

2023-2024  
Student Handbook



WHITE EARTH TRIBAL &  
COMMUNITY COLLEGE

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WHITE EARTH TRIBAL &  
COMMUNITY COLLEGE



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# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Welcome

The Student Handbook summarizes policies and procedures and provides students with vital information. Visit [wetcc.edu](http://wetcc.edu) for full versions of the policies. The Academic Catalog has information on courses.

This handbook provides information on White Earth Tribal and Community College (WETCC) policies, organizations, and activities. Every effort has been made to provide current and accurate information. No handbook can anticipate every circumstance or question about policies; thus, this publication is not intended to be a legally binding contract. WETCC reserves the right to change or amend the policies and this handbook at any time.

White Earth Tribal and Community College is registered with the Minnesota Office of Higher Education per sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at WETCC may not transfer to all other institutions.

WETCC will make decisions about admissions, grading, and other terms of a student without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

WETCC is accredited by the Higher Learning Commission. The WETCC Student Handbook includes the following information.

- Student Handbook
- Academic Calendar
- Course Listings
- Student Services Policies
- Resources
- Login Portals
- Fees
- Contacts
- Registration for Text Alerts
- Title IX Policy and Training

## WETCC History

Established by White Earth Reservation Tribal Council Resolution #038-97-005, WETCC opened on October 7, 1997, in a two-room (former grocery store) building on Main Street in downtown Mahanomen, Minnesota. The college quickly expanded into multiple buildings throughout Mahanomen.

Partnerships were created with the University of Minnesota Duluth, Minnesota State University Moorhead, Northland Community and Technical College, and Northwest Technical and Community College of Detroit Lakes; these institutions accepted credits on a course-by-course basis. Two-year college programs of studies offered focused on vocational offerings in designated fields.

In 2002, WETCC became a land-grant institution designated by the U.S. Congress to provide additional federal support and teach agriculture and technical education. WETCC was in the third land-grant act and referred to as a 1994 land-grant institution. The Extension Office was established in 2003 to bridge the college and community.

WETCC was granted an initial candidacy for accreditation by the Higher Learning Commission (HLC) on October 14, 2004, and continued candidacy in 2006. Accreditation is a quality control process for higher education institutions to ensure colleges meet educational standards. HLC granted full accreditation in 2008. Accreditation allows WETCC credits to be recognized and transferable to other accredited institutions.

In 2010, phase one of the campus was completed for classroom and lab instruction. The second phase was completed in 2012, adding the Cultural Learning Center (the Drum Hall), which included more IT capabilities, a kitchen, a large gathering space, and a historical display. Phase three was completed in fall 2016. This phase allowed the college for the first time since its inception to be in one location.

WETCC is governed by a Board of Trustees (BOT) consisting of nine board members who are guided by approved bylaws. Seven members are voting, and two members (tribal chairperson and secretary/treasurer) are ex-officio. BOT approves policies for effective governance of the college.

Shared governance is an integrated aspect of WETCC consisting of college, faculty, staff, and student senates. Committees promote effective leadership and help support collaborative processes, which enable the institution to fulfill its mission.

## WETCC Mission, Vision, and Values

### Mission Statement

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

### Vision Statement

Gibimiwidoomin Gidinwewininaan Niigaanakeyaa. “We are carrying into the future the way that we were given.”

### Purpose Statements

- The College will present learning as a lifelong process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The College will support the self-determination of the Anishinaabe people through the preservation and promotion of our history, culture, and language.
- The College will seek to address the social, political, and economic needs of White Earth Reservation through programs that encourage service to the community.
- The College will promote a philosophy based on the Seven Teachings of the Anishinaabe.

### Core Values

#### The Seven Anishinaabe Teachings (Values guide WETCC)

Manajji’idiwin (Respect) - Respect for All Beings and Things - The condition of being honored When we live the value of manajji’idiwin we give respect to all living things; in the Anishinaabe worldview, everything has a spirit and therefore deserves respect.

- Respect yourself. Try your hardest in all that you do.
- Respect your school and keep a positive attitude towards your classes, coworkers, and others.
- Respect others. Return their property the way it was borrowed.
- Be mindful of the balance of all living things, honor them, and live honorably in teachings and in your actions towards all things.
- Safeguard the dignity, individuality, and rights of others.

Zaagi’idiwin (Love) - Giving and Receiving Love - Is to know peace. If we act out of love for one another and ourselves in everything we do, we are living the value of zaagi’idiwin.

- Love is unconditional.
- Love yourself, eat a healthy diet, and take care of your mind, body, and soul.
- Love your school and teachers, they are there to help you.
- Love others, show kindness and compassion.
- Work cooperatively and harmoniously with others.
- Be loving towards your parents, classmates, and Elders.
- Show kindness to receive kindness.

Zoongide’ewin (Courage/Bravery) - Strength of Heart - is the ability to face danger, fear, or changes with confidence. When we have a strong heart, we are able to face challenges with courage and integrity.

- Be courageous with yourself.
- Always be willing to try something new.
- Be courageous at school and work, do not be scared to talk in front of others.
- Acknowledge your personal weaknesses and develop the strength to combat them.
- Be courageous with others.
- Do what is morally right and be proud of being Anishinaabe.
- Find your inner strength to face difficulties.

