

# Student Handbook 2009-2010



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Aaniin! Greetings!

We are pleased that you have made Leech Lake Tribal College your college of choice.

During the past five years, Leech Lake Tribal College has built a new college campus, we have obtained accreditation through the North Central Association of the Higher Learning Commission, and our student enrollment has steadily increased. Leech Lake Tribal College offers strong academic programs and student support services to assist you, and our dedicated faculty and staff are eager to share their knowledge with you.

LLTC's mission is to provide a quality education that is grounded in Anishinaabe values. We embrace the idea that the well-being of the community requires that those with wisdom impart their knowledge and skills through teaching, while it is also incumbent on the student to seek out that knowledge and wisdom.

Education offers the greatest opportunity for achieving a better life for you, your family, and your community, and Leech Lake Tribal College, by providing strong academic programs and student support services, is committed to helping you succeed in that pursuit.

It is a time of growth and excitement here at Leech Lake Tribal College, and we extend a warm welcome to you as you take this important step in beginning your journey into higher education.



Miigwech,  
Ginny Carney, PhD  
President

Dear Students:

On behalf of the Student Services Department, I would like to extend a warm welcome to all new and returning students of the Leech Lake Tribal College. I look forward to meeting each and every one of you.

Please take this opportunity to read the Student Handbook. This Student Handbook will provide beneficial information that will assist you while you attend Leech Lake Tribal College. As a student, you are expected to adhere to the LLTC policies and procedures, and to the Student Code of Conduct.

Please let us know if we can be of any assistance to you during your enrollment at Leech Lake Tribal College. Congratulations on taking your first steps towards achieving your educational goals, and I hope you have a rewarding and successful academic year.



Best Wishes,

Camille Naslund

Dean of Student Affairs

# STUDENT HANDBOOK

## INTRODUCTION

This Student Handbook provides students with information on many facets of College life at Leech Lake Tribal College, such as its policies and procedures, campus resources, student organizations, and College services. This booklet is written for every student enrolled in one or more classes at Leech Lake Tribal College.

The purpose of this Handbook is to assist students in understanding their rights, freedoms, and responsibilities as students. This Handbook is an official publication of the College. While officially enrolled at the College, students are responsible for abiding by its rules, which are intended to facilitate and sustain the ongoing business of the College. The College has committed itself to students' development and to the support of those rules designed to enhance and protect their individual rights.

Since much of this Handbook highlights rules and regulations that govern the living standards of the College community, students are responsible for familiarizing themselves thoroughly with the contents.

The Leech Lake Tribal College Student Code of Conduct applies to all members of the College community and is intended to promote an atmosphere of trust and fairness in the classroom and in the conduct of daily campus life.

## DISCLAIMER

No claim is made that this document covers all rules and regulations now in effect at Leech Lake Tribal College. Students are referred to the Leech Lake Tribal College Catalog, Student Services publications, and other College policy documents for further information.



Ojibwe Woman,  
by Dewey Goodwin

# Leech Lake Tribal College

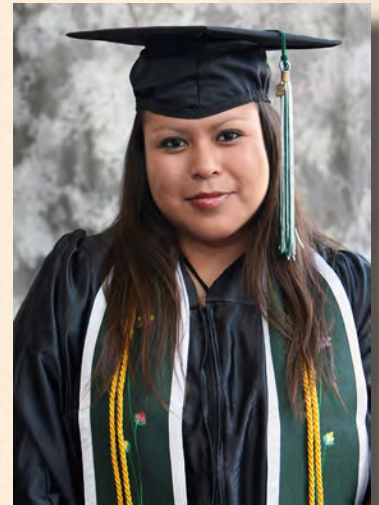
## Mission Statement and Objectives

### Mission Statement

Leech Lake Tribal College provides quality higher education, grounded in Anishinaabe values.

