

## **Student Handbook**

Fort Peck Community College

605 Indian Ave

PO Box 398

Poplar, MT 59255

(406) 768 6300

[www.fpcc.edu](http://www.fpcc.edu)

### **Academic Year 2023 - 2024**

#### **Welcome**

Hau Mitakuyepi. Iyuha micante etanhan napeciyuzapi do (My relatives, I greet all of you from my heart). Congratulations on becoming an FPCC Buffalo Chaser! FPCC welcomes you into our family. We are ready to assist you to meet your educational goals, whether you are here to explore a degree path, enhance your cultural knowledge with a single class, take some classes before transferring to another college, earn a certificate to enhance your work skills or complete a 2-year degree program. We have a legacy of guiding students just like you toward more fulfilling lives through the power of connection, culture, and community.

This Student Handbook serves as a student success guide filled with valuable information about college services, resources, locations, phone numbers, and web links that will answer many of your questions during your time at FPCC. The handbook is the first place you should go when you need answers to inquiries, like: Where do I find a certain department? How do I contact someone? Are there any college services if I need help with a particular problem?

Take the time to familiarize yourself with the FPCC Code of Conduct, and the FPCC Catalog, and review the FPCC website. Also, make sure that you update digital accounts regularly, link to FPCC's Office 365 Calendar, and sign up for our Regroup alert system. Successful students generally use calendars to organize their day to make sure that they complete tasks needed for academic success, such as studying, attending class, and notating assignments, exams, and important notes during class. Successful students also check in with their advisors regularly and ask for assistance as soon as it is needed. We know that being a college student can be challenging and difficult, but the payoff is well worth it. We are here to help, and we believe in you and your success. Let us work together to make your time here at FPCC rewarding, successful, and a life-changing experience.

Tanyan oic'imani un po!

Elijah Hopkins

Vice President for Student Services

**Mission Statement**

FPCC serves the people of the Fort Peck Reservation and Northeast Montana by providing quality academic, vocational, and community-based programs, empowering the next generation of workers, leaders and citizens while being entrusted with the preservation and promotion of Assiniboine and Sioux Culture.

**Vision Statement**

“Fully accredited Fort Peck Community College is a safe, healthy and welcoming leader for all to achieve academic, career and cultural goals.”

**Electronic Accounts**

All FPCC students will gain access to their personal FPCC student email, JICS account (a Resource Planning system), and Canvas (an online Learning Platform).

**Student Email Accounts**

How to access your FPCC student email account:

1. Go to: <https://www.fpcc.edu/>
2. Select: “FPCC Email”
3. You will then enter your login and password information.

*Once your student email is set up and verified, you will receive instructions and log-in information for JICS and CANVAS.*

**JICS Account (Jenzabar Internet Campus Solution)**

JICS is the Enterprise resource planning (ERP) system which FPCC uses to manage and integrate different aspects of student and business account.

JICS student accounts provide access to see academic, advising, and student accounts, i.e. current class schedule, academic history, semesterly grade report, financial aid, account balances & account payments, announcement, course history, online registration, degree progress, and unofficial transcripts.

How to access your JICS account:

1. Go to: <https://www.fpcc.edu/>
2. Locate: “FPCC Links”
3. Select: “MY FPCC (JICS)”
5. You will then enter your login and password information.

**Canvas**

Canvas is an online learning platform utilized by FPCC where students may have online learning courses/content for which they are registered. Faculty may have course assignments, videos, files, or other content related to their online course. Students may be required to upload assignments, discussions, quizzes, etc. to Canvas to receive credit for their work.

How to log in to your Canvas account:

1. Go to: <https://www.fpcc.edu/>
2. Select: “FPCC Canvas”
3. You will then enter your login and password information.

## Academic Calendar

### FALL SEMESTER 2023

August 21-22 .....	Faculty In-Service
August 23 .....	New Student Orientation
August 24-25 .....	Registration
August 28 .....	Classes Begin
September 1 .....	Last Day to Register/Add Classes
September 4 .....	Labor Day – Holiday
September 15 .....	Graduation Application Due for Fall
October 9 .....	Indigenous People Day - Holiday
October 10 .....	Last Day to Change Incomplete Grades
October 16-20 .....	Mid-Term Week
October 23.....	Mid-Term Grades Due in Registrar’s Office
October 25 .....	Last Day to Withdrawal from Classes
November 1 .....	Pre-Registration for Spring Semester
November 10 .....	Veteran’s Day – Holiday
November 23-24 .....	Thanksgiving Day – Holiday
December 11-15 .....	Finals Week
December 18 .....	Grades Due in Registrar’s Office

### SPRING SEMESTER 2024

January 8-9 .....	Faculty In-Service
January 10 .....	New Student Orientation
January 11-12 .....	Registration
January 15 .....	Martin Luther King Day – Holiday
January 16 .....	Classes Begin
January 22 .....	Last Day to Register/Add Classes
February 3 .....	Graduation Application Due for Spring
February 19 .....	President’s Day - Holiday
February 27 .....	Last Day to Change Incomplete Grades
March 4-8 .....	Mid-Term Week
March 11 .....	Mid-Term Grades Due in Registrar’s Office
March 11-15 .....	Spring Break
March 13 .....	Last Day to Withdrawal from Classes
March 29 .....	Good Friday - Holiday
April 1 .....	Easter - Holiday
May 6-10 .....	Finals Week
May 13 .....	Grades Due in Registrar’s Office
May 10 .....	Graduation

