

STUDENT HANDBOOK



2022-2023

INTRODUCTION

The *Leech Lake Tribal College Student Handbook* is written for students enrolled in one or more classes at LLTC. It provides information on policies and procedures, campus resources, student organizations and college services, all of which are intended to enrich your college experience.

This handbook is an official publication of the College meant to help students understand their rights, freedoms and responsibilities. While enrolled at LLTC, you are responsible to abide by its rules. The College has committed itself to student development and to the support of these rules, which facilitate and sustain the ongoing business of the College, as well as enhance and protect individual student rights.

Since much of the content of this booklet highlights rules and regulations that govern the 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.

MISSION STATEMENT & OBJECTIVES

MISSION STATEMENT

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

OBJECTIVES

- » To provide Associate's 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 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

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.

COMMUNITY AT LLTC

A central goal of college education is to help students develop as unique, empowered individuals committed to lifelong learning—in other words, true education goes beyond the classroom alone. Your journey at LLTC will take place within a dynamic learning community. We aim to educate our students within the context of this community as whole individuals on social, emotional, ethical and spiritual, as well as academic, levels.

You will find many opportunities at LLTC to engage fellow students, faculty, staff and community members as part of student clubs, activities and points of academic, cultural and professional interest. This is the essence of community at Leech Lake Tribal College; when you take advantage of these opportunities, you not only grow stronger as a student and person, you also strengthen your communities and those around you.

STATEMENT OF LLTC COMMUNITY PRINCIPLES AND VALUES:

- » College is an educationally purposeful community; a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus.
 - » Unwavering commitment to truth and knowledge.
 - » Respect for individual achievement and excellence.
 - » Expectation of lifelong learning.
- » College is an open community where civility is a cornerstone and freedom of expression is uncompromisingly reflected.
 - » Civility and respect are expected behaviors.
 - » Emphasis is placed on individuality while all strive to build a stronger campus community.
 - » Individual differences and unique perspectives are respected.
 - » Our common humanity is the basis for community relations.
 - » Inclusion

- » Freedom of choice is balanced with responsibility to community.
- » College is a just community where the well-being of the person is honored and diversity is aggressively pursued.
 - » Individual differences and unique perspectives are respected.
 - » Our common humanity is the basis for community relations.
 - » Inclusion is the basis for decision-making.
- » College is a disciplined community where individuals accept their obligations to others and well-defined governance procedures guide behavior for the common good.
 - » Freedom is balanced with duty and integrity and honesty are expected.
 - » Consideration for the needs and rights of others is the norm.
 - » Disagreement and conflict are acknowledged and resolved in respectful discourse.
- » College is a caring community where the well-being of each community member is sensitively supported and service to others is both encouraged and facilitated.
 - » "Do no harm to others" is a non-negotiable value.
 - » Accurate self-understanding is the foundation for empathy, compassion, and understanding others.
 - » Social responsibility and an ethic of service to others are extended to all members of the community.

STUDENT CODE OF CONDUCT

Leech Lake Tribal College expects students to conduct themselves in a manner that is conducive to learning and respectful to others. This applies both on-campus and at college-sponsored or otherwise related activities off-campus. In addition, all students at Leech Lake Tribal College must comply with applicable laws that govern the Leech Lake Reservation. Students who do not comply with college regulations or 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 teaching, research, administration, discipline, or any other college duty or function, including public service functions. This includes participation in demonstrations on campus which materially and substantially disrupt or obstruct normal college function, including unauthorized occupation of the premises.

- » Falsification, forgery, alteration or use of college documents, records, and instruments of identification with intent to defraud the college or perpetrate 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 into/onto or use of college facilities or equipment.
- » Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive and profane language.
- » Conduct which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
- » Sexually abusive or harassing conduct towards others, including but not limited to sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- » Hazing and initiation activities in all forms, including but 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 attempted theft of, on or from college property/activities or individuals.
- » Vandalism, including but not limited to defacing, graffiti, and 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.
- » Misuse of college telephones, including but not limited to charging any long-distance calls and making telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.

DISCIPLINARY ACTIONS

Appropriate disciplinary action will be enforced upon any student guilty of violating regulations governing conduct at Leech Lake Tribal College. 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

Leech Lake Tribal College will afford all 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 violation.

- » All student grievances/complaints must be submitted in writing to the Dean of Student Services and must contain the following information:
 - » Name, address and phone number of person filing the grievance.
 - » Nature of the grievance in full detail.
 - » Place, date and time of alleged incident.
 - » Name of person(s) accused of the violation.
 - » Requested action.
 - » Any background information the student(s) filing the complaint believes to be relevant.
- » The Dean of Students will attempt to resolve the complaint with the student(s) in question. If the complaint cannot be resolved, the Dean of Students will take the following actions and inform the Vice President of Academic Affairs and Student Services:
 - » Meet with all persons involved in a further attempt to resolve the complaint.
 - » If the complaint is not resolved, the Dean of Students will notify an ad hoc Student Grievance Committee to review the complaint and make recommendations for resolution of the student's complaint.
 - » The Grievance Committee will confer with the Vice President of Academic Affairs and Student Services and make a decision on resolving the complaint. The Vice President of Academic Affairs and Student Services has final authority in determining the resolution of all student grievances.

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 substances prohibited by the Leech Lake Tribe, the State of Minnesota and/or the Federal Government.