### Objectives

- To provide associate degree programs
- To prepare students to transfer to other institutions of higher education
- To provide academic credentialing programs of varying lengths
- To assist students in developing and pursuing holistic lives (physically, intellectually, and aesthetically)
- To attain and maintain appropriate accreditation and certification of LLTC degrees and programs
- To maintain and measure quality learning in all classes
- To provide a means of maintaining and enhancing Anishinaabe culture, values, language, and knowledge
- To honor and respect women as the sacred life-givers of the Nation and to empower them for leadership roles in their communities
- To serve as a cultural and educational center for community development
- To encourage and support the professional development of faculty and staff



LeAnn Dick, Valedictorian - Class of 2009

### Statement of Non-Discrimination

Leech Lake Tribal College is committed to creating and maintaining an atmosphere in which the traditional and contemporary values of the Anishinaabeg are honored and practiced. This includes a respect for persons of all cultures. It is the policy of the College that all persons shall have equal access to the College's programs, facilities, and employment opportunities without regard to race, religion, color, gender, sexual orientation, national origin, age, or disability.

## A Brief History of Leech Lake Tribal College

The Leech Lake Band of Ojibwe established Leech Lake Tribal College by Tribal Resolution in July 1990. For two years, courses were offered in extension from the University of Minnesota at Duluth, Bemidji State University, Itasca and Brainerd Community Colleges. In the fall quarter of 1992, Leech Lake Tribal College began offering its own courses leading toward the Associate of Arts and the Associate of Applied Science Degrees.

The College had its first graduate of the Associate of Arts program in Anishinaabe Language and Culture in the spring of 1993. In 1994, the College was accorded status as a Land Grant Institution by the United States Congress. Also in 1994, seventeen graduates completed their Associate of Arts degrees and Associate of Applied Science degrees. By the spring of 1995, the number of graduates had increased to twenty-four.



The College moved classrooms and administration to the former Cass Lake High School building in the fall of 1994, resulting in an increased student enrollment of 196. These students were enrolled in two-year Associate of Arts transfer degree programs, or in two-year technical programs leading to an Associate of Applied Science degree, or in one-year vocational programs. Today, Leech Lake Tribal College includes approximately 70 faculty, staff, administrators, and 250

students. Most of our students come from the Leech Lake Reservation and all of the surrounding Reservations in Northern Minnesota. Approximately 4% of the students enrolled at the College are non-Indians.

The College was accredited as a post-secondary Vocational School in 1993. The College was awarded candidacy status with the Higher Learning Commission of the North Central Association in 2002 for its associate degree programs, and continued candidacy in 2004. Full accreditation status was granted on September 26, 2006 for the maximum initial accreditation period of five years, with no focus visits required.

## ACADEMIC CALENDAR

FALL SEMESTER	2009	2010
New Student Orientation	Aug. 28	Aug. 27
Classes Begin	Aug. 31	Aug. 30
No Classes—Labor Day Holiday	Sept. 7	Sept. 6
Last day to Add/Drop	Sept. 8	Sept. 7
Last Day to Make-up Incompletes from Spring Semester	Sept. 28	Sept. 20
Midterm Grades Due	Oct. 16	Oct. 15
Last Day to Officially Withdraw	Oct. 16	Oct. 15
No Classes—Veteran's Day Observed	Nov. 11	Nov. 11
No Classes—Thanksgiving Holiday	Nov. 25-27	Nov. 24-26
Classes Resume	Nov.30	Nov. 29
Pre-registration for Spring Semester	Dec. 7-17	Nov. 29-Dec.9
Last Day of Classes	Dec. 10	Dec. 9
Finals Week	Dec. 14-17	Dec. 13-16
Fall Semester Ends	Dec. 17	Dec. 16
Final Grades Due	Dec. 23	Dec. 22
No Classes—Winter Holiday	Dec. 21-Jan. 8	Dec. 20-Jan. 10
	7	

