Nueta Hidatsa Sahnish College
Student Handbook
2018-2019

*Nueta Hidatsa Sahnish College, Formerly known as Fort Berthold Community College, is currently administering a name change. Therefore, throughout the printed documents and online links, we will be referred to as Fort Berthold Community College, FBCC, Nueta Hidatsa Sahnish College, or NHSC. Until we have fully transitioned to our new name, Nueta Hidatsa Sahnish College (NHSC), please be advised that we are currently operating under two names.

NHSC is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. For information contact: www.hlcommission.org
Dosha,

We are honored that you have chosen to pursue your Higher Education goals here with us at NHSC.

The 2018-2019 NHSC Handbook for Students is designed to be a guide for you to use as you navigate your life and career as a student at Nueta Hidatsa Sahnish College. It is our desire that you take full advantage of the academic and social opportunities available to you at NHSC.

In the NHSC Handbook for Students, you will find specific information on the many resources available to you as a student.

The NHSC Handbook for Students is designed to orient you with the requirements, academic and otherwise, that will make your time here a success. You will also find in the NHSC Handbook for Students the expectations that we have for you as an NHSC student. The standards we set forth are applicable to everyone who enters the NHSC campus.

The NHSC Handbook for Students begins with our NHSC vision - Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation.” That is our commitment to you as an individual student, and as a member of our larger campus community.

My door will always be open to you. Please stop by my office to discuss anything that concerns you, or just to say hello and to let me know how your courses are going.

From all of the NHSC faculty and staff, our hope is that you enjoy the 2018-2019 school year.

Maacigiraac!

Twyla Baker, PhD
President
Nueta Hidatsa Sahnish College
701.627.8095 or tbaker@nhsc.edu
Purpose of the NHSC Student Handbook

The Nueta Hidatsa Sahnish College (NHSC) Student Handbook is published by Student Services of NHSC to provide prospective and current students and other interested individuals with information concerning this institution and the policies and procedures, pertaining to students. Any part of this handbook may be modified or deleted in whole or in part at any time by Student Services Staff. This handbook is informational and does not constitute a binding contract or agreement with Nueta Hidatsa Sahnish College.

However, students are responsible for the policies, procedures and information herein and are required to acknowledge the receipt of this information through a signed signature page found in the Appendices.

Policy on official communication with students:
NHSC will use the student’s NHSC email address for all official communications, such as (but not limited to the following):

- financial aid awards and disbursements
- academic advising
- academic standing
- billing
- registration
- student conduct and discipline decisions
- student travel approvals

Every attempt will be made to contact students, using their NHSC email address, however, it is the student’s responsibility to check NHSC email often and provide phone number, address, and personal information updates to the registrar’s office, academic advisors, faculty members, the business office, and all college departments related to the student’s academic career.
DISCLAIMER

Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the student body set forth in this bulletin are in accordance with information available at the time of publication. Nueta Hidatsa Sahnish College reserves the right to change these conditions when necessary. This document should not be considered a contract between the student and the institution. Nueta Hidatsa Sahnish College is an equal opportunity and affirmative action institution that does not discriminate on the basis of age, color, national origin, sex, race, ethnicity, or disability in its admissions, employment practice, educational programs or other related activities.
# Table of Contents

President’s Welcome Letter ........................................................................................................ 2
Purpose of the NHSC Student Handbook ................................................................................... 3
Disclaimer .................................................................................................................................. 4

**Section 1: ABOUT OUR COLLEGE**.................................................................................. 11

- NHSC Mission, Vision, and Values ....................................................................................... 11
- What Our Logo Means ........................................................................................................... 11
- 2017-2018 Academic Calendar ............................................................................................. 12
- Student Services Staff ............................................................................................................ 12
- Student Services Staff Descriptions ...................................................................................... 15

**Section 2: ACHIEVING THE DREAM & STUDENT SUCCESS: THRIVE** ......................... 17

- Retention, Persistence, and Completion (P&C) Goals .................................................................. 18

**Section 3: STUDENTS’ RIGHTS AND RESPONSIBILITIES** ............................................. 19

- Student Responsibilities .......................................................................................................... 19
- The Earth Lodge Model ............................................................................................................ 19

**Section 4: ADMISSIONS/BECOMING AN NHSC STUDENT** ........................................... 21

- Admissions Policies ................................................................................................................ 21

**Section 5: PLACEMENT TESTS** ....................................................................................... 25

**Section 6: ACADEMIC ADVISING** .................................................................................. 26

**Section 7: REGISTERING FOR CLASSES** ....................................................................... 26

- Academic Year Definition ...................................................................................................... 26
- Student Records And FERPA .................................................................................................. 27
- Family Educational Rights and Privacy Act (FERPA) ............................................................ 27
- Registering For Classes .......................................................................................................... 29

**Section 8: PAYING FOR YOUR CLASSES** ....................................................................... 31

- How Much Does It Cost to Attend NHSC? Federal Financial Aid ........................................ 33
  - Tuition and Fees Costs .......................................................................................................... 33
  - Cost of Attendance (COA)/Appeal ....................................................................................... 34
  - Books/Book Refund Policy ................................................................................................... 35
  - When are Federal Funds Available? .................................................................................... 35
  - Who is Eligible for Federal Financial Aid? .......................................................................... 36
  - Free Application for Federal Student Aid (FAFSA) Policy/Checklist .................................... 37
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAFSA Processing</td>
<td>37</td>
</tr>
<tr>
<td>Registering for Classes Each Semester/Enrollment Status</td>
<td>38</td>
</tr>
<tr>
<td>Home/Host Institution</td>
<td>38</td>
</tr>
<tr>
<td>Third Party Payments</td>
<td>39</td>
</tr>
<tr>
<td>Corrections to FAFSAs</td>
<td>39</td>
</tr>
<tr>
<td>Verifications/Transferring Tax Information/Data Retrieval Tool</td>
<td>40</td>
</tr>
<tr>
<td>How to Request a Tax Return Transcript</td>
<td>42</td>
</tr>
<tr>
<td>Expected Family Contribution (EFC)</td>
<td>43</td>
</tr>
<tr>
<td>Professional Judgment</td>
<td>44</td>
</tr>
<tr>
<td>Referral of Fraud Cases</td>
<td>44</td>
</tr>
<tr>
<td>Awards</td>
<td>44</td>
</tr>
<tr>
<td>Packaging</td>
<td>45</td>
</tr>
<tr>
<td>Disbursements</td>
<td>46</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP) Policy, Standards, Levels</td>
<td>48</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>52</td>
</tr>
<tr>
<td>Return of Title IV Funds (R2T4)</td>
<td>57</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>61</td>
</tr>
<tr>
<td>Pell Recalculations</td>
<td>62</td>
</tr>
<tr>
<td>Grants/Scholarship Policy</td>
<td>63</td>
</tr>
<tr>
<td>Tuition Assistance</td>
<td>64</td>
</tr>
<tr>
<td>Limitation of Student Debt/Student Bill Policy</td>
<td>65</td>
</tr>
<tr>
<td>Financial Aid Complaint/Grievance Policy</td>
<td>66</td>
</tr>
</tbody>
</table>

Section 9: WHAT SUPPORT DO I HAVE AS A STUDENT?                          | 67   |
| Academic Advising                           | 67   |
| Academic Counseling                         | 67   |
| Bookstore                                   | 67   |
| Cafeteria and Food Services                  | 69   |
| Meal Card                                   | 69   |
| Computer Services and Student Identification | 69   |
| Copying Services                            | 70   |
| Disability Support Services                  | 70   |
| Emergency Student Funding                    | 70   |
| Internships                                 | 71   |
Labs ............................................................................................................. 71
Laptop Check-Outs ...................................................................................... 71
Library - Singing Spring Library and Learning Resource Center .................... 71
Online Learning/Hybrid Courses/CLAN/IVN .................................................. 72
Parking/Handicap Parking ............................................................................ 72
Transportation ............................................................................................... 72
Student Travel Policy .................................................................................... 72
Tutoring ......................................................................................................... 73
Section 10: STUDENT ORGANIZATIONS .................................................. 73
All Chiefs Society .......................................................................................... 74
Alumni Association ......................................................................................... 74
American Indian Science and Engineering Society Chapter (AISES) ................. 74
American Indian Business Leaders (AIBL) ..................................................... 74
American Indian Higher Education Consortium (AIHEC) ................................ 74
Science Research .......................................................................................... 75
Student Senate ................................................................................................ 75
Student Lounge .............................................................................................. 75
Fund Raising Policy for Student Organizations ............................................. 76
Section 11: ENSURING MY ACADEMIC SUCCESS – Academic Policies & Procedures 76
Academic Bankruptcy (Grade Forgiveness) .................................................... 76
Academic First Alert ....................................................................................... 77
Academic Honesty ........................................................................................ 78
Copyright Law of 1978 ................................................................................ 78
Academic Standing ......................................................................................... 78
Academic Suspension ...................................................................................... 78
Add/Drop/Withdrawal .................................................................................... 78
Withdrawal From A Course .......................................................................... 79
Administrative Drop ....................................................................................... 79
Attempted Credits ........................................................................................ 80
Attendance Policy .......................................................................................... 81
Audit Policy ..................................................................................................... 81
College Name, Document, and Records ......................................................... 81
Course Challenge ........................................................................................... 82
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Substitution</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Declaring a Major</td>
<td>82</td>
</tr>
<tr>
<td></td>
<td>Degree/Certificate Plans</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Grading Policy</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Recording of Grades and Attendance</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Grade Changes and Student Appeal Procedure</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Grade Point Average (GPA)</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Graduation Requirements, Application Process and Commencement Procedures</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td>Independent Study</td>
<td>86</td>
</tr>
<tr>
<td></td>
<td>Name Change</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>No Show Policy</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Satisfactory Academic Progress (SAP) Policy</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Scholastic Honors</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Scholastic Honors at Graduation</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Student Classifications</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Student Death/Extenuating Circumstances</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Student Learning Assessment</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Student Publications and Media</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Transcripts</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Transfer Courses and Credits</td>
<td>90</td>
</tr>
<tr>
<td>Section 12</td>
<td>HOW SHOULD I CONDUCT MYSELF AS A STUDENT?</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Code Of Conduct</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Zero Tolerance Policy</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Registered Sex Offender Policy</td>
<td>92</td>
</tr>
<tr>
<td>Section 13</td>
<td>HOW DO I STAY SAFE ON CAMPUS?</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Title IX &amp; Campus Security</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Drug Free Schools and Communities Act Information</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Legal Sanctions Against Drugs and Alcohol</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Fire Safety/Fire Drills</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Health Risks</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td>Sexual Assault Policy</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td>Violence Prevention Measures</td>
<td>100</td>
</tr>
<tr>
<td>Section 14</td>
<td>WHAT SHOULD I DO IF I HAVE A CONCERN, COMPLAINT, GRIEVANCE?</td>
<td>101</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Student Affairs Committee (SAC)</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>Student Grievance Process &amp; Outcomes</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td><strong>Section 15: Other Information</strong></td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education/GED</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Animals and Pets</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Campus and Mentor Site Closure</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Children on Campus</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Guests and Visitors</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Non-Fraternization Policy</td>
<td>106</td>
<td></td>
</tr>
<tr>
<td><strong>Appendix 1</strong></td>
<td>Nueta Hidatsa Sahnish Campus Maps</td>
<td>108</td>
</tr>
<tr>
<td><strong>Appendix 2</strong></td>
<td>NHSC Student Application for Emergency Funds</td>
<td>111</td>
</tr>
<tr>
<td><strong>Appendix 3</strong></td>
<td>Student Travel Request and Agreement Form</td>
<td>113</td>
</tr>
<tr>
<td><strong>Appendix 4</strong></td>
<td>Equal Opportunity and Non-Discrimination Policy</td>
<td>116</td>
</tr>
<tr>
<td><strong>Appendix 5</strong></td>
<td>E-Portfolio – Supervised by the Student’s Academic Advisor</td>
<td>117</td>
</tr>
<tr>
<td><strong>Appendix 6</strong></td>
<td>New Student Organization Application</td>
<td>118</td>
</tr>
<tr>
<td><strong>Appendix 7</strong></td>
<td>Nueta Hidatsa Sahnish College Student Success Plan</td>
<td>119</td>
</tr>
<tr>
<td><strong>Appendix 8</strong></td>
<td>Student Payment Agreement Information</td>
<td>123</td>
</tr>
<tr>
<td><strong>Appendix 9</strong></td>
<td>Transfer Course Form</td>
<td>125</td>
</tr>
<tr>
<td><strong>Appendix 10</strong></td>
<td>Student Application For Online Classes</td>
<td>126</td>
</tr>
<tr>
<td><strong>Appendix 11</strong></td>
<td>E-mail/Network Account Application</td>
<td>127</td>
</tr>
<tr>
<td><strong>Appendix 12</strong></td>
<td>Change of Name Form</td>
<td>129</td>
</tr>
<tr>
<td><strong>Appendix 13</strong></td>
<td>Change of Degree/Program Form</td>
<td>130</td>
</tr>
<tr>
<td><strong>Appendix 14</strong></td>
<td>Transcript Request Form</td>
<td>131</td>
</tr>
<tr>
<td><strong>Appendix 15</strong></td>
<td>Add/Drop</td>
<td>132</td>
</tr>
<tr>
<td><strong>Appendix 16</strong></td>
<td>Withdrawal Form</td>
<td>132</td>
</tr>
<tr>
<td><strong>Appendix 18</strong></td>
<td>Emergency Procedures Chart</td>
<td>134</td>
</tr>
<tr>
<td><strong>Appendix 19</strong></td>
<td>Incident Reporting Form</td>
<td>135</td>
</tr>
<tr>
<td><strong>Appendix 20</strong></td>
<td>Student Appeal/Complaint Form</td>
<td>136</td>
</tr>
<tr>
<td><strong>Appendix 21</strong></td>
<td>Cafeteria Meal Plan</td>
<td>137</td>
</tr>
<tr>
<td><strong>Appendix 22</strong></td>
<td>Student Handbook &amp; Dissemination of Consumer Information/ Acknowledgement Form</td>
<td>138</td>
</tr>
</tbody>
</table>
Section 1: ABOUT OUR COLLEGE

NHSC Mission, Vision, and Values

Mission Statement
Nueta Hidatsa Sahnish College will provide Quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

Vision
Mandan, Hidatsa and Arikara Nation’s Nueta Hidatsa Sahnish College: a dynamic presence that preserves our past and prepares us for the future.

Values
The Nueta Hidatsa Sahnish College’s values are illustrated through the earth lodge model, which is the common home to the Nueta, Hidatsa, and Sahnish people. Unity, being the key value, is located in the center (fire pit) which the rest of the values build around. Spirituality, People, Culture, and Future are the four domains represented by the four main posts. The twelve outer posts represent values within each of the four domains.

What Our Logo Means
Our logo illustrates:

- Three ascending ravens, each representing one of the Three Affiliated Tribes, they are separate, yet share a common purpose - to build a life together on the Nueta Hidatsa Sahnish Reservation.

- The logo speaks of both the future and the past; the traditional dwellings of old and the new modern buildings of today.

- The Missouri River (now Lake Sakakawea) has always flowed in the lives of the Mandan, Hidatsa and Arikara people, strengthening the values, language and traditions.
2018-2019 ACADEMIC CALENDAR

All times listed are Central Standard Time

FALL 2018
August 13-17 Onsite Registration for Fall Classes
August 20 Orientation for New Students 10:00 am
August 20 Fall Registration Ends 4:00 pm-Classes start 5:00 pm
August 21 First Full day of class
August 31 Last day to add courses or drop without record
September 3 Labor Day-Holiday (No Classes)
September 7 Enrollment Census date
September 28 Incompletes from Summer Session Due
September 28 Block A classes complete
September 28 Fall Graduation Applications due
October 1 Block B classes start
October 5 Spring class schedule due to Registrar-2019
October 8 First Nations Day-Holiday (No Classes)
October 15-19 Midterm Week
October 19 Midterm grades due by 5:00 pm
November 1 Online Registration for spring starts 2018-2019
November 2 Block B classes end
November 5 Block C courses start
November 9 Last day to withdraw from term or drop with record
November 12 Veterans Day-Holiday (No Classes)
November 21-23 Thanksgiving-Holiday (No Classes)
December 10-12 Finals
December 12 Final grades due at 12:00pm
December 14 Fall Graduation Ceremony-1:00 pm
December 17-Jan. 1 Campus closed for Christmas Break (No Classes)

SPRING 2019
January 2-7 Onsite Registration for spring-2018-2019
January 7 Orientation for New Students 10:00 am
January 7 Registration ends at 4:00pm-classes start at 5:00 pm
January 8 First Full day of class
January 18 Last day to add courses or drop without record
January 21 Martin Luther King Jr. Day-Holiday (No Classes)
January 25 Enrollment Census date
February 15 Block A courses end
February 15 Spring Graduation Applications due
February 18 All Chief’s Day-Holiday (No Classes)
February 19 Block B classes start
March 1 Summer class schedule due to Registrar-2019
March 4-8 Midterm Week
March 8 Midterm grades due by 5:00 pm
March 11-15 Spring Break (No Classes)
March 17-19 AIHEC Student Conference
March 25 Summer Online Registration opens-2018-2019
March 29 Block B courses end
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Block C courses start</td>
</tr>
<tr>
<td>April 5</td>
<td>Last day to withdraw from term or drop with record</td>
</tr>
<tr>
<td>April 5</td>
<td>Fall class schedule due to Registrar-2019</td>
</tr>
<tr>
<td>April 19-22</td>
<td>Easter Break (No Classes)</td>
</tr>
<tr>
<td>April 23</td>
<td>Fall Online Registration opens-2018-2019</td>
</tr>
<tr>
<td>May 6-8</td>
<td>Final grades due at 12:00pm on May 8th</td>
</tr>
<tr>
<td>May 10</td>
<td>Spring Graduation Ceremony at 1:00 pm</td>
</tr>
</tbody>
</table>

**SUMMER 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 24</td>
<td>Registration deadline for summer classes-2018</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day-Holiday-(No Classes)</td>
</tr>
<tr>
<td>May 28</td>
<td>Summer classes begin-2019</td>
</tr>
<tr>
<td>May 28</td>
<td>Last day to add courses or drop with a record (Census Date)</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day of Class 2019</td>
</tr>
<tr>
<td>June 28</td>
<td>Final Grades Due by 5:00 pm</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day-Holiday</td>
</tr>
</tbody>
</table>

**Subject to Change**
# Student Services Staff

Our dedicated Student Services Staff is committed to your course and program completion, your success as a student, and your career beyond NHSC. If you have any questions or concerns please contact us.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Constance King Gottschall</td>
<td>VP of Student Services</td>
<td>701-627-8015</td>
</tr>
<tr>
<td>Dr. Constance King Gottschall</td>
<td>Interim Financial Aid Director</td>
<td>701-627-8013</td>
</tr>
<tr>
<td>Colton Larimer</td>
<td>Director of Admissions/Recruitment</td>
<td>701-627-8049</td>
</tr>
<tr>
<td>Amy Solis Matthews</td>
<td>Director of Learning &amp; Library Services</td>
<td>701-627-8055</td>
</tr>
<tr>
<td>Courtney Rocke</td>
<td>Marketing Director / Recruiter / Student Organizations / Event Planner</td>
<td>701-627-8074</td>
</tr>
<tr>
<td>Efua Ephrim</td>
<td>Data Manager / Veterans’ Coordinator</td>
<td>701-627-8059</td>
</tr>
<tr>
<td>Vacant</td>
<td>Student Success/Alumni/Veterans’ Enrollment (SSAVE) Coordinator</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>SSAVE Coordinator</td>
<td></td>
</tr>
<tr>
<td>Dr. Constance King Gottschall</td>
<td>Financial Aid Assistant</td>
<td>701-627-8031</td>
</tr>
<tr>
<td>Joey McLoed</td>
<td>Registrar</td>
<td>701-627-8047</td>
</tr>
<tr>
<td>Wendy Lewis</td>
<td>Library Assistant</td>
<td>701-627-80</td>
</tr>
<tr>
<td>Deanna Rainbow</td>
<td>Student Development/Retention/Disabilities/Career Counselor</td>
<td>701-627-8036</td>
</tr>
<tr>
<td>Student Senate Advisors</td>
<td>*Amber Finley</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Amy Solis</td>
<td></td>
</tr>
</tbody>
</table>
Student Services Staff Descriptions

Student Services supports the “Open Door” philosophy at Nueta Hidatsa Sahnish College by promoting and providing equal access to students who are graduates of an accredited high school or have a GED certificate, regardless of academic background or experience. The Student Services staff and their areas of responsibility are listed below:

**Vice President of Student Services**
The Vice President of Student Services is the supervisor of the Student Services Department. The VP of Student Services collaborates across campus with academics and all other departments to promote academic success toward course persistence and graduation, develops and implements policy, hears student appeals, and administers the student discipline procedures.

**Registrar**
All admissions, registration, and graduation functions are handled through this office. Current and accurate information on every student who enters and attends NHSC is maintained. Information, statistics, and services are provided to the faculty, staff, administration, students, and academic community, where Family Education Rights and Privacy Act (FERPA) regulations permit. The Registrar reaches out to the academic community and maintains a working relationship with each of the five school systems across Fort Berthold.

**Director of Admissions/Recruitment**
The Director of Admissions/Recruitment/Academic Advisor Training creates and follows through with a recruitment/enrollment plan, recruits students, visits area high schools, assists students in completing the online admissions application, ensures that all required documentation is current in each student’s file, send out acceptance letters, and trains academic advisors.

**Financial Aid Director**
The Financial Aid Director is responsible for managing all federal financial aid programs and awarding institutional scholarships and any other financial aid eligible to an NHSC student.

**Financial Aid Assistant**
The Financial Aid Assistant is responsible for supporting the Financial Aid Office in the management of all federal financial aid programs and the awarding of institutional scholarships and any other financial aid eligible to an NHSC student.

**Student Development/Retention/Disabilities/Career Counselor**
Academic and career counseling services, promoting individual student success, are provided. The SDRCC follows up with students regarding grades, attendance, and academic supports, as needed. The Student Development/Retention/Career Counselor
takes a lead role in persistence efforts, promoting course completion and graduation achievement.

Data Manager/Veterans’ Coordinator
The Data Manager interfaces across the college to store, retrieve and report on data for various federal, state, tribal and accreditation agencies to substantiate the receipt of funds and/or services, to provide data and analysis to faculty, staff, and stakeholders, and handles veteran education benefits.

Director of Learning & Library Services
The Director of Learning and Library Services manages and oversees all library services, including planning, development, implementation, staff supervision, and the promotion of the Library and participates in the implementation of strategies for institutional improvement.

Library Assistant
The Library Assistant supports the Director of Learning and Library Services and all aspects of the college library as it relates to the students, faculty, staff and community.

Marketing Director /Recruiter/Events Planner/Student Organization Liaison
The Marketing Director is responsible for assisting the President and the college with all aspects of marketing and communications, including student recruitment, multimedia projects, and community outreach. The Recruiter/Events Planner/Student Organization Liaison is responsible for helping to increase enrollment through maximized contact time with prospective students. In addition, he or she serves as the primary point of communication for the planning and execution of college events.

Student Success/Alumni/Veterans’ Enrollment (SSAVE) Coordinator
Advise students who are Veterans, conduct advisor training for faculty and staff, manage Veterans’ Affairs, and assist the Vice President of Student Services in administration of the Student Enrollment Plan (StEP), promoting student success from recruitment through graduation, collecting and analyzing the corresponding data for strategic planning. Serve as the coordinator and key follow-up for graduates and leadership of the NHSC Alumni Association.

Student Senate Advisors
The Student Senate Advisors advises the Student Senate and works with Clubs and Student Organizations.

Part-time Tutors
Tutors help students be successful in their classes, especially math and English. NHSC hires part-time tutors, when necessary and funds are available.
Section 2: ACHIEVING THE DREAM & STUDENT SUCCESS: THRIVE

In January of 2017, our college was invited to participate in a project to support and engage in activities and initiatives that will increase the college’s capacity for student success. This project is called Project Success. As part of this project, the college will also be participating in Achieving the Dream (ATD), a national effort to guide colleges committed to improving student outcomes through an institutional change process, to build data capacity, and to assure students achieve their goals for academic success and personal growth.

The college participated in an institutional capacity assessment tool (ICAT) to determine such things as:

- how communication flows throughout the college
- how much our college community knows about the goals and plans of the college
- what activities we each engage in to support student success
- how data is collected and used to support student success

The ICAT survey results were then shared with our Administrative Team, Faculty, Staff, NHSC Board Members, and our Achieve the Dream (ATD) Coaches. We gained insights into our strengths and areas for improvement, and generated ideas on how to build capacity for student success. Our Coaches will make many return visits, and we anticipate many conversations and much data-driven planning with our faculty, staff, students, and board members.

In addition, our Persistence and Completion (P & C) Team defined student success, set goals for persistence, retention and completion, and created a model that will help students not just survive, but THRIVE!

Student Success at NHSC is aligned with students persisting in their coursework and completing certificates and degrees. Our new THRIVE model was created to integrate all of our college-based, tribal, state and federal and Project Success funds and resources to help students be successful.

Persistence, Retention, and Completion (PeRC) Goals

**Persistence** - At least 61% of first-time, certificate or degree-seeking freshman will return for a second consecutive term in spring 2019, after the Fall 2018 semester.

- Ensure at least 75% student satisfaction with academic advising and counseling
- Create a detailed system to identify Red, Yellow, and Green Zones students and put them on academic probations, suspensions and dismissals, according to zone criteria.
- Require FTFY students to have at least one face-to-face contact with counselor to write an ISSP and one with advisor to review ISSP

Ensure 100% of FTFY students have met with Financial Aid Staff to explore financial aid opportunities
Retention – At least 39% of first-time, certificate or degree-seeking from Fall 2018 will return for the Fall 2019 semester.
- Reduce number of students in red and yellow zones by 50%
- Increase number of students in the green zone by 50%

Completion - By the end of the Spring 2018-2019:
- At least 25% of the full-time students pursuing 2 year degrees will graduate.
- At least 15% of the full-time students pursuing 4 year degrees will graduate.
- At least 15% of the total FTEs will graduate.
Section 3: STUDENTS’ RIGHTS AND RESPONSIBILITIES

Student Rights
Each student that enrolls at Nueta Hidatsa Sahnish College has and shall have protected (but not limited to) the following rights:

- A clean and safe educational environment, which allows learning and growth to take place.
- Participation in decisions and matters affecting their education and educational programs.
- Freedom of speech and expression. This includes symbolic expressions, such as in dress and length of hair, so long as the expression does not disrupt educational process or impose upon rights of others.
- Freedom of religion and culture.
- Respect and fair treatment from fellow students and Nueta Hidatsa Sahnish College faculty and administration.
- To be informed in writing of academic requirements
- Right to be informed of the regulations for academic and graduation requirements of the College.

Student Responsibilities

The values of Nueta Hidatsa Sahnish College lists the responsibilities of students attending NHSC. The primary expectations of students are respect and cultural practice. Each student must acknowledge learning, relationships, and personal responsibilities with a commitment to the pursuit of free expression and inquiry, truth, compassion, courtesy, appreciation of differences, and a respect of self and others. Respect and Cultural Practice are the core values from which the following student responsibilities have been developed.

The Earth Lodge Model
1. The center of the values of Nueta Hidatsa Sahnish College is **Unity**.

2. Individuals will unite to ensure support for what is best for the majority of people in the College community. Students will be unified in seeking the best solutions for each individual in a fair and respectful manner.

3. The four major values that support the college are the values of people, culture, spirituality and future. NHSC is the manifestation of the Nueta, Hidatsa, and Sahnish **people**. Individuals will seek to fulfill an education which is a continuation of the **culture(s)** that includes ancient and original teachings given them since time immemorial about how to live in the world. Inherent in these teachings are the understanding of relationships, courtesy, compassion, truth, respect and inquiry and the seeking of knowledge and understanding. In the depth of this knowledge is the understanding of each person’s relationship and connections with self, others, and the universe - true **spirituality**. Individuals experiencing the Nueta, Hidatsa, and Sahnish education will seek to integrate this vast cultural essence with modern technology, creating a dynamic presence in the future so that subsequent generations can continue to live and flourish.

4. The three (3) values that support “the people” are teachings, leadership, and community. Individuals will seek to learn the **teachings** of the Nueta, Hidatsa, and Sahnish which are the basis for tribal identity and will provide them with the basic understanding of who they are, where they came from, and how they are to live. Individuals will understand the gift of **leadership** within them and will cultivate that gift to contribute to their families and community. The diversity of individuals is the strength of the people, each bringing their special gift to the community. Individuals will seek to find their gifts that they will contribute to the community.

