



STUDENT HANDBOOK

2026 - 2027

Quality higher education grounded in Anishinaabe values



WELCOME

Aaniin. Welcome to Leech Lake Tribal College.

This handbook is a practical guide to student life, academic expectations, rights, responsibilities, support services, and key College policies. It is designed to be clear enough to use when you need an answer, while keeping LLTC's mission and Anishinaabe values at the center.

How to use this handbook. Start here for an overview, then use the current College Catalog, official LLTC policy documents, and the LLTC website for complete procedures, deadlines, forms, and updates. When a handbook summary and an officially adopted policy differ, the current official policy governs.

Our Mission

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

Our Vision

To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.

What students can expect from LLTC

- A learning environment that respects Anishinaabe culture, language, knowledge, and community.
- Clear academic expectations and access to advising, learning support, wellness resources, and student services.
- Fair processes for student concerns, conduct matters, appeals, and complaints.
- Respect for student privacy, access, safety, and equal educational opportunity.





OUR PHILOSOPHY

Mino-Bimaadiziwin: The Seven Grandfather Teachings

The Seven Grandfather Teachings are not an add-on to student life at LLTC. They are the College's stated philosophy and a guide for how we learn, work, lead, communicate, and care for one another.

COURAGE

Zoongide'iwin Face difficult situations with bravery; take initiative; speak when it matters; grow stronger through challenge.

WISDOM

Nibwaakaawin Seek guidance from Elders and qualified advisors; reflect on experience; continue learning; use knowledge ethically.

HONESTY

Gwayakwaadiziwin Be truthful, sincere, and fair; communicate accurately; act with integrity; protect confidential information.

LOVE

Zaagi'idiwin Work cooperatively; show kindness and compassion; encourage others; contribute to healing and belonging.

RESPECT

Manaaji'idiwin Honor the dignity, rights, identities, cultures, and perspectives of others; carry yourself with care.

HUMILITY

Inendizowin Recognize yourself as one part of creation and community; listen well; know your strengths and areas for growth.

TRUTH

Debwewin Speak and live as truthfully as you can; be loyal in relationships; align your actions with what you say you value.

The teachings in practice. These values should be visible throughout LLTC—in classrooms, advising, athletics, technology use, conflict resolution, and leadership.





GUIDE

What is in this handbook

Use these sections to find the information you need. Each section is written as a student-facing summary and identifies where a current College policy or office should be consulted for the full process.

SECTION	TOPIC	WHAT YOU WILL FIND
1	Getting Started	Admissions, enrollment, placement, transfer students, non-degree students
2	Academic Life	Attendance, engagement, integrity, progress, support
3	Student Support & Accessibility	Advising, Learning Center, Wellness, accommodations, community resources
4	Student Rights & Privacy	Nondiscrimination, FERPA, access to records
5	Student Conduct & Grievances	Community expectations, sanctions, complaints, due process
6	Title IX & Sexual Misconduct	Reporting, supportive measures, current Title IX process
7	Hazing Prevention	Definition, reporting, retaliation, organization responsibilities
8	Alcohol, Drugs & Commercial Tobacco	Drug-Free Schools requirements and LLTC tobacco expectations
9	Financial Aid & Financial Responsibilities	SAP, R2T4, withdrawal impacts, student responsibilities
10	Technology & Social Media	Acceptable use, privacy, security, respectful online conduct
11	Safety, Emergencies & Student Life	Emergency contacts, personal emergencies, activities and athletics
12	Official Policy Resources	Where to find current forms, policies, disclosures, and contacts





QUICK REFERENCE

Who to contact

You do not need to know which office owns every process. Start with Student Services when you are unsure, and staff will help connect you with the right person.