SPRING SEMESTER	2010	2011
New Student Orientation	Jan. 8	Jan. 7
Classes Begin	Jan. 11	Jan. 10
No Classes—Martin Luther King, Jr. Day	Jan. 18	Jan. 17
Last Day to Add/Drop	Jan. 19	Jan. 18
Last Day to Make-up Incompletes from Fall Semester	Feb. 8	Feb. 4
No Classes—President's Day	Feb. 15	Feb. 21
Last Day to Officially Withdraw	Feb. 26	Feb. 25
Midterm Grades Due	Feb. 26	Feb. 25
No Classes—Spring Break	Mar. 1-5	Mar. 1-5
Classes Resume	Mar. 8	Mar. 7
Pre-registration for Fall Semester	Apr. 19-29	Apr. 18-28
Last Day of Classes	Apr. 29	Apr. 28
Finals Week	May 3-6	May 2-6
Spring Semester Ends	May 6	May 6
Finals Grades Due	May 12	May 11
Graduation Ceremony	May 12	May 11

### **Anishinaabe Philosophy and Values**

According to the Anishinaabe worldview, Humans did not weave the web of life, we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, *kinship* among all of creation, not the *mastery* of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:

1. *Dabasendizowin* (humility)

- To recognize oneself as a sacred and equal part of the Creation
- To be modest in one's actions
- To demonstrate sensitivity to others
- To be respectful of the thoughts and ideas of others
- To recognize one's strengths and weaknesses and acknowledge the capacity for self-growth and change
- To develop and practice good listening and observation skills

2. *Debwewin* (truth)

- To speak the most honestly one can, according to his/her perceptions
- To be loyal in all our relationships, avoiding hypocrisy

3. *Zoongide'iwin* (courage)

- To face difficult situations with bravery
- To acknowledge one's personal weaknesses and develop the strength to combat them
- To demonstrate the ability to take initiative and to speak forthrightly

4. *Gwayakwaadiziwin* (honesty)

- To maintain truthfulness, sincerity, and fairness in all one's actions
- To possess the ability to manage confidential information
- To communicate with others and transmit information fairly and truthfully

5. *Manaaji'idiwin* (respect)

- To accept cultural, religious, and gender differences
- To maintain high standards of conduct at all times
- To safeguard the dignity, individuality, and rights of others

6. *Zaagi'idiwin* (love)

- To work cooperatively and harmoniously with others
- To show kindness and compassion
- To demonstrate acceptance and the empowerment of others
- To offer hope, encouragement, and inspiration

7. *Nibwaakaawin* (wisdom)

- To take time to reflect on all our experiences
- To acknowledge the opportunity to learn from others
- To persist in acquiring knowledge and improving skills
- To strive for the accomplishment of goals and dreams
- To practice ethical behavior at all times
- To seek guidance from Elders and qualified advisors

## **STUDENT CODE OF CONDUCT**

Leech Lake Tribal College expects students to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies both on-campus and at college-sponsored activities off-campus. In addition, all students at Leech Lake Tribal College must comply with the applicable laws that govern the Leech Lake Reservation. Students who do not comply with college regulations, or who commit violations of a serious nature, may be suspended or dismissed from Leech Lake Tribal College. Persons who are not students or employees of the college are required to abide by the Leech Lake Tribal College policies and student-conduct regulations while on campus property. Each student is responsible for becoming familiar with and complying with the standards of conduct at Leech Lake Tribal College and reporting the actions of others, including, but not limited to:

- Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises

- Falsification, forgery, alteration or use of college documents, records, instruments of identification with intent to defraud the college, or an act of academic dishonesty (See Academic Integrity).
- Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/ fire department personnel acting in the performance of their duties.
- Unauthorized entry or use of the college facilities or equipment.
- Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
- Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
- Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish or injure.
- Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
- Theft, or the attempted theft, of property of the College or persons of the College.
- Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
- Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
- Illegal gambling activities in violation of the law.
- Misuse of college telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.