Gwayakwaadiziwin (Honesty) - Doing the Right Thing - is speaking and acting truthfully and thereby morally upright. Living the values of gwayakwaadiziwin is doing what is right for the group and holding himself/herself and others to high standards of integrity.

- Be honest with yourself.
- Maintain truthfulness, sincerity, and fairness in one's actions.
- To communicate with others and transmit information fairly and truthfully.
- Set realistic short- and long-term goals.
- Be honest at work, school, with co-workers, teachers, and classmates.
- Be honest with others - if you say you will do something, do it.
- Be honest with yourself and have an understanding of who you are, accept who you are and know how to use the gifts you have been given.

Nibwaakaawin (Wisdom) - Abundance of Wisdom - is the ability to make decisions based upon your knowledge and experience. When we live the value of nibwaakaawin, we seek to learn all that we can in a respectful manner and take the time to reflect upon our teachings.

- Reflect on all our experiences.
- Use your wisdom.
- Continue to gain wisdom with perseverance and time, nothing comes without effort, seek guidance from elders.
- Show wisdom by helping others who are struggling to understand.
- Share your wisdom with others, share your knowledge and be a good role model.
- Know the gifts the Creator has given you to serve others. Dabasendizowin (Humility)- Humility - is being humble, not arrogant.

When we live the values of debwewin, zoongide'ewin, manaaji'idiwin, gwayakwaadiziwin, zaagi'idiwin, and nibwaakaawin, we can hold ourselves in low regard and conduct ourselves accordingly.

- Humble yourself. Know your limits and abilities.
- Be humble/modest, do not brag or boast to others who are struggling.
- Demonstrate sensitivity to others, do not be mean to your family, friends, co-workers, or neighbors.
- Recognize that we are all human beings and will make mistakes, be able to accept mistakes and understand the capacity for self-growth and change.
- Do not make judgements on others.

Debwewin (Truth) - The Sound of the Heart - is to know and understand the 7 teachings given to us by the Creator and remain faithful to them. Each of us holds the truth in his/her heart and when we live the value of debwewin, we express that truth in everything we do.

- Be true to yourself.

- Be truthful at school and do all your own work.
- Be true to others, do not spread rumors or lies.
- Learn truth, live with truth, walk and talk truth.
- Have faith and trust in your teachings and show honor and sincerity in all that you say and do.



## **Admissions Requirements**

### Policy 710.01 Student Admissions

WETCC admits students in a manner that ensures the best opportunity for educational success while honoring the Seven Anishinaabe Values. The college reserves the right to refuse admission. Submit the following documents to complete the admission process.

1. A completed and signed WETCC application form for admission.
2. An official transcript with a graduation date from an accredited or approved high school or an official copy of the General Education Development (GED) examination, which verifies completion of the five test areas, scores, and completion date.
3. Complete the Accuplacer placement test in appropriate areas. Transfer students who have passed college-level math or English course with a “C” or better do not need to take the Accuplacer for those areas. PSEO students with good academic standing are not required to take the Accuplacer. The Accuplacer helps to determine if transitional classes are advised before enrollment in college-level courses.
4. Proof (Tribal ID card or Tribal Enrollment Office verification) of tribal enrollment or a descendant of a federally recognized tribe, if applicable.
5. An immunization record or an immunization waiver form as required by the Minnesota College Immunization law.
6. Two official forms of identification.

Students may be admitted conditionally pending completion of the requirements; however, students must meet all admissions requirements by the add/drop date, or the student will be withdrawn.

## **Immunizations**

### Policy 700.09 Immunization

Per Minnesota State Law, WETCC requires enrolled students to show proof of vaccination or have a legal exemption on file. An immunization record is required for anyone born after 1956 except for people who graduated from a Minnesota high school after 1997. Supporting documentation may be required for the immunizations (measles, mumps, rubella, tetanus, and diphtheria).

## **Orientation**

### Policy 710.04 Student Orientation

WETCC is dedicated to student success and believes the foundation for success starts before classes begin; therefore, the Fall Orientation is mandatory. New students entering spring semester or students who did not attend Fall Orientation must attend Spring Orientation.

Orientation is a time to meet the faculty and staff, ask questions, complete necessary paperwork, finalize course schedules, and learn about WETCC. Logins for the WETCC email and learning systems are provided during orientation. Contact the admissions coordinator if you cannot attend a required orientation session so other arrangements can be made.

## **Student Services**

The Student Services Department is available for students, regardless of student status. WETCC provides holistic support to help students achieve academic success. Students are encouraged to talk with Student

Services staff about issues that may hinder their academic success. The Financial Aid Department may be able to assist students with unexpected financial hardships.

The Student Services Department consists of the following staff positions.

Student Services Dean: Oversees the Student Services Department.

Admissions Coordinator: Provides recruitment and application services.

Registrar: Maintains official course registrations, grades, and transcripts.

Financial Aid Coordinator and Clerk: Provides financial aid services, arranges scholarship opportunities, emergency aid options, and veteran services.

Student Success Coach: Arranges academic tutoring and support, provides academic and life skills coaching, and facilitates student activities to provide a positive college experience.

Food Service Coordinator: Provides meals and maintains the micro market.