**FALL SEMESTER 2024**

August 19-20 ..... Faculty In-Service  
August 21 ..... New Student Orientation  
August 22-23 ..... Registration  
August 26 ..... Classes Begin  
August 30 ..... Last Day to Register/Add Classes  
September 3 ..... Labor Day – Holiday  
September 14 ..... Graduation Application Due for Fall  
October 7 ..... Last Day to Change Incomplete Grades  
October 14 ..... Indigenous People Day - Holiday  
October 14-18 ..... Mid-Term Week  
October 21 ..... Mid-Term Grades Due in Registrar’s Office  
October 23..... Last Day to Withdrawal from Classes  
November 1 ..... Pre-Registration for Spring Semester  
November 11 ..... Veteran’s Day – Holiday  
November 28-29 ..... Thanksgiving Day – Holiday  
December 9-13 ..... Finals Week  
December 16 ..... Grades Due in Registrar’s Office

**SPRING SEMESTER 2025**

January 6-7 ..... Faculty In-Service  
January 8 ..... New Student Orientation  
January 9-10 ..... Registration  
January 13 ..... Classes Begin  
January 17 ..... Last Day to Register/Add Classes  
January 20 ..... Martin Luther King Day – Holiday  
February 1 ..... Graduation Application Due for Spring  
February 17 ..... President’s Day - Holiday  
February 25 ..... Last Day to Change Incomplete Grades  
March 3-7 ..... Mid-Term Week  
March 10 ..... Mid-Term Grades Due in Registrar’s Office  
March 10-14 ..... Spring Break  
March 12 ..... Last Day to Withdrawal from Classes  
April 18 ..... Good Friday - Holiday  
April 21 ..... Easter - Holiday  
May 5-9 ..... Finals Week  
May 12 ..... Grades Due in Registrar’s Office  
May 9 ..... Graduation

## Directory

<b>FACILITY</b>	<b>ADDRESS/MAP</b>	<b>PHONE</b>
FPCC Poplar (Greet the Dawn)	605 Indian Ave, Poplar, MT 59255	(406) 768-6300
FPCC Wolf Point (Dumont)	301 Benton St, Wolf Point, MT 59201	(406) 653-3900
Student Services/Financial Aid (WEV Building)	211 Tribal St. Poplar, MT 59255	(406) 768-6370
James E Shanley Tribal Library	604 Assiniboine Ave. Poplar, MT 59255	(406) 768-6340
Titoka Tibi Gift Store	508 Court Ave. Poplar, MT 59255	(406) 768-3213
Institutional Development	115 C St. E Poplar, MT 59255	(406) 768-5555
Wellness Center – Wolf Point	302 4th Ave South, Wolf Point MT 59201	(406) 653-3902

### Goals and Objectives

The expressed purposes of Fort Peck Community College are to provide academic education and vocational training for American Indians and area residents in those careers and occupations that have high employment potential, to improve employee proficiency within local businesses, industries, and government agencies.

The college has developed an academic curriculum that lead to the granting of the Associate of Arts, Associate of Science and Associate of Applied Science degrees. Several vocational certificate programs are also offered. Credits earned in courses at FPCC are transferable to other state colleges and universities. Community services programs respond to the needs and requests of community members by offering evening classes and workshops.

### Philosophy

To meet the unique educational needs of Indian people, Fort Peck Community College believes that the opportunity for higher education must be provided on the reservation. Since many people choose not to leave their homeland, it is necessary that education be brought to them. To preserve Indian culture, history, and beliefs and to perpetuate them among Indian people of all ages is an important function of FPCC.

Self-awareness through education is a foundation that is necessary to build a career, to create a lifestyle, and to achieve a true sense of self-pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is service to the Indian population of the Fort Peck Reservation.

### Academics

The Academic's Department is responsible for supervising and directing the operations of the College in the academic areas. The Academic Vice President and the Registrar have the general responsibility for planning, organizing, and administering the educational programs and services of the College.

### Registration

Students intending to enroll in classes may pre-register by going online to the FPCC website, [www.fpcc.edu](http://www.fpcc.edu), or by picking up a registration packet from Student Services, the Admissions Office, and/or the Registrar's Office. Students who preregister are required to complete their registration by meeting with the Financial Aid Officer and Adviser. The registration process is not complete until the payment of tuition, fees and books or other arrangements are made with the Financial Aid Office.

Details for registration are published in local newspapers and broadcast on the radio & posted on social media prior to the beginning of each semester. Students who discontinue study for one or more semesters and return to pursue a degree at a later time can re-enter a degree program under the same FPCC Catalog providing the catalog is within the last five (5) years. However, FPCC is under no obligation to offer courses, programs or degrees which have been discontinued while students are absent from the institution. Absence during a summer semester does not constitute discontinuance of study under the terms of this policy.

### **Advising**

Students are assigned to an academic advisor during or as soon as possible after admission to FPCC. Students meet with their advisors for assistance in developing educational plans and selecting programs of study and courses and in the general registration process. Thereafter, meetings between the advisor and student are periodic throughout each semester. These meetings allow students to discuss academic progress, college, and academic issues. Students may change their advisor after the first semester by contacting the Registrar or Admissions Officer.

### **Attendance**

Attendance in all classes is required. The student is responsible for maintaining regular attendance in all registered classes. Attendance is factored into grading by instructors. Failure to attend classes may result in a lower or failing grade. Students whose absences are due to serious illness or emergencies may be excused from class attendance. The student is still responsible for completing the coursework to the instructor's satisfaction. Excessive absences will be brought to the attention of the Student Services Office.