5. The three (3) values that support “spirituality” are livelihood, humility, and balance. Individuals will understand that taking care of the sacred will ensure their **livelihood**. Individuals will understand the meaning of **humility** by accepting the teachings of the people and realizing that learning is a lifelong process. Individuals will strive to live in **balance**, maintaining mental, spiritual, physical, and social aspects. Ceremony, prayer, and self-evaluation will help them to maintain themselves in a balanced manner. Spirituality will allow them to gain a respectful demeanor toward everyone and everything.

6. The three (3) values that support “Culture” are language, land, and respect. Individuals will seek to learn their Nueta, Hidatsa, or Sahnish **language(s)**. Individuals will learn as much as they can about the land. They will understand how the land provides everything they need to live and will gain a positive relationship with the earth. Individuals will know their place in the world and will respect everything because they will understand their true nature. This knowledge will create a positive understanding and individuals will be less likely to violate the Code of Conduct.
7. The three (3) values that support “future” are industriousness, determination, and growth. Individuals will be industrious as was demonstrated by the ancestors. They will work hard, share knowledge, and provide authentic work to the best of their ability. Individuals will show determination for completing their classes, having positive relationships with all people, and for completing their goals. Individuals will exhibit growth by continuing to acquire both cultural and modern knowledge, practicing traditional teachings, and gaining wisdom. The student will be better equipped to follow rules if they have responsibilities to aspire to.

**Section 4: ADMISSIONS/BECOMING AN NHSC STUDENT**

**Admissions Policies**

Nueta Hidatsa Sahnish College subscribes to an open door admissions policy, which means any person who provides documentation of as a graduate of an accredited high school or has his GED certificate may be admitted to NHSC. Admission to NHSC does not ensure admittance to any particular course of study. Additional requirements for admittance to particular programs must also be met. (Please see the annual bulletin for program requirements.)

It is the responsibility of the student to ensure that all documents (listed below) are received by the Admission's Officer in the Registrar's Office and by the Financial Aid Office (if the student is seeking grants, scholarships, and/or any financial support), prior to registration of courses. Students must allow at least 72 hours after submitting an online application (not including weekends) before registering for classes. After a new student completes the online admissions application, he or she will be declared “provisionally accepted” or “not accepted.” The prospective student will declared “fully accepted”, when all necessary documentation is in his or her record. The prospective student will be declared, “provisionally accepted”, until all necessary documentation is in his or her record.

The student will not be permitted to be fully admitted, register for classes, or be PELL eligible until all documentation is submitted. A delay in admissions and “acceptance” status will affect financial aid processing and registering for classes. Please see the Director of Admissions and Recruitment to verify that you have completed and submitted all required paperwork.

If a student has a financial hold on his or her record, he or she must check with Student Accounts, regarding how to proceed with bill payment, bill payment agreement, or bill forgiveness. (Students enrolled in the Three Affiliated Tribes may elect to complete a bill forgiveness form to be submitted to the college President, who has the authority to approve or disapprove the bill forgiveness.)

**United States (U.S.) Citizen**
The following items are required for admission to NHSC and ALL students must have the necessary documents on file to be eligible for enrollment in classes and receipt of grants and scholarships:

1. Completion of online application.
2. Copy of high school transcripts/diploma or GED certificate/transcript. Note: A high school transcript is necessary for dual credit/dual enrollment students who took courses in a higher learning institution, other than NHSC.
3. Copy of Driver’s License or State ID or other photo government ID and Social Security Card.
4. All Native American students enrolled in a federally recognized tribe must submit an official verification of tribal enrollment (Certificate of Indian Blood – CIB/Tribal ID).
5. Transfer students must have an official copy of their transcript(s) from previously attended college(s)/university(ies) sent directly to the NHSC Registrar’s Office, prior to the last day to register. Otherwise, a hold will be placed on the student’s record and registration will not be permitted.
6. Dual Credit students must submit the Dual Credit form they receive from their High School for each course, as well as complete the Dual Credit online application
7. Non U.S. Citizens must provide documentation to verify that they are eligible noncitizens.
8. Jay Treaty eligible students must provide a copy of their Canadian birth certificate and certification of at least 50% American Indian blood (CIB).
9. Obtain e-mail and myNHSC account information.
10. New students take placement tests for Reading, Writing and Math. Transfer students may or may not take placement tests, depending upon the results of their transcript review.
11. Meet with Financial Aid staff to complete FAFSA and prepare payment agreements (as needed).
12. Upon acceptance to NHSC, each student will be assigned an Academic Advisor.

Non U.S. Citizen
Nueta Hidatsa Sahnish College has not been approved by the Federal government to admit students with non-immigrant visas or with only an employment authorization (For example, F, M, or J work, student, visitor, or foreign government official visas).
Students who are not United States Citizens may be accepted to NHSC, if they can document that they are an eligible noncitizen as defined by Federal law or are covered by the Jay Treaty.

You are considered an eligible noncitizen if you meet ONE of the following criteria:
• You are a permanent U.S. resident with an Alien Registration Card (I-551).
• Or as defined by the 2016-2017 Federal Student Aid Handbook. For more information, please go to the following website or contact the NHSC Financial Aid Office. Students covered under the Jay Treaty must submit a copy of a Canadian birth certificate and documentation of at least 50% American Indian Blood.

**Dependents**
A dependent is a child, spouse, or parent of the employee or board member. Dependents must apply for admission if they want preference. This definition of dependent is different from the financial aid definition of dependent (see the financial aid section.)

NHSC Full-Time Employees must follow the employee handbook and faculty handbook on enrolling for classes and receiving support. The Student Service Department does not make any decisions concerning full-time employees, but will have them fill out an application.

**Procedure**
1. If you are seeking dependent preference for Institutional Support then fill out the application by September 1st in fall or January 18th in the spring or the first week of Summer Session.
2. An employee must follow the employee policy manual concerning registration and payment for classes.
3. Anyone over 150% of their required credit hours for their degree program and who are not graduating will not receive IS.

**Elders (at least 55 years old)**
- Non-Degree seeking elders may take enrichment classes from NHSC at no cost but must purchase any books needed from the bookstore.
- Degree-seeking elders must follow guidelines for General Practice.

**Student Designations**
Each semester, a student will receive one of the following designations, which are needed for billing, reporting, financial aid, and retention purposes.

**Dual Credit**
The fifty-fifth legislative assembly of the State of North Dakota passed senate bill number 2033 at the 1997 session. The bill allows juniors and seniors in North Dakota’s public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. Dual Credit students are limited to two courses per semester and the course(s) must be 100 and 200 level course. Dual credit
students must submit a Dual Credit Form that they receive from their high school for each course and complete the online application for admissions to NHSC.

**Dual Enrollment**
High school juniors and seniors may apply for admission to take courses. A Dual Enrollment student is not seeking Dual Credit. Dual Enrollment students are limited to two courses per semester and the course(s) must be 100 and 200 level courses.

*Dual Credit and Dual Enrollment students are not eligible for Federal Financial Aid.

**Dual Credit and Dual Enrollment students are subject to the parameters set forth by the Memorandum of Understanding of payment, regarding tuition, fees and books, established between NHSC and the school district in which the high school student attends.

***Dual Credit and Dual Enrollment students are subject to the same standards and expectations set forth by the college, regarding attendance, GPA, course completion, and performance.

**** Dual Credit and Dual Enrollment students are subject to the same standards and expectations set forth by the college, regarding Zero Tolerance policies.

**Transfer Student**
A student who has attended at least one other college, before he or she attended NHSC.

A transfer student must meet the general admission requirements of NHSC.

1. A transfer student must have official transcripts of all previous college work sent directly to the NHSC Registrar.
2. A student whose GPA does not meet NHSC Standards of Academic Progress will be put on Academic Probation.
3. Any coursework transferring from another college to NHSC must meet the same criteria as the courses listed in the NHSC catalog.
4. Only regular credit college courses with a “C” or better will be accepted in transfer towards a degree program.
5. Each student must contact his or her Academic Advisor for specific information about what credits may be transferred and how these credits fulfill any degree requirements.

**First Time Student (New)**
A student who is registering for College Courses for the first time, since he or she graduated from High School or received his or her GED. A Dual Credit or Dual Enrollment student who has graduated will be designated as a new student the first semester after their graduation.

**Continuing Student**
A student who returns in the spring from the previous fall semester or who returns the fall semester from the previous spring semester (excluding summer) without missing a semester.

**Re-admit College Student**
Students who have attended NHSC as college students at some point in the past, but have missed a consecutive fall or spring semester, excluding summer.

**Degree-Seeking vs. Non-Degree Seeking**
Students who are degree-seeking declare a major and complete coursework toward a particular degree plan, which typically qualifies for financial aid.

Non-degree-seeking student does not declare a major and takes courses not leading to a certificate or degree, which typically does not qualify for financial aid.

**Section 5: PLACEMENT TESTS**
A placement test is required to place a student in any foundational level course, such as English 012 or Math 012. In no case should any student be placed in a foundational course by student request. Students placed in any foundational course must have a verifiable need, placement test scores or another document that supports the need for these courses on file in the student's record in the Registrar's Office.

Course Placement Evaluation for English and Math courses is required for all new NHSC students and for NHSC students who have an evaluation that is over 5 years old. The placement evaluation ensures that all students take the appropriate level of English and Math courses. Research shows that taking the proper sequence of Math and English courses helps the student in those courses and is also beneficial as a foundation to other classes the student will take. The results of the placement evaluation or testing do not affect admission to NHSC, but are required to meet the established criteria of NHSC.

Students who have taken college courses that fulfill the prerequisites for an NHSC English or Math course will be placed in the appropriate course without further evaluation, but transfer courses must be evaluated for equivalency to NHSC courses. Grades for these prerequisites must follow NHSC policy on grades for prerequisites, transfer grades and requirements from some programs such as Nursing and Teacher Education (which requires a C or better in all courses applied to the major).

The standards for placement are determined by the department chair for that program area. If necessary, an evaluation committee will be convened, which is composed of one person from English department, one from Math department, one from Student Services and the NHSC test administrator or test administrator designee. The course placement is typically based on exams given by NHSC using the Accuplacer system and course work, but could be based on relevant and up-to-date exams such as course work and ACT, SAT, COMPASS, Wonderlic or Accuplacer that the student took.
previous to attending NHSC. Students must provide documentation of the scores from exams, including the expiration date of the exam results.

When NHSC Accuplacer testing is not feasible or not available, the chair of the Math Department and the chair of the English Department may determine placement, based on High School coursework (but not more than 5 years old) and/or another diagnostic exam and/or an assigned composition for English. The Dean of Academics and/or the Vice President of Academics may also determine placement in math or English courses, if necessary.

Section 6: ACADEMIC ADVISING

Full Time Faculty/Academic Advisor
Full Time Faculty are required to be an Academic Advisor to students. They are assigned to students via the Registrar's Office or by Academics. It is the responsibility of the Academic Advisor to assist new and returning students with the review of their official transcript, establishment of their degree plan, selection of their courses, and other academic matters. A student with transfer credits from another institution will meet with his or her Academic Advisor and review a copy of that student’s official transcript to determine which credits will be accepted by NHSC. Credit acceptance will be documented on a Transfer Course Form and submitted to the Registrar for approval. Full Time Faculty must keep up-to-date files on all advisees assigned to them.

- All students are advised by Academic Advisors.
- New students will receive information, regarding General Education requirements and a degree plan related to their major of interest.
- For transfer students, a copy of the student’s official transcript from other institutions of higher learning will be obtained from the registrar’s office and reviewed, prior to meeting with the student. Transfer courses, as established by each department, will be noted on the Transfer Course Form and on the degree plan. In addition, a copy of the transfer course description will be attached to the degree plan and a copy will be attached to the Transfer Course Form, which is then submitted to the Registrar. Students will continue to work with their Academic Advisor for the planning of major area coursework.

Section 7: REGISTERING FOR CLASSES

Academic Year Definition
The Academic Year consists of consecutive fall and spring, and sometimes summer semesters, in that order. For example, this academic year is made up of fall 2018, spring 2019, and summer 2019.
Semester Timelines:
- Fall and Spring Semester - fifteen (15) weeks of instruction and one (1) week for final exams for a total of sixteen (16) weeks.
- Summer Semester typically consists of five (5) weeks.

Course Credits and Hours:
- Lecture course - 1 semester hour of credit represents 15 contact hours.
- Laboratory course - one semester hour of credit equals 30 contact hours.
- Practicum and field experience courses – 1 semester hour of credit equals 45 contact hours.
- Independent study with special permission and as per degree plans.

Student Course Load:
- Fall or Spring Semester - 12 or more credits is full-time. Students wishing to exceed 18 credits, during the Fall or Spring Semester, must secure written permission from the Vice President of Academics to do so.
- Summer Semester - 6 credits or more is full-time. Students wishing to exceed 6 credits, during the Summer Semester, must secure written permission from the Vice President of Academics to do so.

Student Records and FERPA

Family Educational Rights and Privacy Act (FERPA)
Nueta Hidatsa Sahnish College (NHSC) adheres to a policy of compliance with the Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, which is defined as:

“A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.” (FERPA, http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

In compliance with the Family Education Rights and Privacy Act of 1974, students who are or have been in attendance at Nueta Hidatsa Sahnish College have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provisions of the Act. Nueta Hidatsa Sahnish College does not permit access to or the release of education records or personally identifiable information contained therein (other than directory information) of students without the student’s written consent, other than to officials of the institutions and those granted access by the Act.

To obtain a more detailed outline of FERPA, please see a staff member in the Registrar’s Office.

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 beyond the high school level. Students to whom the rights have transferred are "eligible students." However, an educational agency or institution may disclose educational records, or personally identifiable information from educational records, to a parent without the prior written consent of an eligible student if the student is claimed as a dependent for Federal income tax purposes by either parent; the disclosure is in connection with a health or safety emergency described in 34 CFR § 99.36; the disclosure is in regard to the student’s violation of a law or policy.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or 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;
  - Accrediting organizations;
  - 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.

Unless a student signs a documents stating they do not permit the disclosure of their “directory” information, schools may disclose, without consent, “directory” information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Disclosure “means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including, oral, written, or electronic means, to any party except that party identified as the party that provided or created the record.” (34 CFR § 99.31) However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to
request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

NHSC encourages students to self-advocate, regarding their academic career and progress.

Directory Information
As defined by FERPA, some information, called Directory Information, is generally not considered harmful if released and is not subject to the above restrictions of public access or release. By FERPA regulations, NHSC may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. Some ways the College uses the directory information is for a student directory for NHSC employees, honors list, Graduation lists, photos released to the American Indian Higher Education Consortium and verification of your attendance for potential employers or student loans. Nueta Hidatsa Sahnish has designated the following as directory information:

The student’s name, Student ID number, address, email address, telephone number, gender and marital status, major and minor fields of study, class level, enrollment status, effective date of enrollment status, birth date and place, participation in officially recognized activities and athletics, dates of attendance, degrees, anticipated and actual graduation date, honors and awards received, the most recent educational agency or institution attended, and photographic, video, or electronic images of the student taken and maintained by the institution.

Within 14 calendar days after the first day of class, any student at Nueta Hidatsa Sahnish College may inform the Registrar’s office by written request that directory information relating to that student should not be released or appear in the local directory. The restriction will remain in effect unless the student reverses existing directory restrictions by submitting a written request to the Registrar.

Types of Records Maintained for students of NHSC
- Academic Records
- Financial Aid Files
- Testing Results
- Directory Information

Registering For Classes
A student must be first officially accepted by the Admissions Office in order to register for any classes. Admissions includes completing a FAFSA and submitting all the necessary documents to NHSC. A student must officially register with the College prior to attending classes.
Registration deadlines are listed on the Academic Calendar and students must register within the dates specified. Students should meet their academic advisor, refer to their Study Plan and Schedule of Classes, for specific dates, times, and locations, before registering for classes. **A student cannot have another person register for him or her; registration by proxy is not permitted.**

The following procedures will apply when registering:

1. Students may only register for classes, if they have met the following criteria:
   a. Met all admissions requirements, which is verified by a letter from the Admissions Director.
   b. No holds (financial, academic, official transcript or otherwise) on their student record. (Also see student bill policy)
   c. Met registration deadlines, as indicated by the official academic calendar.
   d. Have taken placement tests for Reading, Writing and Math (New students). Transfer students may or may not take placement tests, depending upon the results of their transcript(s) reviews.
   e. Have had a review of their official transcript, which is on file in the registrar’s office.

2. An Academic Advisor is assigned to both degree-seeking students and non-degree seeking students.

3. For transfer students, a copy of the student’s official transcript from prior other institutions of higher learning will be submitted to the registrar’s office and reviewed by the Academic Advisor, prior to the student registering for classes. Transfer courses, as established by each department, will be noted on the Transfer Course Form and on the degree plan. In addition, copies of the transfer course description will be attached to the degree plan and the Transfer Course Form, which is then submitted to the Registrar. **Course substitutions will need to be approved by the Curriculum Committee.**

4. Each new student will meet with his or her assigned Academic Advisor to establish a degree plan, making note of any transfer courses. Students are placed in math and English courses, according to documented performance, placement test scores and special permissions from those departments.

5. Each semester, new and returning students meet with their assigned Academic Advisors, plan their schedules, note degree plan progress, and complete the registration process.

6. As online registration is available, students meet with their Academic Advisors and complete the registration process with any special permissions, as needed.

7. After the student registers for courses, the student meets with a Financial Aid Staff Member to finalize the FAFSA, financial aid paperwork, determine eligibility, and receive textbook approval. The Financial Aid Staff Member makes a copy of the registration form for the student and for Financial Aid.
8. The student then meets with Student Accounts to make a payment agreement, or to provide written proof that an employer or some other entity will pay the tuition, fees and books charged per the courses for which the student is registered and to pay for the portion that Financial Aid is not covering. Student Accounts makes a copy of the registration form for the student and for Student Accounts.

9. The student then registers online (once his/her advisor has given permission in myNHSC).

10. Students should print and maintain a copy of their semester schedules.

11. Students need to provide a copy of their semester schedule to the bookstore to obtain their books for classes registered.

Section 8: PAYING FOR YOUR CLASSES

Tuition, Fees, and Book Costs

Financial Aid Funding Sources

Nueta Hidatsa Sahnish College is proud to offer many forms of financial aid.

Federal Pell Grant: This is a grant program for undergraduate students based on financial need, cost of attendance and student enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is awarded to undergraduate students with exceptional financial need—those with the lowest EFCs.

Limited funds are available in the form of grants and scholarships.

Grants: Both federal and state governments give out college grants. To be eligible, you’ll first have to fill out the Free Application for Federal Student Aid (FAFSA). This allows colleges to determine how much financial aid you qualify for. Financial aid helps students and their families pay for college by covering educational expenses. Grants, work-study, and federal student loans can all be part of your financial aid package from a school.

Institutional Scholarships: NHSC administers a variety of scholarship funds set up to benefit NHSC students. The Financial Aid Office facilitates the award of various scholarships based on financial need and academic achievement. Such grants are awarded to students based on the eligibility and selection criteria provided by the funding source. Requirements vary from program to program.

Private Scholarships: Students are encouraged to apply for private scholarships to help pay for their educational expenses. Many scholarships are available to students.
Tribal (Agency) Funding: Students enrolled in a federally recognized tribe should apply for tribal (agency) funding. The Financial Aid office can assist with these applications; be sure to apply early as deadlines may vary.

Vocational Rehabilitation: Vocational Rehabilitation offices support individuals who are training or retraining for a new profession due to a diagnosed disability or injury. The programs are administered by state and tribal governments. Students are encouraged to contact their tribe’s Tribal Agency Vocational Rehabilitation Office and/or local county office for further information. The Financial Aid Office can provide further information.

Financial aid facilitates the disbursement of scholarships awarded to NHSC students. It is the student’s responsibility to comply with scholarship eligibility requirements.

Transfer Students
Students transferring to NHSC from another institution of higher education shall have their financial aid eligibility evaluated before attending classes at NHSC. Academic entrance requirements, including the assessments of prior units completed, may affect the determination of financial aid. Students who are on financial aid probation or suspension from another institution may be admitted into NHSC under probationary status pending a review of their end of a semester of enrollment will be subject to probation until the debt is paid in full. Students on probation for debt will be able to register for one additional semester but not subsequent ones, per NHSC policy.

Financial Obligations to the College
Students with outstanding financial obligations to NHSC will not receive official transcripts, will not be able to register for classes, and may not be permitted to graduate or receive their diploma, until their bills are paid. Financial obligations include educational costs such as tuition, books, supplies, fees, and library charges. Outstanding tuition and fees are to be paid in full at the time of registration unless a payment agreement has been completed.

Non-Payment Drop Policy
Tuition, books, fees and room & board charges must be paid each term a student is enrolled in school. Student must show proof of financial resources or pay account in full by census date. Payments may be made online by credit card or with money order or cash paid to the NHSC Finance Department. Failure to show proof of payment or pay in full by the NHSC census date will result in an involuntary withdrawal. A student who is involuntarily withdrawn will no longer be eligible to utilize services at NHSC. For additional information, please contact the Student Accounts Department or visit the NHSC website.

Students will have a financial hold placed on their record and will not be able to register for classes, if they have a financial obligation.
How much does it cost to attend Nueta Hidatsa Sahnish College?

Tuition and Fees Costs

**Fall/Spring Fee Schedule for Students**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour up to 12 credits with no additional tuition costs beyond 12 credits)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
</tr>
<tr>
<td>(1 to 5 Credits)</td>
<td>$20.00</td>
</tr>
<tr>
<td>(6 to 8 Credits)</td>
<td>$30.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$40.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Senate Fee</td>
<td></td>
</tr>
<tr>
<td>(1 to 5 Credits)</td>
<td>$5.00</td>
</tr>
<tr>
<td>(6 to 8 Credits)</td>
<td>$10.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$15.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td></td>
</tr>
<tr>
<td>(1 to 5 Credits)</td>
<td>$10.00</td>
</tr>
<tr>
<td>(6 to 8 Credits)</td>
<td>$20.00</td>
</tr>
<tr>
<td>(9 to 11 Credits)</td>
<td>$30.00</td>
</tr>
<tr>
<td>(12 or more credits)</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Summer Fee Schedule for Students**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (per credit hour up to 6 credits with no additional tuition costs beyond 6 credits)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Exceptions to the Fee Schedule:**

- Dual credit students are charged a total of $10 in fees for any semester.
- Course fees are charged for some courses. These fees can be found in the current NHSC Bulletin found online at [http://nhsc.edu/academics/](http://nhsc.edu/academics/).
- A person auditing a course is charged $40.00 per course and is responsible for any books he or she may need to purchase.
- A student, who does not attend any classes for any of his courses in the first two weeks, will be withdrawn from all his courses. The student will be charged a no show fee of $25 and is also responsible for any purchases from the bookstore.

**Financial Responsibility**

All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title...
IV funds. Students are responsible for all expenses that they incur while attending NHSC.

Cost of Attendance – 2018-2019

<table>
<thead>
<tr>
<th></th>
<th>Independent Student - 1 Semester</th>
<th>Independent Student - 2 Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>3/4 Time</td>
</tr>
<tr>
<td>Tuition</td>
<td>1800</td>
<td>1350</td>
</tr>
<tr>
<td>Fees</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Housing - R/B*</td>
<td>5220</td>
<td>5220</td>
</tr>
<tr>
<td>Personal</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>Transportation</td>
<td>1000</td>
<td>1000</td>
</tr>
</tbody>
</table>

TOTAL: $9,505 $9,055 $8,805 $8,355 $21,010 $20,110 $17,610 $16,710 $4,245

*based on $800/month; $12/day
R - 3600 1620 - B

<table>
<thead>
<tr>
<th></th>
<th>Dependent Student - 1 Semester</th>
<th>Dependent Student - 2 Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>3/4 Time</td>
</tr>
<tr>
<td>Tuition</td>
<td>1800</td>
<td>1350</td>
</tr>
<tr>
<td>Fees</td>
<td>135</td>
<td>135</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Housing - R/B*</td>
<td>2700</td>
<td>2700</td>
</tr>
<tr>
<td>Personal</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>Transportation</td>
<td>1000</td>
<td>1000</td>
</tr>
</tbody>
</table>

TOTAL: $6,985 $6,535 $5,285 $4,835 $13,970 $13,070 $10,570 $9,670 $3,125

*based on $800/month; $10/day
R - 1350 1150 - B

<table>
<thead>
<tr>
<th></th>
<th>Full-time</th>
<th>Independent 1 (6 credits)</th>
<th>Full-time</th>
<th>Independent 2 (8 credits)</th>
<th>Full-time</th>
<th>Independent 1 (6 credits)</th>
<th>Full-time</th>
<th>Independent 2 (8 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>900</td>
<td>900</td>
<td>450</td>
<td>450</td>
<td>900</td>
<td>900</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>250</td>
<td>250</td>
<td>125</td>
<td>125</td>
<td>250</td>
<td>250</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>Housing - R/B*</td>
<td>800</td>
<td>450</td>
<td>400</td>
<td>225</td>
<td>800</td>
<td>450</td>
<td>400</td>
<td>225</td>
</tr>
<tr>
<td>Personal</td>
<td>300</td>
<td>200</td>
<td>150</td>
<td>100</td>
<td>300</td>
<td>200</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>Transportation</td>
<td>350</td>
<td>350</td>
<td>175</td>
<td>175</td>
<td>350</td>
<td>350</td>
<td>175</td>
<td>175</td>
</tr>
</tbody>
</table>

TOTAL: $2,625 $2,175 $1,325 $1,100

COA Special Circumstances Appeal

Federal aid regulations allow the NHSC financial aid office to make adjustments for certain financial situations that cannot be taken into account on the FAFSA. We consider each situation on a case-by-case basis, and the regulations limit which situations we consider and how adjustments are made. Common special circumstances include, but are not limited to: unemployment, decreased annual income, and divorce or separation. The regulations do not allow us to consider high mortgage payments, car payments or consumer debt.
Deadlines:
Fall Only – September 28, 2018
Spring only – February 15, 2019
Fall & Spring - February 15, 2019

Please note the special circumstances process is based on several assumptions:

- We will only begin the adjustment process, if we think it will help increase your financial aid awards. It is not an appeal for additional aid. It is a request to recalculate financial need based on new or additional financial data.
- Without special circumstance adjustments, the standard FAFSA process collects data on your income last year and assumes that your income for the next year will be similar. If your income for the new tax year will be significantly lower than your income for the prior tax year, you might be eligible for adjustments. Please note adjustments will always be based on projected gross income for an entire year.
- We must extensively document any adjustments with termination notices, copies of unemployment benefits, etc. for activity in the Fall, Spring or Fall and Spring semesters. We cannot make any adjustments until we receive all requested documents.
- Income reduction must be documented for a minimum of six months.

If you think you have eligible special circumstances, call or visit our Financial Aid Office to discuss your situation. If we think you might benefit from adjustments, we will give you a Special Circumstances Form. Document your situation carefully. The form outlines the required documents. We cannot make any adjustments until we receive all requested documentation. Once the adjustment process is complete, we will notify you of the outcome. You may or may not qualify for additional aid.

Books/Book Refund Policy
A list of required books for each course can also be found on the NHSC website in each semester schedule of classes. Students can purchase books from our NHSC Book Store or from other sources. We recommend that you check with your course instructor, before you purchase books elsewhere to determine if any changes have been made in book requirements.

If a student drops any course or courses by the end of the last day to change classes, then the student will not be charged for that course or those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the amount refunded for books and, in the case of a class being cancelled, no tuition or fees will be charged to a student for a cancelled class.

When are federal funds available?
The academic year includes the fall and spring semester with summer as a trailer semester. If you have used up your annual award during the fall and spring semesters, you probably will not be eligible for summer financial aid. If you were awarded a Pell
Grant and didn’t enroll full time for the fall and spring semesters, you probably are eligible to receive your "leftover" Pell Grant funds during the summer. Contact the financial aid office in March or April to discuss your options.

**Who is Eligible for Financial Aid?**

To receive federal, state, or institutional funds administered by Nueta Hidatsa Sahnish College, you must:

- Be admitted as a student to an eligible certificate or degree program at NHSC.
- Be a U.S. citizen or an eligible non-citizen (or eligible under the Jay Treaty).
- Be enrolled in a minimum of six credits as an undergraduate (except for Pell Grant consideration, which is a minimum of three credits).
- Meet the Satisfactory Academic Progress (SAP) as defined by the Financial Aid Office. See SAP requirements below.
- Be registered with Selective Service (male students only).
- Not be in default on a student loan.
- Not owe a refund on any federal (Title IV) aid due to a previous college withdrawal.
- Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance.
- Not be receiving federal or state financial aid from another institution for the same enrollment period.

