Introduction

Welcome to Saginaw Chippewa Tribal College! As a means to enhance your college experience here, the Student Handbook has been developed to provide students useful and vital information on a range of topics. In addition to general information, the handbook incorporates SCTC’s current policies and regulations regarding student rights, responsibilities, privileges, duties, obligations, and prohibitions.

This handbook supersedes all previous student handbooks and applies to all conduct, activities, and student grievance procedures, effective Fall semester 2012. Please note that SCTC reserves the right to modify or revise the contents of this handbook at any time.

The Student Handbook shall be made available to all students either in printed form or in PDF form at the SCTC Website (www.sagchip.edu).

We sincerely hope you have a rewarding learning experience at Saginaw Chippewa Tribal College. Please do not hesitate to contact SCTC staff should you have a question or would like to offer feedback on how we can serve you better.

Educational Purpose

History

Saginaw Chippewa Tribal College is a two-year public college founded in 1998. The Saginaw Chippewa Tribal Council adopted a resolution that year establishing a tribally-controlled college and the formation of a governing Board of Regents. The Saginaw Chippewa Indian Tribe of Michigan constitutes a sovereign nation within the United States. The sovereignty of the Saginaw Chippewa Indian Tribe forms the legal basis to charter Saginaw Chippewa Tribal College. With its founding in 1998, Saginaw Chippewa Tribal College joined the larger tribal college movement, which today numbers approximately forty institutions.

The Saginaw Chippewa Indian Tribe traces its roots to the Black River, Swan Creek, and Saginaw bands of the Chippewa Indians. These bands ceded their land to the United States under the treaties of 1807 and 1819. The original confines of the Isabella Indian Reservation were established by the treaty of October 18, 1864. The descendants of the three bands residing on the Isabella Indian Reservation reorganized on March 27, 1937, and became the Saginaw Chippewa Indian Tribe, under the provisions of the Indian Reorganization Act of 1934. The reservation today encompasses 800 acres of land and has approximately 3,141 enrolled members.

Saginaw Chippewa Tribal College’s target student populations include members and descendants of the Saginaw Chippewa Indian Tribe, American Indians from other tribes, Tribal employees, and the general population. Saginaw Chippewa Tribal College’s geographic service areas encompass the Saginaw Chippewa Indian Reservation, the greater Mount Pleasant area, and the State of Michigan.

Vision
Saginaw Chippewa Tribal College is committed to maintaining a nurturing environment which inspires all people to attain higher levels of personal and academic success.

**Mission**

Saginaw Chippewa Tribal College is a public community college that provides educational opportunities reflecting Anishnaabe values.

**Values**

In keeping with Anishnaabe culture and values, SCTC embodies:

- Truth
- Wisdom
- Bravery
- Humility
- Respect
- Love
- Honesty

**Purposes**

- **Culture and Values**
  
  To provide a learning environment that emphasizes Anishnaabek culture, heritage, and language, while fostering an awareness and appreciation of diverse cultural lifeways.

- **Framework for Learning and Empowerment**
  
  To provide and educational environment that facilitates teaching, learning, social engagement, self-expression, and the free exchange of ideas.

- **Personal Educational Goals**
  
  To provide opportunities and support services to identify, express, and achieve success in meeting their personal and educational goals.

**Governance**

Saginaw Chippewa Tribal College is governed by a seven-member Board of Regents, which includes the College President as an *ex officio*, non-voting member. The Student Council President represents the interests of all students by attending all meetings of the SCTC Board of Regents as a non-voting member. The SCTC Charter delineates the SCTC Board of Regent’s composition, governance structure, and Board activities. The Board is empowered to establish and review basic policies to govern the institution, in accordance with the SCTC Charter. The College President is the Chief Executive Officer of Saginaw Chippewa Tribal College. The President is responsible for the daily operations of the College, subject to the directions, policies, and procedures formally established by the Board of Regents.
**Student Rights and Responsibilities**

Saginaw Chippewa Tribal College provides students the opportunity to develop their educational potential while practicing the free exercise of rights and responsibilities as citizens. As citizens and learners, SCTC students assume an obligation to conduct themselves in a manner demonstrating respect for the rights of others and consistent with SCTC’s purpose as an institution of higher learning.