### **Drop/Add**

Students may drop or add classes up till the last scheduled date to add or drop. The last day add classes for fall and Spring Semester is the 10th day of instruction, and the last day to drop classes is the 45th day of instruction. Students must pick up the Drop/Add Form from Student Services, obtain the necessary signatures, and turn the form in to the Registrar. Changes in student schedules are not official until formally recorded by the Registrar.

### **Withdraw**

Students who must completely withdraw from all classes during the semester should apply with the Vice President of Student Services by the deadline announced in the schedule. The date that the withdrawal form is filed with the Registrar is the official date of withdrawal from college. Students who leave college without withdrawing his or her registration through regular channels will receive "F" grades in all courses for which he or she was registered.

### **Student Services**

The Student Services was established to meet the unique educational and individual needs of the students of FPCC. Student Services helps students accomplish their goals in life through direct and continuous participation in the education process. Student Services acts as an advocate for students by counseling and working with individual students and student groups, as well as with other campus offices and divisions, to create a community atmosphere. Student Services also provides services in the areas described below.

## **Orientation**

College Orientation is required for all new and transfer students. It is conducted at the onset of both fall and spring semesters. Orientation assists students with admissions, placement assessment, financial aid, and registration. It is also useful in providing valuable information such as the location and use of all campus facilities and services. Orientation highlights college academic assistance, special services and extra-curricular programs. FPCC believes that orientation greatly assists new and transfer students in their transition from high school and other colleges and increases their chances for academic and individual success.

## **Student Conduct Code**

The Student Conduct Code sets forth standards of student conduct, disciplinary sanctions for breach of the standards of Student conduct, and procedures to be followed in adjudicating charges of both academic and non-academic misconduct. The Vice President of Student Services is responsible for administration of the Student Conduct Code and issues of individual academic progress. Matters involving further academic determination fall within the responsibility of the Vice President of Academic Affairs. (See the Student Conduct Code Section of this handbook for details.)

## **Student Responsibilities**

Fort Peck Community College welcomes students of different ages, backgrounds and needs. Enrollment is a voluntary entry into the community college for the purpose of training and study. With enrollment, the student accepts both the rights and responsibilities accorded to FPCC students. As members of the college community students have the responsibility to study and learn, and to conduct themselves with integrity in relation to the college's mission, policies and procedures, and regulations. Students registered for classes have the responsibility of attending all scheduled class periods. Although students may be excused from class attendance in cases of illness or other good reasons, they are obligated to make up any missed assignments promptly. Absences are reported to the Student Services Office for student tracking and retention purposes.

## **Student Organizations**

Student organizations are encouraged, insofar as they promote both positive activities and the objectives of the college. The non-academic aspects of student life can prove immensely valuable in the balanced development of the student's perspective. Students may involve themselves in these activities or initiate new programs. The scope of new programs is determined by student interest. Faculty committees and individual instructors also encourage student participation. All students who participate in official college-sponsored extracurricular activities must be in "good academic standing" with FPCC. Students participating in college organizations must maintain a cumulative grade point average (GPA) of 2.00. Students who represent the college in official FPCC extracurricular activities, such as AIHEC Business Team and College Bowl, must maintain a cumulative 2.00 GPA. A waiver is given to freshman students up to the first posting of grades (midterm).

The current officially sanctioned student organizations are:

- Student Senate
- American Indian Business Leaders
- Blue Stone Indian Club
- Computer Gaming Club
- Dakota Iapi Okuwapi

All student organizations operate under Roberts Rules of Order, and at least one (1) of the two (2) Faculty Advisors assigned to each student organization must be present for a meeting to be official. All organizations are required to file a year end activities and financial report with the Student Services Office.

### **Student Housing**

Fort Peck Community College (FPCC) offers safe, clean, and affordable on-campus housing. The Student Dormitory units are designed for transitional students attending FPCC in specially selected and designed short-term programs of study. The Traditional Dormitory units are designed for full-time on-campus FPCC students. The dormitory atmosphere and student living experience will be in direct accord with the FPCC Mission Statement.

### **Student Dormitory Unit**

- Applications for these units will be processed on a first-come, first-serve basis according to the day the completed application is received and the student's ability to provide proof of financial aid. Priority will be given to students who have completed the application process, are full-time students, and can provide all necessary documentation. Completed applications are reviewed by the FPCC Student Housing Committee to ensure that the application is complete and that the student is in good standing with FPCC Student Housing.
- Full-time status is defined in the FPCC college catalog. The current year FPCC catalog contains the definition of the year. Short-term programs/workshops' definition of full-time status may vary.

### **TRiO Student Support Services**

The Student Support Services (SSS) program is under the Student Services Department, which provides those support activities that will improve eligible students' academic performance, retention and graduation rates both at FPCC and for those who continue on at four-year institutions.

SSS assists 175 eligible students each year with academic, career, and personal concerns as they pursue their college studies at FPCC. Students are eligible if they are first generation (parents did not go to college), have a limited/low family income, are physically disabled, or have a documented learning disability. Free program services include orientation for new students, counseling, assistance with the financial aid process, information and referrals, workshops on special topics, group and individual academic tutoring, assistance with transfer admissions and provision of education and cultural experiences.

### **Textbooks**

Fort Peck Community College parts with Cengage to provide students with digital eTextbooks, which are connected to students' Canvas accounts per course. Cengage unlimited access is \$153 per student. All charges associated with Cengage and Books will be charged to student bills.

