Fort Belknap College shall calculate the amount of unearned Title IV due from the school.

6.) Fort Belknap College shall determine the Return of Title IV Funds by the school.

7.) Fort Belknap College shall calculate the initial amount of unearned Title IV aid due from the student.

8.) Fort Belknap College shall determine the Return of Title IV Funds by the student.

Office(s) to contact to "Withdraw" from classes–

The Registrar's office is the official designated place students must contact when they intend to withdraw from all classes. Deadlines to withdraw are posted in the college calendar. How the "Withdrawal" date is determined: The date the student began the withdrawal process or officially notified the college of intent to withdraw (must be in writing); The midpoint of the enrollment period for a student who "unofficially" withdraws or leaves without notifying the college (Fort Belknap College does not have a policy for an approved leave of absence);

If student didn't notify due to circumstances beyond the student's control, the date related to that circumstance;

Date of student's last attendance based on an academic related activity;

If student rescinded (in writing) a withdrawal notice and later withdraws from all classes, the date the student initially began the withdrawal process, unless the school documents a later date based on the student's attendance based on an academic related event.

See Student Handbook for further explanation of Return of Title IV policy

Exceptions to Return of Title IV Funds Policy:

Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the Financial Aid Director. The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

Fort Belknap College Institutional Refund Policy according to the semester time table—

Any student who withdraws/drops a class or classes and continues to be enrolled at Fort Belknap College shall receive a refund of tuition and fees as follows:

- * 100% - 1st Week
- * 80% - 2nd Week
- * 60% - 3rd Week
- * 0% - 4th Week

Students are expected to read and understand the consequences of withdrawing or not attending their classes during the semester. The consequences of withdrawing and non-attendance may result in an overpayment which means you will owe a percentage of your pell/fseog grant back to the Department of Education within a certain time limit of 45 calendar days. FBC will strive to make this information known through student orientation at the beginning of the academic semester, student handbook, FBC catalog, financial aid and student oriented meetings throughout the academic year.

Shorter terms shall provide for a proportionate refund schedule based on the length of the term. Any refunds provided as a result of dropped classes are not to be returned to Title IV aid accounts;

a no repayment calculations will be required.

Fort Belknap College shall calculate a refund of institutional charges for any student who withdraws from all classes through the 60% point in an enrollment period. After the 60% point of the enrollment period, the student has incurred 100% of institutional charges and will be required to reimburse the institution for tuition, fees, and other expenses incurred.

For a student who was awarded Title IV financial aid, Fort Belknap College shall calculate the percentage of Title IV aid earned through the 60% point in an enrollment period. After the 60% point of the enrollment period, the student has earned 100% of Title IV financial aid awarded.

Denial of Aid and Award Adjustments

Some students are denied financial aid due to being found ineligible based on need or satisfactory academic progress policy. The denial of aid is made after evaluation of the families' financial information, which then determines that the student and/or family have sufficient resources to meet the students' educational expenses. Such an evaluation is made in accordance with institutional and federal regulations.

If a student is denied aid by the Financial Aid Office but has questions regarding this decision, the student should submit in writing or call the financial aid officer for clarification. However, the student should realize that the student and the parents' denial were based on financial and other data that was submitted to the financial aid office. If there is a significant change in a family's financial circumstances, the student should notify the financial aid office in writing, explaining fully the changes that have occurred and request a revision of the financial aid award.

In situations where the institution is unable to provide financial assistance, a student and his/her parents should investigate other alternatives and resources not administered by the institution. Please feel free to contact the financial aid office for further assistance.

A student should understand that a decision to deny financial aid relates only to the academic year for which the student applied. Since criteria for eligibility changes from year to year, a student should seek financial aid in subsequent academic years by submitting a new application.

Student Self Pay Agreements

The purpose of this agreement is to enable a student, who is ineligible for financial aid or agrees to self pay, to pay for tuition and fees with a pay back agreement. The final payment is due before the start of finals week for the semester. A student is responsible for their own books and supplies.

