



**Gaa'Oziskwaajimekaag Gabe-gikendaasowigamig**

# Mazina'igan

Course Catalog



**2015 - 2017**

Addendum September 2016

Date of Publication: September 2015; updated September 2016

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.

This institution is an equal opportunity provider and employer.

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Leech Lake Tribal College is accredited by the Higher Learning Commission.

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# CAMPUS MAP



## Programs of Study

Associate in Arts  
Liberal Education  
Liberal Education with STEM Emphasis  
Indigenous Leadership  
Early Childhood Education

Associate in Science  
Earth Systems Science  
Forest Ecology

Associate in Applied Science  
Business Management  
Law Enforcement  
Integrated Residential Carpentry

Diploma  
Construction Electricity  
Residential Carpentry

Certificate  
\*Child Development Associate  
*(See Early Childhood Education Department for details)*

## Discipline Abbreviations

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

## 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. Credits earned may be applied toward the fulfillment of a student's degree requirements.



ACADEMIC CALENDAR	FALL 2015	SPRING 2016	FALL 2016	SPRING 2017
Jump Start	Aug. 17-28		Aug. 15-26	
New Student Orientation	Aug. 27	Jan. 7	Aug. 26	Jan. 12
Last Day to Register	Aug. 28	Jan. 8	Aug. 26	Jan. 13
Classes Begin	Aug. 31	Jan. 11	Aug. 29	Jan. 17
No Classes –MLK Jr. Day	-	Jan. 18	-	Jan. 16
Last Day to Add/Drop	Sept. 8	Jan. 19	Sept. 6	Jan. 27
Grad Plans Due	-	Jan. 22	-	Jan. 27
Constitution & Citizenship Day	Sept. 17		Sept. 17	
No Classes –Presidents Day	-	Feb. 15	-	Feb. 13
Last Day to Make up Incompletes		Feb. 5		Feb. 10
No Classes –College Reading Faculty Duty Day	Oct. 15-16	-	Oct. 20-21	-
Midterm Grades Due	Oct. 27	Mar. 8	Nov. 2	Mar. 14
Advising Week	Nov. 2-6	Mar. 7-11	Oct. 31-Nov. 4	Mar. 13-17
Spring Break	-	Mar. 14-18	-	Mar. 20-24
No Classes –Veterans Day	Nov. 11	-	Nov. 11	-
Good Friday	-	Mar. 25	-	Apr. 14
Last Day to Officially Withdraw	Nov. 13	Apr. 4	Nov. 14	Apr. 3
Pre-registration for Current Students	Nov. 13	Apr. 7	Nov. 14	Apr. 6
Open Registration Begins	Nov. 23	Apr. 18	Nov. 28	Apr. 17
No Classes - Thanksgiving	Nov. 26-27	-	Nov. 24-25	-
Finals	Dec. 14-18	May 2-6	Dec. 12--16	May 8-12
Final Grades Due	Dec. 22	May 10	Dec. 20	May 16
No Classes –Winter Break	Dec. 21- Jan. 1	-	Dec. 19- Jan. 13	-
Graduation	-	May 13	-	May 19
Summer Session ( <i>Subject to Change</i> )	-	May-June	-	May-June

## 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 an Associate of Arts and Associate of Applied Science degrees. LLTC was accredited as a postsecondary vocational school in 1993. In the spring of 1993, with an Associate of 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 ten programs of study, serves a term average of 300 students from the Leech Lake, Red Lake and surrounding areas, 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 or not enrolled. 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

Arnold Dahl-Wooley

Gary Charwood

Shelly Pemberton

Becky Graves

Lenny Fineday

Yvonne Wilson

Patricia Broker

Dennis Banks

Chair

Vice-Chair

Secretary

Treasurer

Member

Member

Member

Honorary Elder Member

## 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.

## Motto

The path to knowledge is eternal.

## Seven Grandfather Teachings/Values

### Inendizowin (Humility)

- Recognize oneself as an equal part of creation
- Be careful what one says around others
- Demonstrate empathy to others
- Be respectful of the thoughts and ideas of others
- Recognize one's weaknesses and acknowledge the capacity for self-growth
- Develop and practice good listening and observation skills

### Debwewin (Truth)

- Speak as honestly as one can according to one's 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 when asked

### Gwayakwaadiziwin (Honesty)

- Maintain truthfulness, sincerity, and fairness in all one's actions
- Possess the ability to manage confidential information
- Communicate with others 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
- Practice ethical behavior at all times

### 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 advisors

- Take time to reflect upon experiences
- Acknowledge the opportunity to learn from others
- Persist in acquiring knowledge and improving skills
- Strive to accomplish goals and dreams



## 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.
- 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.

## 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



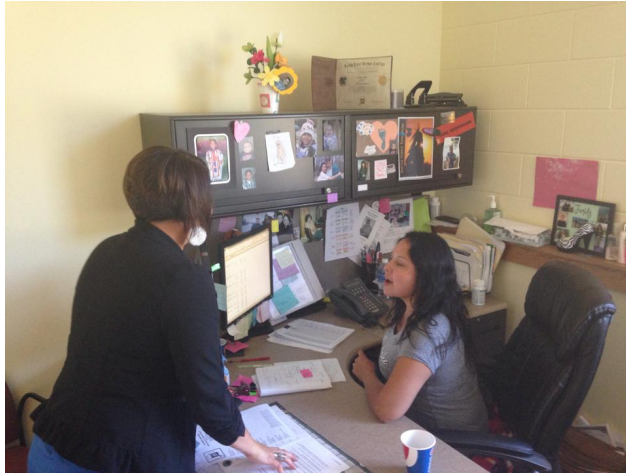
improving student learning and the quality of academic programs. As part of its assessment efforts, Leech Lake Tribal College has articulated six competencies:

- 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.

## Student Services

Cedar Hall Offices 207 A-J

Hours of Operation: Monday through Friday 8:30 a.m. – 4:30 p.m.



## Admissions

Leech Lake Tribal College welcomes all applications for admissions. Applications are completed 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  
Liberal Education  
Liberal Education with STEM Emphasis  
Indigenous Leadership  
Early Childhood Education  
  
Associate of Science  
Earth Systems Science  
Forest Ecology

Associate of Applied Science  
Business Management  
Law Enforcement  
Integrated Residential Builder  
  
Diploma  
Construction Electricity  
Residential Carpentry  
  
Certificate  
\*Child Development Associate  
*(See Early Childhood Education Department for detail)*

### 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
- Writing and math placement tests (taken at LLTC Student Services office)
- Admissions essay
- High School Diploma/GED
  - To speed up the Admission process, please bring official high school transcript or diploma, or GED test scores/certificate (if applicable) 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.

### 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. A student’s GPA is not transferred in; the grades earned at the previous institution show on the LLTC transcript but are not figured into LLTC’s GPA. Transferred classes do, however, add to a student’s completion rate.

The following credits will be accepted for transfer from regionally accredited institutions:

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

Transferring students must 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. Courses are evaluated by the office of the Registrar, and not all courses will transfer.

### 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 reapply and check academic status with Student Services. Readmitted students are encouraged to complete an admissions application, to update contact information, and to visit with an academic advisor. Readmitted students are only permitted to go back one college catalog, which may not be the catalog they started with upon their original admission. Courses earned before the past ten years will be accepted only with academic department approval.

### 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, starting with EDU 102 Path to Success. All new PSEO students are required to take this as their first class at LLTC. They can take this class concurrently with any other 100-level class for which they qualify according to the official placement test (see page 22). The PSEO program covers the cost of tuition, fees and books. PSEO students cannot take developmental courses (numbered below 100).

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

The student will then complete the college's official placement test (see page 22) to determine which classes s/he may take.

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 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, the high school counselor and/or principal. PSEO students are not allowed to play on the basketball team.

Once admitted, students must maintain a 2.0 or above grade point average each term to remain eligible for the program. Provided the classes are successfully passed, credits will be awarded at Leech Lake Tribal College. A college transcript will be established just as it is for every LLTC student. This is a permanent record, and credits can be transferred to another college at the

discretion of the transferring-in institution. If a class, which is required for high school graduation, is not passed, the student might not be able to graduate with his or her high school class.

All PSEO students are assigned to the PSEO faculty advisor who acts as a liaison between the school, the student, high school officials, and parents, when necessary. This person is the official point of contact for PSEO students whenever they have questions or concerns about their classes or administrative issues at the college.

A PSEO student may officially withdraw from a college course(s) within the first six weeks of classes (the Last Day to Officially Withdraw is listed for each semester in the Academic Calendar, found in the LLTC Catalog, in the Student Handbook, and online the LLTC website). All withdrawals must be officially made through the Registrar's office, and PSEO students must also contact their high school counselor to inform them of their decision to not continue. After the withdrawal date has passed, the student is expected to finish the term or meet with a college advisor regarding his/her continued enrollment, as withdrawing from a class may affect meeting high school graduation requirements.

PSEO students are not eligible for on-campus work study or regular payroll positions.