Student Responsibilities for physical books:

- Students can obtain a book list from Student Services
- If a physical book is needed, students can:
  - Find a digital copy on the worldwide web
  - Rent a copy from an online bookstore



- Purchase a copy from the worldwide web
- Check out physical copy from the FPCC Library

No physical books will be mailed. It is the responsibility of the student to acquire a physical book for class.

## **Student Policies and Procedures**

### ***General Policy***

Fort Peck Community College's rules and regulations are necessary to provide a campus atmosphere conducive to intellectual and personal development. When members of the college community violate these rules and/or regulations, FPCC has a responsibility to discipline those individuals or organizations, and to enforce reasonable standards of conduct. By enrolling at FPCC, a student does not surrender any rights; similarly, a registered FPCC organization does not give up any of its rights. However, both students and student organizations have a responsibility to abide by the rules and regulations of FPCC.

### ***Disciplinary Authority***

The authority to enact and enforce FPCC regulations is vested in the Board of Directors. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college official the president may designate. The office of the Vice President of Student Services is the principal agency for the administration of student disciplinary procedures. All references to the President of FPCC or Vice President of Student Services will also be interpreted to include persons designated to act on behalf of these officials.

### ***Policy of Non-Discrimination***

Pursuant to Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment Section 504 of the Rehabilitation Act, Executive Order 11246 as amended by 11374, and the Montana State Human Rights Act, FPCC has a policy of nondiscrimination in employment practices and in admission, access to and conduct of education programs. The FPCC Section 504 Coordinator is Sierra Atkinson, who can be contacted at [satkinson@fpcc.edu](mailto:satkinson@fpcc.edu); (406) 768 6324. Discrimination is prohibited on the basis of race, sex, gender identity, sexual orientation, color, national origin, religion, age, and disability, marital or parental status. FPCC reaffirms its desire to create a work environment for all employees, and a study environment for all students which supports, nurtures, and rewards career and educational goals on the basis of ability and work performance. FPCC affords any student, employee, or applicant for admission or employment the opportunity to file a discrimination grievance. Inquiries or grievances should be directed to the FPCC Section 504 Coordinator, Sierra Atkinson, who can be contacted at [satkinson@fpcc.edu](mailto:satkinson@fpcc.edu); (406) 768 6324.

### ***College Name, Logo, Document and Records***

Any student, faculty or staff member can recommend revisions, additions, or subtractions to the policies contained in this document. Recommendations should be filed with the office of the Vice President of Student Services.

## **Rights and Responsibilities of Students in the Academic Community**

### ***General Policy***

FPCC is a tribally controlled community college and as such, FPCC has traditionally recognized its institutional responsibility in meeting the unique educational needs of Indian people. FPCC believes that the opportunity for higher education must be provided on the reservation. Self-awareness through education is a foundation that is necessary to build a career, to create a lifestyle, and to achieve a true sense of self pride. Although FPCC does not deny anyone the opportunity for higher education, the institution's primary purpose is to provide educational services to the Indian populations of the Fort Peck Reservation.

### ***Student Rights***

One of the priority concerns of FPCC is to provide an academic environment wherein each student has the opportunity to learn and understand. To that end, FPCC endorses and attempts to provide the following aspects of personal freedom and student rights:

- Freedom of inquiry, reasonable speech, peaceable assembly.
- Freedom from physical threats.
- Freedom from acts of violence.
- Freedom from unfair or obscene treatment from others.
- Freedom from unreasonable and unauthorized interference from others while in class, at FPCC sponsored activities, and public events.
- Freedom from theft and willful destruction of personal property.
- Right to study and learn in an atmosphere of academic freedom.
- Right to be governed by justifiable, necessary academic regulations.
- Right to procedural due process in college disciplinary action.
- Right to be informed of the regulations for academic and social conduct and of the graduation requirements of the college.
- Right to petition for redress of grievances, academic and non-academic.

### ***Student Responsibilities***

In order to enjoy the aspects of personal freedom and academic rights endorsed and provided by the college, students must personally protect and adhere to the following responsibilities:

- To respect the rights and personal property of others.
- To be fully acquainted with and comply with all published rules and regulations.
- To comply with all local, state, federal and tribal laws.
- To recognize that student's activities reflect upon the individual as well as FPCC.
- To become informed of and to adhere to the academic requirements as determined by individual instructors and college administration.
- To inform college authorities of illegal and/or dangerous on-campus activities.

### ***Disruption or Obstruction of College Activities/Functions***

The college is a forum for ideas and their reasonable exchange. Such ideas and exchanges can only occur in the college setting if order is maintained and standards of decorum, good behavior and mutual respect are recognized by all. Therefore, any campus demonstration conducted for the purpose of expressing the opinions of the participants must:

- Be conducted in an orderly manner.

- Not prohibit traffic either for vehicles or pedestrians.
- Not interfere with classes, meetings, events or educational processes of the college.
- Not be held within college buildings, residential areas, or on the grounds of the college campus without specific written authorization from the appropriate administrative official responsible for scheduling and assigning space in the desired facility.

### **Student Identification**

All students at FPCC should possess a student identification (ID) card. I.D. cards can be obtained at the Student Services Office.

### **Financial Responsibility**

Students are expected to be financially responsible citizens. They are responsible for meeting their financial obligations to the college and the community. Specific student financial requirements/responsibilities may be found in the college catalog.

### **Financial Aid**

As a fully accredited institution, FPCC endeavors to provide financial aid for all students who require and are eligible for such assistance.