Office / Purpose	How to Reach Them	When to Contact
Main College	(218) 335-4200 info@lltc.edu	General information and campus connection
Student Services	(218) 335-4220	Advising, retention, student concerns, appeals, support
Registrar / Enrollment	(218) 335-4220	Registration, records, transcripts, FERPA, enrollment status
Financial Aid	(218) 335-4270	FAFSA, eligibility, SAP, grants, scholarships, R2T4 questions
Title IX Coordinator	(218) 335-4232 titleixreporting@lltc.edu	Sex discrimination, sexual harassment, sexual violence, supportive measures
Campus Safety / Emergency	(218) 766-7295 or 911 for immediate danger	Safety concerns, emergency response, crime reporting

A good first step

If you are dealing with several issues at once - academic, personal, financial, attendance, or family-related - contact Student Services early. Many problems become easier to solve when the College knows what is happening before a deadline passes.





SECTION 1

Getting Started: Admissions & Enrollment

LLTC has an open admissions policy and welcomes applicants who meet the College's admission requirements. Admissions decisions, registration, and federal financial aid eligibility are related, but they are not the same thing.

Open admissions

A person who has earned a high school diploma from an accredited institution or a GED certificate (or recognized equivalent) prior to admission may be admitted to LLTC. Applicants must also be beyond Minnesota's age of compulsory school attendance to be eligible for federal financial aid.

What applicants submit

- Online LLTC admissions application.
- Official documentation of a high school diploma or GED/recognized equivalent, including official high school transcripts.
- Any additional documentation requested when LLTC or the U.S. Department of Education has reason to question the validity of a high school credential.

Placement

After acceptance, students complete placement testing to help determine whether developmental education is appropriate before college-level coursework. Placement results do not determine whether a student is admitted.

Transfer students

Students who previously attended another college must request official transcripts from all previously attended institutions. LLTC is not responsible for transcript or third-party processing fees.

Non-degree seeking students

Community members, including Elders, may enroll for personal enrichment as non-degree seeking students. Non-degree students are generally not eligible for Title IV federal financial aid unless enrolled in an eligible degree or certificate program.





SECTION 2

Academic Life

Students are expected to participate actively in their education, understand course expectations, communicate with instructors, and use available support before problems become unmanageable.

Attendance and academic engagement

Regular attendance and active academic engagement are essential to student success. Course-specific attendance expectations are stated by instructors in course syllabi. Failure to attend or participate can lead to academic consequences and may affect financial aid eligibility.

Fourteen-day nonattendance. The current handbook language states that a student who fails to attend or academically engage in all enrolled courses for 14 consecutive calendar days may be considered withdrawn from the College. Federal aid rules also use documented academic engagement to determine whether a student began attendance and, when applicable, the student's withdrawal date.

Academic integrity

Academic work should reflect your own learning and appropriately credit the work of others. Academic dishonesty includes cheating, plagiarism, unauthorized collaboration, submitting another person's work, allowing another person to submit your work, or using unauthorized materials or access to gain an academic advantage.

Use of artificial intelligence and digital tools

Students are responsible for following each instructor's directions about the use of generative AI, translation tools, calculators, writing tools, and other technology. When an instructor permits these tools, students must still submit work that meets course expectations and accurately acknowledge sources or assistance when required.

Academic concerns and appeals

If you believe an academic decision is incorrect, begin with the instructor whenever appropriate. Academic appeal procedures and timelines are established in the College Catalog and applicable academic policies. Student Services can help you identify the correct process.





SECTION 3

Student Support, Success & Accessibility

LLTC's student support system is intended to help students persist, complete courses, and move toward graduation. Asking for support is a normal part of college.

Academic advising

Academic advisors help students understand program requirements, select courses, review progress toward completion, make informed changes, and connect with other support services. Students remain responsible for understanding degree requirements and registering for courses that apply to their program.

Academic success and retention

Student Services may reach out when concerns are identified through attendance, academic progress, early alerts, or other indicators. Students are encouraged to respond promptly so that appropriate support can be coordinated.

Learning Center, Library, Wellness & community resources

- Learning Center: tutoring, academic skill development, and course support.
- Library: research support, information resources, and study services.
- Wellness Center: support for student well-being and connection to campus and community resources.
- Extension & Community Education: culturally grounded and community-focused learning opportunities.