### 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 course (tuition and fee waived) per semester but are responsible for purchasing their own textbooks for the course. If taking a repeat course, the materials fee is not waived, and must be paid for each subsequent enrollment in the course.

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

- Admissions Application
- High School Diploma/GED and/or College Transcript, if degree-seeking
  - *To speed up the Admissions 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. An Ojibwe language class may be taken for four (4) credits. 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.

### Non Degree-Seeking Students

Anyone interested in taking a class at Leech Lake Tribal College in a non-degree-seeking capacity, may do so. The student will be responsible for payment of tuition, books, other course materials and fees for that class. Non degree-seeking students must still complete an admissions application and if at any time, they decide to become a degree-seeking student, they must submit all other required paperwork.

### 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 Library. 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. LLTC Student IDs are used for checking out books from the LLTC Library and various discounts in the community.

### Placement Test

Leech Lake Tribal College uses a placement test, which allows us to evaluate incoming students' skill levels in reading, writing, and math and places students in appropriate courses. All new degree-seeking and PSEO students are required to take the placement test. Transfer students may not be required to take the test if they provide test results from a previous institution or official transcripts reflecting successful completion of 100-level core math and English courses with a grade of C or better for each course.

### Interest Inventory

Students are encouraged, after having completed the placement test, to take the online interest inventory. This takes only a few minutes, and the results will provide students with an outline of their personality type (*Myers Briggs Type Inventory*, MBTI). This can be very informative and can be used to help determine a field of study.

### Advising

Immediately upon completing the placement test and interest inventory, students should speak to the Academic Advisor to register for classes. Each new degree-seeking and PSEO student will be assigned two (2) advisors starting the first semester of enrollment in the college. One advisor will be a faculty member; the other will be the Academic Advisor from Student Services.

Melanie Wilson 9/8/2016 4:12 PM

**Comment [1]:** Student Services agreed that they wanted to do this, but we never got it in place. The MBTI may or may not be the inventory we want to use.

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 Advisor will have posted office hours.



Students who are on Academic Warning and/or Academic Probation must meet with the Academic Success Counselor in Student Services to complete an Academic Plan. An Academic Plan is created to assist the student in achieving academic success and preventing Academic Suspension. Academic Plans are individualized but often include regular meetings with advisors, tutoring in the Learning Center, attendance at educational workshops and other tools that may be beneficial for student success.

## Checklist for New Students

### New Student Enrollment Process

Please follow the steps below when completing the Admission Application and registration process:

1. Visit the Admission's Office in Student Services, Cedar Hall, Room 207A

Submit the Admission Application and the following required documentation:

- 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.
- Admissions Essay

2. Visit the Financial Aid Office in Student Services, Cedar Hall, Room 207F:

Submit Financial Aid applications and required documentation; see the next page for a list of instructions on completing the Financial Aid process

3. Schedule or take the placement test.

This test is used to place students in the appropriate English and Mathematics courses. The test takes approximately 1.5 hours, please plan accordingly.

4. Visit an Academic Advisor in Student Services, Cedar Hall, Room 207B or 207I:

Select a program of study, review the degree requirements, and register for classes for the upcoming semester.

5. Purchase book(s).

Books are available for purchase from the LLTC Bookstore in Finance Office, Cedar Hall, Room 211D. Students with financial aid awards may charge books and supplies up to the date posted by the bookstore. For more information about the bookstore please call 218-335-4202. Students may also choose to purchase books through an online site or elsewhere. Please note financial aid is not available for charging if students purchase books outside of LLTC.

6. Attend New Student Orientation

This is your opportunity to meet with Faculty members to discuss your degree program, review policies about the college, and learn about the resources available on campus. Please refer to Academic Calendar for dates and times.

7. Review important dates and deadlines on the Academic calendar found in the beginning of this catalog.

8. Begin Classes!

Classes with room numbers in the 100's are located in Mitigominzh Wigamg (Oak Hall). Classes with room numbers in 200's are located in Giizhiikaanadag Wiigamig (Cedar Hall). Carpentry classes are located in Ininaatig Wigamig (Maple Building) and Electrical classes are in Wawezhazewong.

### Financial Aid Process

The Financial Aid Office assists students in obtaining financial resources necessary to attend college.

Please use the following checklist when completing the Financial Aid process:

1. Applications that need to be completed ONLINE:

- Complete the Free Application for Federal Student Aid (FAFSA):

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- Minnesota Indian Scholarship Application:

[www.ohe.state.mn.us/ssl/mispapp/mispapp1.cfm](http://www.ohe.state.mn.us/ssl/mispapp/mispapp1.cfm)

2. Applications to be completed by HAND:

- MN Tribal Scholarship applications are available in Student Services.

Complete list of MN Tribal Education and Scholarship contact information:

<http://www.ohe.state.mn.us/sPages/FAForms/IndianScholarship/TribalScholarshipContactsMap.pdf>

· Leech Lake Post-Secondary Grant Program Application can be found

Online at: <http://www.llojibwe.com/edu/images/eduGrantAp.pdf>

and W-9's at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

- Minnesota State Grant Questionnaire
- Other supplemental applications (if needed).
- Submit any other information requested by the financial aid office.



### 3. Additional Outside Scholarships:

□ All students, including non-native students, are encouraged to apply for the “In-House” American Indian College Fund scholarship. The college will advertise when this scholarship is open for applications. For additional financial aid assistance please contact Kim Gourneau, Financial Aid Director: 218-335-4270 or kim.gourneau@lltc.edu.

## Registration

The Registrar is responsible for overseeing admission and registration processes, distribution of student schedules and grade reports, preparation of official and unofficial transcripts, and monitoring of Leech Lake Tribal College’s standards of Satisfactory Academic Progress (page 36).

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 16 credits must get approval from the Chief Academic Officer and their advisors.

Current & Returning Students should register online following the recommended course progression for their program of study. Students may visit with their advisors to choose classes for the upcoming semester and/or to receive assistance registering online. Students wishing to take more than 18 credits must get approval from the Chief Academic Officer 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 the 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.

## Course Enrollment Policies

### *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. Faculty members have the right to drop students during the add/drop period if they do not meet course prerequisites or have not come to class. For online classes, failure to make contact with the instructor and/or complete any assignments in the first week will result in the student being dropped from the course.

### *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" (10 days after the first day of class each semester) 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 transcript. Add/Drop Forms must include an 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.

### *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 office of the Registrar. Students are strongly encouraged to meet with their Academic Advisor and the Financial Aid office 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 may still be responsible for paying the tuition and fees for the course(s) from which they have withdrawn.

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

Courses from which a student has not OFFICIALLY withdrawn will reflect failing grades. Faculty members 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. Faculty members may withdraw students who are unlikely to pass the course as determined by progress following the midterm grade.

### *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. Repeated classes may not be eligible for financial aid, however, depending upon the funding source. See Financial Aid Section for details.

### *Online Registration*

Continuing students in good standing may register online through the LLTC student web portal. Students on Academic Warning, Academic Suspension or those who have a hold on their account will not be permitted to register online and must meet with an academic advisor. Holds may include those placed by the finance office, the Wellness Center or the Library and usually involve unpaid balances or college property that must be returned before the hold is removed.

### *Online Course Registration*

First-time freshmen will not be permitted to register for online courses without the assistance of an Academic Advisor. 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. Online courses are also subject to all other standard registration policies, academic policies and financial aid policies. All students taking an online course are expected to read and respond to email communication using their LLTC email address. They are also expected to log in to their student portal on a regular basis. Failure to make contact with the instructor and/or complete any assignments in the first week may result in the student being dropped from the online course. All online students are required to complete the short Jenzabar Online Orientation Course before classes start each semester. Information about this 1½-hour course will be provided to you in Student Services or via email when you register for online classes. The course is designed to familiarize you with the learning management system, Jenzabar (the student portal).

## Financial Aid Office

### Types and Conditions of Financial Aid

- Each aid recipient has a cost of attendance at LLTC. This cost is based on survey data from students and Cass County. The cost of attendance is also based on your housing plans for the year. Students living away from their parents have a higher cost of attendance than those living with their parents. *\*See Campus Resources section of the catalog under Student Accounts for detailed information.*
- Grants and scholarships are gift aid you do not need to repay. Grants are generally based on “need” and scholarships are based on need, ability, community involvement, or other criteria. The following grants and scholarships may appear on your award notice.