The Office of Financial Aid and Scholarships is responsible for administering certain financial aid funds to students. Students receiving financial aid have the following responsibilities:

- Applying for admission to the college.
- Applying for financial aid each year according to the prescribed procedures.
- Maintaining satisfactory academic progress at the college.
- Notifying the Financial Aid office of any additional financial aid not included in the Award Notification.
- Notifying the Financial Aid office of any unusual change in their academic, financial or personal circumstances.
- Repaying within the term, any over award, loan and/or grant resulting from receipt of aid not included in the award notification.
- Signing for all funds disbursed on their behalf.
- Using funds solely for educational purposes.
- Notifying the Financial Aid office of all address changes.

### ***Drug-Free Schools and Communities Act***

In accordance with the Drug-Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by FPCC employees and its students on institutional property or at any of its activities is prohibited. FPCC will uphold the standards of conduct which prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students. Violations of this policy will result in disciplinary action up to and including expulsion and may have serious legal consequences. At the option of FPCC, an employee or student violating this policy may be required to satisfactorily complete a drug abuse assistance or rehabilitation program as an alternative to termination, suspension, or expulsion.

Information regarding health risks associated with the use of illicit drugs and the abuse of alcohol, as well as alcohol counseling treatment and rehabilitation programs for students and employees is available from the Financial Aid office, the FPCC Community Wellness Center and Student Support Services office.

### **Discrimination or Harassment**

Fort Peck Community College is committed to equal opportunity in employment and education, and does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law.

All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved, should be registered with the office of the college President.

FPCC affirms its desire to create and maintain a work environment for all employees, and a study environment for all students which supports, nurtures, and rewards career and educational goals on the basis of ability and work performance regardless of sex.

Sexual harassment of employees by coworkers or supervisors or of students by staff, faculty or administrators is unacceptable. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. The employee's or student's submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education.
2. The employee or student's submission to, or rejection of, such conduct is used as the basis for employment or education decisions.
3. The conduct has the purpose or effect of unreasonable interference with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

FPCC prohibits such conduct. Furthermore, sexual harassment is a violation of state and federal equal opportunity and nondiscrimination regulations. Disciplinary action will be taken when instances of sexual harassment are identified and confirmed. Retaliation against persons who file complaints is a violation of laws prohibiting discrimination and will result in disciplinary action against offenders. Supervisors who knowingly condone or fail to report incidents of harassment will themselves be subject to discipline. Student complaints should be filed with the Office of the Vice President of Student Services.

The FPCC Title IX Compliance Officer is the Vice President for Student Services. The Title IX Compliance Officer is the primary author of the Annual Security and Fire Safety Reporting. A digital copy of the most recent ASR and Fire Safety reports can be found at the following link: <https://www.fpcc.edu/about-fpcc/consumer-information/>

To report discrimination or harassment a digital reporting option is available at the following link: <https://www.fpcc.edu/about-fpcc/consumer-information/incident-report-form/>

### **Student Employment**

Fort Peck Community College is an equal opportunity, an affirmative action employer. Students may initiate employment-related complaints with the Vice President of Student Services. Policies and procedures can be found in the Equal Opportunity Affirmative Action Plan located in the Office of the President.

### **Students with Disabilities**

Pursuant to Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, FPCC does not discriminate on the basis of disability in admission or access to, or treatment of employment in its programs or activities. All complaints should be directed to the Office of the Vice President of Student Services.

### **Due Process**

All official complaints will be afforded basic due process in their investigation and disposition. The college's academic and non-academic (personal/organizational) discipline codes, procedures and appeals processes are outlined in Part V of this student handbook.

### **FPCC Rules for Participation in Student Competition and Student Travel**

1. Students must be enrolled in a minimum of **nine** FPCC credits to participate in **any** college arranged trips/conferences/competitions (including but not limited to AIHEC, AIBL, or AISES conferences. Please note that some conferences or competitions require students to be enrolled full-time).
2. Students must be in satisfactory academic progress with a **cumulative** GPA of 2.00.
3. Students must not be on financial aid suspension.
4. Students cannot compete in more than three years of competition at AIHEC. This policy gives more students the opportunity to participate in college functions.
5. Students with Bachelor's Degrees are ineligible to compete in any AIHEC competitions.
6. Students must travel with the arranged college transportation. If students choose to use personal vehicles, he/she will not be allowed college or student organization money for mileage.
7. The college will make all arrangements and payment for student rooms. The college will not be responsible for lodging arrangements and/or payment for student who take family members or friends on college-sponsored travel.
8. Students will not party or engage in any unlawful conduct in college provided rooms. Students caught having parties in their rooms will be responsible for full payment of their room.
9. Students will room with one to three other students per room. Students are expected to be respectful of their roommates. (i.e. visitors, late hours, personal items, neatness)
10. Student conduct, on college-owned or controlled property or during college-sponsored events, is subject to college jurisdiction. The college may also enforce its own disciplinary policy and procedures, regardless of where the misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational mission, programs, or other functions of the college.
11. The college will not be responsible for students who are incarcerated for any reason while on college-sponsored travel.
12. Students are expected to act in a professional adult manner on all college-sponsored events
13. All students' travel will be approved of prior to leaving by the Vice President of Student Services.

### **Mobile Device Policy**

For purposes of this policy mobile device is defined as any cellular telephone, smart phone and/or smart technology including iPads or related technologies. Fort Peck Community College recognizes that many students, faculty, and staff are using mobile devices. Concerns have been expressed by students and faculty members about the use of such devices and the inherent risk of disturbances and distractions caused by ringing tones. Therefore, it is the policy of Fort Peck Community College

that *all* mobile devices must be turned to silent and/or vibrates during class sessions.

