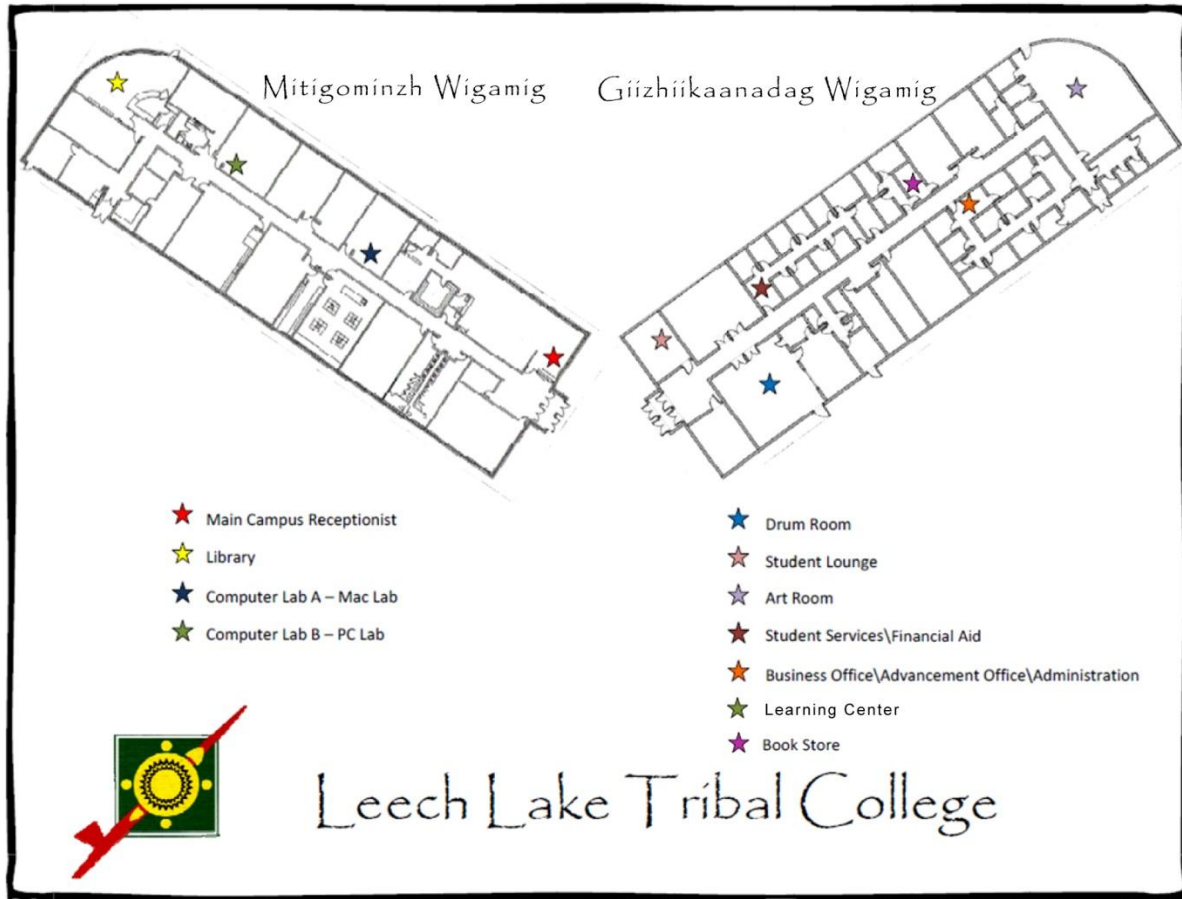


# Leech Lake Tribal College 2011-2013 Catalog

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Leech Lake Tribal College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.



### Campus Office Directory

<b>LLTC Main Line</b>	218-335-4200
<b>Wiidookagewin (Student Services)</b>	218-335-4220
<b>Agindaasowigamig (Library)</b>	218-335-4240/-4241
<b>Nando-Gikenjige Wigamig (Learning Center)</b>	218-335-4242
<b>Finance Office</b>	218-335-4200
<b>IT Help Desk</b>	218-335-4269
<b>Security</b>	218-335-4260
<b>Financial Aid</b>	218-335-4270
<b>Administration</b>	218-335-4290

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## PRESIDENT'S WELCOME

Aaniin! Greetings!

We are truly happy that you have decided to become part of Leech Lake Tribal College. Whether you are seeking to improve your career potential, to complete a two-year degree in preparation for transferring to a four-year university, or to enrich your life through a culturally infused education, you will be glad that you made LLTC your college of choice.



LLTC's mission is to provide a quality education that is grounded in Anishinaabe values. Our dedicated faculty and staff are eager to share their knowledge and wisdom with you; however, it is also incumbent on the student to seek out that knowledge and to accept personal responsibility for acquiring an education.

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

You are about to embark on an exciting life experience at Leech Lake Tribal College. We extend a warm welcome to you as you take this important step in beginning your journey into higher education.

Sincerely,

A handwritten signature in blue ink that reads "Ginny Carney". The signature is written in a cursive, flowing style.

Ginny Carney, PhD  
President



## Programs of Study

### Associate of Arts

Liberal Education  
Liberal Education with STEM Emphasis  
Indigenous Leadership  
Early Childhood Education

### Associate of Science

Natural Science

### Associate of Applied Science

Business Management  
Law Enforcement

### Diploma

Construction Electricity  
Residential Carpentry

### Certificate

Child Development Associate

## Discipline Abbreviations

Accounting	ACCT	Information Technology	ITECH
Anishinaabe Studies	ANI	Law Enforcement	LE
Art	ART	Mathematics	MATH
Biology	BIO	Music	MUS
Building Trades	BLTD	Nutrition	NUTR
Business	BUS	Ojibwe Language	OJI
Chemistry	CHEM	Philosophy	PHIL
Child Development Associate	CDA	Physical Education	PHYED
Construction Electricity	ELEC	Physical Science	PSCI
Early Childhood Education	ECE	Political Science	POLSC
Education	EDU	Psychology	PSY
English	ENGL	Residential Carpentry	CARP
Forestry	FOR	Sociology	SOC
Geography	GEOG	Speech Communications	SPCH
Health	HLTH	Tribal Administration	TA
History	HIS		

## Academic Year

Leech Lake Tribal College functions on an academic semester system. An academic year is two semesters in length. Each semester is approximately 15 weeks in length. Leech Lake Tribal College will offer tuition-free classes Summer Session Term 2012. Summer Session is an opportunity for new students to experience college and earn credit(s) before the regular college sessions. For returning students Summer Session offers the ability to make-up credits or to take classes in which you may struggle or need to retake. LLTC Summer Session will run from June 11 to July 17, 2012. Credits earned may be applied toward the fulfillment of a student's degree requirements.

## 2011-2013 Academic Calendars

Semester Dates	FALL 2011	SPRING 2012	SUMMER 2012	FALL 2012	SPRING 2013	SUMMER 2013-1
Last Day to Register	Aug. 12	Jan. 2	May 29	Aug. 13	Dec. 30	May 31
New Student Orientation	Aug. 19	Jan. 6	-	Aug. 17	Jan. 4	-
Classes Begin	Aug. 22	Jan. 9	June 11	Aug. 20	Jan. 7	June 10
Last Day to Add/Drop	Aug. 26	Jan. 13	June 15	Aug. 24	Jan. 11	June 12
Grad Plans Due	-	Jan. 13	-	-	Jan. 11	-
No Classes – Labor Day	Sep. 5	-	-	Sep. 3	-	-
No Classes – MLK Jr. Day	-	Jan. 16	-	-	Jan. 21	-
First Pell Disbursement	Sep. 9	Jan. 27	-	Sep. 7	Jan. 25	-
Last Day to Make-up Incompletes	Sep. 19	Feb. 6	-	Sep. 17	Feb. 24	-
No Classes – Presidents Day	-	Feb. 20	-	-	Feb. 18	-
Midterm Grades Due	Oct. 7	Feb. 24	-	Oct. 5	Feb. 22	-
Advising Week	Oct. 10 - 14	Feb. 27 - Mar. 2	-	Oct. 8 - 12	Feb. 25 - Mar. 1	-
Last Day to Officially Withdraw	Oct. 14	Mar. 2	Jun. 15	Nov. 9	Mar. 29	Jun. 14
No Classes – College Reading Faculty Duty Day	Oct. 20 - 21	-	-	Oct. 18 - 19	-	-
Second Pell Disbursement	Oct. 21	Mar. 9	-	Oct. 19	Mar. 8	-
Spring Break	-	Mar. 12 - 16	-	-	Mar. 11 - 15	-
No Classes – Veterans Day	Nov. 11	-	-	Nov. 12	-	-
Preregistration for Current Students	Nov. 14 - 22	Apr. 2 - 10	-	Nov. 13 - 20	Apr. 1 - 9	-
No Classes - Thanksgiving	Nov. 23 - 25	-	-	Nov. 21 - 23	-	-
Student Achievement Day	-	Apr. 16	-	-	Apr. 15	-
Open Registration Begins	Nov. 28	Apr. 17	-	Nov. 26	Apr. 16	-
Finals	Dec. 12 - 16	Apr. 30 - May 4	July 17	Dec. 10 - 14	Apr. 29 - May 3	July 18
Final Grades Due	Dec. 21	May 9	July. 22	Dec. 19	May 8	July 24
No Classes – Winter Break	Dec. 19 - Jan. 6	-	-	Dec. 17 - Jan. 4	-	-
Graduation	-	May 5	-	-	May 15	-

## **About Leech Lake Tribal College**

The Leech Lake Band of Ojibwe established Leech Lake Tribal College by tribal resolution in July 1990. For two years, courses were offered via extension from the University of Minnesota Duluth, Bemidji State University, Itasca Community College, and Brainerd Community College, now Central Lakes College. In the Fall of 1992, LLTC began offering its own courses leading to Associate in Arts and Associate in Applied Science degrees. LLTC was accredited as a postsecondary vocational school in 1993. In the spring of 1993, with an Associate in Arts degree in Anishinaabe Language and Culture, Sean Fahrlander was LLTC's first graduate. In 1994, the United States Congress accorded LLTC status as a Land Grant Institution. In 2002, the Higher Learning Commission of the North Central Association of Colleges and Schools awarded LLTC candidacy for its associate degree programs; full accreditation on September 26, 2006; and continuing accreditation in February 2011.

Leech Lake Tribal College currently offers nine programs of study, serves a term average of 225 students from the Leech Lake and surrounding area, and employs approximately 50 staff, faculty, and administrators. Approximately 90% of enrolled students are enrolled in or descended from federally-recognized Indian tribes, and 10% of students are non-Native. LLTC receives its base funding from the Bureau of Indian Affairs under the authority of the Tribally Controlled Community College Act (Title I, P.L. 95-471). LLTC is a member of the American Indian Higher Education Consortium and the Association of Public and Land-grant Universities.

## **LLTC Board of Trustees**

<b>Rose Robinson</b>	Chair
<b>Bonnie Rock</b>	Vice-Chair
<b>Deonne Pansch</b>	Secretary
<b>Gary Charwood</b>	Treasurer
<b>Bonnie Fairbanks-Stangel</b>	Member
<b>Michael Jones</b>	Member
<b>Bernice Pemberton</b>	Member
<b>Dennis Banks</b>	Honorary Elder Counselor
<b>LLTC Student Senate President</b>	Student Representative

## **Mission**

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

## **Vision**

To be recognized as a center of academic excellence that advances Anishinaabe worldviews and empowers lifelong learners to be fully-engaged citizens, stewards, and leaders.

## **Values**

### **Dabasendizowin (Humility)**

- Recognize oneself as a sacred and equal part of creation
- Be modest in one's actions
- Demonstrate sensitivity to others
- Be respectful of the thoughts and ideas of others
- Recognize one's strengths and weaknesses and acknowledge the capacity for self-growth and change
- Develop and practice good listening and observation skills

### **Debwewin (Truth)**

- Speak the most honestly one can according to his/her perception
- Be loyal in all relationships
- Avoid hypocrisy

### **Zoongide'iwin (Courage)**

- Face difficult situations with bravery
- Acknowledge one's personal weaknesses and develop strength to combat them
- Demonstrate the ability to take initiative and speak forthrightly

### **Gwayakwaadiziwin (Honesty)**

- Maintain truthfulness, sincerity, and fairness in all one's actions
- Possess the ability to manage confidential information
- Communicate with others and transmit information fairly and truthfully

### **Manaaji'idiwin (Respect)**

- Accept cultural, religious, and gender differences
- Maintain high standards of conduct at all times
- Safeguard the dignity, individuality, and rights of others

### **Zaagi'idiwin (Love)**

- Work cooperatively and harmoniously with others
- Show kindness and compassion
- Demonstrate acceptance and the empowerment of others
- Offer hope, encouragement, and inspiration

### **Nibwaakaawin (Wisdom)**

- Seek guidance from elders and qualified advisors
- Take time to reflect upon experiences
- Acknowledge the opportunity to learn from others
- Persist in acquiring knowledge and improving skills
- Strive for the accomplishment of goals and dreams
- Practice ethical behavior at all times

## Guiding Principles

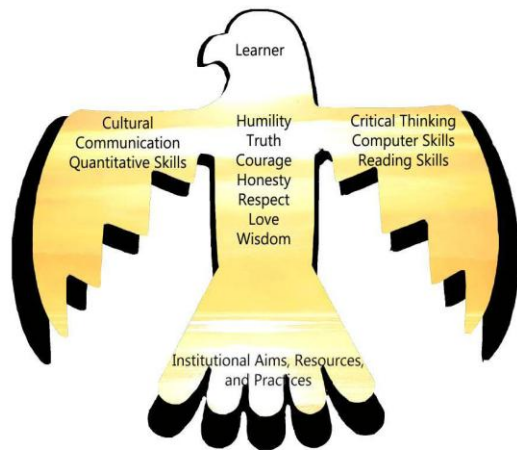
“It is vitally important that Native people a) have a sense of history and are able to connect contemporary and historical issues; b) have a sense of values; c) acknowledge philosophical kinship and our responsibility to these relationships; and d) understand the Circle of Life as both a privilege and a responsibility.” –Dr. Henrietta Mann (Cheyenne)

In keeping with Dr. Mann’s philosophy, Leech Lake Tribal College has established the following guiding principles:

- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for faculty, staff, and administrators.
- We will serve as a seat of technological, intellectual, and cultural knowledge for the communities we serve.
- We will foster positive relationships with multiple constituents, collegial associations, and communities of service.
- We will help build a stronger community through promotion of healthy living, leadership, and dissemination of the Anishinaabe worldview.
- We will proactively promote a campus community that honors teaching, learning, and service.

To those ends, LLTC pledges to prepare its students to:

- Exemplify leadership skills, creative engagement, pride, and dedication to their chosen profession and civic and social responsibilities.<sup>14</sup> Leech Lake Tribal College.
- Acquire the knowledge, skills, and abilities to achieve personal and professional goals.
- Demonstrate the ability to articulate an understanding of Anishinaabe values and worldview.
- Possess the skills to research, identify, and interpret information to inform problem-solving and to inspire life-long learning.
- Demonstrate competency in oral, written, and technological communication.
- Demonstrate competency in financial, cultural, numerical, and analytical literacy.



## Thunderbird Learning Model

The teachings and roles of the various Clans integrate to reinforce the student experience at Leech Lake Tribal College, producing a Learner, as illustrated below:

**Tail:** The tail of the thunderbird can be described as the foundation. It provides steering capabilities, balance, and stability. Our institutional aims, resources, and practices are the "rudder" of the Learner – enabling them to properly guide themselves through life.

**Body:** The body of the thunderbird encases the vital organs that allow it to function. The seven Anishinaabe values are at the center of the learner and help keep the Learner strong and healthy.

**Wings:** The wings of the thunderbird are complex. They allow the bird to hover, soar, and glide. Each of the six student learning outcomes makes the wings more efficient and effective, allowing the Learner to be more successful when they take flight after graduation.

**Head:** The Learner is represented at the head of the thunderbird. The head allows the Learner to look in many directions to see the world from multiple angles, leading the rest of its body through the web of life.

## Academic Teaching Model

As Eddie Benton-Benai notes in his classic, *The Mishomis Book: The Voice of the Ojibway*, each of the seven original Anishinaabe clans was assigned a specific function in serving the people. An animal totem symbolized the strength and duties of the clan. Based on this teaching, the above model also signifies specific qualities embedded within the Guiding Principles, the curriculum, and the Student Learning Objectives of Leech Lake Tribal College degree programs. For example:

**Bird Clan**, symbolized by an Eagle, represented the spiritual leaders of the people and gave the nation its vision of well-being and its highest development of the spirit – **Indigenous Leadership Studies**

**Hoof Clan** members, symbolized by Deer, Moose, and Caribou, were gentle people who cared for the community by making sure that their basic needs for housing, food, etc. were met – **Residential Carpentry, Construction Electricity**

**Marten Clan** members were strategists in planning for the survival of their people – **Business Management**

**Crane and Loon Clans** provided different styles of leadership, giving the people a balanced government, with each serving as a check on the other – **Liberal Education, Indigenous Leadership**

**Bear Clan** members served as the strong and steady police and legal guardians of the people – **Law Enforcement**

**Fish Clan** members were teachers and scholars – **Early Childhood Education, Liberal Education**



## Expected Student Learning Outcomes

Assessment of student learning is the systematic process of gathering, interpreting, and using information regarding student academic performance and perceptions for the purpose of improving student learning and the quality of academic programs. As part of its assessment efforts, Leech Lake Tribal College has articulated six competencies:

- **Cultural** – Students will demonstrate an understanding of:
  - Sense of place.
  - What it is to be Anishinaabe.
  - How to evaluate and interpret artistic, cultural, historical, and scientific events, texts, and trends within a global context.
- **Communication** – Students will be able to present effectively information and ideas, both oral and written, by:
  - Writing in Standard English.
  - Writing in a variety of formats, using credible sources and citations.
  - Using effective speaking skills in public presentations.
  - Demonstrate interpersonal communication skills.
- **Critical Thinking** – Students will be able to:
  - Use scientific methods and other modes of inquiry to define problems:
  - Access, evaluate, integrate, and document information.
  - Develop logical arguments with evidence.
- **Computer Skills** – Students will be able to:
  - Use word processing for essays and other communication.
  - Use spreadsheet software for communication, computation, and graphic data representation.
  - Use presentation software for communication.
  - Use internet and electronic resources for research and email for communication.
- **Quantitative Skills** – Students will be able to:
  - Propose solutions to and solve real-world problems by applying the correct scientific and numerical data.
  - Use analytical and critical thinking skills to draw and interpret conclusions.
- **Reading Skills** – Students will be able to:
  - Demonstrate comprehension of college-level readings.
  - Extend vocabulary through reading.

## Enrollment

### Student Services

Wiidookagewin “The Helping Room”  
6945 Little Wolf Road NW  
P.O. Box 180  
Cass Lake, Minnesota 56633

Cedar Hall Offices 207 A-J  
218-335-4220  
Email: [admissions@lltc.edu](mailto:admissions@lltc.edu)  
<http://www.lltc.edu/prospective/>

### Admission

Leech Lake Tribal College welcomes all applications for admissions. Applications are available upon request via mail, phone, fax, e-mail, or available for print through the Leech Lake Tribal College website (<http://www.lltc.edu>). For help with the application process, or other admission information, or to arrange a visit to campus, please feel free to contact Student Services.

Leech Lake Tribal College offers programs in the following technical and academic programs of study:

- **Associate of Arts Degree**
  - Early Childhood Education
  - Indigenous Leadership
  - Liberal Education
  - Liberal Education, STEM Emphasis
- **Associate of Science Degree**
  - Natural Science
- **Associate of Applied Science Degree**
  - Business Management
  - Law Enforcement
- **Diploma**
  - Construction Electricity
  - Residential Carpentry
- **Certificate**
  - Child Development Associate

### Regular New Student Eligibility

Leech Lake Tribal College has an open admissions policy. Any applicant who has earned a high school diploma or GED prior to admission may be admitted as a regular student. To apply, please submit the following signed and completed items to Student Services:

- Admissions Application
- Take writing and math placement assessments
- High School/GED & College Transcript Request Forms
  - To speed up the Admission process, please bring official high school, college transcripts, and GED test scores/certificate upon submission.
- Tribal Enrollment/Verification Form, if applicable
  - Tribal enrollment card or certification letter acceptable.

Applicants who meet the admission standards are eligible for admission to the college. Upon acceptance, all students will pay a one-time, nonrefundable \$15.00 application fee; this fee will be charged to the first semester of attendance or may be submitted with the application.



### **Transferring Student Eligibility**

Applicants who have attended an accredited college prior to admission are defined as transfer students. An official transcript—which must be mailed directly from the previously attended institution to LLTC or delivered by the student in its original, sealed envelope—is required for evaluation and transfer of credits to LLTC.

The following credits will be accepted for transfer:

- Courses with letter grades of “C” or better
- Courses earned within the past ten (10) years
- 100/1000+ level courses (developmental/remedial courses will not transfer)

Transferring students are strongly encouraged to include official college transcripts with their admissions applications for registration purposes. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of LLTC.

### **Auditing Student Eligibility**

Auditing students are those who wish to participate in a course without earning college credit. Students will not be required to take exams and will receive an “AU” grade at the close of the semester. Students must meet regular admissions requirements and pay normal tuition.

### **Readmitted Student Eligibility**

Students, who have not attended LLTC for more than two semesters, must call or visit Student Services to check academic status. Readmitted students are encouraged to complete and sign an admission application, to update contact information, and to visit with an academic advisor.