Students with disabilities

LLTC is committed to equal access for qualified students with disabilities. Students seeking accommodations should contact Student Services and complete the College's accommodation process. Accommodations are determined individually and should be requested as early as possible. Disability-related information is handled privately and shared only as needed to arrange approved supports.

Do not wait for a crisis. If a disability, family issue, housing problem, transportation problem, safety concern, or other circumstance is affecting your classes, contact Student Services early. The College may be able to help coordinate accommodations, academic options, or referrals.





SECTION 4

Student Rights, Nondiscrimination & Privacy

Students have rights under federal law and College policy, including rights related to equal access, education records, complaint processes, and participation in College programs.

Nondiscrimination

LLTC is committed to an educational environment in which Anishinaabe values are honored and people of all cultures are respected. The College prohibits unlawful discrimination in its education programs, activities, admissions, and employment practices. Questions or complaints should be directed to the appropriate College office, including Human Resources/Title IX when the concern involves sex discrimination.

FERPA: your education records

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. At the postsecondary level, FERPA rights belong to the student. These rights include the ability to inspect and review education records, request amendment of records believed to be inaccurate or misleading, control many disclosures of personally identifiable information, and file a complaint concerning FERPA compliance.

Directory information

LLTC identifies certain student information as directory information that may be released without prior written consent unless the student has completed the College process to restrict disclosure. Students who want directory information treated as confidential should contact the Registrar.

Access to records

1. Complete the College request to inspect and review education records.
2. Submit the request to the Registrar's Office.
3. LLTC will arrange access within the timeframe required by FERPA and will notify the student of the date, time, and location for inspection.

For FERPA questions, contact Student Services at (218) 335-4220.





SECTION 5

Student Conduct & Grievances

LLTC expects conduct that supports our values, learning, safety, and dignity. Conduct expectations apply on College property and to College-sponsored, College-related, or sufficiently connected off-campus activity.

Examples of prohibited conduct

- Material disruption or obstruction of teaching, learning, administration, or College functions.
- Falsification, forgery, misuse, or alteration of College records, documents, or identification.
- Failure to comply with lawful directions of College officials or emergency personnel acting within their duties.
- Unauthorized entry, use, removal, relocation, or misuse of College facilities, systems, equipment, or property.
- Threats, physical abuse, violence, or conduct that creates a serious safety risk.
- Sexual misconduct or sex-based harassment addressed under Title IX or other applicable College policy.
- Hazing or initiation practices prohibited by College policy.
- Theft, attempted theft, vandalism, or intentional property damage.
- Illegal activity, including illegal gambling and prohibited possession or use of weapons, explosives, or dangerous materials.
- Harassment, intimidation, retaliation, or other serious conduct inconsistent with College policy.

Possible sanctions

Depending on the circumstances, sanctions may include a warning, loss of privilege, restitution, educational requirements, probation, suspension, dismissal/expulsion, and referral to law enforcement or other authorities when appropriate. The College may also use interim measures when needed to protect safety or preserve the integrity of a process.

Student grievance process

Students may submit written grievances or complaints to the Dean of Student Services. A grievance should identify the student, describe the concern in enough detail to understand what occurred, include relevant dates and people involved when known, state the requested resolution, and include supporting information the student believes is relevant.

The Dean of Student Services will attempt to resolve the matter. If it is not resolved, the matter may be referred to an ad hoc Student Grievance Committee for review and recommendation under the College process. Some complaints - including Title IX, disability discrimination, academic appeals, financial aid appeals, and employment-related matters - may follow separate procedures.

If students would like to remain anonymous, they may submit an Anonymous Complaint Form found under Human Resources on the LLTC Website.





SECTION 6

Title IX & Sexual Misconduct

LLTC is committed to a community free from sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation. Title IX matters are handled under the College's current Title IX policy and procedures.

Title IX protections and process

Title IX prohibits discrimination on the basis of sex in LLTC education programs and activities. Under the federal Title IX regulations currently in effect, sexual harassment includes quid pro quo harassment by an employee; unwelcome sex-based conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education; and sexual assault, dating violence, domestic violence, or stalking as defined by federal law. LLTC responds to reports under its current Title IX policy and grievance procedures.

