

TABLE OF CONTENTS

KBOCC Phone Directory	5
College Calendars	6
Vision, Mission, Beliefs, Program Direction, Disclaimer	8
Admissions & Enrollment, Registration, Financial Aid	9
Admissions & Enrollment	9
Admission Requirements	9
Admission Paperwork	9
Placement Test	9
Admission Procedures	9
Regular/New Admission	9
High School Graduate or GED	9
Transfer	10
Readmission	10
Special Admission	10
Ability to Benefit	10
Guest Student	11
Advanced Secondary	12
Enrollment Status	12
Textbooks	12
Identification Cards	12
Registration	13
Advising	13
Late Registration	13
Adding Courses	13
Dropping Courses	13
Registration Cancellation	13
Course Audit	13
Repeated Courses	13
Withdrawal	14
Withdrawal from Courses after Drop/Add Period	14
Withdrawal from the College	14
Administrative Withdrawal	14
Effects of Withdrawal on Financial Aid	14
Withdrawal Revocation	14
Tuition, Fees & Financial Aid	15
Financial Responsibilities	15
Payments	16
Refund Policy	16
Financial Aid Information	16
Student Responsibilities	16
Financial Aid Programs	17
Financial Aid Eligibility	18
Changing Degree Programs or Additional Degrees	18
Student Appeals	18
Satisfactory Academic Progress for Financial Aid	19
Reinstatement of Federal Student Aid	19
Academic Programs	20
Student Life	21
Student Rights & Responsibilities	21
Privacy & Access to Student Records	21
Legitimate Educational Interest	21
KBOCC FERPA Policies	22
Student Review & Request to Revise Records	22
FERPA Complaints	23

Directory Information	23
Sole Possession Notes	23
Student Concerns	23
Academic Grievances or Concerns	23
Grade Dispute	23
Academic Grievance Procedures	23
Billing Concerns	24
Other Concerns	24
Student Complaint Procedures	24
Student Code of Conduct	24
Code Violations	25
General Violations	25
Academic Behavior	25
Alcohol & Drug Use	25
Building Safety	25
Classroom Conduct	26
Copyright Infringement	26
Fraudulent Behavior	26
Threatening Behavior	26
Student Code of Conduct Violation Procedures	27
Sanctions	27
Campus Safety and Security	28
Emergency Notification	28
Missing Student Notification	28
Sexual Harassment Policy	29
Definition of Sexual Harassment	29
Sexual Harassment Complaint Procedure	29
Sexual Assault	29
Drug Free Environment	30
Alcohol and Drugs	30
Smoking	30
Student Services	31
Academic Preparation Courses	31
Career Support/Job Search/Continuing Education	31
Clubs/Organizations	31
Community Enrichment Program	31
Disability Services	31
Educational Opportunities	32
Referrals	32
Transfer Assistance	32
Tutoring	32
Other Support Services	32
General Information	33
Accidents/First Aid	33
Child Care	33
Children on Campus	33
Equal Opportunity	33
Immunizations	33
Lost and Found	33
Parking	33
Facilities	34
Computer Labs	34
Computer Use Policy	34
Library	34
Board of Regents	35

Administration	35
Support Staff	35
Full-Time Faculty	35
Permanent Part-Time Faculty	36
Adjunct Faculty	36

KBOCC PHONE DIRECTORY

Academic Policy Coordinator, Kristin Tepsa.....	353-4602
Accreditation/Assessment Coordinator, Treneice Marshall.....	353-4606
Administrative Assistant, Yvette Friisvall.....	353-4600
Admissions, Robin Chosa.....	353-4640
Bookstore.....	353-4600
Business Office, Megan Shanahan.....	353-4604
Interim Dean of Instruction, Lynn Aho.....	353-4618
Dean of Student Services, Cherie Dakota.....	353-4628
Early Childhood Education Chair, Mary DeLine.....	353-4608
Enrollment/Financial Aid, Liz Julio.....	353-4605
Environmental Science Chair, Andrew Kozich.....	353-8162
Fax Number (KBOCC).....	353-8107
Liberal Studies Chair, Jesse Koenig.....	353-4609
Library.....	353-8163
President, Debra Parrish.....	353-4600
Tutoring, Sally Klassen.....	353-4628

Calendar 2011-2012

FALL SEMESTER 2011

August	Thursday	25	New Student Orientation & Advising
	Mon	29	First official day of classes
September	Friday	2	Last day to register for classes
	Friday	9	Last day to drop/add classes
	Monday	5	Labor Day, no classes
	Friday	16	Constitution Day, observances, classes held
	Friday	23	Michigan Indian Day, no classes
November	Thursday	24	Thanksgiving recess begins, no classes
	Monday	28	Classes resume
December	Friday	2	Last day to withdraw from classes with a W grade
	Friday	9	Semester ends

SPRING SEMESTER 2012

January	Tuesday	5	New Student Orientation & Advising
	Monday	9	First official day of classes
	Monday	16	Martin Luther King, Jr. Day, observances, classes held
	Friday	13	Last day to register for classes
	Friday	20	Last day to drop/add classes
February	Monday	27	Spring break begins, no classes
March	Monday	5	Classes resume
April	Friday	6	Good Friday, no classes
	Monday	9	Classes resume
	Friday	20	Last day to withdraw from classes with a W grade
	Friday	27	Semester ends
	Saturday	28	Commencement Ceremony

SUMMER SEMESTER 2012

May	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	11	Last day to drop/add classes (8 week session)
	Friday	18	Last day to drop/add classes (15 week session)
	Monday	28	Memorial Day, no classes
June	Friday	22	Last day to withdraw from classes with a W grade (8 week session)
	Friday	29	8 week summer session ends
July	Wednesday	4	Independence Day, no classes
August	Friday	10	Last day to withdraw from classes with a W grade (15 week session)
	Friday	17	15 week summer session ends

Calendar 2012-2013

FALL SEMESTER 2012

August	Thursday	23	New Student Orientation & Advising
	Monday	27	First official day of classes
	Friday	31	Last day to register for classes
September	Monday	3	Labor Day, no classes
	Friday	7	Last day to drop/add classes
	Monday	17	Constitution Day, observances, classes held
	Friday	28	Michigan Indian Day, no classes
November	Thursday	22	Thanksgiving recess begins, no classes
	Monday	26	Classes resume
	Friday	30	Last day to withdraw from classes with a W grade
December	Friday	7	Semester ends

SPRING SEMESTER 2013

January	Thursday	3	New Student Orientation & Advising
	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	18	Last day to drop/add classes
	Monday	21	Martin Luther King, Jr. Day, observances, classes held
February	Monday	25	Spring break begins, no classes
March	Monday	4	Classes resume
	Friday	29	Good Friday, no classes
April	Monday	1	Classes resume
	Friday	19	Last day to withdraw from classes with a W grade
	Friday	26	Semester ends
	Saturday	27	Commencement Ceremony

SUMMER SEMESTER 2013

May	Monday	6	First official day of classes
	Friday	10	Last day to register for classes
	Friday	10	Last day to drop/add classes (8 week session)
	Friday	17	Last day to drop/add classes (15 week session)
	Monday	27	Memorial Day, no classes
June	Friday	21	Last day to withdraw from classes with a W grade (8 week session)
	Friday	28	Abbreviated summer session ends
July	Thursday	4	Independence Day, no classes
August	Friday	9	Last day to withdraw from classes with a W grade (15 week session)

VISION

Keweenaw Bay Ojibwa Community College will serve as the principal higher educational institution for the L'Anse Indian Reservation and surrounding communities by providing quality academic programs rich in Ojibwa culture that empower students to fulfill their dreams of a superior education.

MISSION

Formed out of our American Indian identity, the mission of Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition and beliefs that supports life-long learning.

This mission will be accomplished by providing a professional, dedicated, open-minded, and enthusiastic faculty, teaching a challenging, intellectually rigorous and relevant curriculum in a culturally sensitive environment that is safe and conducive to learning.

BELIEFS

The administration and Board of Regents have set forth these beliefs and are accountable to them:

- Education is a worthwhile endeavor and is the foundation for success.
- Everyone has the right to an accessible and affordable education.
- Everyone can learn.
- Everyone deserves a safe environment for learning.
- Education is a shared responsibility.
- Learning is a lifelong process.
- Those who teach must never cease to learn.
- Everyone is unique and has value.
- Everyone needs to maintain a sense of dignity.
- Strength comes from diversity.
- The earth is our community.

PROGRAM DIRECTION

Consistent with the mission and beliefs, Keweenaw Bay Ojibwa Community College sets forth these purposes:

1. Promote and preserve the Ojibwa culture by offering courses in Ojibwa language, history, and culture and an array of cultural activities.
2. Provide educational opportunities leading to certificates and associate degrees.
3. Encourage and prepare students to pursue advanced degrees.
4. Offer assistance for transfer to four-year colleges or universities.
5. Provide occupational/career programs for employment opportunities in tribal organizations, governmental agencies, and the private sector.
6. Provide instruction for students who desire to upgrade or enhance their skills.
7. Provide community educational programs that meet the changing needs of the Keweenaw Bay Indian Community and surrounding area.
8. Prepare and encourage students through guidance, advising, and counseling to meet their personal, academic, and career aspirations.
9. Offer students job placement assistance.

DISCLAIMER

The information in this catalog is meant to provide the reader with an overview of the policies, procedures, programs, and courses at Keweenaw Bay Ojibwa Community College. Every attempt has been made to provide current accurate information. However, this catalog does not constitute a contract or agreement between Keweenaw Bay Ojibwa Community College and the student. All information is subject to change without notice.

ADMISSIONS, ENROLLMENT, REGISTRATION & FINANCIAL AID

Admissions & Enrollment

ADMISSION REQUIREMENTS

Admission to Keweenaw Bay Ojibwa Community College is open to all eligible applicants regardless of age, race, color, religion, sex, marital status, disability, or national or ethnic origin.

To be eligible for admission to degree programs, an applicant must have earned a high school diploma or have successfully passed a high school equivalency exam (such as the GED). Adult students without a high school diploma or GED may apply under the Ability to Benefit program (See Special Admissions below). Transfer students must either be in good academic standing at their previous institution or receive special admission permission from the Dean of Instruction.

You can visit the Admissions Office in our main building at 111 Beartown Road, Baraga, browse our website at www.kbocc.org or call Admissions at 353-4640.

ADMISSION PAPERWORK

The following paperwork must be submitted to complete the Admission process:

- Completed and signed application for admission
- Completed and signed financial aid or student fund application
- Completed and signed waiver for release of high school transcript or GED
- Official transcripts from all post-secondary institutions attended
- Copy of tribal enrollment card or letter for Native American students
- Completion of placement test (see below)

PLACEMENT TEST

All newly admitted degree-seeking students must schedule and complete placement testing in mathematics and English or provide results of previous testing, or have successfully completed college courses in these areas. These requirements will also apply to non-degree-seeking students enrolling in math or English. The results of the placement tests are used for advising purposes only and will not affect admission status. Placement tests may be scheduled at the Admissions Office. Students who decline to take placement tests must enroll in the most basic math and English courses.

ADMISSION PROCEDURES

Students can apply for admission to KBOCC at the Admissions Office at the Niiwin Akeaa Center (main building) located at 111 Beartown Rd. The Admission Application is also located on the KBOCC website (www.kbocc.org).