### **High School Student Eligibility**

Leech Lake Tribal College offers high school juniors and seniors access to college level courses through the Postsecondary Enrollment Option (PSEO) program. Students who rank in the upper 25% of their graduating class are eligible to enroll in 100 level courses to meet their high school graduation requirement. The PSEO program covers the cost of tuition, fees and books.

In order to be admitted as a PSEO student, students must determine eligibility for admission by consulting the high school counselor. If the student is eligible, the following signed and completed items must be submitted to Student Services:

- Admissions Application
- High School Transcripts
- Minnesota Department of Education [MDE] PSEO Notice of Student Registration Form
- Tribal Enrollment/Verification Form, if applicable
  - *Tribal enrollment card or certification letter acceptable*

It is best to visit with the high school counselor to find out exactly how many credits are needed at the College to meet high school requirements for graduation. PSEO students are generally allowed to take only six (6) semester credits per term at Leech Lake Tribal College. Any requests for a heavier credit-load must be approved by the Dean of Instruction.

### **Elder Eligibility**

Elders are welcomed for their wisdom and are highly encouraged to attend Leech Lake Tribal College. Elders are defined as individuals who are 55 years of age and older prior to admission.

Elders are eligible for one free (tuition- and fee-waived) course per semester but are responsible for purchasing their own textbooks and material fees for the course.

The following materials must be completed and submitted to Student Services:

- Admissions Application
- High School/GED & College Transcript Request Forms, if degree-seeking
  - *To speed up the Admission process, please bring official high school, college transcripts, and GED test scores/certificate upon submission.*
- Tribal Enrollment/Verification Form, if applicable
  - *Tribal enrollment card or certification letter acceptable.*
- Registration form for the one free course

### **Employee Eligibility**

College employees who wish to attend Leech Lake Tribal College on a part-time basis may take one (1) tuition-free, three (3) credit course per semester for up to three (3) hours per week with pay. The employee's supervisor must approve the time schedule to assure that day-to-day work is minimally interrupted. The employee will be responsible for payment for books, other course materials and fees charged to offset the cost of class materials specific to that class.

### **Advising**

Each new degree-seeking student will be assigned two (2) academic advisors starting the first semester of enrollment in the college. One advisor will be a faculty member; the other will be an academic advisor from Student Services. The academic advisor from Student Services will make preliminary approval of the student's registration form each semester and forward the form to the faculty member academic advisor for final approval. No student will be allowed to register for classes at Leech Lake Tribal College until the registration form is completed and signed by the student and both academic advisors. Both advisors must also sign all add/drop forms.

Students are encouraged to meet with their advisors during each semester to discuss their academic performance and progress toward degree completion, to discuss and review degree and career consideration, and to select appropriate courses. Advisors are available to discuss and help resolve any difficulties that students may be encountering in achieving their educational goals. Both the faculty and the Student Services academic advisors will have posted office hours.

### **Registration**

The Registrar is responsible for admitting students and entering registrations in the student database, distributing student schedules and grade reports, preparing official and unofficial transcripts, distributing academic transcripts upon request, and monitoring Leech Lake Tribal College's Standards of Academic Progress.

**New Students** are required to take writing and math placement tests prior to registering for courses. After the placement tests are completed, new students may register for the upcoming semester with their advisors. New students wishing to take more than 15 credits must get approval from the Dean of Instruction and their advisors.

**Current & Returning Students** are required to visit with their advisors to register for the upcoming semester. The advisors will complete the necessary paperwork for registration and

forward registration forms to the Registrar. Students wishing to take more than 18 credits must get approval from the Dean of Instruction and their advisors.

**Pre-registration** is available for current students one month prior to the close of each semester. New and readmitted students may register after the Admissions process has been completed, and they are officially admitted into the college.

**Auditing Students** must complete a Registration form for the audited course(s). Visit Finance Office for payment arrangement of course tuition (refer to *Cost of Attendance* for tuition information); student fees will not apply. The Finance Office will then forward the Registration form to the Registrar.

It is the student's responsibility to refer to the Academic Calendar regarding:

- The Last Day to Register
- The Last Day to Add/Drop
- The Last Day to Officially Withdraw
- The Last Day to Make-up Incompletes

## Course Schedules

A new semester course schedule for the upcoming semester will be available for distribution at least one month before the end of the current semester. The course schedule provides a listing of courses and programs offered for the semester. The schedule also lists the number of credits for each course, days and time courses meet and, in most cases, the name of the instructor for each course. Changes to the course schedule may occur without notice. Students and their advisors will use the schedule to select the courses in which the student will enroll for the semester.

## Closing of Courses

Courses with low enrollment may be closed. The Dean of Instruction determines which courses will be closed, prior to the "Last Day to Add/Drop." The Registrar will inform students and advisors when a course is closed. In the event of a course closing, it is the student's responsibility to complete an Add/Drop Form with his/her Academic Advisor to be eligible for the appropriate Financial Aid award.

## Wait-listing

A course wait list is a list of students who wish to register for a course or for a section of a course that has reached its authorized capacity. Course wait lists are generated and maintained by the Office of the Registrar for one week after the start of the semester. Students are wait-listed in the order in which s/he attempts to register for the course. Through the first week of each semester, a student on a course's wait list will be enrolled by the Office of the Registrar in that course on a space-available basis according to the order in which the student was placed on the wait list at the time s/he attempted to register for the course. The Registrar reserves the right to override the order of the wait list if there are students who need a specific course in order to graduate during that academic year. Students are strongly encouraged to register early if they need a course to graduate.

## Financial Aid

(218) 335-4270

Leech Lake Tribal College recognizes that many students who wish to attend college do not have the financial resources available to pay the cost of higher education. LLTC operates a Financial Aid Office to assist students seeking a degree or certificate by making their educational goals possible financially. The primary purpose of financial aid is to assist students who, without such aid, would be unable to attend college. The financial aid office administers various types of financial aid programs including grants, scholarships and part-time employment. To learn more about student financial aid programs, visit [www.student.ed.gov](http://www.student.ed.gov) (federal programs), [www.gethelpforcollege.com](http://www.gethelpforcollege.com) (state programs), and [www.lltc.edu](http://www.lltc.edu) (college, district, and community programs).

No person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program administered by LLTC on any basis prohibited by applicable law, including but not limited to, race, color, age, national origin, religion, sex, disability or sexual orientation.

Most financial aid is awarded on the basis of need. In addition, most financial aid programs require annual applications. The Financial Aid Office will make every effort to assist the student in meeting his/her need using all resources available. Each student has certain rights and responsibilities in the financial aid application process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

### Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Be a U.S. citizen or an eligible non-citizen;
- Have a demonstrated financial need;
- Be making satisfactory academic progress (as defined by the college) in the course of study;
- Not be in default on a Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan;
- Be enrolled at the college for the purpose of obtaining a degree or certificate;

***VERY IMPORTANT NOTE: LLTC students must select an eligible primary program of study prior to the first disbursement of financial aid.***

- Have a high school diploma or G.E.D., or meet special ability-to-benefit requirements;
- Be registered with the selective service if required to do so; and
- Not owe a refund on a Federal Pell Grant or other Federal financial aid awards.

### Cost of Attendance

The cost of attendance (COA) figures provide an estimate of what it costs to attend Leech Lake

Tribal College for a traditional academic year. The Financial Aid Office must make sure that any federal, state or local financial aid awarded does not exceed a student's COA. The COA for LLTC is revised and recorded annually with state and federal agencies as regulated.

Elements of the official LLTC Cost of Attendance (COA) include:

- **Tuition**

The LLTC estimates tuition for our students for financial aid purposes. The actual costs that a student incurs will vary depending upon the student's degree or certificate program and the classes enrolled. Please see Tuition section of the LLTC Catalog to learn more about actual tuition rates.

- **Room and Board**

The figures used to determine this component of the COA are reasonable estimates of what it would cost to live on while attending school. Actual costs may vary by individual choices related to location and circumstances, but the Financial Aid Office will not increase the COA based on individual choices unless extenuating circumstances are presented to and accepted by the Financial Aid Office.

- **Books**

The costs are estimated using information from the local bookstores.

- **Required Fees** These fees are required in addition to tuition and are subject to change without notice.

Student Activity Fee	\$25.00 per semester
Technology Fee	\$6.00 per credit hour per semester
Transcript Fee	\$1.00 per transcript
Replacement Student ID Card	\$10.00 per replacement card
Carpentry Trades Course Fee	\$150.00 per semester
Electrical Trades Course Fee	\$75.00 per semester
Materials Fee for ART 100, ART 104, ART 113, ART 114, ART 116	\$60.00 per course
Materials Fee for ART 107, ART 108, ART 109, ART 110, ART 180, ART 207, ART 208, ART 210, ART 281	\$50.00 per course
Law Enforcement MMPI Testing Fee	\$150.00 (Semester Prior To Attending Skills)

- Students receiving financial aid should be aware that the Finance Office collects all tuition and fees due from the first available funding source. For example, if a student receives a Pell grant, FSEOG grant, and a tribal scholarship grant, the Finance Office will draw the student's tuition and fees from the Pell scholarship first, rather than waiting for the Tribal scholarship grant or FSEOG disbursement during the ninth week of classes.

- **Transportation**

The transportation allowance is for a student to get to and from the college campus, not to maintain a vehicle. Shuttle services are provided with limited area of operation.

- **Personal Expenses**

This part of the COA is for personal living expenses during the enrollment period. Actual expenses will vary.

An individual student's COA will vary according to the number of registered credit hours, residency status, housing choices, and personal expenses.

## Sample Student Budget per Semester

Number of Credits	12	13	14	15
Tuition (\$140 per credit)	\$1680.00	\$1820.00	\$1960.00	\$2100.00
Transcript Fee	\$1.00	\$1.00	\$1.00	\$1.00
Technology Fee (\$6 per credit)	\$72.00	\$78.00	\$84.00	\$90.00
Books & Supplies (depending on courses taken) Estimate	\$250.00	\$300.00	\$350.00	\$400.00
Student Activity Fee (\$25 per semester)	\$25.00	\$25.00	\$25.00	\$25.00
Art Fee	\$60.00	\$60.00	\$60.00	\$60.00

## Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Work-Study.

1. Gift Aid, includes grants and scholarships that do not have to be repaid, except as mandated (see [Grant Repayment Requirements](#)).
2. Work-study, which involves an award that must be earned through employment.

You should become completely familiar with the terms and conditions of any financial aid award you accept. If you have questions about a specific award, contact the Financial Aid Office.

## Sources of Financial Aid

Applications for other financial aid are available in the Office of Student Services. The College participates in the following financial aid programs to assist students with the payment of tuition and fees and to assist with living expenses. In order to receive any of the following aid the student must be making SAP along with the requirements set by each funding agency.

### Federal Title IV Aid

#### Eligibility for Title IV Aid (Federal Pell Grant, FSEOG, Federal Work Study)

1. Must be admitted as a regular degree seeking student, enrolled in an approved program of study.
2. Must meet the required LLTC Standard of Academic Progress.
3. Must be a U.S. citizen or an eligible non-citizen.
4. Must **not** be in default or owe repayment on a Title IV education loan or grant.
5. Must have a complete Financial Aid file and must submit other documentation requested by the Financial Aid staff.
6. Must be registered with Selective Service if required (males between the ages of 18-25). If

you are over the age of 25 and have not registered for Selective Service you will not be eligible for Title IV aid. Please see the Financial Aid Director to determine if there may be an option.

7. Must have completed the Free Application for Federal Student Aid (FAFSA).

### **Federal Pell Grant Program**

The federal Pell Grant program is a federally-funded financial aid program that provides grants to eligible students. Income and other variables, such as family size, determine eligibility. These grants do not have to be repaid if a student completes the award period in which the Federal Pell is awarded. The Federal Pell program provides the foundation for all other financial aid by the U.S. Department of Education. Assistance with completing these forms is available in the Financial Aid Office.

### **Federal Supplementary Educational Opportunity Grant (FSEOG)**

The FSEOG program provides additional funding to students with exceptional financial need. A student must be Federal Pell eligible to qualify for these funds. Funds available for FSEOG are very limited and are awarded on a first-come, first-serve basis.

### **Federal Work Study**

The Federal Work-Study program is a federally funded program that provides part-time employment opportunities for students who have demonstrated financial need. Work schedules are arranged in accordance with each student's academic class schedule. Applications are made through the Financial Aid Office; a limited number of work-study positions are available and students must check they are interested in work-study when they fill out the FAFSA.

### **Veterans Benefits**

Leech Lake Tribal College is approved by the Minnesota State Approving Agency for Veterans Educational Benefits.

### **Minnesota State Grant**

Students must be graduates of a secondary school or its equivalent or be 17 years of age. Student will be enrolled as undergraduates for at least three credits.

**Students who are in default of a student loan**, repayment of a Title IV Grant or who are more than 30 days behind for child support owed to a public agency are **NOT** eligible, unless they have established payment plans with the appropriate agency.

**Students may receive State Grants** for four consecutive full-time quarters or three consecutive semesters during the course of a single fiscal year.

### **Minnesota Work-Study**

The student must be enrolled on a half-time basis in a degree, diploma or certificate program. The student applicant must be a citizen or eligible non-citizen of the United States and must be a Minnesota resident, meet the same criteria as the Minnesota State Grant and have an unmet need.

### **Minnesota Child Care Grant**

Applicants must:

- be U.S. citizens or eligible non-citizen
- meet state residency requirements
- not be a recipient of **Minnesota Family Investment Program (MFIP)**
- be enrolled at least half-time (defined in statute for this program as six credits per term)

- not have earned a baccalaureate degree or been enrolled on a full-time basis for eight semesters, 12 quarters, or the equivalent
- not be in default of any educational loan
- be making satisfactory academic progress
- not be receiving tuition reciprocity benefits from another state, and
- be pursuing a nonsectarian program or course of study that applies to an undergraduate degree, diploma or certificate.

### **Minnesota Indian Scholarship Program**

Scholarships are available to eligible Minnesota resident students of ¼ or more Indian ancestry. Students in certificate, diploma or associate degree programs are eligible to receive the scholarship for no more than three years.

### **Leech Lake Tribal Grants and Other Tribal Scholarship Programs**

The Leech Lake Band of Ojibwe manages its own scholarship sources for members of the Leech Lake Band. Many other tribes also manage their own scholarship programs. Applications are available in the Financial Aid Office and funds are distributed on a first-come, first-serve basis.

## **Scholarships**

### **American Indian College Fund**

Unless otherwise specified by the donor, the American Indian College Fund provides scholarships to students who meet the eligibility requirements by LLTC Scholarship Committee. See the Financial Aid Office for applications and additional information.

### **Additional Sources**

Additional private sources are available by direct application of the student to the scholarship sources. Information about these opportunities may be obtained from the Financial Aid Office and links to other automated scholarship search agents are provided on our web page.

## **Financial Aid Application Process**

The required Free Application for Federal Student Aid (FAFSA) may be submitted after January 1<sup>st</sup>, or after federal income taxes have been filed. All other Financial Aid sources may depend on the amount the student receives from the Federal Pell Grant. **We strongly recommend that you contact the Financial Aid staff when starting this process.**

**Note: Federal Pell Grant funding is “Time Limited.” Students who transfer into a four-year degree program at another school may run out of Pell funding unless they adhere closely to the timelines established for various degree programs in this catalog.**

**Please take Financial Aid Regulations seriously and maintain SAP in order to remain Eligible for financial aid.**

### **Step 1: Complete the Free Application for Federal Student Aid (FAFSA)**

To obtain access to financial aid funds, a new FAFSA must be completed each year. Be sure to use your correct name and Social Security number as shown on your Social Security card when



completing the FAFSA. The FAFSA may be completed online at [www.fafsa.gov](http://www.fafsa.gov). If you choose not to use a PIN to sign your FAFSA, be sure to print and submit the required signature page. Once your FAFSA is received and processed, the Department of Education will send a Student Aid Report (SAR) to the student. Leech Lake Tribal College will receive this information at approximately the same time. The SAR should not be confused with the award letter, which will be sent by Leech Lake Tribal College at a later date.

### **School Code**

When completing your FAFSA online, you will be asked for LLTC School Code. The Leech Lake Tribal College Title IV School Code is **030964**.

### **Step 2: Turn in all documents required by Leech Lake Tribal College**

The Financial Aid office may request additional documents from the student to process the application according to federal regulations. If you are selected for verification, you will receive a letter and forms in the U.S. mail. Please read the letter carefully and submit the completed forms with signatures to the Leech Lake Tribal College Financial Aid office as soon as possible to avoid delays.

### **Step 3: Receive Your Award Letter**

Once your application materials have been submitted and verified, you will receive an Award Letter. This letter is sent by Leech Lake Tribal College. This will show the type of aid available to you at Leech Lake Tribal College. These funds consist of grants that do not need to be repaid.

### **Step 4: Financial Aid Disbursement**

Financial Aid will be disbursed on the third Friday of the semester.

### **Financial Aid Award Process**

Financial Aid awards will be made only after the FAFSA results have been sent to the college by the government processor and the entire financial aid application process has been completed. If a student's record is selected for verification (a review of the FAFSA data), all required documentation and corrected FAFSA information must be received before the application process is complete.

An Award Notification is sent to each student who completes the application process and for whom aid eligibility can be determined. The Award Notification contains the names and amounts of the financial aid awards that the student is eligible to receive. The notice also contains important information about restrictions and conditions that can affect the ability of the student to receive the amounts awarded.

### **Financial Aid Disbursement Process**

Financial aid awards will be disbursed by the Finance Office according to the regulations of each award program. Please refer to the Financial Aid Office on how and when aid is disbursed during each award period.

### **Release of Financial Aid Disbursements**

The Finance Office of the college cannot disburse financial aid awards until the student is enrolled

in an eligible program of study as required by the guidelines of each applicable aid program. Some programs require attendance in all enrolled classes before aid may be released.

In general, aid may be applied to applicable tuition and fees no earlier than ten days prior to the start of classes each semester. Any excess amount of awards, up to \$700, remaining after tuition and fees are paid that can be allowed to pay for textbooks and supplies will be released to eligible students no earlier than ten days prior to the start of classes.

The remainder of unpaid awards that is eligible to be released to the student for the semester will be disbursed by the Finance Office within fourteen days after the certification date of the semester. Disbursement will be made by a check in the student's name.

## Return of Federal Title IV Funds Policy

Leech Lake Tribal College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Minnesota Office of Higher Education, and with governing board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a *pro-rated* portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If all eligible aid was not already disbursed to the student before the student withdrew, the **earned** portion of aid will be paid to the student as a post-withdrawal disbursement within 30 days of the Date of Determination that the student has withdrawn.
4. If the student does not officially withdraw from classes, and stops attending all classes, a *pro-rated* portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Return of Federal Title IV (R2T4) funds will be distributed according to statutory regulations with 45 days of the Date of Determination on the R2T4 worksheet. The funds will be returned to the appropriate federal programs in the order mandated by the regulation in section 34 CFR 668.22(i). The current order of distribution begins with money returned to student loans first, before returns to the Pell grant and other federal grant programs. Worksheets provided by the U.S. Department of Education or calculations produced through the Datatel/Colleague Return of Funds (ROF)

subroutine will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Finance office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

Examples of how this policy is applied are available upon request from the Financial Aid Office.

## **Standards for Satisfactory Academic Progress (SAP)**

To be eligible for continued financial assistance, all students are expected to meet the satisfactory academic progress standards of the institution, which are measured at the end of each term. Your progress will be measured by (1) grade point average, (2) completion percentage and (3) length of time it takes you to complete your program. Students are notified in writing after grades are recorded if they have failed to meet the criteria, thus resulting in a probation status or termination of their financial aid award. The LLTC Financial Aid Office recognizes that there are extenuating circumstances that may have led to a termination; therefore an appeal process is available. The Satisfactory Academic Progress Petition is available in the Student Services Department. The entire Financial Aid Satisfactory Academic Progress Policy is available for review; please submit a written request for a copy from the Financial Aid Office.

## **Students' Rights and Responsibilities**

- *You have the right to know...*
  - What financial aid programs are available from Leech Lake Tribal College.
  - The deadline for submitting applications for each of the programs.
  - How financial aid will be distributed, how decisions on distributions are made, and the basis for these decisions.
  - How your financial aid was determined. (Costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in your budget)
  - What resources (your current assets, parental contribution, other financial aid, etc.) considered in the calculation of your need.
  - How much of your financial need as determined by the college has been met.
  - The details of the various programs in your student aid package.
  - What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, and the length of time you have to repay the loan, and when the repayment is to begin.
  - How Leech Lake Tribal College determines if you are making satisfactory progress and what happens if you are not.
  
- *In accepting your responsibilities you must...*
  - Complete all application forms accurately and submit them on time to the proper place.

- Provide correct information. Falsifying information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in an indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to all agreements that you sign.
- Perform the work agreed upon in accepting a work/study award.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Be aware of the Leech Lake Tribal College refund procedures.
- Be aware that early withdrawal from the term may result in a *pro rata* reduction of financial aid eligibility. Such a reduction may require that you repay money that you received to attend school.
- Report change in name, address, e-mail address and telephone number to the Financial Aid Office.

## Finance Office

The Finance Office—not the Financial Aid Office—provides student fee statements, issues financial aid refund/credit balances, maintains student account records, and determines the collection of extra fee items, library fees for material damages, etc. All financial aid funds are disbursed through the Finance Office.