## **Disability Services**

### Policy 700.07 Disability Services

WETCC provides students equal access to courses, programs, services, jobs, activities, and facilities available through WETCC. Reasonable and appropriate accommodations, adjustments, or auxiliary aids are considered for a documented disability. Students requesting assistance must contact the student services dean and provide documentation of the disability.

For information about ADA-approved service animals, contact the student services dean or review policy 700.08: Emotional Support Animals and Service Animals (Veteran Disability Services and ADA guidelines).

## **FERPA & Student Records**

### Policy 700.03 FERPA and 700.02 Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 defines students' rights to review WETCC records, files, and other documents containing information about a student.

As custodians of student records, Family Educational Rights and Privacy Act (FERPA) requires institutions to provide privacy protection of student information. FERPA prohibits the disclosure of certain information without written consent (some restrictions apply). WETCC ensures the confidentiality of student educational records. These records are classified as "directory information" or "educational records."

Directory information is available to the public. To restrict directory information, students must submit a written request to withhold their directory information within ten business days of the start of the semester. Students should contact the registrar with questions about the release of information process.

Directory information includes:

- Name, address, email address, and telephone number.
- Date and place of birth.
- Class level, dates of attendance, enrollment status, participation in activities, honors/awards received, and dates and degrees earned.
- Names of previous institutions attended.

Educational records contain information directly related to a student's academic progress, financial status, medical condition, etc. These records are not released without written consent by the student (or parent if the student is a minor), per FERPA regulations. Education records include:

- Grades, class lists, and course schedules.
- Disciplinary records.
- Financial aid and payroll information.

Students have the right to inspect and review their educational records. Students should contact the registrar if they find potentially inaccurate or misleading information in their records to request a review and amendments. FERPA is not used to challenge a grade, opinion, or substantive decision. It does provide for the protection of personally identifiable information. WETCC staff and faculty must adhere to FERPA regulations.

Student files are maintained for five years, and financial aid records are maintained for three years. Electronic student records are maintained indefinitely in the student management system.

Students who think a FERPA violation has occurred should contact the academic dean, registrar, or student services dean. Students who believe their request to access their educational record has been denied or compromised may file a complaint with the U.S. Department of Education Family Policy Compliance Office at [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

## **Financial Aid**

Policy 700.12 Satisfactory Academic Progress, 720.01 Code of Conduct, 720.02 Over Awards and Overpayments, 720.03 R2TF, 720.04 Retention of Records, 720.05 PSCCG

Students seeking financial aid meet with the financial aid coordinator or clerk. Students are responsible for providing accurate and complete information.

Grants and scholarships are used to pay tuition, fees, and books (bookstore). Any funds remaining after the initial payment will be made available to the student via direct deposit within nine business days after the add/drop date.

Once financial aid has been applied to the student's account, the Business Office will disburse any remaining funds to the student. Financial aid regulations require that students attend school for the entire semester in which they were initially offered financial aid or return or pay back the funds.

Federal regulations restrict the amount of need-based funds a student may receive in any period. If a student is offered more financial aid than they are eligible to receive, an over award may occur, and the excess is returned to the granting agency.

To avoid an over-award students must:

1. Notify the financial aid office when receiving assistance from outside sources.
2. Ensure all resources on financial aid forms and documents are reported.

The financial aid coordinator or clerk must recalculate financial aid offers when a student withdraws (voluntarily or administratively) or drops classes after receiving a financial aid offer. Students who withdraw or drop classes may need to repay the financial aid they have received.

### **Satisfactory academic progress (SAP) and maximum time frames apply to financial aid.**

WETCC does not offer student loan services. WETCC provides written notification to students of their financial aid status and changes that occur to financial aid offers or awards.

Students should immediately report changes in their family income to the financial aid coordinator or clerk. Changes in income may impact current or future financial aid offers. WETCC reserves the right to exercise “professional judgement” for special or unusual family or student circumstances that may call for an adjustment in determining the student’s eligibility for financial aid.

## **GENERAL INFORMATION**

### **Security**

Policy 440.01 Security and 440.02 Security Reporting

Safety is the responsibility of everyone on campus. Report safety concerns to the security officer or a college administrator. WETCC has a security officer on campus during various times of the day. The security officer assists with safety, security, and lost and found.

WETCC publishes an annual Campus Security Report in compliance with the Clery Act. Campuses must maintain statistics on safety and security measures, crime prevention programs, and investigation procedures. The annual report is distributed to staff and students annually and is available at [wetcc.edu](http://wetcc.edu) or from the security officer.

Personal property brought on campus or left unattended is the sole responsibility of the owner. WETCC will not assume responsibility for lost or damaged property. Report lost and found items to the security officer.

### **Weather/Closing Announcements**

Policy 300.22 Inclement Weather

Students should assume classes will be held as scheduled unless an official announcement is made. When a full or partial closure is announced, all activities, events, and classes will automatically be delayed or canceled for a specified period.

Campus notifications are sent via WETCC text alert sign-up and WETCC email. Students are encouraged to register for text alerts on the WETCC home page – Register for Text Alerts.