A student is eligible to participate in this agreement if:

The student is not in default on a prior tuition, fees or bookstore charges, and
The student remits \$250 or one-third of the balance due, whichever is less, within 20 days of the current semester registration.

The student must maintain a good credit status with the Fort Belknap College in accordance with

this agreement. Any payments in default (more than 2 weeks) will result in notification of default and suspension from attending class. If a student does not complete payment by the end of the semester, grades and transcripts will be withheld until final payment is remitted. Further attendance at the institution will not be allowed until all debts are cleared in the Business Office.

All payments for fee charges are not refundable if the student withdraws. Tuition is refunded only according to the schedule outlined in this handbook.

Satisfactory Academic Progress

In order for a student to receive financial aid, they must be registered for and enrolled in an eligible program of study and in credit courses during each semester and maintain a grade point average of a 2.0. Failure to do so, federal and state aid will not be disbursed to the student.

Qualitative Minimum Requirements

All students must maintain a semester grade point average of 2.0. All students must successfully complete the minimum number of credits for which the student received financial aid.

Enrollment Status	Credit Load
Full-time Student:	12 or more credits
Three quarter time Student:	9-11 credits
Half-time Student:	6-8 credits
Less than Half-time Student	1-5 credits

Quantitative Minimum Requirements

At the end of each academic year, students are required to have successfully completed at least a minimum percentage of their required degree credits.

A student is required to complete at least 60 credits to receive an associate degree at Fort Belknap College. Students are allowed to earn 150% of the average credits for a degree or program as stated in the Fort Belknap College catalog. Therefore, the formula is as follows: $60 \text{ cr.} \times 150\% = 90$ semester credits of financial aid eligibility. A student is not allowed to exceed the 90 credits unless there are special circumstances that allow a student to go beyond this limit. The student will be required to write a written appeals letter explaining why the Fort Belknap College should allow a longer extension of financial aid eligibility. The Financial Aid Appeals committee will review the letter and the committee will send the student a letter of their final decision.

A non-degree student is ineligible for financial aid. Please note that the non-financial aid student satisfactory academic progress (SAP) is still evaluated by the financial aid director. The non-financial aid student will receive a financial aid probation and/or suspension letter if SAP requirements are not met.

Students who claim to be eligible non-citizens must submit to the Financial Aid Office the proper documentation of their citizenship. To be eligible for Title IV financial aid assistance, the Department of Education requires students to have specific documentation from the Immigration

and Naturalization Services (INS). It is the student's responsibility to obtain these documents. Contact the financial aid staff for assistance through 1-406-353-2607, ext. 235 or go to Nakoda Hall Financial Aid Office to resolve citizenship status.

Credit Load

The minimum credit requirement each semester for full-time students is 12 credits. Students who register for less than full-time credit load but maintain a minimum of 3 credits are eligible for federal pell grant. Students who qualify for Title IV aid may receive a reduced amount based on their registration status.

A full-time and part-time student is required to maintain the minimum number of credits according to enrollment status throughout the entire semester. A student that drops below the registration status after the census date of the last day to drop/add; student's financial aid will be adjusted to student's credit load at that time.

Students may repeat a course and it will count toward their overall credit load but those credits will not satisfy the pell requirement. Students may include as part of their minimum credit load developmental study courses that do not apply towards graduation requirements. Such courses are not to exceed a total of 36 credits.

Due to an extreme emergency which occurs within two weeks of the end of the semester, the student may apply to the instructor for a grade of an "I". After the student has applied to the instructor for an "I" grade(s), a request form for an incomplete grade must be signed by the instructor, student and Registrar/Admissions officer. All students must complete the course requirements within two (2) weeks into the next consecutive semester. An "I" grade completion is reported to the Registrar/Admission Officer on a Change of Grade form submitted by the instructor. Grades of "I" or "F" are not removed from the student's permanent record.

Maximum Eligibility for Federal Pell Grant

Pell eligibility for financial aid ends after the student's completion of an associate's degree or 90 credits pending evaluation of student's grade transcript or if circumstances require appeals for further funding of Title IV aid.