## Academic Policies and Procedures

### Academic Degrees and Programs

#### Associate of Arts

- Liberal Education
- Liberal Education with STEM Emphasis
- Indigenous Leadership
- Early Childhood Education

#### Associate of Science

- Natural Science

#### Associate of Applied Science

- Business Management
- Law Enforcement

#### Diploma

- Construction Electricity
- Residential Carpentry

#### Certificate

- Child Development Associate

## Graduation

### Requirements for Graduation

- Must earn a minimum grade point average of 2.0.
- Must satisfy at least the number of credits required for specific degree/certificate/diploma, as outlined in the catalog curriculum.
- Must complete the Graduation Application and Summary at the Student Services office during registration for the final semester of a student's attendance at LLTC.

- Must fulfill all financial and academic obligations prior to the date of graduation.
- Must fulfill the residency requirements of LLTC.
- Students must be within 3 credits of graduation in order to participate in the graduation ceremony.

### **Intent to Graduate Form**

At the beginning of their final semester, students intending to graduate must complete a formal “Intent to Graduate” form in consultation with their advisor. Students will receive their diplomas and officially graduate at the time they complete all degree requirements. Formal graduation ceremonies are held once each year in the spring.

### **Student Achievement Day**

As part of graduation requirements and to demonstrate proficiency in institutional student learning outcomes, all students must be present at the minimum of one Student Achievement Day during Spring Semester. Examples of presentations include an art piece, poster presentations, or speeches.

### **Second Degree Requirements**

A student wishing to seek a second degree must be admitted to the second degree program through the readmission process. To apply for a second degree, visit the Admission’s Office to complete the appropriate application. The student should be informed that a minimum of 12 credit hours must be earned in one semester on campus as a requirement for the second degree.

A student seeking a second associate degree will be referred to the Registrar’s Office. Approval for a second degree must be obtained from both the Registrar and Financial Aid Director. The Registrar will determine the number of credits needed for the second degree and the Financial Aid Director will determine the number of eligible financial aid credits. The student will be admitted if eligible for financial aid; if not eligible, the student must set up a payment plan with the Finance Office.

### **Honorary Degree for Elders**

LLTC will consider presenting an Honorary Degree for Elders [HDE] to elders who pursue a separate track of study analogous to the regular two-year liberal arts program. The first semester is open to allow the student time to decide whether he or she wishes to declare a regular course of study, or to pursue the HDE program. The HDE program, once declared by a student participant, has its own criteria, none of which requires financial aid conditions or demands.

HDE study is an entirely new approach to academics and is intended to place greater emphasis on practical benefits for elders who wish to pursue life-long learning aspirations, and to enrich the role of elders in contemporary society. Achievement of the HDE is based on attendance, initiative, traditional mentoring/cultural infusion of junior peers, and the fulfillment of an annual education plan. The regular advisory services of the College will assist each elder in preparing an Annual Education Plan [AEP]. Elders enrolled in the HDE program will be exempted from the usual rigors of western assessment methods; however, 60 credit hours of study—in any discipline—must be completed in order to qualify for this degree.

### **Commencement**

Commencement exercises are held after the close of spring semester. Students lacking more than three credits will not be allowed to participate in commencement. Students lacking 3 credits or less

to fulfill their graduation requirements will need to register for those credits prior to commencement.

### **Academic Honors**

The Dean's List recognizes fulltime students who earn a GPA between 3.0 and 3.9. Fulltime students who earn a GPA of 4.0 have their names placed on the President's List. Academic honor lists are published at the end of each semester.

### **Academic Credit**

#### **Earning Academic or Vocational Credit**

“Successfully completed credits” are credits that are registered for and completed with a passing grade (“D” or better). Credits that will not count as successfully completed include “F” grades, withdrawals, audits and incompletes. Incompletes will be counted once a course has been successfully completed. It is the student's responsibility to notify the Financial Aid office when an incomplete is made up so that financial aid can be re-evaluated.

#### **Definition of a Credit Hour**

Leech Lake Tribal College utilizes the semester system. Semester credits are earned for the completion of a course covering one semester (15 weeks). Each course the college offers has a determined number of credit hours assigned to it. A course credit can range from one-five credits.

One credit hour is defined to be 3 hours of student commitment per week. It has been established that a student will meet a minimum of 50 minutes per week in a face-to-face one-credit course. The total student commitment can be comprised of lectures, labs, field work, recitals, study groups or individual study time. Students should set aside 3 hours a week per credit hour to successfully complete the student learning outcomes for the course and the assigned course work including lectures. Students enrolled in online and hybrid (combination of face-to-face and online) courses should expect the same time commitment of 3 hours per week per credit, while realizing that the lecture time may be greatly reduced. For example, a student enrolled in any combination of 15 credit hours at Leech Lake Tribal College should expect to set aside 45 hours of time for successful course completion.

### **Academic Policies**

#### **Academic Year**

Leech Lake Tribal College functions on an academic semester system. An academic year is two semesters in length. Each semester is approximately 15 weeks in length. LLTC may or may not have a summer session; when summer sessions are held, the semester credits earned may be applied toward the fulfillment of a student's degree requirements.

#### **Academic Status**

The number of credit hours for which a student is officially registered during a semester determines the student's enrollment status. Following is the enrollment status listing for Fall and Spring Semesters:

- Full-time – 12 or more credit hours
- Part-time – Less than 12 credit hours

For academic purposes, students should note that an average of 16 credits must be completed in each semester for four semesters if a 64-credit degree is to be completed in two years (4 semesters)

of enrollment. To register for 18 or more credits, the student must make application through the Registrar and obtain approval from the Dean of Instruction.

### **Course Substitutions or Waivers**

Students may apply for a course substitution or waiver if they are able to provide documentation, evidence, or rationale for the request. Students should submit the request in writing to the Registrar's Office. The Registrar will evaluate the request and forward it to the Chair of the Department and the Dean of Instruction, both of whom will make a recommendation. The Dean of Instruction will submit the recommendation to the Vice President and the Vice President will make the final determination and notify the Registrar, in writing, regarding the status of the request. Extreme care must be taken when granting course substitutes or waivers, especially in courses for degree programs.

### **Class Attendance**

Class attendance is required of all students at Leech Lake Tribal College. Instructors will outline their attendance requirements at the beginning of the semester and include these requirements in the course syllabus issued to students. The instructor will maintain attendance records on all students and, at the request of the registrar, report any student who exceeds the maximum number of unexcused absences. **Since Leech Lake Tribal School is a Title IV funding institution, any student who has had an unexcused absence for 14 consecutive days will be administratively withdrawn from classes. This is due to new federal regulations.**

**Excused Absences:** Unexpected events that result in missed classes need to be reported as soon as possible to your instructor. The individual faculty members determine what make-up work is appropriate. Examples include: significant illness or injury, death in the immediate family, doctor's appointments and severe weather conditions. Students who are unexpectedly absent from class should contact the faculty member as soon as is reasonably possible. This contact may include voice mail messages and/or e-mail messages.

**Policy:** When unexpected events cause students to miss class, individual faculty members may decide to allow students to either make-up the missed material or assign appropriate substitute material by recognizing the absence as an "excused" absence. In some cases, the faculty member may ask for verification of the event (doctor's appointment, injury, death, etc.). In such cases, the Dean of Students may provide verification of the event. Individual faculty members may set their own standards for what constitutes an excused absence. If a student believes he or she is being treated unfairly regarding the denial of an excused absence, the student may appeal the matter to the Dean of Instruction.

### **Unexcused Absences**

**Defined:** Absences which are not "approved" or "excused" shall be considered unexcused.

**Policy:** Faculty members are under no obligation to allow students to complete work missed from unexcused absences. If a student believes that a faculty member's absentee policy is unfair, the student may bring the matter to the attention of the Dean of Instruction for discussion. Students who exceed the maximum number of unexcused absences may be administratively withdrawn from the course or receive a failing grade in the course.

### **Class Excuses**

Leech Lake Tribal College expects each student to attend scheduled classes on a routine basis and to be punctual. However, in cases of a family emergency, medical excuse, official school business,

military obligation, bereavement, court appearance, and conference with dean/faculty/staff, the Dean of Students services or the Dean's designee may provide verification of all official class excuses. Valid written documentation must be submitted to justify class absences within five (5) calendar days of the class absence.

Class excuses are not granted for oversleeping or other avoidable absences.

### **Academic Integrity**

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

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

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



## **Academic Procedures**

### **Exemption from Requirements by Examination**

If a student has work experience in certain disciplines (for example, business or technology), he or she may test out of a course at LLTC and earn credit through advanced placement examination with the following guidelines:

- The Department Chair and the Dean of Instruction both approve the examination.
- The course can be properly evaluated on the basis of such examination.



- The \$75 fee for the examination has been prepaid and the student can show proof of current enrollment.
- Upon successful completion of the examination, appropriate credit will be assigned.

Advanced placement exams will not be given to students who have previously or are currently enrolled for an equivalent course.

Students must obtain an “Examination for Credit” form from the Student Services Office. This form must have signatures from both the Department Chair and the Dean of Instruction. The Registrar will verify that the student is enrolled and will sign the form at that time. The student will then submit the completed form to the Finance office and will pay the appropriate fee, depending on the amount of credit hours sought. The form will be used as an admissions slip at the time of the examination.

After the student completes the examination, the instructor indicates with a grade of Pass or Fail (“P” or “F”) whether or not the student has passed the test, and the number of credits attempted will be placed on the form. The instructor will submit the form to the Registrar, and the form will be placed in the student’s permanent academic file. If the student has passed, the Registrar will enter a grade of “P” on the student’s transcript. Should the student fail the exam, no grade will be placed on the student’s transcript. Once a student elects to challenge a course and fails, however, he or she will not be able to challenge the same course again while at LLTC.

## Standards of Academic Progress

### Minimum Grade Point Average Requirement

A student will be placed on academic warning or academic suspension if the following grade point average (GPA) is not attained:

Semester Hours Attempted *	Minimum GPA Required**
1-15	1.50
16-30	1.65
31-60	1.80
61 & above	2.00

\* Credits transferred from other institutions as well as credits attempted at LLTC, excluding repeated credits.

\*\*Cumulative GPA at LLTC (excludes grades earned at previously attended institutions).

### Minimum Percent Completion

A student is required to progress toward the completion of an academic program by successfully completing 67 percent of **all** credits attempted at LLTC. LLTC uses cumulative credits successfully completed, divided by credits attempted at LLTC to measure a student’s completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes.

### Progress

Cumulative values are used in determining if academic progress has been met. Students not meeting the cumulative minimum grade point average and/or the cumulative minimum percent completion

requirements will be notified of their academic progress standing. Academic progress standings include Academic Warning and Academic Suspension. See information below for the criteria for each academic progress standing.

## **Determination of Academic Progress Standing**

### **Academic Warning**

The first semester/summer session a student fails to meet **either** of the requirements of the Standard of Academic Progress, he or she will be placed on Academic Warning.

- The Registrar will send the student an Academic Warning letter. The letter will provide information about Academic Warning and what the student must do to regain good academic standing.
- A copy of the student's warning letter will be distributed to the student advisor, Financial Aid Office and the student's academic file.
- Upon request, a listing of the academically suspended students will be sent to the Dean of Student Affairs, Dean of Instruction, and the President.

Students who officially withdraw from courses run the risk of not successfully completing 67% of their courses and will be placed on Academic Warning. Students must meet with their advisor to understand the consequences should they decide to withdraw from more than one course.

Academic Warning will be imposed only after the student has attempted a minimum of 12 semester credit hours. While on Academic Warning, the student will be allowed to register for only 13 credit hours or less.

### **Academic Suspension**

The second consecutive semester a student fails to meet either one of the requirements of the Standard of Academic Progress, he or she will be placed on Academic Suspension.

The Registrar will send the student an Academic Suspension letter. The letter will inform the student of the following suspension requirements:

- The academically suspended student must stop-out of the college for one full academic semester. After the semester stop-out period, the student may re-apply for admission to the college. Upon readmission, the student must petition for Academic and Financial Aid reinstatement and upon approval will be placed on warning and allowed to register for a maximum of six (6) credits.
- A copy of the academically suspended student's letter will be distributed to the Student Advisor, the Financial Aid Office and the student's academic file.
- Upon request, a listing of the academically suspended students will be sent to the Dean of Student Affairs, Dean of Instruction and the President.

Students who officially withdraw from courses for two consecutive semesters and have not successfully completed 67% of their courses will be placed on Academic Suspension. Students must meet with their advisor to understand the consequences should they decide to withdraw from more than one course.

## Suspension Following the First Term of Probation

Students who have already been placed on Academic Warning and do not meet the minimum GPA or minimum percent completion requirement will be suspended for the minimum time period indicated below. This results in an academic progress standing of **ACADEMIC SUSPENSION**.

Period of Suspension

# of Suspensions Following First Term of Probation	Period of Suspension
1	One semester
2	One calendar year
3 or more	Two calendar years

Students suspended from LLTC who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Satisfactory Academic Progress (SAP) committee. The petition should include information on the circumstances that affected past performance and a plan to be successful in achieving future academic goals. Readmission will be considered, provided that certain conditions regarding academic deficiencies are agreed to in advance and reflected in the subsequent registration. Students on Academic Warning must complete an academic plan with their advisor, which identifies the number of times they must meet with their advisor throughout the semester, special workshops they will be required to attend and attendance requirements in the Learning Center to improve their skills.

**Note:** Students returning to LLTC after suspension, will always return on an ACADEMIC WARNING status and shall always be subject to the minimum percent completion rate and GPA requirements stated above. At any time a student falls below the minimum requirements, he or she will be suspended for the minimum time period stated above. It is strongly suggested that the student retake the courses attempted instead of trying new courses. The student's advisor will help plan a readmission strategy.

## Academic Suspension Appeal

A student who has been placed on Academic suspension may appeal (in writing) such action to the Satisfactory Academic Progress (SAP) committee, who will, in turn, approve or deny (in writing) the appeal. An appeal shall be based solely upon errors or extenuating circumstances that the student believes have affected his or her academic performance at Leech Lake Tribal College.

Error shall mean a false or mistaken application of a student's academic record of performance at Leech Lake Tribal College. Extenuating circumstances shall mean any conditions out of the ordinary, such as an accident, unusual personal crises, or the occurrence of risk beyond the student's control that directly contributed to that student's being placed on academic and financial aid suspension.

Those students on suspension due to poor academic performance may submit an appeal prior to sitting out the term of suspension if extenuating circumstances impeded their academic performance.

All appeals are submitted to the Registrar's Office to be reviewed by the Satisfactory Academic Progress (SAP) committee. In order to allow sufficient time to review the appeal, all appeals must

be submitted at least one month prior to the start of the semester for which the appeal is being requested.

**Professional Judgment:** The Satisfactory Academic Progress (SAP) Committee retains the right to exercise professional judgment regarding academic progress and appeals. Determinations will be made on the basis of gaps in attendance, educational career spanning many years, number of transfer credits from other institutions, and most recent academic progress at LLTC.

### **Academic Appeals**

If a student believes that an incorrect, incomplete or capricious action has been taken regarding an academic matter affecting his/her program (such as an inaccurate or unfair grade), that student must follow the procedural steps below to appeal the action.

1. A student should consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.
2. If the student still has questions after discussing the academic matter with his/her instructor, that student should submit a letter documenting his/her concerns to the Chair of that instructor's department/division. It is the student's responsibility to make an appointment with the Chair, who will review the allegations, discuss his/her findings with the student, and provide a written response to the student's appeal.
3. If the problem remains unresolved after following Steps 1 and 2, a student may petition (in writing) the Dean of Instruction, who has the final decision and authority in all academic appeals.

### **Change of Assigned Grade**

In many cases, grade changes result from a discussion between the student and the instructor or the instructor allowing the student to turn in additional work. The reason for the grade changes must be stated on the Change of Grade form by the instructor. The deadline for submission of a completed grade change form to the Registrar's office is four weeks after the end of the semester or summer session in which the student took the class. No grade change will be accepted by the Registrar after the deadline without the written approval of the Dean of Instruction; this request must be submitted within one calendar year of the final grade submission date.

### **Officially Withdrawing from College**

Should extenuating circumstances arise, a student may officially withdraw from a course(s) after the "Last day to Add/Drop." All withdrawals must be officially made through the Registrar's Office. Students are strongly encouraged to meet with their Academic Advisor before withdrawing from courses, as this affects student financial aid and academic progress. All courses from which a student has Officially Withdrawn will reflect a grade of "W" on the student's academic transcript. The student remains responsible for paying the tuition and fees for the course(s) from which they have withdrawn.

1. Student must complete an "Official Withdraw" form located at the Student Services Office.
2. Submit completed form to Academic Advisor on or before the "Last Day to Officially Withdraw" listed on the Academic Calendar.
3. Registrar will enter "W" grades in all courses requested.

Courses from which a student has not OFFICIALLY withdrawn will reflect failing grades; the student will be placed on Academic Warning or Suspension, in accordance with the LLTC Standard of Academic Progress.

Official withdrawal requests after the “Last Day to Officially Withdraw” on the Academic Calendar will be submitted to the Dean of Instruction with the appropriate documentation. The Dean of Instruction will make the final decision. Official Withdraws will not be granted after the close of the semester. Faculty members have the right to drop students during the add/drop period if they do not meet course prerequisites. Faculty members also have the right to withdraw students from a course after the add/drop date and before the end of the official withdraw date if those students have not participated sufficiently in the course. Sufficient participation includes abiding by the course attendance policy and completing course assignments. Faculty members may withdraw students who are unlikely to pass the course as determined by progress following the midterm grade.

## **Registration Policies**

### **Add, Drop, or Change of Course**

Students who need to alter their course schedule due to a time conflict or the desire to take another course must do so before the “Last Day to Add/Drop” listed on the Academic Calendar. Students do not have a financial obligation for courses dropped during this time. Courses dropped will not receive grades or be listed on the student’s transcripts. Add/Drop Forms must include Academic Advisor’s signature to be valid.

The close of the “Last Day to Add/Drop” constitutes a student’s official enrollment for that semester; students cannot make any additional changes to their schedule. These courses will permanently remain on the student academic transcript and 100% financial obligation remains for these courses. Total credits registered for the semester must reflect the status listed for financial aid eligibility.

### **Repeating Courses**

Any course may be repeated to replace a former grade with a new grade. Once a course is repeated, the new grade will be substituted for the original grade in computing the grade point average and total semester credits applied toward graduation. However, the original course and its grade will remain on the transcript.

### **Prerequisites and Concurrent Registration**

A prerequisite is a course to be taken or experience to be acquired prior to registration for the course requiring the prerequisite. Some courses require concurrent registration in other courses.

### **Online course registration policy**

First-time freshmen will not be permitted to register for online courses. Continuing students must obtain permission from their faculty advisor and their academic advisor prior to registration. Online courses are limited in size and are processed on a first-come, first-served basis. In compliance with Minnesota Public Law 1974, Chapter 479, data requested from the students in the registration process will be used for the purpose of advisement, to locate a student in case of emergency, and to provide statistical information. Failure to supply all requested information may jeopardize a student’s progress at this institution. You may register for online courses using the LLTC web portal or within the Student Services Office. Required information for registration include: student

name, social security number, student ID, mailing address, email address, phone number, course name and course number. Online courses are also subject to all other standard registration policies, academic policies and financial aid policies.

## Grades and Grading

### Grade Point Average [GPA] Calculation

The grade point average is computed by dividing the number of grade points earned by the number of semester credits attempted for which grades of A, B, C, D, or F were given. Grade points for each course are calculated by multiplying the number of semester credits by the points awarded for the grade achieved in that course.

Quality of work and grade points per credit hour assigned are:

Grade	Meaning	Points
A	Superior	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete (no credit is earned; automatically becomes “F” if coursework is not completed by last day to make up incompletes in following semester, denoted on Academic Calendar)	
W	Withdrawal (does not affect GPA)	
AU	Audit (does not affect GPA)	
R	Repeat (replaces former grade with newer grade in GPA calculation)	

Scholastic averages are derived from grade points. To calculate the term GPA, divide the total grade points by the total credits per course hour.

Example:

Grade Earned	Grade Point	multiplied by	Credits per Course	equals	Total Grade Points
A	4	x	3	=	12
B	3		3		9
B	3		3		9
C	2		3		6
			<b>12</b>		<b>36</b>
			<b>Total Credits</b>		<b>Total Grade Points</b>

To calculate the term GPA,  $36$  (total grade points) /  $12$  (total credits) =  $3.0$  GPA

A Cumulative GPA of 2.0 for all course work at the college is required for graduation. Students are encouraged to practice GPA calculation for future reference. Note that some majors at four-year colleges may require higher than 2.0 GPA for admissions. Only semester credits taken at LLTC will be used in computing the GPA.

## Auditing a Class

Anyone who wishes to attend a class without officially enrolling in the class and without receiving any record of attendance from LLTC may do so. Individuals who are interested in a particular subject, but who do not wish to earn credit for it, may audit the course. Auditing gives students the privilege of attending all classes and receiving all course materials. Students may audit courses with the permission of the instructor only. Full tuition for the course must be paid. Audited courses are not considered in calculation of a student's full-time load and are not eligible for financial aid assistance. Once a student has enrolled in a course on an audit basis, they may not change their registration to a credit basis after the fifth day of classes.

## Midterm Grades

The instructors at mid-point of the semester will submit midterm grades to the Registrar's office. These grades indicate the progress of the student midway through the semester and are not computed in the grade point average. Academic Advisors may contact students receiving grades below a "C". Students are encouraged to seek assistance from their Academic Advisor or their instructor when needed.

The date of Final Exam week is posted on the Academic Calendar, located near the beginning of this catalog. Student clubs and organizations are urged to keep the final exam week schedule in mind when planning activities. If a student's midterm grades are below the recommended Standards of Academic Progress, LLTC strongly encourages students to meet with their advisor weekly to develop a study plan to avoid Academic Warning.