## **Student Records**

### ***General Policy***

Fort Peck Community College subscribes to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) ethical principles for confidentiality of student records. These principles are publicized in "Academic Record and Transcript Guide," AACRAO, January 1984.

The college has recognized the right of privacy of student records by requiring requests for transcripts to be in writing, by providing limited directory information, and by exercising strict control over storage of and access to records.

In accordance with the Family Education Rights and Privacy Act of 1974 (revised), the following policies and procedures govern the retention and the allowable disclosure of a student's records.

### **Definitions**

1. **Eligible Student:** Any person who is enrolled or who has previously enrolled at FPCC. Persons who have applied for admission or who have been admitted but never attended, are not students of FPCC.
2. **Parents of Dependent Students:** Dependency status, for the purpose of this policy statement, is defined in the Internal Revenue Code of 1954, sec. 152. Basically the test for this status is whether or not, for tax purposes, the parent will be able to claim the student as a dependent for the current year.
3. **Education Records:** Those records, files, documents, and other materials that contain information directly related to the student and are maintained by FPCC or by staff members acting for the college. Operational records such as student class schedule forms, registration information forms, add/drop cards, and the like will be destroyed. Educational records do not include:
  - a. Records of institutional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible to any other person except a substitute.
  - b. Records of the Campus Security which are maintained solely for the law enforcement officials and which are not made available to persons other than law enforcement officials of the same jurisdiction.
  - c. Employment records of college employees who are not in attendance at the college.
  - d. Students' records that have been made and/or maintained by physicians, psychiatrists, or psychologists, for the purpose of providing treatment or other remediation. Such records can be reviewed by a comparable professional or paraprofessional of the student's choice.
4. **Directory Information:** Certain student information may be made available without the previous consent of the student. However, the student is entitled, during the regular registration period,

to request that such information not be made available to the general public. Directory information consists of the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

### **Custodian of Records**

College officers who are responsible for the educational records of students include: the Vice President of Academic Affairs, Vice President of Student Services, Registrar, and the Financial Aid Officer. Each of these officers will have available a listing of records kept in individual division or departmental offices.

### **Access of Records**

Records on individual students may be disclosed under the following circumstances:

1. Student Request: Any student enrolled at FPCC has the right to request the opportunity to examine his or her record as maintained in any of the offices on the college campus. The request must be made in writing during regular business hours. Examination of the records must take place either in the presence of a college official or for a reasonable fee the student may receive a copy of the records.
2. Requests by Parents: Parents of dependent students as defined earlier in the statement of policy have the right to examine the record of their dependent student. The same procedures and time frames apply to parental requests as to student requests. In both instances of student and parental request for record disclosure, those requesting the record must bear the expense of reproducing the records. No parent may see a record that his or her dependent child is not entitled to see.
3. In addition, without first obtaining the permission of the student or the parents, student records are available to certain individuals, agencies, and institutions. These are:
  - a. College officials, including instructors who have legitimate educational interest in reviewing the record.
  - b. Officials of other schools or colleges in which an FPCC student seeks or intends to enroll.
  - c. Authorized representatives of:
    - i. the Comptroller General of the United States
    - ii. the Secretary, Department of Education
    - iii. an administrative head of an educational agency
    - iv. state education authorities
4. The Office of Student Financial Aid and Scholarships or any other appropriate office or person in connection with application for or receipt of financial aid.
5. State and local officials to whom such information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974.
6. Organizations that conduct validation studies on predictive tests, administer student aid programs, and improve instruction. Such studies must be conducted in such a manner that the personal identification of individual students or parents cannot be made public.
7. Accrediting organizations in order to carry out their accrediting function.

8. The courts by court order or subpoena or the condition that the student is notified of the order or subpoena in advance of forwarding the records.
9. Appropriate persons in emergency situations, if the knowledge of the records is necessary to protect the health and safety of the student or other persons. The following factors will be taken into account in determining whether information will be given in emergency situations:
  - a. The seriousness of the threat to health or safety of the student or other individuals
  - b. The need for the information to meet the emergency
  - c. Whether the parties to whom the information is disclosed are in position to deal with the emergency; and
  - d. The extent to which time is of the essence in dealing with the emergency.

### **Procedures**

Access to the academic records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade, but instead, does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the college does not amend a record as requested, the student will be informed of the right to a hearing, conducted by the Registrar's Office. Results of hearings will be given in writing to eligible students according to procedures which will include:

1. Hearings will be conducted within a reasonable time frame.
2. Parents and/or eligible students will be given notice of date, place, and time of hearing.
3. The hearing will be conducted by an official of the institution.
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented at their own expense by individuals including attorneys.
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The Registrar's Office must keep a record of all parties, other than authorized college employees, who have requested or obtained access to a student's academic records. This record will contain the reason why access was requested. The record will not be made available to anyone other than the student and authorized college employees.

Any time information concerning the student is transmitted to a third party; the party must be notified that it is illegal under the Family Rights and Privacy Act of 1974 to share the information with anyone without written permission from the student.

### **Student Complaint Procedure**

#### ***General Procedures***

When a student has a concern/complaint about the action of a particular FPCC staff member, instructor or department, the complaint initially should be directed to the person(s) responsible for supervision of the individual or department as noted in the college organizational structure.



## Financial Aid

Specific rules, regulations, and eligibility requirements for procuring and maintaining financial aid can be found in the Office of Financial Aid. All financial aid-related complaints should be registered by letter to the Financial Aid Officer.