## **DISCIPLINARY ACTIONS**

Appropriate disciplinary actions will be enforced upon any student who has been found guilty of violation of regulations governing students at Leech Lake Tribal College. In compliance with the standards of conduct the following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. These standards may include, but are not limited to:

- Warning
- Loss of privilege
- Restitution
- Mandatory participation in an approved drug/alcohol abuse treatment, rehabilitation and/or re-entry program
- Probation
- Suspension
- Dismissal
- Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

## **STUDENT GRIEVANCE PROCESS**

It is the intent of the college to provide students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include, but are not limited to, discrimination or other areas of college policy violations.

1. All student grievance complaints must be submitted in writing to the Dean of Student Services and must contain the following information:
  - a. Name, address and phone number of person filing the grievance.
  - b. Nature of the grievance in full detail
  - c. Place, date and time of alleged incident.
  - d. Name of person(s) accused of the violation.
  - E. Requested action.
  - f. Any background information that student filing the complaint believes to be relevant:
2. The Dean of Student Services will attempt to resolve the complaint with the student. If the complaint cannot be resolved at this meeting, the Dean of Student Services will take the following actions and inform the Vice President of Academic & Student Affairs.
  - a. Meet with all persons involved in the complaint and try to resolve the complaint
  - b. If the complaint has not been resolved, the Dean of Student Services will notify the *ad hoc* Student Grievance Committee to review the complaint and make recommendations for resolution of the student's complaint.
  - c. The Grievance Committee will confer with the Vice President of Academic Student Affairs and then make a decision on resolving the complaint. The Vice President of Academic & Student Affairs has final authority in determining the resolution of all student grievances that are filed.

## **DRUG- & ALCOHOL-FREE CAMPUS POLICY**

Leech Lake Tribal College policy fully complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

## **DRUGS & ILLEGAL SUBSTANCES**

Leech Lake Tribal College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling or distributing of any substance prohibited by the Leech Lake Tribe, the State of Minnesota and the Federal Government.

Students, faculty, or staff violating this policy must be reported to the Dean of Student Services or the Dean of Instruction. Students, faculty or staff violating this policy will be reported to the local police and prosecuted to the full extent of the law.

## **ALCOHOL USE**

Leech Lake Tribal College students, faculty, or staff under the influence of alcohol during classes or during college events will be removed from college property.

Students, faculty, or staff who violate this policy will be subject to suspension or termination from the college.

Leech Lake Tribal College sanctions for students, faculty, or staff who violate the Drug and Alcohol Policy are:

- Suspension from the college for up to 30 days
- Possible termination of employment
- Expulsion from the college
- Possible legal action

Other possible legal sanctions:

- Alcoholic beverages, possession by a minor: Charge.
- Alcoholic beverage unlawfully delivered to a minor: Charge.
- Minor furnishing money for the purchase of alcoholic beverages: Charge.
- Possession of an illegal or controlled substance: Charge.

Leech Lake Tribal College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College's Drug and Alcohol Policy.

## **Smoke-Free Campus Policy**

Leech Lake Tribal College maintains a smoke-free environment. The College follows the state of Minnesota's Clean Indoor Act. Leech Lake Tribal College is committed to providing its students, employees and the general public with a safe and healthy work environment. Therefore, smoking is prohibited in all its college buildings, including the entrance and hallways of the campus buildings. Should students choose to smoke outside the building, they must stand at least 15 feet from any entrance, and are expected to dispose of smoking materials properly.

**Exception:** Smoking that is part of an official campus activity that includes Anishinaabe traditions, such as pipe ceremonies, smudging, etc. will be allowed.

## **SEXUAL HARASSMENT POLICY**

Leech Lake Tribal College is committed to maintaining a safe and comfortable learning environment for all students. Sexual harassment undermines the mission the College, offends the integrity of the College community, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that results in interfering with an individual's educational performance, or creates an intimidating environment for a student.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action, up to and including suspension from LLTC.

If you believe that you have been subjected to sexual harassment, you are asked to report your concerns immediately to Security, an instructor, Dept. Chair, Dean of Instruction, Dean of Student Services, or any other member of the College staff with whom you feel comfortable in filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

## **COMPUTER NETWORK & SOFTWARE POLICY**

### **I. COMPUTER USAGE**

- It is the computer user's responsibility to obtain this information and remember it.
- College computer workstations are provided solely for academic use.
- Be respectful of other computer users, and the computer equipment.
- Computer users are expected to clean up the area around the computer workstation they used as they leave.