Regular or New Admission

High School Graduate or GED:

Students applying for regular student status must submit the following information:

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official high school transcripts or GED certificates sent directly from the issuing institution to the Admissions Office. These documents must indicate the date of graduation/completion.
3. Copy of tribal enrollment card if applicable.

4. Complete placement testing for accurate placement in English and mathematics courses, or sign a waiver to placement testing. (Placement testing does not affect admission status.)

Transfer:

Students applying for transfer student status must submit the following information:

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official high school transcripts or GED certificates sent directly from the issuing institution to the Admissions Office. These documents must indicate the date of graduation/completion.
3. Copy of tribal enrollment card if applicable.
4. Have official transcripts from all previous colleges sent directly to the Admissions Office.
5. Complete placement testing for accurate placement in English and mathematics courses, or sign a waiver to placement testing. (Placement testing does not affect admission status.)

Readmission

Students applying for readmission must submit the following information:

If returning after a voluntary leave of absence from Keweenaw Bay Ojibwa Community College for two or more semesters:

1. Submit an application for readmission along with \$5 readmission fee.
2. Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

If reapplying following an academic suspension:

1. Submit an application for readmission along with \$5 readmission fee.
2. Submit a letter of appeal for reinstatement to the Faculty Council.
3. Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

The Dean of Student Services can answer questions and assist students with the readmission process.

Special Admission

Ability to Benefit:

Ability to Benefit admission allows students who do not have a high school diploma or GED and are beyond the age of compulsory school attendance admission to Keweenaw Bay Ojibwa Community College as degree-seeking students. Students admitted under Ability to Benefit may qualify for federal financial aid.

Students under age 55 admitted through the Ability to Benefit program must qualify for regular admission before achieving sophomore status (31 or more credits) by completing a high school diploma or GED.

Students seeking Ability to Benefit admissions must prove that they are able to do college-level coursework in one of two ways, by testing or by successfully completing college level coursework as a conditional student. These alternatives are described below.

1) Ability to Benefit Admission by Testing

Students can qualify for Ability to Benefit admission by providing documentation that they have passed math and English assessments that are recognized by the U.S. Department of Education for demonstrating Ability to Benefit and were administered by a party independent of KBOCC. These students will be admitted as soon as the College receives their documentation of passing scores from the testing organization.

2) Ability to Benefit Admission by Completing Courses as a Conditional Student

Students seeking admission under the Ability to Benefit program may demonstrate their ability to do college-level work by successfully completing at least six college credits as conditional students. Conditional students are not eligible for federal financial aid until they have qualified for Ability to Benefit admission. At that point, they can be admitted as degree-seeking students.

Students may take up to eight credits of course work (2 or 3 classes) as conditional students. At least one of the courses must be either an academic preparation course (see page 29), or a mathematics, or composition course, based on placement testing. The second course(s) may be selected from academic preparation or general education courses (page 33) that are required for a degree program. The courses do not need to be taken at the same time, and must total at least six credits.

On completion of the conditional coursework, the student's academic record will be reviewed to determine if the student qualifies for Ability to Benefit status. To qualify for Ability to Benefit status, conditional students must pass these courses with a 2.0 or better.

Students who have successfully completed at least six credits of academic preparation or general education courses as non-degree-seeking students at KBOCC or as transfer students from another college or university may also qualify for Ability to Benefit admission upon review of their academic records.

Students applying for Ability to Benefit or conditional status must submit the following information:

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official high school transcripts or GED certificates sent directly from the issuing institution to the Admissions Office. These documents must indicate the date of graduation/completion.
3. Copy of tribal enrollment card if applicable.
4. Have official transcripts from all previous colleges sent directly to the Admissions Office.
5. Complete placement testing for accurate placement in English and mathematics courses, or sign a waiver to placement testing. (Placement testing does not affect admission status.)

Guest Student:

Students who are enrolled in good standing at another college or university and are eligible to return to that college or university but wish to earn credit from Keweenaw Bay Ojibwa Community College may apply to take courses as guest students. The following stipulations must be met for admission as a guest student:

1. Students must submit a guest student application (available from their home institution) to the Admissions Office. Transcripts from the home institution are not required.
2. Guest students may not register as degree candidates at Keweenaw Bay Ojibwa Community College.
3. Guest students should have their Keweenaw Bay Ojibwa Community College course selections approved in advance by the Registrar at their home institutions.
4. Guest students must arrange to have any credit earned as guest students sent from Keweenaw Bay Ojibwa Community College to their home institutions.

Financial aid for guest students may be available from their home institution. The student will be responsible for payment of tuition to Keweenaw Bay Ojibwa Community College.

Advanced Secondary:

High school juniors or seniors with a "B" average (3.0 on a 4.0 scale) or better may enroll in up to three courses totaling no more than 8 credits per semester upon the recommendation of their high school counselor and subject-area teacher.

Students applying for advanced secondary status must submit the following information:

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official high school transcripts or GED certificates sent directly from the issuing institution to the Admissions Office. These documents must indicate the date of graduation/completion.
3. Copy of tribal enrollment card if applicable.
4. Advanced Secondary Enrollment Form to the Admissions Office each semester.

ENROLLMENT STATUS

Degree Seeking:	Students enrolled in courses for college credit and pursuing a degree or certificate.
Non-degree Seeking:	Students enrolled in courses for college credit but not pursuing a degree. Non-degree seeking students are not required to provide a high school diploma or GED and are not eligible for financial aid, except for the Senior Citizens Scholarship.
Audit:	Students only observing a course. Although the student may participate in all assignments and testing, no grade or credits are earned. Audited courses are not eligible for financial aid.
Guest:	Students enrolled at another institution taking courses through KBOCC.

TEXTBOOKS

Students can purchase or obtain textbook information from the Bookstore, located in the Admissions Office. Textbook information can also be accessed on the KBOCC website at www.kbocc.org.

To purchase your textbooks from the KBOCC bookstore you will need to fill out a book purchase form listing the books you need for your classes. If you have a KBOCC student account that is not overdrawn, you can check the "charge my account" box on the book purchase form and sign the form. You can also pay for books with cash or a check made payable to the Keweenaw Bay Ojibwa Community College. Books will not be released to students until payment is received or the student signs to allow the book cost to be obtained from the student's account. .

You may also get a list of which books are needed for classes and check for books at any on-line bookseller or with students who have previously taken the course. (Hint: You may want to use a price comparison website to find the best prices if you purchase books on line.

You can return books purchased from the college if you drop a class. Books must be returned immediately to receive a refund or account credit. A full refund or account credit will be made for books bought from KBOCC with your drop card and receipt, unless the book has been written in or damaged.

IDENTIFICATION CARDS

Student identifications cards can be obtained in the Admissions Office. All students enrolling in classes at KBOCC should obtain an official college identification card each semester. For more information contact the Admissions Office at 353-4604.

Registration

The Admissions Officer will direct students to their advisors to register for classes. Typically, a student's advisor is the Department Chairperson for that student's degree program. The Dean of Instruction or Dean of Student Services may advise undeclared students.

Open registration is held prior to the beginning of the semester. Students are encouraged to attend student orientation each semester, register early to secure placement in needed courses and to determine their financial responsibilities before the start of the next semester. In order to register, students must have completed admissions paperwork before registering for courses with their program advisor. Returning students must have account balances paid in full.

ADVISING

Your faculty advisor will be an important resource for you in completing your degree. Your advisor will assist you with program planning and course selection, monitor your academic progress, advise you about academic procedures, and help you with questions regarding transfer. Your advisor will be familiar with your program requirements and college procedures, as well as be able to refer you to other resources in the college and community. Consult with your advisor whenever you have an academic problem or question as well as when you choose your classes for the next semester.

LATE REGISTRATION

Students may register through the first week of the semester. Late registrants (on or after the first day of the semester) are responsible for making up any missed course work and must pay the late registration fee of \$25.00. Students enrolling in courses that begin after the first week of the semester are exempt from late fees.

ADDING COURSES

Registered students may add courses through the end of the second week of the semester with the approval of the instructor and advisor. An official drop/add form must be submitted to the Enrollment Office.

DROPPING COURSES

Registered students may drop courses through the end of the second week of the semester without a transcript notation by completing a drop/add form with instructor's and advisor's signatures and submitting it to the Enrollment Office.

REGISTRATION CANCELLATION

Students who do not attend classes during the first two weeks of a course will have that course enrollment cancelled. Students who are unable to attend due to an emergency may maintain their enrollment by notifying the Dean of Student Services and providing documentation of the emergency.

COURSES AUDIT

Students wishing to audit a course must complete the registration card and application form and pay the audit fee. Students taking a course for credit will have priority over students auditing a course if classroom space is limited.

REPEATED COURSES

Students registering to repeat a previously attempted course for which a grade was issued must submit a Repeat Course Form with the registration card. The first grade earned will be converted to an "R", and the second grade will be recorded on the permanent transcript regardless of which grade is higher. No

prerequisite course may be repeated if a more advanced course has been completed with a grade of "C" or better. Repeating a course more than once will result in the loss of financial aid for that course.

WITHDRAWAL

Withdrawal from Courses after Drop/Add Period

A student may withdraw from a course by filling out a withdrawal form with the Dean of Student Services, Dean of Instruction or Advisor. In unusual circumstances, i.e. a serious student illness, the withdrawal may be processed via telephone and/or fax.

Students may withdraw after the second week and before the final week of the semester. Courses from which students have withdrawn will appear on their grade reports and transcripts with a "W" grade, which does not affect grade point average. Withdrawals may affect a student's financial aid (see *Effects of Withdrawal on Financial Aid* below).

The Dean of Student Services will inform the instructors in writing of the withdrawal.

Withdrawal from the College

Students needing to withdraw from the College during the course of the semester must contact the Dean of Student Services, Dean of Instruction or their respective Advisors to complete the necessary withdrawal form. Student completely withdrawing from college may be required to return financial aid funds (see *Effects of Withdrawal on Financial Aid* below).

Administrative Withdrawal

Administrative withdrawal is the termination of a student's enrollment in a course by the College. It is used to correct registration errors or for disciplinary reasons. Student actions that might lead to administrative withdrawal include plagiarism, persistent disruption of classes, harassment, violence, or copying of another student's work.

Effects of Withdrawal on Financial Aid

Tuition and fees are assessed on the number of credits for which students are enrolled at the end of the second week of the semester. Withdrawing from a course after the second week will not result in a tuition reduction. Certain student financial aid grants and scholarships require students to refund all or part of the tuition and fees for courses from which they withdraw. Students should contact the Financial Aid office before they withdraw to assess how the withdrawal will affect their financial aid.

Withdrawal Revocation

A student can decide to revoke his or her withdrawal from a course or from the college. The student must fill out a Withdrawal Revocation form with each class he or she wishes to complete for a grade and sign. The student must also get approval from the instructor of each course he or she wishes to retain. Withdrawal Revocation forms can be found in the offices of the Dean of Student Services, the Dean of Instruction, and each Advisor. The Dean of Student Services will verify the withdrawal revocation with each instructor in writing.

Tuition, Fees, and Financial Aid

All student accounts are payable at the time of registration. Payment or financial arrangements must be made by the first day of classes. Tuition and fees are assessed as full-time (12 credits minimum), three-quarter time (9-11 credits), half-time (6-8 credits), or per credit hour. Student fees are in addition to tuition expenses.