### Applying for Financial Aid

Program	Description	Application	Annual Amounts	Eligibility	Deadlines
Federal Pell Grant	Grant Program (portable)	FAFSA required annually <a href="http://www.fafsa.ed.org">www.fafsa.ed.org</a>	\$5775 maximum per academic year. Lifetime eligibility a maximum of 12 full time semesters	Based on need	Check FAFSA website and/or Financial Aid Office for deadlines
Federal Supplemental Educational Opportunity Grant (FSEOG)	Campus-based grant program; funds awarded by institution	FAFSA required annually	\$100 minimum \$4000 annual maximum No aggregate limit	Undergraduate students First priority given to Federal Pell recipients with “exceptional financial need”	Same as Pell Grant
Federal Work-study (FWS)	Campus-based employment program; funds awarded by institution	FAFSA required annually; must say yes to the question, “Interested in work-study?”	No minimum or maximum; award is dictated by school policy	Undergraduate students; based on need	Determined by LLTC each term
Minnesota State Grant	Grant program (portable)	FAFSA required annually by 30 calendar days after the term start date, also additional eligibility worksheet required	\$100 annual minimum and varies according to the “shared responsibility” formula	US Citizen or eligible non-citizen MN Resident Undergraduate student who has not attended equivalent of 8 semesters of FT	To receive a State Grant for a term, the FAFSA must be submitted to the federal processing

Program	Description	Application	Annual Amounts	Eligibility	Deadlines
				postsecondary education Does not owe overpayment or in default on a student loan Not be more than 30 days in arrears with child support payments Enrolled for at least 3 credits Be making SAP	center within 30 days of the school's term start date.
MN State Work-study	Campus-based employment program; funds awarded by institution	Same as above	Dependent upon school's policies and allocation	Same as above except must be enrolled for at least 6 credits	Determined by LLTC each term
MN Indian Scholarship		Online application at <a href="https://www.ohe.state.mn.us/ssl/MISPA/pp/mispApp1.cfm">https://www.ohe.state.mn.us/ssl/MISPA/pp/mispApp1.cfm</a>	\$4000	¼ or more American Indian ancestry. MN Resident. Qualify for either Pell or MN State Grant	July 1st
MN State Postsecondary Child Care Grant	Grant Program; funds awarded by institution	Separate application including provider certification	Depends on number of children, hours of child care required, and other factors such as yearly allocation	Same as above except must be enrolled in at least 6 credits and must not be receiving MFIP benefits	Determined by LLTC each term
Tribal Scholarships	Varies	Applications located in Student Services Office or Tribal Education Office	Dependent upon funding	Must be enrolled in the tribe Must be enrolled in an accredited college in an eligible program Must apply for all financial aid including MN Indian Scholarship Program	Varies – Contact Tribal Education Office for specific deadlines
American Indian College Fund	Grant Programs; Tribal College General Scholarship	Online application at <a href="http://www.collegefund.org">www.collegefund.org</a> General fund deadlines are	Varies – no minimum or maximum	Native American enrolled or descendent Must be making SAP Special Grant	Online applications for the Full Circle Scholarships

Program	Description	Application	Annual Amounts	Eligibility	Deadlines
		outlined by the school and vary		Program	are accepted January 1-May 31. Applications submitted after May 31 will only be considered if additional funds become available. LLTC will post deadlines each term for the in-house scholarships.
Veterans Benefits	Contact your local Veterans Office.	For additional links and information, please visit this website: <a href="http://www.ohe.state.mn.us">http://www.ohe.state.mn.us</a> Search for Military Service Education Benefits	Varies	Varies	Varies
Blandin Foundation	Private Scholarship	On January 1 new applications are posted online <a href="http://www.blandinfoundation.org">www.blandinfoundation.org</a>	\$1000-\$4000	Students who attend high school in the Itasca County Area (includes homeschooled students) Under the age of 25 Must be enrolled at least ½ time; award is prorated for enrollment at ¾ or ½ time	May 1

### Work Study

Work study is part-time employment through LLTC where you have the opportunity to earn money to help pay for your school costs. Federal and state work study jobs are awarded to those who demonstrate financial need and indicate an interest in work study on their FAFSA.

### Job Postings

See Student Services for available job openings through the work study program. Applicants must meet the following conditions to be eligible for work study positions:

- Accepted as a regular student pursuing a degree or certificate
- Complete FAFSA and verification if required
- Demonstrate financial need
- Enrolled in a minimum of 6 credits
- Complete an application
- Submit a resume and cover letter
- Participate in an interview

### Hiring

If a student is hired for a work study position, they are required to complete and submit the following employment documentation:

- I-9 Form (provides eligibility to work in the U.S.)
- W-4 (tax withholding authorization)
- Confidentiality Form (to abide by LLTC and FERPA record privacy regulations)

### Requirements

- Students can work up to 20 hours per week
- Students cannot exceed the work study award amount
- Students must meet Satisfactory Academic Progress (SAP) standards
- Students on Academic Suspension are not eligible
- Student timecards must be submitted to appropriate department supervisors
- Work study students can elect to have their paychecks direct deposited or they may pick them up in the Finance Office on schedule pay dates

### Rights and Responsibilities of Financial Aid Recipients

You have the right...

- To know that your financial aid is based on calculated financial need.
- To receive your financial aid as long as you are eligible and meet your responsibilities.
- To be informed of the terms of any award that is offered.
- To be exempt from garnishment of Federal Work Study wages for any debt other than the cost of attendance at LLTC.
- To accept, reject, or seek adjustments to your financial aid award without prejudice.
- To privacy of information regarding your financial aid file.

- To access your financial aid file in consultation with the Financial Aid Director.
- To seek financial aid counseling.
- You have the responsibility...
- To complete an application for financial aid annually to demonstrate continued need.
- To provide accurate and factual information on all financial aid forms.
- To notify the Financial Aid Office and Registrar Office of any changes in information including:
  - Withdrawal from school
  - Outside awards or private scholarships you receive
  - Changes in information provided on your application
- To read and understand all financial aid forms and keep copies of them.
- To use financial aid only for education related expenses.
- To submit forms by the deadlines and to keep financial aid appointments.

### Eligibility

Students who are (eligible for) receiving Title IV funding are not eligible for the funding of classes that are not in their declared degree program.

Academic classes not in or a part of your declared degree program will not be used for Title IV eligibility (Pell, FSEOG and FWS)

### Award Notifications

Award notifications will be posted to the student's web portal, accessed through the LLTC website at [www.lltc.edu](http://www.lltc.edu). Students will be notified by the Information Technology (IT) Department of their student login information.

## Financial Aid Office Policies and Procedures

### Verification Procedures

The U.S. Department of Education or Leech Lake Tribal College may select a financial aid application (FAFSA) for verification (34 CFR 668.51-61). This would require the college to obtain additional documentation in order to verify the accuracy of the information that the student and/or the parent gave on the Free Application for Federal Aid (FAFSA) prior to the disbursement of any financial aid funds. In most cases, the student and/or parent will be required to complete the IRS Data Retrieval Tool on the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) that will populate the income fields on the FAFSA directly from the IRS data. Another option is for the student and/or parent to request an IRS Tax Return Transcript directly from the IRS at [www.irs.gov](http://www.irs.gov). A photocopy of a student and/or parent's tax return is not sufficient for verification.

### Verification Forms and Worksheets

Verification may also require documentation of non-taxable income, information on household size, the number of people in the household in college, etc. The Financial Aid Office will notify



students of the specific forms, worksheets and documentation that will be required in order to complete verification.

### Deadline Dates for Verification

All applicants for whom the College has received a valid Student Aid Report (SAR or ISIR) while the student was enrolled must submit all required documentation within 30 days of the date of notification sent. If all required documentation is not received within the allotted timeframe, you will be financially responsible for tuition, fees, and book costs.

The deadline date for completing the verification process is no later than 120 days after the student's last day of enrollment for the award year or August 31<sup>st</sup> (at the end of the award year), whichever is the earlier date. Students who complete verification while enrolled and attending classes will be reviewed for all types of aid eligibility. Students completing verification after ceasing enrollment can only be considered for any Pell Grant funds they may be eligible for.

Any applicant who does not complete the verification process by the deadline date will forfeit all right to payment.



### Required Documents for Verification

When a FAFSA is selected for verification by the U.S. Department of Education, the Financial Aid Office will be informed of the documentation and forms that will be required of the student and/or parent in order to complete the verification process. These requirements may vary by student. All or some of the following information may be required Verification items. Your letter from Financial Aid will detail required data to verify.

#### All Applicants Selected:

- Household size
- Number enrolled in college
- Child support paid (if reported)
- SNAP – Food stamps (if reported)

#### Tax filers:

- Adjusted Gross Income (AGI)
- Federal income tax paid
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions
- Education Credits
- Tax Exempt Interest Income

- Non-Tax Filers:
- Income Earned From Work (W-2s)
- Confirmation of Non-Tax Filing Status

Other Information:

- Signed Statement of Educational Purpose
- Verification of High School Transcript
- Verification of Identity with Photo ID

### Notification to Student of Required Documentation of Verification

When a student's financial aid application has been selected for verification, the student will be informed by mail and/or email in a timely manner what documentation is needed to meet the verification requirements. The student will be sent a letter by mail informing him/her that the FAFSA data has been received. The student will be instructed in the letter of any outstanding verification requirements known at that time. No financial aid will be determined until the verification process is completed.

### Notification to Student of Results of Verification

If as a result of verification, there are no errors discovered, the College will award the federal financial aid for which the student is eligible. The student will be sent an email instructing them to log in into his/her student web portal account to review his/her award letter. If errors are discovered as a result of verification, the College will make the necessary corrections. The student will be sent an email instructing him/her to log in to his/her student web portal to review his/her revised eligibility.