This includes making sure you have retrieved any removable storage devices you may have used in the computer, such as a CD-ROM or floppy disk. The Leech Lake Tribal College is not responsible for any materials you may leave behind.

- Please dispose of any food or drink items you may have before operating any of the computer workstations. Food or drink can easily damage electronic equipment, so we ask that you avoid bringing food or drink into the computer labs.

- Users are not allowed to install or uninstall software of any kind from the computer workstations without prior approval from the LLTC MIS Department or your technology instructor.

- The software installed on all computer workstations is the intellectual property of the Leech Lake Tribal College; please do not attempt to copy or duplicate the software installed on these machines.

- Computer workstations are not to be removed, relocated, disassembled or modified in any way without prior approval from the LLTC MIS Department.

- Using computer workstations for recreational use is not permitted. Examples: Surfing the web when it is not related to academic work; chat room use; playing games. These computers are provided for academic use and are not to be used as an entertainment center.

- By using any computer workstation on campus, you agree to abide by this policy.

### **II. INTERNET USAGE**

- Internet access and use is provided solely for academic use. Accessing improper web sites such as pornography, gambling sites, and illegal software pages will be considered a severe violation of the Acceptable Usage Policy, and may result in suspension of computer usage.

- The MIS Department reserves the right to block web sites that may pose dangers to the campus computer network.

- The MIS Department reserves the right to monitor web sites visited utilizing Tribal College workstations.

- Using the Internet to distribute SPAM (unsolicited e-mail messages) or harassing messages to others is prohibited.

- You may not use computer workstations for illegal or disruptive purposes. Some examples are, but not limited to: Intentionally sending computer viruses out onto the Internet; monitoring of electronic communications;

launching of Denial of Service (D.O.S.) attacks, harassing other individuals, which can be classified as cyber-stalking; distribution and downloading of copyrighted materials: music, videos, books, software.

- You may not use computer workstations to provide Internet-based services without prior approval from the LLTC MIS Department. Examples of Internet-based services include, but are not limited to: FTP servers, Web servers, P2P file servers, IRC servers, and Game servers.

### **III. STORAGE OF PERSONAL DATA**

• Any documents or other data files you may be working on should ONLY be saved to an external floppy disk, CD-R or CD-RW. Please do not save any of your data onto the computer workstations. The college is not responsible for lost computer files saved to the workstations.

### **IV. CONFIDENTIALITY AND PRIVACY**

- The Leech Lake Tribal College will treat all information stored on computers as confidential. Disclosure of this information will be honored under one of the following conditions:
- When authorized by the College President, Vice President of Academic & Student Affairs, or Vice President of Operations
- When requested by the owner of the information
- When required by local, state, tribal or federal law

### **V. VIOLATIONS OF POLICY**

- The college may take disciplinary and/or legal action against any individual who violates any LLTC computer policies.
- Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
- Major infractions, the MIS department may temporarily or permanently suspend a student's computer & e-mail account. A second violation will result in suspension of computer services for one semester. Additional violations may result in charges being filed against the student from the Student Services Department.
- The individual suspected of violating the Responsible Use of Information technology Policy will be notified via a formal written letter from the MIS Director. The individual must respond to the notice within 10 working days, by contacting the MIS Director to discuss the violation in question

and appropriate corrective action if necessary. If the individual fails to respond to the notice, the case will be forwarded to the Student Services Department for disciplinary action.

## **ACADEMIC INTEGRITY**

Honesty in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. Acts of academic dishonesty include, but are not limited to:

- ∞ Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, an examination paper or an assignment.
- ∞ Unauthorized collaboration with another student in completing an assignment.
- ∞ Submitting as your own work that of another student or allowing your work to be submitted for credit by someone else.
- ∞ Copying from another student's paper or an assignment.
- ∞ Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of the college resources (computer facilities, network, software, etc.) for financial gain.
- ∞ **PLAGIARISM:** The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in-text credit, quotation marks, etc.).