Tuition and fees will be assessed based on the number of credits for which you are enrolled at the end of the drop/add period. There will be no tuition reduction for courses dropped after that date.

The following semester charges are subject to change:

Tuition:	2011-2013
Per credit hour (1-5 credits)	\$80.00
Half-time (6-8 credits)	\$480.00
¾ time (9-11 credits)	\$720.00
Full-time (12-18 credits)	\$960.00
Other fees and charges:	
Lab/Course Fee	Based on course needs
Technology Fee	\$25.00
Course Audit Per Credit	\$40.00
Endowment Fee	\$5.00
Late Registration Fee	\$25.00
Student Activity and Services Fee:***	
Part time students – five or fewer credits	\$50.00
Part-time students – 6-11 credits	\$60.00
Full-time students – 12+ credits	\$70.00
One-Time Fees	
Application Fee	\$20.00
Readmission Fee	\$5.00
Official Transcript Fee*	\$5.00
ID Fee	\$10.00
Replacement ID Fee	\$5.00
Graduation Fee**	\$100.00

*After first copy

**Due at time of application for graduation

***These charges include: printing, student service workshops, and special events

Fees for community enrichment classes and other workshops are established independently.

FINANCIAL RESPONSIBILITIES

Upon registration, you or your parents/legal guardians agree to accept responsibility to pay all tuition costs and other fees. Failure to pay college bills will release the Keweenaw Bay Ojibwa Community College from providing educational benefits and services, including transcripts and grade reports, diplomas, etc. You may also be denied admittance to classes and the use of the facilities.

PAYMENTS

Tuition and fees can be paid at the time of registration. Students must pay tuition and fees or have payment arrangements in place by the start of classes. Payment arrangements often include work-related scholarships which require a letter from the organization responsible for payment. Under special circumstances, students may arrange a payment plan with at least one-third of the tuition and fees paid at registration with the remainder paid by payroll deduction or biweekly payments, as specified by contract. Late registrants must pay or make financial arrangements when they register. Student accounts must be paid in full prior to registering for the following semester, receiving transcripts, diplomas or certificates, or receiving grade reports.

REFUND POLICY

Tuition and fees will not be refunded for schedule changes following the drop/add period. This may be appealed in exceptional circumstances such as medical emergencies. If a class is cancelled, you will automatically receive full refunds for that class.

FINANCIAL AID INFORMATION

The Financial Aid Office is constantly seeking out opportunities that would specifically benefit Keweenaw Bay Ojibwa Community College students. Scholarships will be posted on the Scholarship Board and, when appropriate, throughout the building. Students are encouraged to utilize the financial aid staff in preparing applications.

STUDENT RESPONSIBILITIES

Students are ultimately responsible for financing their college education and are encouraged to apply for financial aid as early as possible to avoid time constraints or losing opportunities for sources that fund on a first-come/first-served basis. Students must complete a KBOCC Financial Aid Application each semester, as well as submit any documentation requested by the Financial Aid Office to ensure students' financial aid files are complete.

Students who receive financial aid are required to complete their classes or refund their awards. In some circumstances, students who withdraw may only be required to refund a portion of their awards.

FINANCIAL AID PROGRAMS

Federal Pell Grant (PELL)

PELL is designed to help needy undergraduate students who have not yet received a bachelor's degree pay for their educational costs. For many students, it provides a foundation of financial aid to which other forms of federal and non-federal aid may be added. PELL is a grant entitlement program and does not require repayment as long as the student completes his or her courses in the period in which it was awarded. Eligibility for PELL is determined by the U. S. Department of Education. Funding for the academic year is based on the student's educational cost (COA), expected family contribution (EFC) and enrollment status. Students must apply for a Federal Pell Grant each academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is awarded to undergraduate students who meet Pell eligibility requirements and have exceptional financial need. Priority for FSEOG awards is given to eligible students who have the lowest expected family contributions as determined by the Free Application for Federal Student Aid (FAFSA)

The U. S. Department of Education determines the amount of FSEOG funds the college receives, and the Financial Aid Office, in turn, is responsible for allocating awards to KBOCC students.

Federal Work-Study

Federal Work Study (FWS) provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. The U.S. Department of Education awards FWS funds to the college to be allocated among eligible KBOCC recipients.

KBOCC Scholarship

KBOCC Scholarships provide tuition funding for students who are ineligible for other programs. Eligible students must be enrolled KBIC members attending KBOCC and must maintain a minimum 2.0 GPA. Student award amounts are determined by the College. Students must re-apply each semester.

KBIC Elder Scholarships

Students age 62 or older who are not eligible for other sources of financial aid will be eligible for a tuition scholarship through KBOCC for one course per semester. To be eligible for this scholarship, students must submit a KBOCC Financial Aid Application and provide proof of age. The scholarship covers tuition only; it does not provide for books or other fees.

Bureau of Indian Affairs Grant Program (BIA)

Native American students who are enrolled members may receive aid from the Bureau of Indian Affairs. To be considered for this grant students must contact their Tribal Education Office for a BIA Scholarship Application and to learn about other specific eligibility requirements.

Additional Scholarships

The Financial Aid Office distributes any other scholarships designated specifically for KBOCC students as they are made available.

FINANCIAL AID ELIGIBILITY

Students must meet the following requirements to be eligible for Federal Financial Aid:

- Be admitted to an eligible program of study (degree or certificate program)
- Maintain satisfactory academic progress
- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service, if required (see www.sss.gov for more information)
- Must not owe the U.S. Department of Education a refund on a federal grant or be in default on a federal education loan
- Must not have any drug convictions; or meet the eligibility criteria of the drug conviction worksheet
- Have a valid social security number

To maintain eligibility, students must successfully complete a minimum percentage of their required degree credits (see below). Students earning an associate's degree must complete the minimum credits listed in the catalog and may receive funding for up to 150% of the average credits (typically about 90 credits). Students will not receive financial aid for credits exceeding 90 credits unless an extension due to special circumstances has been approved by the Financial Aid Office.

CHANGING DEGREE PROGRAMS OR ADDITIONAL DEGREES

If a student changes his or her degree program or graduates and requests a second degree, his or her transcript will be evaluated by the Dean of Instruction and the new advisor to determine what portion of the requirements for the new program has been satisfied. Provided that the student has not yet received a higher degree, she or he may be eligible for Federal Aid.

After a degree audit has been completed, a new count of credits attempted will be determined based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 credits (including transfer credits) will satisfy requirements in the new program, then the count of the attempted credits, for Federal Student Aid purposes, will be reset from 60 to 30. The student will have a new maximum of 60 additional credits to complete the new degree program.

A student who receives an adjusted count of credits attempted due to a degree program change will have a maximum of 120 credits attempted (or four years' full-time equivalent) to complete two associate's degree programs at the college. This will count all credits attempted in any program at this college including remedial courses.

STUDENT APPEALS

A student who has lost his or her financial aid eligibility may wish to appeal that status if he or she believes that there are mitigating circumstances. Examples of mitigating circumstances would be medical problems or curriculum changes. A student may submit an application for appeal to the Financial Aid Office. The Financial Aid Office will review the student's mitigating circumstances. The student will receive notification by mail stating whether she or he has been granted reinstatement of Federal Financial Aid.

If the loss of aid eligibility was due to lack of satisfactory academic progress, the appeal will be submitted to the Financial Aid Appeals Committee.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

To maintain their eligibility for federal financial aid, students must maintain satisfactory academic progress. Satisfactory academic progress is based on attempted credits which include all credits enrolled in at the end of the drop-add period. Progress will be monitored each semester and has two components:

- 1) Satisfactory grade point average, as described below:

Number of Credits Attempted	Minimum Cumulative GPA
1-14	1.5
15- 29	1.7
30-44	1.9
45 or more	2.0

- 2) Satisfactory degree progress, which means successfully completing 67% of credits attempted.

Failure to meet the satisfactory academic progress for one semester will result in financial aid probation. Students on financial aid probation are still eligible for Federal Student Aid.

Failure to meet the satisfactory academic progress during a semester on financial aid probation will result in financial aid suspension. Students on financial aid suspension are not eligible for Federal Student Aid.

REINSTATEMENT OF FEDERAL STUDENT AID

Reinstatement of Federal Student Aid may occur when:

1. Enough credits have been completed to achieve satisfactory academic progress using alternative funding.
2. Taking a semester or more off from college and petitioning for readmission. Readmission requests must be made in writing to the Faculty Council and must outline the steps the student plans to take to improve his or her academic performance.
3. Immediate reinstatement is petitioned for based on extenuating circumstances. Petitions must be made in writing to the Financial Aid Appeals Committee and must explain the extenuating circumstances and outline the steps the student will take to regain satisfactory academic progress.

Students may be required to supply additional information before a decision is made on their readmission or reinstatement petitions. Students who are readmitted or reinstated will be on probation status. Petition denials will include an explanation, steps for students to take, and the length of time before students may re-petition.

ACADEMIC PROGRAMS

Keweenaw Bay Ojibwa Community College offers programs of study leading to the Associate of Arts Degree, Associate of Arts Degree with Native American Emphasis, Associate of Science Degree and the Associate of Applied Science Degree.

See the KBOCC College Catalog for more information on academic programs, academic standards and information, special study opportunities, and transfer policies.

LIBERAL STUDIES

Associate of Arts Degree

This curriculum is designed primarily for students who wish to transfer to a baccalaureate-granting institution to continue their education. All students planning to transfer should work closely with their advisor to determine transferability when selecting courses.

LIBERAL STUDIES-NATIVE AMERICAN STUDIES EMPHASIS

Associate of Arts Degree

This curriculum is designed primarily for students who wish to transfer to a baccalaureate granting institution to continue their education. This emphasis offers students a solid foundation in the tradition, language, history, art, literature, and unique governmental status of Native Americans, focusing on the Ojibwa tribes of the Great Lakes region.

ENVIRONMENTAL SCIENCE

Associate of Science Degree

The Associate of Science degree in Environmental Science provides an interdisciplinary approach to resource conservation and management that integrates classroom and lab training in the natural sciences with hands-on field experiences that focus on wildlife, fish, forests, water, and other resources. This degree program is appropriate for students seeking a broad understanding of principles which provide a framework for balance between environmental, economic, and tribal concerns. The selection of coursework emphasizes the ecology of terrestrial and aquatic ecosystems, and how these systems can be managed to conserve biodiversity and protect ecosystem functions while providing sustainable benefits to society. Particular attention is paid to resource management concerns on tribal lands.

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree

Students completing this program will earn the Associate of Applied Science degree and will be prepared to work at Head Start or other preschool settings as a teacher, paraprofessional, or child care worker. Students may continue for a Bachelor's degree at a baccalaureate granting institution.

STUDENT LIFE

Student Rights & Responsibilities

PRIVACY AND ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It regulates maintenance and dissemination of student records at institutions that receive federal funds or whose students receive federal funds. In the context of higher education, FERPA gives every current student or former student who is attending any school beyond the high school level personal access and privacy rights with respect to their education records. Students have the right to:

1. Examine and review their educational records.
2. Challenge the contents of their records if they believe the information is inaccurate, misleading, or violates their right to privacy.
3. Limit the disclosure of information from their records.
4. File a complaint with the Department of Education concerning FERPA non-compliance.