Students, faculty, or staff violating this policy will be reported to the Dean of Students or Dean of Instruction. Students, faculty or staff violating this policy will also 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:

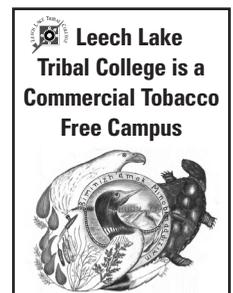
- » Alcoholic beverages, possession by a minor: Charge.
- » Alcoholic beverage unlawfully delivered to a minor: Charge.
- » Minor furnishing money for the purchase of alcoholic beverages: Charge.
- » Possession of an illegal or controlled substance: Charge.

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.

COMMERCIAL TOBACCO-FREE CAMPUS POLICY

As an Anishinaabe institution of higher learning, LLTC supports and encourages the use of asemaa or other tobacco for spiritual or ceremonial purposes on campus.

Since 2014, Leech Lake Tribal College has proudly been a commercial tobacco - free campus. LLTC is committed to providing students, employees, and the general public with a safe and healthy campus environment.



The use of commercial tobacco, including but not limited to cigars, cigarettes, vaping/e-cigarettes, and all forms of smokeless tobacco, is not permitted anywhere on campus property, including cars and parking lots. We ask that anyone desiring to use commercial tobacco, please respect this policy and leave school property to do so.

SEXUAL HARASSMENT POLICY

Leech Lake Tribal College is committed to maintaining a safe, comfortable learning environment for all students. Sexual harassment undermines the mission of 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 interferes with an individual's educational performance or otherwise creates an intimidating, hostile or uncomfortable environment.

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 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 Students, or any other member of the College staff with whom you feel comfortable 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 or remember any passwords or other information required for the use of LLTC computers.
- » 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 their computer workstation before leaving. This includes retrieving any removable storage devices. Leech Lake Tribal College is not responsible for any materials left behind.
 - » Computer workstations are not to be removed, relocated, or modified in any way without explicit approval from the LLTC IT Department.
 - » Using computer workstations for recreational purposes is not permitted. These computers are provided for academic or professional use only.
 - » Use of any LLTC computer workstation constitutes agreement to abide by any and all LLTC policies governing computer use.

II. INTERNET USAGE

- » Internet is provided solely for academic and professional use. Accessing websites

inconsistent with this purpose (e.g. pornography, gambling sites, or illegal software pages) will be considered a severe violation of acceptable use policy and may result in suspension or loss of computer privileges.

- » The IT Department reserves the right to block web sites that are irrelevant to or may pose dangers to the campus computer network.
- » The IT Department reserves the right to monitor internet usage to ensure it is in keeping with college policies. Use of any LLTC computer workstation constitutes acknowledgement and acceptance of this monitoring.
- » Using LLTC computers/internet to distribute SPAM (unsolicited e-mail) or harassing messages is prohibited and may result in the loss or suspension of computer/internet privileges.
- » LLTC computers/internet may not be used for illegal or disruptive purposes, including but not limited to sending computer viruses, monitoring electronic communications, launching Denial of Service (D.O.S.) attacks, cyber-stalking, and distributing or downloading copyrighted material.
- » LLTC computers/internet may not be used to provide internet-based services without explicit approval from the LLTC IT 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

- » Personal files should ONLY be saved to personal storage devices or disks. The college is not responsible for personal data saved on LLTC computers.
- » Any files saved on LLTC computers will be lost when the workstation is reset.

IV. CONFIDENTIALITY AND PRIVACY

- » 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 President or Vice President of Academic Affairs.
 - » When requested by the owner of the information.
 - » When required by local, state, tribal or federal law.

IV. VIOLATIONS OF POLICY

- » The College may take disciplinary and/or legal action against any individual violating LLTC computer policies.
- » Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
- » For major infractions, the IT 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 by the Student Services Department.
- » An individual suspected of violating LLTC computer/internet policy will be notified via a formal written letter from the IT Director. The individual must respond to the notice within 10 working days by contacting the IT Director to discuss the violation in question and appropriate corrective action. If no response is made, the case will be forwarded to Student Services for disciplinary action.

SOCIAL MEDIA POLICY

Leech Lake Tribal College students should assume that when using any form of social media, you are representing the College, as well as your own viewpoints; therefore, each student should exercise discretion, thoughtfulness, and respect for your peers, faculty/staff, and LLTC supporters/community members in everything you post.

Above all, our online actions should be governed by the seven Anishinaabe values upon which LLTC was founded: humility, truth, courage, honesty, respect, love, and wisdom.

COPING WITH PERSONAL EMERGENCIES

In the event of an emergency (e.g. illness, accident, family problem) that requires your absence, 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 will 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." If your absence has caused specific academic concerns for you, it is strongly recommended that you request assistance from the Dean of Students or your advisor.

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, of an examination paper or assignment.
- » Unauthorized collaboration with another student in completing an assignment.
- » 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 college resources 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, citations, etc.).

LLTC has a zero-tolerance policy on academic dishonesty. In situations where dishonesty is suspected, the concerned faculty member will meet with the student, state the charge and potential corrective action, and 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 Dean of Academics. Cheating, plagiarizing, or committing other forms of academic fraud can result in an "F" for the course, academic suspension, and/or further consequences as appropriate.

STUDENTS WITH DISABILITIES

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.

EXTENSION/COMMUNITY EDUCATION

As an outreach arm of LLTC, Extension provides locally-relevant classes on/off campus, which are often free and open to the public. In addition to the many culturally-focused offerings, such as beading, food preparation, etc., Extension also oversees the efforts of the Gitigaan, the campus community garden.

Community members who take course offerings may receive Continuing Education Units and certificates of attendance. These units are not college credits, but a record of these classes is maintained by the College. CEUs document professional advancement as well as the enjoyment of learning together in the community.

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, 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 provision 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 or 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.