All students seeking an Associate degree who are receiving financial aid will be reviewed for reasonable progress toward attainment of their degree when they reach 45 credits.

Withdrawals

Officially withdrawing from all classes after receiving financial aid may result in financial aid suspension status.

Any financial aid recipient who drops classes, which would result in, a reduction of fees paid by that student, is subject to the Fort Belknap College Refund/Repayment Policy. Students may be required to repay financial aid when they withdraw before the end of a semester. The amount of repayment is determined according to federal regulations, which take into account the number of class days attended and the total dollar amount of aid received. In addition, a student is entitled to

a post-withdrawal pell grant disbursement if he/she has documented attendance in all classes registered for during that academic semester.

Consequences of not attending classes or Withdrawing from classes:

If a student fails to attend any classes or withdrawing from all classes after receiving state and/or federal aid, he/she may owe all of the state and federal aid received. All federal and state aid will be applied first against tuition and fees back to the college and any refunds will be given back to the student based on the Post-Withdrawal and Return of Title IV policy. By not attending any classes the student was never eligible for the aid. The consequences include "freezing" of academic transcripts, inability to register for future classes, student may be in pell and fseog overpayment status with the Department of Education, and referral to a collection agency pending FBC business office policy.

Financial Aid Probation

Meeting minimum standards is based on the grades earned on the last day of the semester.

A student may be placed on financial aid probation if they fail to meet the minimum standards. While on financial aid probation a student continues to receive financial aid, but financial aid will not be released for the next semester until after grades for the current semester have been reviewed and approved.

Once a student is placed on financial aid probation, he or she must achieve a minimum semester grade point average of 2.0. Full-time students must successfully complete at least 12 credits and part-time students must complete at the status financial aid was paid. Only grades of A, B, C, D as assigned on the last day of the semester will count as completed course work. A student on probation who fails to meet these requirements immediately loses financial aid eligibility and the student will be placed on financial aid suspension; unless otherwise appealed. . If a student drops out for a term, that student will remain on probation/suspension once he/she re-enrolls at Fort Belknap College and pending if student submits and appeals his/her financial aid status. If you failed to make payments on a previous bill owed to Fort Belknap College; you will have to resolve payment with the Fort Belknap College business office before applying for further financial aid assistance.

Financial Aid Suspension

If a student fails to earn any credits in a semester, aid may be canceled for future semesters. Students on financial aid probation who fail to earn the required credits at a 2.0 g.p.a. will lose financial aid eligibility for subsequent semesters. Reinstatement is possible only under conditions described in the section titled "Reinstatement of Financial Aid Eligibility."

Academic Suspension

Academic reinstatement does not automatically reinstate financial aid. Students must appeal to the Financial Aid Officer for reinstatement. You must see the Registrar/Admissions Office for further explanation on academic suspension.

Reinstatement (Appeals)

To appeal for reinstatement a student must write a letter to the Financial Aid Officer and appeals committee before the beginning of the next academic semester. Please note that if a student appeals late and does not submit the letter until after the semester begins; his/her appeals may be denied pending all related circumstances involved. Appeals will be reviewed by the Financial Aid Officer and Dean of Student Affairs. All appeals will be resolved by the Financial Aid Appeals Committee. The committee's decision is final. The student will be notified by mail or in person of the decision of the Financial Aid Appeals Committee.

A student on financial aid suspension may appeal for reinstatement of aid after successfully meeting at least one of the following conditions.

- a. Completion of a semester using non-Title IV resources. The minimum semester GPA must be 2.0. The minimum number of credits earned must be at the same status as the last time financial aid was paid.
- b. This attendance may be completed at Fort Belknap College or any other accredited post-secondary institution whose credits will transfer to Fort Belknap College.
- c. Not attending any post-secondary school for a minimum of one calendar year to allow for personal growth and goal setting.
- d. Appealing a suspension because of unusual circumstances which were:
 1. Beyond the student's control. Such situations may be serious medical and/or financial problems affecting the student or the student's immediate family. Death in the family or other close relationships will be considered with documentation.
 2. A major traumatic situation. Such an appeal must have evidence that the situation is rectified and will not interfere with the student's progress for the new enrollment period. Please note the above circumstances are but a few examples but are not limited to these specific areas.