Exceptions exist in FERPA law that allows the release of student educational records without prior consent to the following:

- To school officials with legitimate educational interest (see below).
- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions (provided the institution's research board has cleared the research).
- To accrediting agencies.
- To parents of dependent students (as verified by the most recent tax form). *Although FERPA allows release of educational records to parents, the College policy is to release information to parents only if the student has signed a release. See KBOCC FERPA Policies below.*
- To comply with a judicial order or subpoena.
- In health or safety emergencies.
- As directory information.
- To the student.
 - Results of disciplinary hearings.
 - Results of disciplinary hearing to an alleged victim of a crime of violence.
 - Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
- To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of the student's dependent status).

Legitimate Educational Interest

A school official is a person employed by KBOCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom KBOCC has contracted as its agent to provide a service instead of using KBOCC employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Educational records do not include:

- records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
- records of the Security Office
- student health records
- employment records
- alumni records

Records that KBOCC may retain on a student and are protected under FERPA include:

- academic records
- advising files
- student services files (may including academic warnings, corrective actions, disciplinary records, readmission requests to Faculty Council, transfer assistance, internship information, tutoring, etc.)
- request for reasonable accommodations files for students with disabilities.

KBOCC FERPA Policies

KBOCC policy requires a student to sign a release of information to allow his or her parent(s) to access the student's educational records, even if the student is a dependent per tax records.

The Advanced Secondary application requires students to sign the release to parent(s).

If a student is under the age of 21 and violates the KBOCC drug and alcohol policy, KBOCC may inform the parent(s) of the student, regardless of the student's dependent status (See Alcohol and Substance Use Section).

If a student under the age of 21 stops attending and cannot be located, KBOCC may contact the student's parent(s) as a matter of safety unless the student opts out. (see Campus Safety Section).

Student Review & Request to Revise Records

Students can request to review their educational records. The request must be made in writing in the Dean of Student Services office. The Dean has 15 working days to obtain the requested records for the student's review.

A student can also request to have a record amended that he or she believes is inaccurate or misleading. The student is required to send the request, in writing, to the college official in charge of said record. The request must clearly indicate the portion of the record the student wants changed and an explanation of why it is inaccurate or misleading. The official in charge of the record has 15 working days to respond to the student's request.

If the request to amend the record is denied, the student has a right to request a hearing to challenge this decision per FERPA regulations. This hearing will commence within 15 working days of the request, unless the student requests additional time.

If it is still determined that the request to amend the record is denied, the student has the right to submit his or her own statement about disagreement with the record or decision which will remain part of the student's record for as long as the disputed record is kept. Any release of the disputed record will include the student's statement as part of that record.

FERPA Complaints

Students have the right to file FERPA non-compliance complaints with the U.S. Department of Education. The contact information for this office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920

DIRECTORY INFORMATION

Under FERPA, directory information may be disclosed at the discretion of the College. Directory information includes: name, enrollment status, class, KBOCC email address, and degrees and awards conferred. Currently enrolled students may request that all or part of the directory information not be disclosed by submitting written notification at the beginning of the academic year. The restriction remains in effect for one year.

NOTE: KBOCC does not have campus security and relies on local law enforcement to provide campus safety. KBOCC will provide student contact information to law enforcement investigating crimes on or near campus.

SOLE POSSESSION NOTES

Instructors or staff at KBOCC may keep notes for their own recollection and in their own possession that are not considered academic records. Sole possession notes are kept secure, inaccessible to others, and must be destroyed by burning or shredding when no longer necessary.

Student Concerns – see addendum pg. 2

ACADEMIC GRIEVANCES OR CONCERNS

Grade Dispute

It is recommended that students save all course work until final grades are received in case there is a question about completed assignments. If a student believes he or she received an incorrect grade, please seek to resolve the problem with the instructor immediately. If the issue cannot be resolved with the instructor, please refer to the Academic Grievance section below.

Change of grade forms must be received in the Enrollment Coordinator's office by the 30th day of the following semester.

Academic Grievance

Step 1: If you have problems or concerns about your grades or activities in a course, you should seek to resolve the issue with the course instructor as soon as possible. If the problem or concern is with a grade, the matter must be addressed within two business weeks of receiving the grade, whether the grade is for an assignment, test or exam, or the midterm grade for the class. For problems with final course grades, you should contact your instructor within two weeks of receiving your grades. Change of Grade forms must be submitted to the Enrollment Coordinator's office by the 30th day of the following semester.

If you have other instructional concerns and you feel uncomfortable approaching the instructor directly, you may ask for assistance from the Dean of Instruction or Dean of Student Services.

Step 2: If the issue cannot be resolved between you and your instructor, you may request that the matter be referred to Faculty Council. You may present issues to Faculty Council through the Dean of Instruction or Dean of Student Services. Grievances presented to Faculty Council must be clearly stated

in writing and should be submitted prior to midterms of the next semester. Except in very rare circumstances, Faculty Council will not consider grievances over a semester old. Faculty Council will respond within five days after its first scheduled meeting after the grievance is presented.

If an academic grievance arises during a break when the Faculty Council is not meeting, and must be resolved prior to resumption of the regular meeting schedule, the issue will be presented to the Dean of Instruction who, at his or her discretion, may either make an executive ruling, poll the Faculty Council members, or call a special meeting. When an executive ruling is made, the decision may be appealed to Faculty Council at its next regular meeting.

BILLING CONCERNS

If you have a question or disagreement concerning a bill from the college, you may direct your concern to the Business Office.

OTHER CONCERNS

Other issues or concerns can be directed to the Dean of Student Services. See the student complaint procedures below.

Student Complaint Procedures

Student may present “informal” complaints to the Dean of Student Services or request guidance in attempts to resolve the issue. Ideally, the student will attempt to resolve the issue with those immediately involved.

Formal complaints must be in writing and must summarize the situation and state the outcome or resolution the student is seeking.

The Dean of Student Services will investigate the situation, including interviewing the complainant, the individual about whom the complaint is directed (if applicable), and may include others who have witnessed or are involved in the situation.

The Dean will provide a summary of the complaint and results of the investigation to the complainant within 30 days.

If the complainant is dissatisfied with the outcome, he or she may refer the complaint to the Appeals Committee whose decision is final.

Student complaints are housed in the Dean of Student Services office.

Student Code of Conduct – see addendum pg. 3

Keweenaw Bay Ojibwa Community College integrates traditional Ojibwa values into all its programs. The seven sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery, honesty, humility, and truth; virtues which are also upheld in the traditions of our country and its religions. Students are expected to behave in a manner that demonstrates these virtues and shows honor and respect for the college and broader communities.

Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College’s mission. While at the College or any college-sponsored activity, all members of the college community have the right to be treated with respect and consideration. Threatening or insulting behavior will not be tolerated. Threatening behavior should be reported to an instructor or administrator as soon as possible

CODE VIOLATIONS

In any college facility or while participating in any college activity, the following behaviors are considered violations and will result in disciplinary action:

General Code of Conduct Violations

- Failure to comply with the directives of college officials including, but not limited to, faculty or administrators acting in the performance of their duties
- Violation of published college policies, rules or regulations.
- Violation or attempted violation of local ordinances, federal or state laws.
- Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
- Intentionally or recklessly interfering with college or college-sponsored activities.
- Gambling at college-sponsored activities except as permitted by law.

Academic Behavior

Cheating, or the unauthorized use or exchange of information by students in meeting academic standards, will include, but are not limited to the following:

- Plagiarism.*
- Copying another's work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without instructor authorization.
- Obtaining or attempting to obtain an unreleased test
- Submitting research and assignments prepared by others.
- A student who intentionally assists another in the act of cheating or plagiarism may be subject to disciplinary action as well.

* Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation. Plagiarizing is considered a form of cheating.

Alcohol & Drug Use

- Use, possession or distribution of alcohol or drugs.
- Use or possession of any controlled substance without a prescription; distribution of any controlled substance.
- Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.
- Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.

Building Safety

- Unauthorized presence in or use of college premises, facilities or property or refusing to depart upon direction by authorized persons.
- Unauthorized or fraudulent use of college facilities, telephone system, mail system, or computer system.
- Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment or initiating a false report of fire or other emergency.
- Unauthorized possession or copying of KBOCC keys.

- Theft, attempted theft, unauthorized borrowing or use of college public, or private property; unauthorized use of a college service.
- Deliberate damage to college, public, or private property.

Classroom Conduct

Conduct that undermines the academic success of students during classroom or other instruction is prohibited and includes, but is not limited to, the following:

- Initiating or participating in inappropriate conduct that disrupts classroom activities.
- Using any device that causes disturbance inside or outside the classroom during instruction, i.e. cell phones, texting, etc.
- Continuing to engage in inappropriate interaction with the instructor and/or to classmates after student has been directed to stop adverse behavior.

Copyright Infringement

Students are subject to civil and criminal liabilities for these actions.

- Unauthorized distribution of copyrighted material.
- Unauthorized file sharing that results in copyright infringement.

Fraudulent Behavior

- Knowingly furnishing false information to college personnel.
- Intentionally passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the college.
- Forgery, unauthorized alteration or unauthorized use of any college document or instrument of identification.
- Falsely claiming to represent the college or a student organization of the college.

Threatening Behavior

- Intentionally, recklessly or negligently causing physical harm or mental duress through verbal abuse or harassment to another.
- Criminal sexual behavior (see Sexual Harassment Policy in this Handbook).
- Use or possession of weapons unless authorized by the college.

STUDENT CODE OF CONDUCT VIOLATION PROCEDURES

a. Any accusation or allegation of a violation of the Student Code of Conduct must be submitted in writing in complete detail to the office of the Dean of Student Services promptly by the individual, organization or department making the allegation.

b. The Dean of Student Services or designee will conduct an investigation in order to determine if there was a violation of the Student Code of Conduct, facilitate any reconciliatory actions between parties, if applicable, and determine appropriate sanctions. The Dean of Student Services or designee will advise the student of the allegation against him or her, consult with the student, the complainant, and/or other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The Dean shall respond to the complainant, in writing, either dismissing or concurring with the allegation.

c. Appeals. An appeal of the Dean of Student Services decision can be made to the Appeals Committee. The Appeals Committee's decision is final.

Sanctions will be applied according to the severity of the violation.

SANCTIONS

A. Warning

Written notice to the offender that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

B. Intervention/Corrective Action

An intervention or corrective action may be required of the student to deter continued student code of conduct violations.

C. Disciplinary Probation

Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

D. Restitution

Payment for or replacement of damaged or stolen goods.

E. Suspension

Exclusion from classes and/or other privileges or activities as set forth in the notice of suspension for a definite period of time.

F. Expulsion

Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

G. Prosecution

Illegal behavior may be reported to the appropriate police agency.

CAMPUS SAFETY AND SECURITY – see addendum pg. 7

Keweenaw Bay Ojibwa Community College complies with the Crime Awareness & Campus Security Act of 1990.

Crime statistics for the previous three years are published on the college website and are also available in the Dean of Student Services Office. A copy of the Annual Security Report which also contains this information can also be obtained in the Dean of Student Services Office and is posted throughout campus.