Please note: Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.

**Free Application for Federal Student Aid (FAFSA) Policy/Checklist**

To apply for financial aid at Nueta Hidatsa Sahnish College, students must completed the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Additional financial aid forms and scholarship information are available at the Financial Aid Office. Students must complete the appropriate financial aid forms before they start college, and reapply each year they remain in college.

For the 2018–19 year, students can apply between October 1, 2017, and June 30, 2019. Students should apply for financial aid as soon as possible after October 1, 2017 for early consideration for the 2018-19 academic year. Applications will be accepted all year long, but since some aid is limited and awarded on a first-come, first-serve basis, those students who apply early will receive priority.

Needs-based grants, scholarships and programs require that you fill out and submit the FAFSA form, because the information determines the expected family contribution (EFC) which is mandatory for needs analysis calculations. For instance, you can’t get certain private scholarships unless you’re eligible for a Federal Pell Grant—and you can’t find out whether you’re eligible for a Pell Grant, unless you fill out the FAFSA and submit the required documents.
Application Checklist

1. Apply for a FSA ID and Password to sign your Free Application for Federal Student Aid (FAFSA) at www.fsaid.ed.gov.
2. File the FAFSA at www.fafsa.ed.gov. Our school code is: 015536002E
3. Apply for admission to Nueta Hidatsa Sahnish College as an eligible certificate or degree-seeking student, and get accepted. The completed FAFSA form and supporting documents are part of the application for admissions requirement for NHSC.
4. Register for classes.
5. Review your Student Aid Report (SAR) that arrives to you via email or U.S. mail.
6. Complete the FAFSA verification process, if selected.
7. Review your Financial Aid Award Letter.
8. Contact NHSC financial aid personnel, if you have any questions about your financial aid.

Before aid is disbursed, the Financial Aid Office must be in receipt of the following:

- Appropriate signed tax transcript (required for 2018-19).
- Financial aid verification form/s and documentation (if requested).
- Any other documents required for verification (if requested).
- Copy of high school diploma/transcript or GED certificate. (Your diploma/transcript that is required for Admissions and Registration will be copied and placed into your financial aid file.)
- Official transcripts from other colleges attended.
- Evidence of registration at Nueta Hidatsa Sahnish College.

The NHSC Financial Aid will use the student’s NHSC email address for all financial aid office communications. Three attempts will be made, and then a certified letter will be mailed to you, the student, with the financial aid office communication.

**FAFSA Processing**

1. When a student completes the FAFSA online, the following process occurs:
   The Central Processing System (CPS) edits the application for errors and performs agency data matches with other systems such as the Social Security Administration, Department of Homeland Security, NSLDS, etc.
2. The Student Aid Report (SAR) and the Institutional Student Information Record (ISIR) are two forms of output that result from the submission of the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS).

The student receives the SAR Information.

a. When a student provides an e-mail address on their application the student will receive, through their e-mail, a link that directs them to their SAR information on the Web.

b. When the student does not provide an e-mail address on their application, the student will receive their SAR in the mail.
The school receives the ISIR information.

a. NHSC receives all ISIR information that was submitted with the school code 015536. This information is received by downloading information using the Department of Education’s processing systems. This process is completed by Financial Aid personnel on a weekly basis.

**Registering for Classes Each Semester/Enrollment Status**

NHSC requires students to fill out a FAFSA and provide the required documents for each academic year to be able to register for classes each semester.

Special circumstances will be handled on a case-by-case basis. In addition, if a student anticipates the need for a payment plan, the payment plan will be made only during the semester in which the student is enrolled and the student is expected to pay his or her bill by the end of the semester.

If at any point the payments fail to be approved, the student will not be able to register for the following semester until the agreed amount is honored.

A student with a bill in excess of $2,500 must also do the following in order to register for classes:

- Complete a FAFSA and Financial Aid counseling.
- Apply for AICF and other possible grants and scholarships.
- Participate in the GradReady Financial Literacy Program.

For any students receiving stipends from grants, 100% of the stipend will go toward the student’s bill if it is in the excess of $2,500. Once the bill is below $2,500, 25% of the stipend will go towards the student’s bill and 75% will be issued to the student until the bill has reached $0.

**NHSC Enrollment Status**

The following enrollment codes for students attending NHSC are applied for Fall or Spring Semester:

- **F** = Full-time student: 12 credit hours or more
- **Q** = At least three-fourths (¾) time, but less than full-time student: 9-11 credit hours
- **H** = One-half (½) time student: 6-8 credit hours
- **L** = Less than half time student: 1-5 credit hours

The following enrollment codes for students attending NHSC are applied for Summer Semester:

- Full-time student: 6 credit hours or more
- One-half (½) time Student: 3 credit hours

**Home/Host Institutions**

You cannot receive aid from two institutions during the same term. If you are attending two institutions during the same term, you must request all your aid from one institution. That institution is your "home" institution. The other institution is your "host" institution.
If you will be transferring, your host institution credits back to your home institution, your home institution may be able to process your financial aid for the term, based on your combined enrollment at both institutions. If NHSC will be your home institution, discuss your situation with our financial aid office before you submit any forms.

This process is only beneficial if you need us to count the host institution credits to receive your aid. Examples: Assume you had 6 credits here and 3 credits at another school. If you had a Pell Grant, Pell awards are generally larger for 9 credits than 6. If you were only getting student loans, they only require 6 credits. So, if you already had 6 credits here, there would be no reason to complete the adjustment process. Dually enrolled students still must make tuition payment arrangements with the host institution because the host institution may not allow you to defer your payment to them.

**Third Party Payments**

Students’ costs paid by employers, high schools, or other entities must be reported by the student at the time of registration. The student must provide written documentation that their educational costs are being paid by a third party. If the student does not have the documentation at the time of registration, they must complete a payment agreement.

**Corrections to FAFSAs**

**Corrections, Updates, and Adjustments**

Students are responsible for making any necessary corrections to their FAFSAs. The Financial Aid office will only make corrections to a student’s FAFSA information on an exceptional basis and with the necessary documentation. Students can get their accurate tax information by using the IRS Data Retrieval Tool found at fafsa.gov.

Students will need to make their own corrections, updates, and adjustments to their account on FAFSA on the web. Go to fafsa.gov, click “Login” and follow the prompts. Make sure to include the necessary FSA ID(s) (student and parent when parent information is required on the FAFSA) and any other information you are asked to provide.

In an exceptional situation and with the necessary documentation, the NHSC Financial Aid Office may submit a change on behalf of the student using FAA Access to CPS online or the Electronic Data Exchange (EDE). For a Financial Aid Official to make changes to a student’s information, the student will need to make sure our school is listed on their FAFSA. The student may also give us the DRN number printed on their SAR report. This number allows us to go in and add our school to their SAR/ISIR report. However, in order to make changes to the student’s information, NHSC must have signed documentation allowing permission to make changes from the student and from his or her parent. Once the changes are submitted, the CPS will send a copy of the updated SAR to the student and an updated ISIR to NHSC.

**Verifications/Transferring Tax Information/Data Retrieval Tool**
Verification

What is Verification?
Thirty-three percent of student applications (FAFSA’s) are randomly selected for verification by the U.S. Department of Education. Selection for verification is indicated by an asterisk (*) following the Expected Family Contribution (EFC) on the student’s Student Aid Report (SAR), and is also stated in the comment section of the SAR. If the student’s Student Aid Report (SAR) is selected for verification, the following procedures apply:

1. The NHSC Financial Aid Office will notify the student selected for verification by letter/email;
2. Within 30 days after receiving written notification, the student must respond to the NHSC Financial Aid Office;
3. The student will fill out the corresponding verification worksheet and may be asked to submit additional required documentation from the Internal Revenue Service (IRS).
4. The tax transcript is necessary for 2018-19 verification, and the request form is available in the Financial Aid Office (or students can call the IRS or go online). The Department of Education encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it.

There are various verification documents that (may be requested)* from the following list:
- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- W 2’s and/or Wage and Earnings Statement and signed/dated statement
- Tax Return Database View Transcript and signed/dated statement (Identity Theft Victims)
- Education Credits
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-exempt Interest
- Other Untaxed Income
- Household Size
- Number in College
- Supplemental Nutrition Assistance Program (SNAP) Benefits
- Child Support Paid
- High School Completion Status
- Identity/Statement of Educational Purpose
- Valid Government ID (cannot be expired)

Other documentation may be required to substantiate information provided on the application. If necessary, the Financial Aid Office will send a written request for the following information:
- Marriage Certificate
- Legal Pleadings (court documents)
- Proof of Earnings (Paycheck Stubs)
- AFDC Payments
- Evidence of Paid Medical Bills
- Proof of Unemployment Compensation
- Social Security Payments (Check Copies)

Once all requested information is received, at least two weeks is required for application processing. If the verification process changes the student’s Expected Family Contribution (EFC), the Financial Aid Office will notify the student in writing and email the student a new award letter within two weeks of receiving all information.

Our procedures ensure that we resolve conflicting data for our applicants as follows:

- Applicants selected for verification: If we have reason to believe that any information on the application used to calculate the EFC is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), NHSC will require the applicant to provide adequate documentation to resolve the conflict.
- Applicants not selected for verification: We resolve conflicting information regardless of whether or not the applicant was selected for verification. As required, the Financial Aid Office will review all tax transcripts provided to the school even if they were not requested. All “C” Codes on the ISIR will be reviewed and resolved by the Financial Aid Office.
- Other applicant information received by the school: We have adequate internal systems to identify conflicting information that we may have regardless of the source. Each of the following offices is required to provide information that could impact the financial aid status of each student applicant, e.g. (Admissions Office: HS Diploma or GED, Business Office: report outside awards, Registrar: Report changes in enrollment; NSLDS: Review financial aid history, including aid received at prior colleges attended).

Title IV funds will not be disbursed until the student provides the required documentation within the aforementioned time period. If the student fails to complete the verification process, they will not receive any Title IV aid.

<table>
<thead>
<tr>
<th>If you plan to apply for financial aid for...</th>
<th>You will use tax information from...</th>
<th>You may begin submitting the FAFSA on...</th>
<th>NHSC’s priority deadline...</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>2016</td>
<td>10/1/2017</td>
<td>File by 01/15/2018 to meet the 02/01/2018 priority deadline. (2018 dates are tentative, subject to change)</td>
</tr>
</tbody>
</table>

2016
NEW FOR 2018-2019 – Tax Return Transcript is Necessary for Verification

- **Dependent Students**: If your parent(s) did not file a 2016 federal tax return and you receive notice that you have been selected for verification, you must obtain documentation from the IRS that your parent(s) did not file.
  - Follow these instructions on How to Request an IRS Verification of Non-filing Letter.
  - Parent Non-filing of U.S. or PR Tax Form

- **Independent Students**: If you did not file a 2016 federal tax return and you receive notice that you have been selected for verification, you must obtain documentation from the IRS that you did not file.
  - Follow these instructions on How to Request an IRS Verification of Non-filing Letter.
  - Student Non-filing of U.S. or PR Tax Form

**How to Request IRS Verification of Non-filing Letter, 2018-19**
An IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. Non Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status, free of charge, from the IRS in one of two ways:

- Online
- By Paper
- Online Request

Available at [www.irs.gov](http://www.irs.gov)

*How to fix address matching problems when ordering online*
- If you still have problems, the IRS.gov Website Help Desk can be reached toll-free at 1-800-876-1715, Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern Time).

**Transferring Tax Information**
In a few simple steps, most students and parents who filed a 2016 tax return can transfer their tax return information directly into their FAFSA. If students (or their parents) have missed the 2016 tax filing deadline of April 2017 and still need to file a 2016 income tax return with the Internal Revenue Service (IRS), they should submit their FAFSAs now using estimated tax information, and then they must correct that information after they file their return.

*Note: Both parents or both the student and spouse may need to report income information on the FAFSA if they did not file a joint tax return for 2016. For assistance with answering the income information questions in this situation, call 1-800-4-FED-AID (1-800-433-3243).*

**Data Retrieval Tool**
The IRS Data Retrieval Tool will only be available for the 2018-2019 FAFSA. For verification purposes, if you do not/cannot use the IRS Data Retrieval Tool, a Federal
IRS Tax Return Transcript must be submitted. For more information, please see How to Request a Tax Return Transcript, 2018-19.

**Selection after Disbursement**

A student may be selected for verification after an award is disbursed. This happens when a student submits a correction after their original ISIR information had been processed. It is the responsibility of NHSC to verify the student before making any further disbursements. If the student is determined to be ineligible for all or part of the aid already disbursed, they must be notified immediately. Once notified, the student has 30 days from the date of the letter to contact the NHSC Financial Aid Office. If the student fails to contact the Financial Aid Office in the timeframe given, then the student is ineligible for any further aid and NHSC will be responsible for returning the funds. However, if the student contacts NHSC after the deadline, the student may provide reasonable documentation as to why they did not meet the deadline and NHSC may reconsider them for eligibility. Please see the NHSC Financial Aid Office for the specific types of documents.

**How to Request a Tax Return Transcript**

A Tax Return Transcript from the IRS is required for the 2018-19 FAFSA verification. Tax filers can request a transcript of their 2016 tax return, free of charge, from the IRS in 1 of 3 ways:

- Online
- By Telephone
- By Paper

**Expected Family Contribution (EFC)**

The Expected Family Contribution (EFC) reflects the student's ability to contribute to the cost of attendance. The calculations used to determine the EFC are based on the federally mandated formula known as federal methodology. The Department of Education applies the formula to the information the student provided on the FAFSA application and computes a figure for the student's EFC. A student cannot exceed their financial need.

The following equation is used in determining your financial aid eligibility:

Financial Need = Cost of Attendance (COA) – Expected Family Contribution (EFC)

**Procedure Using Expected Family Contribution**

The Expected Family Contribution (EFC) will be used in the calculation of any financial aid awarded at NHSC towards educational costs. This calculation can be seen in the procedure for calculation awards and packaging.

The EFC is located in the upper right hand corner of page one of the ISIR. This number is used to determine all awards and scholarships when student eligibility is determined for the appropriate programs. (See General Student Eligibility)
1. The Federal Pell Grant award is based on the student’s EFC and the annual schedules available on the www.ifap.ed.gov website.

2. The FSEOG Grant award is based on the lowest EFC and is awarded at the same time as the Federal Pell Grant awards.

**Professional Judgment**
At NHSC, the Financial Aid Director will note in the student’s records any unusual situation that explains any special consideration given to the student when awarding financial aid, a Professional Judgment worksheet will be completed with the appropriate documentation attached, and the documentation will be placed in the student’s file.

**Referral of Fraud Cases**
If it is determined by the Financial Aid Office at NHSC that any student purposely misrepresented information on their FASFA/Renewal Application or other forms with the intent to receive financial aid under false pretenses, that student’s name will be sent to the Secretary of Education or the appropriate agency and will be subject to their authority and possible criminal action.

**Awards**
The recommended student financial aid package is the end result of counter balancing those anticipated educational expenses and those anticipated financial resources, including family and student contributions, which the student will legitimately experience while in attendance at NHSC. The recommended award package is the decision of the Financial Aid Office and is based on institutional calculations, total fund availability, and those fund management practices observed by NHSC. An award package may be accepted or declined by the individual student in which case it becomes the dual responsibility of the Financial Aid Office and the individual student to settle any differences and then modify the award package following federal/state/institution requirements. Unresolved differences surrounding the recommended award package become the decision-making responsibility of the NHSC Financial Aid Committee.

**Calculating Pell Grant Awards**
The Federal Pell Grant program provides grants to students enrolled in eligible undergraduate programs and certain eligible post-baccalaureate teacher certificate programs, and is intended to provide foundation of financial aid. The NHSC financial aid software program (PowerFaids) will calculate the EFC/Pell Grant award using five predetermined methodologies. PowerFaids is approved for use by the Department of Education.

**Award Letter**
The NHSC award letter is the complete documentation indicating all such federal financial assistance an individual student may receive during a single, given semester while in attendance at NHSC as calculated by the Financial Aid office. The amounts itemized on the award letter are subject to total or partial institutional withdrawal due to changes in student registration status.
Packaging

Procedure for Packaging Aid
1. When an Institutional Student Information Report (ISIR) is received, the Financial Aid Office creates a student file, color coded by the color of the FAFSA application and labeled by student last name and award year.

Each file contains the following: (HCM2 Checklist)
- ISIR & TRANSACTION #
- Student Account
- Proof of Academic Qualifications (Diploma/GED)
- Enrollment Agreement (Registration form and/or Student Schedule)
- Verification Worksheet*
- Low Income Statement*
- Student Tax Transcript*
- Parent Tax Transcript*
- R2T4*
- Withdrawal Information*
- Transcript (grades)
- Award Letter
- SAP results (Satisfactory Academic Progress) Qualitative and Quantitative

2. The Financial Aid office reviews all codes listed on the ISIR and begins the process of collecting the information from the student, if applicable.
3. The Financial Aid office also keeps an updated checklist of information needed for each ISIR.
4. If a verification code appears, a letter is sent to the student along with the verification worksheet.
5. If a student’s ISIR doesn’t require follow-up then the Financial Aid office updates the HCM2 spreadsheet used to award students and submits a request for reimbursement.
6. The Financial Aid office then determines the student’s eligibility for the Pell Grant. Then the student’s enrollment status (full-time, three-quarter time, half-time, or less than half-time) is determined.
7. Calculate the cost of attendance. This is always based on the cost for a full-time enrollment status for a full academic year. If the student is enrolled in a program or enrollment period that is longer or shorter than an academic year, the costs must be prorated so that they apply to one full academic year. There are two allowable prorating methods. Costs can be on an actual cost-per-student basis or an average costs for groups of similar students. If the student is enrolled less than half-time, the only allowable costs components are tuition and fees, allowance for books/supplies and transportation.
8. Determine the annual award, based on the cost of attendance calculated above and the EFC, from the Payment or Disbursement Schedule for the student’s
enrollment status (i.e., full-time, three quarter-time, half-time, or less than half-time).

2. Determine the payment period. For term programs (semester, trimester, quarter), the payment period is the term.

3. Calculate the payment for the payment period. The calculation of the payment for the payment period may vary depending on the formula used, the length of the program compared to the academic year, and whether the institution uses an alternate calculation for students who attend summer terms.

4. The Financial Aid Director creates a packaging worksheet for each student to verify that the student’s needs are not an over award and enters all awards/scholarships into PowerFaids.

5. Student award letters/emails are automatically created in PowerFaids and distributed to students two weeks prior to the disbursement date on the Academic Calendar.

6. The Financial Aid office verifies that all required documents are copied and another file is created for those documents that will be submitted for HCM2 reimbursement.

7. The HCM2 Reimbursement Request process is followed and totals of Pell and FSEOG are e-mailed to the CFO in the Business office for their reference when the dollars are distributed to NHSC bank accounts.

8. By the 7th day of each month, funds in each program are reconciled, by the Financial Aid Director in conjunction with the NHSC Business office systems to assure that each system has the same amount expensed.

9. Student files are located in the Financial Aid office and all other documents are located in the Financial Aid Director’s office.

10. All files are kept for five (5) years then, yearly, they are moved to storage, which is also located in the Financial Aid office.

Disbursements

NHSC Pell Disbursements will be processed after student eligibility has been verified. Student eligibility to receive a Pell grant includes any and all federal verifications, receipt of all required documents, student enrollment, attendance in all classes, and SAP calculations.

The Business Office will be given two weeks to complete disbursement checks. When the request for disbursement and the corresponding documents are forwarded to the Business office, the Financial Aid office will mail/email award letters to students.

Disbursement Schedule

Federal monies will be disbursed to students who have completed Pell files, soon after the census date each semester (NHSC uses the 3rd Friday of the semester). All other need-based awards will be disbursed after federal Pell monies have been disbursed.

Please note: If a student has an old bill, $200 of the Pell grant award will be applied to the bill per academic year.
Each year, based on the maximum Pell grant established by Congress, the Department of Education (DOE) provides to institutions Payment and Disbursement Schedules for determining Pell awards. The Payment or Disbursement Schedule provides the maximum annual amount a student would receive for a full academic year for a given enrollment status, EFC and COA. The payment schedule is used to determine the annual award for a full-time student. There are separate Disbursement Schedules for three-quarter time, half-time and less-than-half-time students. All of the schedules, however, are based on the COA of a full-time student for a full academic year (two semesters).

1. The Federal Pell Grant Award is calculated via SAR/ISIR information, institutional variables, and DOE guidelines specifying the actual amounts to award to the individual student.
11. The EFC number taken from the SAR/ISIR provides an assigned degree of Title IV eligibility. The exact value of which ranges according to enrollment status (less than ½, ½ time 3/4 time or full time) and annual cost at NHSC.
12. Refer to NHSC Cost of Attendance for Dependent and Independent students.
13. All students must maintain minimum Satisfactory Academic Progress standards to be eligible for any financial aid.
14. The Federal Pell Grant Award constitutes the final calculated institutional amount, which a duly registered student at NHSC shall receive during a single given semester. The Federal Pell Grant payment often differs from the Federal Pell Grant Award amount since the institution reserves the right to deduct all educational expenses owed to NHSC prior to any Federal Pell Grant payments.
15. Federal Pell Grants will be dispersed to eligible students based on their enrollment at that time (less institutional charges for tuition, fees and books).
16. Students need to apply annually for a Federal Pell Grant, because of changes in household income, family size, etc. Students need to apply as early as possible for Federal Pell Grant as this application determines eligibility for other financial aid programs they may be deemed eligible for.
17. All students must be officially registered for classes in the semester in question. The credit hours must match with the Federal Pell Grant calculation before Federal Pell Grant will be disbursed.

**Satisfactory Academic Progress (SAP) Policy, Standards, and Levels**

**SAP Policy:** Nueta Hidatsa Sahnish College, in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal and state financial aid (Pell, FSEOG, FWS, SSIG) are making satisfactory academic progress (SAP) toward a certificate, associate degree or bachelor’s degree. Students who fail to meet these standards of satisfactory academic progress will not be eligible to receive Federal Student Title IV Aid (PELL) until eligibility is once again established.

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to
monitor SAP. These standards are applicable to all students attending NHSC throughout the academic year.

Academic Year
The academic year at NHSC consists of two terms of at least 16 weeks each and one summer term called a trailer. For Title IV payments the student must meet both credit hours and weeks of instruction as well as comply with all standards for Satisfactory Academic Progress, before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall, Spring and Summer), including when a student does not receive Title IV aid. All programs are offered in a continuous 16-week-term format (except Certification programs which may run in A/B Block segments of 8 weeks each).

SAP Processes
NHSC financial aid officers monitor SAP at the end of the term. The SAP spreadsheet carefully monitors each SAP standard listed below. The Director of Financial Aid and Assistant to the Director meet and confer with the results of the end of the semester spreadsheet. The student will be notified by mail or email if they are not maintaining NHSC SAP standards.

SAP Standards: NHSC requires students to maintain Satisfactory Academic Progress (SAP) in order to continue to matriculate at the Institution and to continue to be eligible to participate in the federal government’s Title IV financial aid programs. All students must comply with the following standards:

1. Qualitative Requirement: New students at NHSC must maintain a 1.5 cumulative GPA at the conclusion of their first semester and a 1.75 GPA and the conclusion of their second semester to meet the SAP Qualitative requirement. A 2.0 cumulative GPA is required for the second award year (3rd term and 4th term) to be considered making satisfactory progress. A GPA of less than what is required will place the student on Financial Aid Warning for one semester and they will continue to receive Title IV aid (see FA Warning). A second consecutive semester or cumulative GPA of less than what is required will result in Financial Aid Suspension (see FA Suspension).

2. Pace: All students must maintain an average completion rate of at least 67% of their attempted. For example, a student scheduled to complete 15 credit hours for the term would have to earn 10 credits to maintain Pace. 67% is not ideal, however, the student will maintain the minimum pace for the completion of their desired academic program/degree. A student with a viable absence is encouraged to request a Leave-of-Absence (see LOA Policy).

3. Maximum Timeframe or Quantitative Requirement: All students on Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. (A leave of absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence). Example if a student is in a 20 month program, the program must be completed in a maximum of 30 months that includes the externship and didactics (150% of 20). Students can consult the NHSC Bulletin to
find the duration of their training programs and then multiply that number by 1.5 to determine the credit hours’ limit that applies to their financial aid.

- All attempted courses, withdrawals and transfer-in hours, (except incompletes) at NHSC are counted toward the 150% eligibility.
- When students have reached their duration limit, then they will be placed on FA Suspension. At this point, they will not be eligible to receive any additional financial aid.

4. **Explanation of SAP Levels**
   
a. **Financial Aid Warning:** Any student who fails to meet and maintain the required cumulative GPA and/or meet the term and career completion rate (pace rate) standard which is 67% is automatically placed on financial aid warning. The student will be notified and will continue to receive federal student aid for the next semester/payment period. An academic plan will be created to assist the student to meet SAP at the end of the current semester.

   b. **Financial Aid Suspension:** Any student that does not meet the minimum requirements for SAP at the end of the financial aid warning semester will be placed on financial aid suspension. Under financial aid suspension a student has the right to appeal in an attempt to overturn the suspension.

   i. **SAP Appeal:** A student may submit a completed SAP appeal form along with supporting documentation to the Financial Aid office by the last day to add/drop a class (without record) going into the next semester. The appeal must include why the student failed to meet SAP and what has changed that will allow the student to meet SAP at the next evaluation point. The appeal will be reviewed by the appeal committee and the student will be notified within 3 business days of the committee’s decision. If the appeal is approved, the student’s federal student aid will be reinstated for the semester. If the appeal is denied, the student will not be eligible to receive any federal student aid as well as state or institutional aid that semester. After a semester has passed without federal student aid and it is determined the student has met the SAP standards, the student will be placed on Financial Aid Warning. All decisions are final.

   c. **Financial Aid Probation:** Following a successful appeal, the student will be placed on FA Probation and their progress through the semester will be monitored at intervals determined by the committee. If it is determined at the end of the Probationary semester that the student meets SAP requirements, they are then in good standing. If they do not meet SAP requirements, they are then placed on FA Suspension for the next semester of attendance.

**SAP Quantitative examples:**

<table>
<thead>
<tr>
<th>Example #1 Semester</th>
<th>Credits Attempted</th>
<th>Credits Earned</th>
<th>Completion Rate</th>
<th>SAP Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a.</td>
<td>12</td>
<td>6</td>
<td>6/12 = 50%</td>
<td>Warning</td>
</tr>
</tbody>
</table>
### Example #2

<table>
<thead>
<tr>
<th>Semester</th>
<th>Cumulative</th>
<th>Credits</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b.</td>
<td>12</td>
<td>12</td>
<td>12/12 = 100%</td>
</tr>
<tr>
<td>1c. 2 Semester Cumulative</td>
<td>24</td>
<td>18</td>
<td>18/24 = 75%</td>
</tr>
<tr>
<td><strong>Example #2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. 5 Semester Cumulative</td>
<td>90**</td>
<td>75</td>
<td>75/90 = 83.3%**</td>
</tr>
<tr>
<td>2b. Degree requires 70 credits</td>
<td>70 x 1.5 = 105 maximum allow</td>
<td>75</td>
<td>51 of 75 are towards degree</td>
</tr>
</tbody>
</table>

In Example #2 the student is in their sixth semester and they require 19 credits (70-51) to complete their degree. After 15 credits (105-90) they will be beyond the Quantitative Maximum Timeframe and therefore not eligible for Federal Student Aid (PELL).

5. **Re-Establishing Eligibility:** A student may also be reinstated for financial aid by completing 12 credit hours at the University on a self-payment option and maintaining satisfactory academic progress during this time. Once a student has done this, he/she will either regain good standing or be placed back on financial aid warning, depending on his/her grade point average and completion percentage. This option is NOT available to students who have been dismissed from financial aid because of exceeding their hours limit. Prior periods in which the student was determined ineligible for aid will not be included in the student’s reinstatement of eligibility.

6. **Attempted Credits, Incompletes, Repetitions, Withdrawals and Remedial Courses:** All courses taken at NHSC will apply toward the maximum number of attempted credits. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), Withdrawn (W), and Not Reported (NR) count as credits attempted but not completed, and will be applied toward both the maximum number of credits attempted and towards the GPA when a grade is assigned.

**Incomplete Coursework:** An incomplete will not count against the GPA until a grade has been conferred. At NHSC, a student is expected to meet with the instructor to make necessary arrangements to complete (I) coursework within six (6) weeks from the end of the semester. SAP will then be recalculated when the (I) has been replaced with the appropriate grade.