## Incomplete Grades

Incomplete Contracts are discouraged; however, an instructor may assign a grade of "I" (incomplete) if the instructor believes that the student has been unable to complete course assignments and/or exams on time because of unavoidable circumstances, occurring after the official withdraw date. **Note: Students on Academic Warning are not eligible for Incompletes. Incompletes will not be given during any summer session terms.**

To be considered for an Incomplete:

- Students must have been in attendance during the semester, and must have satisfactorily completed **67%** of the semester's course work – this is determined by the Instructor.
- "I" grades will be given for Incomplete courses; however, note that *students with "I"(s) on their Final Grade Report may have funding issues with their tribal agency.*
- The student must fulfill the course requirements by the date indicated on the academic calendar. If the student does not do so, the "I" automatically becomes an "F." This may result in Academic Warning.

Procedure for requesting Incomplete(s):

- It is the student's responsibility to consult with his/her Instructor and to initiate an Incomplete Contract.
- Obtain an "Incomplete Contract"(s) from the Student Services Office.
- Meet with your Instructor(s) to agree on incomplete course work, due dates and signatures.
- Instructor will submit the contract to the Registrar when grades are due.

***The Incomplete Policy does not apply to the Summer Session, or to students on Academic Warning/Suspension.***

## **Academic Courses**

### **Classification of Courses**

Courses numbered below 100 are developmental courses, and do not count towards graduation or a degree and are not transferable to another institution. Courses numbered 100-199 are first-year courses. Students should try to select these classes in their first year of study, because these courses often provide the knowledge and skills necessary to complete courses that are more advanced. Courses numbered 200-299 are second-year courses. Some of the second-year courses may require the completion of 100-level courses before enrollment. Recommended or required prerequisites are noted in the course descriptions.

### **Independent Study**

Independent study is very limited. Students seeking independent study must have approval from the Dean of Instruction and the course instructor. Independent study is approved on a case-by-case basis, with the following conditions:

- The student must have completed the freshmen year requirements of 30 semester hours/credits with a “C” average.
- Students on Academic Warning are not eligible for Independent Study.
- Only one course per semester may be taken for Independent Study.
- The student must complete an Independent Study Contract.

### **Transcript Requests**

Transcript Request forms are available in the Student Services Office. No fee is charged for LLTC college transcripts. If the student has a financial obligation to Leech Lake Tribal College, no official transcript will be released and the student will be referred to the Finance Office.

Academic transcripts will reflect the following:

- Record of all courses completed or attempted, grades earned, term and cumulative grade point averages.
- Record of other college name and credits transferred from that college.
- Notation of Leech Lake Tribal College degree earned.

### **Academic Records**

Leech Lake Tribal College Office of the Registrar is responsible for and maintains information regarding the student’s academic progress at LLTC, including grade reports and permanent academic records.

The Office of the Registrar collects and maintains current and accurate student information, such as tribal enrollment status, address, program of study, and academic advisor names. This information is required by the federal government for determination of funding and also for maintaining accurate mailing addresses for the student body. Personal data changes, such as change of address, change of program, or change of advisor, should be reported to this office.

The release of student grades, transcripts and other data requires written authorization by the student according to FERPA guidelines. The following directory type of information/data may be given to any inquirer without written authorization from the student:



- Name
- Program of enrollment
- Period of enrollment
- Diplomas/certificates awarded
- Honors
- Date of program completion

Any student requesting that any or all of this information remain confidential must inform the Registrar's Office in writing. Forms are available for this purpose. Requests for denial of the release of information are only valid for the semester in which the request was made.



## **Campus Resources**

Leech Lake Tribal College has a number of resources on campus to help you navigate your educational journey with us.

### **Student ID Cards**

All students are issued a Leech Lake Tribal College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a \$10.00 fee. Application for duplicates must be made in the Student Services Office. The \$10.00 fee must be paid at the Finance office before the student is issued the new card. All cards must be validated each semester; to validate, the student must show his/her schedule to the librarian. The Registrar will validate student identification cards with a new sticker for each semester. LLTC Student IDs are used for checking out books from the LLTC Library and various discounts in the community.

### **Finance Office**

The Finance Office—not the Financial Aid Office—provides student fee statements, issues financial aid refund/credit balances, maintains student account records, and determines the collection of extra fee items, library fees for material damages, etc. All financial aid funds are disbursed through the Finance Office.

### **Bookstore**

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

### **Information Technology**

IT Help Desk 218-335-4269

**Agindaasowigamig (Library)** 218-335-4240, -4241

<http://www.lltc.edu/academics/library>

[library@lltc.edu](mailto:library@lltc.edu)

The mission of the LLTC Agindaasowigamig (Library) is to support the goals of the college and its learning community and to uphold Anishinaabe worldviews by providing quality resources and capable service. The library offers print and electronic resources, including nearly 7,000 print volumes, a special collection and archives devoted to Anishinaabe humanities and the Leech Lake Reservation, and access to journal databases through ELM, the Electronic Library for Minnesota. In addition to information resources, the library offers reference services in person, over the phone, and via e-mail to campus and community members. The library also offers tailored classroom research instruction, bibliographies, and pathfinders for specific courses and assignments upon an instructor's request. The library has eight computer terminals with Microsoft Office Suite and Internet access, three study tables, one couch for leisure reading, and public wireless access.

**Nando-Gikenjige Wigamig (The Learning Center) 218.335.4242**

<http://www.lltc.edu/academics/learningcenter.htm>

The goal of the Learning Center is to provide support services for all students and faculty at Leech Lake Tribal College. Nando-Gikenjige Wigamig hopes to illuminate some pathways to success, enrich students' post-secondary experiences, and deepen their educational satisfaction. Through group study sessions, workshops, and one-on-one mentoring with both peer and professional mentors, the Learning Center is committed to enhancing opportunities here at Leech Lake Tribal College. The students have access to computers, textbooks, and study materials. The Center is equipped with five group and six individual study areas.



**Academics**

**Academic Degrees and Program**

**Associate of Arts**

- Liberal Education
- Liberal Education with STEM Emphasis
- Indigenous Leadership
- Early Childhood Education

**Associate of Science**

- Natural Science

**Associate of Applied Science**

- Business Management
- Law Enforcement

**Diploma**

- Construction Electricity
- Residential Carpentry

**Certificate**

- Child Development Associate

**Leech Lake Tribal College Core**

LLTC requires 60 credits which include an embedded cultural requirement of 16 credits; MNTC requires 40 credits for an Associate degree. For an Associate in Arts degree in Liberal Education, a student would also be required to take EDU 100 \*, OJI 102, and 11 more elective credits. Some courses may be certified to complete up to two different categories at the same time, but credits are only to be counted once.

**Minnesota Transfer Curriculum**

Students transferring from LLTC to another Minnesota public institution of higher education will have fulfilled the Core liberal education requirements if they have completed required courses in the following ten categories: Communication, Critical Thinking, Natural Science, Mathematics, History and the Social/Behavioral Sciences, Humanities & Arts, Human Diversity, Global Perspectives, Ethical and Civic Responsibility, and People and the Environment (page 42).

\*EDU 100 is a required course for all first entry students

## Leech Lake Tribal College Required Core Courses

### Associate of Arts, Liberal Education

The program is designed for students to receive an Associate of Arts Degree, Liberal Education. This Degree Program is a two-year course of study designed intentionally as an exploration of and exposure to many disciplines, development of a wide breadth of understanding of liberal education and preparation for transfer to four-year institutions. The Degree Program is centered and infused with culturally relevant material. It is the intention of this course of study to provide students an exposure to the Ojibwe language and allow them the opportunity to understand Anishinaabe values and how these values can provide a foundation for lifelong learning and community involvement. The credits a student earns at Leech Lake Tribal College are accredited and will transfer to colleges of the student's choice, depending on transfer equivalency guidelines.

### Liberal Education Programmatic Learning Outcomes

Students will be able to:

- understand/demonstrate the writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- use evidence to analyze logical connections and implicit assumptions in order to make decisions and effectively problem solve.
- demonstrate understanding of natural science principles, methods of scientific inquiry and traditional Indigenous American knowledge perspectives.
- apply problem-solving and/or modeling strategies to their surrounding environment.
- examine Indigenous and Western social institutions in order to investigate the human condition.
- demonstrate verbal and nonverbal speaking skills reflecting history, culture, and social issues in the lives of Indigenous people.
- able to understand the development of and changing meanings various group identities in the United States' history and culture.
- demonstrate knowledge of cultural, social, religious, and linguistic differences.
- understand and apply core concepts (e.g. politics, rights and obligations, justice, liberty) to specific issues.
- articulate and defend the actions they would take on various environmental issues.
- communicate via various mediums of technology (e.g. video, audio, power points, word processing)

## Liberal Education (A.A.)

Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ENGL 102	English Composition II	3			ENGL 101
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
OJI 102	Speaking Ojibwe II	4			OJI 101
SPCH 201	Speech and Communications	3			ENGL 101

### Category 1: Communications (Satisfied by Core Requirements)

### Category 2: Critical Thinking (Satisfied by MNTC requirements)

Category 3: Natural Science- 7 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			
or CHEM 101	Foundations of Chemistry & Lab	4			
or CHEM 111	General Chemistry I & Lab	4			CHEM 101
or CHEM 112	General Chemistry II & Lab	4			CHEM 111
or PSCI 100	Introduction to Physical Science & Lab	4			
or PSCI 150	Indigenous Astronomy	3			
* or BIO 204	Environmental Science 3 & 10	3			

Category 4: Mathematical/ Logical Reasoning- 3 credits		Cr.	Term/Year	Grade	Pre-Req
MAT 140	Concepts in Mathematics	4			MAT 093
or MAT 150	College Algebra	3			MAT 094
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Precalculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

Category 5: History and Social Sciences- 3 credits		Cr.	Term/Year	Grade	Pre-Req
* HIS 101	US History 5 & 7	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty 5 & 9	3			
or PSY 101	General Psychology	3			
or PSY 140	Lifespan and Development	3			
or PSY 200	Indigenous American Psychology	3			
or PSY 220	Abnormal Psychology	3			PSY 101
* or GEOG 200	Cultural Geography 5 & 10	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			

<b>Category 6: Humanities and Arts- 6 credits</b>				<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ENGL 250	Contemporary American Indian Literature		3				ENGL 102
and/or MUS 250	History of Anishinaabe Music and Dance		3				
and/or ART 100	Intro to Traditional & Contemporary Art		3				
Choose another course from above; or below representing a different discipline (ART, ENGL, MUS, PHIL, SPCH) 3 cr							
ART 102	Introduction to Pottery		3				
or ART 104	Introduction to Moccasin Making		3				ART 100
or ART 107	Drawing I		3				
or ART 108	Sculpture		3				
or ART 109	Watercolor Painting		3				ART 107
or ART 110	Acrylic and Oil Painting		3				ART 107
or ART 113	Jingle Dress Making		2				
or ART 114	Star Quilt Making		2				
or ART 116	Introduction to Beadwork		3				
* or ENGL 200	Literature and the Environment	6 & 10	3				ENGL 102
or ENGL 220	Creative Writing		3				ENGL 102
or ENGL 299	Special Topics in Literature		3				ENGL 102
or MUS 151	Native American Flute		3				
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3				
<b>Category 7: Human Diversity- 3 credits</b>				<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership	7 & 9	3				
* or HIS 101	US History	5 & 7	3				
or HIS 150	History of Leech Lake		3				
* or SOC 101	Introduction to Sociology	5 & 7	3				
* or SOC 200	Indigenous American Women	7 & 9	3				
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3				
<b>Category 8: Global Perspective (Satisfied by Core Requirements)</b>							
<b>Category 9: Ethical and Civic Responsibility- 3 credits</b>				<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership	7 & 9	3				
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3				
* or SOC 200	Indigenous American Women	7 & 9	3				
or POLSC 150	American Government		3				
* or POLSC 225	Treaty Law and Tribal Sovereignty	5 & 9	3				
<b>Category 10: People and the Environment- 3 credits minimum</b>				<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
BIO 200	Ethnobiology		3				
* or BIO 204	Environmental Science	3 & 10	3				
* or ENGL 200	Literature and the Environment	6 & 10	3				ENGL 102
* or GEOG 200	Cultural Geography	5 & 10	3				
<b>Liberal Education: 60 credits</b>				<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>

General Electives: 8 credits					

\* Course completes more than one category requirement, but may only be counted once.  
 \*\* Please note that some of the pre-reqs may be completed based on competency.



## **Associate in Arts Degree, Indigenous Leadership**

Upon completion of the requirements, this program is designed for students to receive an Associate in Arts Degree in Indigenous Leadership. This program focuses on the people of the Leech Lake Reservation, their world view, culture, and knowledge. It also addresses the same categories for the Indigenous American (Anishinaabe) of North America in a global context. Specifically, the program provides skills to identify community concerns and then engage in community service.

With proper advising, most credits from this program may be transferred into a four-year Bachelor's degree program at other institutions.

### **Programmatic Student Learning Outcomes**

#### **Students will demonstrate...**

- an understanding of sense of place based on language, culture, history, and land.
- skills to evaluate and interpret artistic, cultural, and historical texts and trends within a global context.
- communication skills to convey information and ideas, in both oral and written forms of Ojibwe and English.
- critical thinking skills using Anishinaabe world view and scientific inquiry to define problems in community and in a global context.
- comprehension of college-level reading materials and extend their vocabulary through reading in both Ojibwe and English.

Some courses may be certified to complete up to two different categories at the same time, but credits are only to be counted once. For its core, LLTC requires 44 credits with an embedded cultural requirement of 16 credits; the Minnesota Transfer Curriculum [MNTC] requires 40 credits for an Associate degree.

The Leech Lake Core is embedded within the Indigenous Leadership program. For an Associate in Art degree in Indigenous Leadership, a student would be required to successfully complete a total of 61 credits by following this plan:



## Indigenous Leadership (A.A.)

Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ENGL 102	English Composition II	3			ENGL 101
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
OJI 102	Speaking Ojibwe II	4			OJI 101
SPCH 201	Speech and Communications	3			ENGL 101

### Category 1: Communications (Satisfied by Core Requirements)

### Category 2: Critical Thinking (Satisfied by MNTC requirements)

Category 3: Natural Science- 7 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			
or CHEM 101	Foundations of Chemistry & Lab	4			
or CHEM 111	General Chemistry I & Lab	4			CHEM 101
or CHEM 112	General Chemistry II & Lab	4			CHEM 111
or PSCI 100	Introduction to Physical Science & Lab	4			
or PSCI 150	Indigenous Astronomy	3			
* or BIO 204	Environmental Science	3			3 & 10

Category 4: Mathematical/ Logical Reasoning- 3 credits		Cr.	Term/Year	Grade	Pre-Req
MAT 140	Concepts in Mathematics	4			MAT 093
or MAT 150	College Algebra	3			MAT 094
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Pre-Calculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

Category 5: History and Social Sciences- 3 credits		Cr.	Term/Year	Grade	Pre-Req
* HIS 101	US History	3			5 & 7
or PSY 200	Indigenous American Psychology	3			
* or GEOG 200	Cultural Geography	3			5 & 10

<b>Category 6: Humanities and Arts- 6 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ENGL 250 and/or MUS 250 and/or ART 100	Contemporary American Indian Literature	3			ENGL 102
	History of Anishinaabe Music and Dance	3			
	Intro to Traditional & Contemporary Art	3			
Choose another course from above; or below representing a different discipline (ART, ENGL, MUS, PHIL, SPCH) 3 cr					
ART 102 or ART 104 or ART 107 or ART 108 or ART 109 or ART 110 or ART 113 or ART 114 or ART 116 or MUS 151 * or PHIL 200	Introduction to Pottery	3			
	Introduction to Moccasin Making	3			ART 100
	Drawing I	3			
	Sculpture	3			
	Watercolor Painting	3			ART 107
	Acrylic and Oil Painting	3			ART 107
	Jingle Dress Making	2			
	Star Quilt Making	2			
	Introduction to Beadwork	3			
	Native American Flute	3			
	Indigenous American Philosophy 6, 7, & 9	3			
<b>Category 7: Human Diversity- 6 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ANI 200	Indigenous American Leadership 7 & 9	3			
HIS 150	History of Leech Lake	3			
<b>Category 8: Global Perspective (Satisfied by Core Requirements)</b>					
<b>Category 9: Ethical and Civic Responsibility- 9 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ANI 299	Indigenous American Internship 5 & 9	3			
POLSC 225	Treaty Law and Tribal Sovereignty 5 & 9	3			
Choose one of the following:					
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			
* or SOC 200	Indigenous American Women 7 & 9	3			
<b>Category 10: People and the Environment- 3 credits minimum</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
BIO 200	Ethno biology	3			
* or BIO 204	Environmental Science 3 & 10	3			
* or ENGL 200	Literature and the Environment 6 & 10	3			ENGL 102
* or GEOG 200	Cultural Geography 5 & 10	3			
Indigenous Leadership = 61 credits					

\* Course completes more than one category requirement, but may only be counted once.

\*\* Please note that some of the pre-reqs may be completed based on competency.

## **Associate in Arts Degree in Liberal Education with a STEM Emphasis**

The program is designed for students to receive an Associates of Arts Degree in Liberal Education with a STEM Emphasis upon completion of the requirements. The program will provide students with an opportunity to customize their educational background to fit the student's future four year STEM major of choice. This degree allows for flexibility, whether pursuing a concentration in any STEM area, or a broad overview of the STEM field. Graduates of the Associate in Arts Degree in Liberal Education with a STEM Emphasis can transition into a four-year STEM Bachelor of Science degree.

### **Liberal Education Programmatic Learning Outcomes (page 42)**

#### **Programmatic Student Learning Outcomes**

- Students will be able to apply the scientific method by examining a hypothesis; researching the topic; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
- Students will be able to systematically collect, organize, and present appropriate scientific data from Western and Indigenous American views using a variety of sources including independent research, written journals and the Internet.
- Students will be able to solve mathematical problems and test the correctness of the proposed solutions.
- Students will be able to assess the relevance and application of mathematical and science concepts in everyday life.

## Liberal Education STEM Emphasis (A.A.)

Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ENGL 102	English Composition II	3			ENGL 101
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
SPCH 201	Speech and Communications	3			ENGL 101

### Category 1: Communications (Satisfied by Core Requirements)

### Category 2: Critical Thinking (Satisfied by MNTC requirements)

Category 3: Natural Science- 7 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			
or CHEM 101	Foundations of Chemistry & Lab	4			
or CHEM 111	General Chemistry I & Lab	4			CHEM 101
or CHEM 112	General Chemistry II & Lab	4			CHEM 111
or PSCI 100	Introduction to Physical Science & Lab	4			
or PSCI 150	Indigenous Astronomy	3			
* or BIO 204	Environmental Science 3 & 10	3			

Category 4: Mathematical/ Logical Reasoning- 3 credits		Cr.	Term/Year	Grade	Pre-Req
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Pre-Calculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

Category 5: History and Social Sciences- 3 credits		Cr.	Term/Year	Grade	Pre-Req
* HIS 101	US History 5 & 7	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty 5 & 9	3			
or PSY 101	General Psychology	3			
or PSY 140	Lifespan and Development	3			
or PSY 200	Indigenous American Psychology	3			
or PSY 220	Abnormal Psychology	3			PSY 101
* or GEOG 200	Cultural Geography 5 & 10	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			

<b>Category 6: Humanities and Arts- 6 credits</b>					<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ENGL 250	Contemporary American Indian Literature		3				ENGL 102	
and/or MUS 250	History of Anishinaabe Music and Dance		3					
and/or ART 100	Intro to Traditional & Contemporary Art		3					
Choose another course from above; or below representing a different discipline (ART, ENGL, MUS, PHIL, SPCH) 3 cr								
ART 102	Introduction to Pottery		3					
or ART 104	Introduction to Moccasin Making		3				ART 100	
or ART 107	Drawing I		3					
or ART 108	Sculpture		3					
or ART 109	Watercolor Painting		3				ART 107	
or ART 110	Acrylic and Oil Painting		3				ART 107	
or ART 113	Jingle Dress Making		2					
or ART 114	Star Quilt Making		2					
or ART 116	Introduction to Beadwork		3					
* or ENGL 200	Literature and the Environment	6 & 10	3				ENGL 102	
or ENGL 220	Creative Writing		3				ENGL 102	
or ENGL 299	Special Topics in Literature		3				ENGL 102	
or MUS 151	Native American Flute		3					
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3					

<b>Category 7: Human Diversity- 3 credits</b>					<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership	7 & 9	3					
* or HIS 101	US History	5 & 7	3					
or HIS 150	History of Leech Lake		3					
* or SOC 101	Introduction to Sociology	5 & 7	3					
* or SOC 200	Indigenous American Women	7 & 9	3					
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3					

**Category 8: Global Perspective (Satisfied by Core Requirements)**

<b>Category 9: Ethical and Civic Responsibility- 3 credits</b>					<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership	7 & 9	3					
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3					
* or SOC 200	Indigenous American Women	7 & 9	3					
or POLSC 150	American Government		3					
* or POLSC 225	Treaty Law and Tribal Sovereignty	5 & 9	3					

<b>Category 10: People and the Environment- 3 credits minimum</b>					<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
BIO 200	Ethnobiology		3					
* or BIO 204	Environmental Science	3 & 10	3					

<b>STEM Electives: 16 credits ( 6 credits 200+ level courses minimum)</b>					
BIO 111	General Biology I & Lab	4			
BIO 112	General Biology II & Lab	4			
BIO125	Wildlife Management	3			
BIO130	Wildlife Biology & Lab	4			
BIO 140	Ecology	3			
CHEM 100	Foundations of Chemistry & Lab	4			
CHEM 101	General Chemistry I & Lab	4			
CHEM 102	General Chemistry II & Lab	4			
FOR 101	Introduction to Forestry	3			
ITECH 150	Computer Applications II	3			
ITECH 190	Intro to Computer Science	3			
MAT 150	College Algebra	3			
MAT 155	Advanced College Algebra	3			
MAT170	Statistics	3			
PSCI 100	Introduction to Physical Science & Lab	4			
PSCI 150	Indigenous Astronomy	3			
<b>STEM Electives: 16 credits ( 6 credits 200+ level courses minimum)</b>					
BIO 200	Ethnobiology	3			
BIO202	Human Anatomy and Physiology & Lab	4			
BIO 204	Environmental Science	3			
BIO210	Botany I & Lab	4			
BIO285	Remote Sensing	3			
BIO291	Indigenous Science	3			
BIO294	Science Research Project I	1-3			
BIO 295	Science Research Project II	1-3			
BIO299	Biology Internship	1-3			
ITECH 205	Computerized Video Production	3			
ITECH 210	Introduction to Computer Programming	3			
ITECH 225	Advanced Computer Applications	3			
ITECH 270	Web Page Design	3			
ITECH 282	A+ Certification Hardware Core	3			
ITECH 283	A+ Certification Operating Systems Core	3			
ITECH 292	Information Technology Internship	1-3			
ITECH 299	Special Topics in Information Technology	1-3			
MAT 210	Pre-Calculus	3			
MAT215	Trigonometry	3			
MAT 250	Calculus I	3			
<b>Liberal Education STEM Emphasis = 64 credits</b>					

\* Course completes more than one category requirement, but may only be counted once.