Information on accessing the Michigan Sex Offender's Registry is available in the Dean of Student Services Office. Inquiries are confidential.

EMERGENCY NOTIFICATION

If there is an immediate threat to the health or safety of students or employees on campus, both staff and the student body will be contacted via given e-mail address for emergencies. It is recommended that students and staff check this e-mail daily for this purpose. Emergency warnings will also be made available on the main campus number: (906) 353-4600. If students or employees cannot access e-mail from home, those individuals can register a phone number with the Dean of Student Services office for use in case of emergency.

Other potential threats to the campus community will be posted throughout the campus and disseminated to students and staff as well.

If a campus threat may endanger the larger community, KBOCC staff will work with local law enforcement to disseminate information accordingly.

NOTE: If the Baraga Area Schools are closed for inclement weather, then KBOCC is also closed.

MISSING STUDENT NOTIFICATION

If it appears that a student is "missing", the Dean of Student Services or another staff member will attempt to contact the emergency contact on the student's application. (It is recommended that students be aware of their emergency contacts and update as necessary.)

If it is determined that a student is "missing", KBOCC staff will contact local law enforcement within 24 hours. KBOCC staff are also mandated to contact the parent or guardian within 24 hours if the missing student is an unemancipated minor. KBOCC staff will also attempt to contact parents of a missing student under the age of 21 unless the student directly opts out of this contact.

KBOCC staff will work with local law enforcement in attempts to locate any missing student.

SEXUAL HARASSMENT POLICY – see addendum pg. 13

Keweenaw Bay Ojibwa Community College will not tolerate sexual harassment of any nature. Anyone found guilty of sexual harassment will be subject to disciplinary action which may include termination, dismissal, or expulsion.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as: inappropriate comments about a person's gender, clothing, or body; sexist comments of a general or individual nature; physical conduct such as inappropriate touching; unwelcome sexual advances; requests for sexual favors; verbal abuse disguised as humor; obscene gestures; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee, faculty member or student when:

- Submission to such conduct or communication is made a condition, explicitly or implicitly, to obtain educational services.
- Submission to or rejection of such conduct is used as a factor in decisions affecting the student's grades.
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students always have the right to contact law enforcement to file a complaint if they feel threatened or harassed.

Students can also file complaints of sexual harassment in the Dean of Student Services Office. Students will be provided with assistance, support, and resources. Complaints should be reported within 30 days of the incident.

If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the complaint in the least disruptive manner possible and to allow the complainants and alleged offenders the opportunity to resolve the situation. Sanctions may still be imposed on the alleged offender.

In a formal complaint, the Dean of Student Services will investigate the allegation and either dismiss the matter or concur with the allegation.

An appeal of the Dean's decision can be made to the Appeals Committee. The Appeals Committee's decision is final. Any appeal under this section shall be made in writing within thirty days after the delivery of the decision from the disciplinary conference.

Sanctions will be applied according to the severity of the violation (see Sanctions section).

SEXUAL ASSAULT – see addendum pg. 14

If a student has been sexually assaulted, it is recommended that he or she contact a police agency immediately. Students can call 911 to report an assault. Students can seek support and assistance in this process from the Dean of Student Services Office as well.

If the assault occurs "after hours" and a staff member cannot be contacted, students are encouraged to not delay in contacting law enforcement to obtain assistance.

DRUG FREE ENVIRONMENT – see addendum pg. 16

KBOCC complies with the Drug Free Schools and Communities Act of 1989.

ALCOHOL AND DRUGS

It is the policy of Keweenaw Bay Ojibwa Community College that students, staff, and visitors on campus or participating at a college sanctioned event are alcohol and drug free. The following behaviors constitute a violation of this policy:

- Use, possession or distribution of alcohol.
- Use or possession of any controlled substance without a prescription.
- Distribution of any controlled substance or drugs.
- Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.
- Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.

Any violation of this policy will result in disciplinary action (consistent with Tribal, State, and Federal law), and may include expulsion or termination of employment and/or referral for prosecution. See Code Violations section in this Handbook. Visitors who violate this policy may be mandated to leave the premises. Law enforcement may also be contacted, if warranted

KBOCC reserves the right to contact parents of any student under the age of 21 who violates the KBOCC Drug Free Environment Policy per October 1998 reauthorization of the Higher Education Act.

Students and staff will be sent the KBOCC drug and alcohol policy on an annual basis.

Information about alcohol and drug prevention is available on the student services information table and is also incorporated into some student activities.

Information about drug / alcohol prevention and intervention programs is available in the KBOCC Student Resource Guide and is also available in the Dean of Student Services office.

SMOKING

Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes the well-being of its students and employees.

SMOKING IS PROHIBITED INSIDE ALL TRIBAL COLLEGE FACILITIES. The NO SMOKING POLICY applies to students, employees, and visitors while on the premises. Everyone is expected to exercise common courtesy and respect the needs and sensitivities of others with regard to the smoking policy. Smoking is prohibited near the main building entrance. The gazebo is designated as an outdoor smoking area for the main building. Violation of this policy will result in disciplinary action.

STUDENT SERVICES

The Student Services department can enhance your college experience through the provision of extracurricular programming, academic support programs, and other support programs. Student Service programs can be accessed by contacting the Dean of Student Services at 353-4628.

ACADEMIC PREPARATION COURSES

Academic preparation courses are offered at KBOCC to provide students with the skills needed to prepare for college coursework or refresh previous learning. Based on placement test scores, students may be encouraged to enroll in any or all of the following courses:

EN095 Basic Composition
EN101 Reading Skills

LS 102 Study Skills
MA 096 Basic Mathematics

CAREER SUPPORT/JOB SEARCH/CONTINUING EDUCATION

Student Services staff can assist students with internship information, career interest surveys and job search tips as well as connecting students with job placement programs, including:

- providing employment-related information and assistance
- assisting with resume writing and job interviewing techniques
- developing a credentials file
- assistance with job search through daily postings and Internet search.

Tribal Employment Rights Office (TERO) and Michigan Works contact information is available in the Student Resource Guide and in the Student Services Department for students who are seeking employment.

CLUBS/ORGANIZATIONS

KBOCC has a variety of clubs and organizations available for student participation and encourage students to form additional clubs. KBOCC has the following student organizations:

- AISES (American Indian Science and Engineering Society)
- AIBL (American Indian Business Leaders)
- KBOCC Student Government
- Student and Native Organization of Writers and Storytellers

COMMUNITY ENRICHMENT PROGRAMS

Keweenaw Bay Ojibwa Community College offers non-credit or continuing education workshops, conferences, seminars, and short courses to meet the economic, social, and cultural development needs of the community.

DISABILITY SERVICES

If you have a need for reasonable accommodations due to having a disability, please inform your instructor or the Dean of Student Services. Requests for reasonable accommodations are processed in the Dean of Student Services office, and require appropriate documentation, in accordance with federal, state, tribal and college guidelines. Questions or requests can be directed to the Dean of Student Services at (906) 353-4628.

EDUCATIONAL OPPORTUNITIES

The Student Services Office maintains listings of opportunities for student internships, special study, and conferences, seminars, and meetings. The staff will assist you in applying for opportunities which interest you and in making the necessary arrangements.

Internships can give you workplace experience either for credits, for a stipend (pay), or both. The Student Services Office posts internship opportunities for students that apply to many majors. Internships are available in a wide variety of locations in the U.S. and occasionally abroad. As opportunities arise, the college offers internships in college-sponsored research or other projects.

Special study programs offer out-of-the-ordinary opportunities for learning. They may feature an unusual topic, in-depth study of a specialty area, field study, use of innovative technologies, or focus on particular students. Most are summer programs and also offer students an extended stay in a new and interesting environment.

Off-campus conferences and meetings are also posted across campus. Many off-campus events offer opportunities for students to interact with peers and professionals in many disciplines, as well as learning about the latest developments in various fields.

REFERRALS

Students are encouraged to contact the Dean of Student Services if they are seeking services or need assistance with external issues, i.e. day care, transportation, time management, financial concerns, personal issues, etc. If there is not a college program available to meet a student's needs, contact information for community programs can be obtained. A Student Resource Guide is also posted throughout the campus.

TRANSFER ASSISTANCE

As you draw near to finishing your program of study, you can get help transferring to a four-year college or university or with your job search. Student Services has information about a wide variety of bachelor's degree programs and can help you learn more about and make contacts with the schools that interest you. You can receive assistance in resume writing and other job search skills upon request.

TUTORING

Tutoring can be particularly useful when a student is having trouble in a class or needs to catch up on missed work. Tutoring can also help a good student improve or work more efficiently.

Professional tutoring is available for KBOCC students free of charge. Tutoring hours and contact information are posted each semester throughout the KBOCC campus.

Your course instructor is also available during posted office hours to provide extra assistance, and occasionally peer tutors (your fellow classmates) are available to assist. Courses and educational workshops are also provided to help students improve study habits.

OTHER SUPPORT SERVICES

Student Services will assist with other issues that may affect a student's ability to attend class or succeed in other student endeavors.

GENERAL INFORMATION

ACCIDENTS/FIRST AID

A first aid kit is available for minor injuries or ailments. Please contact any staff member or your instructor to access the first aid kit.

A formal written report of all accidents which occur during a sanctioned college activity must be made within 24 hours of the accident and reported to the Administrative Office. Accident/Incident report forms are available in the Administrative Office.

CHILD CARE

KBOCC childcare provisions as well as a listing of local, licensed child care providers is available from the Student Services Office and can be found in the Student Resource Book.

CHILDREN ON CAMPUS

Because Keweenaw Bay Ojibwa Community College has an open campus, for their own safety children under the age of 17, with the exception of enrolled advanced secondary students, must be under the supervision of a responsible adult while on campus.

Students may bring infants to class with instructor permission provided that instruction and class activities are not disrupted. Older children may occasionally be permitted in class under exceptional circumstances with instructor permission. Instructors have the responsibility to ensure that instruction is not disrupted and may withdraw permission at any time. No children under 8 years of age will be allowed in the science lab.

EQUAL OPPORTUNITY

Keweenaw Bay Ojibwa Community College is committed to a policy of nondiscrimination regarding educational opportunity. No person shall be discriminated against in access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

IMMUNIZATIONS

KBOCC does not require students to be immunized.

LOST AND FOUND

Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost articles. A lost and found service is located in the Administrative Office.

PARKING

Free parking is provided for students at Niiwin Akeaa (Four Directions) Center at 111 Beartown Road, the library at 409 Superior Avenue, and the KBOCC Annex at 325 Superior Avenue.

FACILITIES

COMPUTER LABS

Currently enrolled students are issued a user ID and password for access to the computers. Please see Admissions, to get your user ID.

Computers are available for student use during posted lab hours in the Niiwin Akeaa Center. The terminals have Internet connections, word processing, spreadsheets, database and other programs. Printers are also available for your use. You are expected to abide by the computer use policy as outlined below.

Computer Use Policy

1. No tobacco, food or drinks are allowed in the computer classroom.
2. Abuse to the computers or other computer classroom equipment will not be tolerated. (i.e. altering with any preset configurations on equipment, banging on keys, etc.).
3. Anyone who is not familiar with computers or software and wishes to use them should seek help to prevent accidental damage.
4. Absolutely NO offensive material.
5. NO loud speaking, horseplay, chat rooms, and games.
6. No downloading and file sharing of copyrighted information. (See copyright infringement section under Code Violations in this Handbook.)

