

# Student Handbook



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Student Handbook

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## FPCC PHONE DIRECTORY

<b>Auto Shop .....</b>	<b>768-5476</b>
<b>Building Trades .....</b>	<b>768-5456</b>
<b>Dumont Building.....</b>	<b>653-3900</b>
<b>Dumont - Fax.....</b>	<b>653-3901</b>
<b>Greet the Dawn Building (Administration).....</b>	<b>768-6300</b>
<b>Greet the Dawn - Fax.....</b>	<b>768-6301</b>
<b>Institutional Development.....</b>	<b>768-5555</b>
<b>Institutional Development - Fax .....</b>	<b>768-3026</b>
<b>James E Shanley Tribal Library .....</b>	<b>768-6340</b>
<b>James E Shanley Tribal Library – Fax.....</b>	<b>768-6303</b>
<b>Line Worker Shop.....</b>	<b>768-3622</b>
<b>Student Services/Financial Aid.....</b>	<b>768-6326</b>
<b>Student Services/Financial Aid Fax .....</b>	<b>768-6306</b>
<b>Titoka Tibi (Bookstore) .....</b>	<b>768-3213</b>
<b>Truck Driving.....</b>	<b>768-5461</b>
<b>Wellness Center (Poplar) _ .....</b>	<b>768-5630</b>
<b>Wellness Center (WP).....</b>	<b>653-3770</b>
<b>Wolf Point Center (6<sup>th</sup> Avenue) .....</b>	<b>653-3902</b>

## Welcome

Amba Waste,

On behalf of Student Services we are excited to welcome you to the Buffalo Chaser family. I encourage each of you to take full advantage of everything that Fort Peck Community College offers. Get involved in campus activities, attend campus events and get to know your instructors. Do not get too comfortable and keep your mind open to new experiences. You will be better for it and your time here will be better because of it.

The Student Handbook clearly outlines the numerous services available. Additionally, you will find that the Student Services staff provides many direct services that are established to put you in a position to succeed. Always remember Fort Peck Community College exists for you, the student.

The staff in Student Services will be your advocate at Fort Peck Community College. We will always support you but will challenge you when necessary. Our goal is to help you navigate your path through college and help you get the most out of it.

Student Services open door policy means our staff is always available to assist with your individual questions, problems, and/or suggestions. I look forward to visiting with each of you.

Pinamaya,

Elijah Hopkins  
Vice President for Student Services

## FPCC Mission Statement

Fort Peck Community College serves the people of the Fort Peck Reservation and Northeastern Montana as a medium of Indian awareness, enabling increased self-awareness.

The college offers an academic program that enables students to earn credits in college courses designed to be transferable to other institutions of post-secondary and higher education.

The college serves the constituency of the reservation populations by maintaining an occupational training program. This program is based on the needs of the people living on and near the reservation, and on potential employment opportunities available in the region.

The college serves the people by initiating and supporting community activities and organizations based on the needs and wishes of community members.

## **Section I - 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.

## **Section II - 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.

## **Section III - Academics**

The Academics 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 can pick up a registration packet at the Student Services office any time prior to posted registration dates. During the regular registration dates, students are required to meet with their advisor and the Financial Aid officer. Completed registration packets are turned in to the Registrar by the student. The registration process is not complete until tuition, fees and books are paid or arrangements are made with the Financial Aid Office.

### **Attendance**

Attendance in all classes is required. Students are responsible for maintaining regular attendance in all registered classes. Attendance is factored into grading by all instructors. Failure to attend classes may result in a lower or failing grade. Absences due to illness or emergencies may be excused by the instructor, if the college or instructor is notified. Students are still responsible for completing the course work to the instructor's satisfaction.

### **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 10<sup>th</sup> day of instruction, and the last day to drop classes is the 45<sup>th</sup> 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.

## **Section IV - Student Services**

Fort Peck Community College provides a wide range of accredited academic and vocational programs, as well as a variety of student extracurricular activities. Challenges and opportunities are available for every student. The goal of Student Services is to help each student find their own place in the college community. Student Services provides services that affect student life--from admission to graduation. All inquiries for class schedules, financial aid and counseling should be directed to the Student Services Office.

### Admissions Policy

Fort Peck Community College operates with an “open door” admissions policy in all programs, anyone eighteen years (18) or older, has a GED or high school diploma who can benefit from the college’s educational offerings and services will be admitted. New students should meet with admissions, faculty advisor, and the financial aid office in the initial phases of their enrollment process.