Reporting

Any person may report possible sex discrimination or sexual harassment, whether or not the person reporting is the person who experienced the conduct. Reports may be made to the Title IX Coordinator in person, by mail, telephone, or email. LLTC's Title IX webpage also provides the current policy, procedures, training information, and support resources.

Title IX Coordinator. Sadie Cooper, Human Resources / Title IX Coordinator | (218) 335-4232 | | Cedar Hall 210 L

Supportive measures and retaliation

LLTC may provide non-disciplinary supportive measures to preserve or restore access to education and to support the individuals involved. Retaliation for making a good-faith report, participating in a process, or seeking supportive measures is prohibited.





SECTION 7

Hazing Prevention & Reporting

Hazing is prohibited at LLTC. The prohibition applies to students, employees, coaches, advisors, volunteers, student organizations, athletic teams, clubs, and other College-affiliated groups.

What counts as hazing

Hazing is an intentional, knowing, or reckless act connected to initiation into, affiliation with, participation in, or continued membership in a student organization, team, club, or group that causes or creates a risk - beyond the ordinary risks of participation - of physical or psychological injury. A person's willingness to participate does not make hazing acceptable or remove responsibility.

Examples

- Physical assault, forced exercise, confinement, sleep deprivation, or exposure to the elements.
- Forced or coerced consumption of food, alcohol, drugs, or other substances.
- Humiliation, intimidation, harassment, degrading tasks, sexual misconduct, or coercion.
- Theft or other illegal acts.
- Activities that interfere with academic responsibilities or place a person in reasonable fear of harm.

Report hazing

Students and employees should report possible hazing promptly to the Dean of Student Services, a College administrator, a coach or advisor, Human Resources, or Campus Security. Anonymous reports may be made using the Anonymous Complaint Form. Call 911 when there is immediate danger. Retaliation against a person who makes a good-faith report or participates in an investigation is prohibited.

Organizations and teams

Student organizations and athletic teams may face consequences in addition to individual sanctions, including loss of recognition, funding, facility use, leadership privileges, or eligibility to participate in College activities. LLTC will provide prevention education and publish hazing information and reports as required by applicable law.





SECTION 8

Alcohol, Drugs & Commercial Tobacco

LLTC maintains a drug- and alcohol-free campus policy in connection with the Drug-Free Schools and Communities Act and College safety expectations.

Drug and alcohol policy

The unlawful possession, use, manufacture, distribution, or dispensation of alcohol or illegal drugs by students is prohibited on College-owned or controlled property, at College-sponsored or College-related activities, and in other circumstances covered by College policy.

Consequences and support

Violations may result in College discipline (such as a warning, probation, suspension, expulsion, mandatory educational or counseling referral, and/or referral to law enforcement, as appropriate) and may also have legal consequences under tribal, state, local, or federal law. Students should be aware that federal, state, tribal, and local laws prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs. Violations may result in criminal penalties, including fines, probation, or imprisonment. Students seeking help for substance use concerns are encouraged to contact Student Services, the Wellness Center, or appropriate community, tribal, treatment, or Indian Health Service resources.

Health Risks

Alcohol and drug use can pose serious health risks, including addiction, impaired judgment, injury, mental health disorders, organ damage, and increased risk of accidents or violence.

Annual Notification and Review

The College provides annual written notification to students regarding this policy and conducts a biennial review of its drug and alcohol prevention program in compliance with federal law.

Commercial tobacco-free campus

LLTC is a commercial tobacco-free campus. Commercial tobacco products, including cigarettes, cigars, vaping/e-cigarette products, and smokeless tobacco, are not permitted on campus property, including parking areas and vehicles on College property.

Asemaa and ceremonial use. As an Anishinaabe institution, LLTC recognizes and supports the use of asemaa or other tobacco for spiritual or ceremonial purposes consistent with College practice.