## Code of Conduct

### ***General Policy***

The preservation of freedom of discussion, inquiry, and expression is possible only in an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

Accordingly, the college has developed regulations and policies pertaining to students and to student organizations. Any student or organization violating an established policy or regulation of the college is subject to disciplinary action according to the provisions outlined in the Code of Student Conduct.

Personal conduct on college owned or college controlled property or at college sponsored events is subject to college jurisdiction. The college may also enforce its own disciplinary policy and procedures, regardless of where misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the educational mission, programs, or other functions of the college.

In addition to the guidelines of conduct set forth elsewhere in the handbook and other official college publications, disciplinary action may be taken for violations of the following:

### **Academic Misconduct**

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help, or attempt to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.

Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information.

Plagiarism--representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.

Misrepresentation-- falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

When academic dishonesty occurs or is alleged to have occurred, the instructor has the right and obligation to take appropriate action within his or her jurisdiction.

Appropriate action by the instructor may include verbal or written reprimand or warning, a grade of "F" (failure) for the assignment or test involved or a grade of "F" for the course. The instructor may also elect to refer the incident for institutional adjudication.

## **Personal and Organizational Misconduct**

The Code of Student Conduct is applicable to any behavior of students and/or officially recognized student organizations on or off the college campus which is determined to be incompatible with this code. FPCC's right to proceed will in no way be affected by the filing of criminal or civil charges in any court by any person or any governmental entity against the accused student or organization. The conduct of each student and/or organization is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the college.

A student or student organization may be disciplined for committing any of the following violations while on the college campus or in college facilities, or while on FPCC official business or participating in extracurricular activities:

### ***Alcoholic Beverages***

- a. The unlawful possession or consumption of alcoholic beverages, public drunkenness, driving under the influence or violation of state or local laws regarding alcohol use or possession.
- b. Repeated or flagrant violation of the College Alcohol Policy.

### ***Narcotics or Drugs***

The unlawful use, possession, sale, or distribution of marijuana or any narcotic, drug, drug paraphernalia, medicine chemical compound, or other controlled substance defined as illegal under federal, state, or local laws. In addition the college may take disciplinary action against a student, group of students, or student organization whose unauthorized use, possession, sale, or distribution of any controlled substances or illegal drug off campus poses a threat to the safety and welfare of the college community.

### ***Firearms and Dangerous Materials***

The unauthorized use or possession of firearms, ammunition, weapons, fireworks, explosives, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances.

### ***Theft***

Theft of or accessory to theft of, property or services of the college, of other college students, or other members of the college community, or of campus visitors. Knowingly being in possession of stolen property or services constitutes being an accessory to the theft and is therefore a violation of this provision.

### ***Damage or Destruction of Property***

Damage or destruction of property of the college, of other members of the college community, or campus visitors

### ***Actions against Persons or Groups***

1. Physical abuse or threat of abuse to any person.
2. Conduct dangerous to the health and safety of any person.

3. Disorderly conduct or behavior.
4. Indecent or obscene conduct or expression.
5. Harassment-- includes, but is not limited to, making repeated or untimely telephone calls to a person's residence or place of employment, following a person in his or her course of daily activities in such a way that the action inhibits the person from performing his or her duties, and making gestures which may be construed by the individual to be suggestive, abusive or threatening.

### ***Gambling***

Any form of gambling or wagering not authorized by the college.

### ***False Alarms***

Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.

### ***College Rules and Regulations***

Repeated or flagrant violations of college rules or regulations contained in this handbook, or the official policy statements and publications of the college.

### ***Misuse or Abuse of Computer Equipment, Programs or Data***

1. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
2. Accessing or copying programs, records or data belonging to the college or another user without permission.
3. Attempting to breach the security of another user's account or deprive another user of access to the college's computing resources.
4. Using the college's computing resources for personal or financial gain.
5. Transporting copies of college programs, records of data to another person or computer site without written permission.
6. Attempting to destroy copy or modify programs, records or data belonging to the college or another user.

### ***Falsification of Records***

Knowingly furnishing false information to the college, or forging, altering, or making unauthorized use of a college document, record or identification. Specifically, for the purpose of this code, falsification of records includes falsely making, or falsely altering a document issued by the college; conveying or obtaining a document that is known to be false or procuring or aiding such conduct; using as genuine a falsely made or falsely altered document that the user knows is false; or making a false written statement about certification achievement in an application or employment, award, or to induce another to issue, a diploma, certificate, license or transcript.

1. Destruction or Damage to College Grounds. Malicious damage or littering to public grounds of the college or driving motor vehicles on college property without prior authorization from the appropriate college official.
2. Obtaining College Services by False Pretenses. Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of college funds, supplies, equipment, labor, material, space, facilities, or services.

3. Violation of State, Federal, or Local Laws. Any act or omission that constitutes a violation of federal, state, or local laws or regulations and which is not otherwise covered in this code.
4. Violation of Disciplinary Sanctions. Violation(s) of the terms and/or conditions imposed as a result of previous disciplinary procedures.
5. Shared Responsibility for Infractions
6. Students who act individually or in concert with student organizations to violate college policies/regulations may be given joint responsibility for such violation(s).
7. Students and organizations are responsible for the conduct of their guests on or in college property and at functions sponsored by the college or any registered college organization.
8. Organizations will be held responsible for the actions of their member(s), alumni, and advisor(s).