\*\* Please note that some of the pre-reqs may be completed based on competency.

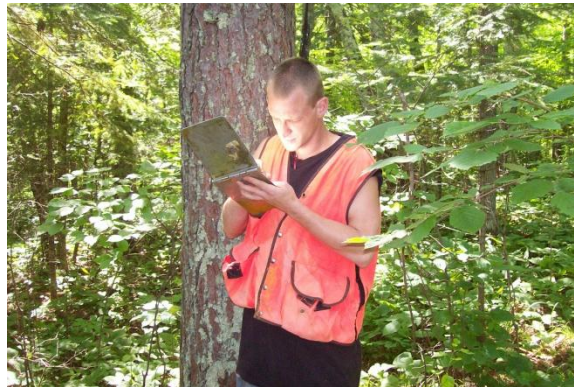
## **Associate in Science, Natural Science**

The program is designed for students to receive an Associate in Science Degree upon completion of the requirements. The program will provide students with a basic understanding of natural resources and their management with an emphasis on the natural resources of the Leech Lake Reservation, using both Western science and Indigenous American knowledge. Natural resources include land, water, air, plant and animal resources and their relationship to people. Graduates of the Associate in Science in Natural Science can transition into a four-year Natural Science Bachelor of Science degree.

### **Liberal Education Programmatic Learning Outcomes (page 42)**

#### **Programmatic Student Learning Outcomes**

- Students will be able to apply the scientific method by formulating a hypothesis; researching the topic; determining appropriate tests; performing tests; collecting, analyzing, and presenting data; and finally proposing new questions about the topic.
- Students will be able to systematically collect, organize, and present appropriate scientific data from Western and Indigenous American views using a variety of sources including independent research, written journals and the Internet; assess the validity of the data and interpret it correctly.
- Students will be able to analyze mathematical problems, determine the processes necessary to solve the problems, calculate solutions, and test the correctness of the proposed solutions.
- Students will be able to assess the relevance and application of mathematical and science concepts in everyday life.



## Natural Science (A.S.)

Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ENGL 102	English Composition II	3			ENGL 101
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
SPCH 201	Speech and Communications	3			ENGL 101

### Category 1: Communications (Satisfied by Core Requirements)

### Category 2: Critical Thinking (Satisfied by MNTC requirements)

### Category 3: Natural Science- 8 credits minimum

		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			

### Category 4: Mathematical/ Logical Reasoning- 3 credits

		Cr.	Term/Year	Grade	Pre-Req
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Pre-Calculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

### Category 5: History and Social Sciences- 3 credits

		Cr.	Term/Year	Grade	Pre-Req
* HIS 101	US History 5 & 7	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty 5 & 9	3			
or PSY 101	General Psychology	3			
or PSY 140	Lifespan and Development	3			
or PSY 200	Indigenous American Psychology	3			
or PSY 220	Abnormal Psychology	3			PSY 101
* or GEOG 200	Cultural Geography 5 & 10	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			

### Category 6: Humanities and Arts- 6 credits

		Cr.	Term/Year	Grade	Pre-Req
ENGL 250 and/or MUS 250 and/or ART 100	Contemporary American Indian Literature	3			ENGL 102
	History of Anishinaabe Music and Dance	3			
	Intro to Traditional & Contemporary Art	3			



Choose another course from above; or below representing a different discipline (ART, ENG, MUS, PHIL, SPCH) 3 cr					
ART 102	Introduction to Pottery	3			
or ART 104	Introduction to Moccasin Making	3			ART 100
or ART 107	Drawing I	3			
or ART 108	Sculpture	3			
or ART 109	Watercolor Painting	3			ART 107
or ART 110	Acrylic and Oil Painting	3			ART 107
or ART 113	Jingle Dress Making	2			
or ART 114	Star Quilt Making	2			
or ART 116	Introduction to Beadwork	3			
* or ENGL 200	Literature and the Environment 6 & 10	3			ENGL 102
or ENGL 220	Creative Writing	3			ENGL 102
or ENGL 299	Special Topics in Literature	3			ENGL 102
or MUS 151	Native American Flute	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			

<b>Category 7: Human Diversity- 3 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership 7 & 9	3			
* or HIS 101	US History 5 & 7	3			
or HIS 150	History of Leech Lake	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			
* or SOC 200	Indigenous American Women 7 & 9	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			

**Category 8: Global Perspective (Satisfied by Core Requirements)**

**Category 9: Ethical and Civic Responsibility (Satisfied by Core Requirements)**

<b>Category 10: People and the Environment- 3 credits minimum</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
BIO 200	Ethnobiology	3			
<b>Natural Science Requirements 11-13</b>					
Additional Required Courses					
BIO 140	Ecology	3			
BIO 204	Environmental Science	3			
BIO 294	Research Project	3			
or BIO 299	Internship	3			
CHEM 111	General Chemistry I & Lab	4			CHEM 101

Math Electives: 3 credits (Different courses from Category 4)					
or MAT 210	Pre-Calculus	3			MAT 155
or MAT 170	Statistics	3			MAT 210
or MAT 215	Trigonometry	3			MAT 210
or MAT 250	Calculus	3			MAT 210
STEM Electives: 1-4 credits					
BIO125	Wildlife Management	3			
BIO130	Wildlife Biology & Lab	4			
BIO202	Human Anatomy and Physiology & Lab	4			
BIO210	Botany I & Lab	4			
BIO285	Remote Sensing	3			
BIO291	Indigenous Science	3			
BIO294	Science Research Project I	1-3			
BIO 295	Science Research Project II	1-3			
BIO299	Biology Internship	1-3			
CHEM 101	Foundations in Chemistry	4			
CHEM 112	General Chemistry II & Lab	4			
ITECH 150	Computer Applications II	3			
ITECH 190	Intro to Computer Science	3			
FOR 101	Introduction to Forestry	3			
MAT 150	College Algebra	3			
MAT 155	Advanced College Algebra	3			
MAT 210	Pre-Calculus	3			
MAT 215	Trigonometry	3			
MAT 250	Calculus I	3			
MAT 170	Statistics	3			
PSCI 150	Indigenous Astronomy	3			

\* Course completes more than one category requirement, but may only be counted once.

\*\* Please note that some of the pre-reqs may be completed based on competency.

## **Associate in Applied Science Degree (A.A.S.) in Business Management**

The program is designed for students to receive an Associate in Applied Science Degree (A.A.S.) in Business Management upon completion of the requirements. The Associate in Applied Science degree in Business Management provides the opportunity for students to study more in-depth in one subject area such as Business Management. Students who choose this option are primarily interested in entering the job market immediately upon completion of the A.A.S. degree.

The basic requirement for the degree is the completion of 64 semester hours of credits. Of the 64 credits for the A.A.S., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 34 credits may be accepted in transfer from other institutions.

### **Programmatic Student Learning Outcomes**

Students will...

- have the ability to perform a business SWOT analysis on any form of business. Students will have the ability to analyze the strengths, weaknesses, opportunities, and threats in a business environment.
- systematically collect and understand business practices from an indigenous perspective by reaching out to local, private businesses and analyzing them and giving the business owners feedback in ways that the business could be improved.
- solve business problems and test the accuracy of the proposed solutions by analyzing business case studies.
- assess the relevance and application of accounting, finance, and management concepts in everyday life.
- Understand the marketing, management and financial/accounting aspects of a business and how knowledge/awareness in these areas is used to make sound business decisions.
- Understand and plan for the application of the “Nation Building” philosophy and processes in tribal administration

## Business Management (A.A.S.)

Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
SPCH 201	Speech and Communications	3			ENGL 101

### Category 1: Communications (Satisfied by Core Requirements)

### Category 2: Critical Thinking (Satisfied by MNTC requirements)

Category 3: Natural Science- 7 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			
or CHEM 101	Foundations of Chemistry & Lab	4			
or CHEM 111	General Chemistry I & Lab	4			CHEM 101
or CHEM 112	General Chemistry II & Lab	4			CHEM 111
or PSCI 100	Introduction to Physical Science & Lab	4			
or PSCI 150	Indigenous Astronomy	3			
* or BIO 204	Environmental Science 3 & 10	3			

Category 4: Mathematical/ Logical Reasoning- 3 credits		Cr.	Term/Year	Grade	Pre-Req
MAT 140	Concepts in Mathematics	4			MAT 094
or MAT 150	College Algebra	3			MAT 094
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Pre-calculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

Category 5: History and Social Sciences- 3 credits		Cr.	Term/Year	Grade	Pre-Req
* ACCT 110	Real Life Financial Accounting 5 & 9	3			
* or HIS 101	US History 5 & 7	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty <i>Required in Either 5 or 9</i>	3			
or PSY 101	General Psychology	3			
or PSY 140	Lifespan and Development	3			
or PSY 200	Indigenous American Psychology	3			
or PSY 220	Abnormal Psychology	3			PSY 101
* or GEOG 200	Cultural Geography 5 & 10	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			

<b>Category 6: Humanities and Arts- 6 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ENGL 250 and/or MUS 250 and/or ART 100	Contemporary American Indian Literature	3			ENGL 102
	History of Anishinaabe Music and Dance	3			
	Intro to Traditional & Contemporary Art	3			
Choose another course from above; or below representing a different discipline (ART, ENGL, MUS, PHIL, SPCH) 3 cr					
ART 102 or ART 104 or ART 107 or ART 108 or ART 109 or ART 110 or ART 113 or ART 114 or ART 116	Introduction to Pottery	3			
	Introduction to Moccasin Making	3			ART 100
	Drawing I	3			
	Sculpture	3			
	Watercolor Painting	3			ART 107
	Acrylic and Oil Painting	3			ART 107
	Jingle Dress Making	2			
	Star Quilt Making	2			
	Introduction to Beadwork	3			
* or ENGL 200	Literature and the Environment 6 & 10	3			ENGL 102
or ENGL 220	Creative Writing	3			ENGL 102
or ENGL 299	Special Topics in Literature	3			ENGL 102
or MUS 151	Native American Flute	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			
<b>Category 7: Human Diversity- 3 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ANI 200	Indigenous American Leadership 7 & 9	3			
* or HIS 101	US History 5 & 7	3			
or HIS 150	History of Leech Lake	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			
* or SOC 200	Indigenous American Women 7 & 9	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			
TA 210	Tribal Administration	3			All 100s
<b>Category 8: Global Perspective (Satisfied by Core Requirements)</b>					
<b>Category 9: Ethical and Civic Responsibility- 3 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* ACCT 110	Real Life Financial Accounting 5 & 9	3			
* ANI 200	Indigenous American Leadership 7 & 9	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			
* or SOC 200	Indigenous American Women 7 & 9	3			
or POLSC 150	American Government	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty <i>Required in Either 5 or 9</i>	3			

Category 10: People and the Environment- 3 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 200	Ethnobiology	3			
* or BIO 204	Environmental Science 3 & 10	3			
* or ENGL 200	Literature and the Environment 6 & 10	3			ENGL 102
* or GEOG 200	Cultural Geography 5 & 10	3			

Business Management Required Courses: 19 credits		Cr.	Term/Year	Grade	Pre-Req
ACCT 150	Financial Accounting	4			MAT 140
BUS 100	Introduction to Business	3			
BUS 160	Human Resource Management	3			
BUS 190	Marketing	3			
BUS 250	Business Law	3			All 100s
BUS 260	Business Communications	3			ENGL 101
Business Electives : 4-6 credits					
BUS 230	Management/Leadership	3			All 100s
BUS 295	Special Topics	3			All 100s
BUS 299	Internship	1-3			All 100s
ACCT 100	Entrepreneurship	3			

Business Management = 64 credits

- \* Course completes more than one category requirement, but may only be counted once.
- \*\* Please note that some of the pre-reqs may be completed based on competency.

## Associate in Applied Science Degree in Law Enforcement

The Law Enforcement Associate in Applied Science Degree (A.A.S.) is part of the Professional Peace Officer Education Program requirement for the Minnesota Peace Officer licensing standards. All course work is certified by the Minnesota Board of Peace Officer Standards and Training (POST) and meets the mandated learning objectives. The degree also applies for those interested in other areas of the justice system. However, this program is NOT a two-year transferable program.

### Liberal Education Programmatic Learning Outcomes (see Appendix A)

#### Programmatic Student Learning Outcomes

- The student will understand the complexity of the criminal justice system and the role of the peace officer within the system.
- The student will be able to apply Minnesota statutes, Bill of Rights and lawful procedures, along with Minnesota traffic laws, as needed to make lawful warrantless and warranted arrests.
- The student will be able to demonstrate knowledge of the juvenile justice laws and procedures.
- The student will be able to discuss the requirement to sit for the Minnesota POST exam

## Law Enforcement (A.A.S.)

General Education Classes: 29 credits		Cr.	Term/Year	Grade	Pre-Req
ANI 100 or 200	Introduction to Anishinaabe Studies or Indigenous Leadership	3			
BIO 111	General Biology I & Lab	4			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			
ITECH 100	Computer Applications I	3			
POLSC 225	Treaty Law and Tribal Sovereignty	3			
PSY 101	General Psychology	3			
PSY 220 or 140	Abnormal Psychology or Lifespan Development	3			
SOC 101	Introduction to Sociology	3			
SPCH 201	Speech and Communications	3			

Law Enforcement Required Classes: 33 credits		Cr.	Term/Year	Grade	Pre-Req
LE 100	Physical Conditioning	3			
LE 105	Introduction to Criminal Justice	3			
LE 110	Minnesota Traffic Law	3			
LE 111	Minnesota State Statutes	3			
LE 122	Constitutional Law & Civil Liability	3			LE 111
LE 150	Report Writing	3			ENGL 101
LE 210	Juvenile Delinquency & Justice	3			LE 122
LE 211	Community Policing	3			LE 122
LE 221	Evidence & Procedure/ Investigations	3			
LE 227	Policing Tribal Lands	3			POL 225
LE 280	Police Ethics	3			
OCCE Z001	EMS-First Responder				

**POST Skills Training (Hibbing Community College) Required to qualify for MN Peace Officers Exam. 12 crs**

Law Enforcement = 62credits

The skills courses are offered through Hibbing Community College and are NOT part of the A.A.S. Degree. They are required to satisfy the Minnesota P.O.S.T. learning objectives to qualify to take the Minnesota Peace Officers Exam. Please see the Minnesota P.O.S.T. web site for complete information concerning peace officer standards and training.

Other Requirement include: having a First Responders Certification, MMPI Psychological exam (\$150.00), a physical exam (on your own), and a valid driver's license to attend the skills training.

### Associate in Arts, Early Childhood Education

This program is designed for students to receive an Associate in Arts Degree in Early Childhood Education. The program will provide students with an opportunity to customize their educational background to fit the student's future four-year Early Childhood Education major. Leech Lake

Tribal College offers a combination of culturally relevant course work, general liberal arts courses, interactive education classes, and practical experience with young children. Instructors provide individual assistance and classroom experiences that address many individual learning styles.

### Liberal Education Programmatic Learning Outcomes (page 42)

#### Programmatic Student Learning Outcomes

- Students will understand how young children learn and develop.
- Students will be able to help young children build creative and critical thinking skills.
- Students will be able to build positive relations with families.
- Students will be able to promote the integration of current theories, active learning methods, developmentally appropriate practices and classroom management techniques into all early childhood environments.

Early Childhood Education (A.A.)					
Leech Lake Tribal College: Core Requirements		Cr.	Term/Year	Grade	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3			
EDU 100	Path to Success	1			
ENGL 101	English Composition I	3			ENGL 096
ENGL 102	English Composition II	3			ENGL 101
ITECH 100	Computer Applications I	3			
OJI 101	Speaking Ojibwe I	4			
OJI 102	Speaking Ojibwe II	4			OJI 101
SPCH 201	Speech and Communications	3			ENGL 101

**Category 1: Communications (Satisfied by Core Requirements)**

**Category 2: Critical Thinking (Satisfied by MNTC requirements)**

Category 3: Natural Science- 7 credits minimum		Cr.	Term/Year	Grade	Pre-Req
BIO 111	General Biology I & Lab	4			
or BIO 112	General Biology II & Lab	4			
or CHEM 101	Foundations of Chemistry & Lab	4			
or CHEM 111	General Chemistry I & Lab	4			CHEM 101
or CHEM 112	General Chemistry II & Lab	4			CHEM 111
or PSCI 100	Introduction to Physical Science & Lab	4			
or PSCI 150	Indigenous Astronomy	3			
* or BIO 204	Environmental Science	3 & 10			



<b>Category 4: Mathematical/ Logical Reasoning- 3 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
MAT 140	Concepts in Mathematics	4			MAT 093
or MAT 150	College Algebra	3			MAT 094
or MAT 155	Advanced College Algebra	3			MAT 150
or MAT 210	Pre-Calculus	3			MAT 155
or MAT 250	Calculus	3			MAT 210

<b>Category 5: History and Social Sciences- 3 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
* HIS 101	US History 5 & 7	3			
* or POLSC 225	Treaty Law and Tribal Sovereignty 5 & 9	3			
or PSY 101	General Psychology	3			
or PSY 140	Lifespan and Development	3			
or PSY 200	Indigenous American Psychology	3			
or PSY 220	Abnormal Psychology	3			PSY 101
* or GEOG 200	Cultural Geography 5 & 10	3			
* or SOC 101	Introduction to Sociology 5 & 7	3			

<b>Category 6: Humanities and Arts- 6 credits</b>		<b>Cr.</b>	<b>Term/Year</b>	<b>Grade</b>	<b>Pre-Req</b>
ENGL 250	Contemporary American Indian Literature	3			ENGL 102
and/or MUS 250	History of Anishinaabe Music and Dance	3			
and/or ART 100	Intro to Traditional & Contemporary Art	3			

Choose another course from above; or below representing a different discipline (ART, ENGL, MUS, PHIL, SPCH) 3 cr

ART 102	Introduction to Pottery	3			
or ART 104	Introduction to Moccasin Making	3			ART 100
or ART 107	Drawing I	3			
or ART 108	Sculpture	3			
or ART 109	Watercolor Painting	3			ART 107
or ART 110	Acrylic and Oil Painting	3			ART 107
or ART 113	Jingle Dress Making	2			
or ART 114	Star Quilt Making	2			
or ART 116	Introduction to Beadwork	3			
* or ENGL 200	Literature and the Environment 6 & 10	3			ENGL 102
or ENGL 220	Creative Writing	3			ENGL 102
or ENGL 299	Special Topics in Literature	3			ENGL 102
or MUS 151	Native American Flute	3			
* or PHIL 200	Indigenous American Philosophy 6, 7, & 9	3			

Category 7: Human Diversity- 3 credits			Cr.	Term/Year	Grade	Pre-Req
* ANI 200	Indigenous American Leadership	7 & 9	3			
* or HIS 101	US History	5 & 7	3			
* or HIS 150	History of Leech Lake		3			
* or SOC 101	Introduction to Sociology	5 & 7	3			
* or SOC 200	Indigenous American Women	7 & 9	3			
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3			

**Category 8: Global Perspective (Satisfied by Core Requirements)**

Category 9: Ethical and Civic Responsibility- 3 credits			Cr.	Term/Year	Grade	Pre-Req
* ANI 200	Indigenous American Leadership	7 & 9	3			
* or PHIL 200	Indigenous American Philosophy	6, 7, & 9	3			
* or SOC 200	Indigenous American Women	7 & 9	3			
* or POLSC 150	American Government		3			
* or POLSC 225	Treaty Law and Tribal Sovereignty	5 & 9	3			

Category 10: People and the Environment- 3 credits minimum			Cr.	Term/Year	Grade	Pre-Req
BIO 200	Ethno biology		3			
* or BIO 204	Environmental Science	3 & 10	3			
* or ENGL 200	Literature and the Environment	6 & 10	3			ENGL 102
* or GEOG 200	Cultural Geography	5 & 10	3			

Early Childhood Education Required Courses- 13 credits minimum			Cr.	Term/Year	Grade	Pre-Req
ECE 180	Child Growth and Development		3			
<i>ECE 215</i>	<i>Speaking Ojibwe with Children</i>		3			
ECE 220	Relations/Management of Child Development		3			ECE 180
ECE 222	Infant/Toddler Development		3			ECE 180
or ECE 240	or Children, Families, and Communities		3			ECE 180
<i>ECE 298</i>	<i>Bridge course for CDA certified Teachers</i>		10			
ECE 299	Early Childhood Practicum		4			180/220

Early Childhood Education = 65 credits				
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\* Course completes more than one category requirement, but may only be counted once.  
 \*\* Please note that some of the pre-reqs may be completed based on competency.