Transfer Students

A student transferring to Fort Belknap College who was not eligible to receive financial aid at a previous institution because of failure to make satisfactory academic progress enters Fort Belknap College in probation status.

How and When Financial Aid Will Be Disbursed

Federal Pell Grants--Pell disbursement is at the end of the 9th week of the semester.

Federal FSEOG--Federal Supplemental Education Opportunity Grants will be disbursed at the end of the 9th week of the semester.

Scholarships --Scholarships will be disbursed after selections have been posted

ASSOCIATE DEGREE PROGRAM--

Students must earn a degree within the following time frames: full-time students within 6 semesters, 3/4 time students within 8 semesters; ½ time students within 12 semesters.

FINANCIAL AID DEFINITIONS

Change in Major: A change in major will not lengthen the period of financial aid eligibility. An exception to this policy will be processed by the Financial Aid Officer.

Repeat Course: A student should note that a grade of "D" and "F" in a degree and/or certificate program will not meet graduation requirements and will need to be repeated. See your advisor and/or Registrar/Admission Officer for assistance. A course that has been repeated will not cancel out the previous grade; all grades earned will be presented on the student's official transcript.

Remedial Work: A Student may include, as part of their minimum credit load, certain remedial courses which do not apply toward graduate requirements. For financial aid purposes a student may not enroll for more than nine (9) remedial credits in any given semester.

Credits Earned: Credits are earned for courses in which the student received a grade of "D" or higher. Grades of "F", "W", "N", and "I" are not considered credits earned. A student should note that a grade of "D" in a degree course will not meet graduation requirements and will need to be repeated.

Incomplete Grade: Students are expected to complete the course work for a class during the time designated. When the quality of a student's work is satisfactory, but some essential requirement of the course has not been completed due to a reason beyond the student's control within the last two weeks of the semester, the student may apply to the instructor for an "I" incomplete grade. The instructor believes that there is reasonable probability the student can complete without repeating the entire course, can set forth the conditions for removal of the incomplete grade. The "I" incomplete is not an option to be exercised at the discretion of the student. The instructor may assign an "I" incomplete grade when:

The student has been in regular attendance and doing passing work up to three weeks

before the end of the semester.

For reasons beyond the student's control, which are acceptable to the instructor, the student has been unable to complete the course requirements within the last two weeks of the semester.

Incomplete grades may not be given for Independent Study or Challenge courses.

If the course has not been completed within two weeks of the next consecutive semester and according to the conditions set forth, the grade will be changed to an "F". If there has been an extreme emergency the student may apply for the grade change to a "W".

Satisfactory Academic Progress: A student who attended Fort Belknap College without assistance of Federal Aid will be expected to make satisfactory academic progress prior to the awarding of any financial aid. They will be evaluated according to their academic status as determined by the number of credits completed in the semester prior to their first semester of aid.

TRANSFER STUDENTS –Financial Aid Eligibility and Satisfactory Academic Progress Evaluation

A student transferring to Fort Belknap College from another institution of higher education shall have their financial aid eligibility and satisfactory academic progress evaluated from the time they begin their program at Fort Belknap College. Length of financial aid eligibility will be determined by the number of credits that transfer into the student's degree program. For example, a student that has 30 credits that transfer into his/her degree, would have approximately 60 credits remaining for his/her eligibility. A student has a maximum of 90 credits to earn a degree here at Fort Belknap College, unless otherwise appealed to complete the degree program. Satisfactory Academic Progress will be evaluated based on the grade transcript received at the previous institution of higher learning.

LENGTH OF FINANCIAL AID ELIGIBILITY

As a recipient of financial assistance, the student must be enrolled in a degree program. An expectation of satisfactory academic progress is that the program be completed with a certain number of enrollment periods. Each student is required to complete their associate degree program and any additional degrees within 6 semesters. A student transfers from another institution and has earned credits applied towards his/her academic program at Fort Belknap College will have their transcript(s) evaluated by the Financial Aid Officer. The Financial Aid Officer will make a professional judgment decision regarding if the student is going beyond the stated credits for his/her program, this will be done on a case by case basis. This professional judgment call will only be made after all facts have been considered carefully and approved by all appropriate staff.