### ***Disciplinary Restrictive Conditions***

Terms of a reprimand or probation with restrictions for a student may include, but are not limited to, the following:

1. A student may be required to make restitution, monetary or otherwise, particularly in cases of theft, property damage, injury to others, or losses resulting from improper computing activities.
2. A student may be required to seek personal counseling at the Indian Health Service, or from other designated college faculty, staff, or administrative officials.
3. A student may be denied the right to park or operate a motor vehicle on campus.
4. A student may be denied eligibility, for a specified period of time, for election to a student office or to represent a student organization of the college.
5. A student may be denied, for a specified period of time, the privilege of participating in athletic, extracurricular, or other student activities.
6. A student may be assessed a fine for his or her conduct violation, particularly in cases of theft, property damage, false alarm, injury to others, and in the cases where the college academic environment has been disrupted. All fines collected will be placed in a Student Services Fund.
7. A student may be denied the use of college facilities and/or equipment for a specific period of time.

### ***Disciplinary Suspension***

- a. Disciplinary Suspension (hereinafter referred to as suspension), involves exclusion from classes, exclusion from other privileges and activities (including access to computing facilities), and exclusion from campus. It may also include the assessment of fines to pay for damages incurred by the college.
- b. When a student or organization is suspended, the suspension will usually be for a stated period, but in no case will it be for less than the remainder of the term in which the offense is committed. The status of "disciplinary suspension" will be shown on the student's academic record, including the transcript, during the period of suspension. Notification of student or organizational suspension will indicate the date on which the suspension begins, the earliest date at which application may be made for readmission or registration, and any special conditions relating to the steps required for readmission or registration. During

suspension, a student will not attend classes or participate in any college-related activity. During suspension of an organization, the registration and privileges of the organization are suspended. The only exception to this rule is “temporary suspension.”

- c. The Vice President of Student Services may deny a student or organization’s request for readmission if, in his or her judgement, there is sufficient evidence to indicate that the student’s or organization’s conduct during suspension would have warranted disciplinary action, or if the student or organization has failed to satisfy any special condition that may have been imposed prior to readmission. Upon denial of a student’s or organization’s application for readmission, the Vice President of Student Services will set a new date at which another application for readmission may be made.

### ***Temporary Suspension***

The Vice President for Student Services may, at his or her discretion, and for good cause shown, temporarily suspend a student and/or organization with specific restrictive conditions and for a specified time period.

### ***Disciplinary Procedures***

General Provisions:

The Office of Student Services will investigate and gather evidence about reported academic, personal, or organizational misconduct and will evaluate the accuracy, credibility, and sufficiency of this evidence. The Office of Student Services will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

1. Complaint. A written complaint must be filed with Student Services, on forms provided for such purposes. Within three (3) working days after such filing, a Student Services staff member will meet with the Complainant(s) to gather information relevant to the complaint. In exigent circumstances, this meeting will take place as soon as possible.
2. Investigative Meeting. Within three (3) working days after Student Services meets with the complainant, it will notify, in writing, the student or organization named in the complaint. The named student or organization representative will be requested to appear before a Student Services staff member who will conduct an investigative meeting to discuss the alleged violation(s), possible resolution, and possible charge(s). During the investigative meeting, the student or organization will be informed of the following:
  3. The nature of the complaint(s) filed, including a statement of the rules or regulation allegedly violated and the alleged act(s) committed.
  4. The source of each complaint which has been filed.
  5. The penalties which may be imposed if a charge is proven.
  6. The right of the student or organization to be accompanied by an adviser at any discipline hearing which may result from the complaint(s).
  7. The freedom of the student or organization from any obligation, at any time, to make any statement relevant to the accusation(s).
  8. The fact that any statement(s) made by the student or organization may be used against the student or organization.
9. Notification of Charges. If, as a result of the investigation, the Office of Student Services determines that college disciplinary action may be warranted, the student or organization will be notified, in writing, of the specific charges. If the Office of Student Services is

unable to contact the student or the organization's representative, in person, within three (3) college working days of the determination of charge(s), the notice of disciplinary action and procedure will be mailed, registered return receipt to the address of record maintained by the college or delivered by hand by a college official, who will make a return of service in the complaint file.

10. Choice of Forum. Once the student or organization has been advised of the charge(s), the accused student or organization will have the right to choose whether the case should be resolved informally or formally. Within (3) college working days of the receipt of the statement of charges, the accused party(s) will make an appointment with the Vice President for Student Services for a conference to determine whether or not the case is to be informally or formally resolved. An accused party who, without good cause fails to attend this conference will be deemed to have admitted the charge(s) pending against them. In such event the Vice President for Student Services may then proceed to impose appropriate sanction(s).

### **Informal Disposition**

1. In a case in which the student or organization does not dispute the charge(s) made by the Office of Student Services, and wishes to sign a statement admitting guilt to the offense, no formal hearing or further proceeding will be required.
2. Within five (5) college working days, the student or organization will be advised in writing of the penalty imposed.
3. The student or organization will have three (3) college working days to appeal the imposed penalty to the Vice President for Student Services. Appeals must be made in writing, and must clearly state why the student or organization feels that the penalty imposed is unreasonable or excessive.

### **Formal Disposition**

In cases in which the student or organization dispute the investigative findings that an offense has been committed and charges should be brought, or where the student or organization rejects an informal disposition, the case will be resolved through formal procedures developed by the Vice President for Student Services.

### **Use of Facilities by Student Organizations**

Student organizations are required to be registered with the Student Services Office in order to use college facilities or grounds.

### **Campus Ground Use**

Selected campus areas are available for activities which are sponsored and approved by college departments, registered student organizations, or individual students and employees. Academic use by departments has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.

### **Student Lounge Use**

Students may use the lounge for study, rest or interaction with other students. If students wish to use the lounge for other reasons, the Vice President for Student Services must approve of such use.