**SECTION 9**

Financial Aid & Student Financial Responsibilities

Financial aid can make college possible, but it comes with responsibilities. Students should understand eligibility, enrollment requirements, satisfactory academic progress, withdrawals, and how changes in attendance can affect aid.

Student responsibilities

- Complete required financial aid forms accurately and respond to requests for documentation.
- Review financial aid notices and understand what funding is being offered and any conditions attached to it.
- Maintain enrollment and academic progress required for the aid received.
- Notify the College when enrollment, attendance, or other circumstances change in ways that may affect aid.
- Understand that withdrawing, stopping attendance, failing all courses, or changing enrollment can result in aid recalculation and a balance owed to LLTC or another funding source.
- Keep contact information current and read LLTC email and official notices.

Satisfactory Academic Progress (SAP)

LLTC evaluates SAP at the end of each semester for continued Title IV eligibility. Students must meet all three standards:

- Cumulative GPA: at least 2.0.
- Pace: successfully complete at least 67% of attempted credits.
- Maximum timeframe: complete the program within 150% of the published program length.

Warning, suspension, appeal, and probation

A student who fails SAP for the first time is placed on Financial Aid Warning for one semester and may continue receiving aid. A student who still does not meet SAP after the warning semester is placed on Financial Aid Suspension and must successfully appeal to regain Title IV eligibility. An approved appeal results in Financial Aid Probation for one semester, with the student required to meet SAP or the conditions of an approved academic plan.

What counts in SAP

Transfer credits accepted toward the student's program count as attempted and completed credits for pace but are not included in the LLTC GPA. Withdrawals, incompletes, repeats, and remedial coursework are included in SAP evaluation as specified by the College's SAP policy.





FINANCIAL AID CONTINUED

Withdrawals, R2T4 & Compassionate Withdrawal

The academic decision to withdraw and the financial aid calculation that may follow are separate processes. Students should contact their advisor in Student Services and the Financial Aid Specialist before withdrawing whenever possible.

Federal Return of Title IV Funds (R2T4)

When a Title IV recipient officially withdraws, unofficially stops attending, or fails to pass all classes in a term, LLTC determines how much federal aid the student earned using the federal R2T4 formula. If the student completes 60% or less of the term, unearned aid must be returned as required by federal law and College procedure.

For LLTC's current federal aid programs, returned funds are handled in the order stated in the College R2T4 policy. Students are notified in writing when funds must be returned and may owe a balance. When an R2T4 calculation results in a credit balance, LLTC disburses that credit balance within the federally required timeframe stated in the College policy.

Regular withdrawal

Students should use the official LLTC withdrawal process and pay close attention to the academic calendar. A withdrawal can affect grades, attempted credits, SAP pace, completion timeframe, and financial responsibility.

Compassionate withdrawal (WC)

LLTC may consider a compassionate withdrawal after the regular withdrawal deadline when serious, documented circumstances substantially interfered with a student's ability to complete coursework. Approved courses are recorded with the College's WC withdrawal code. Requests are reviewed through the College's compassionate withdrawal process, including PASS Committee review and final approval by the Dean of Academics and Dean of Student Services.

Students should contact Student Services for the current form, eligibility criteria, deadlines, and documentation guidance.

Important. A WC remains a withdrawal for academic-record purposes and counts as attempted, not completed, credit in SAP pace calculations. Students should ask Financial Aid and the Registrar how any withdrawal will affect their individual account and aid eligibility.



**SECTION 10**

Technology, Network Use & Social Media

College technology is provided to support education and College operations. Students are expected to use LLTC systems lawfully, securely, respectfully, and in ways consistent with the Seven Grandfather Teachings.

Acceptable use

- Use College accounts, devices, networks, and software primarily for academic and authorized College purposes.
- Protect passwords and account access. Do not share credentials or attempt to access another person's account.
- Do not introduce malware, disrupt systems, evade security controls, launch attacks, or use College resources for illegal activity.
- Respect copyright, software licenses, privacy, and intellectual property.
- Follow IT instructions regarding storage, security, software installation, and use of College-owned equipment.