## Certificate, Child Development Associate

The CDA program is designed for students who are currently employed in an Early Childhood setting (Pre-school, Infant/Toddler, Family Child Care or Home Visitor). CDA certification is the basic training recommended for everyone employed in early childhood environments. Students who successfully complete 120 training hours will have fulfilled the requirements necessary to apply for final assessment from the Council for Professional Recognition.

The Early Childhood Education Department may approve up to 10 credits earned through CDA training from an accredited institution to be applied toward required ECE credits. \*

### Student Outcomes

- Students will be prepared to receive their CDA certification from the council for early childhood recognition.
- Students will be certified as early childhood educators upon receiving their CDA.

**To earn** a certificate as a Child Development Associate CDA

- \_\_\_ CDA 001 Child Growth and Development
- \_\_\_ CDA 002 Relations and Management of Child Development
- \_\_\_ CDA 003 Early Childhood Practicum
- \_\_\_ CDA 004 CDA Certification \*\*

*\* These courses may be taken for credit simultaneously with ECE courses with the same course number (additional work will be required of those taking it for credit) or the student will have 3 years to register for each of the courses and take ECE 298 Transfer Equivalence Course to satisfy additional requirements not covered in the CDA program.*

**\*\* Students will be given one credit when the CDA Certification is on file with LLTC Registrar's Office.**

# CONSTRUCTION TRADES

## Residential Carpentry Program

About this program

This program prepares the student with skills and knowledge for a career in residential carpentry. The program coursework will provide the student with a mix of technical and general education, theory and hands-on learning experiences. The student progresses from basic skills to those required of a carpenter. General areas of study include building codes, blueprint reading, estimating, site layout, concrete, framing, interior and exterior finish. The Residential Carpentry diploma program provides graduates with skills required of a carpenter in a variety of building construction settings common in rural, metro or reservation settings.

Construction Trades Advanced Standing Policy

Advanced standing refers to standing acquired when the College grants a student up to 30% of the total credits required for a one-year diploma, based on previously gained knowledge and skills that are equivalent to courses offered at the College. Such credit may be granted through various means: direct transfer of courses of an equivalent nature (at least 80%) that were completed at other regionally accredited institutions of higher education; by examination for a maximum of 25% of the courses; and/or through evaluation of credit for experiential learning by passing the final examinations for courses the student wishes to waive. The College's Student Services personnel and appropriate faculty will assess applications for advanced standing at the student's request. It is the student's responsibility to provide documentation to support such a request.

Programmatic outcomes

1. Demonstrate professionalism and related employability skills.
2. Exhibit safety practices and procedures.
  - a. Pass first aid and CPR exam
3. Develop the skills necessary to meet the requirements for a Carpenters Union apprenticeship
4. Demonstrate knowledge of common safety rules with equipment operation and practices
5. Develop writing skills necessary for business communications in the construction field: bids, contracts, business letters, resume and cover letters, etc.
6. Pass the OSHA certification exam
7. Work with the LLTC Electrical Program to develop and practice the skills of time management, logistics and collaboration on a construction project, such as building a house
8. Demonstrate an understanding of state, federal and local building regulations and codes as they pertain to construction; from building permits, environmental impact requirements and minimum materials standards to OSHA, IRC and IBC standards
9. Demonstrate an understanding of construction impacts as they pertain to the environment and society from the Anishinaabe value system.

The basic requirement for the diploma is the completion of 36 semester hours of credits. Of the 36 credits for the diploma, at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 6 credits may be accepted in transfer from other institutions.

## **Carpentry Assisting – Certificate**

About this program

The Carpentry program prepares students with the skills and knowledge for a career in residential carpentry. The program coursework provides a mix of technical education, general studies, theory and hands-on learning experiences. The student in this program progresses from basic skills to those required of a carpenter. General areas of study include building codes, blueprint reading and sketching, estimating, site layout, concrete, framing, interior and exterior finish, cabinet making and installation, and decks. The Carpentry certificate program provides graduates with the skills required of a carpenter in a variety of building construction settings common in both rural and metropolitan areas.

Programmatic outcomes

1. Exhibit problem solving, creativity, and resourcefulness.
2. Exhibit safety practices and procedures.
3. Demonstrate framing skills.
4. Apply interior finish techniques.
5. Perform exterior finish applications.

## **Carpentry Whole House Program**

LLTC offers a short-term training program geared to preparing individuals for entry-level employment positions in construction trades and whole house maintenance. This interactive program is taught in a simulated workplace environment and includes practical hands-on training, classroom/lab instruction, and community based projects. We soon offer a Solar and Green Technology Program which demonstrates the Green-Collar Jobs and the skills related.

The overall Construction Trades program consists of three components: Part One and Part Two of the Employment Readiness Program and 17-weeks, 36 credit hours, instruction in construction trades and whole house maintenance. The construction trades/whole house maintenance specific instruction itself consists of four courses:

Introduction to Construction Trade Crafts

Construction Trades I

Construction Trades II

Whole House Maintenance I

Upon completion of the Construction Trades and Whole House Maintenance program, students are equipped with the necessary soft skills and the marketable construction trades skills to be competitive in today's workforce.

Programmatic Outcomes:

1. Demonstrate professionalism and related employability skills.
2. Exhibit safety practices and procedures.
3. Demonstrate framing skills.
4. Apply interior finish techniques.
5. Perform exterior finish applications.
6. Perform estimating/print reading functions.
7. Demonstrate effective communication.
8. Demonstrate critical thinking.
9. Demonstrate personal, social and ethical responsibility.
10. Demonstrate effective use of technology,

Students gain knowledge and skills in the following areas:

1. Safety - tool use and construction/maintenance environments
2. OSHA and NCCER (National Center for Construction and Research)
3. Tool Operation - Power and hand tools (including, but not limited to)
  - Miter Saw / Skil Saw / Pneumatic Nail Gun /
  - Power Sawall / Electric Drills / Roto Zip Spiral Saw /
  - Hammers / tape measure / plumb bob / trowels / tubing cutter /
  - Pipe reamers / soldering torch / T-squares
4. Training in the Fields of:
  - Plumbing – plastic and copper
  - Concrete – mixing, slab set-up, pouring, and finishing
  - Carpentry – wood and steel construction
  - Drywall – installation and finishing
5. Electrical – conduit, fittings, preparation, and installation
6. Masonry – support and laying of brick and FlexCrete™

## **Construction Electricity-Two Year Diploma Program**

The LLTC construction electricity program is certified by the Minnesota State Electrical Board, and courses are designed to meet the educational standards of the Minnesota Department of Labor and Industry for a two-year construction electrician diploma. Likewise, the program is designed to meet the requirements for union apprenticeships upon completion of the student's studies. The learning experience includes both technical and general education courses taught through theory and hands-on practice.

### Programmatic Outcomes:

1. Demonstrate professionalism and related employability skills.
2. Exhibit safety practices and procedures.
  - A. Pass first aid and CPR exam
3. Develop the skills necessary to pass the Minnesota State Electrical Board test
4. Develop the skills necessary to meet the requirements for a union apprenticeship
5. Implement the national electrical code and NFP where necessary in hands-on learning experiences
6. Demonstrate knowledge of common safety rules with equipment operation and practices
7. Develop writing skills necessary for business communications in the electrical field: bids, contracts, business letters, resume and cover letters, etc.
8. Pass the OSHA certification exam
9. Build, install, maintain and repair electrical systems for commercial and residential buildings
10. Work with the LLTC Carpentry Program to develop and practice the skills of time management and collaboration on a construction project, such as building a house.

The basic requirement for the diploma is the completion of 65 semester hours of credits. Of the 65 credits for the diploma, at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 35 credits may be accepted in transfer from other institutions.

To earn a two-year construction electricity diploma, a student must complete the LLTC Core with the following guidelines.

Area 1: English 150 or English 101 is required for program fulfillment.

Area 4: Math 100 or Math 140 is required for program fulfillment

Area 4: Math 150 or a high school algebra course is required for a union apprenticeship

Area 9: ITECH 100 is required for program fulfillment

EDU 100-College Study Skills

Health 100-CPR/First Aid is required for program completion

## Course Descriptions

### **ACCT 110 (3 credits)**

#### **Real Life Financial Information**

This course is an introduction to the use of financial information and how to use it as a member of society. Topics include loan and investment opportunities, banking transactions, interest and compound interest related to loans, reservation financial facts and the impact federal taxes have on personal and business financial decisions. Prerequisite: MATH 140 (equivalent or higher).

### **ACCT 150 (4 credits)**

#### **Financial Accounting**

This course will be an introduction to the fundamentals of accounting. Topics will include the accounting cycle, balance sheet, income statement, statement of owner's equity, and statement of cash flows. Prerequisite: MATH 140 (equivalent or higher).

### **ANI 100 (3 credits)**

#### **Introduction to Anishinaabe Studies**

This course introduces students to the content areas of the Anishinaabe curriculum. The word Anishinaabe refers to all Indigenous people of North America. Content includes an overview of Anishinaabe culture, history, and philosophy, Federal Indian [sic] Policy, land and environment, gender roles, and contemporary social issues.

### **ANI 200 (3 credits)**

#### **Indigenous American Leadership**

This course allows each student to build a personal vision of and commitment to community engagement. Students will explore concepts of "leadership" in society and in Anishinaabe communities. Through several active learning modules, students will gain confidence through achievement in identifying community concerns, developing and doing service-related projects, and reflecting actively on their experience. Emphasis will be on Anishinaabe thought, communication and behavior.

### **ANI 290 (2 credits)**

#### **Knowledge Bowl Preparation**

Students will study for and answer trivia-type questions, based on information from select books and videos, in preparation for the Knowledge Bowl competition at the annual AIHEC Student Conference. Questions may pertain to various Indigenous cultures, languages, histories, and literatures. The final team will consist of four members, plus an alternate, who will travel to the spring AIHEC Conference. Total commitment and a willingness to engage in extra hours of outside study are essential for making the team. This course may be taken only once for credit.

### **ART 100 (3 credits)**

#### **Introduction to Traditional/Contemp. Art**

This course teaches students an appreciation for, and skills in, both traditional and contemporary art media, design, beadwork, and techniques of basic drawing, painting, and carving. Students will also engage in critical analysis of art work. Course Fee: \$60.

### **ART 102 (3 credits)**

#### **Introduction to Pottery**

This course introduces students to traditional and contemporary pottery techniques. Hand-building will be the main focus. Videos and demonstrations will help students understand the methods of various hand-building techniques. All students will be required to produce a project in each of these methods: pinch pot, coil, slab, press mold, and function sculpture. Course fee: \$50.

### **ART 104 (3 credits)**

#### **Moccasin Making**

This course introduces students to the traditional practice and history of Ojibwe-style puckered, round-toe moccasin making. Students will have an opportunity to work with smoke-tanned moose hide (a traditional material), with a selection of seed beads. They will learn the traditional practice of designing an Ojibwe floral pattern, as well as appliqué stitch beadwork and hand-stitching of the moccasin. Documentary notes and diagrams of each stage of the process will be required. Prerequisite: Art 100 or ART 116. Course fee: \$60.



**ART 107 (3 credits)****Drawing I**

This course is designed for the beginning drawing student. It is a studio course in how to draw and how to appreciate drawing. Its main purpose is to open up the world of drawing and the confidence that is then achieved. Drawing can be fun, no matter how skillful you are. It is a learnable skill that takes ambition, interest and discipline. Course fee: \$50.

**ART 108 (3 credits)****Sculpture**

This course is designed for the beginning sculpture student. This course will teach the beginning steps to becoming an accomplished stone carver. Students will learn important values pertaining to sculptural design; the focus will be based on Native American imagery. Course fee: \$50.

**ART 109 (3 credits)****Watercolor Painting**

This course teaches watercolor techniques and fundamentals. Students will also learn some basic drawing skills which are necessary for the course. Emphasis will be on landscape and contemporary Indigenous American subjects. Course fee: \$50.

**ART 110 (3 credits)****Acrylic and Oil Painting**

This course will provide a foundation in painting. Students will learn basic fundamentals, as well as technical skills. Creativity and composition, along with the study of traditional painting, will be strongly emphasized. Students will also learn of the contributions of great Indigenous American painters who paved the way for painting enthusiasts of the 20th century. Prerequisite: ART 107. Course fee: \$50.

**ART 113 (2 credits)****Jingle Dress**

This course will teach traditional jingle dress making. Students will learn the history of the jingle dress along with technical and traditional methods to making a jingle dress. Course fee: \$60.

**ART 114 (2 credits)****Star Quilt-Making**

This course provides the foundation for successful star quilter. The course will teach traditional

knowledge and technical skills required to complete a star quilt. Course fee: \$60.

**ART 116 (2 credits)****Introduction to Beadwork**

This is a beginning course teaching the basics to becoming a successful beadwork artist. Traditional appliqué will be the focus along with other beadwork techniques and hand sewing methods. Course fee: \$60.

**ART 207 (3 credits)****Drawing II**

This course will focus on increasing the student's knowledge of drawing techniques and principles. Students will have opportunity to pursue their own individual drawing interests. Students will begin working with thematic drawings and experimental techniques in order to communicate personal solutions to given assignments. Prerequisite: ART 107. Course fee: \$50.

**ART 208 (3 credits)****Sculpture II**

This course focuses on sculptural intuition and technical skills. Students will have the opportunity to explore and develop their interest in sculpture. Prerequisite: Art 108. Course fee: \$50.

**ART 281 (3 credits)****Advanced Studio Art**

This course is designed for the serious art student. This course will enable art students to further their interests and skills in one or more of any art medium. This course will require a certain amount of independent study and discipline to achieve the greatest reward. Prerequisite: Any ART course. Course fee: \$50.

**BIO 111 (4 credits)****General Biology I**

This course is an introduction to animal and plant biology, including traditional herbs and plants used by the Anishinaabe people. Emphasis of this course is on studies from a whole system perspective. It includes principles of biodiversity and ecology and their relationship to humans. Both Indigenous and Western scientific views will be explored. Lecture and laboratory

**BIO 112 (4 credits)****General Biology II**

This course is an introduction to cell structure, cell function, genetics and reproduction.

Lecture and laboratory

**BIO 104 (2 credits)****Science Bowl Preparation**

This course prepares students to participate in jeopardy-style competitions in preparation for the Science Bowl competition at the annual AIHEC Student Conference. Questions will pertain to general science, as well as the following specific sciences: biology, physics, chemistry, math, astronomy, and earth science. The final team will consist of three members, plus an alternate, who will travel to the spring AIHEC Conference.

Total commitment and a willingness to engage in outside study are essential for making the team.

This course may be taken only once for credit.

**BIO 125 (3 credits)****Wildlife Management**

This course is an introduction to wildlife management practices of species of wildlife within the bio-region of Leech Lake Reservation and Northern Minnesota. Stresses the cultural significance of animal life and compares different understandings and economic practices of wildlife management expressed through modern wildlife management and tribal practices.

**BIO 130 (4 credits)****Wildlife Biology**

This course encompasses the whole spectrum of wild creatures and how they interrelate to each other and their environment which affect them.

The cultural significance of animals to indigenous peoples will also be addressed.

**BIO 140 (3 credits)****Ecology**

This course examines relationship between living and non-living things that make up the natural world. Includes natural biochemical processes, interaction between plants and animals, predator-prey relationships, and seasonal cycles.

**BIO 200 (3 credits)****Ethno-biology**

This course examines two worldviews of understanding the natural world: western

scientific analysis and the Anishinaabe perspective. Laboratory and empirical analysis will be integrated with cultural values, traditions, and techniques to deliver a holistic and intimate knowledge of the natural world. This course will explore the cycles of the natural world and how all living things are related and maintain balance in their respective communities.

**BIO 202 (4 credits)****Human Anatomy & Physiology**

This course will examine the structure, function, and development of the human body.

Lecture and laboratory

**BIO 204 (3 credits)****Environmental Science**

This course introduces biological, ecological, chemical, physical, and social principles underlying environmental issues. Special emphasis will be placed on Indigenous values pertaining to the environment, and to the effects of modern technology on the environment. Examination of the impacts of human activities and the technological options for environmental protection are researched.

**BIO 210 (4 credits)****Botany I: Plant Form and Function**

This course will focus on the anatomy and physiology of plants, fungi, and mosses with an emphasis on plant growth and development, photosynthesis, respiration, nutrition and reproduction. Flora of the bioregion of Leech Lake and Northern Minnesota will be discussed along with the Anishinaabe understanding of plants and how they interrelate culturally to the people of Leech Lake.

**BIO 285 (3 credit)****Remote Sensing**

This course is an introduction to Remote Sensing principles and interpretation through the use of satellite imagery. Students will use Remote Sensing techniques to study the Leech Lake area. Interpretation and significance of images will be discussed.

**BIO 291 (3 credits)****Indigenous Science**

This course helps students develop a dualistic understanding, both cultural and Western

scientific, of the natural world. A study of the ecological phenomenon or natural processes reflected in many Anishinaabe traditions and ceremonies. Cultural values, integrated with science, will allow students to critically analyze, from an evolved indigenous world view, contemporary environmental problems such as deforestation, ozone depletion, genetic engineering, climate change, and biodiversity.

### **BIO 294 (1 - 3 credits)**

#### **Science Research Project I**

This course gives students the opportunity to explore and work on scientific research either locally or abroad. Students will be exposed to the scientific method as defined and excepted within the scientific community. Progress reports and a final report required for completion. Research project and time frame arranged by science faculty. Instructor approval is required for enrollment in this course. Arranged by faculty

### **BIO 295 (1 - 3 credits)**

#### **Science Research Project II**

This course gives students the opportunity to explore and work on scientific research either locally or abroad. Students will be exposed to the scientific method as defined and excepted within the scientific community. Progress reports and a final report required for completion. Research project and time frame arranged by science faculty. Instructor approval is required for enrollment in this course. Arranged by faculty  
Prerequisite: Successful completion of BIO 294.

### **BIO 299 (1 - 3 credits)**

#### **Biology Internship**

This course gives students the opportunity to work in government or private industrial scientific research programs, either locally or abroad. Progress reports and final report required for completion. Arranged by faculty

### **BLTD 100 (1 credit)**

#### **Construction Codes**

This course teaches students to use research materials related to local, national, and international building codes.

### **BLTD 110 (2 credits)**

#### **Blueprint Plans & Specifications**

This course provides the student with a general knowledge of blueprints, terminology and symbols to be interpreted into building specifications.

### **BLTD 112 (2 Credits)**

#### **Construction Estimating**

This course covers the process, techniques and mathematical equations used in materials cost and quantity estimating building projects.

### **BLTD 114 (1 Credit)**

#### **Construction Safety**

This course provides students with an understanding of occupational safety practices, basic requirements, purpose and enforcement of general safety rules.

### **BUS 100 (3 credits)**

#### **Introduction to Business**

This course will be an introduction to the internal and external business environment, organization and operations, the business functions of marketing, financial and human resource management with an emphasis on social responsibility and ethics. This course is recommended prior to taking other business courses.

### **BUS 160 (3 credits)**

#### **Human Resource Management**

This course explores human resource management functions: principles and practices in selection, staffing, wage and salary administration, training, motivating, collective bargaining, and human resource development. Prerequisite: BUS 100 recommended.

### **BUS 170 (3 credits)**

#### **Business Entrepreneurship**

This is a participatory class which will involve a lot of brainstorming and critical discussion of entrepreneurial ideas, plans, and vision. Speakers from the community – representing both for-profit and not-for-profit enterprises – will present their experiences and insights on a regular basis.

### **BUS 190 (3 credits)**

#### **Principles of Marketing**

This course focuses on key marketing concepts and terminology, emerging markets and awareness

of the diverse and cultural issues in marketing, and strategies/best practices engaged in response to socio/cultural changes in the domestic and international marketplace.

**BUS 230 (3 credits)**

**Management/Leadership**

This course is an overview of the principal functions of management, a study of effective leadership and successful supervisory principles and the difference between management and leadership. Topics covered include critical-thinking exercises for solving management dilemmas.

Prerequisite: Completion of 100-level Business Management core courses.

**BUS 250 (3 credits)**

**Business Law**

This course is a study of the principles of law in the American legal system. Topics include: contracts, sales, negotiable instruments, bank deposits and collections, secured transactions, and bankruptcy. This course is designed to help students understand the legal system and apply it to the business world. Prerequisite: Completion of 100-level Business Management core courses.

**BUS 260 (3 credits)**

**Business Communications**

This course assists students in gaining an understanding of the communication process, writing and organization methods, and oral aspects of communication in business. Emphasis is also placed on new technology in business communications. Prerequisite: ENGL 101 – English Composition, and completion of 100-level Business Management core courses.

**BUS 299 (3 credits)**

**Business Internship**

This course is an opportunity for the student to apply classroom theory to hands-on learning experiences. Prerequisite: Completion of 100-level Business Management core courses, and instructor approval.

**CARP 110 (2 Credits)**

**Framing Principles**

This course is designed to provide a general understanding of the principles of floor, wall, stair and roof framing.

**CARP 114 (4 Credits)**

**Framing Sustainable Design**

This course is designed to provide hands-on experience in constructing basic floor frames, wall frames, stair frames, ceiling and roof frames.