**Repeated Coursework:** Repeated coursework counts into attempted credit calculations and the most recent grade counts into GPA. Any course that was passed in a prior term and is being retaken for a higher grade may only be repaid
once with financial aid. Courses that were F’s and are being retaken can be repaid with financial aid until passed.

**Remedial Coursework:** Remedial coursework is eligible for federal aid but does not apply towards degree completion however, is part of the GPA calculations. These courses do increase the number of credits you have attempted and, therefore, are a part of the Quantitative SAP calculations.

**Withdrawals:** Students who do a voluntary withdraw from all classes during any given semester and receive a (W) on their permanent record are placed on FA Warning for their next term of enrollment. Involuntary Withdrawal/Admin Withdrawal where a student will receive all failing grades are immediately placed on (SAP) Warning or Suspension; depending upon status for current semester. Federal Regulations require that a return of funds calculation (R2T4) be completed on all students who receive Title IV aid and withdraw at any time during any semester. If subsequent calculations show the student did not complete 60% of the semester, the student will return that portion of the Title IV aid that they did not earn.

7. **Transfer credits:** Transfer credits will be applied to the student’s degree plan and those credits will be attempted credits toward their degree and will become part of the (SAP) quantitative calculations. The transfer credits will not be considered as part of the (SAP) qualitative GPA calculations.

8. **Changing Programs of Study:** A student changing from one program of study must follow the NHSC “Degree Change Policy” and have the approval of both potential advisors as well as meet with the Director of Financial Aid to review future SAP status. Credits will be applied to the ‘new’ degree and again, future SAP status will be reviewed. Quantitative SAP will be calculated at the time of the change and at the end of each subsequent semester. All SAP calculations and considerations will continue as per the financial aid/NHSC policy. The maximum timeframe will remain 150% of the new degree. Such applications are considered on a case-by-case basis and all reasonable requests are expected to be approved.

9. **Enrolling in a Second Program of Study:** NHSC does allow for a student to have a second degree plan in place and can be taken concurrently. The student must, however, take into consideration the possible ramifications of pursuing two degrees and the impact on Title IV aid and quantitative (SAP) calculations. A student working towards two degrees from a same department may be able to apply several courses to both degrees and, thus, possibly not affect SAP. The best scenario, however, is for a student to complete an Associate degree and then pursue a Bachelors’ degree in a similar academic discipline.
Withdrawals/Pell Recalculations/Return to Title IV (R2T4)/Refunds

How is the withdrawal date determined?
The withdrawal date for calculating refunds/return of Title IV funds shall be determined as follows:

- the date the student began the withdrawal process or officially notified the college of intent to withdraw (in writing or orally) – see note below on programs offered in modules to determine withdrawal date;
- the last date of documented attendance for a student who unofficially withdraws or leaves without notifying the college (NHSC does not have a policy for an approved leave of absence);
- documented date of student's last attendance at academically-related activity.

Examples of academic attendance or attendance at an academically-related activity include:

- Physical class attendance where there is direct interaction between instructor and student;
- Submission of an academic assignment;
- Examination, interactive tutorial, or computer-assisted instruction;
- Study group assigned by school;
- Participation in on-line discussion about academic matters;
- Initiation of contact with instructor to ask question about academic subject.

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

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

A program offered in modules is defined by the U.S. Department of Education as a course or courses in a program that do not span the entire length of payment period of period of enrollment.

A student is considered to be a withdrawal if he/she does not complete all days scheduled to complete within the payment period or term. A student is not considered a withdrawal if he/she provides written confirmation of intent to attend a future module in the same period of enrollment and the written confirmation is provided at the time of withdrawal. The student may change the return date in writing but it must be provided prior to the original return date. Also, the return date for the future module must begin within 45 calendar days of the student’s withdrawal date.

Office to contact to withdraw from classes:
The designated office that students must contact when they intend to withdraw from all classes is the Registrar’s Office on the Nueta Hidatsa Sahnish College Campus.

Exceptions to Return of Title IV Funds Policy: Any exceptions to this policy shall be
based upon extenuating circumstances and must be approved by the financial aid director. The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

Institutional versus non-institutional charges Institutional charges generally are defined as the charges for tuition and fees, room and board, and other educational expenses that are paid to the school directly.

If a fee (like a registration or technology fee) is required for all students in a program, then the fee should be considered an institutional charge. A charge does not have to appear on a student’s account to be considered an institutional charge.

The following educational expenses must be considered institutional charges:

- all charges for tuition, fees, and room and board (if contracted with the school);
- expenses for required course materials (books, kits, tools, supplies, etc.) if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.

Exceptions: Excludable costs are costs a school may exclude from the total amount of institutional costs, such as the documented cost of unreturnable equipment and documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal.

Non-institutional charges (not included in an R2T4 calculation) include the following:

- charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere (see the discussion that follows);
- charges to a student’s account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the student was charged, despite the student’s withdrawal, and
- charges to a student’s account for discretionary, educationally related expenses (e.g., parking or library fines, the cost of athletic or concert tickets, etc.).

Attendance Policy/Lack of Attendance:

- It is the responsibility of the student to notify the instructor in case of illness or if the student expects to be absent for a legitimate reason. The instructor will determine the point at which absences become excessive and may advise the NHSC Counselor, who will contact the student. If the absences continue, the instructor may file an administrative drop.
- Students who have excessive or extended excused absences in a face-to-face class may be dropped or withdrawn. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to
make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.

- Students that cease attendance before the 60% cut-off date are subject to R2T4.

Prerequisites Not Met: Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped before add/drop deadline.

Academic Dishonesty: Students involved in any form of dishonesty may be dropped as per discretion of the instructor and Vice President of Academics.

Students should not assume they are automatically withdrawn from a class or from the semester. Instead, they are strongly encouraged to check with the instructor of the course.

Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.

Drop/Withdrawal/Administrative Withdrawal

Dropping Courses
If a student drops any course or courses by the end of the last day to change classes (the census date), then the student will not be charged for that course or those courses. The tuition and fees charged to the student are based on the number of hours the student is enrolled in at the end of day on the last day to change classes. The student bill remains the same after that date, unless the registration period is reopened. The student bill will be reduced by the amount refunded for books (see book refund policy) and, in the case of a class being cancelled, no tuition or fees will be charged to a student for a cancelled class.

Students must complete a Course Drop form with their Academic Advisor before the final deadline. Refer to academic calendar for the deadline dates.

Course Drop Refund
Course dropping occurs when a student wishes to discontinue enrollment in a particular class but is still enrolled in at least one other class during the semester. Refunds are determined as outlined in the Institutional Tuition & Fees Policy.

- There will be no refund for a current student if a class is dropped after the 8.999% period. This procedure allows a student the ability to drop some courses based on term date and deadline by term; however, student will still maintain enrollment in some courses for the term.
- Failure to drop a course, on or before the last day to drop, will result in earned grades.
- The date the student completes the course drop will determine refund.
- For the standard 16 week session for the Fall and Spring terms, the last day to
drop a course without transcript record is the 11th calendar day of the term.

- For non-standard sessions, the last day to drop a course with or without transcript record will be prorated, based on the 16 week session.
- Refunds are based on the course start and end date listed on the academic calendar.
- Students receive a 100% refund up through 8.999% of the class. There will be no refund for a class dropped after the 8.999% period.

Course Withdrawal
A course withdrawal is the process used to withdraw from one or more courses (but not all courses) for which the student is enrolled in for a semester. Follow the “Official Withdrawal” procedure. Only the course names that the student wishing to withdraw from must be listed on the withdrawal form.

Official Withdrawal
A student’s eligibility for federal student aid begins when the student attends at least one day of class. After the first day of classes students wanting to withdraw from all courses must complete an official Withdrawal Form.

1. To begin the withdrawal process, the student must complete a Withdrawal Form from the Registrar’s Office.
2. A list of all courses the student is enrolled in and wanting to withdraw from must be listed on the withdrawal form. The staff member helping the student should print a copy of the student’s schedule to assist them in completing the Withdrawal Form with correct course numbers, names and instructors.
3. Signatures on the withdrawal form are required from the student’s advisor, Student Development/Retention Counselor, Financial Aid office, VP of Student Services, and Registrar The completed form must be returned to the Registrar.
4. After the Registrar signs the withdrawal form, a copy of the withdrawal form is given to the Financial Aid office.
5. The Registrar will assign a (W) grade to a student who withdraws from all courses after the last day to add/drop date and before the deadline of the last day to withdraw. It is the student’s responsibility to officially withdraw from NHSC. Failure to withdraw formally will result in failing grades and additional financial obligations.

The dates for the end of each semester’s withdrawal period are listed on the Academic Calendar, which can be found on NHSC’s website at www.nhsc.edu, in the school catalog/bulletin and student handbook, and calendar posted in the front lobby. The student may also ask any staff or faculty about dates that may be listed on the calendar.

Withdrawal and No Show Policies
If you are not in attendance the first four (4) consecutive classes and/or the first two weeks of class and haven’t contacted your instructor by email, phone or mail, you may be dropped/withdrawn from the course.

Withdrawn without Record
If an administrative withdrawal occurs before the add/drop date set by the registrar’s office, the course will not appear on the student’s transcript. After add/drop date, a “W” will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar’s office.

Students will receive notification from the registrar by email that they will be administratively dropped, if they do not directly appeal to the instructor within one week. An email of the notification will be sent directly to the instructor, as well as, to the Vice President of Student Services and Financial Aid Director for recording and processing.

Withdrawn with Record
If you are withdrawn from a course or courses after the census date, a “W” will appear for all courses, which means you have been withdrawn with record and you will be charged a “no show” fee of $25.00. Any textbooks not returned will be charged as per NHSC Bookstore policy.

Administrative Withdrawal
NHSC faculty members reserve the right to withdraw a student from any course. Prior to an Administrative drop, the faculty member must send an Early Alert Form to the Guidance Counselor concerning the student. If there is no positive outcome after two weeks of sending the Early Alert, then the faculty member can proceed with an administrative drop. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student. Reasons for administrative withdrawal include, but are not limited to:

Administrative Withdrawal Notification Letter
Within ten (10) days of receiving a completed Administrative Drop form, the Financial Aid Director will complete the Return of Title IV Funds process.

Administrative Withdrawal Appeal Process
Students who feel they have been wrongfully withdrawn should follow the appeal process (please see attached appeal form):

- A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.

- If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Academic Dean, student’s advisor, course’s instructor, and Vice President of Student Services. A recommendation and/or decision will be made at this meeting.

- The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs
may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

Return of Title IV Funds Policy
NHSC, in compliance with federal regulations, established the following policies and procedures to ensure that students who receive federal financial aid (Pell, SEOG, FWS, Iraq Afghanistan Service Grant,) are making satisfactory academic progress (SAP – please see the Financial Aid Policy Manual and/or the Student Handbook for additional information, regarding SAP) toward a certificate, associate degree or baccalaureate degree. Federal regulations requires that all institutions of higher learning develop a policy that determines the amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date. The withdrawal date information and a discussion of how an R2T4 Calculation is made is part of NHSC’s policy.

IMPORTANT: The unearned portion of Title IV financial aid not returned to the Department by the school becomes the student’s responsibility.

Federal monies will be disbursed to students who have completed Pell files, soon after the census date each semester (NHSC uses the 3rd Friday of the semester). All other need-based awards will be disbursed after federal Pell monies have been disbursed.

In calculating the return of Title IV funds at NHSC, the following steps will be taken:

1. **NHSC will review information about Title IV aid that the student received.** The NHSC Financial Aid Office determines the amount of Title IV aid originally awarded and whether it is “disbursed” or “could have been disbursed.” A copy of the withdrawal form, complete with instructors' signatures and indicating the last date of attendance, is received in the NHSC Financial Aid Office. The latest date of attendance in the classes in which the student was enrolled will be used as the withdrawal date.

2. **The NHSC Financial Aid Office calculates the percentage of Title IV aid earned by the student.** The percentage of Title IV aid earned is determined by dividing the number of completed calendar days in the period of enrollment by the total number of calendar days in the period of enrollment (excluding scheduled breaks of 5 calendar days or more) rounded down to the nearest tenth of a percent.

3. **The NHSC Financial Aid Office calculates the amount of Title IV aid earned by the student.** The amount of Title IV aid earned is determined by multiplying the percentage of Title IV aid earned times Title IV aid disbursed plus Title IV aid that could have been disbursed during the payment period.

4. **The NHSC Financial Aid Office determines if the student is due a post-withdrawal disbursement OR if Title IV aid must be returned.** The amount of aid disbursed is compared to the amount of aid earned. If the amount of aid earned is more than the amount of aid disbursed, the student is due a post-withdrawal disbursement of Title IV aid. *
While NHSC does not offer loans, we are required to notify students of the following:
Pell Grants do not require the student’s approval to be disbursed and applied to eligible charges. Direct Loans Post-Withdrawal do require that the school notify the student in writing of the student’s eligibility for a loan PWD within 30 days of determining the last date of attendance of the student’s eligibility for a loan PWD. The student must approve of the disbursement in writing.

The NHSC Financial Aid Office will determine the repayment based upon federal and state procedures. The repayment amount is considered unearned aid a student was not eligible to receive because of not completing the term, necessitating the repayment of funds.

*If a student is due a post-withdrawal disbursement, payment shall be made within 45 days from the time NHSC determines that the student withdrew. The post-withdrawal disbursement shall first be applied to the student's account for outstanding current period charges due to NHSC. If funds remain, NHSC shall notify the student in writing that s/he is due a post-withdrawal disbursement. The school shall identify the type and amount of funds and explain the option to accept or decline all of part of the disbursement. The student shall be advised that s/he must respond within 14 days of date of notice to receive payment of the post-withdrawal disbursement.

If the amount of aid earned is less than the amount of aid disbursed, Title IV aid must be returned. The portion of unearned Title IV financial required to be returned by the school to the Department must be returned within 45 days of the date the school determined the last date of attendance/withdrawal date.

If a student must return unearned aid to the Title IV programs, NHSC shall send a notice to the student within 30 days after it has determined the student withdrew from school.
The notice shall explain to the student that s/he retains eligibility for Title IV funds for a 45-day period during which one of the following should happen:
• Repayment in full
• Satisfactory repayment arrangement with NHSC to repay the funds (within a 2-year period)
• Satisfactory repayment arrangement with the Department of Education

If a student fails to repay the overpayment or sign an agreement with the school within the 45 day period or fails to meet the terms of agreement signed with NHSC, the college shall report the overpayment to the Department of Education NSLDS department. At that time, the student shall lose her/his eligibility for federal Title IV financial aid.
5. **NHSC will return funds to the federal programs on the student’s behalf and will bill the student.** In the instances in which a student owes a federal grant repayment in addition to what NHSC has returned to the federal programs, the student is notified in writing and the amount is reported by the Financial Aid Office as an overpayment. The student is responsible for all NHSC charges and federal overpayments resulting from an R2T4 calculation.

6. **NHSC may have an obligation to return funds to an aid program that was previously applied to the student’s account.** The student may have an obligation to repay funds that were paid directly to him/her. If NHSC returns funds that were applied to the student’s account, a balance due will result. The student will owe that balance to NHSC. Failure to repay will prevent future registration at NHSC and initiate delinquent collection procedures.

7. **NHSC shall calculate the amount of unearned Title IV aid due from the school.** NHSC shall calculate the actual institutional charges (tuition, fees, books, room and board) for the payment period. The NHSC Business Office provides the student’s original tuition and fee and bookstore charges. The institutional refund is calculated by multiplying the amount of institutional charges times the percentage of Title IV aid unearned. This amount is compared to the amount of Title IV aid that must be returned and the lesser amount is refunded to the Title IV aid programs.

8. **NHSC shall determine the Return of Title IV Funds by the school.** NHSC shall return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source: Federal Pell Grant, Federal SEOG, Federal Work Study, Iraq Afghanistan Service Grant.

9. **NHSC shall calculate the initial amount of unearned Title IV aid due from the student.** To determine the initial amount of unearned title IV aid due from the student, NHSC shall subtract the amount of Title IV aid due from the school from the amount of Title IV aid to be returned.

10. **NHSC shall determine the Return of Title IV Funds by the student.** If the initial amount of unearned Title IV aid due from the student is greater than zero, the student must return unearned aid for which s/he is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return: Federal Pell Grant, Federal SEOG, Federal Work Study, and Iraq Afghanistan Service Grant. Amounts to be returned by students to grants are reduced by 50%. A student does not have to repay a grant overpayment of $50 or less.

**How is the withdrawal date determined?**
The withdrawal date for calculating refunds/return of Title IV funds shall be determined

---

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

- the date the student began the withdrawal process or officially notified the college of intent to withdraw (in writing or orally) – see note below on programs offered in modules to determine withdrawal date;
- the last date of documented attendance for a student who unofficially withdraws or leaves without notifying the college (NHSC does not have a policy for an approved leave of absence);
- documented date of student's last attendance at academically-related activity.

Examples of academic attendance or attendance at an academically-related activity include:

- Physical class attendance where there is direct interaction between instructor and student;
- Submission of an academic assignment;
- Examination, interactive tutorial, or computer-assisted instruction;
- Study group assigned by school;
- Participation in on-line discussion about academic matters;
- Initiation of contact with instructor to ask question about academic subject.

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

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

A program offered in modules is defined by the U.S. Department of Education as a course or courses in a program that do not span the entire length of payment period of period of enrollment.

A student is considered to be a withdrawal if he/she does not complete all days scheduled to complete within the payment period or term. A student is not considered a withdrawal if he/she provides written confirmation of intent to attend a future module in the same period of enrollment and the written confirmation is provided at the time of withdrawal. The student may change the return date in writing but it must be provided prior to the original return date. Also, the return date for the future module must begin within 45 calendar days of the student’s withdrawal date.

Office to contact to withdraw from classes:
The designated office that students must contact when they intend to withdraw from all classes is the Registrar’s Office on the Nueta Hidatsa Sahnish College Campus.

Exceptions to Return of Title IV Funds Policy: Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the financial aid director. The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop
classes because they are called to active military duty.

Institutional versus non-institutional charges Institutional charges generally are defined as the charges for tuition and fees, room and board, and other educational expenses that are paid to the school directly.

If a fee (like a registration or technology fee) is required for all students in a program, then the fee should be considered an institutional charge. A charge does not have to appear on a student’s account to be considered an institutional charge.

The following educational expenses must be considered institutional charges:
- all charges for tuition, fees, and room and board (if contracted with the school);
- expenses for required course materials (books, kits, tools, supplies, etc.) if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.

Exceptions: Excludable costs are costs a school may exclude from the total amount of institutional costs, such as the documented cost of unreturnable equipment and documented cost of returnable equipment if not returned in good condition within 20 days of withdrawal.

Non-institutional charges (not included in an R2T4 calculation) include the following:
- charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere (see the discussion that follows);
- charges to a student’s account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the student was charged, despite the student’s withdrawal, and
- charges to a student’s account for discretionary, educationally related expenses (e.g., parking or library fines, the cost of athletic or concert tickets, etc.).

Refunds
Financial Responsibility
All financial aid received on behalf of the student is first applied to all eligible charges. Credit balances are refunded in accordance with federal regulations for handling of Title IV funds. Students are responsible for all expenses that they incur while attending NHSC.

INSTITUTIONAL REFUND POLICY
NHSC shall use the census date (the third Friday of each fall and spring semester) for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6th scheduled class day after classes begin.

When the total of financial assistance exceeds the amount of the semester bill, a student may be eligible to receive a refund in the form of an electronic deposit or paper check. Refunds resulting from the crediting of Title IV funds will be automatically
generated within time frames as required by federal regulations. For all other refunds, students can choose to leave the credit on the account to apply to a future term or request a refund.

**Institutional Tuition refund schedule**
- 100% refund up thru 8.999% of the class length
- 75% refund from 9.0% thru 34.999% of the class length
- 50% refund from 35.0% thru 59.999% of the class length
- 0% refund from 60.0% thru 100% of the class length

**No Show and Official/Unofficial Withdrawals**
A student, who does not attend any classes for any of his courses in the first three weeks (before the census date), will be withdrawn from all his courses and considered a “no show.” The student will be charged a no show fee of $25, is responsible for any purchases from the bookstore, and a 100% refund for tuition paid will be issued for the classes not attended.

Students may return books (no later than mid-term) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped. If a student attends any class, s/he will be considered to be enrolled in all courses registered in during that term.

A refund is different from a disbursement. A refund is generated after all allowable institutional charges are deducted from your disbursement. The Business Office will refund the remaining credit via Electronic Fund Transfer (EFT) or paper check. Disbursement and refunds do not occur on the same day.

Outside scholarships will not be credited to a student's account until the check arrives at the college. Scholarship balance refunds are issued to students according to the donor's specifications.

**Refund Schedule for Federal Aid**
- **Fall Semester**
  - Pell Grant refund - 14 days after Census Date (11th class day)
- **Spring Semester**
  - Pell Grant refund - 14 days after Census Date (11th class day)
- **Summer Semester**
  - Pell Grant refund - 14 days after Census Date (5th class day)

Please Note: Should you not meet the semester priority deadline date and are not ready for the first disbursement of the semester, disbursements will be made every two weeks thereafter and is subject to change.

**Withdrawal Refund**
Withdrawing from a semester occurs with a student who wishes to withdraw completely from NHSC for the semester.
Refunds are determined as outlined in the Institutional Tuition Refund Policy schedule. This procedure allows students to withdraw to zero credits for the term. Withdrawals submitted after the deadline will be not processed and will result in earned grades.

The student must complete the withdrawal process for all courses that are not yet graded and must follow the course drop/withdrawal policy.

The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.

The date the student is officially withdrawn will determine the tuition refund.

Students are not eligible for refunds beyond the 60% period of the term.

A refund will be processed for room and board contracts based on the move out date.

Completed room move out forms must be submitted to the Business Office before any refund will be processed.

**Pell Recalculation/Calculating Refunds When a Student Completely Withdraws**

Note: NHSC is on HCM2 reimbursement status but return to Title IV calculations still need to be completed for all withdrawals and submitted with documents for reimbursement of Title IV funds.

Undergraduate students eligible for the Federal Pell Grant who make enrollment changes during the semester may be subject to Pell Recalculation, which requires an adjustment to the Federal Pell Grant based on the change in the student's enrollment. The Pell Recalculation Dates for each semester are determined based on the dates and deadlines for each session within the semester; including the 15-week session and any block classes, as well.

- If you receive a refund from NHSC and subsequently change your enrollment, you may be required to repay all or a portion of the refund in addition to charges incurred as a result of your change in financial aid eligibility.
- Whether or not you receive a tuition and fee refund has no bearing on the amount you may be required to repay.

**Grants/Scholarship Policy**

All Nueta Hidatsa Sahnish College students must have a complete FAFSA on file before being eligible for need-based scholarships or financial assistance, including but not limited to the following:

- Grants
- All Educational loans (including alternative loans)
- Institutional Support
- Scholarships – private and institutional
- Fellowships and assistantships
- Vocational Rehabilitation
- Tribal or BIA funds
- Pell Grants, National SMART, FSEOG, TEACH grants
- Any aid received because he/she is a student—except VA educational benefits.

The Office of Financial Aid maintains a program of financial assistance and scholarship information to assist students in meeting their education cost. To determine eligibility for all financial aid programs and scholarships available at NHSC, students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Applicants are encouraged to apply early in order to meet state and tribal funding deadlines. Information and assistance regarding the application process is available on our website at www.NHSC.edu.

**Tuition Assistance**

**Student Tuition Assistance**
This policy applies to students who receive the following waivers:
- Employee, Family of Employee or Board of Directors, as per personnel policy
- Athletic
- Enrolled Member, First Time High School Graduate
- NHSC GED Graduate
- NAS Honor Students

The waiver will ONLY be applied after the following:
1. Students need to be degree-seeking, complete a FAFSA and participate in Financial Aid counseling.
2. Students apply for AICF and other possible grants and scholarships.
3. All PELL and other financial aid and grants will be applied to the student account for the current semester. The NHSC waiver will only be applied to the existing current semester balance.

Waivers are for tuition only. Students are responsible for fees and books if other financial aid, grants, and scholarships are not received.

The waivers for Enrolled Member First Time High School Graduate and NHSC GED Graduates are applicable for the first semester with successful completion of earning a C or better grade point average. If the student is successful, he/she is eligible for a second semester under the same conditions.

Waivers are not applied until the end of the semester, after all possible funding has been applied to student accounts. Exceptions to this policy may be considered and approved on a case-by-case basis by the Student Affairs Committee.

**GED Tuition Waivers**
NHSC GED graduates are eligible for a tuition waiver the first semester that they attend NHSC, if they maintain a C or better average for the semester.
Enrolled Member First Time High School Graduate are eligible for a tuition waiver the first semester that they attend NHSC, if they maintain a C or better average for the semester. The waiver will ONLY be applied after the following:

1. Students need to be degree-seeking, complete a FAFSA and participate in Financial Aid counseling.
2. Students apply for AICF and other possible grants and scholarships.
3. All PELL and other financial aid and grants will be applied to the student account for the current semester. The NHSC waiver will only be applied to the existing current semester balance.

Waivers are for tuition only. Students are responsible for fees and books if other financial aid, grants, and scholarships are not received.

The waivers for Enrolled Member First Time High School Graduate and NHSC GED Graduates are applicable for the first semester with successful completion of earning a C or better grade point average. If the student is successful, he/she is eligible for a second semester under the same conditions.

Waivers are not applied until the end of the semester, after all possible funding has been applied to student accounts.

Exceptions to this policy may be considered and approved on a case-by-case basis by the Student Affairs Committee.

**Limitations of Student Debt/Student Bill Policy**

If a student owes NHSC in the excess of $2,500, he/she will not be allowed to register for classes. A student owing in the excess of $2,500 has the following options:

- Set up a payment plan with Student Accounts. This requires a counseling session with Accounts receivable to find a suitable monthly payment amount. This will require an automated withdrawal from a bank account or an automated charge to a credit card.
- If you work for the Three Affiliated Tribes, Four Bears Casino or NHSC, you can do a payroll deduction.
- An administrative withdrawal will occur, if the student violates the payment plan agreement (the student will be notified prior to withdrawal).

If at any point the payments fail to be approved the student will not be able to register for the following semester until the agreed amount is honored.

A student with a bill in excess of $2,500 must also do the following in order to register for classes:

- Complete a FAFSA and Financial Aid counseling.
- Apply for AICF and other possible grants and scholarships.
- Participate in the GradReady Financial Literacy Program.
For any students receiving stipends from grants, 100% of the stipend will go toward the student’s bill if it is in the excess of $2,500. Once the bill is below $2,500, 25% of the stipend will go towards the student’s bill and 75% will be issued to the student until the bill has reached $0.

The student is responsible to make sure NHSC has the correct contact information.

Students may not receive an official transcript of diploma if they have a past due balance with NHSC.

If a student disputes a past due bill, he/she must submit a Student Appeal/Complaint Form to the Vice President of Student Services. Students should include any relevant documentation they have relating to the bill. The Student Affairs Committee will make a decision on the bill. If time is of the essence, NHSC will allow the student to register for the next semester with a decision being made prior to the add/drop date.

**Student Bill and Official Transcripts**

Student must have a zero balance in their student account at the time of degree completion in order to receive an official transcript or diploma from the registrar’s office.

**Financial Aid Grievance Procedure**

*Procedures for Filing a Complaint/Grievance (Please see Appendix 3 – Student Appeal/Complaint Form)*

1. After the student has met informally with the appropriate faculty, staff, and/or student(s) to resolve the concern, and the issue has not been resolved, the student will meet with his or her advisor and the Vice President of Academics, if necessary, if the issue is related to academics. If the issue is related to campus services, the student will meet with the Vice President of Campus Services. If the issue is related to student services, the student will meet with the Vice President of Student Services.

2. Then, if the issue is still not resolved, the student then writes a letter to the appropriate Vice President (VP):
   - VP of Academics
   - VP of Student Services
   - VP of Campus Services

   If necessary, the VP to whom the letter is written then meets with the Vice President of Student Services, who serves on behalf of the Student Affairs Committee, describing the situation in detail. (In the case of student appeals or complaints, the student will complete and submit the Student Appeal and Complaint Form.)

3. When circumstances involve a physician, counselor, employer, etc. instruct the student to ask that professional to write a letter of supporting for the student. This
letter needs to be on official letterhead and submitted along with the student letter.

4. The Vice President of Student Services then calls a meeting and presents the student’s concerns and documentation of the issue, as well as attendance, GPA, billing, and student success data and information, to the Student Affairs Committee.