### Office of Inspector General Referrals

The College must refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with his/her application. Common misconduct includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Suspected intent on the part of a student to commit fraud will be reported to the OIG by phoning 1-800-MIS-USED.

### Publicizing Verification Requirements and Procedures

The verification procedures and requirements listed here are published on the College website and mailed to students with their tracking letter.

### Arrests/Convictions

State law (Minnesota Statutes 135A.157) requires all postsecondary educational institutions located in Minnesota to provide notice to all students at or before the time of admission and at or before the time an emphasis is selected, informing them that arrests, charges or convictions

for criminal offenses may limit employment possibilities in specific careers or affect a student's eligibility for federal, state, or other financial aid.

The purpose of this notice is not to discourage students with previous violations from pursuing postsecondary education or applying for financial aid but to encourage students to investigate any possible negative effects on financial aid eligibility and employment before they begin a particular field of study. We encourage all students to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).

Federal Pell Grants are not available to any individual incarcerated in any federal or state penal institution, or to any individual who is subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense (as determined in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program). Students who were convicted under federal or state law of the sale of a controlled substance may lose eligibility for federal student financial aid (grants, loans, and/or work-study) if the offense occurred during a period of enrollment for which the student was receiving federal student aid. There are currently no restrictions on state financial aid based on a student's previous arrests, charges or convictions for criminal offenses. However, if you are applying for private sources of financial aid, we encourage you to contact those organizations to determine what impact, if any, previous violations may have on eligibility for those programs.

With respect to future employment possibilities, in your field of study, we encourage you to visit the following web site for state laws, regarding the effects of previous violations on future employment in Minnesota: <https://www.revisor.leg.state.mn.us/statutes/?id=609B>. Since there may be other fields affected by previous violations that are not included on this page or, you may end up working in another state, it is your responsibility to research the impact of previous violations on your chosen field of study.

### Satisfactory Academic Progress

Leech Lake Tribal College requires that students make Satisfactory Academic Progress in order to remain in good standing and continue their enrollment to their graduation. Satisfactory Academic Progress is determined by evaluation of cumulative GPA, pace of completion, and a maximum time frame to complete their degree/certificate program. LLTC has established and will apply the following standards of satisfactory academic progress to all students. Students bear the responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

To earn a diploma, certificate or associate's degree from LLTC, you must have a cumulative Grade Point Average (GPA) of 2.0 or better. You are not making Satisfactory Academic Progress whenever your cumulative GPA falls below the required minimum. And/ or your cumulative credits earned versus attempted percentage is below 67%.

### Maximum Time Frame

Degree Program	Required Credits	Maximum Credits
A.A. Liberal Education	62-64	96
A.A. Indigenous Leadership	63-65	97
A.A. Early Childhood Education	60-62	93
A.A. Liberal Education STEM	64	96
A.S. Earth Systems Science	64	96
A.S. Earth Systems Science	64	96
A.A.S. Business Management	63-64	96
A.A.S. Law Enforcement	64	96
A.A.S. Integrated Residential Builder	62	93
Carpentry Assistant's Certificate	16	24
Residential Carpentry Diploma	33	49
Construction Electricity	63	94

You are expected to complete your degree/diploma/certificate within an acceptable period of time. You are not eligible for financial aid beyond 150% of the required credits needed to complete each individual program. Example if 60 hours is required to complete your AA degree you may have eligibility for up to 90 hour or 150%. Financial aid recipients pursuing more than one program/emphasis or who have changed their program/emphasis may be required to appeal to continue receiving financial aid because of the maximum timeframe restriction.

Credits attempted at LLTC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student's documented intended program/emphasis will be excluded from the maximum timeframe calculation with an approved appeal. Transfer credits are included in the attempted and earned credit count but are not reflected in cumulative GPA.

### Maximum Credits Allowed Per Degree

As soon as it is apparent that a student cannot complete the degree requirements in the maximum timeframe, the student becomes ineligible for financial aid. Students seeking a second degree should ask the Financial Aid Director for advice on financial aid eligibility.

### Quantitative Measure – Pace of completion

A student is required to progress toward the completion of an academic program by successfully completing 67 % of all credits attempted at LLTC. LLTC uses 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.



HERE IS AN EXAMPLE:

Students in the Liberal Education A.A. program must complete 62 credits to graduate and may attempt 93 credits (62 X 150%). LLTC reviews a student's academic progress after every semester and requires a pace of completion of 67% of the classes that a student attempts. There is also a GPA requirement of 2.0.

If John wants to avoid academic suspension and financial aid probation, he will need to improve his grades and can no longer afford to withdraw from classes or fail them. He must raise his pace of completion above 67% and must keep his cumulative GPA above a minimum of 2.0.

John Doe's transcript

Fall 2013			
Course	Credits	Grade	Notes
MATH 140 Concepts in Math	4	F	John has a pace of completion of 71% (10÷14) so he is in good standing.  John's GPA is above 2.00, so he is in good standing.
BIO 121 General Biology I	4	B	
ENGL 101 English Composition I	3	B	
EDU 102 Path to Success	3	A	
Attempted Credits	Earned Credits	Term GPA	Cumulative GPA
14.0	10.0	2.28	2.28

Spring 2014			
Course	Credits	Grade	Notes
PSY 100 General Psychology	3	W	John has a pace of completion of 61.5% (16÷26) so he is now on academic and financial aid warning.  John is required to have a 2.0 GPA so he meets this requirement, but BOTH % completion and GPA requirements must be met.
ITECH 100 Computer App I	3	A	
HIS 101 US History	3	B	
ART 100 Intro to Art	3	F	
Attempted Credits	Earned Credits	Term GPA	Cumulative GPA
26	16	1.75	2.015

### *Evaluation Period*

A student's Satisfactory Academic Progress is evaluated at the end of every semester/payment period.

### *Failure to Meet Standards*

At the end of each semester, your academic progress related to cumulative GPA, pace of completion (credit completion) and the maximum time frame will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Academic and Financial Aid Warning after the first occurrence but continue to be eligible for financial aid during the Financial Aid Warning term.

If, at the end of the warning period, you have met the cumulative GPA and pace of completion (credit completion) percentage standards you will be in good standing academically and continue to be eligible for Federal and State Student Aid (FSA).

If, at the end of the warning period, your cumulative GPA and/or pace of completion (credit completion) percentage do not meet the required standards, LLTC will place you on financial aid suspension immediately. You will not be eligible to receive Federal Student Aid (FSA) or MN State Aid.

At this point you may file academic and financial aid appeals. See Financial Aid Appeals below.

LLTC reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance. These situations may include, but are not limited to a student who withdraws from all classes for two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/certificate, etc. All periods of enrollment count when assessing progress, even periods in which you did not receive FSA funds.

If you change emphasis, credits and grades that do not count toward the new emphasis will not be included in the Satisfactory Progress determination. A student may only change their emphasis one time while attending LLTC in order to be Federal and State Student Aid eligible.

### *Financial Aid Appeals*

You have the right to appeal a financial aid suspension based on mitigating or extenuating circumstances (out of your control) that may have affected your progress. An appeal form used for both academic and financial aid appeals can be obtained in the Student Services Office. Academic appeals are reviewed by the Progressive Academic Student Success (PASS) Committee. Financial Aid appeals are reviewed by the Financial Aid Director and must be signed by the Dean of Instruction or the Chief Academic Officer. Your appeals must be substantiated with documentation showing proof of the situation or circumstances that are out of your control and that may have affected your progress. If your appeal is successful, you will

be placed on probation for one payment period and a determination will be made if an academic plan is required. A successful appeal is for one semester only, or until good academic standing has been reached. If you are still not making SAP after the probation period, you may appeal again, but not for the same reason, and then you may be placed on an Academic Plan requiring you to meet SAP standards by a specific point in time. The PASS Committee and the Financial Aid Director will communicate their decisions to you, along with pertinent information regarding conditions of the appeals. If, at the end of the probationary term, you have not met the cumulative GPA and overall pace of completion (credit completion rate), but did meet the conditions outlined in your approved Student Success/Academic Plan, you will be in SAP-met status and eligible for financial aid. If you fail to meet the conditions of your academic plan during any semester while attempting to regain overall Satisfactory Academic Progress, you will be immediately suspended academically and placed on financial aid suspension.

### *Academic Plan*

The academic plan outlines the conditions for a student to complete the program of study at a specific point in time and continue to receive financial aid. It is the result of a successful appeal. The student must agree to the plan in writing for it to take effect. The plan will be monitored by the student's faculty advisor.

### *Treatment of Grades, Credits and Emphases*

**Attempted Credits:** Credits in which you are officially enrolled after the registration "drop" period each semester.

**Cumulative Attempted Credits:** The total number of credits registered during ALL terms of enrollment at LLTC as well as credits accepted by LLTC for transfer credit.

**Earned Credits:** Earned credits include letter grades of A, B, C, D, and P. They are successfully completed credits that count toward the required completion percentage of 67% as defined by the pace of completion (credit completion), including accepted transfer credits.