### New/Transfer Student Orientation

Orientation for new and transfer students are offered each semester. Orientation helps students in course selection, preregistration, the location and use of campus facilities and services. It also highlights academic assistance and special services programs as well as recreational and social programs. FPCC believes that orientation helps students in their transition from other schools and increases the chance for academic success. Contact Student Services for more information.

### Academic Advisors

Students are assigned to advisors according to each student’s academic level and/or program. Advisors will provide academic counseling, approve a study plan, and assist with class registration. If students change academic programs, new advisors will be assigned. Students also have the right to request a particular advisor or a change in advisors.

### Placement

All new and transfer students are required to take selected academic level assessments prior to registration. Students who have not attended classes for a period of four consecutive semesters are also required to take the placement assessment. The academic advisors use assessment results to assist students in deciding on course work best suited to their needs. Initial assessment normally occurs during

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the first week of the academic term; however, early college applicants may make appointments for the placement assessment.

### Learning Center

The Learning Center is the principal instructional center for College Preparation courses and Student Support Services Tutoring Services. The Learning Center is also available as a student study center. The Center is located on the east side of the War Eagle Vision Building.

### Student Counseling

Individualized and/or group counseling is available to all currently enrolled and prospective students. Counselors are available daily to discuss problems of both educational and personal concern. Individuals interested in counseling services should contact the Student Support Services Counselor Office located in the War Eagle Vision building. The primary functions of the college's counseling services are to provide:

- Individual and group counseling for all current, prospective and former students.
- A source for occupational information and aid for making a choice of vocational areas.
- Assist students to better understand themselves in relation to their current life situation.

### Student Employment

Students looking for part-time, summer, temporary or full-time work, the Student Placement Office can help. The staff will also help students with the following services:

- Preparing a resume and a letter of application.
- Identifying referrals to potential employers.
- Learning interviewing techniques.
- Filling out civil service (171) applications.
- Finding out what job hunting strategy works best.
- Establishing personal files that contain resumes, letters of application, and letters of recommendation. These files are sent to potential employers upon a student's request and are stored in the Placement Office for future reference.

### Personal Funds and Property

Fort Peck Community College is not responsible for the loss or destruction of any personal property of the students.

### 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.

### 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 students' 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:** The governing body for Fort Peck Community College students is the Student Senate. The Student Senate consists of 11 representatives elected by the general student body. Any part-time or full-time FPCC student may be elected. The purpose of the Student Senate is to advocate for student issues/concerns. The President of the Student Senate is a voting member of the FPCC Board of Directors.
- **AIBL:** The American Indian Business Leaders is designed to promote and support the American Indian business student and/or entrepreneur. AIBL's primary focus is to use its student foundation to assist tribal economic growth and stability through and emphasizes in maintaining culturally appropriate American Indian business development.
- **BLUE STONE INDIAN CLUB:** Formed each year by interested students, this organization provides social and extracurricular activities, conducts various fund-raising projects, and promotes the interests of the students enrolled at FPCC in native culture and tradition. The governing body of the Indian club consists of a president, vice president, secretary/treasurer, two student representatives and one faculty advisor.

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 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.

### Section V - Financial Aid Office

The financial aid office provides assistance by explaining the types of Federal, State, and Tribal and other institutional funding, assisting with the application process and determining eligibility for the various financial aid assistance available to FPCC students. Scholarship information is also provided. Assistance is also available to students who transfer to and from other institutions. FPCC participates in the Federal Pell Grant, Federal College Work Study and the Federal Supplemental Educational Opportunity Grant (SEOG). Presentations and workshops are provided at local high schools for counselors, students and parents throughout the year.

Other Services. The financial aid office also provides assistance with grants, loans, Veteran's Administration, Job Training Partnership Act (JTPA), and Tribal Incentive Program.

### Section VI - Student Support Services

Student Support Services (SSS) 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.

#### Project Director

The Project Director will be responsible for day-to-day project management and implementation of activities to achieve performance objectives. He or she will be responsible for supervising other project and facilitating contributions of faculty, students and student services staff.