5. The student will also be notified of the meeting date and time, and is permitted to attend a portion of the meeting to state his or her concern.

6. The Student Affairs Committee will vote, regarding the concern. The Vice President of Student Services has the authority to break a tie.

7. The student will be notified in writing within 10 days of the decision made.

8. The President will be notified of the meeting and the outcome of the meeting.

Section 9: WHAT SUPPORT DO I HAVE AS A STUDENT?

Academic/Career/Graduation Advising
Each degree-seeking NHSC student is assigned an academic advisor. Academic advisors evaluate student transcripts, complete transfer credit forms for coursework from previous institutions, and guide students through completing coursework toward a degree plan.

Academic Counseling
Our Student Development/Retention/Disabilities/Career Counselor, Deanna Rainbow, is available to meet with you regarding academic concerns. Her office is Room 18, which is located at the end of the Nueta Hallway on the Student Services side of the building. Our Student Development/Retention/Disabilities/Career Counselor helps students develop and monitor a personalized Student Success Plan.

Bookstore
The Bookstore is located in the Pita’RU Taka Hallway. Textbooks, school supplies, clothing, and a variety of other items are available for students, faculty, staff and the community.

Book Store Hours year round are Monday through Friday - 8:00 AM - 4:30 PM. If the Bookstore is not open during these hours, please call Extension 8051 or Extension 8033. Special extended hours are offered during the first two weeks of each semester.

Books
A list of required books for each course can be found on the NHSC Website www.nhsc.edu.

Students can purchase books from our NHSC bookstore or from other sources (for example: chegg.com and Amazon.com). We recommend that you check with your instructor before you purchase your materials or texts elsewhere to determine if any changes have been made in book requirements. Students need to get a receipt for books and materials bought at the time of the purchase. Students need to keep the receipt should a refund be necessary.

**Refund Policy for Bookstore**

If you drop or change a course, texts books may be returned under the following conditions:

Students provide the original receipt for books and materials purchased. A full refund for textbooks will issued during the first two weeks of each semester. The cut-off dates are the will be posted prior to the beginning of each semester. No refunds will be issued after the start of the third week of class. Any books returned after the start of the third will of class may be returned for full refund if returned within two working days of the date of purchase. NO refunds will be allowed for texts books purchased during the last two weeks of each term.

Books must be returned in the original condition as purchased free of all writings and marking and soil and must be accompanied by the original cash register receipt. Text books that are wrapped and sold as a package must be returned as purchased. In the event that the original cash receipt is lost the bookstore cannot provide a duplicate. In the event that a customer cannot produce a receipt, refunds will be issued at 75% of the actual retail price paid.

The following refund policy will apply to all non-text merchandise purchase from the Bookstore.

**General Books** (not required for a class) may be returned for a full refund, only if the book is returned within five working days of the date of purchase and accompanied by the original receipt.

**Defective Books**, accompanied by the original receipt, will be replaced at once without charge. If a used book is determined to be defective, if will be replaced without charge. If there is no used book available, then a full refund will be issued and the student must purchase a new text book.

**General Merchandise** may be refunded for a full refund or exchanged if returned within two weeks from the date of purchase. Merchandise will be accepted only if it is its original condition and packaging are unopened, undamaged and accompanied but the original cash receipt. NO refunds or exchanges are allowed on merchandise governed by the state Federal Health Law Restrictions.
Sale Merchandise is refunded if returned within 24 Hours of purchase and is accompanied by the original cash receipt. ALL merchandise sold as clearance is AS IS and cannot be refunded.

The NHSC Book store makes every effort to assure you of the highest possible payment for your used textbooks. Our Book Buy Back payment is governed by the wholesale value of the text book and whether or not it is going to be used on campus the following semester. In general, if your used book is in reasonably good condition you can expect 50% of the Bookstore purchase price. All books sold as packages and that contain CD’s are NOT RETURNABLE. You will be required to present your college Identification card.

**Book Buy Back**

**Please Bring Books to Book Store During Finals Week.**

All Bookstore transactions go through Student Accounts. If a student has a balance on his/her account, all Book Buy Back Check will be placed on the student bill. If a student has no bill, the student’s Book Buy Back Check will be processed thru Accounts payable. If a student has an outstanding balance, the student’s invoice will the remaining balance will be mailed. Book Buy Back Checks will be posted two weeks prior finals week.

**Cafeteria and Food Services**

NHSC provides a cafeteria for students, faculty and staff, offering breakfast and lunch, Monday through Friday – 8 AM to 7 PM.

- Breakfast - 8 AM to 10 AM  
  Lunch is from 12 PM to 2 PM

Summer hours are as follows: Monday through Thursday, 8:00 am to 3:00 pm. Catering may be available upon special request.

**Meal Card**

Students can purchase meal cards in the cafeteria via cash or a credit card. Students will be able to make purchases with money added to a meal card. Money from meal cards will be refunded as necessary only on a limited basis. Please see the Meal Plan Form in the appendices.

**Computer Services and Student Identification**

NHSC provides the student with campus photo identification. NHSC photo IDs are free to all NHSC students. Photo IDs are available during registration and can be obtained from the IT Office. Students must complete an email account and network usage form. After completion of the form(s), the student will receive an email address and a password. NHSC will use the student’s NHSC email address for all official communications.
• All students at NHSC are entitled to a student identification card. These ID cards are the property of NHSC and the initial card is free to all students. Students are required to wear these ID cards on a lanyard around their neck. In order to determine the identity of individuals, NHSC personnel may request to see these cards. Refusal to present these cards by the student may result in misconduct action.
• To be valid, the ID card must contain the student’s photo.
• Lost ID cards should be reported immediately to the Vice President of Student Services in order to prevent unauthorized use.
• Students needing replacement ID cards will be charged a $10.00 fee. The fee must be paid to the NHSC Business Office before the new ID picture can be taken.
• Photos for replacement ID will be made in the IT office.
• Before a student will be given their ID card, they must complete all the steps in the admissions process.

Copying Services
A copier is located in the Singing Spring Library Learning Resource Center (SSLRC). NHSC Students may use the SSLRC copier for free. Non-NHSC students will be charged after the first two copies at twenty cents ($0.20) per copy.

Disability Support Services
The Vice President of Student Services assists in creating an accessible community where students with documented disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We coordinate the provision of reasonable accommodations, advocate for an accessible and amendable learning environment, and promote self-determination for the students we serve.

It is the student’s responsibility to notify the instructor that he/she has special learning needs. The student can also contact the Student Development/Retention/Disabilities/Career Counselor, who can help with necessary accommodations and other services.

Emergency Student Funding
Each student may apply for, but is not guaranteed, emergency funding each semester. Students should see our Student Development/Retention/Disabilities/Career Counselor to complete the paper and online applications.

The Emergency Funds request will be processed as quickly as possible, and the student receiving the funds will be contacted by the Business Office. A letter will accompany the emergency funding, outlining any follow-up on the part of the student. Emergency Funding from the Project Success Emergency Funding will be paid directly to the third party. Funding is limited to available funds and criteria met.
Internships
Internships for students are available on a limited basis. For more information about internships, please contact the NACTEP Director at 701-627-8060.

Labs
The Business Lab is located in the Science/Technology Center on the second floor. The lab has 15 computer workstations for student use, and is open from 8 a.m. to 5 p.m. Open evenings upon special request.

The Math Lab is located within the Sahnish Hallway in Room 40. Fifteen computer workstations are available for student use along with a Computerized Smart Board. Hours are 8 a.m. to 5 p.m. and evening hours vary upon class schedules.

The Microsoft/Cisco Lab is located on the 2nd floor of the Student Union in Room 74. The lab has 8 computer workstations available for student use. Hours are 8 a.m. to 5 p.m. and are available for evening hours upon request.

The Virtual Science Lab is located on the 2nd floor of the Student Union in Room 76. The lab consists of 15 computer workstations and two Geographic Information Systems (GIS) workstations. Hours are 8 a.m. to 5 p.m. and evening hours are available upon request.

Laptop Check-Outs
Laptops can be checked out through Information Technology (IT).

Library - Singing Spring Library and Learning Resource Center
The Singing Spring Library Learning Resource Center (SSLLRC) is an integral part of the educational process. An institutional program Core Competency is Information Literacy or the ability to find, retrieve, analyze and ethically use information. Students do develop skills to appraise information obtained by these criteria: authority, accuracy, objectivity, scope and timeliness.

The Singing Spring LLRC collection of over 11,000 volumes includes serials, reference, fiction, legal and children’s titles. Access is provided to dozens of proprietary full text databases. A prominent feature of the collection is the Native American Studies holdings. A Special Collection does contain titles about the Mandan, Hidatsa and Arikara tribes as well as a Native literary collection. The Special Collection may only be used on-site.

The online catalog and several subscription databases are significant information resources that support student learning and are available through the Library and Learning Resource Center.
Circulating books are loaned for 2 weeks. Items borrowed through interlibrary loan, the date due and related terms, are set by the lending library. Periodicals are loaned for 2 days. CD/Videos are loaned on a refundable deposit basis.

Currently, equipment provided in Singing Spring Library Learning Resource Center use includes computers, DVD, FAX, images, audio and document scanners, printer, and photo copier. The SSLLRC is a public library and is located in the middle of the campus.

**Hours of Operation:** Mon-Thurs 8 AM – 5 PM (during regular academic terms). *Extended hours available during midterm and final exam periods. Look for postings.*

Students need a library card to check out materials and books.

All visitors to the library must sign in when entering the library and sign out when leaving the library.

**Online Learning/Hybrid Courses/CLAN/IVN**
To participate in an online course, each student must complete an online (Appendix 9) and be approved, prior to registration for the course. To successfully complete each online course, each student is responsible to complete all assignments: weekly module page, discussion boards/chat, weekly assignments, midterm project, and final project. Please see the Online Education Policies and Procedures for additional information.

**Parking/Handicap Parking**
Parking is available in the front and back parking lots on the NHSC campus, on the streets near the campus, and at the Cultural Center. Students, faculty, staff and campus visitors must adhere to any posted signs that indicate handicap spots and designated staff spots. Cars will be towed that violate parking policies.

**Transportation**
When possible, Nueta Hidatsa Sahnish College provides transportation services for students for college-related activities and events. Students will not be given/reimbursed transportation costs (mileage) for personal vehicle use if the college provides transportation.

The students will abide by Student Travel Procedures (see Appendix 3 for more details). Students and clubs are required to do fundraising for trips, events and activities to supplement student activity monies.

The Student Services Department does have a van available for student transportation. Sign-out of NHSC vehicles is only available to NHSC staff and faculty.

**Student Travel Policy**
Student travel through NHSC is a privilege. Each year, NHSC students attend and present at local and national conferences and events. In order to partake in these
experiences, students must complete the Student Travel Request and Agreement Form and follow the NHSC Travel Policy, meet the following criteria, and adhere to all other criteria connected to the conference, competition, event and/or travel opportunity. Other organizations, programs, athletic teams, or clubs that are sponsoring the travel may have additional criteria, needed to determine student travel eligibility. This information should be stated in the policies for the group and must be given to the Student Development/Retention/Career Counselor and the student to determine travel eligibility.

In order to travel through the college, students must have travel close-outs completed, before requesting subsequent travel. Students, who travel in the official capacity of the college require final written permission from the Vice President of Academics and the Vice President of Student Services in order to travel.

Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved for college-related travel and events. All funds must have approval from the student organization’ advisor(s). (Please see Appendix 2 for the Student Travel Procedures and Student Travel Request and Agreement Form.)

College-Owned Vehicle Use for Student Travel:
Travel Chaperones must request the use of a college-owned vehicle from the Housing/Athletics Director, prior to vehicle usage. Only authorized faculty, staff members and administrators may drive college-owned vehicles. Students and others not employed or authorized by the college do not have permission to drive college-owned vehicles.

Student Conduct While on Travel
NHSC Students are responsible for their conduct and for respecting the rights and privileges of others. NHSC adheres to a “Zero Tolerance” policy, regarding drugs, alcohol, and threats and acts of violence, whether perceived or real. This applies to this event and any NHSC-sponsored event, whether on or off campus.

Tutoring
Tutoring, especially in math and English, is often available for students. NHSC hires part-time tutors, when necessary and funds are available. Students should check with course instructors and/or the Student Development/Retention/Career Counselor for assistance with course materials and strategies for success.

Section 10: STUDENT ORGANIZATIONS
The College encourages the development and maintenance of student clubs and organizations. Students are encouraged to participate in at least one extra-curricular activity on campus.
Advisors for the organizations/clubs at NHSC are volunteers and are generally faculty members who have expertise and experience in specific areas.

If you are interested in becoming a member of any club at NHSC contact the Vice President of Student Services or any faculty member for more information.

If you are interested in forming a new club or student organization at NHSC, please see Appendix 6.

**All Chiefs Society**
The All Chiefs Society is a Native American Studies organization dedicated to the preservation of the Mandan, Hidatsa, and Arikara culture, language, and history. The organization also provides leadership, education and research opportunities valuing our traditional way of life. The organization plans cultural events like hand games, powwows, colloquia, elder speakers to relay our oral tradition and more. The All Chiefs Society is open to students, faculty, NHSC alumni, and Nueta Hidatsa Sahnish community members.

**Alumni Association**
NHSC graduates can look forward to being a part of the NHSC Alumni Association.

**American Indian Science and Engineering Society Chapter (AISES)**
AISES promotes science activities and participates in reservation wide K-14 science related programs. Students are often able to travel to regional and national AISES conventions to present research and network with Native professionals in science, technology, engineering, and math fields.

**American Indian Business Leaders (AIBL)**
The American Indian business Leaders (AIBL) gives business students the opportunity to participate in tribal college competitions which focus on leadership and business related topics.

**American Indian Higher Education Consortium (AIHEC)**
Annually, in the spring of each year, AIHEC sponsors a student Conference that rotates between five different states. All Tribal College students are invited to attend and compete in any of the following competitions: Knowledge Bowl, Science Bowl, Business Bowl, Speech/Drama, Science Poster Contest, Hand Games, Art and Basketball. Basketball is a separate competition prior to the conference. Also included at the conference are student recognition awards and Student Congress. The College sponsors students that compete in the AIHEC Student Conference, therefore, certain eligibility requirements are required to attend. Please see travel policy for participation criteria.
Science Research
The Science Department at NHSC currently has grant programs that enable tribally enrolled students to be employed to conduct research projects. These grants provide students with supervised experience in the process of conducting scientific research including planting, designing, implementing, evaluating and reporting on an individual research project.

These projects are on a wide array of environmental and bio-medical sciences and are conducted with assistance from local, tribal, and federal agencies and personnel.

For further information on these programs, interested students should contact any science or math faculty member.

Student Senate
The Student Senate is the student’s chief governing body, and all enrolled students are automatically members. The Student Senate organizes various student activities and college events, and it represents the students by giving them a voice to express their concerns and opinions to the faculty and administration. All students are encouraged to take an active role in this organization. Elections are held annually for officers from the membership at large. These offices include: Student Body President, Vice-President, Secretary, Treasurer, Public Relations and Student Representatives from the main campus and the communities.

The Student Senate is the elected and representative voice of the students of NHSC. Student Senate represents students in campus governance issues.

Student Lounge
The NHSC Student Lounge is located across from the cafeteria. Students are permitted to use the lounge and, in return, are asked to keep their lounge looking neat and clean. Student Lounge hours: Monday through Thursday – 8 AM – 8 PM and Friday - 8 AM – 5 PM.

Fund Raising Policy for Student Organizations
Nueta Hidatsa Sahnish College gives approval to NHSC recognized student organizations to raise money for charitable projects, provided the student organization has an account established with the NHSC Business Office. The appropriate paperwork must be on file in Student Services. In addition, student groups may be allowed to raise funds on campus to defray costs for approved club projects and or student activities.

- Any NHSC Student organization must obtain prior approval for all fund-raising activities from the NHSC Student Services office.
- Student groups organizing fund-raising activities not involving the sale of a product or service (e.g. sponsoring a dance or raffle) must obtain permission for their activity from the Vice President of Student Services. Any student group
sponsoring a fund-raising activity involving the sale of a product or service must obtain a fundraising form from the NHSC Student Services office.

- Student organizations sponsoring a raffle must abide by the TAT (Three Affiliated Tribes) Gaming Commission bylaws. Applications for the raffle must be made through the NHSC Student Services office.

- All approved student fundraisers will be put on a calendar and posted every month in the NHSC lobby. Only one fundraising activity will be held at the designated location for that day, unless otherwise approved by the Vice President of Student Services. Fundraisers will be held on a first-come, first-served basis.

- All proceeds from the student fundraiser will be submitted to the Student Services office and will be kept in a general ledger under the organization’s name. The Club Advisor(s) is responsible for keeping accurate records for all money-raising activities.

- Student Organizations will need to fill out a cash deposit form, located in the Financial Aid Office.

Off-Campus Fund Raising

Student groups are not allowed to solicit donations or gifts from local merchants and/or tribal organizations without permission from the Vice President of Student Services and/or NHSC President. Under certain circumstances, NHSC will approve fundraising efforts that occur off campus.

Student groups wishing to conduct fundraising efforts off-campus must familiarize themselves with and abide by all College policies, in addition to all local, tribal, state (if applicable) and federal laws and regulations. Direct solicitation for fundraising via campus mail or e-mail by students is prohibited. The advisor will be responsible for any fundraising contacts.

Students must be in academic good standing to participate in any fundraising activity. Students not abiding by the above policies will be subject to NHSC disciplinary action.

Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved for college-related travel and events.

Section 11: ENSURING MY ACADEMIC SUCCESS – Academic Policies & Procedures

Academic Bankruptcy (Grade Forgiveness)

Nueta Hidatsa Sahnish College has a policy for allowing a student who has experienced academic problems to apply to the Student Affairs Committee in writing for Academic
Bankruptcy. Academic Bankruptcy is designed for the student who has had an extremely poor start academically.

Academic Bankruptcy allows all grades to be forgiven in semesters for which the student was on probation or suspension status. All courses and grades will remain on the transcript but will not be used in calculating the cumulative GPA and the courses cannot be used to fulfill graduation requirements. The grade will be represented as a ‘GF’ on the transcript.

To apply for Academic Bankruptcy, the student must adhere to the SAP policy as described in the Financial Aid Section of the Student Handbook and maintain Satisfactory Academic Progress for two consecutive semesters.

Academic Bankruptcy can be granted for more than one semester, but it will be granted only once throughout the academic career at Nueta Hidatsa Sahnish College.

Academic Bankruptcy does not clear an individual's record of previously attempted credits and grade point average for federal funding (please refer the financial aid SAP section.)

A student who is using Veterans Administration benefits must consult the veteran's education policy and procedures, before applying for Academic Bankruptcy.

When the Student Affairs Committee receives a request for Academic Bankruptcy (Grade Forgiveness), their first step will be to request the student’s NHSC transcript from the Registrar and review it for Good Academic Standing and Satisfactory Academic Progress.

**Academic First Alert**

Full-time and adjunct faculty are responsible for staying in contact with their students. Instructors must complete an Academic First Alert Form for each student who is having attendance and/or academic issues.

**Academic Honesty**

Students are expected to do their own work. If it is determined that the student has violated the academic honesty policy, appropriate actions will be taken. A failing grade will be assigned for the assignments and/or the class. The student may be referred to the Academic Dean. Refer to the student handbook for details.

**Copyright Law of 1978**

Many of provisions of the Copyright Law, which went into effect January 1, 1978, effect instructors as well as libraries. Not only are libraries held liable for the violation of the unlawful reproducing of materials covered by a copyright, but also the individual instructors. Copies of current practices will be distributed at orientation.
**Academic Standing**

*Good Academic Standing means that a student has a GPA of 2.0 or more with a 67% or higher completion rate.*

If the student does not have GAS, the request will not go forward for review. The student will be informed in writing that he or she will need to qualify for SAP and maintain SAP for at least 2 semesters, before submitting another request for Academic Bankruptcy.

**Academic Suspension**

Any student that does not meet the minimum requirements for SAP at the end of the warning semester will be placed on academic suspension. Under academic suspension a student has the right to appeal and can submit a completed SAP appeal form along with supporting documentation to the Vice President of Academics or the Vice President of Student Services by the last day to add/drop a class going into the next semester. The appeal will be reviewed by the Student Affairs Committee and the student will be notified within 2 business days the committee’s decision.

**Academic Warning**

Any student who fails to meet and maintain the term and career GPA minimum of a 2.0 and/or meet the term and career completion rate (pace rate) standard which is 67% is of the degree plan.

**Add/Drop/Withdrawal**

Students taking courses through NHSC are permitted to ADD/DROP/WITHDRAW from a course within the timeframe specified in the College Academic Calendar.

**ADD**

A student may add a course through myNHSC, according to the Academic Calendar timeline to the Registrar’s Office with permission from the course’s instructor and the student’s Academic Advisor, if the add is within the Academic Calendar deadlines and meets all other administrative criteria.

**DROP**

A drop means that the course will not appear on the student’s transcript, and the tuition and fees will be fully refunded.

Students can drop courses via myNHSC, according to the Academic Calendar timeline to the Registrar’s Office.

**Withdrawal From A Course**

After the drop period has passed, students taking courses through NHSC are permitted to withdraw from a course in accordance with the Academic Calendar deadlines and applicable dates. A withdrawal means that the student will receive a “W” grade for the course and will be responsible for all fees and books and all or a portion of the tuition.
Students who do not withdraw within the stated deadlines and in accordance with this policy will receive the grade earned for that course and will forfeit any tuition refund.

**Student Initiated Withdrawals from a Semester or from the College**

Students who withdraw from the College for any reason must formally withdraw from the College. To officially withdraw, complete a Withdrawal Form, ensuring that all necessary signatures are on the form and return the form to the Registrar. The effective date of withdrawal is the date the student submits the withdrawal form.

Students who officially withdraw before the cutoff date “change a class date” as listed on the academic calendar will not have the coursework reflected in the transcript.

Students who withdraw after the “change a class date” (NO EXCEPTIONS), will receive a grade of “W” in all classes.

**Administrative Drop**

**Administrative Withdrawal**

NHSC faculty members reserve the right to withdraw a student from any course. Prior to an Administrative drop, the faculty member must send an Early Alert Form to the Student Development/Retention/Disabilities/Career Counselor concerning the student. If there is no positive outcome after two weeks of sending the Early Alert, then the faculty member can proceed with an administrative drop. The purpose of administrative withdrawal is to limit the financial liability and academic consequences for the student.

Reasons for administrative withdrawal include, but are not limited to:

- Lack of attendance – Students who have excessive or extended excused absences in a face-to-face class may be dropped. It is up to each instructor as to what is excessive or extended, and will differ depending on the course length and weekly schedule. Students in on-line, hybrid, or independent study courses who fail to make contact with the instructor either in person or electronically within the first two weeks and/or a minimum of once a week thereafter may also be dropped.
- Prerequisites not met – Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped before add/drop deadline.
- Academic dishonesty – Students involved in any form of dishonesty may be dropped as per discretion of the instructor and Vice President of Student Services.

Students receiving financial aid who plan to withdraw have the responsibility to follow the Federal Financial Aid Return of Funds Policy. Please be advised that if a student receiving financial aid withdraws from a course or courses, there may be financial penalties. Please contact our Financial Aid Office for more information.

**Students should not assume they are automatically withdrawn.** Instead, they are strongly encouraged to check with the instructor of the course.

Students will remain responsible for any financial liability they have incurred, less applicable refunds, and for any academic and financial aid consequences due to the administrative withdrawal.
If an administrative withdrawal occurs before the add/drop date set by the registrar’s office, the course will not appear on the student’s transcript. After add/drop date, a “W” will appear for that course. An administrative drop can be given up to two weeks before the last day to withdraw as assigned by the registrar’s office.

Students will receive notification from the registrar by mail that they will be administratively dropped if they do not directly appeal to the instructor within one week. A copy of the notification will be sent directly to the instructor as well as to the Vice President of Student Services for recording.

Students who feel they have been wrongfully withdrawn should follow the appeal process:

1. A student has one week from receiving the notification from the registrar to appeal in writing to the instructor. The instructor will meet with the student within three working days.
2. If the matter cannot be settled within those three working days, the student has the responsibility to confer with the Vice President of Academic Affairs within three additional working days. The student must give a copy of the written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will meet with the student, Academic Dean, faculty member, and Vice President of Student Services. A recommendation and/or decision will be made at this meeting.
3. The student must attend class during the appeal process. If he/she does not attend class during the appeal process, the Vice President of Academic Affairs may decide to omit step 2 of the appeal process, and the student will remain administratively withdrawn.

**Attempted Credits**

NHSC will apply toward the maximum number of credits specified above. Successfully completed credits earn grades of A, B, C, D or S. Grades of fail (F), Unsatisfactory (U), Incomplete (I), Course Repeats (R#), and Withdrawn (W) count as credits attempted but not completed, and will be applied toward both the maximum number of credits and GPA. All attempted credits are determined in the calculation.

**Attendance Policy**

It is the responsibility of the student to notify the instructor in case of illness, or if the student expects to be absent for a legitimate reason. The instructor will determine the point at which absences become excessive and may advise the NHSC Counselor who will contact the student. If the absences continue, the instructor may file an administrative drop.

**Audit Policy**

If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. The cost incurred is $40.00.
A student auditing a course may be required to participate fully in the class. Expectations should be clarified with the course instructor at the start of the semester.

A course may be dropped for credit and added for audit or dropped for audit and added for credit only during the drop/add period for the course. The student must get the approved signature from the course instructor before any changes will be made. Student Accounts will be notified and will make changes on the student bill.

**Scheduling an Audit**
To schedule an audit, the student registers for the course in the Registrar's office. The student should write “AU” in place of credits on the form and must have the instructor sign off on the registration form before it will be accepted by the registrar. The course will appear on the student’s semester schedule as though it has been scheduled for credit.

**Impact of an Audit on the Student’s Record and Enrollment Status**
A course scheduled for audit will appear on the student’s record with the symbol “AU” if attendance was regular or “W” if the attendance was unsatisfactory. No credit is earned, and the student’s grade-point average is not affected.

Credits for a course being audited are counted by the Registrar as part of a semester credit load in determining an overload. Credits for a course being audited are not counted for the following:
1. Determining enrollment.
2. Determining financial aid status.

**College Name, Document, and Records**
The use by any person or organization of the College name or any of its registered trademarks in connection with any program, product, or activity without the prior written permission of the Vice President of Student Services, or any unauthorized use of College documents is prohibited.

**Course Challenge**
Nueta Hidatsa Sahnish College Policy on Challenging a Course:
The Challenge Program at NHSC is designed to free students from taking courses where content has already been mastered. Students enrolled at NHSC in good standing may submit a request to challenge any courses listed in the college bulletin.

The Procedure for challenging a course is:
1. Contact the course Full Time Faculty member to obtain approval for a challenge exam or credit for prior learning/training, using the Course Challenge Form (CCF).
2. If approval is obtained, present the form to the Vice-President of Academics for approval.
3. Present the form to the Business Office and pay any fees due.
4. Return a copy of this form to the Full Time Faculty member and arrange to take
the examination or submit documentation of prior learning/training; the Full Time Faculty member will note the grade, and ‘P’ or ‘F’ on the form.

5. Return the completed form to the Vice-President of Academics for their records.

6. The Full Time Faculty member forwards the grade to the Registrar’s Office. Credit is given if a grade of “C” or better is reported on an exam, or documentation of prior learning/training is deemed sufficient.

7. An exam to challenge a course may be taken only once; refusal of documentation of prior learning/training may be appealed to the Vice-President of Academics.

Course Substitution
Sometimes a student will request that a course be submitted for one on the student’s degree plan. It is at the discretion of the program director and/or the student’s advisor to make the substitution, based upon course description, credits needed and program standards and requirements, and appropriate time limitations.

Declaring a Major
Deciding on a major can be challenging, especially if you have a number of interests. It’s important that you think about your values, interests, goals and strengths, and research major job opportunities and requirements to help you decide.

At NHSC, students are required to formally declare a major on their admissions application, before enrolling in classes. If a student wants to change the declared major, he or she needs to complete the Add/Change Declaration of Major Form. Once this form is completed, submit it to the Registrar’s office for processing.

You will want to decide your major early, and try to stick with it because not all classes will apply if you change to a new major and you have limited federal funding that can quickly be used up on classes that won’t apply to your major.

Once you do have a new major declared and the Registrar has cleared you for that major, you will get a new Advisor. It is a good idea to contact your new Academic Advisor and introduce yourself as a new student in the program.

Only courses taken on the degree plan of that major can be used for computation of financial aid. During registration, students will be assigned an advisor in their area of study.