Announcements are posted on the WETCC Facebook page and may be sent to the local media including:

KRJB – 106.5 Ada

KRJM – 101.5 Mahnomen Television Stations:

WDAY – Channel 6 Fargo

KVLY – Channel 11 Fargo

Nijji Radio

KKWE 89.9 FM

### **Food Service**

Food service is available to students (cost is calculated as part of tuition) four days per week (M-Th). Students may use their meal funds at the micro-market or for the lunch meal served from 11:30-1:00. Staff, guests, and visitors may purchase meals.

### **Identification Cards**

WETCC students should obtain an official college identification badge. Photos for student identification cards are taken at the beginning of each semester and during orientation sessions.

## **Library**

### Policy 610.01 Library Use

The WETCC library provides research and learning resources to students, faculty, and staff. Students have access to the WETCC Library. The library arranges student activities to enhance library use, research capabilities, and learning opportunities using digital, book, online, and cultural resources. Assists students with interlibrary loans and external library resources. Go to [wetcc.edu/library.html](http://wetcc.edu/library.html) to access the library with your WETCC email address and password to log in to the WETCC online library resources.

Non-reference library items may be checked out at the circulation desk in the library. Library late fees or replacement costs are the borrower's responsibility. The college will place a hold on a student's account for unpaid fees or items not returned to the library.

## **Bookstore**

### Policy 510.02 Bookstore

Students are responsible for purchasing required course textbooks for their courses. The cost of books and supplies varies depending on the course.

The college notifies students each semester when books are available. Students must have a computerized class schedule for the current semester before purchasing books. Books may be purchased from other vendors but must ensure the correct ISBN and edition matches the required books. Students can access VitalSource online at [vitalsource.com](http://vitalsource.com) to rent the textbooks (e-book) if available at [wetcc.edu](http://wetcc.edu).

Books may be paid for with financial aid funds by signing an authorization to apply for financial aid. Students who do not qualify for financial aid or do not sign an authorization pay the cost of their books and supplies.

Students may return new or used textbooks when they drop or are withdrawn from a course. The bookstore will issue a refund for textbooks returned in the same condition as purchased within 30 days of the date of purchase. A drop or withdrawal form is required to complete this process.

## **Refunds**

### Policy 500.16 Refund and 510.02 Bookstore

Unless otherwise noted in the course schedule, tuition, and fees for courses lasting two weeks or less are fully refundable if written notice is provided to the course administrator within one business day before the start of the course.

Tuition and food services fees for courses lasting two weeks or longer may be all or partially refunded if appropriate documentation is provided and the withdrawal is:

1. Before the published add/drop date
2. Medical emergency
3. Military transfer
4. Administrative error

Labs, student activity, technology, student services, and campus maintenance fees for courses lasting longer than two weeks are not refundable. This applies to purchased textbooks (Bookstore), contact financial aid and the bookstore for information on textbook refunds purchased for courses.

## **IT Resources**

### Policy 430.01 IT Security

The WETCC computing resources support the college's educational, instructional, research, and administrative activities. The use of these resources is granted to faculty, staff, students, and community members. Information technology (IT) equipment includes computers, telephones, printers, copiers, Smartboards, projectors, internet, Wi-Fi access, email, fax machines, and related hardware and software.

IT technology is available for student use and includes computer labs that are open during normal campus business hours. WETCC has Wi-Fi capabilities available for student and public use. The IT Department reserves the right to block websites deemed inappropriate from the system. Only coursework and school-related materials may be printed on WETCC printers. Students should contact a staff member for directions or approval to print material using WETCC equipment.

Computer security is important to protect all users. Students are not allowed to add hardware, install software, or download internet files to WETCC equipment or IT infrastructure without prior approval from the IT Department.

Users of WETCC technology and internet must comply with the acceptable use procedures outlined in the IT Security Policy, which prohibits the transmission of illegal information and requires compliance with lawful use and respectful consideration of the rights and privacy of others. Copyright laws apply.

Immediately report any suspected breach (real or potential) to the IT system to the IT Department. WETCC reserves the right to limit IT resources as deemed necessary.

## **Electronic Communication (Email)**

### Policy 430.01 IT Security

Students are provided with a WETCC email account at orientation. The account will remain active throughout a student's enrollment at WETCC. Students are encouraged to check their email daily, as communication is distributed via the official WETCC email.

Behavior standards are enforced with email accounts. Students, faculty, and staff are prohibited from using the email system to distribute spam, chain letters, or obscene or harassing messages to others or broadcast indiscriminately. Users are not allowed to misrepresent the identity of the sender. Unauthorized email activity should be reported to the IT Department immediately.

## **Academics**

Refer to the Academic Catalog for complete course descriptions and degree and certificate pathways.

## **Credit for Prior Learning and Test-Out Options**

### Policy 600.08 Credit for Prior Learning and 600.09 Course Test Out

WETCC will consider giving credit for college-level learning gained in non-credit or experiential settings, including military credit. A maximum of six academic credits may be granted for skills and knowledge gained from job training, self-study, or occupational experiences.

Course test-out is a process by which a student may demonstrate content knowledge. Up to 15 college credits may be granted. Testing out is not an option for students who desire to earn credit for courses previously attempted or withdrawn, and it cannot be used to improve grades for courses previously completed.

College Level Examination Program (CLEP) allows students to obtain recognition for college-level

achievement in the general education requirements.