The preceding rules will be enforced to protect the machines and prolong their use. Students who choose not to abide by these rules will lose their computer privileges.

LIBRARY

Ojibwa Community Library, located at 409 Superior Avenue, Baraga, houses print, audio, video, and digital material as well as providing Internet access for research. The materials include resources for each of the College's programs. The library specializes in Native American culture, literature, and art. The library is a member of the Upper Peninsula Region of Library Cooperation which provides direct access to library materials across the region through inter-library loan.

Michigan residents can log onto the e-library at: <http://www.mel.org>

The Library phone number is (906) 353-8163. Library hours are posted each semester throughout the campus.

KEWEENAW BAY OJIBWA COMMUNITY COLLEGE

BOARD OF REGENTS

Timothy Shanahan, Chair

Keweenaw Bay Indian Community Member

Kathleen Mayo

BSN-Northern Michigan University
Keweenaw Bay Indian Community Member

Donald Funke

Keweenaw Bay Indian Community Member

Jerry Magnant

Keweenaw Bay Indian Community Member

Jill Hodges

PhD-Michigan Technological University
Keweenaw Bay Indian Community Member

Diana Chaudier

BS- Northern Michigan University
Keweenaw Bay Indian Community Member

Shirley McKasy

AS- Northern Michigan University
Keweenaw Bay Indian Community Member

Cheryne Clements – alternate

BS-Northern Michigan University
Keweenaw Bay Indian Community Member

ADMINISTRATION

Debra J. Parrish, President

AB-Northern Michigan University
Keweenaw Bay Indian Community Member

Kristin J. Tepsa, Academic Policy Director

BA-Wayne State University

Lynn Aho, Interim Dean of Instruction

PhD-Michigan State University
MA-Michigan State University
BA-Valparaiso University

Cherie Dakota, Dean of Student Services

MSW-University of Michigan
BSW-Wayne State University
Keweenaw Bay Indian Community Member

Treneece Marshall, Assessment Coordinator

MS-Michigan Technological University
MPA-Indiana University
BA-University of Chicago

SUPPORT STAFF

Yvette M Friisvall, Administrative Assistant

AAS-Keweenaw Bay Ojibwa Community College
Keweenaw Bay Indian Community Member

Elizabeth Julio, Financial Aid Director

AA-Keweenaw Bay Ojibwa Community College
AS-Keweenaw Bay Ojibwa Community College
Keweenaw Bay Indian Community Member

Sally Klaasen, Tutor

PhD-Michigan Technological University
MS-Michigan Technological University
BS-Michigan Technological University

Megan Shanahan, Business Manager

MBA-University of Phoenix
BS-Northern Michigan University

Robin Chosa, Admissions Officer

AA-Keweenaw Bay Ojibwa Community College
AAS- Keweenaw Bay Ojibwa Community College

Debra A Williamson, Ojibwa Culture Advisor

BS-Northern Michigan University
AS-Bay Mills Community College
Keweenaw Bay Indian Community Member

FULL-TIME FACULTY

Mary DeLine, Early Childhood Education Department Chair

MA-Education, Northern Michigan University
BS-Elementary Education, Eastern Michigan University

Jesse Koenig, Liberal Studies Department Chair

English and Humanities
MA-English, Central Michigan University
BS-Philosophy, Northern Michigan University
AAS, University of Wisconsin-Washington County

Andrew Kozich, Environmental Science Department Chair

MS-Environmental Policy, Michigan Technological University
BS-Resource Ecology, University of Michigan-Flint
AA-Liberal Arts, Oakland Community College

PERMANENT PART-TIME FACULTY

Chris A. Anderson, Mathematics

BS-Computer Networking System
Administration, Michigan Technological
University
BS-Mathematics, Michigan Technological
University
Wikwemikong Unceded Indian Reserve Member
(Ontario)

Debra Mues, Art

MAT- Art of Teaching, Marygrove College
BS- Education, Valparaiso University

James Loonsfoot, Ojibwa Studies

MS-Education, Antioch University
BS-Education, Northern Michigan University
AA-Suomi College
Keweenaw Bay Indian Community Member

Treneice Marshall, Environmental Science

MS-Applied Ecology, Michigan Technological
University
MPA-Natural Resource Management, Indiana
University
BA-Economics, University of Chicago

JoAnne Racette, Native American Studies

Ojibwa Language and Culture
Keweenaw Bay Indian Community Member

Megan Shanahan, Information Systems

MBA-Business Administration, University of
Phoenix
BS-Business Computer Information Systems,
Northern Michigan University

Frank Taddeucci, Social Science

BS-Sociology, Northern Michigan University

ADJUNCT FACULTY

Lynn Aho, Communication

PhD-Communication, Michigan State University
MA-Communication, Michigan State University
BA-Speech and Drama, Valparaiso University

2011 – 2013 Student Handbook Addenda
approved October 2011

STUDENT CONCERNS

ACADEMIC GRIEVANCES OR CONCERNS

Grade Dispute

It is recommended that students save all course work until final grades are received in case there is a question about completed assignments. If a student believes he or she received an incorrect grade, please seek to resolve the problem with the instructor immediately. If the issue cannot be resolved with the instructor, please refer to the Academic Grievance section below.

Change of grade forms must be received in the Enrollment Coordinator's office by the 30th day of the following semester.

Academic Grievance

Step 1: If you have problems or concerns about your grades or activities in a course, you should seek to resolve the issue with the course instructor as soon as possible. If the problem or concern is with a grade, the matter must be addressed within two business weeks of receiving the grade, whether the grade is for an assignment, test or exam, or the midterm grade for the class. For problems with final course grades, you should contact your instructor within two weeks of receiving your grades. Change of Grade forms must be submitted to the Enrollment Coordinator's office by the 30th day of the following semester.

If you have other instructional concerns and you feel uncomfortable approaching the instructor directly, you may ask for assistance from the Dean of Instruction or Dean of Student Services.

Step 2: If the issue cannot be resolved between you and your instructor, you may request that the matter be referred to Faculty Council. You may present issues to Faculty Council through the Dean of Instruction or Dean of Student Services. Grievances presented to Faculty Council must be clearly stated in writing and should be submitted prior to midterms of the next semester. Except in very rare circumstances, Faculty Council will not consider grievances over a semester old. Faculty Council will respond within five days after its first scheduled meeting after the grievance is presented.

If an academic grievance arises during a break when the Faculty Council is not meeting, and must be resolved prior to resumption of the regular meeting schedule, the issue will be presented to the Dean of Instruction who, at his or her discretion, may either make an executive ruling, poll the Faculty Council members, or call a special meeting. When an executive ruling is made, the decision may be appealed to Faculty Council at its next regular meeting.

BILLING CONCERNS

If you have a question or disagreement concerning a bill from the college, you may direct your concern to the Business Office.

OTHER CONCERNS

Other issues or concerns can be directed to the Dean of Student Services. See the student complaint procedures below.

Student Complaint Procedures

Student may present "informal" complaints to the Dean of Student Services or request guidance in attempts to resolve the issue. Ideally, the student will attempt to resolve the issue with those immediately involved.

Formal complaints must be in writing and must summarize the situation and state the outcome or resolution the student is seeking.

The Dean of Student Services will investigate the situation, including interviewing the complainant and others involved or who have witnessed the situation.

The Dean will provide a summary of the complaint and results of the investigation to the complainant within 30 days.

If the complainant is dissatisfied with the outcome, he or she may refer the complaint to the Appeals Committee whose decision is final.

Student complaints are housed in the Dean of Student Services office.

STUDENT CODE OF CONDUCT

Keweenaw Bay Ojibwa Community College integrates traditional Ojibwa values into all its programs. The seven sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery, honesty, humility, and truth; virtues which are also upheld in the traditions of our country and its religions. Students are expected to behave in a manner that demonstrates these virtues and shows honor and respect for the college and broader communities.

Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College's mission. While at the College or any college-sponsored activity, all members of the college community have the right to be treated with respect and consideration. Threatening or insulting behavior will not be tolerated. Threatening behavior should be reported to an instructor or administrator as soon as possible

CODE VIOLATIONS

In any college facility or while participating in any college activity, the following behaviors are considered violations and will result in disciplinary action:

General Code of Conduct Violations

- Failure to comply with the directives of college officials including, but not limited to, faculty or administrators acting in the performance of their duties
- Violation of published college policies, rules or regulations.
- Violation or attempted violation of local ordinances, federal or state laws.
- Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
- Intentionally or recklessly interfering with college or college-sponsored activities.
- Gambling at college-sponsored activities except as permitted by law.

Academic Behavior

Cheating, or the unauthorized use or exchange of information by students in meeting academic standards, will include, but are not limited to the following:

- Plagiarism.*
- Copying another's work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without instructor authorization.

- Obtaining or attempting to obtain an unreleased test
- Submitting research and assignments prepared by others.
- A student who intentionally assists another in the act of cheating or plagiarism may be subject to disciplinary action as well.

* Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation. Plagiarizing is considered a form of cheating.

Alcohol & Drug Use

- Use, possession or distribution of alcohol or drugs.
- Use or possession of any controlled substance without a prescription; distribution of any controlled substance.
- Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.
- Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.

Building Safety

- Unauthorized presence in or use of college premises, facilities or property or refusing to depart upon direction by authorized persons.
- Unauthorized or fraudulent use of college facilities, telephone system, mail system, or computer system.
- Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment or initiating a false report of fire or other emergency.
- Unauthorized possession or copying of KBOCC keys.
- Theft, attempted theft, unauthorized borrowing or use of college public, or private property; unauthorized use of a college service.
- Deliberate damage to college, public, or private property.

Classroom Conduct

Conduct that undermines the academic success of students during classroom or other instruction is prohibited and includes, but is not limited to, the following:

- Initiating or participating in inappropriate conduct that disrupts classroom activities.
- Using any device that causes disturbance inside or outside the classroom during instruction, i.e. cell phones, texting, etc.
- Continuing to engage in inappropriate interaction with the instructor and/or to classmates after student has been directed to stop adverse behavior.

Copyright Infringement

Students are subject to civil and criminal liabilities for these actions.

- Unauthorized distribution of copyrighted material.
- Unauthorized file sharing that results in copyright infringement.

Fraudulent Behavior

- Knowingly furnishing false information to college personnel.
- Intentionally passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the college.
- Forgery, unauthorized alteration or unauthorized use of any college document or instrument of identification.
- Falsely claiming to represent the college or a student organization of the college.

Threatening Behavior

- Intentionally, recklessly or negligently causing physical harm or mental duress through verbal abuse or harassment to another.
- Criminal sexual behavior (see Sexual Harassment and Sexual Assault Policies in this Handbook).
- Use or possession of weapons unless authorized by the college.

STUDENT CODE OF CONDUCT VIOLATION PROCEEDINGS

a. Formal accusations or allegations of a violation of the Student Code of Conduct must be submitted in writing in complete detail to the office of the Dean of Student Services promptly by the individual, organization or department making the allegation.

b. The alleged offender will be appraised of the alleged violation and informed of a date for the Disciplinary Committee hearing. The hearing will be scheduled within 30 days. If the student does not deny the allegation, he or she can “opt out” of a Disciplinary Hearing and go right to the sanction meeting.

b. The Dean of Student Services or designee will convene the Disciplinary Committee, which consists of the Dean of Student Services (or the Dean of Instruction in case of a conflict of interest), and two other members of faculty or staff, which will be chosen to ensure no conflicts of interest occur. The Disciplinary Committee will hold a hearing to determine if there was a violation of the Student Code of Conduct.