#### Academic Advocate

The Academic Advocate (AA) will conduct entry level skills testing, oversee the academic needs assessment of potential and enrolled students; provide individual instructional assistance; recruit, train and supervise student tutors; monitor student academic progress; and coordinate academic support and assistance with faculty.

#### Student Success Advocate

The Student Success Advocate (SSA) will counsel SSS students on non-academic issues; assist students in problem-solving non-academic issues; maintain contacts with referral agencies to assist students with personal, health, family or other concerns; and ensure that SSS participants have access to and are encouraged to utilize the guidance, support and advising network available to them. The SSA will also be responsible for the development and implementation of the financial literacy component.

#### Administrative/data assistant

The Administrative/Data Assistant (ADA) will serve as office manager and be responsible for office operations. This will include personal and telephone communications with students and FPCC faculty and staff; record-keeping; preparation of reports; scheduling student services; coordinating extracurricular activities as assigned; information dissemination; and maintaining participant records and files.

The Student Support Service Program is federally funded by the Department of Education in the amount of \$270,551.

### **Section VII - Distance Learning Center**

#### Teacher Training Program

FPCC offers upper division (300-400 level) Teacher Training Program courses through partnerships with other 4-Year institutions, on the FPCC campus. The intent of the Teacher Training Program is to offer courses which can be applied toward a four year, Bachelor's Degree in Elementary Education. This degree allows a person to teach kindergarten through the eighth grade, provided all certification requirements have been met through the Montana Office of Public Instruction (OPI). Students are required to fulfill FPCC's general Education requirements prior to applying for admissions through 4-Year institutions.

### **Section VIII - FPCC Bookstore**

The FPCC Bookstore provides a quality selection of books, goods and other services at fair prices with particular attention paid to academic requirements. Students should feel free to make suggestions for improvement or ask questions.

#### Check Cashing

FPCC Bookstore will accept personal checks in payment for merchandise under the following

conditions:

- Students' personal check or that of students' parents;
- Check for the exact amount of purchase only;
- A \$10.00 fee will be charged on all checks returned as unpaid by your bank. Checks will not be accepted from individuals who have had NSF checks returned.

### Credit/Charging

Students must have the Financial Aid Officer's signature on the registration form and a signed letter of credit to charge books and/or merchandise. If a tribal program or employer is responsible for the billing, a memorandum from the director or supervisor to that effect must be provided before the books will be given out. There will be no unauthorized charging.

### Book Refund/Returns

A full monetary refund will be given on books returned (in original condition) within 10 days of receipt (registration). After 10 days, refunds will then be at the discretion of the bookstore manager. Text books and paperback books used in the next semester and are in good condition are repurchased at the end of every semester. Book buy back dates and times will be posted. Book Buy Back is done on a cash basis. Students with an outstanding bill will receive credit on their account for the returned books. The decision of the bookstore manager on book refunds and returns will be final.

## **Section IX - 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. Discrimination is prohibited on the basis of race, sex, 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 appropriate administrative office.

### College Name, Logo, Document and Records

The unauthorized use, by any person or organization, of the college's name, logo, records or other official college documents in connection with any program, product, or activity without the prior written permission of the President is prohibited.

### Formation and Review of Regulations

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.

## **Section X - 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:

1. Freedom of inquiry, reasonable speech, peaceable assembly.
2. Freedom from physical threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from unreasonable and unauthorized interference from others while in class, at FPCC sponsored activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to be governed by justifiable, necessary academic regulations.
9. Right to procedural due process in college disciplinary action.
10. Right to be informed of the regulations for academic and social conduct and of the graduation requirements of the college.
11. 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:

1. To respect the rights and personal property of others.
2. To be fully acquainted with and comply with all published rules and regulations.
3. To comply with all local, state, federal and tribal laws.
4. To recognize that student's activities reflect upon the individual as well as FPCC.
5. To become informed of and to adhere to the academic requirements as determined by individual instructors and college administration.
6. 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:

1. Be conducted in an orderly manner.
2. Not prohibit traffic either for vehicles or pedestrians.
3. Not interfere with classes, meetings, events or educational processes of the college.
4. 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:

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

## Health and Safety

1. Students at the college have the responsibility to contribute to the general health and security of the campus. Therefore, individuals and organizations should take reasonable precautions for the safety and health of all members of the college community.
2. Students should expect disciplinary action to be taken against them by the college, civil authorities, or both, if they:
  - a. Throw dangerous objects into or from college facilities.
  - b. Misuse fire or other life safety equipment.
  - c. Use or improperly possess ammunition, firearms, or weapons on college property.
  - d. Conduct them in a manner that significantly endangers the health and safety of other persons on campus.