**Student Rights**

- The right to academic freedom.
- The right to freedom of religion and culture.
- The right to privacy.
- The right to free speech and assembly.
- The right to make decisions.
- The right to a safe and secure environment.
- The right to humane and responsive treatment.
- The right to be free from unreasonable search and seizure.
- The right to due process.

**Student Responsibilities**

- The responsibility for submitting accurate information.
- The responsibility for discharging all legal obligations.
- The responsibility for discharging all financial obligations.
- The responsibility for completing all course assignments.
- The responsibility for adhering to the SCTC Student Code of Conduct.

**Student Code of Conduct**

Saginaw Chippewa Tribal College is committed to the intellectual advancement of learners and the development of socially responsible people. Students at the college comprise a distinct community. While attending the college, students enjoy the privileges of membership in the college community while at the same time accept certain obligations of membership. With membership comes an obligation to act responsibly according to personal and academic standards of conduct. These standards are defined in this Student Code of Conduct. By admission to or attendance at the college, a student accepts the responsibility to comply with the Student Code of Conduct, and, in addition, various rules and regulations of the college.

It is the responsibility of each student to know and comply with the college’s Student Code of Conduct. The provisions of the Student Code of Conduct are not to be regarded as strict contractual covenants between the college and the student. The college reserves the right to change procedures herein at any time during the student's term of enrollment.

The Student Code of Conduct defines behavior expected of all Saginaw Chippewa Tribal College students and identifies those behaviors that constitute academic and non-
academic misconduct. Such behaviors are considered unacceptable and are not permitted while on college premises or college-controlled property, while attending college-sponsored activities and fieldtrips, or while representing the college in the community. Sanctions or penalties are outlined. Disciplinary procedures and appeal processes are explained in a step-by-step manner. The Student Code of Conduct applies to all students.

The following section defines behaviors that are considered misconduct.

- Knowingly helping or attempting to help another violate any provision of the Student Code of Conduct or any college rule or regulation pertaining to academics.
- Any dishonesty or deception in fulfilling an academic requirement.
- The falsification of any information or citation in an academic exercise.
- Plagiarizing the ideas, language or data of another without properly crediting the author with footnotes, citations or bibliographical reference.
- Tampering with or attempting to tamper with any portion of a current or former student’s transcripts or academic record.
- Submitting, without prior permission, any work submitted to fulfill another academic requirement.
- Attempting to gain unauthorized advantage over other students in the fulfillment of academic requirements, such as gaining access to or providing unauthorized access to examination materials.
- Disruption or obstruction of teaching, research, administration, other college activities, including public-service functions on or off campus.
- Possessing, consuming, or being under the influence of alcoholic beverages on college property or at college functions.
- Possessing, consuming, or being under the influence of illegal drugs on college property or at college functions.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health or safety of any member of the college community.
- Intentionally damaging, destroying, or defacing the property of the college.
- Smoking in unauthorized areas.
• Theft or unauthorized use of college property.

• Unauthorized entry or forcible entry into any college building, structure, or facility.

• Theft or misuse of information technology, including, but not limited to, software, electronic mail, voice mail, telephone, or facsimile machine.

• Inappropriate use of weapons or explosive devices, including, but not limited to, firecrackers, compressed air guns, pellet guns, BB guns, paint guns, and water guns.

• Failure to comply with orders or directions of college officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

• Sexual discrimination or sexual harassment.

• Conduct which is disorderly, lewd or indecent on college premises or at college functions.

• In addition to the State of Michigan Sex Offender Registry, sex offenders must register with the Saginaw Chippewa Indian Tribal Police Department.

**Student Advocate**

The primary purpose of the Student Advocate is to listen to student issues and concerns in confidence and to advise students of their rights. The Student Advocate also facilitates the resolution of Student Conduct violations. Students can schedule an appointment at any time to discuss issues or concerns, both academic and non-academic in nature.

**Complaints against Faculty and Staff**

Students who disagree with a grade received must first meet with the instructor for clarification. If there is still a disagreement, the student must submit a Grade Dispute Form (available in the Administration Office) to the Dean of Instruction. The Dean will address the dispute with the instructor and advise the student of the outcome. The decision of the Dean is final. All complaints will be addressed without exception.