Both the alleged victim and the alleged offender have the right to have a support person or advocate available in the hearing.

The hearing will consist of:

- advising the student of the allegation or complaint against him or her
- presentation of evidence by the alleged victim and alleged offender

The Disciplinary Committee will contact the alleged defendant either concurring with or dismissing the allegation and a sanction meeting will be convened between the alleged offender and the Disciplinary Committee to discuss sanctions for the offense within two weeks. This process will be completed within 30 days.

Sanctions will be applied according to the severity of the violation.

In the case of a threatening offense against another person, the complainant will be informed of the any outcomes of the disciplinary proceeding that affects his or her well being.

If a sexual assault allegation has occurred, both the complainant and the alleged perpetrator have the right to be informed of the outcome of any disciplinary proceedings. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested. (See Sexual Assault Policy)

c. Appeals. An appeal of the Dean of Student Services decision can be made to the Appeals Committee. The Appeals Committee will consist of the Dean of Instruction and two other members of faculty or staff, which will be chosen to ensure no conflicts of interest occur. If the Dean of Instruction was part of the Disciplinary Committee or has a conflict of Interest with the situation, the President will appoint the three members of the Appeals Committee. The Appeals Committee's decision is final.

Summaries and Sanctions from Student Code of Conduct Violation Proceedings are housed in the Dean of Student Services Office.

FREEDOM FROM REPRISAL

Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.

CONFIDENTIALITY

The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.

COOPERATION

All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.

SANCTIONS

A. Warning

Written notice to the offender that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

B. Intervention/Corrective Action

An intervention or corrective action may be required of the student to deter continued student code of conduct violations.

C. Disciplinary Probation

Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

D. Restitution

Payment for or replacement of damaged or stolen goods.

E. Suspension

Exclusion from classes and/or other privileges or activities as set forth in the notice of suspension for a definite period of time.

F. Expulsion

Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

G. Referral to Law Enforcement

Illegal or threatening behavior may be reported to the appropriate police agency.

CAMPUS SAFETY AND SECURITY

Keweenaw Bay Ojibwa Community College complies with the Higher Education Act, Higher Education Opportunity Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Law Enforcement Authority

KBOCC does not have a campus security office. The Dean of Student Services is designated as the Campus Security Authority for the college and coordinates services in conjunction with KBIC Tribal Police and other local law enforcement agencies.

KBOCC does not have a memorandum of understanding with any law enforcement agency, but the Dean of Student Services consults with the Tribal Police Chief on crime reporting, policies, and coordinating emergency situations. KBOCC relies primarily on the Keweenaw Bay Indian Community Tribal Police to patrol the KBOCC campus as a part of their routine patrol of tribal buildings, programs, and facilities on the L'Anse Reservation. Other law enforcement agencies may also be contacted as well, including the 911 dispatch, which is administered by the Michigan State Police, and dispatches to the local law enforcement agencies, including the Tribal Police. . KBOCC staff will work with local law enforcement when a campus crime is being investigated.

Reporting of Crimes

The Dean of Student Services is designated as the Campus Security Authority for KBOCC. Students, staff, guests, and community members are encouraged to contact the Dean of Student Services at (906) 353-4628 to report on-campus criminal offenses, to assist KBOCC in accurately assessing and reflecting campus crime. Individuals also retain the right to contact law enforcement, especially in an emergency situation.

KBOCC does not have an anonymous reporting policy for crime statistics.

Preparation of Crime Statistics

The Dean of Student Services compiles the Clery crime statistics information for the campus. The Dean contacts local law enforcement officials in the Baraga County area to access statistics on reported offenses, and includes apparently valid offenses that are reported to the Dean as the Campus Security Authority as well. These statistics are summarized and disseminated on campus. The Dean also requests notification if law enforcement are contacted about a crime on campus, especially if the crime poses a threat to students.

Documentation of phone calls and letters sent are kept to show contact has been made with law enforcement authorities.

The Dean of Student Services also makes contact with other staff in the college to ensure that no reported offenses go uncounted.

Crime statistics are reported for the offenses identified below. The definitions of these crimes are identified by the Federal Bureau of Investigation's Uniform Crime Reporting List.

Murder/Non-negligent Manslaughter
Negligent Manslaughter
Forcible Sex Offenses
Non-forcible Sex Offenses
Robbery
Aggravated Assault
Motor Vehicle Theft
Arson

The statistics will also show if any of the above crimes were considered a “hate crime” - the victim was targeted because of race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

Additional “hate crime” statistics will be compiled for the following offenses:

Larceny-Theft
Simple Assault
Intimidation
Vandalism, Damage, Destruction of Property

Statistics will also be compiled for campus arrests and referrals due to liquor law violations, drug abuse violations, and weapons violations.

If two or more offenses are committed during a single incident, KBOCC will utilize the FBI’s UCR hierarchy rule and reflect the most serious offense in the crime statistics. The exception to this rule is arson – this offense must be counted each time, and all hate crime offenses must be counted.

For purposes of reporting crime statistics, KBOCC will not distinguish between a crime and an attempted crime.

No personal identifiers will be used in statistical reports – only the type of offense that was committed or attempted.

Pastoral & Professional Counselors – Crime Statistic Reporting

KBOCC does not employ either pastoral or professional counselors who are bound by confidentiality and may be excluded from the disclosure of crime statistics.

Daily Crime Log

KBOCC is not required to keep a daily crime log as the campus does not have campus police or security personnel. The Dean of Student Services, as the CSA, does keep a log documenting Clery-reportable offenses that are reported to her office.

Security of Facilities

Business hours for campus buildings vary, depending on course schedules. Typically, KBOCC buildings are closed and locked by the last employee leaving the building. There should always be at least one employee present if a building is open.

If a student has a safety concern, he or she can bring this to the attention of any KBOCC employee on site.

KBOCC has security cameras at the Niiwin Akeaa Center and postings to inform the public that the premises are monitored to minimize potential threats against others or property.

Security Awareness

The emergency number (911) for Baraga County and are provided in the KBOCC Student Resource guide. Safety workshops can be arranged through the Dean of Student Services office.

Off-Campus Monitoring of Student Organizations

Coordination with local law enforcement is not applicable since no student organizations have off-campus facilities.

ANNUAL SECURITY REPORT

The annual security report will be compiled, published and distributed to the campus community by Oct. 1 each year. The notice will be mailed through U.S. mail, interoffice mail, or e-mailed to all students, interoffice mail will be used for staff, and faculty.

The report will be posted on the KBOCC website, posted at the Niiwin Akeaa and Library/Science Building, and is available in the Dean of Student Services office.

Notice of the availability of the Annual Security Report is posted in both the College Catalog and the Student Handbook.

KBOCC will not charge staff or students for copies of the Annual Security Report.

Report to the Education Department

KBOCC will report crime statistics in compliance with the Clery Act via designated web site each fall as stipulated by the Department of Education's Office of Postsecondary Education.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

EMERGENCY TELEPHONE NUMBERS

EMERGENCY CALLS	911
AMBULANCE – non-emergency	353-6196
ELECTRICAL	1-800-562-7128
FIRE	911
GAS	1-800-562-9734 1-800-624-2019 EXT 18
HOSPITAL	524-3300
KBIC MAINTENANCE	353-4617 353-2626

POLICE DEPARTMENTS – CENTRAL DISPATCH – 524-6161

- **Keweenaw Bay Indian Community Tribal Police**
- **Baraga County Sheriff**
- **Baraga Village Police**
- **L'Anse Village Police**
- **Michigan State Police**

EMERGENCY CONTACT:

The primary emergency contact person for KBOCC is Cherie Dakota, Dean of Student Services. In her absence, Lynn Aho, Dean of Instruction, is the secondary contact. In the event of extreme situations, the President should be notified.

Any person who becomes aware of an emergency situation on campus should contact Cherie Dakota immediately at (906) 353-4628, or Lynn Aho at (906) 353-4618.

If there is an immediate life-threatening danger to the campus community, the emergency contact number for Baraga County is 911.

EVACUATIONS

An evacuation may involve only one room or the entire College complex. The authority to evacuate the entire complex for an immediate emergency rests with the Dean of Student Services or President. Any employee observing or having knowledge of a situation which poses immediate danger to patrons and employees must take steps to remove persons from the danger.

The area to evacuate is determined by the nature of the event and the level of danger. Notification to evacuate is one of the most critical parts of a successful evacuation.

Once evacuation is required, all department chairs will be notified and will provide assistance for the evacuation. Cooperation of all employees in directing egress will be coordinated by the emergency contact person.

The emergency contact person will:

1. Confirm that there is a dangerous situation or legitimate emergency. This will include assessing information from the reporter, and possibly consulting with local law enforcement.
2. Declare the emergent situation and notify all department chairs if the situation requires a notification, or an evacuation..

If the emergency requires evacuation:

3. The Emergency Contact Person will secure assistance from outside support as needed, i.e. law enforcement or fire assistance.
4. The Emergency Contact Person will inform department chairs if there are any unsafe exits to avoid in the evacuation process.
5. Department chairs will contact the staff in their respective departments that are currently on-site and facilitate evacuation through the nearest, safe emergency exit. One of the Deans or a designated staff member will contact classes in session and inform instructors of any unsafe exits.
6. Each instructor will secure the class roster and escort students from their respective classes to the nearest, safe emergency exit to evacuate.
7. Above mentioned staff will secure assistance for any injured or special needs persons.
8. The post evacuation meeting place is on the southeast side of the parking lot between KBOCC Niiwin Akeaa and the KBIC Day Care.
9. Each staff member will ensure that all persons in their departments are accounted for; instructors will ensure that all students that were in attendance during class are accounted for.
10. The Emergency Contact Person will enlist the assistance of other staff to assist with emergency notification procedures as warranted.
11. The administrator who initiated the evacuation will be responsible for completing the incident report after order is restored.

Practice Evacuations

Practice evacuations will be conducted at least twice a year. These will be documented and kept with this policy in the Dean of Student Services office. Employees should report to East end of the parking lot if immediate evacuation is required. Each evacuation team leader will account for their assigned personnel.

Schedule the test of the system with a primary focus for the test, i.e. phone emergency notification, coordination of officials, etc.

1. Publicize the emergency response and evacuation test to the campus and the larger communities.
2. Documentation of the test will include
 - a. The location of the test.
 - b. The date that the test was held.
 - c. The beginning and ending time of the test.
 - d. A description of the exercise.
 - e. Statement if the test was announced or unannounced.
 - f. Documentation of the test will be kept for seven years.

EMERGENCY NOTIFICATION

The Dean of Student Services, or other designated emergency contact is responsible for coordinating Emergency Notifications. Documentation of Timely Warnings is kept in the Dean of Student Services Office.