**Attempted, NOT earned:** Letter grades of F, I, NP, W, and WC are considered credits attempted but NOT successfully completed (earned).

**Academic Forgiveness:** Credits for which a student has been granted academic forgiveness WILL be included in all financial aid Satisfactory Academic Progress Measures.

**Audited Courses:** Audited courses are not eligible for financial aid and are not included in Satisfactory Academic Progress.

**Remedial/Developmental Credits:** Remedial/Developmental credits are those given for remedial coursework below the 100 level but not lower than high school level. You may receive financial aid for developmental credits up to a maximum of 30 credit hours. These credits are excluded from your GPA and the maximum time frame calculation.

Repeated Credits: You are allowed to repeat a course in order to improve a grade, as allowed by the College. The College will use the second grade in calculating GPA. All repeated credits are included in percent of completion and maximum time frame calculations. For financial aid eligibility, once you have passed the class you may only repeat it one more time in order to improve your grade. You may, however, repeat the class again if you self-pay. You can repeat failed classes multiple times as long as you are meeting SAP.

Transfer Credits: Transfer credits are credits earned at another college that are accepted by LLTC. Transfer credits accepted by LLTC shall be counted as credits attempted and completed for calculation of cumulative completion percentage. They are not included when calculating your cumulative GPA, but ARE included when calculating pace of completion for maximum time frame.

Adding/Dropping: Any classes a student attends during the add/drop period will be used to determine official enrollment level for the term. If you will not be attending LLTC, YOU MUST drop your classes prior to the end of the add/drop period to avoid financial penalty.

Withdrawals: A "W" (withdrawal) grade is given when you officially withdraw from a class. "W" grades are considered unearned attempted credits that do not impact GPA but will negatively impact earned credits and your pace of completion (credit completion) percentage. In addition, students receiving federal aid will be subject to the federal rules for Return of Title IV funds if they withdraw within the first 60% of the term.

No-Shows: A student who does not attend any classes they are registered for prior to the official last date to add/drop shall be considered a "no show." The instructor has the right to drop the student from the class during this time. After the add/drop date, if the student has not been dropped, they may withdraw from the class.

The student will be billed a "no show" fee of \$10.00 per course, a \$15.00 registration fee, and the total cost of purchases made at the Bookstore. Students may return books (no later than the published mid-term date) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped.

Incompletes: An "I" (incomplete) grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. This grade is treated as "unearned" attempted credit when evaluating pace of completion (credit completion) and your cumulative GPA. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer) if requirements of course completion have not been satisfactorily met.

2<sup>nd</sup> Degree: All students are limited to completing two degrees at LLTC.



### Return to Title IV Aid

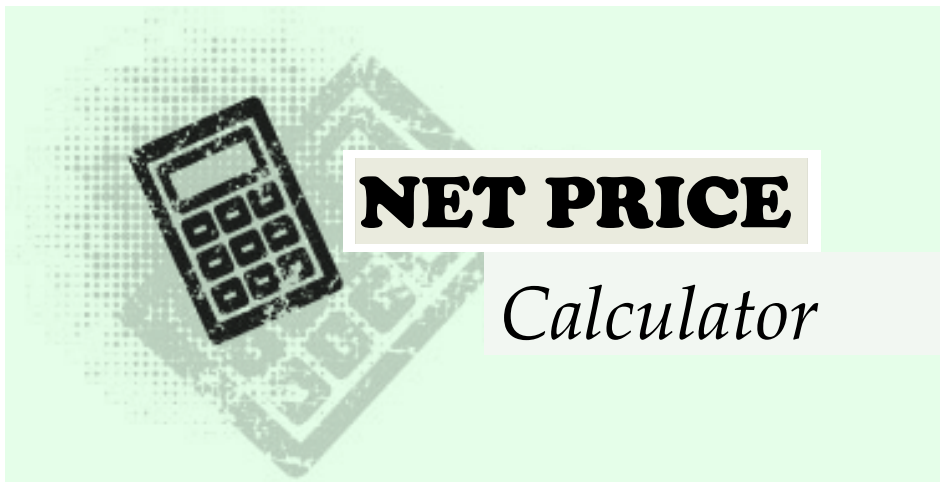
Financial Aid recipients who withdraw from all courses prior to 60% of the term being completed (including courses with a grade of "F" for non-attendance) are subject to the federal rules for Return to Title IV Funds for any federal aid not earned. MN State aid also requires a return calculation in these instances.

If a student completely withdraws from all courses during the first three weeks of the term, the amount of the refund will be determined based on the last date of attendance. After the third week of the term, the student has incurred 100% of institutional charges.

### Financial Aid Tools

#### *Net Price Calculator*

The Net Price Calculator can be found on our website at [www.lltc.edu](http://www.lltc.edu). It can provide you with an estimate based on price of attendance and financial aid provided to students in a previous year. The price of attendance and financial aid availability change from year to year.



## Red Lake Campus Admissions/Registration

Leech Lake Tribal College/Red Lake Campus welcomes all applications for admission. Applications are available in the Student Services Office, or available on request via email, mail, fax, text message or phone. For help with the application process, or other admission information, or to arrange a campus visit, please contact Student Services: Laurie Neadeau, Director of Enrollment and Student Information, laurie.neadeau@lltc.edu, or 218-679-2860.

LLTC/Red Lake Campus offers the Associate of Arts Degree in Liberal Education academic program of study. Please refer to the LLTC course catalog for the complete description of eligibility requirements for admissions. The LLTC course catalog is located on the LLTC Website under the "Academics" tab.

Once the application process is complete, Red Lake Student Services forwards all documents to the LLTC Registrar for final processing. Red Lake Campus Course Master List is available for students to register for classes on the RLNC website, or with Laurie in Student Services.

### Red Lake Campus Contact Information

Dan King, MBA, MPA <i>President</i>	(218) 679-2860
Eugene "Bugger" McArthur, Sr., B.S. <i>Director of Development</i>	(218) 679-2860
Mandy Schram, M.S. <i>Chief Academic Officer</i>	(218) 679-2860
Elizabeth Polzin, M.A. <i>Vice President of Student Success</i>	(218) 679-2860
Tami Niswander, MBA <i>Chief Financial Officer</i>	(218) 679-2860
Cassy Keyport, MLS <i>Director of Library Services and Tribal Archives</i>	(218) 679-2860
Laurie Neadeau, A.A. <i>Director of Enrollment and Student Information</i>	(218) 679-2860
Brandon Spears, B.S. <i>Recruitment and Retention Counselor</i>	218) 679-2860
Betty Kimbrell, A.A. <i>Admissions Counselor</i>	(218) 679-2860
Tammy Beaulieu <i>Office Manager</i>	(218) 679-2860
Brandi Desjarlait <i>Receptionist</i>	(218) 679-2860
Arnold Maxwell <i>Custodian</i>	(218) 679-2860



### Faculty List

Communications	Devery Fairbanks, M.A.
	Julia Stephani, B.S.
	William Stephani, M.S./M.Ed
Business Administration	Linda Bedeau, MBA
Athletics and Physical Education	Devery Fairbanks, M.A.
Indigenous Studies and Fine Arts	Lucy Barrett, B.S.
	Marcus Tyler
	Nathaniel Taylor, B.A.
	Devery Fairbanks, M.A.
Science and Environmental Studies	Tami Nendick, M.S.
Mathematics and Technology	Misty Oliver, B.S.
	Tami Niswander, MBA
	Jeffrey Jones, M.A.
Social Studies and Behavioral Sciences	Elizabeth Polzin, M.A.
	Jason Douglas, M.A.
	William Stephani, M.S./M.ED
	Mandy Schram, M.S.
	Michelle Paquin, J.D.
	Charles Dolson, J.D.

## Campus Resources/Student Life

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

### Agindaasowigamig (Library)

The Leech Lake Tribal College Library offers access to technology and print and electronic resources, research and information services, study space, and additional academic support services. Students can use their LLTC student identification cards to check out up to three resources at a time for a two-week period with the option of an additional two-week renewal. LLTC also has a reciprocal usage agreement with Bemidji State University's library, which allows students to make use of BSU library resources with use of their LLTC student identification cards and a signed BSU library borrower application form, which can be found and signed in the LLTC library by LLTC library staff.

### Nando-Gikenjigewigamig (The Learning Center)

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 six group and five individual study areas.

### Mino-ayaawigamig (Wellness Center)

The mission of the Wellness Center is to improve the health of our students and their families while providing students with a safe, confidential environment where they can seek advice and ask questions. Balance is important to maintain well-being, and we will support our students in areas of spiritual, mental, emotional, and physical health while providing a place for students to feel safe, healthy and valued. We offer a private lactation room, counseling space, donated clothing, personal hygiene items, referrals and resources to tribal and local services. We work with the other departments of the college to offer assistance with, and education about, issues concerning health, family, and stress management.

### Commercial Tobacco Free Policy LLTC

Definitions: Commercial tobacco is defined as tobacco products such as cigarettes and not the sacred and indigenous uses of tobacco practiced by Native American communities. This Tobacco Free Policy will in no way prohibit the use of traditional/ceremonial/sacred use of tobacco or infringe in any manner on any tobacco cultivation or harvesting for spiritual and ceremonial use.