Student dishonesty will not be ignored. In situations where dishonesty is suspected, the faculty member will meet with the student, state the charge and action to be taken, and will refer him or her to the academic appeals section of the College catalog. Copies of this notice will be sent to the appropriate Department Chair and to the Dean of Instruction. Cheating on an exam, plagiarizing, or committing other forms of dishonesty can result in an "F" for the course, or academic suspension.

## **COPING WITH PERSONAL EMERGENCIES**

In the event of an emergency (illness, accident, family problem) that requires your absence from campus, you should contact each of your instructors as soon as possible. If this is not possible, you should contact the Dean of Instruction for assistance. If the emergency should cause an extended absence, it may be possible to make arrangements with your instructors to complete your work at a later date. This is called an "incomplete" in a course. If your absence has caused specific academic concerns for you, it is strongly recommended that you request assistance from the Dean of Student Services or from your advisor.

## STUDENT SUPPORT SERVICES

The Student Services division of Leech Lake Tribal College consists of the following staff members:

- Dean of Student Services
- Registrar
- Recruiter
- TRIO Director
- Retention Counselor/Advisor
- Academic Advisor
- Administrative Assistant
- Financial Aid Director

Below is a brief summary of the services each of these staff members provides:

The Dean of Student Services supervises all other Student Services staff; manages the Federal Work Study Program at LLTC; assists with student complaints; and serves as Chair of the selection committee for American Indian College Fund (AICF) scholarships.

The Registrar is responsible for admitting students and entering student registrations in CAMS; distributing student schedules and grade reports; distributing academic transcripts upon request; and monitoring Leech Lake Tribal College's Standard of Academic Progress.

The TRIO Director and Academic Advisors

- Administer the writing and math placement test (COMPASS). Note: All new students are required to take this test upon admission.
- Register students for the upcoming semester.
- Assist students with completing an education plan.
- Provide guidance in choosing a major.

The Financial Aid Director assists students with completing the required Free Application for Federal Student Aid (FAFSA), and obtaining financial resources necessary to attend college.

*Please note that the Business Office—not the Financial Aid Office—provides student fee statements, issues financial aid checks, maintains student account records, and determines the collection of extra fee items, library fees for material damages, etc. All financial aid funds are disbursed through the Business office.*

The Recruiter facilitates group visits, such as College for a Day, at LLTC; promotes the College by setting up booths at powwows, career fairs, etc.; advertises the College and takes advantage of speaking opportunities in local schools and community events; and assists with retention of current students at Leech Lake Tribal College.

## OTHER CAMPUS SERVICES

### TRIO

(218) 335-4225

The TRIO program provides support services to qualified students. Qualifications include: U.S. citizenship, first-generation college student (neither parent has a four-year degree), low income, and/or students with disabilities. Support services include academic advising, counseling, enhancing reading and writing skills, individual and group tutoring, mentoring, career planning, and services to students with disabilities. Developmental courses are offered through the College each semester. Contact TRIO personnel for more information.



Student Services provides a confidential setting for the unification of services for students with a documented disability. When appropriate, services are coordinated with outside agencies such as the Minnesota State Services for Blind and Hearing Impaired, and the Department of Rehabilitation Services. For more information contact Student Services at (218) 335-4220.

## **LIBRARY**

The library houses books, a small reference collection, and periodicals of general interest. The library also provides a quiet place for study, and access to computers and printers where students may complete assignments.

Internet access is provided at computers, both in the library and in the computer laboratory.

Two computer workstations provide access to the card catalog of the holdings of regional and national libraries. Students may also access full-text articles of selected periodicals.

Leech Lake Tribal College students also have library privileges at the Bemidji State University Library. LLTC student ID cards, with a current validation sticker, are required for use of the Bemidji State University Library. Photocopying services are available in the college library for a small fee.