Individuals who wish to file a written complaint against college personnel regarding other matters must speak to the Dean of Instruction. The Dean will address the complaint according to college personnel policies and procedures. All complaints will be addressed without exception.
The procedures for complaints against a student for violation of the Student Code of Conduct are outlined below.

**Charges/Hearings**

Any individual may report an alleged violation of the Student Code of Conduct. The following process will be used in regard to alleged Code of Conduct violations:

1. All complaints of alleged violation by a student shall be made in writing to the Dean of Student Services within five business days of the incident. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and cite the violation of the Code of Conduct. Exceptions to this would be made when the student’s presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. In this case, the Dean may suspend the student immediately. In this instance, the student may appeal the Dean’s action by submitting an appeal in writing to the president.

2. The SCTC Administration Office shall contact the student and the Student Advocate in writing within five business days to notify the student that he or she is accused of a violation and has a right to due process. The student is to be contacted by certified letter. The student is instructed to contact the Student Advocate immediately to schedule a conference. The conference will be held within five business days. If the student does not respond, a no contest rule will be enforced and disposition of the case will be made by the Dean.

3. At the conference, the Student Advocate must notify the student of the following:
   - The possible disciplinary measures that can be taken against the student if the student admits guilt or is found to be guilty.
   - He or she may admit the alleged violation, waive all further hearings and appeals, and request that the Dean take appropriate action. Admission of guilt must be provided in writing. In this case, disposition is made by the Dean.
   - He or she may deny the alleged violation and request a hearing. The denial must be provided in writing. In this case, the Dean will refer the case to the Student Conduct Violations Committee.

4. Within five business days, the Student Conduct Violations Committee chairperson shall notify the student by certified letter of the following:
   - the date, time, and place of hearing
   - witnesses scheduled to appear on behalf of the college
   - a statement of the specific charges
   It is the student’s responsibility to respond within five business days with his or her list of witnesses. It is the responsibility of the student to notify witnesses.
5. The decision reached at the hearing will be communicated in writing to the student within five business days. If the student is a minor or, if he or she so requests, the written decision will be sent to his or her parents or guardian.

6. Along with the notification of the decision, the student shall be notified of his or her right to appeal the decision of the committee to the Dean of Student Services.

7. The student must submit a written appeal within three business days. This document must include the student’s basis for the appeal. Any action determined by the committee shall be postponed pending the outcome of the appeal. The committee decision shall be either upheld or overturned by the Dean after review of the minutes of the hearing. A copy of the final decision shall be mailed to the student and, if the student is a minor or if he or she so requests, to his or her parents or guardian. The Dean’s decision will be final.

Student Conduct Violations Committee

The Student Conduct Violations Committee shall hear cases involving alleged violations of the Student Code of Conduct. The Student Conduct Violations Committee shall consist of the Registrar, a Human Resources representative, and three faculty members, at least one of whom is full-time. The Registrar composes the committee and serves as the chair of the committee. Decisions of the committee shall be by a majority vote of all committee members, including the chair.

Rights of Student Defendants before the Student Conduct Violations Committee

At the hearings of the Student Conduct Violations Committee, the student defendant shall be afforded all rights required by due process, including:

- The right to be accompanied by the Student Advocate or another advisor of his or her choice.
- The right to question the complainant.
- The right to present evidence in his or her behalf.
- The right to call witnesses on his or her behalf.
- The right to remain silent and have no inference of guilt drawn from such silence.
- The right to cross examination.
- The right to appeal.
- The right to attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student’s presence would create a clear and present danger of material interference with the normal operation and processes or the requirements of appropriate discipline at the College.

Disciplinary Measures
The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Code of Conduct. This list shall not be taken to be exhaustive and may be modified to meet particular circumstances in any given case.

- Verbal warning.
- Written warning.
- Suspension – temporary removal of the student from the College.
- Expulsion - removal of the student from the College indefinitely.

**Student Records and Information**

SCTC maintains student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school above the high school level. Students to whom the rights have transferred are “eligible students”.