Privacy and monitoring

Students should not assume that activity on College-owned devices or systems is private. LLTC may monitor or access systems as allowed by law and College policy for security, operations, investigations, compliance, or other legitimate institutional purposes.

Social media

Students are responsible for their own online speech and conduct. When a student identifies themselves with LLTC or participates in College-related online spaces, respectful communication is expected. Online conduct may be addressed under College policy when it constitutes harassment, threats, retaliation, hazing, Title IX misconduct, academic dishonesty, misuse of College systems, or another policy violation.

Anishinaabe values online. Courage, Wisdom, Honesty, Love, Respect, Humility, and Truth apply to digital spaces too. Pause before posting, protect private information, and treat people with dignity even during disagreement.





SECTION 11

Safety, Emergencies & Student Life

The College community shares responsibility for safety. Students should report urgent concerns, know where to get help, and communicate early when personal emergencies affect coursework.

Emergency situations

Call 911 when there is immediate danger, a medical emergency, a fire, or an urgent threat to safety. For non-emergency safety concerns, use LLTC Safety & Security resources and follow College emergency instructions.

Personal emergencies affecting classes

When illness, accident, caregiving, family crisis, housing disruption, safety concerns, or another emergency affects attendance, students should contact instructors as soon as possible and notify Student Services when broader coordination is needed. Depending on timing and circumstances, options may include make-up arrangements, an incomplete, accommodations, a regular withdrawal, or a compassionate withdrawal. No option is automatic; each has eligibility requirements and deadlines.

Student organizations and activities

Student clubs, organizations, athletics, and College-sponsored activities are opportunities for connection, leadership, culture, wellness, and community. Participants are expected to follow College conduct, hazing, Title IX, drug/alcohol, safety, and academic expectations.

Athletics

Student-athletes are students first. Participation is subject to LLTC and conference eligibility expectations, team rules, academic requirements, conduct standards, and any applicable financial aid rules. Student-athletes should work with the Athletic Director, advisor, instructors, and Student Services when academic concerns arise.





SECTION 12

Official Policies, Forms & Consumer Information

College policies and procedures may be updated during the academic year. This section identifies the primary sources students should use to locate current policies, forms, deadlines, and required notices.

Primary LLTC sources

RESOURCE	WEB ADDRESS	USE IT FOR
LLTC Website	https://www.lltc.edu/	College offices, programs, resources, current contact information
Consumer Information	https://www.lltc.edu/about/consumer-information/	FERPA, financial aid disclosures, SAP, refunds/R2T4, campus safety, outcomes, and required notices
Title IX	https://www.lltc.edu/title-ix/	Title IX policy, reporting, coordinator information, training, supportive resources
Registrar / FERPA	https://www.lltc.edu/office-of-admissions/ferpa/	FERPA rights, directory information, forms, Registrar contact
Admissions	https://www.lltc.edu/office-of-admissions/	Admissions information, application guidance, checklists, enrollment contacts

Handbook status and updates

This handbook is a student-facing summary of College expectations and selected policies. It does not replace the College Catalog, adopted Board policies, federal or tribal requirements, program-specific rules, course syllabi, or official notices. LLTC may revise policies and procedures when required by law, regulation, accreditation, institutional action, or operational need.

Students are responsible for reading College communications and staying informed of policies that apply to their enrollment, financial aid, conduct, academic program, and participation in College activities.





MIIGWECH

A message to our students

Your education at Leech Lake Tribal College is more than a collection of courses. It is a relationship with knowledge, community, culture, and the responsibilities that come with learning.

We recognize that students arrive with different experiences, responsibilities, strengths, and goals. Stay engaged. Ask questions. Use the support available to you. Communicate when something is getting in the way of your education. The College is strongest when students, faculty, staff, and community members work together with courage, wisdom, honesty, love, respect, humility, and truth.

Miigwech, baamaapii.

Mino-bimaadizin.

Live a good life.