**CARP 116 (2 Credits)**

**Foundation & Footing Design**

This course provides basic skills and knowledge to prepare site layout, footings, and foundations for home construction.

**CARP 118 (4 Credits)**

**Interior Environmental Design**

This course provides hands-on experience in the application and materials of drywall, trim and cabinetry. Prerequisite: CARP 114.

**CARP 120 (3 Credits)**

**Exterior Environmental Design**

This course provides a basic knowledge of and hands-on experience in exterior finishes such as siding, soffits and fascia coverings.

**CARP 122 (2 Credits)**

**Roofing Design**

This course continues to expand on the student's proficiency in the application and knowledge of exterior finishes including windows, doors, and roofing.

**CARP 124 (2 Credits)**

**Commercial Design & Installation Techniques**

This course provides the student with the opportunity to apply the knowledge and techniques necessary to select materials and construct decks, railings and stairs according to a predetermined plan. Prerequisite: CARP 120

**CDA 001 (3 Credits) On-campus certificate program**

**Child Growth and Development**

This course is designed for students working to receive their CDA certification from the National Credentialing Office. This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored.

Students will begin to develop an individual portfolio of educational materials. [Cross-listed as ECE 180 and Psychology 180]

**CDA 002 (3 credits) On-campus certificate program Relations and Management of Child Development**

This course will explore and develop skills in relations with young children, parents, and co-workers anti-bias techniques for building and maintaining an encouraging classroom are addressed. A practicum in pre-primary settings is required. [Cross-listed as ECE 220]

**CDA 003 (4 credits) On-campus certificate program  
Preschool Practicum**

This course provides the student with field experience in an early childhood setting. Observations and evaluations will be conducted by the tribal college education faculty. Student presentations will be observed. Application of theories and techniques discussed in the classroom will be emphasized. Individual student portfolios will be completed. Observation and individual assessment of students in their work environment. Development and presentation of appropriate final projects. Completion of CDA written requirements. Students will be observed by the instructor /advisor at least two times during the semester. [Cross listed as ECE 299]

**CHEM 100 (4 credits)  
Foundations of Chemistry**

This course will cover the basic principles and concepts of inorganic, organic, and biological chemistry. Topics will include states of matter, measurements, elements, atoms and the periodic table, chemical bonding, chemical equations, gases, liquids and solids, energy and equilibrium reaction, acid-base and oxidation reduction. Lecture and laboratory

**CHEM 111 (4 credits)  
General Chemistry I**

This course is an in-depth survey of inorganic chemistry. This course stresses the concepts and language of chemistry, including periodic properties, reactions, mathematics and algebraic manipulation of existing formulas, physical chemistry, and environmental issues dealing with

the topic of atmospheric gases and surface groundwater. Lecture and laboratory  
Prerequisite: CHEM 100 or equivalent

**CHEM 112 (4 credits)  
General Chemistry II**

This course is an advanced study of inorganic chemistry. Topics include in-depth mathematical formulas of chemistry and their manipulation, acid-base chemistry, complex reactions and their prediction, thermodynamics, nuclear chemistry, metallurgy, and an introduction to organic chemistry. Lecture and laboratory Prerequisite: CHEM 101 or equivalent.

**ECE 180 (3 credits)  
Child Growth and Development**

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multicultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. [Cross-listed as CDA 001 and Psychology 180]

**ECE 220 (3 credits)  
Relations and Management in Child Development**

This course will explore and develop skills in relations with young children, parents, and co-workers anti-bias techniques for building and maintaining an encouraging classroom are addressed. A practicum in pre-primary settings is required. [Cross-listed as CDA 002]

**ECE 222 (3 credits)  
Infant/Toddler Development**

This course provides an overview of infant/toddler learning experiences in home or center-based settings through the arrangement of physical setting, provision of materials, construction of curriculum, and implementation of learning experiences. Learners will integrate knowledge of developmental needs, developmentally appropriate environments, and effective care-giving and teaching methods in an approved lab setting.

**ECE 240 (3 credits)****Children, Families and Communities**

This course is designed to increase the student's capacity to build positive relationships with parents and other family members. A variety of issues, such as providing a culturally sensitive environment, parent involvement in the classroom, emotional /social development of young children, communication with difficult families, and working with diverse communities, will be addressed. . Students will be responsible for developing an event appropriate for families with young children. Prerequisite: ECE 180.

**ECE 298 (6 credits)****CDA Transfer Equivalence**

In order to register for this course, students must have a valid CDA. This will enable students to receive credit for ECE 180 and ECE 220. With the completion of this course, the student will also be given credit for ECE 299. Prerequisites: CDA 1, 2, 3

**ECE 299 (4 credits)****Preschool Practicum**

This course provides the student with field experience in an early childhood setting. Observations and evaluations will be conducted by the tribal college education faculty. Student presentations will be observed. Application of theories and techniques discussed in the classroom will be emphasized. Individual student portfolios will be completed. Prerequisite: ECE 180, ECE 220 [Cross listed as CDA 003]

**EDU 100 (1 credit)****Path to Success**

This course is designed to help students negotiate the complexities of college—from selecting classes and completing degree requirements to finding one's way through the financial aid maze. Study skills such as effective reading strategies, note-taking, and time management will be taught.

**EDU 101 (1 credit)****Pre-Professional Skills Test (PPST) Preparation**

This course will allow students to independently prepare for the Pre-Professional Skills Test (PPST), which measures basic proficiency in reading, writing, and mathematics. All individuals seeking teacher certification in the state of

Minnesota must successfully complete all sections of the PPST, and four-year colleges require that an individual pass all sections of the test prior to applying for admission to a teacher preparation program.

**ELEC 110 (4 credits)****Introduction to Electrical Circuit Theory**

This course is an introductory lab and lecture course and provides the student with the knowledge of electrical theory including, Ohm's Law, complex circuits, inductive and capacitive circuits as it relates to the National Electrical Code.

**ELEC 114 (2 Credits)****Materials and Codes**

This course covers the materials used in construction electricity and an understanding in the use of the National Electrical Code book and how it applies to electrical applications on the job.

**ELEC 116 (2 Credits)****Introduction to Residential Wiring**

This course covers a basic understanding and the applied skills for residential wiring in compliance with the National Electrical Code.

**ELEC 118 (4 credits)****Electrical Circuit Theory**

This course provides the student with an understanding of complex RLC circuits, single-phase and three-phase transformer connections and calculations.

**ELEC 120 (4 Credits)****Residential Wiring – National Electric Code**

This course covers branch and general circuits in residences. Topics include the calculation of various electrical cables, special and general outlets, calculations for service-entrance equipment, ground-fault circuit interrupters. Lab is included for practical application and skills building.

**ELEC 122 (3 Credits)****Electrical Services**

This course covers requirements and installation of service entrance equipment. Topics included are service materials, installation procedures, meters, service and conduit sizes, panel types, bonding, grounding and over current protection.

**ELEC 124 (3 Credits)****Electrical Blueprints**

This course covers the construction and design of residential buildings. Topics include terminology, different types of plans, symbols, specifications, and the requirements for installing electrical cables, special, and general outlets, based on the National Electrical Code.

**ELEC 208 (4 credits)****Commercial Wiring I**

This course will introduce the student to the commercial aspect of the wiring industry. What the industry considers as commercial jobs and the basic knowledge needed to do commercial work. The math, material identification, tools used, and code references will be presented to the student.

**ELEC 208L (8 credits)****Commercial Wiring I Lab**

This course will allow the student to utilize the tools, materials, and techniques used in commercial work. This class will be making field trips to commercial job sites to see how using these skills results in completed projects.

**ELEC 210 (4 credits)****Industrial Wiring I**

This course will introduce the student to the industrial construction field. During the semester the student will learn to use the tools, materials, and techniques used in the industrial construction field. Field trips will be used to show students the results of the training they receive.

**ELEC 210L (8 credits)****Industrial Wiring I Lab**

This course will teach the student to use the tools, materials, and techniques to build industrial electrical systems in the class room. Field trips will be used to show the student how the systems are used on the actual projects in the field. Control systems will be demonstrated during the semester.

**ELEC 212 (2 credits)****Electrical Blueprints II**

This course introduces the use of blueprints associated with the commercial construction field. Students will utilize prints and specification books from actual projects to see how commercial jobs are completed using a blueprint.

**ELEC 216 (3 credits)****Motors and Controls**

This course introduces the fundamental concepts, principles, and control devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include principles of motor control, control devices, symbols and schematic diagrams, and Article 430 N.E.C.

**ENGL 096 (3 credits)****Writing and Reading Skills**

This course emphasizes integration of skills and strategies for academic reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing coherent paragraphs. Note: This course does not count toward graduation and is not transferable to another institution.

**ENGL 101 (3 credits)****English Composition I**

This course reviews the basics of sentence construction and essay development; emphasis on style, organization, coherence, and persuasion in written discourse; extensive practice in communication skills: reading, critical thinking, speaking, listening, and writing. College Placement Test required (students not scoring a passing grade on the exam will be placed in ENGL 096).

**ENGL 102 (3 credits)****English Composition**

This course reviews components of ENGL 101 and refining general composition skills; emphasis on expository and argumentative writing, including researched, documented essay; study of research methods and sources, with emphasis on analytical reading. Prerequisite: ENGL 101.

**ENGL 150 (3 credits)****Technical and Professional Writing**

This course focuses on the principles of effective writing for career and technical fields. Experience in writing for various purposes and audiences relevant to students' career interests. Special sections may be arranged in cooperation with specific professional programs.

Prerequisite: ENGL 096 or passing score on entrance exam.

**ENGL 200 (3 credits)****Literature and the Environment**

This course explores the concept of “environment” through different literary modes and examines the historical development of the environmentalist movement in North America. Emphasis will be placed upon reading, critical thinking, and writing in MLA style format. Prerequisites: ENGL 101 and ENGL 102.

**ENGL 220 (3 credits)****Creative Writing**

This course is an introduction to the study of the forms and styles of poetry, fiction, creative nonfiction, and other genres, with practice in a workshop format. Prerequisite: ENGL 101.

**ENGL 250 (3 credits)****Contemporary Indigenous American Literature**

This course includes a critical study of selected works of contemporary Indigenous American writers, including novels, short stories, autobiographies, plays, poetry, and speeches. Prerequisites: ENGL 101 and ENGL 102.

**ENGL 299 (3 credits)****Special Topics in Literature**

This course is an intensive study of a particular genre of literature such as autobiography, science fiction, the novel, poetry, short story, and travel narrative. Prerequisites: ENGL 101 and ENGL 102.

**FOR 101 (3 credits)****Introduction to Forestry**

This course is a broad overview of forests located around the world, with special emphasis placed on the forests of the Leech Lake bio-region. The history of forest management, with an emphasis on the Leech Lake bio-region, will be covered.

**GEOG 200 (3 credits)****Cultural Geography**

This course is an exploration of the interaction of the earth, plants, animals, and people as they create the web of life. Examination of the cultural meanings of place as developed by indigenous peoples and how those ideas compare to and conflict with modern ideas of place.

**HIS 101 (3 credits)****U.S. and Indigenous American History, 1830-Present**

This course surveys the history of the Indigenous American from the year 1830 to the present day. It provides an overview of the major themes and trends in Indian history, supplemented by case studies from a number of regions and readings that illuminate particular issues. The overall context of the course is the expansion of the U.S., the “Indian policies” adopted by the U.S. government, but the primary focus is the historical experience of Indian peoples and their struggles to retain the cultures and autonomy while adapting to great changes in the conditions of their lives.

**HIS 150 (3 credits)****History of Leech Lake**

This course is a survey of Leech Lake history from an Indigenous perspective; includes history of the land and people of pre-contact America; the interaction of Americans, Europeans, and indigenous peoples during exploration and colonization; development of Ojibwe culture and philosophy; founding of the reservation and the Minnesota Chippewa Tribe, Inc.; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of the Leech Lake population and communities, and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

**HLTH 100 (1-3 credits)****CPR/First Aid and Healthy Lifestyles**

This course covers basic principles of an assessment as well as the management of trauma and medical presentations. Students will develop an understanding of the healthcare system and of how substance abuse impacts the emergency care provider. Students gain American Red Cross certification in First Aid and CPR.

**HLTH 240 (3 credits)****Contemporary Health Issues**

This course studies the major health issues confronting adults today. It emphasizes examination of lifestyle choices to prevent disease and promote health, and also includes exploration of health issues from both the traditional medical model and the holistic model. Cross-listed: NUTR 240.



### **ITECH 090 (3 credits)**

#### **Computing Skills**

This course is a basic introduction to the use of personal computers for the novice. Topics covered include keyboarding, computer basics, using the operating system, elementary word processing, e-mail, and browsing the World-Wide Web. *Note: This course does not count toward graduation and is not transferable to another institution.*

### **ITECH 100 (3 credits)**

#### **Computer Applications I**

This course will cover the basic use of computers. Topics include the history and impact of computers, computer systems, and an introduction to hardware and software applications, such as operating systems, e-mail, World-Wide Web browsers, search engines, word processing, spreadsheets, databases, and presentation graphics. Prerequisite: ITECH 090 equivalent.

### **ITECH 150 (3 credits)**

#### **Computer Applications II**

This course focuses on expanding the student's understanding, use, and integration of office productivity tools and integrating those tools into projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. Prerequisite: ITECH 100 or equivalent.

### **ITECH 190 (3 credits)**

#### **Introduction to Computer Science**

This course provides a broad introduction to computer science. Topics include programming, hardware, artificial intelligence, and the history and impact of computers. Prerequisite: ITECH 150.

### **ITECH 205 (3 credits)**

#### **Computerized Video Production**

This course covers the use of multimedia software in presenting information. Students will create presentations combining text, graphics, sound, animation, and video. A variety of software packages, hardware devices, plug-ins, browsers, and Internet services may be examined. Additional lab time is required. Prerequisite: ITECH 150, or instructor's permission.

### **ITECH 210 (3 credits)**

#### **Introduction to Programming**

This course is intended to give an introduction to programming (algorithmic problem solving), using two programming languages. Topics include object-oriented, functional, and user interactive programming. Students will acquire skills in designing, writing, and debugging programs. Prerequisite: Math 150 with a grade of C or better, ITECH 150 or instructor's approval.

### **ITECH 225 (3 credits)**

#### **Advanced Computer Applications**

This course will focus on expanding the student's understanding, use, and integration of office productivity tools, by integrating them into complex projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. Prerequisite: ITECH 150.

### **ITECH 270 (3 credits)**

#### **Web Page Design**

This course introduces the student to the principles of website design using core technologies and fundamental extensible Hyper Text Markup Language (XHTML). It includes development and use of hyperlinks, lists and tables, frames, and listing the student's site in search engines. It covers preparation of graphical material for the Web, including consideration of browsers, plug-ins, platforms, bandwidth, and graphic file formats. Also included is an overview of some of the technologies and animation tools available via the Internet, including Flash/Shockwave, CSS, DHTML, JavaScript, and others. Prerequisite: ITECH 150, or instructor's permission.

### **ITECH 282 (3 credits)**

#### **A+ Certification Hardware Core**

This course is a preparation for the CompTia A+ Certification Hardware Core Exam. Prerequisite: ITECH 150, or instructor's permission.

### **ITECH 283 (3 credits)**

#### **A+ Certification Operating Systems Core**

This course is a preparation for the CompTia A+ Certification Operating Systems Core Exam.

Prerequisite: ITECH 150, or instructor's permission.

### **ITECH 292 (1-3 credits)**

#### **Information Technology Internship**

This course is a practicum experience in the college computer lab or in a local workplace environment. Students who wish to do a specific internship should seek out their advisor and the instructor early enough to allow arrangements to be made.

### **LE 100 (3 credits)**

#### **Physical Conditioning**

This course is designed to provide a basic knowledge of the factors involved in a healthy lifestyle. The physical fitness is designed specifically for job-related strength, agility, flexibility, speed, and cardiovascular endurance. Minnesota P.O.S.T. objectives will be covered in this course.

### **LE 105 (3 credits)**

#### **Introduction to Criminal Justice**

This course is an introduction to the Criminal Justice system including the police, courts, and correctional systems. Minnesota P.O.S.T. objectives will be covered in this course.

### **LE 110 (3 credits)**

#### **Minnesota Traffic Law**

This course is a detailed study of the Minnesota Traffic Statutes and how they are interpreted, applied and enforced. Vehicle registration and insurance requirements, licenses and permits, driving conduct statutes, required equipment and proper functioning mandates, and selected statutes regarding commercial vehicles and loading. Complete coverage of DWI statutes, detecting violations consistent with impaired driving, and processing of impaired drivers. Minnesota P.O.S.T. objectives will be covered in this course.

### **LE 111 (3 credits)**

#### **Minnesota Selected Statutes**

This course is a study of Minnesota statutory law to include criminal code, sentencing, selected statutes for peace officers, and peace officer duties as related to Minnesota state law. Minnesota P.O.S.T. objectives will be covered in this course.

### **LE 122 (3 credits)**

#### **Constitutional Law & Civil Liability**

This course is a comprehensive study of the general principles of the United States Constitution, its Amendments, and legal requirements governing enforcement of the criminal code. Minnesota P.O.S.T. objectives will be covered in this course. Prerequisite: LE 110 and LE 111

### **LE 150 (3 credits)**

#### **Report Writing**

This course will teach the student the unique police report writing procedures required of law enforcement officers. The focus will be on documenting the chain of evidence and chronological events applicable to criminal investigations. Minnesota P.O.S.T. objectives will be covered in this course. Prerequisite: ENGL 101 and ITECH 100

### **LE 210 (3 credits)**

#### **Juvenile Delinquency and Justice**

This course is an examination of juvenile delinquency and the juvenile justice system including its history, definitions, and explanations of delinquency. Analysis of the juvenile court system with a focus on specific requirements for the processing of juvenile offenders. Includes concepts and issues of status offenses, diversion and placements for juveniles, gang membership, and intervention strategies. Minnesota P.O.S.T. objectives will be covered in this course. Prerequisite: LE 105, LE 111 and LE 122

### **LE 211 (3 credits)**

#### **Community Policing**

This course analyzes the function and role of the local police in the United States from three perspectives: police-citizen interaction, agency-community relations, and legal-ethical issues of policing in a diverse, democratic society. Explores victims' rights and law enforcements state mandated responsibilities concerning victims. Minnesota P.O.S.T. objectives will be covered in this course. Prerequisite: LE 105, LE 111 and LE 122

**LE 221 (3 credits)****Evidence and Procedure**

This course is a comprehensive study of the lawful gathering and evaluation of information concerning criminal acts. Focus on the fundamentals and rules of investigation and evidence collection, including the knowledge and skills necessary for criminal investigation, crime scene management, the collection of evidence and the importance of maintaining the chain of custody. Minnesota P.O.S.T. objectives will be covered in this course. Prerequisite: LE 122

**LE 227 (3 credits)****Policing Tribal Lands**

This course includes an overview of the development of tribal law enforcement from pre-contact to present with a focus on the changing loci of criminal jurisdiction on Indian land in relation to tribal sovereignty. This course also includes introductory analysis of sovereignty issues. Prerequisites: LE 105 and LE 111.

**LE 280 (3 credits)****Police Ethics**

This course is an exploration of police ethical concerns, perceptions, and the history and effects of police deviance and corruption. Police abuse of authority, the code of silence, and police brutality will be discussed. Police prejudice and discrimination will be examined. Minnesota P.O.S.T. objectives will be covered in this course.

**MATH 093 (3 credits)****Basic Math Skills**

This course includes introduction to number sets, introduction to radicals and exponential numbers, performing operations on fractions, using the Order of Operations, conversion between decimals, percents, and fractions, relationship between proportion, ratios and rates, and basic algebra equations. *Note: This course does not count toward graduation and is not transferable to another institution.*

**MATH 094 (3 credits)****Algebra Skills**

This course includes operation of integers, solving equations, using the Order of Operations, solving one-variable equations, solving inequalities, introduction to polynomial operations, factoring and solve quadratic equations, and linear

equations in two variables. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 093 with a grade of C or better.

*Note: This course does not count toward graduation and is not transferable to another institution.*

**MATH 100 (4 credits)****Technical Math**

This course presents basic mathematical topics as they are applied in a technical program. It includes a review of basic mathematical operations, and continues with the development of algebraic and trigonometric skills in a technical setting. Most concepts will be applied through course specific problems. *Note: This course is not intended for transfer.* Prerequisite: An appropriate score on the Mathematics Placement Test or Math 093 with a grade of C or better.

**MATH 140 (4 credits)****Concepts in Mathematics**

This course includes operation of integers, solving equations, linear equations in two variables, introduction to descriptive statistics with analysis of single variable data, and a conceptual understanding and application of mathematics in everyday life. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 093 with a grade of C or better.

**MATH 150 (3 credits)****College Algebra**

This course includes algebraic concepts including linear, quadratic, rational and absolute value equations and inequalities; function notation; complex numbers; graphs of relations and functions including lines and parabolas. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 094 with a grade of C or better.

**MATH 155 (3 credits)****Advanced College Algebra**

This course covers functions, including polynomial, rational, inverse, exponential, and logarithmic; systems of equations and inequalities, and matrices.

Prerequisite: An appropriate score on the Mathematics Placement Test or Math 150 with a grade of C or better.

**MATH 170 (3 credits)****Statistics**

This course is an introductory course intended to give students a broad background in the use of statistics in a variety of disciplines. Topics include the study of descriptive and inferential statistics, probability, normal and binomial distributions, hypothesis testing, chi-square methods, correlation and regression, and analysis of variance. Students will learn to use one or more current statistical software programs. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 150 with a grade of C or better.