Students requesting one of these options must meet with the academic dean who makes the final decision about which courses are eligible. Fees may apply.

## Course Audit

Policy 700.17 Course Audit

Students, employees, and the public may audit one course per semester by registering as auditing the course before the course change deadline. A \$50 fee is charged in addition to lab or art fees for audited courses. Successful completion of an audited course will result in an “AU” grade.

## Tuition Waivers

Policy 700.19 Tuition Waiver

WETCC offers the following tuition waivers.

**Cultural Waiver.** Allows anyone to enroll in one cultural course per semester with no charge for tuition; the student pays for fees and book costs associated with the course. A listing of eligible courses is available at [wetcc.edu](http://wetcc.edu).

**Elder Waiver.** Allows students 55 years of age or older to enroll in one course per semester with no charge for tuition, books, or fees.

**Employee Waiver.** Allows WETCC employees to enroll in one course per semester with no charge for tuition; the student pays for materials and fees; books can be borrowed from the bookstore.

To be eligible for a waiver, a student must not have outstanding financial obligations. Financial aid must be applied to a student account before waiver credits are applied for tuition and fees.

Waivers must be requested and approved before the first day of class. WETCC reserves the right to deny a waiver if degree-seeking students are impacted. Waiver students who are not degree-seeking are classified as “waiver” in the student management system and not counted as a student for external reporting purposes.

## Post-Secondary Enrollment Options

Policy 710.02 Post-Secondary Enrollment Options

Post-secondary enrollment options (PSEO) are available for students in grades 10, 11, or 12 while a high school student, whether the school is public, nonpublic, home school, alternative learning center, or BIE school with a 2.0 or better GPA. Continuation in the PSEO program is determined by WETCC and the secondary institution, based on academic progress.

## Transfer Credit

Policy 600.22.01 Transfer and Readmit

A transfer student is someone who has previously earned college credits at another two- or four-year accredited institution. Transfer students must meet WETCC admission requirements and provide the registrar with official transcripts to determine what credits are transferable. Only credits with a grade of “C” or better are eligible to be considered for transfer. A student who has interrupted attendance at WETCC for one semester or longer (not including summer) is considered a re-admitted student and must meet admission requirements.

## **Academic Freedom**

### Policy 600.06 Academic Freedom

Academic freedom is an essential tenant of higher education as it gives faculty the right to full freedom in research, publication, and open discussion in the classroom as it relates to their subject. Faculty are free from institutional censorship and entitled to full academic freedom in the engagement of student learning.

## **Academic Honesty**

### Policy 600.05 Academic Honesty

Academic honesty and integrity are integral to the academic process. Academic dishonesty, cheating, plagiarism, and collusion are serious offenses that undermine the educational process and learning experience for the college community. Visit [www.plagiarism.org](http://www.plagiarism.org) to learn more about plagiarism.

Academic dishonesty includes:

1. Cheating. Copying another's work, using unauthorized notes, completing a test or an assignment for another student, unauthorized assistance with an examination, attempting or obtaining contents of an unreleased test or information about an unreleased test, submitting substantial portions of the same work or nearly identical work for credit, submitting assignments prepared by others, altering, or forging an official college document.
2. Plagiarism. Representing another's words or ideas as one's own without proper attribution or credit.
3. Collusion. An act or attempt to commit an act of academic dishonesty.

Faculty must address academic dishonesty. Students are responsible for violations of academic honesty and are subject to disciplinary action per the Student Code of Conduct.

## **Academic Advisors**

Academic advisors advise and assist students with their educational plans to meet academic requirements and the student's goals. The registrar assigns an advisor to degree-seeking students. Students should meet with their advisor before registering for the next semester's courses.

## **Attendance**

### Policy 700.15.02 Administrative Drop Withdrawal and 600.12 Attendance and Participation

Students are to attend scheduled classes and submit assignments (or for online classes, login per the requirements in the course syllabus). Students must consult with their faculty and the student success coach for absences and maintain effective communication to make up for missed coursework.

Attendance in classes is vital to student success; therefore, attendance is tracked and documented. The college will drop students who do not attend class the first week of the semester (or a prorated period for shorter terms).

The college administratively withdraws a student from a course or courses or completely from the college for lack of attendance or academic participation after the add/drop date. Students who are administratively withdrawn:

- Are responsible for all debts and charges related to the course or courses.
- Are not eligible for a tuition refund.
- Receive a "W" on their transcript if withdrawn on or before the last day to withdraw or an "F" if



- withdrawn after the last day to withdraw.
- May experience changes in their financial aid eligibility or calculation and may be required to repay aid.

## **Course Schedule Changes – Add, Drop, or Withdraw**

Policy 700.15 Administrative Drop Withdrawal and 700.16 Add Drop

600.12 Low Enrollment

WETCC publishes the course schedules for each semester and provides updates as schedule changes occur. Courses are limited in size. Once they are full, further registrations are not allowed. WETCC reserves the right to change course schedules and will promptly notify students affected.

Under-enrolled courses are subject to cancellation for low enrollment. Final course adjustments are made no later than six business days before the start of the academic term.

Changes to course schedules may be initiated by students or the administration and are processed through the registrar. Students may add a course before the published Add/Drop day, provided the course is not full. A student may add a course on or before the published add/drop day listed on the Academic Calendar. Students who add a course late work with their faculty to make up missing assignments.