## **OFFICE OF COMMUNITY & CONTINUING EDUCATION**

The OCCE serves as a vehicle for positive change in the community by providing training and educational opportunities that will link cultural and spiritual values with the best of contemporary technology, thus promoting an environment for sustainable living, community ownership and personal empowerment. As an outreach arm of Leech Lake Tribal College, the OCCE addresses the needs of a changing and diverse workforce with skills-based training and continuing education courses required for re-certification and licensure.

The OCCE provides classes, open to the public, in Cass Lake and at various sites across the Reservation. Special programs in the OCCE division include the *Gitigan* or gardening project, and *Biboonaadizoo-Kaan*, or winter storytelling.

Community members may take course offerings offered through the Center for Career Development and may receive Continuing Education Units and certificates of attendance. One continuing education unit is awarded for 10 hours of class. These units are not college credits, but a record of these classes is maintained by the College. Continuing education units document professional advancement as well as the enjoyment of learning together in the community.

## **STUDENT DINING**

Leech Lake Tribal College does not offer campus dining; however there are various restaurants and fast-food establishments within walking distance, or a short driving distance, from the campus. Each Monday during the Fall and Spring semesters, the College holds a drumming ceremony and provides a noon potluck meal—open to all students—in the Drum Room (“B” Wing).

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

FERPA applies to all colleges and universities that receive funds under any program of the U.S. Department of Education. FERPA is a federal law that gives students (and parents of children under 18 years old) the right to access their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information for the education records. Parents transfer their rights under FERPA to their child when he or she has attained 18 years of age, or is attending an institution of post-secondary education.

Leech Lake Tribal College is in full compliance with federal law pertaining to student records. A complete statement of Family Educational Rights and Privacy Act of 1974 is available from the Registrar's office.

## **STUDENT RIGHTS UNDER FERPA**

The student has the right to inspect and review his/her education records maintained by the institution the student attends or has attended.

Procedure to inspect and review:

1. Complete "Request to Inspect & Review" form located in the Student Services Office.
2. Submit form to the Registrar.
3. Student will be notified, by letter, of inspection and review date.

## **ACADEMIC RECORDS**

Education records are those records, files, documents, and other materials that contain information directly related to a student, and are maintained by an educational agency; these may include:

Admission records	Cumulative academic records
Financial Aid records	Financial records
Placement records	Progress reports
Disciplinary records	Health records

Education records **do not** include:

- ∞ "Sole possession" records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- ∞ Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
- ∞ In the case of persons who are employed by an educational agency or institution, but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose; or
- ∞ "Medical Treatment" records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist or recognized professional or paraprofessional acting in his professional capacity, and which are made, maintained, or used solely in connection with the prov-

ision of treatment to the student, and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician of other appropriate professional of the student's choice.

- ∞ "Post attendance" records that only contain information about an individual after he or she is no longer a student at that institution.

The student has the right to challenge and require the school to amend any portion of the education records concerning the student that is inaccurate, misleading or otherwise in violation of the student's privacy rights.

## **STUDENT IDENTIFICATION CARDS**

All students are issued a Leech Lake Tribal College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a \$10.00 fee. Application for duplicates must be made in the Student Services office. The \$10.00 fee must be paid at the Business office before the student is issued the new card. All cards must be validated each semester based on the student's class schedule.

The Registrar will validate student identification cards with a new sticker for each semester (See Student Services for Identification Cards).

Note: An agreement with Bemidji State University allows library privileges at BSU to LLTC students possessing an ID card.

## **COLLEGE BOOKSTORE**

Textbooks are available for purchase from the College Bookstore. Students with financial aid awards may charge books and College course supplies at the bookstore up to the date posted by the bookstore. After the posted date, book and supply bills are closed and submitted to the Financial Aid office. After this time, students must pay for all textbooks at the time of purchase. The Bookstore has posted hours of operation.