Purpose: The Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values. We are devoted to providing our students with the skills to promote well-being and for themselves and their families through providing students, employees and the community with a safe and healthy environment, in conformance with the intent of Minnesota Clean Indoor Air Act and National Congress of American Indians Resolution # TUL-05-101/resolution 74-05. Knowing that smoking has a significant negative impact on the health and wellbeing of smokers and non-smokers alike, this policy is designed to include all commercial tobacco products including, but not limited to, cigarettes, smokeless tobacco and electronic cigarettes.

Policy: Commercial Tobacco/smokeless tobacco and electronic cigarettes usage is prohibited on all campus properties including all buildings, college vehicles, parking lots, walking trail, and garages.

Policy Implementation: This policy will be effective the start of fall term 2014 August 18<sup>th</sup>.

Policy Enforcement: Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students as well as campus visitors helping us care for the land and people by promoting a clean, safe, healthy environment in which to work, study, and live. The college

will give short trainings at orientations and other training opportunities designed to assist and prepare students and staff to help one another comply with the policy.

The enforcement strategy is through peer encouragement, with the goal of changing the well-being of our community over time.

In the event of a violation, the person will be informed of the LLTC Tobacco Free campus policy. Should the individual continue to violate the policy, a report will be made by security through the use of a tobacco use grievance form to the appropriate office.

### Commercial Tobacco Free Frequently asked Question

Definitions: Commercial Tobacco is defined as tobacco products such as cigarettes, cigars, smokeless tobacco, and electronic-cigarettes. This Commercial Free Tobacco Free Policy will in no way prohibit the use of traditional/ceremonial/sacred use of tobacco or infringe in any manner on any tobacco cultivation or harvesting for spiritual and ceremonial use.

Purpose: The Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values. We are devoted in providing our students with the skills to promote well-being and for themselves and their families. As we implement this new policy knowing that smoking has a significant negative impact on the health and wellbeing of smokers and non-smokers alike, this policy designed to include all commercial tobacco products including smokeless tobacco and electronic cigarettes. Reducing tobacco use also increases productivity in the workplace, decreases absenteeism, and possibly lowers excess medical expenditures and other costs associated with tobacco work in the workplace and educational setting.

1. When will the policy take effect?

The Policy took effect September 1, 2014 (or the starting date of Fall 2014 term)

1. Will the policy be in effect at all times or only during regular working hours?

The policy will be in effect 24 hours a day, 7 days a week, and 365 days a year.

2. To whom will this policy apply?

The policy will apply to all employees, students, visitors, guest, and contractors while on the Leech Lake Tribal College Campus.

3. Will the policy apply to the uses of commercial tobacco products besides cigarettes?

The policy will apply to use of all tobacco products. Use of tobacco products is defined as: the act of lighting, smoking, holding or carrying a lit or smoldering cigar, cigarette or electronic cigarette, and using smoke-less (chewing) tobacco.

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4. Where will the new policy apply?

The policy will apply to:

- All buildings on the LLTC campus
- All outside property and grounds, including, parking areas, and walking trails
- All college owned vehicles
- LLTC sponsored events that are on- campus

5. Will I be allowed to use tobacco products in my car while it's parked on the LLTC campus property?

No, All outside property and grounds of LLTC campus are commercial tobacco free.

This will include the parking lots.

6. If I see someone using tobacco products on the LLTC campus property, what should I do?

Any person who observes violation of the policy should discuss the policy with the person using tobacco. If tobacco use continues, violations can be reported to the campus security officer who will report them to the following supervisors:

If it is a student who continues to violate the policy it will be reported to the Dean of Student Services.

If it is a staff or faculty who continues to violate the policy it will be reported to director of Human Resources.

7. Policy enforced.....

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. Everyone shares the responsibility for adhering to and enforcing this policy.

8. What resources will be available to help students and staff who want to take advantage of this opportunity to quit using tobacco products?

The Wellness Center will be providing support and referral to resources. They will be committed to ensuring that students and staff find access to assistance in quitting.

## Mazina'iganiwigamig (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.

## LLTC Athletic Program



The LLTC men's and women's basketball program was started in the fall of 2013. The team name is the Leech Lakers and the team colors are black and gold. LLTC competes in the National Junior College Athletic Association Division III level and is a member of the Northern Intercollegiate Athletic Conference (NIAC). It is the goal of the LLTC Athletic Department to provide opportunities to student athletes to enrich their collegiate experience through participation with competitive and cooperative athletic teams.

### Athletic Program Guidelines

Students must be currently enrolled in a minimum of 12 credits per semester in good academic standing to be eligible to play. Students must maintain a grade point average of 2.0 or higher.

- Students must have amateur status. Individuals who have received any form of compensation for play are ineligible to participate in that sport.



- Participants will display good sportsmanship at all times in practices and competition.
- Students will adhere to all established LLTC Athletic Department conduct and disciplinary policies. Violations of these policies can result in dismissal from the team.
- Students must have current physical, medical insurance and other relevant medical information on file with the athletic department.
- Students must register in PE 110-113. One 1-credit course is required per semester (1<sup>st</sup> semester athlete – PE 110, 2<sup>nd</sup> semester athlete – PE 111, etc.)



## Mazinaabikiwebiniganiwigamig (Information Technology)

IT Help Desk 218-335-4269

### Acceptable Use of Information Systems at Leech Lake Tribal College

Access to computer systems and networks owned or operated by Leech Lake Tribal College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individuals' right to privacy and to freedom from intimidation and harassment. Connection of privately owned computer equipment to college information technology services is permitted as long as college guidelines and regulations are followed.

### Guidelines/Regulations for use of LLTC Computers and/or IT Resources

- Protect your User ID and Password from unauthorized use. You are responsible for all activities generated from your User ID.
- All electronic communication between and among LLTC students and personnel is to be done from LLTC assigned electronic email accounts. It is the responsibility of each student to monitor their email account for communications from the staff members, instructors and student representatives.
- Be considerate in your use of shared resources.
- Use resources only for authorized purposes.
- Respect the rights of others.
- Abide by the security restrictions on all systems and information to which you have access.

- LLTC is not responsible for damage or loss of personal equipment brought onto campus.

### Unacceptable/Irresponsible Use of College Computers and Resources

- Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never appropriate. One test of appropriateness would be to only “say” things via email that you would be willing to say directly to another person. Messages sent as electronic mail should meet the same standards as tangible documents. Identify yourself clearly and accurately.
- Do not send threatening or harassing materials.
- It is unacceptable to use the LLTC college system to engage in wasteful or disruptive practices, such as creating or sending “chain letters,” “broadcast” messages or unwanted material, “flaming” or overloading a system.
- Do not use email for inappropriate personal use or gain such as commercial purposes or financial gain, wagering, or fundraising, unless sanctioned by LLTC.
- Do not use another person’s system, User ID, password, files or data.
- Never attempt to circumvent or subvert the system or network security measures or engage in behavior that is intended to create or propagate viruses, damage files or make unauthorized modifications to university data.
- Do not use college resources for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Do not make or use illegal copies of copyrighted materials or software.
- It is unacceptable to download, view, create or distribute material or visit sites that include, but are not limited to those containing pornographic, racist, hate promoting material, or other material whose access may undermine campus policies and college values.

### Compliance

In circumstances of alleged or suspected abuse or misuse, an investigation will be initiated. The IT Director retains the right to revoke access, examine directories, files, or other electronic records that are relevant to the investigation. Hardware may be seized temporarily for the purposes of investigation, if necessary. Investigation and resolution, including possible disciplinary action will be governed by college policies and the student code of conduct. Disciplinary action may include suspension or expulsion.

# Student Accounts

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.

## Tuition and Fees

### 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.

### Tuition Credit Schedule

Students dropping individual courses or withdrawing from enrollment up to the last date to officially drop courses will receive a 100% refund of tuition and fees (except application fee). Students who officially withdraw from a course or courses by the Last Day to Officially Withdraw will be liable for their unpaid balance, if any.

After the ADD/DROP date, the student will be held liable for all tuition and fees. Failure to pay the amount owed may prevent future attendance at the College. Students who have a billing

statement hold should seek assistance from the Accounts Receivable Clerk, and those who have financial aid holds should talk to the Financial Aid Director.

Students who drop and/or withdraw from the College, and who have received a Pell grant, may also jeopardize future attendance if the College has to reimburse the Department of Education for all or part of the Pell award. This amount then becomes the student responsibility to pay back to the school.

Students are encouraged to contact the Registrar, financial aid office, or finance office *at any time* there is a question or problem related to their bill.

### 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	\$10.00 per credit hour per semester
Registration Fee	\$20.00 per semester
Replacement Student ID Card	\$10.00 per replacement card
Carpentry Trades Course Fee	\$150.00 one-time fee
Electrical Trades Course Fee	\$75.00 per semester
Materials Fee for ART classes	\$50.00 per course
Transcript Fee (unlimited official transcripts)	\$5.00 per semester
Law Enforcement MMPI Testing Fee (All new LE students; includes background check. Must pay before attending Skills)	\$158.00 (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

Tribal Transit shuttle services are provided with limited area of operation.