- Eligible students have the right to inspect and review the student’s education records maintained by SCTC. This information will be available to the student within 45 days of the date SCTC receives a written request for access. SCTC is not required to provide copies of records unless, for reasons such as a great distance, it is impossible for eligible students to review the records. SCTC may charge a fee for copies.

- Eligible students have the right to request that SCTC correct records which they believe to be inaccurate or misleading. Written requests must be made to the attention of the Registrar. If SCTC decides not to amend the record, the eligible student then has the right to a formal hearing. The Dean of Student Services will preside over the formal hearing and all decisions will be final. After the hearing, if SCTC still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, SCTC must have written permission from the eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

SCTC may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and the dates of attendance. However, SCTC must tell eligible students annually about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. SCTC will notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, email distribution, or newspaper article) is at the discretion of SCTC.

Records (including anecdotal notes) of individual instructional, supervisory, and administrative personnel are the sole possession of the maker and are not accessible or revealed to any other person.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by SCTC to comply with the requirements of FERPA within 180 days of the alleged violation. Written complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Admissions

Saginaw Chippewa Tribal College is committed to an “Open Door” admission policy for all its programs and does not discriminate on the basis of race, creed, color, national origin, sex, or age. Further, SCTC will not deny access to an otherwise qualified student on the basis of that applicant’s mental or physical disability.

General Admissions Requirements

All students seeking admission must complete an admissions questionnaire (available in the SCTC administration office) and submit related admission documents. These materials will be placed in student admission files and will not be returned. New SCTC applicants are required to provide the following forms and documents:

- an admission questionnaire,
- proof of graduation from an accredited high school, or a copy of high school transcripts, or proof of General Education Development (GED) completion,
- transcripts from all college(s) previously attended (students are responsible for requesting that transcripts be sent to the Registrar),
- proof of Tribal Enrollment or letter of tribal affiliation (if applicable),
- driver’s license or state ID, and
- social security card.
- Degrees cannot be conferred unless files are complete.

Transfer Students
Informal evaluations of transfer credits may be requested. Such evaluations are subject to change upon completion of a formal transfer credit evaluation when all official transcripts are received. Saginaw Chippewa Tribal College reserves the right to evaluate all transfer credits in relation to its programs. Students should have transcripts sent as soon as they enroll at SCTC because formal transfer credit evaluations will not take place until official transcripts are received.

Admission Classification
Depending upon their educational needs and qualifications, students are given regular or special enrollment status.

Regular Admission
Students who fulfill the admissions requirements are admitted as “Regular Status” students at Saginaw Chippewa Tribal College.

Special Admission
Special admission students may not be required to meet all regular status admission requirements.

Students who do not meet the requirements under Regular Admission, or other admissions categories, may be admitted if they demonstrate an ability to benefit from the programs at SCTC. Under the provisions of this policy, the Dean of Student Services will permit students who have not completed high school or GED to begin studies at the college. Usually, under this admission status, students will not be seeking a degree, but will instead be taking SCTC courses for personal or professional growth and development.

SCTC may admit students who do not have a high school diploma, or a GED, if enrollment in such is closely related to the student’s work and if benefit to the student is apparent. Students must have completed a GED or high school diploma prior to a final audit.

Dual Enrollment
High school students who have earned at least 14 credits in high school and have written approval from a parent or legal guardian, high school counselor, and the Dean of Student Services may also enroll as special status students. Such special status students may not take more than three semester hours of college credit per semester. Courses completed by Special Status students may not be counted for college credit, or toward a degree, until high school graduation, or completion of GED. Transfer institutions may or may not accept dual enrollment credit.
Registration

Registration is the process of selecting a course of study and officially enrolling for a class or classes. Dates for student registration are specified in the college calendar. Administrative staff assist with the process. Students register for courses each semester. Course schedules for each academic session are available in the SCTC administrative office and on the college Website (www.sagchip.edu). Regular registration dates and late registration dates are posted on the “Academic Calendar.” (A late registration fee will be applied.) The student is responsible for accurately completing the registration form and submitting it to the Registrar by the registration deadline listed on the “Academic Calendar.”