A student may drop from a course and no record of the course will appear on the academic record if the drop is processed on or before add/drop day listed on the Academic Calendar. No changes in schedules are permitted except in extenuating circumstances beyond the student's control after the add/drop day. To be eligible for an exception, the student must submit an appeal for consideration.

A withdrawal occurs when students stop attending a course after the add/drop day or are administratively withdrawn due to attendance. Students who withdraw or are administratively withdrawn will receive a "W" grade on their transcript. A student who withdraws from all registered courses is considered to have dropped out.

Changes to course schedules must be processed through the registrar. Changes in course schedules may result in tuition charges or refunds. Changes in schedules may impact financial aid awards.

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

Policy 700.12 Satisfactory Academic Progress

Students must maintain an overall GPA of 2.0 or better and complete 67% of attempted credits to remain in good academic standing. Students who drop below a 67% completion rate or 2.0 GPA may be put on academic warning or suspension. Being on academic warning or suspension may impact future financial aid. Go to the [Satisfactory Academic Progress Policy](#) for more information.

Academic progress is reviewed within two weeks of grades being submitted at the end of each semester and requires the registrar to monitor qualitative, quantitative, and maximum time frame standards.

### **Qualitative Measures**

Qualitative measures are monitored through a student's grades and take into consideration grades at previously attended institutions of higher education. Students with 1-16 credits must maintain at least a 1.75 GPA and students with 17 or more credits must maintain at least a 2.0 GPA.

### **Quantitative Measures**

To ensure students' progress through their educational program, quantitative standards monitor cumulative hours attempted. Students must successfully complete a minimum of 67% of cumulative attempted credits.

### Maximum Time Frame

Students may receive financial aid for a maximum of 150% of the published length of their current educational program. The WETCC AA degree is 60 credit hours so financial aid may be offered up to a maximum of 90 credit hours.

Students who do not meet the SAP requirements and are placed on SAP warning must meet with their advisor or the student success coach and complete an academic warning contract. Students that do not make satisfactory progress in the warning term will be placed on financial aid suspension. Students can appeal this suspension and, if approved, are placed on financial aid probation.

The college can place students on probation without an academic plan for one term if, based on the student's appeal, WETCC determines that the student should be able to meet SAT by the end of the next term.

The college can place a student on probation and develop an academic plan to bring the student to the point where they will meet SAP standards if, based on the student's appeal, WETCC determines that the student will need more than one term to meet SAP. At the end of each term of the academic plan, WETCC verifies that students are meeting SAP or the academic plan terms, which is different from the academic warning contract required while on financial aid warning.

The SAP process applies to all students, regardless of financial aid eligibility. Students who are not meeting SAP will be notified in writing of their status. The process is appealable if a student is facing extenuating circumstances. Students may appeal by contacting the registrar.

### Grading

Policy 600.13 Grading and Grade Submission and 600.14 Grade Appeal

Students must submit coursework on the dates and times established by the faculty. Faculty determine the grading criteria and assign and record grades within specified time frames.

WETCC uses letter grades to document student academic achievement. Grades are a compilation of course assignments as indicated in the course syllabus. Grades are submitted at the mid-term and end of the semester. WETCC uses the following grading system to report academic achievement and compute your grade point average. WETCC uses the following grading system to report academic achievement and compute your grade point average.

Grade	Definition	Grade Points per Credit
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0

No grade points are awarded for the following:

- CR Credit by Exam
- AU Audit
- I Incomplete
- W Withdraw
- R Repeat, the final attempted grade is used to compute the student's GPA for repeated courses

Grade point average (GPA) is determined by the sum of all grade points divided by the total credits

attempted, except those credits that carry grades without a grade point.

## **Grade Appeal**

### **Policy 600.14 Grade Appeal**

Students have the right to ask faculty for an explanation for a grade received and to appeal a final course grade. Students initiate an informal grade appeal with the faculty who assigned the grade as faculty are responsible for assigning grades. If the informal process does not resolve the matter, a student may submit a Grade Appeal Form to the academic dean. If the student does not agree with the academic dean's decision, the student can appeal to the provost, whose decision is final.

A grade assigned will not be changed unless there is clear and convincing evidence the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the course syllabus.

## **Repeated Courses**

### **Policy 600.13 Grading and Grade Submission, 700.18 Course Repeat**

A student may be allowed to retake previously passed courses one time (for any grade higher than an "F"). The grade received for the repeated course will be used for the GPA calculation rather than the first grade. A failed course may be repeated if appealed after the first retake.

Financial aid restrictions apply for repeated courses. Students are encouraged to speak with the registrar and financial aid coordinator or clerk before registering to repeat a course.

## **Holds**

### **Policy 500.17 Business Office Holds**

A hold will be placed on accounts in arrears (past due balance), which may prevent a student from registering for classes. Students with an account in arrears (past due balance) must make repayment arrangements with the Finance Department. Repayment arrangements that are not maintained will reinstate a hold.

## **Student Activities**

### **Student Senate**

Shared governance is a decision-making model in which WETCC committees, senates, and President's Cabinet have been designated to share the rights and responsibilities to contribute to major decisions for which they have expertise, experience, or special interests. In WETCC's shared governance model, institutional policy decisions are made via informed recommendations of the senates. The president has final approval of institutional policies recommended to the Board of Trustees.