A student may declare more than one major, but is required to satisfy all the requirements for each major. Courses can be used for more than one major. A student must meet with each appropriate advisor to prepare a degree plan for each major. Degrees for each major will be posted separately on the student's transcript. To receive financial aid, students are considered to have only one major and the courses they take that are covered by financial aid must be in the degree plan of that particular major. Financial aid will not cover courses in a second degree if the course is not required for the first degree. However, students taking 12 credit hours in their first major can take additional hours in the second major and receive full-time financial aid.
Degree/Certificate Plans
A degree/certificate plan has been established and approved for each certificate and degree available at NHSC. Academic Advisors from each of the college’s programs review the appropriate degree plans with their students. Please keep a copy of your degree plan with progress noted each time you meet with your Academic Advisor. Your degree plan is your road map to completion and graduation.

Graduation criteria is based upon the degree plan used when the student first enrolled in the program, unless a different year is specified in writing on the change of major form.

Grading Policy
The College uses letter grades to evaluate a student’s work in each course.

Recording of Grades and Attendance
Instructors are required to record mid-term and final grades and attendance, according to the dates due as indicated on the Academic Calendar.

Final grade reports can be viewed on myNHSC. Only final grades are recorded on the transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>GF</td>
<td>Grade Forgiveness</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
</tbody>
</table>

Pass (P) grades may only be given for internships, practicum, workshops, and certain special topic courses.

Pass/Fail grading is used for seminars, internships, practica, workshops, or special topics classes, and other specified classes.
A student may withdraw from a class up to the thirteenth week of class. The “W” grade becomes part of the student’s transcript.

The “I” – incomplete grade may be granted when students are unable to complete course requirements for reasons beyond their control or by circumstances created by the college. A grade of “I” (Incomplete) may be issued only in special circumstances.

Special circumstances include:
1. If the student has completed at least three-fourths (75%) of the assigned coursework, and
2. If the student was unable to complete the necessary coursework for a valid and documented reason beyond the student's control or by circumstances created by the college, and
3. If the student can execute a plan to complete the work.

The “I” grade may be granted after negotiation between the student and the instructor from completing the course work occurs. A copy of the negotiated requirements will be retained by the instructor and copies distributed to the student, the counselor, the instructor, the registrar, and the Vice President of Academics. The time deadline (No later than the end of the 6th week of the following semester for Fall and Summer Classes, or the end of the following Summer Term, for Spring Classes) negotiated by the student and the Instructor for completing the work will be included in the requirements.

Grade Changes and Student Appeal Procedure
A course grade is considered final unless the student or instructor files an appropriate appeal. For the student who has reason to believe the grade issued is incorrect, the following Grade Appeal Procedure must be followed:

Student Grade Appeal Procedure
A student has up to eight (8) weeks from the end of the semester from which the final grades were submitted to initiate an appeal.
1. The student must discuss the need for a grade change with the instructor.
2. The instructor will fill out the Change Grade Form as completely as possible.
3. The instructor will print documentation of the change in grade and submit to the Registrar with the Change Grade Form.

Grade Point Average (GPA)
A student’s scholastic standing of Grade Point Average (GPA) is obtained by dividing the number of honor points earned for that semester by the current total semester hours attempted. The cumulative or total GPA is obtained by the same method using overall semester hours attempted and overall honor points earned from NHSC and all transferred credit. Grades of W, P, and I are disregarded when figuring grade point averages.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Grade</th>
<th>Credit Hour</th>
<th>Honor Points</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110</td>
<td>B</td>
<td>4</td>
<td>x 3</td>
<td>12</td>
</tr>
<tr>
<td>MA 101</td>
<td>C</td>
<td>4</td>
<td>x 2</td>
<td>8</td>
</tr>
<tr>
<td>TS 113</td>
<td>A</td>
<td>4</td>
<td>x 4</td>
<td>16</td>
</tr>
<tr>
<td>ECON 201</td>
<td>F</td>
<td>3</td>
<td>x 0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>36 Points</strong></td>
</tr>
</tbody>
</table>

Semester GPA: 36/15=2.40
Graduation Requirements, Application Process and Commencement Procedures

*Students need to complete and submit a graduation application by the cut-off date provided per academic year.*

**Graduation Application**
The graduation application includes the following:
- A copy of each official transcript supporting the student’s completion of the certificate or degree
- A completed Transfer Course Form (if applicable) and approved substitutions
- Completed degree plans with grades and semester notations
- Signatures from the: Academic Advisor, Instructional Technology, Library, Cafeteria, Business Office, Housing, Athletics, Student Accounts, Dean of Academics signifying the completion of all coursework and documentation of no holds on the student’s record
- Registrar (signing off regarding the official transcript), VP of Student Services and the VP of Academics
- Proof of Completion of Assessment 200 and/or capstone courses
- All required assessments and documents
- Completed graduation survey

**Graduation Requirements**
In order to graduate with a Bachelor of Arts Degree, Bachelor of Science Degree, Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, or Vocational Certificate from the Nueta Hidatsa Sahnish College, candidates must:

a) Complete all general education and core professional requirements, or certificate requirements of the program in which enrolled.

b) Be enrolled at NHSC during their last academic term, except where the final term is completed elsewhere as part of an approved NHSC degree program. An example of such an exception is the Pre-engineering program, wherein students may transfer coursework back from the affiliated University after transferring in order to complete their Associate’s Degree in Pre-Engineering.

c) Be a student in good standing and have a minimum cumulative grade point average of 2.00; NOTE: Some programs (e.g., Teacher Education, Nursing) may have a higher GPA requirement, either cumulatively or by semester, AND may have restrictions on applying a course in which a grade of ‘D’ was earned toward the Degree; refer to the Program Description in this Bulletin, or consult Program faculty for details.

d) Submit Application for Graduation form prior to the deadline listed in the Academic Calendar. Students completing degree requirements in the Fall or Spring Semester must submit the form before the Spring deadline; those who complete degree requirements in the Fall Semester may submit the form prior to the Fall deadline. A completed degree plan must accompany the application for graduation.

e) Pay all financial obligations to the College.

f) Meet the residency requirement of NHSC, which is a minimum of 24 semester hours for an Associate of Arts, Associate of Science, and Associate of Applied
Science Degree; the last 32 semester hours, for a Bachelor of Science or Bachelor of Arts Degree; 16 semester hours for a nine (9) month Vocational Certificate.

g) Return all NHSC property to the College. This includes library materials, laboratory equipment, sports equipment, and any other property and supplies.

h) Where applicable, complete an e-portfolio or capstone project.

i) Complete the assessment examination within the ASMT 200 course.

j) Candidates for a Bachelor of Arts or Bachelor of Science Degree must have passed 32 semester credits in upper-division (courses numbered 300 and above) courses.

k) Complete a graduation survey.

**Commencement**

The College has one formal graduation ceremony held in May and one informal graduation in December, annually. Students who complete their degree requirements in the Fall and the Summer Semester are eligible to participate in the December graduation. Students graduating in the Spring Semester are expected to attend the May graduation ceremony. Diplomas will be mailed or available for pick-up, when all obligations to the college have been met.

**Who is permitted to participate in the May or the December graduation ceremony?**

As of Fall 2018, students in good standing can participate in the graduation ceremony that corresponds to the semester in which they have completed all obligations to the college.

**Independent Study**

An Independent Study is regular coursework presented on an individualized basis. The number of contact hours between student and instructor must total at least 15.

Independent study is available only to sophomore (or senior, in baccalaureate programs) students who need a particular course to complete the requirements of an established program of study in order to graduate by the end of that semester or by special permission granted by the Vice President of Academics.

For each course taken by independent study, the student must complete an independent study contract with the instructor and Vice President of Academics; a copy of this contract must be submitted to the Registrar. The contract must specify the meeting times between Student and instructor, and have attached a copy of the course syllabus to indicate that the student is expected to complete all assignments and exams required of regular students.

A $50 fee will be charged to the student for each Independent Study class.

Independent study should NOT be viewed as a Bypass for the regular class; students who have failed or withdrawn from the regularly scheduled class within the prior academic
year will need to justify in writing (and, where appropriate, with documentation) their reasons for not completing the regularly scheduled class.

Requirements:
   a) A prior semester grade point average of 3.00.
   b) No incomplete grades.
   c) Approval of the Vice President of Academics

Procedures: The following procedures will be used to request an Independent Study:
   a) Obtain an Independent Study Contract Template
   b) Complete the Contract,
   c) Obtain all required signatures.
   d) Submit contract to the Registrar along with the Registration Form

Name Change
A name change requires the student to complete a name change form and to provide proof of the name change in the form of a driver’s license, social security card, or court document. To receive Federal Financial Aid, you must use the name on your social security records even if that name is different than your legal name. It is the student’s responsibility to change their name on their social security records to their legal name.

No Show Policy
If you do not attend the first two weeks of a CLASS and haven’t contacted your instructor by email, phone or mail, you may be DROPPED from the class. If you miss the first three weeks of ALL of your classes, you will be WITHDRAWN from all your courses. You will be charged a no show fee of $25.00. Any textbooks not returned will be charged as per NHSC Bookstore policy (see page 42).

Satisfactory Academic Progress (SAP) Policy
Satisfactory Academic Progress (SAP) is the term used to determine if a student is making acceptable progress toward a certificate or degree. All NHSC students are required to demonstrate satisfactory academic progress during their course of studies in order to be eligible for federal student aid.

The procedure for returning students who wish to request grade forgiveness will include their completion of at least 2 consecutive NHSC semesters of SAP.

SAP Plan
Students who are not meeting SAP will be placed upon a SAP Plan and then notified via mail/email. The purpose of the SAP Plan is to support students through tutoring, academic advising and counseling, enrollment in a limited number of credits per semester,
**Scholastic Honors**

NHSC acknowledges the importance of awarding deserving students who have distinguished themselves by their high scholastic achievement. These students will be placed on the Scholastic Honor Roll at the end of each semester. In order to be eligible, students must have been enrolled full time and have no Incomplete grades. The required GPAs are:

a) **President’s List:**
Have achieved a GPA in the range of 3.80 to 4.00 for the semester.

b) **Dean’s List:**
Have achieved a GPA in the range of 3.50 to 3.79 for the semester.

c) **Honor List:**
Have achieved a GPA in the range of 3.00 to 3.49 for the semester.

**Scholastic Honors at Graduation**

Students receiving an Associate’s Degree may graduate with one of two distinctions:
1. *High Honors* is awarded to the graduate who has achieved a cumulative GPA of 3.80 and above.
2. *Honors* is awarded to the graduate who has achieved a cumulative GPA of 3.50 to 3.79.

Students receiving a Bachelor’s Degree may graduate with one of three distinctions:
1. *Summa Cum Laude* is awarded to the graduate whose grade-point average is 3.900 or higher.
2. *Magna Cum Laude* is awarded to the graduate whose grade-point average is 3.700-3.899.
3. *Cum Laude* is awarded to the graduate whose grade-point average is 3.500-3.699.
Student Classifications
The following student classifications for students attending NHSC are applied for Fall or Spring Semester:

- Full-Time Student: 12 credit hours or more
- Three-Fourths (¾) Time Student: 9-11 credit hours
- One-Half (½) Time Student: 6-8 credit hours
- Less than half time: 1-5 credit hours

The following student classifications for students attending NHSC are applied for Summer Semester:

- Full-time Student: 6 credit hours
- One-Half (½) Time Student: 3 credit hours

Student Death/Extenuating Circumstances
In the event of a student’s death during a term of enrollment, the student’s full student account charges will be removed. Payments applied to the student’s account from federal financial aid, institutional scholarships/grants and third party contractual agreements will be refunded to the appropriate program(s). The remaining credit, if any, will be issued to the student’s parents, legal guardian or spouse as appropriate. Other extenuating circumstances such as severe medical injuries, which, in the opinion of the Vice President of Student Services or her designee, warrant special consideration, are also eligible for full or partial refunds in excess of the standard institutional withdrawal refund policy.

Student Learning Assessment
A program-specific, capstone project, such as an eportfolio, is required for completion of each of the Bachelor degree programs for students graduating from Nueta Hidatsa Sahnish College. The capstone project demonstrates student mastery of institutional and program learning outcomes.

Students are required to take an assessment examination upon entering NHSC, and again just prior to Graduation. The exit exam will be administered in the Assessment of Student Learning (ASMT 200) course for completion of the Associate’s degrees.

All degree programs have instruments (tests, papers, projects, etc.) that measure attainment of Learning Objectives. These instruments are typically administered as part of classes taken in the spring of the Sophomore Year for Associate’s Degree programs, or in the Spring of the Senior Year for Bachelor’s Degree programs.

Student Publications and Media
Any student publication shall be free of censorship. The editors shall not be arbitrarily suspended because of disapproval of editorial content. This editorial freedom carries with it the obligation of responsible journalism. All student publications must explicitly
state that the opinions expressed by the publications are not necessarily those of the college or its students.

**Transcripts (Official)**

An official transcript contains the Registrar’s signature, official stamp and College seal. Official transcripts are sent only between institutions. An unofficial transcript does not have the Registrar’s signature, official stamp, or College seal. It is issued directly to the student.

All financial obligations to the college must be paid prior to the release of an official transcript. All attempts will be made to release transcripts within five (5) working days. This will give the College processing time to verify whether financial obligations exist.

The Registrar will process a transcript request using the following procedures:

**Transcript Request Procedure:**

The Registrar will process a transcript request using the following procedures:

- Obtain a Request for Transcript form located in the Registrar’s section on the website or in the hallway near the Registrar’s Office.
- Return completed transcript form or written request to the Registrar.
- If financial obligations exist and a transcript is not released, the Registrar will notify the student in writing.
- All financial obligations to the institution must be satisfied prior to release of transcripts.

*Note: Transcripts will not be issued as a result of telephone requests.*

**Transfer Courses and Credits**

Students who have attended college elsewhere must notify Nueta Hidatsa Sahnish College of all previous enrollments. Students are required to have all official transcripts sent to the Registrar, upon admission into NHSC.

Courses taken at another institution will be evaluated by program directors and/or academic advisors for possible transfer credit. To be transferred the coursework must meet the following criteria:

- Course was earned at an accredited institution
- It is college-level coursework (minimum of 100-level)
- The student received at least a C in the course
- The coursework is documented on an official transcript sent to the NHSC Registrar from the Institution at which the coursework was completed
- The completed course has sufficiently equivalent content to the course required by NHSC
A student’s academic advisor will determine which credits satisfy specific curriculum requirements within the student’s degree plan. This process may require more information on the course content (course descriptions, syllabi, etc.) when obtainable.

The advisor will record the transferred courses and the number of credits transferred on the Transfer Course Form (Appendix 7), make the appropriate notations on the student’s degree plan, and then provide this information to the Registrar. Only courses documented on an official transcript will be evaluated.

Transfer credits that apply to the student’s degree plan will be used to calculate their overall GPA. If a student changes degree plans, the credits for the previous degree plan will continue to be used to calculate GPA.

NHSC follows the North Dakota University System (NDUS) General Education Requirements Transfer Agreement (GERTA) that was established by the State Board of Higher Education to ease student transfers within the system. Although subject to review by the board, the policies at this time are as follows: *If students completed the lower-division general education course requirements (36 credits or more) at one of the NDUS institutions and transfer to another NDUS institution, then the lower-division general education requirements will have been met.*

**Section 12: HOW SHOULD I CONDUCT MYSELF AS A STUDENT?**

Our NHSC Director of Safety and Security is committed to providing protection and safety for students, faculty staff, visitors and our college campus. Please see the Emergency Procedures chart in the Appendix for more information.

**Code of Conduct**

No student or visitors shall use, manufacture, sell, give away, barter, exchange or distribute alcohol, a controlled substance or drug paraphernalia.

No student or visitors shall commit theft of or defacing or otherwise injuring in any way property, real or personal, belonging to NHSC or to its students, faculty, and staff.

No student or visitors shall commit forgery, alteration or misuse of NHSC documents, records or identification or knowingly furnish false information to the college.

No student or visitors shall cheat, or plagiarize in connection with an academic program at the college, to include copyright violations.

No student or visitors shall commit unauthorized entry into, unauthorized use of, or misuse of college property to include NHSC owned vehicles.
No student or visitor shall commit physical abuse, verbal abuse, threats, intimidation, coercion and /or other conduct which threatens or endangers the mental or physical health or safety of any person.

No student or visitors shall engage in disruptive activity such as disorderly conduct, which includes intent to harass, annoy or with reckless disregard of the fact that another person is harassed, annoyed, or alarmed by another person’s behavior, such as:

- Fighting or violent threatening behavior
- Makes unreasonable noise
- Abusive or obscene language or gestures intended to adversely affect the safety, security, or privacy of another person
- Obstructs the use of public facilities
- No student or visitors shall commit any act of stalking

Students at NHSC have the responsibility to help contribute to the general health and security of the campus. Therefore, individuals and organizations should take reasonable precautions for the safety and health of all members of the NHSC community.

Students should expect misconduct action to be taken against them by either college authorities, or both if any:

- Throw objects into or from College facilities
- Misuse fire or other life safety equipment
- Use or improperly possess ammunition, firearms, or weapons on College property.
- Conduct themselves in a manner that significantly endangers the health and safety of other person on campus.
- Engage in behavior that is prohibited by federal, state, or local law.

The unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable which could cause damage to persons or property or cause disruption to campus activities is forbidden, unless authorized by the Vice President of Student Services.

**Zero Tolerance Policy**

The Nueta Hidatsa Sahnish College (NHSC) will promote an environment free from threats and acts of violence, whether perceived or real. NHSC will not tolerate violence of any type or from any source, including threatening or violent action by employees, students or visitors against anyone on campus or during school related activities despite location.

It is the policy of NHSC and the responsibility of its employees, students, and visitors to maintain a campus free from threats, verbal abuse, riots, inciting riots and any act of violence.
All employees, students, and visitors on campus deserve to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect, establishing open and honest communication, and preventing and prohibiting violent behavior, specifically.

The policy of NHSC includes these items:
1. NHSC will respond promptly to any acts of violence. That response will include timely involvement of law enforcement agencies when appropriate.
2. NHSC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.
3. NHSC will treat incidents of campus-related threats or acts of violence as serious. Reports of such acts will be promptly investigated and appropriate and necessary action will be taken.
4. NHSC will take strong disciplinary action, up to and including discharge and expulsion.
5. NHSC will support criminal prosecution of those who threaten or commit campus related violence against its employees, students, or visitors.
6. NHSC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence.
7. NHSC will work to prevent and eliminate acts of campus related violence.

**ZERO TOLERANCE ENFORCEMENT**

Administrators, staff and faculty have the primary responsibility for ensuring a safe environment. They are specifically empowered to take immediate action to resolve or stabilize violent situations and to protect people on campus. They will make sure that the appropriate response resources are notified immediately when a threat is made or a violent incident occurs. They will ensure appropriate disciplinary responses to workplace violence.

**Incident Response**
The Nueta Hidatsa Sahnish College’s Security Department and the Student Services Staff will be responsible for coordinating responses to violent or threatening situations on campus. They will assist in (a) the development of applicable training programs, (b) referral agent and information source with regard to campus-related violence, (c) assist with situation assessments and evaluations, (d) ensure follow-up appropriate action is taken, investigation, victim assistance, preventive, and corrective action.

**Incident Reporting**
All incidents of threats or acts of violence are to be reported utilizing the “Incident Report Form”. For immediate assistance, anyone may report the violent incident to the NHSC Security Director, any NHSC staff member and to the Police. The Campus Security personnel and/or police will then remove the perpetrator and secure the
The reports will need to be followed up on with the appropriate personnel. If there is no longer a threat of danger, reports can be made directly according to the following:

- Students and visitors report incidents of safety and security to the NHSC Security Director and/or Campus Security personnel
- Employees report incidents to NHSC Security Director and/or Campus Security personnel and to their immediate supervisor and/or to the Human Resource Director.

Reports will be made on the incident form and witnesses will be listed. Each report will be followed up on appropriately. Media inquiries will be referred to the Presidents’ Office for the official comments.

The policy will be discussed at new employee orientation and new student orientation. A copy of the policy and plan will be available from the Student Services Office and the Security Department.

A copy will be given to each new employee and each student. A copy will also be accessible from the college website.

**REGISTERED SEX OFFENDER POLICY**

To protect your rights and the rights of others and to increase the safety and welfare of the students, faculty, and staff of Nueta Hidatsa Sahnish College, convicted and/or registered sex offenders will not be allowed to enroll in any NHSC courses, will not be allowed on any NHSC property or at any NHSC sponsored even, will not be allowed to work for NHSC, and will not be allowed to live in NHSC housing.

A hard copy of the Registered Sex Offenders located on the Fort Berthold Indian Reservation will be kept at the receptionist desk of each NHSC building to be used as a reference guide and identification.

If a Registered Sex Offender is identified, Campus Security is to be notified so the situation can be dealt with immediately.


*http://www.nsopw.gov/Core/PublicRegistrySites.aspx

**Section 13: HOW DO I STAY SAFE ON CAMPUS?**

**Title IX and Campus Security**

NHSC has a department of Security, which maintains a safe and secure campus for students, faculty, staff and visitors in compliance with Title IX and federal legislation.
Title IX of the Education Amendments of 1972 states:
No person in the United States shall, on the basis of sex be excluded from participation
in, be denied the benefits of, or be subjected to discrimination under any education
program or activity receiving federal financial assistance.

See Appendix 18 for Emergency Procedures Information.

The Security Director meets monthly with a Campus Emergency Response Team
(CERT) comprised of students, faculty and staff and also with a community-based
emergency response team to plan and address the needs of safety and security on
campus and in the nearby community.

The “Clery Act” (H.R.3344, S.1925, S.1930) was introduced in Congress on September
6th, 1989, and was signed into law on November 8, 1990 by President George Bush as
Title 2 of the “Student Right-To-Know and Campus Security Act.” The bill was named
for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in
1986.

In compliance with the law, and enforced by the Department of Education, NJHSC
security annually prepares the Jeanne Clery Disclosure of Campus Security policy and
Campus Crime Statistics Act. The publication is available in paper form at
Maintenance/Security Office and Student Services as well as posted on the college
website at http://www.fortbertholdcc.edu/about/Campus_Safety.htm. A daily crime log
is also maintained and is available for public review at the Security Desk found in the
main lobby. Students are urged to contact security to report any crime that occurs on
the NHSC campus and to complete an incident report found under security on the
NHSC website.

**Drug Free Schools and Communities Act Information**

Nueta Hidatsa Sahnish College is committed to the Drug Free Schools and
Communities Act Amendments of 1989.

Accordingly, the manufacture, distribution, dispensation, possession, or use of a
controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. §801, et
seq.), without a valid, lawful prescription (“unlawful controlled substance”), in any NHSC
work area or facility or activity is strictly prohibited.

The following misconduct is subject to disciplinary action, up to and including
suspension and or expulsion.

1. The unlawful possession, use, or distribution of illicit drugs and alcohol by
students on College property or as part of any of its activities;
2. Being under the influence of, using, selling, possessing, or distributing any alcohol, unlawful controlled substance or any other intoxicant on College property or as part of any of its activities.

3. Storing, consuming or transporting alcoholic beverages or unlawful controlled substance in any NHSC vehicle (owned or rented).

**Legal Sanctions Against Drugs and Alcohol**

Local, tribal, state, and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug and/or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Nueta Hidatsa Sahnish College will fully subscribe to and cooperate with the local, federal, state, and federal authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

In addition, students convicted of the possession or sale of drugs can disqualify for Federal Student Aid (FSA) funds.

**Fire Safety/Fire Drills**

At NHSC, we are committed to taking appropriate measures to manage, control, and minimize risk while striving to provide the safest environment possible for students, faculty and staff.

In order to promote the safest environment possible, NHSC has done the following:

- We have designed an emergency response plan for the college.
- We post evacuation maps and evacuation instructions throughout the campus.
- We perform routine fire drills once a month.
- We conduct training sessions for all employees regarding fire safety.
- We routinely inspect all buildings to address fire safety issues.
- We continue to educate and inform students, parents, faculty and staff as we strive to establish a campus-wide awareness of fire safety.
- We have an evacuation procedure specifically for individuals with disabilities in the Maintenance office.
- We meet monthly to address safety issues, provide training and identify issues of campus concerns.

In order to enhance your own personal safety, students, faculty and staff need to:

- Remain aware of your surroundings and locate emergency evacuation maps in buildings or areas you frequently use.
- Report any item you feel may be a fire safety hazard to Maintenance/Security.
• Immediately evacuate a building anytime you hear a fire alarm. Never re-enter a building until the proper officials have given you clearance.

• Become familiar with primary and secondary evacuation route from your location. If an evacuation alarm is activated proceed to the nearest exit that is not impacted by the emergency.

• When exiting a building move to a safe distance from the building. If you are evacuated from a class, meet with the rest of your class and your faculty member and remain there until given instructions to re-enter the building.

For a more in depth description of NHSC’s steps to promote fire awareness and safety, please see our CERT Handbook.

Health Risks
There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol, and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries, and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined.

Sexual Assault Policy
The Nueta Hidatsa Sahnish College Sexual Assault Policy is designed to specifically address the federal government’s Title IX and “the public well-being” of the NHSC student.

To meet this dimension of NHSC’s mission statement and as an ongoing goal, we must strive to create a campus community, which is intolerant of sexual harassment and all forms of abuse including sexual assault. In sexual assault instances, NHSC is committed to the following threefold process:

a) To provide crisis intervention measures and a campus judicial response for the reporter and the respondent;

b) To refer students to criminal authorities; and

c) To educate and promote discussion on interpersonal abuse and violence issues. NHSC’s process does not preclude adjudication under the North Dakota Century Code.

Definition
Sexual assault is any sexual behavior between individuals to which one person does not or cannot consent. Gross sexual imposition is much broader than the traditional concept of rape. Gross sexual imposition involves: (a) sexual act/s or contact/s with another which can involve compelling a person to submit by force or threat of force; (b) use of intoxicants to substantially impair a person’s power to give consent; (c) engaging in such act/s when there is reasonable belief that the other person suffers from a mental
state which renders him or her incapable of understanding the nature of the contact; (d) when the person is under fifteen years if age; or (e) when the person is unaware a sexual act is being committed. The abuse of alcohol or drugs does not relieve individuals of their responsibilities to themselves or others.

Prevention
NHSC attempts to foster a safe learning environment on campus for all members of the NHSC community. To accomplish this, NHSC considers the physical surroundings; educational programming that addresses all aspects of sexual assault (safety precautions and prevention, crisis management, reporting, medical and counseling services, availability of legal services, NHSC discipline system, academic schedules, living arrangement, etc.), and the campus response to sexual assault. NHSC continually reviews and modifies its physical surrounding to enhance security and safety such as campus lighting, locking procedures, signage, etc.

Response
NHSC’s response to sexual assault may involve a number of individuals. In addition, for on campus cases, there is a timely campus based investigation, which is confidential and thorough and protects individual rights and due process. The reporter is the person pursuing a complaint. The reporter is presented with options about how he/she wants to pursue the complaint.

Reporting
The guiding principle in the report of a sexual assault is to avoid possible re-victimizing the reporter by forcing the individual into any plan of action. A student who has been sexually assaulted has several options. The available options are:

- Discussing assault with friend, counselor, trusted faculty or staff member, security, etc.
- Pursuing medical treatment
- Pursuing counseling services with appropriate agencies
- Initiating a campus and/or criminal complaint for on-and off-campus cases (off campus cases are handled as a criminal complaint) by completing an incident report form
- Deciding on the use of her/his name to agencies when filing a complaint

Students can be assured that, when they share assault information with medical, police, and/or NHSC officials, confidentiality will exist within the framework of each agency’s governing body (i.e. state law, licensing, FERPA, etc.) and follow a “need to know concept”. NHSC Administrative Referrals: The reporter who chooses to contact an NHSC representative (or an NHSC representative who may have been notified by other means) has the following options:

- Medical facility
- NHSC Security/T.A.T. Tribal Police Dept. (investigative criminal complaint)
• Vice President of Student Services Office or NHSC Security for investigation of complaint and possible administrative and judicial action
• Contact with family and friends
• Follow-up counseling with NHSC Counselor, or non-campus counseling agencies

Process
1. In the event of a medical and/or police emergency, medical response personnel and/or police should be contacted by calling 911. The reporter is encouraged to seek medical attention. A medical exam will treat physical problems and may answer other medical issues.

2. The reporter is encouraged not to destroy evidence by bathing, douching, changing clothes or cleaning up in any way. The reporter is encouraged to preserve the evidence should a report be filed. A report to the police can empower the reporter by exercising her/his legal rights and can aid in the protection of others.