Saginaw Chippewa Tribal College operates on the basis of a three semester system. The first semester begins in August and is completed in December. The second semester begins in January and ends in May. The third semester begins in May and ends in June or July, depending on the length of the term. Summer semester courses are not always offered. One semester credit hour equals 15 contact hours of instruction. A schedule of classes is published prior to each semester. Students should expect to spend two hours outside of class weekly for each credit hour in order to adequately prepare for classes and complete assignments.

COMPASS Testing and Course Placement Policy

In order to fully implement its institutional learning goals, SCTC has developed this policy statement regarding COMPASS placement testing and mandatory course enrollment.

1. All incoming students will be required to complete COMPASS placement in writing, reading, and mathematics prior to registration.
2. Placement testing will become part of the regular admissions process.
3. Regular testing dates and times will be scheduled.
4. Students placing in developmental writing and mathematics will be required to successfully complete these courses prior to enrollment in competency-level composition and mathematics courses respectively.
5. Students placing in developmental reading will be required to complete ENG 096: Reading Comprehension in the first semester of enrollment at SCTC.
6. An official transcript from an accredited institution showing prior coursework may be considered in lieu of placement testing.
7. The Dean of Student Services may waive the testing requirement for special sections of courses.

Transfer Credits/Courses

Courses completed at regionally accredited institutions are accepted for Associate Degrees. Transfer credit is only given for courses that are equivalent to SCTC courses.
listed in the catalog in force when the credits are evaluated. Courses are evaluated in terms of content, number of credits, and length of term or semester. A student may request review by the curriculum committee if credit is denied. It is the student’s responsibility to provide all documentation requested by the committee and the committee’s decision is final. The following restrictions apply:

- transfer credits must have a minimum grade of 2.00 on a 4.00 scale,
- a maximum of 39 semester hours of academic credit is accepted from accredited institutions toward an Associate Degree,
- students must earn thirty (30) credits at Saginaw Chippewa Tribal College,
- students completing an additional SCTC degree must earn an additional twenty-one (21) credits at SCTC after graduation.

**Enrollment Status**

A full-time student is one who is enrolled for at least 12 semester hours of credit. A part-time student is one who is enrolled for fewer than 12 semester hours of credit.

**Class Standing**

The class standing for all students at Saginaw Chippewa Tribal College is based on the following criteria:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 to 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 to 64</td>
</tr>
</tbody>
</table>

**Auditing**

Occasionally, a student may wish to register for a course without credit. Students are permitted to register during the first week of classes for courses, space permitting, on an audit (no credit) basis. Approval by the Dean of Student Services is required. Students registering for credit have registration priority over audit students. Auditors are expected to observe the same course regulations and tuition/fee schedules as credit students. Students who take a course for audit may not petition for credit after the course has been completed. A course taken for credit may not be changed to an audited course at any point.

**Attendance**

Instructors will take attendance and inform students during the first week, in writing, of attendance requirements. Instructors will provide attendance sheets to the Financial Aid Office for the first two weeks of class for financial aid purposes. Students are expected to attend all classes for which they are registered. A student who is absent from a class misses a portion of the subject matter of the course and misses an opportunity to contribute to class. Each student is responsible for all coursework missed, regardless of the reason. Prolonged absence from class may result in a loss of financial aid and usually results in a reduction of grade. Attendance requirements may vary from instructor to instructor.

Student travel for college related events is a privilege, not an entitlement. Students wishing to go on field trips or overnight travel must make arrangements with each of
their instructors at least two weeks in advance. Travel status does not excuse students from due dates or other course requirements. Permission for student travel is at the discretion of each instructor.

Course Adjustments

Adding/Dropping Courses

Students may add or drop courses by completing the “Add/Drop” form available through the Registrar’s Office, and the SCTC website. Courses may be added or dropped according to the dates published in the “Academic Calendar.”

Course Cancellation

SCTC reserves the right to cancel courses due to lack of or low enrollment or other extenuating circumstances.

Independent Study

Only students who need a course for graduation during a term when it is not scheduled may request an Independent Study. This course request must be approved by the Dean of Student Services.

Withdrawal from a Course

Once a semester begins, a student may withdraw from a course through the tenth week of the Fall and Spring semesters, as published in the “Academic Calendar,” or the equivalent time period if the course meets on a different time period.