Students are responsible for staying informed about issues, concerns, and decisions made at WETCC. Students can raise issues related to proposed college policies through the Student Senate. Students can access College policies at [wetcc.edu](http://wetcc.edu) and are encouraged to participate through membership or requesting presence at Student Senate meetings.

### **Cultural Events and Activities**

WETCC offers free cultural events and activities throughout the year, such as seasonal ceremonies and feasts, beading and language circles, daily smudging, etc. The campus community members are encouraged to participate. Events are announced and promoted via internal email, posters, the student newsletter, and social media. Students are invited and encouraged to participate.

### **AIHED Club**

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of tribal colleges and universities (TCUs) throughout the U.S. AIHEC represents 37 TCUs, including WETCC, and provides a collaborative voice to influence public policy on American Indian higher education issues. AIHEC holds conferences throughout the year, including an annual Spring Student Conference. Students may join the WETCC AIHEC Club, which holds regular meetings and practices for the annual competitions with other TCUs that foster strong academic achievements. The conference brings together future Indian Country leaders and serves as a national gathering. Students collectively plan for the conference and coordinate fundraising activities to cover trip expenses.

### **Student Code of Conduct**

#### Policy 700.05 Student Code of Conduct

The WETCC Student Code of Conduct applies to conduct occurring from the time of application for admission through the awarding of a degree and governs conduct that occurs on WETCC property, at WETCC-sponsored activities, and off-campus conduct that adversely affects the WETCC community or the pursuit of its objectives, or both. Each student is responsible for their conduct.

The Code of Conduct Policy includes:

- Behavior subject to WETCC discipline
- Infringement of the rights of others
- Abuse or misuse of substances
- Interference with College business, academic processes, or student activities
- Off-campus behavior
- Violation of WETCC computer and network usage policies
- Academic honesty
- Participation in an investigation
- WETCC disciplinary procedures
- Report of a violation
- Investigation process
- Appeal rights
- Sanctions
- Penalties can be imposed for infractions, including reprimand, probation, suspension, or expulsion.
- Non-responsiveness of a student who does not respond to the opportunity to participate in the disciplinary process.
- Student Appeals – the right and process to file an appeal within ten working days of a decision.
- Maintenance of conduct records

### **Sexual Harassment and Discrimination or Misconduct**

#### Policy 300 Title IX Policy

WETCC will address all incidents of a policy violation reported to the WETCC Title IX coordinator in compliance with the Higher Education Opportunity Act, the Clery Act, and Title IX of the Education Act of 1972, as amended.

Title IX is a federal civil rights law passed as part of the Education Act of 1972 and amendments and applies to institutions receiving federal financial assistance from the Department of Education. This law protects people from sex discrimination, sexual harassment, and sexual assault in WETCC's employment and education programs or activities that include locations, events, or circumstances over which WETCC

exercises substantial control over the respondent and the context in which the sexual harassment occurred. Title IX applies to all WETCC employment and education programs or activities, whether such programs or activities occur on-campus or off-campus. WETCC may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner WETCC chooses, including providing supportive measures or pursuing discipline.

**Title IX states**

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

A recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified, or participated in any complaint action under Title IX.

This policy informs prospective students, current students, and WETCC employees of college policies and procedures regarding sex discrimination, sexual harassment, and sexual assault to which all students, staff, and faculty are expected to adhere. Comprehensive information is provided on how to report a policy violation and avenues to seek immediate assistance.

WETCC seeks to create a positive educational environment on and off campus through our academic programs, services, activities, policies and procedures, and employment aimed at protecting against sex discrimination. WETCC condemns discrimination in its education programs and activities based on sex or gender, sexual orientation, gender identity or expression, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. A notice of a sex discrimination or sexual harassment incident reported to the WETCC Title IX coordinator is considered proper notification and requires WETCC to proceed with the response obligations as outlined in this policy.

Inquiries about the application of Title IX can be directed to WETCC's Title IX coordinators or the U.S. Department of Education, Office of Civil Rights.

**WETCC's Title IX Coordinator**

Violet Klinkhammer, Human Resources  
2250 College Road  
Mahnomen, MN 56557  
218-935-0417

Deputy Title IX officers have secondary responsibility and assist the Title IX coordinator.

WETCC's Title IX policy is available at [wetcc.edu](http://wetcc.edu) and contains information on how to report sexual harassment, gender-based harassment, sexual assault, stalking, or relationship violence, how to file a formal complaint, and WETCC's procedures for responding to reports.

**Grievance**

Policy 700.06.02 Student Grievance

A complainant is a student who has an accusation about a college circumstance that is thought to be unfair, inappropriate, or in non-compliance with policies, procedures, regulations, or laws applicable to WETCC. The process for a grievance begins with a discussion between the parties involved. Everyone is encouraged to bring problems to the attention of the applicable party as soon as possible as open communication often resolves most issues.

If the matter cannot be resolved through informal discussion, a written statement must be filed with the appropriate staff member.