<http://www.llojibwe.org/admin/transit.html>

### 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

The following is a sample two-year student budget:

Educational Expenses	Semester 1 (12 credits)	Semester 2 (13 credits)	Semester 3 (14 credits)	Semester 4 (15 credits)
Tuition (\$154.00 per credit*)	\$1848.00	\$2002.00	\$2156.00	\$2310.00
Registration fee (\$15.00)	\$15.00	\$15.00	\$15.00	\$15.00
Technology Fee (\$10.00 per credit)	\$120.00	\$130.00	\$140.00	\$150.00
Books & Supplies – Estimate (dependent upon courses taken)	\$300.00	\$375.00	\$475.00	\$590.00
Student Activity Fee	\$25.00	\$25.00	\$25.00	\$25.00
Art Fee (depends on art courses)	\$50.00	\$50.00	\$50.00	\$50.00
<b>TOTAL</b>	<b>\$2,358.00</b>	<b>\$2,597.00</b>	<b>\$2,861.00</b>	<b>\$3,140.00</b>

## Ganawenjigewigamig (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

## Academic Procedures

### Academic Degrees and Programs

#### Associate of Arts

Liberal Education

Liberal Education with STEM Emphasis

Indigenous Leadership

Early Childhood Education

#### Associate of Science

Earth Systems Science

Forest Ecology

#### Associate of Applied Science

Business Management

Law Enforcement

Integrated Residential Builder

#### Diploma

Construction Electricity

Residential Carpentry

#### Certificate

\*Child Development Associate

*(See Early Childhood Education Department for details)*

Carpentry Assistant

### Academic Credit

#### 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 Chief Academic Officer.

## 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.

## 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
P	Pass – Average	0
NP	No Pass – 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
			12		36
			Total Credits		Total Grade Points

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.

Institutional grade scale by percentage

- A 90-100
- B 80-89.99

C	70-79.99
D	60-69.99
F	0-59.99

### Academic Honors

The Dean's List recognizes full-time students who earn a GPA between 3.0 and 3.9. Full-time 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.

### Midterm Grades

The instructors at mid-point of the semester (according to the official course calendar) will submit midterm grades through Jenzabar. These grades indicate the progress of the student midway through the semester and are not computed in the grade point average. Students are encouraged to seek assistance from their Academic Advisor or their instructor when needed. A list of students receiving grades below "C" will be presented to the PASS Committee. 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 as the "Last day to make up incompletes". If the student does not do so, the "I" automatically becomes an "F." This may result in Academic Warning and the list of incompletes will be reviewed by the PASS Committee.

### 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 obtain approval/signature from the Department Chair and the Dean of Instruction or VP of Academic Affairs then 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 Policies and Procedures

### 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 and complete the Course Substitution or Waiver form. The Registrar will evaluate the request and forward it to the Chair of the Department and the Chief Academic Officer, both of whom will make a recommendation. The Chief Academic Officer 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. Instructors will notify the FA Office at the end of the Add/Drop period each semester any student who has not been in attendance. In addition, instructors will report the last date of attendance to the FA office in order to determine any Return to Title IV funding upon request from the Financial Aid Office.

### 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 or the Student Services Office (if faculty cannot be reached) as soon as is reasonably possible for makeup work. This contact may include voice mail messages and/or e-mail messages. If makeup work is not completed, the absence will be considered unexcused.

*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. 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 or Chief Academic Officer.

### Unexcused Absences

Absences which are not “approved” or “excused” shall be considered unexcused. Oversleeping or other avoidable absences are not excused. Previously excused absences for which the student does not complete makeup work within a reasonable time frame determined by the instructor will be marked as unexcused absences.

*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 or Chief Academic Officer 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.

### Pace of Work

All academic work should be turned in on time. Instructors have the right to determine late work policies for each class. Students are expected to read the syllabus and understand the deadlines and penalties for late submissions.

### 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 Chief Academic Officer. Cheating on an exam, plagiarizing, or committing other forms of dishonesty may result in an "F" for the course, or academic suspension.

### 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 or Chief Academic Officer 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.

After the student completes the examination, the instructor indicates with a grade of Pass or No Pass ("P" or "NP") whether or not the student has passed the test, and the number of credits earned. The instructor will enter the grades into Jenzabar resulting in a grade of "P" or "NP" on the student's transcript.

## 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:

Total Semester Hours Attempted	Minimum GPA Required**
1-15	1.70
16 & 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 % 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.

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. They will also be required to complete a Student Success Plan with their Academic Advisor.

## 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 (Fall or Spring). 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 probation and allowed to register for a maximum of six (6) credits (unless approved to take more credits by the Chief Academic Officer).
- A copy of the academically suspended student's letter and Student Success Plan will be distributed to the Student Advisor, the Financial Aid Office and the student's academic file.

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.

*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. The student's advisor will help plan a readmission strategy.

## Suspension Following the First Term of Academic Warning

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 (Fall or Spring)
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 an appeal to the Records Office to be reviewed by the Progressive Academic Student Success (PASS) committee.

### Academic Suspension Appeal

The appeal 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 a Student Success 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.

All appeals will be submitted to the Progressive Academic Student Success (PASS) committee, who will, in turn, approve or deny (in writing) the appeal. Appeals may be based upon extenuating circumstances that affected past performance or errors 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 that may include, but are not limited to 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.

All appeals are submitted to the Dean of Instruction to be reviewed by the Progressive Academic Student Success (PASS) 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. The final decision from the PASS Committee must be approved and signed by the Dean of Instruction or VP of Academic Affairs.

### Summer Sessions and Academic Standing

Leech Lake Tribal College frequently offers free classes in the summer. Students who are on Academic Warning and Academic Suspension are encouraged to attend these classes in order to improve their GPA, the course completion percentage and their overall academic standing.

### Academic Grievance Process

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.



A student should consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.

1. If the problem remains unresolved, a student may petition (in writing) to the PASS Committee. The Dean of Instruction and VP of Academic Affairs have the final decision and authority in all academic appeals.

### Change of Assigned Grade

Grade changes are considered when a student contests a grade or when there has been a documented error in grade calculation. Faculty members must fill out the change of grade form. All grade changes must be reported to and approved by the appropriate Department Chair and the Dean of Instruction. The deadline for submission of a completed grade change form to the Registrar is four weeks after the end of the semester or summer session in which the student took the class. Late requests of this nature must be submitted within one year of the final grade submission date and will require additional justification. Late requests must be approved by the Progressive Academic Student Success (PASS) Committee. No grade change will be accepted by the Registrar after the deadline without the written approval of the Chief Academic Officer.

### Grade Forgiveness Policy

The Grade Forgiveness Policy is for students who have experienced previous academic difficulty at Leech Lake Tribal College and now wish to build an academic record that is not weakened by past failures. This policy is not intended to enable you to stay in school if you have chronically poor academic performance or to raise false expectations if you are not making progress toward your degree.

### Grade Forgiveness Criteria

1. If you have successfully completed 12 semester credit hours, with a minimum GPA of 2.0 in the most recent semester, you may petition the PASS Committee for grade forgiveness.
2. You may use this option for 'F' grades earned at LLTC that are five or more years old.
3. You may request forgiveness for up to 12 semester credits or 18 quarter credits maximum, and they must be in the same semester or consecutive semesters.
4. This is not applicable if you have already earned a degree at LLTC.

### Grade Forgiveness Rules

1. If your petition is granted, the grades will not be deleted from your transcript. However, the 'F' grades will be replaced with a grade of 'NP' which will remove the negative impact to your term and cumulative GPA.
2. These 'forgiven' credits will still count toward your attempted credit count at the institution.

3. Grade forgiveness will be granted one time only. Once forgiveness is granted, it is permanent. Repeating the course will not affect or change the forgiven grade.
4. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.
5. Students who re-enter the college under academic forgiveness must follow and adhere to the terms of the Catalog, including all academic requirements and policies, of the year of re-entry.
6. If a student is granted grade forgiveness, the student is still responsible for the tuition and fees for those courses.

#### Grade Forgiveness Procedure

1. A student must fill out the Petition for Forgiveness form and describe the circumstances of their appeal and attach any supporting documentation to support the appeal.
2. Once the PASS Committee receives the Petition form, it will be reviewed at the next committee meeting.
3. The decision of the PASS Committee will be documented.
4. The decision of the PASS Committee must be reviewed and signed by the Dean of Instruction *and* VP of Academic Affairs.
5. The student will be informed via letter.

## 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.

#### 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.

### 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. A graduation fee of \$30, (fee needs to be paid at this time) this will cover the cost a robe and cap. 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.

### 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 office of the Registrar. 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 registering for classes. 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. Repeat courses are not considered part of an HDE.



## 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.

### Closing of Courses

Courses with low enrollment may be closed. The Chief Academic Officer 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.