3. If the reporter wants to report the assault to the campus Security, an Advocate or NHSC Counselor will be notified for immediate emergency assistance. An Advocate or the NHSC counselor could be available to offer support to the reporter who may be experiencing possible conflicting feeling and thoughts and will aid the reporter in developing options.

4. The reporter and the respondent may seek assistance at any time from the NHSC Counselor or Advocate.

5. If the reporter has decided not to report the assault at this time, other alternatives may include:
   a. Making a blind report to the police. (A blind report notifies the police that a sexual assault has occurred, but gives no names or identification.)
   b. Making the decision to report at a later date, however, early reports may improve the preparation of viable prosecution. Filing a police report immediately following the incident does not force the reporter to file charges and prosecute the respondent; however, it does aid in the preservation of valuable evidence if the reporter decides to prosecute at a later date.

6. At any time, the reporter may contact any of the referral agencies previously mentioned for help.
The reporter may choose to contact the Vice President of Student Services Office. Initially the student making an accusation can expect the following from the Vice President of Student Services Office:

a) The reporter has the option to file a police report. The police will then advise the reporter of the legal process. The reporter may also be encouraged to seek assistance from the NHSC Counselor and/or the T.A.T. Domestic Violence Program.

b) If the reporter does not choose to fill a report, the reporter may still file an administrative (judicial) complaint through the Vice President of Student Services Office, as well as seeking support from NHSC personnel or other referral agencies previously mentioned.

b) On campus adjudication for students is conducted through the Vice President of Student Services Office. Off campus cases are handled by the T.A.T. Tribal Police Dept., Tribal Court and Domestic Violence Program.

c) The reporter and the respondent will be notified of investigation and/or hearing results.

e) If a faculty or staff member is involved, the NHSC President's Office may handle the incident.

The Vice President of Student Services Office and the NHSC Security Department, along with other departments, can provide the following services to assist the reporter:

- Reassign parking (NHSC Security Dept.)
- Can be assigned a Counselor. (Advocate)
- Escort Services (NHSC Security Dept.)
- Assistance in receiving a protection order (Advocate & TAT Tribal Court)
- Alter academic schedule (Vice President of Student Services Office)
- Withdrawal from NHSC (Vice President of Student Services Office)
- On-campus judicial procedure (Vice President of Student Services Office)
- Other referrals as necessary. Other general protective and preventative services are offered by the TAT Tribal Police.

**Violence Against Women Act (VAWA)**

NHSC recognizes VAWA Reauthorization 2013 and makes every effort to protect women on campus and to investigate crimes against women on campus.

**Violence Prevention Measures**

a) Safe Campus
The physical security requirements are assessed including the procedures for appropriate response to threats and acts of violence. Facilities maintenance/Security will assess annually and make recommendations for security needs.

b) Violence Prevention
Emphasis will be placed on treating all people with respect and dignity, and on maintaining a calm attitude and demeanor towards others. Attempts will be made to limit violence from all sources by positively affecting the attitudes and behavior of employees, students, and visitors. College operations will be conducted in a fair, efficient, reliable, and understandable manner.

c) Conduct Codes and Discipline
Standards of conduct at NHSC will be clearly communicated and consistently enforced and discipline will be used fairly, consistently, and appropriately to deal with instances of unacceptable behavior.

d) Language and Behavior
Nueta Hidatsa Sahnish College will not tolerate rude, offensive, insulting, derogatory, hateful, threatening, or violent language or behavior among its employees, students, or visitors, including, but not limited to, such things as name-calling, heated arguments, obscene language or gestures, throwing things, harassment, pushing, stalking, insulting or slighting comments, bullying, hazing, unjust or unwarranted exercise of power, negative racial or sexual comments, assault, inappropriate touching, carrying weapons, making “fun of” or showing disrespect for others, offensive, derogatory or inappropriate reference to others, or any other form of language or behavior which intimidates, is offensive to, or manifests hostility toward another whether that language or behavior occurs on campus or at NHSC functions away from the campus.

Weapons/Firearms Policy
NHSC hereby adopts, and will work to enforce a policy prohibiting possession of firearms and other dangerous weapons in and on college property.

Section 14: WHAT SHOULD I DO IF I HAVE A CONCERN, APPEAL, COMPLAINT, OR GRIEVANCE?

Student Affairs Committee (SAC)

Purpose
The purpose of Student Affairs Committee is to promote student success by formally addressing student concerns.

Student Affairs Committee
The Student Affairs Committee consists of 8 members (or appointed designees, when necessary) and the Vice President of Student Services, who will serve as chair and vote in the case of a tie.

The committee will meet, as needed, with representation convening based on the relevance to the situations presented in the written letter or form.

- VP of Academics
- VP of Student Services
- VP of Campus Services
- Registrar
- Student Accounts
- Faculty member and/or department directly involved in matter
- Student Development/Retention Counselor
- Financial Aid Director

**Student Affairs Committee Review Process**

The Student Affairs Committee Review Process has been established for students who encounter situations involving extenuating circumstances, or emergencies potentially affecting their educational records or cost of attendance, that fall outside the realm of normal NHSC policy and procedure. The three departments that encompass student concerns are:

- Academics
- Student Services
- Campus Services

For example, Students may petition to be withdrawn from a class after the drop deadline for non-academic emergencies, such as serious injury or illness, death in the family, and under some circumstances, employment. A late withdrawal may be granted in a non-academic circumstance that is **outside of the student’s control**, when that emergency has caused the student to miss more class time and work than the student can make up. Students are encouraged to initiate this process within one year of the semester or term in question. It is the student’s responsibility to obtain the necessary supporting information from the instructor, physician, or others to accompany the request. The decision made by the Student Affairs Committee will be based on the extenuating circumstances that are involved in the petition. Consequences the student may face either real or perceived, are not usually reasons for an exception.

Procedural categories for addressing student concerns are as follows:

- Bill Disputation
- Emergency Funds
- Grade Forgiveness
- Student Appeal
- Student Complaint/Grievance
- Student Conduct
Student Affairs Committee proceedings encompass programs and services that affect student life from the time of the student’s admission to NHSC through the student’s program completion.

Procedures for Filing a Complaint /Grievance

9. After the student has met informally with the appropriate faculty, staff, and/or student(s) to resolve the concern, and the issue has not been resolved, the student will meet with his or her advisor and the Vice President of Academics, if necessary, if the issue is related to academics. If the issue is related to campus services, the student will meet with the Vice President of Campus Services. If the issue is related to student services, the student will meet with the Vice President of Student Services.

10. Then, if the issue is still not resolved, the student then writes a letter to the appropriate Vice President (VP):

- VP of Academics
- VP of Student Services
- VP of Campus Services

If necessary, the VP to whom the letter is written then meets with the Vice President of Student Services, who serves on behalf of the Student Affairs Committee, describing the situation in detail. *(In the case of student appeals or complaints, the student will complete and submit the Student Appeal and Complaint Form found in the Appendix and on the college’s website.)*

11. When circumstances involve a physician, counselor, employer, etc. instruct the student to ask that professional to write a letter of supporting for the student. This letter needs to be on official letterhead and submitted along with the student letter.

12. The Vice President of Student Services then calls a meeting and presents the student’s concerns and documentation of the issue, as well as attendance, GPA, billing, and student success data and information, to the Student Affairs Committee.

13. The student will also be notified of the meeting date and time, and is permitted to attend a portion of the meeting to state his or her concern.

14. The Student Affairs Committee will vote, regarding the concern. The Vice President of Student Services has the authority to break a tie.

15. The student will be notified in writing within 10 days of the decision made.

16. The President will be notified of the meeting and the outcome of the meeting.
Student Grievance Process & Outcomes
The following constitutes the Student Grievance Process at Nueta Hidatsa Sahnish College.

Initiation of Complaint
Any member of the NHSC community, or other individual who has been impacted by the alleged behavior of a student, staff, or faculty member, may initiate a complaint by contacting the offices of Vice-President of Academics or Vice President of Student Services. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, NHSC determines whether a hearing will occur.

In the case of student appeals or complaints, the student will complete and submit the Student Appeal and Complaint Form.

1. Notification of the Respondent
   A student, staff or faculty member, violating college policies will be notified in writing of the nature of the allegations, the policies allegedly violated, and the possible sanctions.

2. Preliminary Conference
   The complainant and respondent student will meet separately with the Vice President of Academics, the Vice President of Student Services, and the Vice-President of Campus Services in a preliminary meeting, the purpose of which is to ensure that the student understands the disciplinary process and his/her due process rights. Failure to attend a preliminary conference meeting will result in a formal hearing to be scheduled. The student may request one change in date and time of preliminary meeting by requesting it 24 hours in advance of the scheduled conference.

3. Informal Resolution Process
   In conjunction with the preliminary meeting, the Vice President of Student Services or Vice-President of Academics shall offer the respondent student an opportunity to informally resolve the alleged violation. This will involve a review of the incident and discussion of the applicable sanctions, if the respondent student acknowledges responsibility for the violation. The student has three class/business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The outcome of an informal resolution cannot be contested after three class/business days have elapsed. There are no appeals. The outcome of a formal hearing will replace the agreement reached through the informal resolution.

OR

4. Formal Resolution Process
   Cases that cannot be resolved informally will proceed to a formal hearing. The case will be assigned to the Student Affairs committee. Respondent students who fail to appear for a hearing after proper notice will be adjudicated in their absence based on the evidence presented at the time of the hearing. The outcome of a formal hearing must be communicated to the respondent in writing.
4. Disciplinary Outcomes
When a student is found responsible for violation of Nueta Hidatsa Sahnish College policies, one or more of the following actions may be taken:

a. **Disciplinary Warnings**
   The issuance of written warning that indicates the alleged action constitutes inappropriate behavior for a member of the College community. Warnings cannot be appealed.

b. **Disciplinary Probation**
   Continuance at the College but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with the College standards. Progressive disciplinary actions will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.

c. **Disciplinary Suspension**
   Suspension is a separation from the College for a specified period of time. During the suspension period the student cannot qualify for graduations nor progress toward a degree by registering for, taking, or completing classes at the college. The college reserves the right to deny transfer of credits earned elsewhere during the suspension period. Additionally, the student can’t participate in a college sponsored activity or be present on campus without prior approval from the Office of the Vice-President of Academics or Vice President of Student Services. Conditions for re-admission may be specified. Notation of such suspension is made on the student’s academic transcript. The Notation is removed at the end of the suspension period.

d. **Expulsion/Permanent Separation from the College**
   Notation of the expulsion is made on the student’s academic transcript. Students expelled for violent behavior will not be allowed on campus.

e. **Required Compliance**
   Includes such activities as:
   1. carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College
   2. restrictions of privileges
   3. withholding of a formal academic transcript or degree for specified time
   4. revocation of a degree
   5. denial of privileges of representing the College in extracurricular activities
   6. loss of computer access through the College.

f. **Educational Assignments**
   Mandatory educational activities such as workshops and writing assignments

g. **Community Service**
   Assigned volunteer hours on-campus or in the community.
h. **Confiscation**  
Confiscation of goods used or possessed in violation or College regulations.

i. **Restitution**  
Required services, payment or reimbursement of funds to the college or to other persons, groups, or organizations for damage incurred as a result of a violation of College policies.

## Section 15: Other Information

### Adult Basic Education/GED

NHSC has a General Education Development (GED) program. Please contact Betty Lockwood at 701-627-8058 for more information.

### Animals and Pets

Police dogs and service dogs (with proper identification/documentation) are welcome on campus with their handlers. All other animals will need special permission to be on the college campus. Please contact the Director of Security at 701-421-0023 for more information.

### Campus and Mentor Site Closure

Campus and Mentor Sites may need to close from time to time throughout the academic year. Please watch for notices posted on our website, sent through emails and communicated through text messages.

### Children on Campus

Children are welcome on campus with their parents and caregivers. However, children need to be supervised at all times. Children may come to class with their parents and caregivers, only with instructor permission.

Parents and caregivers will have the sole responsibility for the safety and well-being of their child(ren), while on campus.

### Guests and Visitors

Guests and visitors need to adhere to all college policies, regarding safety and security.

### Lost and Found

Lost and found items will be kept with the Director of Security.

### Non-Fraternization Policy

Nueta Hidatsa Sahnish College is committed to providing its students with an educational environment conducive to learning. The faculty/staff-student relationship, however warm and caring, inherently involves disproportionate power and influence on
one side and is thus liable to abuse. A sexual relationship between a faculty or staff member and a student may not only exploit this imbalance but also distort and inhibit the learning environment. For these reasons, it is the agreement of the Nueta Hidatsa Sahnish College faculty and staff that sexual relationships between NHSC faculty members or staff and NHSC College students are unacceptable and constitute professional misconduct.

In order to promote the education goals of the College and to avoid misunderstandings, supervision problems, complaints of favoritism, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, College employees are prohibited from entering into romantic or sexual relationships with students. Faculty, administrative, and staff members are strictly prohibited from dating, pursuing to date, pursuing or having romantic or sexual relationships with students. Please note that this list is not exhaustive and that other forms of conduct may result in a violation of this policy. College employees who are found to be in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment.

*Faculty, staff and students will need to complete a disclosure form, acknowledging any pre-established relationships between NHSC faculty members or staff and NHSC College students.*
Appendix 1 – Nueta Hidatsa Sahnish Campus Maps
NHSC Main Campus and Mentor Sites

NHSC Main Campus
- Nueta Hidatsa Sahnish College - Main Campus

NHSC Mandaree Mentor Site
- Nueta Hidatsa Sahnish College - Mandaree Mentor Site

NHSC Parshall Mentor Site
- Nueta Hidatsa Sahnish College - Parshall Mentor Site

NHSC White Shield Mentor Site
- Nueta Hidatsa Sahnish College - White Shield Mentor Site

NHSC Twin Buttes Mentor Site
- Nueta Hidatsa Sahnish College - Twin Buttes Mentor Site
Appendix 2 – NHSC Student Application for Emergency Funds

NHSC Emergency Student Funding Application

Nuestra Hidatza Saldus College provides two resources for limited Emergency Student Funding: NHSC Dreamkeepers Emergency Aid Program and NHSC Angel Fund. Both of these programs were created to help students with emergency situation that may occur during the course of the academic year.

NHSC Dreamkeepers Emergency Aid Program provides assistance to students at risk of dropping out of college due to unexpected financial emergencies. This assistance was created to help students stay in college and meet their educational goals.

NHSC Angel Fund is funded through NHSC for the purpose of assisting students with an emergency situation if they have no other financial resources to cover the cost of their emergency or if they do not meet the qualification of the NHSC Dreamkeepers Emergency Aid Program.

Students in an emergency situation may apply for NHSC Dreamkeepers Emergency Aid Program and/ or NHSC Angel Fund. However, if your application is incomplete or you do not meet the qualification, your application will not be approved. All documentation must be turned in with application.

NHSC Dreamkeepers Emergency Aid Program Funding Application Eligibility Criteria and Process:

Eligibility Criteria:
- Must have completed FAFSA
- Must be enrolled at NHSC during the semester in which you are requesting emergency aid
- Must be degree seeking
- Meet NHSC’s Satisfactory Academic Progress (SAP) requirements

Process:
1. Student must complete a paper application and the online application on the Dreamkeepers student portal, which is given to the student from the Student Development Retention Counselor (SDRC).
2. Student is responsible for acquiring all documentation and W-3 from the 3rd party agency.
3. Students must submit documents along with paper application to our SDRC, who will then ensure that the W-3 is submitted to the Business Office and that all necessary documents are uploaded correctly.
4. Applications will be reviewed by the Emergency aid team upon receiving all documents needed.
5. Approved Dreamkeepers Emergency Aid requests will be processed and paid to 3rd party and/or student within 2 days of receiving the request from the student. Students will receive an email and letter stating approval or denial of emergency aid. If application is approved the letter will also provide any outlining follow-ups needed from the student.
6. Students receiving Dreamkeepers Emergency Funding to pay 3rd party bill must adhere to all Dreamkeepers Emergency Funding Criteria.

NHSC Angel Fund

Eligibility Criteria:
- Must have completed FAFSA
- Must be at least a part-time student at NHSC during the semester in which you are applying
- Must be able to provide appropriate documentation for emergency situation
- Must be attending classes regularly
- Be willing to participate in 10 hours of volunteer service at NHSC.

Process:
1. Complete the paper application and turn into SDRC with all required documentation.
2. Same process as Dreamkeepers Emergency Aid Program Steps 2-6.

Please submit the following when applying for either Dreamkeepers Emergency Aid Funding or Angel Fund:
- Completed Application Online and or paper application
- Written Statement of Emergency
- Supporting documentation as proof of financial burden.
- Copy of your current transcripts

Types of Emergency Aid Available:
- Car Repairs
- Gas or Food Gift Cards
- Housing/Eviction
- Utility Bill or Disconnect or deposit
- Any unforeseen need
I am applying for:

☐ Disenrolled Emergency Aid Program
☐ NSAC Angel Fund

Have you previously applied for other emergency aid program before? Y/N
If yes, when: ________________________________

Personal Information:

Student Name (Please Print): ________________________________ Student ID #: ________________________________

Phone Number: ________________________________ Email Address (Please provide your NSC Email): ________________________________

Mailing Address: __________________________________________ Street City State Zip Code

Academic Profile:

Freshman: ______ Sophomore: ______ Junior: ______ Senior: ______ Program of Study: ________________________________

Circle one: Full (12 + Credits) or Part (Less than 12 credits) time student GPA: ______ # of credits you are enrolled: ______

Expected Graduation Date: ________________________________

To better understand your needs as a student, please check all that apply for the current semester:

☐ I am an enrolled tribal member
☐ I am a single parent
☐ I have completed my FAFSA
☐ I have applied for Veteran’s Administration funding
☐ I am a Veteran
☐ I have received Veteran’s Administration Funding
☐ I am currently enlisted in the military
☐ My spouse/significant other is currently a student or is unemployed
☐ I am currently unemployed
☐ I have received a Pell Grant Amount $________
☐ I have received the following grants/scholarships:

What type of emergency funding are you requesting (Please check what applies to this request):

☐ Gas Gift Card, Amount: $________
☐ Food Gift Card, Amount: $________
☐ Car Repairs
☐ Utility Bill Assistance, Amount $________
☐ Housing, Bill, Eviction, etc.
☐ Unforeseen need
☐ Other (Please specify): ________________________________

Written Statement of Emergency:

• Please tell us how you plan to use the funding assistance
• Include how this funding will help you maintain your educational goals
• Include if you do not receive this funding how it will affect your academic success
• Statement should not be longer than one page

Please attach all requested documents (NO for each 3rd party agency, copies of any and all bills, car repair quotes, rent bills, child care bills, utility bills, written statement, etc.) to this application.

I have read the guidelines of the NSAC Student Emergency Aid Application, and I agree to the conditions of the emergency funding program. I also understand that if I do not adhere to the criteria, I will be disqualified from future emergency funding through NSAC.

Student Signature: ________________________________ Date: ________________________________

If emergency funds are awarded, you will be notified when the funding is processed and ready for pick-up. Please feel free to contact the SDRC, Donna Rainbow at 701-627-2036 or via email at drrainbow@usa.edu for any clarification regarding these emergency aid programs.

For Office Use Only: Date Received: ________________________________ Date I received Application: ________________________________

Application APPROVED or DENIED Amount: $________ Gift Card or Check Date Received Funds/Letter: ________________________________

Meeting SAP: Y/N Student Attendance: Absences: ______ Student Current GPA: ______ Student EFC: ______

Applied for FAFSA: Y/N SDRC Signature: ________________________________
Appendix 3 – Student Travel Request and Agreement Form

Nueta Hidatsa Sahnish College
Office of Financial Aid
PO Box 490/301 College Drive
New Town, ND 58763
Tel.: 701.627.8015
Fax: 701.627.2781
www.nhsc.edu

Student Travel Request and Agreement Form (Update Fall 2018)
Student travel through NHSC is a privilege. Each year, NHSC students attend and present at local and national conferences and events. In order to partake in these experiences, students must complete the Student Travel Request and Agreement Form and follow the NHSC Travel Policy, meet the following criteria, and adhere to all other criteria connected to the conference, competition, event, and/or travel opportunity.

Student Travel Criteria/Procedures:
1. AFTER THE TRIP HAS BEEN APPROVED BY THE VP OF ACADEMICS, read and complete the Student Travel Request and Agreement Form, requesting approval for travel and get a signature of approval from the VP of Academics.
2. Provide 2 faculty references with each travel request.
3. Students will not be provided transportation costs (mileage) for personal vehicle use, if the college provides transportation.
4. Must be currently enrolled at NHSC.
5. Must not have had any misconduct on previous travel or during the current or previous semester.
6. Must not be on academic probation or academic suspension.
7. Must not have any open travel or student account holds.
8. Must be currently enrolled in a minimum of six credits (9 credits for AIHEC-related events).
9. Must not have received an “F” in the last semester of attendance at NHSC or any other college.
10. Must be passing with a C or better all classes in that semester one week before travel. If the travel is prior to midterm grades, please provide the following information regarding the student’s current academic standing your class.
11. Must have completed 75% of classes initially enrolled in during the last semester of attendance at NHSC. To remain eligible for travel, a student must not drop a course or courses after the travel approval has been made.
12. Must have and maintain greater than 75% attendance from beginning of the semester (in which travel will occur) to the actual travel date in each course.
13. Must maintain a minimum 2.50 cumulative grade point average (GPA).
14. Must have at least a 2.50 GPA in the current semester within a week of the travel date.
15. Must have written approval of satisfactory academic progress as certified by the Financial Aid Director and the Student Development/Retention/Career Counselor.
16. If cleared by the travel chaperone(s), the student must complete the initial approval before travel arrangements are made, and again complete final approval before travel is allowed.
17. In order to travel through the college, students must have travel close-outs completed, before requesting subsequent travel.
18. Students, who travel in the official capacity of the college require final written permission from the Vice President of Academics and the Vice President of Student Services in order to travel.
19. Any funds raised through college activities (i.e. raffles, donations to clubs, free wills, sales, etc.) and/or funds from college accounts can only be used for students who are approved for college-related travel and events. All funds must have approval from the student organization’s advisor(s).
Appendix 3 – Student Travel Request and Agreement Form

Nueta Hidatsa Sahnish College
Office of Financial Aid
PO Box 490/301 College Drive
New Town, ND 58763

Student Travel Request and Agreement Form (Update Fall 2018)
20. To remain eligible for travel, a student must not drop a course or courses after the initial approval has been made.
22. If required for activity, student must have been an active participant in fundraising.
23. During travel, students must comply with NHSC’s Student Code of Conduct and any and all policies and procedures set forth by the conference, competition, and/or travel opportunity. Failure to do so shall result in disciplinary action.
24. While on travel, students must meet with their instructors prior to travel and are responsible for making up missed assignments.
25. Upon return from travel, students must close out their travel. A student may not have an open travel from a previous trip. An open travel will exclude the student from the trip and/or event.

Student Conduct While on Travel
NHSC Students are responsible for their conduct and for respecting the rights and privileges of others. NHSC adheres to a “Zero Tolerance” policy, regarding drugs, alcohol, and threats and acts of violence, whether perceived or real. This applies to this event and any NHSC-sponsored event, whether on or off campus.

NHSC Students are required to adhere to the following:
• All students on travel will follow the Zero Tolerance Policy, the Student Code of Conduct and the Drug and Alcohol Policies.
• Students will behave responsibly with respect and integrity at all college events, on the college campus, in the community, or wherever the college is being represented.
• Students must attend all required activities (before, during, and after) appropriate to the purpose of their travel.
• Students must sign a Student Travel Request and Agreement and submit it to the Student Development/Retention/Career Counselor (SD/R/CC), who will forward it to the Vice President of Student Services, prior to travel. (Appendix 2).
• Students who do not follow the guidelines for conduct while on travel will be required to meet with the Vice President of Student Services, upon their return to NHSC, will be required to return the funding for the event, and will be in jeopardy of receiving discipline that may result in suspension or removal from the college campus, activities, the semester and/or a subsequent semester.

Please submit the following 2-page Student Travel Request and Agreement Form to the Vice President of Academics for signature approval and then onto the Vice President of Student Services and the Student Development/Retention/Career Counselor for review and final approval, based upon the student’s ability to meet travel criteria. Students will be notified via NHSC email if the request has been approved or not approved. Students should keep a copy of the signed, approved forms as verification of travel. Do not book travel, until your travel request has been approved.
Appendix 3 – Student Travel Request and Agreement Form

Nueta Hidatsa Sahnish College
Office of Financial Aid
PO Box 490/301 College Drive
New Town, ND 58763
Tel.: 701.627.8015
Fax: 701.627.2781
www.nhsc.edu

Student Travel Request and Agreement Form (Update Fall 2018)

My signature below indicates that: I have reviewed the Student Conduct and Travel Policies, and I agree to abide by the regulations and to represent NHSC in a positive manner while on NHSC-sponsored travel as well as on or in NHSC property, vehicles (owned or rented) and at NHSC activities.

I acknowledge that I will be responsible to pay back all costs incurred (student per diem, room, transportation, etc.), if I choose to break this agreement (fail to attend the event, fail to appropriately participate in the event, have inappropriate student conduct, etc.). I also acknowledge that I may need to find my own transportation back, if necessary.

Student Name __________________ Signature ___________________ Date ______

ID # ___________ Phone Number __________________ Email Address ___________

Traveling to: ___________________________________________ Dates: ________________

\Y of Academics Signature ___________________________ Date __________

_____ Approved _____ Not Approved -Reason Not Approved: ________________________________

2 Full-Time Faculty Recommendations are required for each travel request.

Faculty Recommendation #1 Date ________________

1. Is this student caught up on all assignments? __________________________

2. How many absences has this student had this semester? ___excused ___ unexcused

3. What is this student’s current GPA in this class? __________________________

4. This student should be permitted to participate in this particular student travel/competition.
   (Please check one.)
   □ Strongly recommend       □ Recommend
   □ Recommend with some reservations □ Do not recommend

Faculty Recommendation #2 Date ________________

1. Is this student caught up on all assignments? __________________________

2. How many absences has this student had this semester? ___excused ___ unexcused

3. What is this student’s current GPA in this class? __________________________

4. This student should be permitted to participate in this particular student travel/competition.
   (Please check one.)
   □ Strongly recommend       □ Recommend
   □ Recommend with some reservations □ Do not recommend

Please email/submit to the Student Development/Retention/Disabilities/Career Counselor, at least 4 weeks before the travel date. Approved _____ Not approved _____ -Reason Not Approved __________

SD/R/CC Signature ___________________ Date ______ VP of SS Signature ___________________ Date ______
APPENDIX 4 – Equal Opportunity and Non-Discrimination Policy

The Nueta Hidatsa Sahnish College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, religion, color, sex, national origin, age or handicap. In adhering to this policy the college abides by the requirements with Title IX, Education Amendments of 1972, and as further amended; with Title VI and VII of the 1964 Civil Rights Act, as amended; by section 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975, as amended.

PROCEDURES:

Specific complaints alleging discrimination should be in written form and referred to:

Committee Members:

Nueta Hidatsa Sahnish College - Vice-President of Academics, Robert “BJ” Rainbow
P.O. Box 490
New Town, ND 58763
(701) 627-8082

Nueta Hidatsa Sahnish College - Human Resources Director, Mr. Sidney Prospere
P.O. Box 490
New Town, ND 58763
(701) 627- 8016

Further Review:

Nueta Hidatsa Sahnish College President Dr. Twyla Baker will have the discretion to review the facts and authorize further consideration.

If the person filing a complaint wishes to pursue the complaint, a written report can be filed with the Chicago Regional Office of Civil Rights, U.S. 111 N. Canal St., Room 1053 Chicago, IL 60606 (312) 886-8434 (voice), (312) 353-4888 (Fax), (312) 353-2540

Appendix 5 E-Portfolio – Supervised by the Student's Academic Advisor

Several programs require the completion of an electronic portfolio as a graduation Requirement. The purpose of the NHSC student e-portfolio is to provide a framework and repository that will support learning in and out of the classroom. The e-portfolio will incorporate and demonstrate general education and core program outcomes as they relate to the seven institutional outcomes as approved by the NHSC Board of Directors. Students will engage in a process that helps them reflect as their education evolves and develop a dynamic portfolio that captures their accomplishments.

E-Portfolio Rationale

1. Engages students in their learning process.
2. Increases student-learning perceptions. This includes their attitudes, motivations, and self-assessments of their learning.
3. Captures and showcases important learning experiences of students.
4. Accessibility of learning outcomes for students, advisors, and others.
5. Access students’ technology skills.