- Complaints against a student are filed with the student services dean.
- Complaints against a faculty member are filed with the academic dean.
- Complaints against a staff or administrator are filed with the Human Resources Department.
- Complaints against the WETCC president are filed with the Board of Trustees chairperson.

The student services dean, academic dean, or the Human Resources Department can assist a complainant through the process. Complainants unsatisfied with a decision on a grievance may file an appeal.

## **Student Bill of Rights**

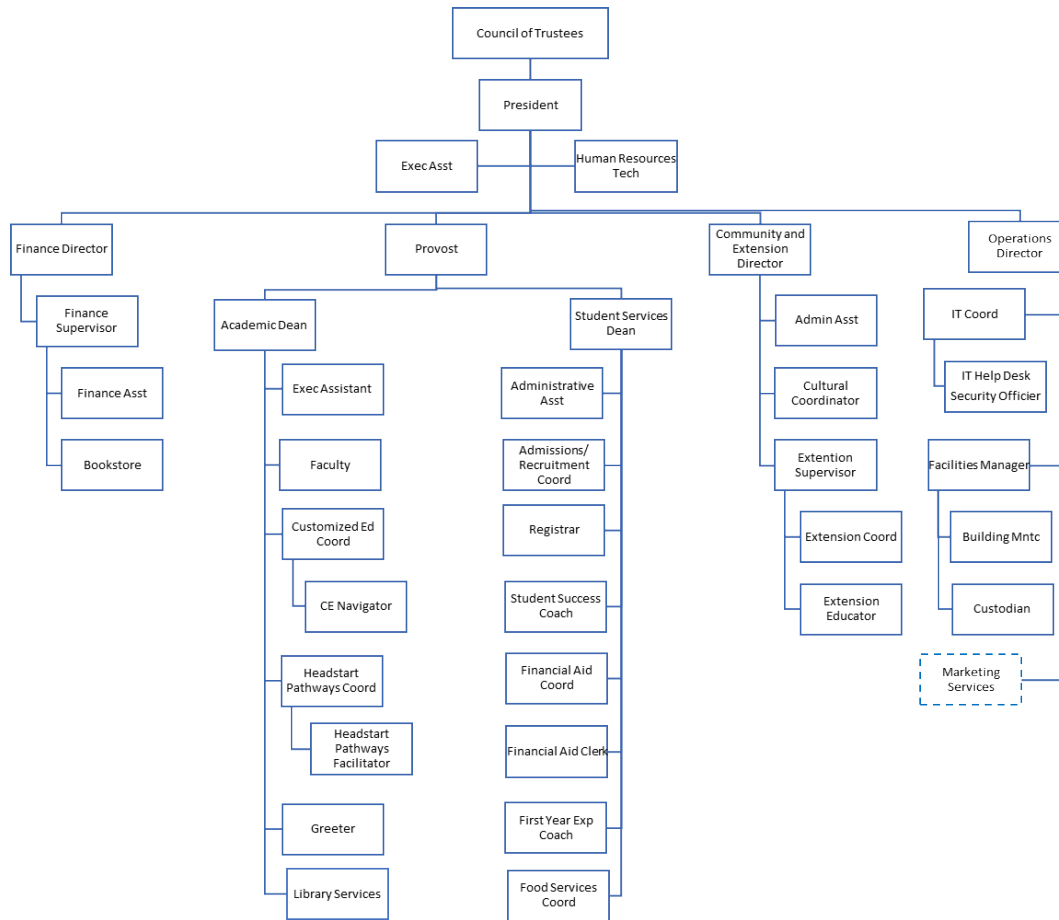
### Policy 700.04 Student Bill of Rights

Students attending WETCC are accorded rights such as civil, constitutional, contractual, and consumer.

The Student Bill of Rights includes:

- Freedom of access to higher education for success in college programs, no student is barred based on race, sex, creed, color, or national origin – the academic facilities and services of WETCC are open to all enrolled students, subject to departmental limitations.
- In the classroom, protection of freedom of expression, protection against improper academic evaluation, and protection against improper disclosure
- Grievance rights when there is a policy violation.
- Access and Affordability – students have the right to access an affordable and equitable education.
- Civic Participation – students have the right to engage with their community and expect the College to treat them with the rights of citizens.
- Influence Decisions – students have the right to shape decisions impacting their future.
- Diversity and Inclusivity – students have the right to learn in an environment that does not discriminate against them and reflects the backgrounds in the student body.
- Due Process – students have the right to understand college rules and the opportunity to address unfair treatment.
- Expression – students have the right to express themselves within an educational context.
- Positive Environment – students have the right to feel mentally, physically, and emotionally safe at WETCC.
- Assessment – students have the right to academic evaluation solely based on academic achievement.

## WETCC Organizational Chart



<b>Directory</b>	
WETCC Phone	218-935-0417 or 1-888-253-0040
WETCC Fax	218-935-5798 (main) or 218-936-5814 (admin)
Front Desk/Greeter	100
Academic Dean	304
Student Services Dean	334
Admissions Office	322
Bookstore	215
Business Office	301
Culture Department	212
Extension Office	327
Financial Aid Office	225
Human Resources	338
IT/Computer Help Desk	224
Library	325
Maintenance/Facilities	333
Marketing	332

President	228
Registrar	315
Security	120
Provost	332
Student Success Coach	212
For Emergencies	911