## AIDS Policy

Fort Peck Community College utilizes the Montana University System's AIDS Policy, approved by the Board of Regents, effective May 6, 1988. This policy (section 1908) states:

The existence of AIDS in an individual does not, in and of itself, present a condition that precludes school attendance or employment. Decisions affecting the current assignment or placement of a student or employee known to be infected with AIDS will be governed by applicable statutes, health regulations, and policies of the Board of Regents.

### Definitions:

1. For the purposes of this policy, AIDS means the Acquired Immune Deficiency Syndrome, Aids related complexes (ARC), or potential AIDS as indicated by the presence of the HIV antibody.
2. Campus AIDS officer means any person designated by a campus President to carry out the responsibilities of this policy.

### Procedures:

1. The President will form an ad hoc AIDS committee. The ad hoc committee, established on a case by case basis, will include the campus AIDS officer, a physician knowledgeable of the disease, and others deemed necessary to provide information relevant to an informed decision.
2. The confidentiality of the infected student or employee will be protected.
3. Detailed procedures are available in the Academic, Administration, and Student Services offices.

## 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, 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.

### 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.

Registered Sex Offenders List - Where to find the list

A list of registered sex offenders is periodically published in the Wolf Point Herald and the Fort Peck Journal newspapers. Also a list may be obtained through the Roosevelt County Sheriff's Office located



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at the county courthouse in Wolf Point, MT. The phone number for the Roosevelt County Sheriff's Department is: 653-6216

## **Section XI - 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

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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:
  - College officials, including instructors who have legitimate educational interest in reviewing the record.
  - Officials of other schools or colleges in which an FPCC student seeks or intends to enroll.
  - Authorized representatives of:
    - a. the Comptroller General of the United States
    - b. the Secretary, Department of Education
    - c. an administrative head of an educational agency
    - d. 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:
  1. The seriousness of the treat to health or safety of the student or other individuals
  2. The need for the information to meet the emergency
  3. Whether the parties to whom the information is disclosed are in position to deal with the emergency; and
  4. 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.

## **Section XII - 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

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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.

### **Section XIII - 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:

#### **Code of Student Conduct**

##### **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.

- a. Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- b. Plagiarism--representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
- c. 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

1. 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.
2. 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

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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

### Unauthorized entry or use

1. Unauthorized entry to or use of college equipment, college facilities or other facilities located on college property.
2. Possessing, producing, manufacturing or having manufactured without proper authorization, any key or unlocking device for use of college facilities or locks.

### 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 Sanctions

The following penalties may be assessed whenever a student and/or an organization are found to have violated any of the rules or regulations contained in this code.

1. Reprimand--When a student or organization is reprimanded, oral or written notification will be made by the Vice President for Student Services to the student or organization, warning that continuation or repetition of the specified conduct may be cause for other disciplinary action. A reprimand becomes part of a student's or organizations disciplinary records in the Office of the Vice President of Student Services, but is not made part of a student's academic record. For organizations, a reprimand may include notification to the organization's president or advisor. A reprimand may include restrictive conditions, the terms of which will be set forth, in writing, to the student or organization.
2. Disciplinary Probation--When a student or organization is placed on disciplinary probation (hereinafter referred to as probation) for a specified period of time, written notification will be made by the Vice President for Student Services to the student or organization on probationary status. If a student or organization, while on probation, violates any of the provisions of this code, the student or organization may be suspended from the college. Probation may include restrictive conditions, the terms of which will be set forth in writing to the student or organization.

### 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.

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

1. An organization may be denied use of college facilities and/or equipment for a specified period of time.
2. An organization may be prohibited from engaging in certain organizational and/or college programs or functions.
3. An organization may be required to make restitution, monetary or otherwise, particularly in cases of theft, property damage, or injury to others.
4. An organization may be restricted from selected social or intramural activities.
5. An organization may be assessed a fine for its conduct violation, particularly in cases of theft, property damage, false alarms, injury to others, and in other cases where the college academic environment has been disrupted. All fines collected will be placed in a Student Services Fund.

### 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.

## **Section XIV - Use of College Space, Facilities**

### 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.