**MATH 210 (3 credits)****Pre-Calculus I**

This course provides the essential mathematical background needed in calculus. Topics include equation solving, functions (including polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric), identities, applications, and parametric equations. A graphing calculator is required. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 155 with a grade of C or better.

**MATH 215 (3 credits)****Trigonometry**

This course covers right triangle and unit circle definitions of trigonometric functions, graphs of trigonometric functions and inverse trigonometric functions with transformations, trigonometric identities, Law of Sines and Law of Cosines applications of trigonometry, solving trigonometric equations, and polar coordinates. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 155 with a grade of C or better.

**MATH 250 (3 credits)****Calculus I**

This course includes a review of functions, with emphasis on the graphing and behavior of functions. Limits are introduced and developed. The derivative of a function is defined and applied to algebraic and trigonometric functions. Applications involving maximum, minimum, related rates, curve plotting, and the mean value theorem are presented. Prerequisite: An appropriate score on the Mathematics Placement Test or Math 210 with a grade of C or better.

**MUS 105 (3 credits)****Music Appreciation**

This course is designed to help students understand the basic principles of music, the importance of music in peoples' lives, how to listen to music, the value of self-expression, and how music can communicate our ideas and feelings.

**MUS 140 (2 credits)****Performance Study: Instrumental or Voice**

This course focuses on individualized and group instruction in guitar, piano, autoharp, electric guitar; or in development of the voice as the most versatile and natural of human instruments.

**MUS 151 (2 credits)****Indigenous American Flute I**

This course is an introduction to the musical history and playing of the indigenous flute. Basic music theory and sight-reading are taught in this class.

**MUS 152 (2 credits)****Indigenous American Flute II**

This course is a continuation of Indigenous American Flute I. Prerequisite: Music 151.

**MUS 160 (2 credits)****Chorus**

This course is open to anyone who wishes to sing. Emphasis is on learning how human beings use music to express their feelings in ways words alone cannot. Students develop singing skills and the appreciation of quality music from traditional as well as modern sources.

**MUS 250 (3 credits)****History of Anishinaabe Music and Dance**

This course introduces students to the great variety of Anishinaabe music and dance styles from around the United States and Canada. Course content focuses on the creation and function of the powwow drum and dance styles within Anishinaabe community and culture. No previous musical or dance experience is required.

**MUS 299 (1-3 credits)****Individual Topics in Music**

This course offers performance, research, or composition projects designed by the student in

consultation with the assisting faculty member (may include recitals).

### **NUTR 240 (3 credits)**

#### **Contemporary Health Issues**

This course will allow students to examine personal lifestyle choices related to physical, mental, emotional, social, and spiritual health. Wellness is viewed as holistic, encompassing one's entire lifestyle. Cross-listed: HLTH 240.

### **OJI 101 (4 credits)**

#### **Speaking Ojibwe I**

This course emphasizes learning the sounds of Ojibwe, developing introductory conversational skills, and understanding the concepts of language with the goal of using language in everyday life in Ojibwe communities.

### **OJI 102 (4 credits)**

#### **Speaking Ojibwe II**

This course is a continuation of Ojibwe I, placing emphasis on vocabulary development and more intermediate conversational skills. Prerequisite: OJI 101.

### **OJI 111 (3 credits)**

#### **Speaking Ojibwe with Children**

This course provides students with the ability to learn various methods of teaching the Ojibwe language and traditions to children. The focus will be on encouraging teachers and families with young children to participate in revitalizing the Ojibwe language and traditions into everyday life.

### **OJI 201 (4 credits)**

#### **Speaking Ojibwe III**

This course is designed to teach advanced grammar and Ojibwe literacy. Verbal skills will be emphasized through storytelling, literacy, and immersion through composition and media. Prerequisites: OJI 101 and OJI 102.

### **OJI 202 (4 credits)**

#### **Speaking Ojibwe IV**

This course is designed to continue teaching advanced grammar and Ojibwe literacy. The major emphasis of this course will be on public speaking and on writing an Ojibwe composition. Prerequisites: OJI 101, OJI 102, and OJI 201.

### **OJI 220 (3 credits)**

#### **Teaching & Learning Ojibwe**

This course will allow students to study various methods for teaching the Ojibwe language for grades K-College. The students will also learn about the oral and written expression of the Ojibwe language from a linguistic perspective and through Ojibwe storytelling, as well as elements of effective teaching and Ojibwe learning styles. Prerequisites: OJI 101/102.

### **OJI 291 (3 credits)**

#### **Special Topics in Ojibwe/Anishinaabe Studies**

This course offers advanced research in Ojibwe and Indigenous American Studies or language topics. May be repeated with different content for credit.

### **PHIL 200 (3 credits)**

#### **Indigenous American Philosophy**

This course is an introduction to the philosophical worldview of the people of Leech Lake and other Indigenous peoples of North America. Content area includes study of ontology, epistemology, and ethics; creation stories and myths; how Indigenous American philosophy is affected by historical events; and how Indigenous Americans have tried to solve philosophical issues, past and present.

### **PHYED 100 (3 credits)**

#### **Physical Conditioning**

This course is designed to provide a basic knowledge of the factors involved in a healthy lifestyle. The physical fitness is designed specifically for job-related strength, agility, flexibility, speed, and cardiovascular endurance. Minnesota P.O.S.T. objectives will be covered in this course for Law Enforcement students. (Cross-listed as LE 100)

### **PHYED 101 (1 credit)**

#### **Introduction to Golf**

This course offers the fundamental skills of golf, including grip, stance, swing patterns, and putting, as well as rules of course play.

### **PHYED 103 (1 credit)**

#### **Walking for Fitness**

This course promotes a healthy lifestyle through the daily exercise of walking. Special

considerations will be made for students with medical limitations.

**PSCI 100 (4 credits)**

**Introduction to Physical Science**

This course is an introduction to the general principles of physics examining natural forces in nature such as gravity, velocity, acceleration, mass, density, temperature, heat, magnetic and electricity. Also included is the analysis of atoms, elements, compounds, solar system, geological forces, and the universe. Lecture and laboratory

**PSCI 150 (3 credits)**

**Indigenous Astronomy**

This course will examine the history of astronomy, the science of stellar and solar system formation, the evolution of stars and galaxies, and modern cosmology and the fate of the universe. Special emphasis will be placed on the scientific and cultural knowledge of astronomy relative to various indigenous groups of the Americas, including Ojibwe, Lakota, Pawnee, Maya, and other indigenous nations. Lecture and laboratory

**POLSC 150 (3 credits)**

**American Government**

This course covers the structure, development, and function of federal, state, and local governments, their relationship to each other, and their relationship to Indian Nations.

**POLSC 225 (3 credits)**

**Treaty Law and Tribal Sovereignty**

This course is an introduction to treaty law and history and analysis of major treaties affecting the Anishinaabe nation. Course draws on actual treaty documents and on case law, which explicates those documents. Theory and practice of self-determination for indigenous peoples and tribal sovereignty are emphasized.

**POLSC 250 (1 – 3 credits)**

**Special Topics**

This course allows for special topics of current interest, depending upon demand and staff.

**PSY 101 (3 credits)**

**General Psychology**

This course provides an overview of the field of psychology. The course explores the history and development of psychology, and the major

theoretical viewpoints. This exploration includes: the biological basis of behavior; sensation and perception; learning, memory, and intelligence; motivation and emotion; development lifespan; personality; psychological disorders; and social behavior. The course focuses on critical thinking skills and pays particular attention to the role of culture in psychological processes, research and study.

**PSY 140 (3 credits)**

**Lifespan Development**

This course examines contemporary research, theory and everyday applications, in the study of human development over the lifespan. We will focus on continuity and change within the individual in areas of cognition, personality, social interaction, and physical development. Critical thinking skills and the role of culture in developmental processes, research and study will be emphasized.

**PSY 180 (3 credits)**

**Child Growth and Development**

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. Prerequisite (or concurrent enrollment): Psychology 101. Cross listed as ECE 180.

**PSY 200 (3 credits)**

**Indigenous American Psychology**

This course covers the concept of holistic lifestyles, society and worldview as practiced and perceived by Indigenous American leaders and Anishinaabe scroll documents. Examination of indigenous behavior, medicine, ceremonies, rituals, and the definition of metaphysical psychology will be covered.

**PSY 220 (3 credits)**

**Abnormal Psychology**

This course examines contemporary research and theory pertaining to the nature, causes, diagnosis and treatment of psychopathology. The course will focus on how genetics, disease and

environmental factors contribute to psychological disorders. Prerequisite: Psychology 101.

### **SOC 101 (3 credits)**

#### **Introduction to Sociology**

This course provides an introduction to sociology as a way of viewing and understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations. Important sociological topics, including socialization, culture, stratification, deviance, race & ethnicity, poverty will be explored.

### **SOC 200 (3 credits)**

#### **Indigenous American Women**

This course studies the role of Indigenous women in traditional and contemporary society and the consequences of colonization on the lives of women. Examination of Indigenous female gender roles and spiritual relationship to family and community, with special emphasis on social change and interpretations of indigenous femininity in American society.

### **SPCH 201 (3 credits)**

#### **Speech and Communications**

This course will teach speaking and listening skills that will be reinforced through multiple opportunities for interpersonal communication, public speaking, discussion, and the oral tradition of Ojibwe people. They will gain experience in critical thinking, reading, and writing, as well as in public speaking. Prerequisite: ENGL 101.

### **TA 210 (3 credits)**

#### **Tribal Administration/Policy**

This course covers special topics in political, legal, social, economic, and sovereignty issues in tribal management. Emphasis on tribal perspective in organization and implementing business strategies. Prerequisite: Completion of 100-level Business Management core courses.



# Campus Safety and Security

## General Procedures

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

## Emergency Numbers

Campus Security (218) 335-4260

MN State System 911

Cass Lake Police (218) 335-2351

Leech Lake Tribal Police (218) 335-8277

## Crime and Emergency Reporting

All students, employees, and guests are encouraged to promptly report criminal incidents, suspicious activity, and other public safety related emergencies and incidents, in person to the security office, Room 119 in A-wing or to the Maintenance/Safety office, Room 121 A-wing. Security can be reached by phone at (218) 335-4260, or cell phone at (218) 766-7237. Maintenance/Safety can be reached by phone at (218) 335-4274, or cell phone at (218) 766-6961. You may also dial 911 or call the Tribal Police Department at (218) 335-8277 or (218) 541-1424.

## Campus Security Authorities (CSA)

To further encourage the timely reporting of crimes on campus, the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act identifies and defines campus security authorities (CSA) as college faculty and staff members with “significant responsibility” for students and campus activities. They are campus officials who manage or otherwise oversee student and campus activities. Some examples of CSA’s include, but are not limited to, Security, Deans, Directors, Department Heads, Student Group Advisors, and Activities Coordinators. Crimes reported to CSA’s may not have been reported to the police. This is often the case in incidents of sexual assault. A licensed or certified counselor, who is functioning within that scope at the time a crime is reported, is not considered a CSA and not required to report crimes, but is encouraged to review crime reporting options with reporting parties.

## Who must report qualifying crimes?

College CSA’s have an obligation to promptly report allegations of Clery Act defined incidents which occurred on campus, on public property bordering campus, and in non-campus areas which the college leases or otherwise controls. These incidents include, but are not limited to;

- Murder or Manslaughter
- Sex offenses, forcible or non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson



- Persons arrested or referred for campus disciplinary action for liquor law violations and illegal weapons possession violation.

In addition, the Clery Act requires institutions to report statistics for certain hate crimes (bias-motivated incidents).

### **Anonymous Reporting**

Leech Lake Tribal College permits victims or witnesses to report crimes to CSA's on a voluntary, anonymous basis, (and includes such anonymous reports in reported crimes totals) but encourages individuals who report a crime to provide identity information. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. With such data, the College can maintain accurate records of the number of incidents and determine if there is a pattern of crime with regard to a particular location, method or offender, and as appropriate alert the campus and community to potential danger.

The Tribal Police Department, unless otherwise prescribed by law, does not take anonymous police reports.

### **Class Cancellations & Notification**

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The president or designee will determine campus-wide cancellation of classes. You may call LLTC at 335-4207 for any weather related announcements or cancellations. The following radio stations and television stations will be notified of a class cancellation.

KBUN 1450AM	KB101	KMFY 96.9
KOJB 90.1	KOZY 1320AM	KZY 95.5
MIX 103.7	WBJI 98.3	WTBX 94



## **Leech Lake Tribal College Personnel**

### **Administration**

#### **Dr. Ginny Carney, President**

Eastern Cherokee

Ph.D., English, University of Kentucky, 2000

M.A., English, University of Alaska Anchorage, 1990

A.A.S., Nursing, Cleveland State Community College, 1978

B.A., English, Tennessee Temple University, 1969

#### **Dr. Beverly Rodgers, Vice President**

Miami Tribe of Oklahoma

Ph.D., Anthropology, Ohio State University, 2000

M.A., Cultural Anthropology, Ohio State University, 1995

B.A., Sociology, Missouri Southern State College, 1993

#### **Kyle Erickson, Director of Institutional Advancement**

Certificate, Fundraising Management, Center on Philanthropy at Indiana University, 2009

B.A., Secondary Education, Crown College, 2000

#### **Shelly Pemberton, Director of Finance**

Leech Lake Band of Ojibwe

B.S., Accounting, Bemidji State University, 2004

A.A.S., Business Management, Leech Lake Tribal College, 1998

## Deans

**Nadine Bill**, Dean of Student Services

Upper Skagit Tribe

Administrative Fellowship of Higher Education, Harvard University, 2007

Certificate: The Center on Philanthropy, Indiana University, 2000

Business Fellowship, Los Angeles, CA, 1993

B.S., Business Administration, Central Washington University, 1993

**Dr. Sharon Marcotte**, Dean of Instruction

Ed.D., Educational Leadership, Saint Mary's University, Minneapolis, MN, 2006

M.A., Education, University of Minnesota, 1997

B.S., St. Cloud State University, 1993

Yale University Fellowship, Yale Center for International and Area Studies, 2000

## Directors

**Bill Fredrickson**, Director of Information Technology

**Branden Fairbanks**, Financial Aid Director

Leech Lake Band of Ojibwe

B.A., Political Science, Bemidji State University

Paralegal Certification, Denver Paralegal Institute

**Tony Jenkins**, Director of Facilities and Safety

Leech Lake Band of Ojibwe

Chief Engineer, Grade C, 2007

Graduate, United States Indian Police Academy, 1980

**Dawn Kingbird**, Director of Human Resources

Leech Lake Band of Ojibwe

B.S., Business Administration Management, Bemidji State University, 2004

A.A., Leech Lake Tribal College, 2002

L.P.N., Northwest Community College, 1998

**Philip Leen**, Director of Assessment and Mathematics Instructor

B.S., Mathematics and Education, Bemidji State University, 1998

A.A., Liberal Arts, North Hennepin Community College, 1996

**Stacie Lyon**, Learning Center Director

White Earth Band of Ojibwe/Boise Forte

M.S., Psychology of Culture, Walden University, 2012

B.A., Indian Studies, Bemidji State University, 2010

B.A., Psychology, Bemidji State University, 2010

A.A., Rainy River Community College, 2004

**Melissa Pond**, Director of Library Services

M.A., Library and Information Studies, University of Wisconsin-Madison, 2006

B.S., English and Speech Communications, Minnesota State University, Mankato, 2003

**Juanita Reopelle**, Director of Community and Continuing Education

B.S., Elementary Education, Bemidji State University, 2003

## Faculty

**Hillary Barron** Science, STEM Department

MS Environmental Studies/Education, Bemidji State University, 2012

BS Geography Land Use Planning, Bemidji State University, 2009

**Rochell “Rocky” Carpenter**, Carpentry Instructor

Minnesota Licensed Contractor

White Earth Band of Ojibwe

**Karen Cary**, Professional Studies Department Chair and Business Instructor

B.S., Career and Technical Education, Bemidji State University, 2006

**Jeffrey Everhart**, Accounting and Business Instructor

Ph.D. Candidate, Business, Capella University

M.B.A.P.A., Accounting and Business, Canisius College, 2007

B.S., Business Management and Marketing, State University of New York at Brockport, 2003

**Elaine Fleming**, Arts and Humanities Department Chair and Instructor

Leech Lake Band of Ojibwe

M.F.A., Creative Writing, Antioch University Los Angeles, 2003

M.S., Educational Curriculum and Instruction, Bemidji State University, 1999

B.A., History, Methodist College, 1985

**Duane “Dewey” Goodwin**, Art Instructor

White Earth Band of Ojibwe

Studies at Institute of American Indian Arts

**Steve Haganah**, Law Enforcement Instructor

B.A., Political Science, Bemidji State University, 1975

**Bonnie Holmes**, Early Childhood Education Instructor

M.S., Early Childhood Education, Concordia University, 2007

B.S., Speech and Humanities, University of Minnesota Duluth, 1971

**Bob Jourdain**, Arts and Humanities

Couchiching First Nation

M.A., English, Bemidji State University, 2008

B.A., American Indian Studies and English, Bemidji State University, 1992

**Dennis Montgomery**, Psychology Instructor

M.A., Clinical Psychology, Antioch University, 1992

A.A.S., Mental Health, Sinclair Community College, 1974

**Kelly Nipp**, Math and Science Department Chair and Instructor

M.S., Mathematics, Bemidji State University, 2006

B.S., Mathematics, Bemidji State University, 1997

B.S., Physical Science, Bemidji State University, 1995

**Russell “Russ” Schoeck**, Construction Electricity Instructor

Class A Journeyman Electrician

Diploma, Anoka Technical College

**Steve Smith**, Biology and Chemistry Instructor  
White Earth Band of Ojibwe  
B.S., Biology and Chemistry, Concordia College, 1987

**JoAnn Stute**, Arts and Humanities Instructor  
M.A., Public Administration, University of Nebraska at Omaha  
B.A., Literature and Language Arts, Southwest Minnesota State University, Marshall, MN

## **Staff**

**David Anderson**, Network Specialist  
B.S., Accounting, Bemidji State University, 2001  
A.A., General Education, Itasca Community College, 1998

**Heather Broda**, Accounts Receivable Clerk

**Glenda Dailey**, Receptionist

**Amy Erickson**, Community Outreach Coordinator

**Linda Goggleye**, Executive Administrative Assistant  
Leech Lake Band of Ojibwe

**Richard “Rich” Howe**, Security Officer  
Minnesota State Security Diploma

**Elizabeth “Liz” Jenkins**, Accounting Clerk  
Leech Lake Band of Ojibwe  
A.A., Liberal Education, Leech Lake Tribal College, 2007

**Maxine Johnston**, Senior Accountant  
Leech Lake Band of Ojibwe

**Roselynn Jones**, Academic Advisor  
White Earth Band of Ojibwe  
B.A., Business Management, University of Minnesota Morris, 2006

**Flower Kingbird**, Student Services Administrative Assistant  
Red Lake Nation  
A.A., Liberal Education, Leech Lake Tribal College, 2010

**Ryan Kingbird**, Application Support Specialist  
Red Lake Nation

**Kristopher Kolkin**, Desk Top and Network Support Technician

**Mark Lewer**, Multimedia Specialist  
A.A.S., Library and Information Technology, Northwest Technical College, 2001

**Marie Lowry**, Library Assistant  
Leech Lake Band of Ojibwe  
A.A., Liberal Education with Stem Emphasis, Leech Lake Tribal College, 2010

**Florenstine “Flossie” Morgan, Custodian**

Leech Lake Band of Ojibwe

Diploma, Carpentry, Leech Lake Tribal College, 2008

A.A., Liberal Education, Leech Lake Tribal College, 2011

**Rebecca Pennington, Admissions Officer**

Red Lake Nation

M.A. Candidate, Naadamaadiwin Tribal Special Education, Augsburg College, 2012

B.A., American Indian Studies, Bemidji State University, 2010

A.A., Liberal Education, Leech Lake Tribal College, 2008

**Dawn Plumer, Wellness Center Coordinator**

B.S., Community Health, Bemidji State University, 2009

Certificate, Health Education Specialist, National Commission for Health Education Credentialing, 2009

**Mandy Schram, Registrar**

M.S., Criminal Justice, University of Wisconsin Platteville

B.S., Criminal Justice/Sociology, Bemidji State University

Paralegal Certificate, Blackstone School of Law, Emmaus, PA

**Ron Strandness, Facilities and Maintenance**

**Beverly Swan, Custodian**

White Earth Band of Ojibwe

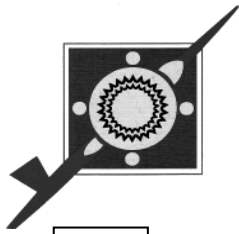
A.A., Anishinaabe Studies, Leech Lake Tribal College, 1997

**Melanie Wilson, Distance Education Coordinator/Technology Instructor**

Ed.D Candidate, Nova Southeastern University

M.S. Educational Technology, Bemidji State University, 2008

B.S. International Public Administration, Oklahoma State University, 1989



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Leech Lake Tribal College was chartered by the Leech Lake Band of Ojibwe in 1990, and is committed to creating and maintaining an atmosphere in which the traditional values of the Anishinaabe are honored and practiced.

It is the policy of Leech Lake Tribal College that all individuals shall have equal access to the College's programs, facilities, and employment opportunities without regard to race, religion, color, gender, sexual orientation, national origin, age, or disability. In adhering to this policy, the College abides by the requirements of Title IX, Education Amendments of 1972; Titles VI and VII of the Civil Rights Act; sections 503 and 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

Leech Lake Tribal College is accredited by the Higher Learning Commission and is a member of the North Central Association.