A student officially withdrawing from a course will receive a grade of “W.” A Withdrawal Form must be signed by the student and received by the Registrar’s Office within the time-frame described.

Neglecting to officially withdraw from a course (i.e., a signed withdrawal form) through the Registrar’s office will result in a grade of “F.” Students should be aware that it is their responsibility to complete the necessary form for withdrawing from a course.

Withdrawal from the College

After the withdrawal period a student with extenuating circumstances may withdraw from SCTC with approval of the Dean of Student Services.

Tuition and Fees

All SCTC students will be charged tuition and fees for each semester at a rate determined by the Board of Regents. A deferred tuition payment schedule may be arranged with the college administration when financial aid is pending or in other special circumstances. In the case of deferred tuition arrangements, tuition payments must be made according to the arranged schedule.

Schedule of Fees

Tuition

$60.00 per credit hour

Student Fees
$25.00 per credit hour

**Application Fee**

$25.00 (new students)

**Late Registration Fee**

$25.00

**Course Fee**

May be applicable to a specific course for cost of materials or other required supplies. Course fees are listed on the semester schedule and are non-refundable.

**Student Accounts**

- The amount owed by a student will be computed upon registration. If a balance is due, a combined schedule/billing statement will be mailed to the student after drop/add.
- A second combined schedule/billing statement will be mailed to the student mid semester.
- Full payment is expected within 30 days after the receipt of the second statement.
- Exceptions may be made for students who have been approved for Tribal Scholarship funds or other expected financial assistance for the current semester. Documentation is required.

If a student received financial aid, distribution and payment will be completed in accordance with SCTC Financial Aid Office Manual. Students are responsible for all costs not covered by any type of financial aid.

**Refunds**

The refund policy is as follows:

- Fees are non-refundable.
- Tuition is refundable as follows:
  - 100% refund during the first week of semester
  - 80% refund during the second week of the semester
  - 60% refund after the second week until the end of the fourth week of the semester
  - 0% refund after the fourth week of the semester.

**Tribal Scholarships**

Students are responsible for completing the necessary paperwork for their tribe’s Tribal Scholarship Program.

- A Tribe or Tribal Program is not considered a responsible billing party.
Recipients of Tribal Scholarships will have the scholarship amount applied to the student account. A refund check will be issued if a credit is due.

Students are responsible for all costs not covered by scholarship awards.

In the case of college withdrawal or “no shows,” Tribal Scholarship funds, less cost incurred (Refund Policy), will be returned to the originating entity.

**Employer Paid Courses/Training**

When registering for courses to be paid by an employer, the student must make arrangements with the administration for proper billing procedures. A Memorandum of Agreement form (available in the SCTC administration office) must be signed by the employee, supervisor, and the Dean of Student Services.

- Students are responsible for all costs not covered by their employer.
- An employer is not considered a responsible billing party. If arrangements for payment by an employer are not made in advance, the registered student is responsible for costs.

Payment vouchers and/or purchase orders from an employer will be accepted as payment for registration.

**Payment Plans**

Students can make arrangements with the administration office for a payment plan.

- Payment plans are designed to have balances paid in full by the end of the attending semester.

**Outstanding Accounts**

An account is considered “outstanding” when:

- a student account has a balance 90 days after the balance is incurred and have neglected to make arrangements for payment, or
- scheduled payments have not been made according to the student’s payment plan.

- A student with an outstanding account may be taken to Tribal Court (Isabella Reservation jurisdiction) or Isabella County Court for collection.
- The student will be responsible for additional court fees incurred.
- Failure to pay any outstanding balance may affect registration until balance is paid in full.

**Financial Holds**

When a student has an account balance, SCTC will not issue a student’s grades, diploma, or official transcript to the student, employer, scholarship entity, or other educational institution.
Academic Procedures

Credit Load
A full-time credit load is defined as 12 credits. A part-time credit load is fewer than 12 credits.