FINANCIAL AID REVIEW

The College reserves the right to review and cancel awards at any time because of changes in a student's financial, off-campus scholarships, satisfactory academic progress or marital status because of the recipient's failure to observe reasonable standards of citizenship. All Pell Grants, FSEOG, and Work Study are awarded subject to the availability of Federal funds and financial aid unmet needs status. Please note that your financial aid awards will be based on the Fort Belknap College last day to add/drop classes of the current semester, this is as known as the census date.

RENEWAL OF FINANCIAL AID APPLICATIONS

All financial aid commitments are made for one year or less, and recipients must re-apply for assistance each new academic year. All awards are subject to review of satisfactory academic progress each semester for financial aid purposes.

Student Financial Aid contacts

Clarena Brockie, Dean of Students: ext. 238
Wayne Birdtail, Financial Aid Officer: ext. 235
Dixie Brockie, Registrar/Admissions: ext. 233
Lois Shortman, Transitional Coordinator: ext. 239

Where to Find out Information

Student Services - Nakoda Hall

Clarena Brockie, Dean of Students
General information.
Inquiries about student rights.
To file a grievance or waiver request
Referrals to assistance agencies.
For help with solutions to academic problems.
For conversation.
Student Government
Recruiting.
To talk.
To complain.
To talk about what is going wrong.
To talk about what is going right.
To find out about Social activities, Clubs and organizations.
Information and public relations.
To schedule events.

Faculty/Academics - Little River Learning Lodge

Mary John Taylor, Dean of Academic Affairs
Faculty
Advisors -All full-time instructors
Approval to carry 18 credits or more
To discuss class choices.
To talk about careers.
To assist with studies.
To find out about graduation requirements.
Get approval for class choices.
Problem-solve course work concerns.
Make Appointment with Advisors
Program Sheets
Class Schedules
To appeal academic decisions in cooperation with the faculty and department head.

To get academic information

Dixie Brockie, extension 233
Registrar/Admissions Officer
Geraldine Allen, extension 240
Nakoda Hall
To apply for school.
Drop/add classes, or change of course.
To officially withdraw from class.
Pick up a College catalog and/or a class schedule.
Academic transcript request.
Change your major.
Inquire about course offerings.
Change address.
Change name on records (i.e. marriage, divorce, court order etc.)
Change advisors.
To receive credit for courses taken at another college.
Obtain VA information and forms.

Financial Aid Office

Wayne Birdtail; ext 235
Financial Aid Officer
Nakoda Hall
Apply for Federal Aid.
Apply for grants.
Answer questions on financial aid.
Apply for Scholarships.
Apply for work study.

Plan your college career

Lois Shortman, ext 239
SSSP Transitional Counselor
Nakoda Hall (entry way rear of building)
Plan your college career.
Learn Job seeking skills.
Take Career Interest Testing.

Library

Eva English, ext 262
Director
Red Whip Complex (East entrance)
An excellent resource for all college students.
Check out research information.
Assistance with researching a topic.
Information on the Gros Ventre and Assiniboine Tribes.

Student Support Services Program

Loretta Doney-Hawley, Director
Anita Wilke , Learning Center Coordinator
Danielle Jackson, Administrative Assistant
Lois Shortman, Transitional Counselor
Help in finding a tutor.
To find out about your academic strengths & weaknesses.
"Brush-up" past skills.
To learn how to study.
To learn how to take class notes.
To learn how to take an exam.
To get extra help in any subject.
To bring math & English skills up to college level.
To find a quiet place to study.

Business Office

Melinda Adams, Business Manager
Carol Krominga, Business Assistant
White Clay People Hall, Lower Level
Pay tuition and fees.
Apply for a tuition refund.
To receive Pell, College Work Study, FSEOG disbursements.
Receive BIA grants disbursement originating at another reservation.