3. If there is an immediate threat to the health or safety of students or employees on campus, both staff and the student body will be contacted via telephone or e-mail address for emergencies. It is recommended that students and staff check their e-mail daily for this purpose. Emergency warnings will also be made available on the main campus number: (906) 353-4600. If students or employees cannot access e-mail from home, those individuals can register a phone number with the Dean of Student Services office for use in case of emergency.
4. Other potential threats to the campus community will be posted throughout the campus and disseminated to students and staff as well.
5. If a campus threat may endanger the larger community, KBOCC staff will work with the KBIC Tribal Police to disseminate information accordingly.

TIMELY WARNING

The Dean of Student Services, or other designated emergency contact is responsible for coordinating Timely Warnings. Documentation of Timely Warnings is kept in the Dean of Student Services Office.

To ensure the safety of the campus community, a timely warning will be issued to the campus community for on-campus alleged offenses covered under the Clery Act if:

- the allegation is reported to the campus security authority or a law enforcement agency,
- occurs in the designated campus area per Clery Act,
- is considered to represent a serious threat to students and staff.

Factors considered in determining if a crime is considered to be a serious threat include:

- reviewing the nature of the crime – does this appear to be a one-time, isolated incident, vs. a potential recurring crime
- was the perpetrator apprehended?

The CSA may consult with local law enforcement when issuing timely warnings and updated warnings as warranted.

Timely warnings will include:

- date of the warning.
- summary of type of crime reported and where it occurred to warrant the warning. This information is generated from a "Security Office" report and is not a violation of FERPA.
- Recommended strategies to stay safe.

Timely warnings will be disseminated via e-mail, posted in campus buildings frequented by students and staff, and posted on the KBOCC website.

For **emergency closures**, such as severe weather conditions, the emergency contact person will:

1. Decide if the College will close or remain open.
2. Notify all faculty and staff for securing their departments.
3. Notify the radio station 105.7 for closing announcements.
4. Direct evacuation procedures for assisting staff.
5. Complete incident report as soon as possible.

Note: If the Baraga Area Schools closes for inclement weather, the college closes as well.

In case of a **bomb threat**, the emergency contact person will:

1. Notify the tribal or state police at 353-6626 or 524-6161.
2. Direct staff on evacuation of the building as presented above.
3. Complete incident report as soon as possible.

In case of **fire**, the individual who discovered the fire will attempt to extinguish or contain it if possible. The emergency contact person will:

1. Assess the situation to determine if the Fire Department should be notified. Small fires may be safely extinguished by employees with fire extinguishers. Larger fires or other events may require closing part or all of the College.
2. Direct staff on evacuation of the building if necessary.
3. Complete incident report as soon as possible.

In case of **power failure**, the emergency contact person will:

1. Assess the situation to determine if the power company should be notified.
2. Contact the maintenance department to check the control panels.
3. Decide if the College is to close or remain open, based on recommendation of the maintenance department or power company.
4. Direct staff on closure and faculty chairs on notification of course cancellations if necessary.
5. Notify the radio station of building closure.
6. Complete incident report as soon as possible.

In case of severe illness, the emergency contact person will:

1. Immediately contact community health personnel at the KBIC Health Department or Michigan Community Health to assess the nature of the illness and obtain recommendations.
2. Begin the process of emergency notification, timely warning, or evacuation as warranted.

SEXUAL HARASSMENT POLICY

Keweenaw Bay Ojibwa Community College will not tolerate sexual harassment of any nature. Anyone who sexually harasses others on-campus or acting in the capacity of a student or employee representative of KBOCC will be subject to disciplinary action which may include up to expulsion for a student, up to dismissal for an employee and may include a report to law enforcement.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is defined as: inappropriate comments about a person's gender, clothing, or body; sexist comments of a general or individual nature; physical conduct such as inappropriate touching; unwelcome sexual advances; requests for sexual favors; verbal abuse disguised as humor; obscene gestures; exposure to obscene media which do not contribute to work or education; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee, faculty member or student when:

- Submission to such conduct or communication is made a condition, explicitly or implicitly, to obtain educational services.
- Submission to or rejection of such conduct is used as a factor in decisions affecting the student's grades.
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.

The following behaviors are deemed to be harassment without the complainant communicating that the behavior is unwelcome:

- physical conduct such as inappropriate touching
- unwelcome sexual advances
- requests for sexual favors
- solicitation of sex through implicit or explicit promises of rewards or threats of punishment

The following behaviors are deemed to be harassment if a complainant has communicated verbally or in writing to an alleged harasser that the following behaviors are unwelcome, and the alleged harasser continues with the unwanted behavior:

- inappropriate comments about a person's gender, clothing, or body
- sexist comments of a general or individual nature
- verbal abuse disguised as humor
- obscene gestures
- exposure to obscene media which do not contribute to work or education
- any other behavior directed towards the complainant that he or she finds offensive

If a student is uncomfortable addressing unwelcome behavior, he or she can consult with the Dean of Student Services for guidance.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students have the right to contact law enforcement to file a complaint if they feel threatened or harassed.

Students can also file complaints of sexual harassment in the Dean of Student Services Office. The Dean will initiate the investigation, and can also provide assistance, support, and resources. Complaints should be reported within 30 days of the incident.

Formal complaints will be processed through the Disciplinary Committee. (See Student Code of Conduct Violation Procedures).

Sanctions will be applied according to the severity of the violation. (see Sanctions section).

If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the situation in the least disruptive manner possible.

THIRD PARTY HARRASSMENT

If a KBOCC student or employee is harassed by a third-party alleged offender, meaning the individual is not an employee or student of the school, i.e. a visitor or contractor, he or she are encouraged to bring the complaint to the Dean of Student Services office. The third-party individual is not governed by KBOCC policies and regulations, but the Dean can take corrective action to alleviate the harassment situation.

FREEDOM FROM REPRISAL

Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.

CONFIDENTIALITY

The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.

COOPERATION

All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.

SEXUAL ASSAULT POLICY

SEXUAL ASSAULT

If a student has been sexually assaulted, he or she can file a complaint and/or seek support and assistance from the Dean of Student Services. The Dean or other personnel can assist a student in attaining medical attention, contacting law enforcement authorities, and connecting with VOCA (victims of crimes assistance) or other support programs.

NOTE: Collection of evidence of an assault is best done in a timely manner. Showering, douching, or washing clothes can destroy evidence.

For purposes of this policy, a sexual assault is defined as:

1. Any of the following acts are considered a sexual assault if they are directed at a person without his or her consent:
 - Sexual intercourse, sodomy, or sexual penetration
 - Intentional touching of a person's intimate parts, even through clothing
 - Forcing a person to touch another's intimate parts.

COMPLAINT PROCEDURE

Students have the right to contact law enforcement at any time to file a complaint.

Students can also file sexual assault complaints in the Dean of Student Services Office. The Dean will initiate the investigation, and can also provide assistance, support, and resources. Complaints should be reported within 30 days of the incident.

If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the complaint in the least disruptive manner possible.

Formal complaints will be processed through the Disciplinary Committee. (See Student Code of Conduct Violations Procedures.)

Both the alleged complainant and alleged perpetrator have the right to have a support person or advocate present during disciplinary proceedings.

An appeal of the Disciplinary Committee can be made to the Appeals Committee for a hearing. The decision of the Appeals Committee is final.

Student complaints, summaries and sanctions from Student Code of Conduct Violation Proceedings are housed in the Dean of Student Services Office

Sanctions will be applied according to the severity of the violation. (see Sanctions section).

Sanctions for an alleged perpetrator who has been found to have violated KBOCC's sexual assault may range from a mandated intervention (part B under sanctions) to expulsion (part F under sanctions) and/or report to law enforcement (part G under sanctions).

Both the complainant and the alleged perpetrator have the right to be informed of the outcome of any disciplinary proceedings. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested.

FREEDOM FROM REPRISAL

Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.

CONFIDENTIALITY

The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.

COOPERATION

All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.

ADDITIONAL SUPPORT THROUGH KBOCC

If a student has been a victim of an alleged sex offense, KBOCC must comply per the Clery Act with a student's request for a change in academic and living situations. KBOCC staff will attempt to facilitate academic changes if such changes are reasonably available to ensure the well-being of the victim. At the present time, KBOCC does not administer a campus housing program, so staff cannot assist with altering living arrangements, but the Dean of Student Services can provide housing resources to the student.

Housing, counseling services, emergency services, and domestic violence programs are listed in the KBOCC Student Resource Guide.

Educational Programs to Prevent Sex Offenses

Program information specific to domestic violence is provided in the KBOCC Student Resource Guide.

Workshops and informational items will be made available to students on a regular basis.

Student Services also informs and encourages students to attend community events that educate and promote healthy lifestyles.

Sex Offenders Registry Information

The State of Michigan and the Keweenaw Bay Indian Community both maintain Sex Offender Registry Systems which monitor the whereabouts of sex offenders who have been convicted of serious offenses.

Information on accessing either the Michigan Sex Offender's Registry or the KBIC Tribe and Territory Sex Offender Registry System (TTSORS) is available in the Dean of Student Services Office. Inquiries are confidential.

The URL to access the Michigan Sex Offenders Registry is:

<http://www.mipsor.state.mi.us/>

The URL to access the Keweenaw Bay Indian Community's TTSORS system is:

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

This information is provided to educate and protect the public and is not intended to be used to for purposes of harassment.

DRUG FREE ENVIRONMENT

KBOCC complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1991.

ALCOHOL AND DRUGS

It is the policy of Keweenaw Bay Ojibwa Community College that students, staff, and visitors on campus or participating at a college sanctioned event are alcohol and drug free. The following behaviors constitute a violation of this policy:

- Use, possession or distribution of alcohol.
- Use or possession of any controlled substance without a prescription.
- Distribution of any controlled substance or drugs.
- Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.
- Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.

Any violation of this policy will result in disciplinary action (consistent with Tribal, State, and Federal law), and may include expulsion for students or termination for employees and/or referral for prosecution. See Code Violations section in this Handbook. Visitors who violate this policy will be mandated to leave the premises. Law enforcement may also be contacted.

It is illegal for a person under the age of 21 to use or be in possession of alcohol per the laws of Michigan and the Keweenaw Bay Indian Community and violators are subject to criminal prosecution as well as disciplinary action.. Per the KBIC Tribal Code, and State of Michigan Law, a person under the age of 21 cannot consume or possess alcohol, and could be fined or face jail time.

KBOCC reserves the right to contact parents of any student under the age of 21 who violates the KBOCC Drug Free Environment Policy per October 1998 reauthorization of the Higher Education Act.

Drug violations will also be treated as both a violation of policy and a criminal offense, which may also carry fines or jail time according to State of Michigan and KBIC Tribal Laws.

Students and staff will be sent the KBOCC drug and alcohol policy on an annual basis.

Information about alcohol and drug prevention is available on the student services information table and is also incorporated into some student activities.

Information about drug / alcohol prevention and intervention programs is available in the KBOCC Student Resource Guide and is also available in the Dean of Student Services office.

SMOKING

Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes the well-being of its students and employees.

SMOKING IS PROHIBITED INSIDE ALL TRIBAL COLLEGE FACILITIES. The NO SMOKING POLICY applies to students, employees, and visitors while on the premises. Everyone is expected to exercise common courtesy and respect the needs and sensitivities of others with regard to the smoking policy. Smoking is prohibited near the main building entrance. The gazebo is designated as an outdoor smoking area for the main building. Violation of this policy will result in disciplinary action.