Grading Policy
The quality of the student’s work is reported to the Registrar’s Office at mid-term. Mid-term grade reports are issued to the Dean of Student Services and are used as a basis for early alert. Mid-term grades do not appear on transcripts and are only used as indicators of progress. The following letter grades and grade points per credit are used to denote the quality of a student’s work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A -</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B +</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>B -</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C +</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C -</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D +</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D -</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**When designating a grade of “F”, instructors are required to indicate whether the grade was “earned” (completed course but did not meet the requirements) or “not earned” (unofficial withdraw, non-attendance).

Grade Point Average
The grade point average (GPA) is computed by dividing the total number of grade points by the total number of credits attempted for courses taken at Saginaw Chippewa Tribal College. The letter grades “I” (Incomplete), “AUD” (Audit), and “W” (Withdrawal) are not computed in the GPA. An example of how to compute the GPA is found in the SCTC Catalog.

Incomplete Grades
A grade of “incomplete” (“I”) is a temporary designation. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements and can only be assigned at the end of the semester. The complete policy is included in the SCTC Catalog.

Grade Reports
Final grade reports are mailed at the end of each semester to each student at the address supplied during registration. Grade reports returned because of an incorrect address may be picked up at the Registrar’s Office. Students with an outstanding account balance will not receive grade reports.

**Grade Grievance Procedure**

The following process will be used if a student wishes to pursue a grade grievance:

1. Grade grievances apply to final grades only and must be pursued within 30 calendar days of the grade being issued.

2. The student must first try to resolve any grading issue with the instructor.

3. If the student is unable to resolve the issue with the instructor, a grade grievance should be submitted in writing to the Dean of Instruction. A grade grievance must provide, in detail, the student’s reasons for disagreeing with the grade and must be based on one or more of the following:
   - The grade was not given in accordance with the grading standards as provided in writing by the instructor.
   - Grading standards were not applied equitably in comparison to other students’ grades.
   - There was bias or ill will toward the student.
   - An error was made in computing the final grade.

Any claims of the above must be substantiated in writing.

4. The Dean will communicate with the instructor and student to attempt an informal resolution to the grade grievance within five working days.

5. If an informal resolution cannot be reached, both parties will be requested to submit documentation to the Grade Grievance Committee, which is made up of the Registrar, Dean of Student Services, and faculty appointed by the Dean of Instruction in the area of expertise of the grade being grieved. The committee will meet within five working days, review the issue, and request a meeting with the instructor and student.

6. Within five working days, the committee will provide, in writing, their decision to the Dean of Instruction, the instructor, and the student. The committee decision is final.

**Repeating Courses**

A student may repeat a course whether it was previously passed or failed. When a course is repeated, the original subject and grade remains on the academic record. However, only the most current grade is used in computing the grade point average and is counted toward degree completion.
Transcripts

Official transcripts for Saginaw Chippewa Tribal College students are available from the Registrar’s Office. Saginaw Chippewa Tribal College will release transcripts upon written request only. Transcripts will not be released if students have not discharged all financial obligations to the college.

Honors

Each semester the names of those full-time students who have completed 12 semester hours and have earned a grade point average of 3.5 or higher are published by the college. Those so recognized are designated as Dean’s List Students. Students with a 4.0 GPA are designated as President’s List Students. Graduates with a cumulative GPA of 3.5 or higher will receive honors cords.

Graduation Requirements

Students must complete the following before graduating:

- finish all requirements of the degree with a minimum cumulative GPA of 2.00,
- make up all failures or incompletes in required curricula,
- earn at least 30 credit hours at SCTC,
- discharge all financial obligations to SCTC,
- ensure that an application for graduation is filed with the Dean of Student Services.
- fulfill graduation requirements of the college catalog in force when they declare their degree or sign the degree declaration form, unless their attendance was interrupted for one year or more, in which case the catalog in force upon their reentry to SCTC will be used. If a student changes degrees, the requirements in force at the time of the degree change must be fulfilled.
- have high school diploma or G.E.D. on file.

Application for Graduation

Students who are preparing to graduate must file an Application for Graduation with the Dean of Student Services. Because the application process involves completion of the student’s final degree audit, the request must be made no later than December 1 for those students planning to graduate the following May.

Commencement

Commencement is held in May of each year and is coordinated by the SCTC administration.