## **STUDENT ORGANIZATIONS**

Leech Lake Tribal College has many options for student involvement. For additional opportunities, talk to your faculty advisor or the Dean of Student Services. To initiate a new club or organization, contact the Dean of Student Services 335-4220.

## **STUDENT SENATE**

The Student Senate is composed of four to seven student representatives from the student body. LLTC student members, through annual elections, will select students to serve on the Student Senate. It is the responsibility of the Student Senate to conduct business according to its approved By-laws.

The Student Senate's responsibilities are:

1. To engage in and/or coordinate activities necessary for the purpose of advocating and supporting endeavors by the Student Members or by the LLTC, providing that such endeavors focus on promoting quality in American Indian Higher Education.
2. To conduct regular and special business meetings of the Student Senate as may be deemed necessary to fulfill the purpose and responsibilities of the organization. To inform all constituents of the Student Senate of all pertinent business actions and organizational activities of the Student Senate.
3. To communicate student concerns to Administration.
4. To develop a yearly budget and allocate student fees.

Student Senate officers consist of a President, Vice President, Secretary, and Treasurer. LLTC may select or appoint additional officers or assistant officers as deemed necessary and appropriate.

Membership in this organization is open to any student at LLTC. Students are encouraged to meet the Student Senate's weekly meetings, as voting privileges are granted to all students. This organization does not discriminate on the basis of disability, ethnicity, race, religion, creed or sexual orientation.

Each year, Student Senate will be assigned two-three faculty/staff advisors, appointed by the LLTC administration.



(above) LLTC Students and Staff Returning from 2009 AIHEC Conference in Missoula, Montana

The American Indian Higher Education Consortium (AIHEC) is an annual event held each spring representing 34 colleges throughout the United States and one Canadian Institution. To learn more about AIHEC, visit their website at [www.aihec.org](http://www.aihec.org).

## **AIBL**

American Indian Business Leaders organized a campus chapter in 2006. For membership information, contact the Business Management instructor(s).

## **AISES**

American Indian Science and Engineering Society has an active chapter on campus. For information, contact the Department of Math, Science, and Technology.

## **CAMPUS SAFETY AND SECURITY**

### **GENERAL PROCEDURES**

In the event of an emergency requiring immediate action by police, fire departments, or ambulance services, dial 911. All other emergencies should be immediately reported directly to Campus Security at 335-4260.

### **EMERGENCY NUMBERS**

Campus Security (218) 335-4260

MN State System 911

Cass Lake Police (218) 335-2351

Leech Lake Tribal Police (218) 335-8277

### **REPORTING A CRIME**

Any crime, suspected crime, or suspicious person should be immediately reported to the Department of Security. It is the student's responsibility to immediately report any criminal act that you are aware of to the Department of Security, (218) 335-4260, or to the Cass Lake City Police Department, (218) 335-2351.

### **CLASS CANCELLATIONS & NOTIFICATION**

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or designee will determine campus-wide cancellation of classes. The following radio stations and television stations will be notified of a class cancellation.

KBUN 1450AM  
KB101

MIX 103.7  
WBJI 98.3

KOZY 1320AM  
WTBX 94

KMFY 96.9  
KZY 95.5

### **Important Phone Numbers**

Administration	218-335-4200
Dean of Student Services	218-335-4221
Dean of Instruction	218-335-4253
Director of Learning Center	218-335-4242
Director of Office of Community & Continuing Ed.	218-335-4279
Director of Library Services	218-335-4240
Faculty	218-335-4210

Bookstore	218-335-4200
Business Office	218-335-4250
Library	218-335-4241
Student Services	218-335-4220
Security	218-335-4260



Cass Lake is a beautiful area surrounded by dense forests and numerous scenic lakes. Many of the Ojibwe People take advantage of the valuable resources gathered during their respective seasons throughout the year, including wild rice and maple syrup.

The lakes and forests play an important role in the lives of the Ojibwe People, both recreationally and economically. Leech Lake Reservation is home to two of the largest lakes in Minnesota, Leech Lake and Lake Winnibigoshish, near Cass Lake.