An E-Portfolio may include the following:

- Writing samples
- Class papers and oral presentations
- Oral reflections
- PowerPoint presentations
- Art, photography, video, and music
- Work produced in out-of-classroom settings such as internships, community services, jobs, and extracurricular activities
- Capstone projects
- Resumes and writing samples for professional purposes

Scoring the E-Portfolio

The rating will be on a score of five to one, five being exemplary, four strong, three developed, two emerging, and one underdeveloped. Three individuals, one of whom is the Full Time Faculty advisor, will assess the e-portfolio. The student will select the other two, from among Full Time Faculty members, approved (by the advisor) staff members, and administrators. If a student does not demonstrate proficiency on the e-portfolio they will be required to revise their portfolio until it demonstrates proficiency as determined by the program of study.
Appendix 6 – New Student Organization Application

Tribally educated; globally prepared.

NHSC New Student Organization Registration Application

Starting a New Student Organization
NHSC encourages the development and maintenance of student clubs and organizations. Students are encouraged to participate in at least one extra-curricular activity on campus.

**New Student Organization application requirements:**

- At least 8-10 current students who are interested in chartering your organization.
- Two faculty members OR one faculty and one staff member willing to serve as your advisors.
- Submit an application that includes the purpose of your new student organization.
- Submit a constitution and bylaws that are consistent with college policies and procedures set forth by the Business Office, Student Services, and Student Senate.
- Submit objectives and goals of the proposed student organization.
- Submit a plan for electing officers.
- If fund raising will be part of the organization at any time, officers must be elected and accountability for the moneys earned and spent must go through the organization’s treasurer and our NHSC Business. The NHSC Business Office will create a line item for monies received and monies spent, once they have received the proper document from the organization’s advisor(s).

Please fill out the form below to apply for a new recognized student organization.

Today’s Date _______   Day/Date Student Organization Plans to begin meeting _______

Name of New Student Organization _____________________________

Day/Time/Place/Room where the Student Organization plans to meet____________________

What is the mission and purpose of the organization?
_____________________________________________________________________________

What activities will the organization sponsor or participate in? __________________________

Other information?

Student Contact _________________________________________________________________

First Advisor’s Name ____________________________________________________________

Second Advisor’s Name __________________________________________________________

*Please return your completed form to the Marketing/Recruitment/Events Planner/Student Organizations Liaison.*

"Nueta Hidatsa Sahnish College will provide quality Academic, Cultural, and Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation."
Appendix 7 – Nueta Hidatsa Sahnish College Student Success Plan

Name: ___________________________________

By creating your Academic Student Success Plan, you will map out your personal plan-of-action for YOU to be a successful college student.

This plan will help you to:

- Determine your strengths and areas of improvement
- Develop a plan to meet with each of your instructors
- Develop a plan to meet with your Academic Advisor
- Develop a plan to meet with your Student Development Retention Counselor
- Reach your short and long term goals to academic success at NHSC
- Determine what resources are available to you, why you are in college, and your experience with academics

I agree to use the strategies I have mapped out in my Academic Student Success Plan. I have a clear understanding of what I will need to do to be successful at Nueta Hidatsa Sahnish College. If I have further questions or need further assistance, I will contact my Student Development Retention Counselor.

Student Signature: _____________________________ Date: __________________

Student Print Name: _____________________________ Date: __________________

Certified Academic Student Success Plan

Student Development Retention Counselor Signature: _____________ Date: ______________

Student Development Retention Counselor Printed Name: ___________ Date: ______________

Office Use Only:

Follow-up Appointments:

Date: ____________________________ Time: _______________________

Date: ____________________________ Time: _______________________

* Suggested time frame mid-term and end of semester.
Student Success Plan

Name: 
Student ID #: 
Current Major:  
Date of success plan completion:  

Let’s Get to Know You

First, it will be helpful to get to know you and a few aspect of your life as you begin your journey on a successful college experience. Please answer the following questions about yourself as thorough as possible.

Which have you acquired HS diploma ___ If so, when? _____ or GED___ If so, when? ______

What has been your motivation to pursue a college degree?

After graduation, how will you use your college credential(s) (degree, diploma, and certificates)?

Please check: Single ___ Married ___ Divorced ___

Do you have any children? ____ If so, how many ____.

Do you need or have child care? _____

Please explain.

__________________________________________________________________________________

_______________________________________________

Student Success Plan - Barriers or Challenges

When thinking about your college experience think about what barriers or challenges you may come across or have came across. Be honest with yourself about the commitment and effort you are willing to invest so that you can develop a plan that is achievable and workable for you. Now, think about some of the challenges, barriers, or obstacles that you may face during the school year. Please fill in the chart below.

<table>
<thead>
<tr>
<th>Challenges</th>
<th>How did these challenge or barrier interfere with your success? (Be Specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Now that you have thought about your barriers/challenges let’s think about some potential outcomes to overcome these challenges.
<table>
<thead>
<tr>
<th>Barrier/Challenge</th>
<th>Outcome 1</th>
<th>Outcome 2</th>
<th>Outcome 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Success Plan**

**My Support Network**

As a college student it is important to surround yourself with supportive friends, family, and mentors who can help encourage your success. Please list 2 – 3 people who will be available to your college success at Nueta Hidatsa Sahnish College.

1) ______________ Name of support person
   Describe how he/she supports you:
2) ______________ Name of support person
   Describe how he/she supports you:
3) ______________ Name of support person
   Describe how he/she supports you:

**My Study Habits**

On average, I study _____ hours per day.

On average, I sit down to study ____ time(s) per week.

Please check the type(s) of setting you feel most productive in while studying.

<table>
<thead>
<tr>
<th>Library</th>
<th>Classroom</th>
<th>Cafeteria</th>
<th>Student Lounge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space</td>
<td>Home</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

In the future, I plan to study ____ hours per day and ____ times per week.

**Student Success Plan**

Current GPA:
Do you feel you need to improve your GPA? ______ If so, how?

____________________________________________________________________________________
My College Goals

To achieve college success, it is important to set personal goals and then develop a plan of action per goal to achieve them. Create a short term, long term, and career goal. Give yourself a workable deadline per goal.

**Goal # 1 (Short Term):**

______________________________________________________________________________

How will I achieve this goal:
______________________________________________________________________________

Deadline (Month, Year):
______________________________________________________________________________

**Goal # 2 (Long Term):**

______________________________________________________________________________

How will I achieve this goal:
______________________________________________________________________________

Deadline (Month, Year):
______________________________________________________________________________

**Goal # 3 (Career):**

______________________________________________________________________________

How will I achieve this goal:
______________________________________________________________________________

Deadline (Month, Year):
______________________________________________________________________________
Appendix 8 – Student Payment Agreement Information

Full Name: _________________________________  
Student #ID Number: _______________  
Permanent Mailing Address________________________________  
Permanent Phone Number ____________________  
E-Mail Address __________________________________  
Year & Term of this Agreement ________________

I understand that each credit hour has an associated cost of $150.00. No student will be charged more than 12 Credits for tuition during the Spring and Fall. And no more than 6 credits in the summer term. Please refer to the Tuition Fees and Books information in the Student Handbook.

I further understand that student Fees consist of the following: Technology, Student Senate, Student Activity and Registration Fee. Any course offered at NHSC can be assigned a course fee at any time. Please refer to the current Class listing for all of the course fees. Please refer to the Tuition Fees and Books information in the Student Handbook.

Some courses have an associated Course fee. These can range anywhere from $25.00 up to $375.00 The CTE or Certificate Programs have higher Course Fees due to the materials used in the course.

My full semester’s tuition and fees cost is dependent upon how many credits and the amounts of Course Fees and books. I understand the actual costs will be calculated by the NHSC Business Office once my schedule is confirmed and I pick up books. Charges will post to my account after the last day to add and drop.

Students who do not qualify for Financial Aid are required to have a payment agreement in place before attending classes. Please be reminded that if you do qualify for Federal Aid you may be required to complete the Financial Aid Verification Process prior to your funds being disbursed. If you do not complete the Verification Process you may be liable for your entire balance. It is very important to have a working mailing address. Please keep it up to date with the Registrar’s Office.

Please also keep in mind that Federal Pell Grant alone will not allow for a lot of extra money for the semester. Therefore it is highly recommended that you apply for additional scholarships. Please get the listing from the Financial Aid office or research them on your own.
I understand that the actual amount I will owe will be any amount of the actual costs not paid by 3rd Parties or Federal Pell Grant. I understand that I will need to follow the payment schedule a new payment agreement must be made for every continuing semester.

I understand that I must pay my financial balance down to $750.00 before the Census date which is typically 2 weeks into the semester and is the last day to add or drop a class. If I have not paid down my balance to at least $750.00 and have not shown proof of Financial Resources I will be involuntarily withdrawn from all courses at the college.

**Please Note**: If your employer or other 3rd Party is going to be paying your educational expenses you will still be billed as the student and will have to deliver your account balance to the 3rd party or employer. You must provide written proof from your employer that they will pay on your behalf.

I understand that should I fail to comply with the above arrangements and do not pay my bill, the consequences will be as follows:

1. I will not receive a Certificate of Completion, Diploma or Official Transcript from FBCC/NHSC.
2. I will not be allowed to register for courses in the coming semesters.

All information must be filled out completely and must be signed by both parties to be finalized. This document is to be turned into the Business Office Student Accounts/Accounts Receivable Department. Additional Information about student billing can be found in the Student Handbook and in the Course Offering Listing both can be found on the NHSC website. [www.nhsc.edu](http://www.nhsc.edu).

___________________________________________  ______________
Students Signature       Date  

___________________________________________  ______________
Student Accounts Signature  Date
Appendix 9 – Transfer Course Form

TRANSFER CREDITS EVALUATION FORM

Student Name: ___________________________ Student ID: ___________________________

Advisor’s Name: ___________________________

Students Email: ___________________________ Phone #: ___________________________

Term: __________________ Year: __________ Date: _______________ Major: ________________________

Prior Institution(s): _______________________

Transfer Credit Evaluation Notes: Academic advisor will determine which credits satisfy specific curriculum requirements within the student’s degree plan. This process may require more information on the course content wishing to be transferred such as course descriptions, syllabi, etc. Coursework must meet the following criteria:

- Course was earned at an accredited institution
- It is college-level coursework (minimum of 100-level)
- The student received at least a C or better in the course
- The coursework is documented on an Official Transcripts sent to the NHSC Registrar from the institution at which the coursework was completed
- The completed course work has sufficiently equivalent content to the course required by NHSC.

Return this form to the Registrar’s Office after you have visited all the academic departments required to establish NHSC college course equivalencies.

<table>
<thead>
<tr>
<th>Dates of Attendance</th>
<th>Course &amp; No.</th>
<th>Grade</th>
<th>Credit Equivalency</th>
<th>Date (required)</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: __________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: __________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE**

Registrar’s Use Only

Date of institutional Transfer Credit Evaluation Form Received: __________________ Signature: __________________

Revised 5.27.18 JM
Appendix 10 – Student Application for Online Classes

Nueta Hidatsa Sahnish College
Tribally educated; globally prepared

Nueta Hidatsa Sahnish College Mission Statement:
The Nueta Hidatsa Sahnish College will provide Quality Cultural, Academic, and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

STUDENT APPLICATION FOR ONLINE CLASSES

Full Name__________________________________________________________

Phone Number_______________________________________________________

School E-mail Address________________________________________________

Degree/Major_________________________________________________________

Year in School_______________________________________________________

Are you familiar with online learning platforms like Jenzabar or BlackBoard?

Why do you want to take online courses at NHSC? What course(s) do you plan to complete?

Explain how you plan to manage your time. Please keep in mind that online learning requires at least three hours per week. Four credit classes require four hours per week.

Please return to Robert “BJ” Rainbow, Vice President of Academics.
Appendix 11 – E-mail/Network Account Application

E-MAIL NETWORK REQUEST FORM

All students must be registered for at least one course at NHSC before submitting this form to the Technology Department. A schedule will be required with this form to verify ID number.

All new and returning students MUST complete this form to create, delete, or change an account for the Nusta Hidatsa Sahniish College E-mail/Network Access. Please complete this form and return to Technology Department at: aapkabio@nhsc.edu and helpdesk@nhsc.edu.

This is a request to: □ Add New User □ Delete User □ Change User Account Name
(CURRENT Username: ____________________________)
Please check: □ I have registered for class (Please attach a copy of your official schedule).

STUDENT INFORMATION (Please print clearly with ink)

Student Name: ___________________________________________ Student ID: ___________________________
Home Phone: ___________________________ Cell Phone #: ___________________________ Date: ___________________________
Semester Term & Year: ___________________________ Date: ___________________________ Status: ______ Full-Time ______ Part-Time
Major: ___________________________ Campus: ___________________________

ACCOUNTS ARE SUBJECT TO THE FOLLOWING REGULATIONS

Your account will be disabled when you exit (leave the college) or if not used within 180 days. Files from disabled accounts are only kept for one semester and then deleted. You must reapply for new access.

Please read the information on page 2 of this form.
You are required to sign this statement before receiving an email/network account. Completed forms may be returned to the Technology Department or mailed to PO Box 490, New Town, ND 58763

**ORIGINAL DOCUMENT MUST BE SENT TO THE TECHNOLOGY DEPARTMENT**

Technology Department Use Only:

NHSC Student ID: ___________________________ Email-Network Username: ___________________________
Student is registered for course(s) for _________ semester. Tech Initial: ___________________________
Date Issued: ___________________________ Tech Staff Name: ___________________________

Revised 6.27.18 WM
ACCEPTABLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

This acceptable use policy governs the use of computers and networks by all persons at Nesta Hidatsa Sahnish College (NHSC). As a user of these resources, you are responsible for reading and understanding this document. If you have questions, please contact the Technology Department at (701) 627-8056. NHSC encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. NHSC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual’s users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations and contractual obligations.

Terms and Conditions of Use:

- The primary purpose of electronic systems and communications resources is for College-related activities.
- Users do not own accounts on College computers, but are granted the privilege of exclusive use.
- Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a NHSC system is the responsibility of the individual who applies for the account. Groups seeking accounts may select an individual with responsibility for group accounts.
- NHSC cannot guarantee that messages or files are private or secure. NHSC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to software licensing agreements and copyright laws.
- When accessing remote systems, users are responsible for obeying the policies set forth herein as well as policies of other organizations.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate NHSC offices and/or, as appropriate, law enforcement authorities.

Misuses of NHSC computing, networking, or information resources may result in the immediate loss of computing/or network access, and may lead to further disciplinary action as well.

STATEMENT OF AGREEMENT

I have read, understand and will comply with NHSC’s Policies listed above.

Signature: ____________________________ Date: ____________________________
Print Full Name: ____________________________
Appendix 12 – Change of Name Form

CHANGEN OF NAME FORM

Current Name on Student Records

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Name

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Suffix</th>
</tr>
</thead>
</table>

Documentation provided (copies will be placed into your permanent file)

- Social Security Card
- Drivers License or State ID
- Marriage License (must be what you have listed under new name)
- Divorce Decree (must be what you have listed under new name)
- Birth Certificate
- Valid US Passport (Original)

______________________________
Student Signature

______________________________
Date
Appendix 13 – Degree Change Form

DEGREE CHANGE FORM

Student Name: ___________________________ Student ID: ___________________________

Advisor Name: ___________________________

Students Email: __________________________ Phone #: ___________________________

Term: __________________ Year: _________ Date: ______________ Major: __________________

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Certificate</th>
<th>AA</th>
<th>AA S</th>
<th>Bachelors</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
<td>___</td>
<td>__</td>
<td>_______</td>
</tr>
</tbody>
</table>

Current Major(s): __________________ Current Advisor: __________________ Date: __________

(Signature)

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Certificate</th>
<th>AA</th>
<th>AA S</th>
<th>Bachelors</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
<td>___</td>
<td>__</td>
<td>_______</td>
</tr>
</tbody>
</table>

Current Major(s): __________________ Current Advisor: __________________ Date: __________

(Signature)


Expected Graduation Term: ____________ Year: ____________

Financial Aid Advisor must sign after funding source has been notified by the student.

__________________________ Date: _______________

(Financial Aid Signature)

By signing below, I acknowledge that this change will be made to my degree in all academic records. I have met with my new advisor and will pursue my new degree plan as advised. I understand that not all courses I have completed may transfer to my new course of study.

__________________________ Date: _______________

(Student Signature)

**ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE**

Registrar’s Use Only:

Date of institutional Degree Change: _______________ Signature: __________________________

Revised 6.27.18
Appendix 14 – Transcript Request Form

TRANSCRIPT REQUEST FORM

Student Name: __________________________ Student ID: __________________________

Former Name: __________________________ Date of Birth: __________________________

SSN: __________________________ Home Phone #: __________________________ Cell Phone #: __________________________ Date: __________________________

Current Mailing Address: __________________________

Current Students Email: __________________________ Are you currently enrolled at NHSC? ___ Yes ___ No

Date of Last Attendance: Year: __________ Date: __________ Major: __________________________

Date of Graduation: Year: __________ Date: __________ Major: __________________________

** Your account must be cleared of all holds before a transcript can be issued. For information on clearing billing holds contact Student Accounts: (701) 627-8667

Complete address to which your transcript(s) will be mailed. Our office does not provide addresses:

________________________________________________________

________________________________________________________

________________________________________________________

The Purpose of sending this transcript: ______ Transfer ______ Scholarship ______ Self

PROCESSING INSTRUCTIONS:

_______ Process Immediately

_______ Hold for current semester grade to be posted. Term/Session: __________________________

_______ Hold for current semester Degree to be posted. Term/Session: __________________________

We do not produce unofficial transcripts. You may view your completed grade report by logging into mynhsc.edu

_________________________________________ (DATE) __________________________ (Signature of Student)

**ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE**
Registrar’s Use Only

Date of institutional Transcript Sent out: __________________________ Signature: __________________________

Revised 6.27.18 PM
Appendix 15 Add/Drop Form

ADD/DROP FORM

Student Name: ____________________________ Student ID: ____________________________
Advisor’s Name: ____________________________
Students Email: ____________________________ Phone #: ____________________________
Term: ____________________________ Year: ____________________________ Date: ____________________________ Major: ____________________________

Student Classification (Please check one): ______ Regular ______ Audit _______ Dual Credit _______ Dual Enrollment

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Instructor’s Signature</th>
<th>Date</th>
<th>Advisor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: You are responsible for ensuring that your registrations is accurate and complete. Ensure that you have satisfied the academic requirements for your program. There are financial implications that may affect your ability to receive financial aid. I understand that I am responsible for the course (s) selected and understand how they apply toward my education goals. By proceeding with this registration I agree to abide by the NHSC agreement and all other college policies as cited in the Student Handbook.

It is the student’s responsibility to submit this form to the Registrar’s office; not received by the official college drop/add date it will NOT be processed.

**ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE**
Registrar’s Use Only

Date of institutional DROP/ADD Form Received: ____________________________ Signature: ____________________________

Revised 6.27.18 JIM
Appendix 16 Withdrawal Form

Withdrawal Form

*Use last day to Drop/Add Courses until last day to withdraw from semester with W

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Undergraduate
- Email Address: __________
- Phone #: __________

- Non-Degree
- Last Date of Attendance: __________
- Major: __________

<table>
<thead>
<tr>
<th>Year:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Date Withdrawal Initiated: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Student Initiated Withdrawal

The student must notify NHSC, academic advisor, counselor or Registrar’s Office and request to voluntarily withdraw from the school. If a student withdraws prior to the deadline, a "W" will be entered on the transcript. Students who do not formally withdraw or do so after the deadline, will receive a letter grade as assigned by the instructor.

#### College Initiated Withdrawal

A student may be involuntarily withdrawn from college under extenuating circumstances, or emergencies potentially affecting their educational records, that fall outside the realm of normal NHSC policy and procedures.

*NOTE: Students who withdraw after the fourth week are still responsible for their full educational cost.*

**Reason for Withdrawal:**

- Medical/Health Conditions
- Lack of Satisfactory Academic Progress
- Incarceration
- Family Emergency
- Lack of Financial Resources
- Disciplinary Action
- Absenteeism
- Jury Duty
- Other

I plan on returning to NHSC in the future: ___ YES ___ NO

---

#### STUDENT INITIATED WITHDRAWAL

By signing below, I acknowledge I will no longer be on my current degree plan if I return in the future.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic &amp; Personal Counselor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Copies to:**

- Student
- VP of Academic
- VP of Student Service
- Financial Aid Office

#### COLLEGE INITIATED WITHDRAWAL

<table>
<thead>
<tr>
<th>Academic Advisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic &amp; Personal Counselor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VP of Academics</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>VP of Support Services</td>
<td></td>
</tr>
</tbody>
</table>

**Copies to:**

- Student
- Non-Signing Vice President
- Student Accounts

---

**ORIGINAL DOCUMENT MUST BE SENT TO THE REGISTRAR’S OFFICE**

Registrar’s Use Only

<table>
<thead>
<tr>
<th>Date of institutional determination of withdrawal:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Formed 5.30.16 A**
Appendix 17 – Emergency Procedures Chart

Important Phone Numbers
Police, Ambulance, Fire 911
Mountrail County Sheriff 701-627-2975
New Town Police Department 701-627-5222
Tribal Police 701-627-3617

Su sacred Scha bino College Security
Andy Sanchez, Director of Security
701-421-0023

Evening Security Office
(11:00 AM–8:00 PM):
Wes Davidson: 701-421-1523

Location of Security Office:
Security office is located at the end of
Arkaba hallway in Room 60

NHSC Emergency Alerts

NHSC campus will notify the campus of an emergency situation through the text alert system.
To sign up to receive emergency alerts to your smartphone (via text) or email address, visit the IT Department.

Emergency Procedures

Medical Emergency
Example: Medical Emergency
- Call 911 and Campus Security Immediately
- Avoid leaving injured person except to gather help
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Wait for emergency personnel to arrive.

Cardiac Arrest
Example: Cardiac Arrest
- Call 911
- Call Campus Security
- Provide the location of incident, nature of illness, or injury, the number of victims and your name.
- AED Locations
  - Automated External Defibrillator
  - Hidatsa Hallway, Across from IT Department
  - Main Lobby
  - White Ant Hallway, Near Stairs

Hazardous Material
Example: Chemical Spill, Blood
- Do not attempt to clean spill
- Evacuate the area and proceed to safe area
- Call campus security
- Wait for further instructions

Bomb Threat/Suspicious Package
Example: Bomb Threat/Suspicious Package
- Call Campus Security Immediately
- Notify security of location and color of suspicious package
- Leave the area immediately

Fire
- Call 911 and Campus Security
- When alarm sounds, everyone must exit the building at the closest exit to them.
- Stay calm
- Leave doors unlocked
- Do not return to building until all clear is given

Code Amber
- Within 24 hours notify Housing Director, Clinton Wolf at 701-627-8071 (Office) or 761-421-3217 (Cell)
- Call Campus Security
- Notify City and Tribal Police

LOCK-DOWN
Example: Active Shooter
- Be aware of your environment, know possible escape routes, and possible safe rooms.
- If safe to do so, leave the building quickly and quietly. Call 911 and Campus Security
- If you can’t leave, go to nearest classroom, lock doors, close shades/blinds, turn off lights, keep out of sight. Call 911 and Campus Security
- Stay low, hidden and spread out
- When you encounter police, show hands, follow instructions to safe place.

SHELTER-IN-PLACE
Example: Tornado/Weather
- Stay away from windows, close, and lock the door, if possible. Do not leave the area until emergency has passed or you are instructed to do so by emergency response personnel.
Appendix 18 – Incident Reporting Form

Nueta Hidatsa Sahnish College
Incident Reporting Form

Please fill in all required fields

Person Completing Form:
Last Name: ___________________ First Name: ___________________ Phone: ___________________
Date of Incident: ____________ Time of Incident: ____________ Department: ____________

Injured/involved Person:
Last Name: ___________________ First Name: ___________________ Employee ID: ____________
Injured/involved Persons relation to NHSC (Circle): Employee Student Employee Student Visitor
Location of Incident:

Detailed Description of Incident: Please use additional sheet if more room is needed

Property/Vehicle/Equipment Loss or Damaged: Please send a photo of the damaged property to Procurement Office
What was damaged or lost? ___________________________ School Property? YES or NO
Owner of damaged or lost property: ___________________ Phone: ___________________

The above information on the report is accurate based on my knowledge of the incident:

Print Name: ___________________ Signature: ___________________

Supervisors Signature: ___________________ Date: ____________
Safety Officer: ___________________ Date: ____________
Human Resources: ___________________ Date: ____________

Appendix 19 – Student Appeal/Complaint Form

STUDENT APPEAL/COMPLAINT FORM

Student Name: ___________________________ Student ID: ___________________________

Student Address: ___________________________

Advisor’s Name: ___________________________

Students Email: ___________________________ Phone #: ___________________________ Alternate Phone #: ___________________________

Term: ___________________________ Year: ___________________________ Date: ___________________________ Major: ___________________________

BRIEF STATEMENT OF APPEAL OR COMPLAINT: (Include circumstances, dates, times, and name of person(s) or witness (es) involved. Who or what is the complaint about? Are any witnesses willing to testify to what occurred?)

________________________________________________________________________

________________________________________________________________________

EXPLAIN WHAT STEPS YOU HAVE ALREADY TAKEN TO SOLVE THE PROBLEM: (Check appropriate responses.)

☐ Talked with person. Name of Person: ___________________________

☐ Talked with supervisor. Name of Supervisor: ___________________________

☐ Other (explain) ___________________________

RESULTS/OUTCOME OF THE ABOVE (IF ANY) TO DATE: ___________________________

WHAT ACTION ARE YOU NOW REQUESTING? (Please state what you expect as a result of filing this form.)

________________________________________________________________________

________________________________________________________________________

Signature of Student ___________________________ Date filed ___________________________

After completing the above requested information, please email it to the Vice President of Student Services.
Appendix 20 – Cafeteria Meal Plan

NHSC CAFETERIA MEAL PLAN

Meal Plans are available to all students and they may choose to buy a Meal Plan at any time. When a student chooses to a meal plan, a charge to their student account will be made and is the responsibility of the student. It may be paid by Financial Aid or may be paid outright. Once a student receives the Meal Plan card, it is student’s responsibility to keep track of the meal card. In order to redeem a meal a student must present their Student ID and meal card to be verified by the Cafeteria staff.

Semester Meal Plan
Students have the option to choose a semester meal plan. This plan must be purchased before the 3rd Friday of the semester. This plan allows a student to eat as many daily special meals as they choose during the semester for a one-time payment. All semester plans are valid only during the semester purchased and will not be allowed to carry over into following semesters if unused.

Academic Year Meal Plans
Academic Year Meal Plans provide a set number of meals to be used during the academic year. If the meals are not used up by the end of the academic year they will not be allowed to carry over into subsequent years. The options available are 20 or 10 meal plans.

<table>
<thead>
<tr>
<th>Semester Meal Plan- Option A</th>
<th>Academic Year meal Plan 2 - Option B</th>
<th>Academic Year meal Plan - Option C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited meals</td>
<td>20 Meals</td>
<td>10 Meals</td>
</tr>
<tr>
<td>To be redeemed at any meal time</td>
<td>To be redeemed at any meal time</td>
<td>To be redeemed at any meal time</td>
</tr>
<tr>
<td>$960.00</td>
<td>$140.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

**Meal Plan Choice Selection**

(_________)
A, B, C

Name__________________________________
Last, First, MI
Student ID ______________________________
Last 4 of SSN ___________

Signature________________________________
( Student)
Signature_______________________________
(Student Accounts)

**In order to opt into the plan this form must be completed and turned into the Business Department Attn: Student Accounts for processing.**

**All meal plan cards will be the responsibility of the student. NHSC will NOT be responsible for lost or stolen cards.**

***Any student needing NHSC emergency funding can apply through our counseling office.***

Updated July 26, 2018
Appendix 21 –Acknowledgement Form

STUDENT HANDBOOK & CONSUMER INFORMATION ACKNOWLEDGEMENT FORM

Nueta Hidatsa Sahnish College has created and disseminated the 2018-2019 Student Handbook to communicate the best policies and procedures to help a student succeed at our institution.

This form is to acknowledge that the student has been informed of the existence of the 2018-2019 Handbook, and that it has been made available to them in both hardcopy and on our college website at www.nhsc.edu.

The signature on this form acknowledges the receipt of the following:

- FERPA
- Consumer Information
- Alcohol and Other Drug Prevention Program (AODPP) Policy
- Annual Security Report (ASR)
- CERT (Crisis Emergency Response Team) Policies and Procedures

Student Name (Printed) ___________________________________________________________

Student Signature _____________________________ Date ______________