Disability Services

Students with a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 are eligible to receive reasonable accommodation and disability-related services. Under the law, a person has a
disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, taking care of oneself). Students are responsible for providing SCTC with appropriate documentation of their disability. Students with disabilities are encouraged to contact the Dean of Student Services to receive reasonable accommodation.

**Academic Advisement**

Students may contact the Dean of Student Services for advisement. Students must order official transcripts from other colleges attended in order for transfer credits to be evaluated. New students are advised to meet with the Dean of Student Services to discuss degree options and arrange placement testing before registering for classes. Continuing students should meet with the Dean of Student Services each semester to determine which courses to take the following semester.

**Declaring a Program of Study**

The Declaration of Degree form is available from the Dean of Student Services. The Declaration of Degree form is used to indicate a program of study. The student must meet the requirements in the catalog in force when the degree is declared. Students considering a change in program are encouraged to meet with their advisor prior to requesting a change. The form must be signed by the Dean of Student Services.

**Instructional Materials**

Textbook information is available at [www.sagchip.edu](http://www.sagchip.edu). Students may purchase textbooks locally from the Student Book Exchange (SBX). The SBX is located at 209 E. Bellows Street in Mt. Pleasant, near the Central Michigan University campus.

**Student Council**

The SCTC Student Council is the governing body of SCTC students. The Student Council consists of the President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms. The term of office for each elected officer is one academic year. The Student Council undertakes the following:

- jointly with the college administration, official student social activities to be included in the social calendar.
- the coordination of activities of the college that are necessary to furnish adequate extracurricular programs.

Complete by-laws of the SCTC Student Council are available from the Administrative Office.

**Drug and Alcohol Abuse Prevention Policy**

All persons entering Saginaw Chippewa Tribal College must comply with the Alcohol/Drug Free Campus Policy as required by Public Law 101-226, The Drug-Free Schools and Communities Act Amendments of 1989. No person may bring, keep, or drink alcoholic beverages on college premises or at college functions. Possession of stimulants, depressants, narcotics, or hallucinogenic drugs, including marijuana and other agents having the potential for abuse is strictly prohibited, except as prescribed by a physician. Any person found to be possessing, using, or distributing such drugs or alcohol
will be subject to disciplinary action, which could include prosecution for violation of Tribal, State, or Federal law.

**Smoking Policy**

Smoking is allowed only in designated outdoor areas.

**Sexual Harassment Policy**

It is the policy of Saginaw Chippewa Tribal College to maintain a place of employment and education that is free of harassment in general and especially harassment that is sexual in nature.

Sexual harassment, as summarized from the Equal Employment Opportunity Commission (E.E.O.C.), includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications of a sexual nature. Anyone in violation of this policy is subject to disciplinary action and legal sanctions. Sexual harassment complaints must be filed with the Dean of Instruction.

**Equal Opportunity and Nondiscrimination**

Saginaw Chippewa Tribal College prohibits discrimination against applicants, employees, or students on the basis of race, religion, creed, color, national origin or ancestry, sex, age, height, weight, marital status, disability or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities.

**Student Right-To-Know Act**

Federal law requires that crime prevention techniques and statistics be reported annually to the campus community. In compliance with the Student Right-to-Know Act and the Clery Disclosure of Campus Security Policy and Campus Crime Statistics, Saginaw Chippewa Tribal College will make available to enrolled or prospective students information regarding graduation rates as well as institutional security policies and crime statistics on the SCTC website at www.sagchip.edu. This information was prepared not only to comply with the law, but also to facilitate the safety and security of students, faculty, and staff and to provide an environment supportive of teaching and learning.

**Fire and Safety Procedures**

Students and employees of the college are encouraged to know the location of fire extinguishers and emergency exits in the college building. In case of fire, exit the building immediately. Do not attempt to reenter the building until given permission by the college officials.
Inclement Weather and Class Cancellation Procedures

Cancellation of on-campus classes due to inclement weather or other conditions will be announced by the college on WCFX 95.3 FM, TV 9-10, WJRT Channel 12, and WNEM Channel 5. The cancellation of day classes will be announced before 8 a.m. The cancellation of evening classes will normally be announced before 5 p.m.

Class cancellation due to the absence of the instructor is posted the day of the cancellation throughout the campus. Missed class time will be made up.