### Independent Study

Independent study is very limited. Students seeking independent study must have approval from the Chief Academic Officer 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

The 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. FERPA is the Family Education Rights & Privacy Act which is a federal law governing the privacy of student records and the obligations of the institution. The following directory type of information/data may be given to any inquirer without written authorization from the student:

- Student Name
- Local address and telephone

- Permanent address and telephone
- Email address
- Place of birth
- Major field of study (emphasis)
- Dates of attendance and dates of program completion
- Full or part-time enrollment status
- Year in school (class)
- Diplomas/certificates awarded
- Scholastic honors and awards received
- Other educational institutions attended
- Visual image

Any student requesting that any or all of this information remain confidential must complete a FERPA Non-Disclosure Request Form located in the Registrar' Office. Students may also request the distribution of records to a third party by completing a Release of Information form.

## Leech Lake Tribal College General Education Requirements



Students who pursue a degree at Leech Lake Tribal College will be required to take general education courses or core courses related to each specific degree program. General education courses are designed to provide foundational education. See specific degree requirements for additional details.

### 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, Earth Systems Science, Mathematics, History and the Social/Behavioral Sciences, Humanities & Arts, Human Diversity, Global Perspectives, Ethical and Civic Responsibility, and People and the Environment.

## 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 Earth Systems Science principles, methods and 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.
- Understand the development of and changing meanings of 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.)

62-64 Credits

### Core Requirements (30 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
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

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

### Category 3: Earth Systems Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
Or CHEM 100	Foundations of Chemistry & Lab	4	
Or CHEM 111	General Chemistry I & Lab	4	CHEM 100
Or CHEM 112	General Chemistry II & Lab	4	CHEM 111
Or PSCI 100	Introduction to Physical Science & Lab	4	
Or PSCI 110	Introduction to Earth Science & Lab	4	
Or PSCI 150	Indigenous Astronomy	3	
Or BIO 204	Environmental Science	3	

### Category 4: Mathematical/Logical Reasoning (3 credits):

Course Code	Course Title	Credits	Pre-Req
MATH 140	Concepts in Mathematics	4	
Or MATH 150	College Algebra	3	
Or MATH 155	Advanced College Algebra	3	MATH 150
Or MATH 210	Pre-Calculus	3	MATH 155
Or MATH 250	Calculus	3	MATH 210



Category 5: History and Social Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or POLSC 225	Treaty Law and Tribal Sovereignty	3	
Or PSY 100	General Psychology	3	
Or PSY 140	Developmental Psychology	3	
Or PSY 200	Indigenous American Psychology	3	
Or PSY 220	Abnormal Psychology	3	PSY 100
Or GEOG 200	Cultural Geography	3	
Or SOC 101	Introduction to Sociology	3	

Category 6: Humanities and Arts (6 credits):

Course Code	Course Title	Credits	Pre-Req
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.

Course Code	Course Title	Credits	Pre-Req
ART 102	Introduction to Pottery	3	
Or ART 107	Drawing I	3	
Or ART 108	Sculpture	3	
Or ART 109	Watercolor Painting	3	
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 ART 204	Introduction to Moccasin Making	3	ART 100
Or ENGL 200	Literature and the Environment	3	ENGL 102
Or ENGL 220	Creative Writing	3	ENGL 101
Or ENGL 299	Special Topics in Literature	3	ENGL 102
Or PHIL 200	Indigenous American Philosophy	3	

Category 7: Human Diversity (3 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
Or HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or HIS 150	History of Leech Lake	3	

Or SOC 101	Introduction to Sociology	3	
Or SOC 200	Indigenous American Women	3	
Or PHIL 200	Indigenous American Philosophy	3	

Category 9: Ethical and Civic Responsibility (3 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
Or PHIL 200	Indigenous American Philosophy	3	
Or SOC 200	Indigenous American Women	3	
Or POLSC 150	American Government	3	
Or POLSC 225	Treaty Law and Tribal Sovereignty	3	

Category 10: People and the Environment (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 200	Ethnobiology	3	
Or BIO 204	Environmental Science	3	
Or ENGL 200	Literature and the Environment	3	ENGL 102
Or GEOG 200	Cultural Geography	3	

General Electives (8 credits):

Course Code	Course Title	Credits	Pre-Req



## Associate of Arts Degree, Indigenous Leadership

Upon completion of the requirements, this program is designed for students to receive an Associate of 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.

### Indigenous Leadership 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.



## INDIGENOUS LEADERSHIP (A.A.)

63-65 Credits

### Core Requirements (30 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
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

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

### Category 3: Earth Systems Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
Or CHEM 100	Foundations of Chemistry & Lab	4	
Or CHEM 111	General Chemistry I & Lab	4	CHEM 100
Or CHEM 112	General Chemistry II & Lab	4	CHEM 111
Or PSCI 100	Introduction to Physical Science & Lab	4	
Or PSCI 110	Introduction to Earth Science & Lab	4	
Or PSCI 150	Indigenous Astronomy	3	
Or BIO 204	Environmental Science	3	

### Category 4: Mathematical/Logical Reasoning (3 credits):

Course Code	Course Title	Credits	Pre-Req
MATH 140	Concepts in Mathematics	4	
Or MATH 150	College Algebra	3	
Or MATH 155	Advanced College Algebra	3	MATH 150
Or MATH 210	Pre-Calculus	3	MATH 155
Or MATH 250	Calculus	3	MATH 210

Category 5: History and Social Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or PSY 200	Indigenous American Psychology	3	
Or GEOG 200	Cultural Geography	3	

Category 6: Humanities and Arts (6 credits):

Course Code	Course Title	Credits	Pre-Req
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.

Course Code	Course Title	Credits	Pre-Req
ART 102	Introduction to Pottery	3	
Or ART 107	Drawing I	3	
Or ART 108	Sculpture	3	
Or ART 109	Watercolor Painting	3	
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 ART 204	Introduction to Moccasin Making	3	ART 100
Or PHIL 200	Indigenous American Philosophy	3	

Category 7: Human Diversity (6 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
HIS 150	History of Leech Lake	3	

Category 9: Ethical and Civic Responsibility (9 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 299	Indigenous American Internship	3	<i>Inst. App</i>
POLSC 225	Treaty Law and Tribal Sovereignty	3	

Choose one of the following:

Course Code	Course Title	Credits	Pre-Req
PHIL 200	Indigenous American Philosophy	3	
Or SOC 200	Indigenous American Women	3	

Category 10: People and the Environment (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 200	Ethnobiology	3	
Or BIO 204	Environmental Science	3	
Or ENGL 200	Literature and the Environment	3	ENGL 102
Or GEOG 200	Cultural Geography	3	

## Associate of Arts, Early Childhood Education

This program is designed for students to receive an Associate of 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 emphasis. 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.



### 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.)

60-62 Credits

### Core Requirements (29 Credits):

Course Code	Course Title	Credits	Pre-Req
ART 100	Intro to Traditional & Contemporary Art	3	
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
ENGL 102	English Composition II	3	ENGL 101
ITECH 100	Computer Applications I	3	
OJI 101	Speaking Ojibwe I	4	
OJI 111	Speaking Ojibwe with Children/Creative Ojibwe Classroom	3	OJI 101
SPCH 201	Speech and Communications	3	ENGL 101

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

### Category 3: Earth Systems Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
Or CHEM 100	Foundations of Chemistry & Lab	4	
Or CHEM 111	General Chemistry I & Lab	4	CHEM 100
Or CHEM 112	General Chemistry II & Lab	4	CHEM 111
Or PSCI 100	Introduction to Physical Science & Lab	4	
Or PSCI 110	Introduction to Earth Science & Lab	4	
Or PSCI 150	Indigenous Astronomy	3	
Or BIO 204	Environmental Science	3	

### Category 4: Mathematical/Logical Reasoning (3 credits):

Course Code	Course Title	Credits	Pre-Req
MATH 140	Concepts in Mathematics	4	
Or MATH 150	College Algebra	3	
Or MATH 155	Advanced College Algebra	3	MATH 150
Or MATH 210	Pre-Calculus	3	MATH 155
Or MATH 250	Calculus	3	MATH

			210
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Category 5: History and Social Sciences (6 credits):

Course Code	Course Title	Credits	Pre-Req
ECE 180 or PSY 140	Child Growth and Development or Developmental Psychology	3	
ECE 222	Infant and Toddler Development	3	

Category 6: Humanities and Arts (6 credits):

Course Code	Course Title	Credits	Pre-Req
ECE 210	Creative Activities with Children	3	ECE 180

Choose another course from below.

Course Code	Course Title	Credits	Pre-Req
ENGL 200	Literature and the Environment	3	ENGL 102
Or PHIL 200	Indigenous American Philosophy	3	

Category 7: Human Diversity (3 credits):

Course Code	Course Title	Credits	Pre-Req
ECE 201	The Exceptional Child: Children with Special Needs	3	ECE 180

Category 9: Ethical and Civic Responsibility (3 credits):

Course Code	Course Title	Credits	Pre-Req
ECE 220	Relations/Management in Child Development	3	ECE 180

Category 10: People and the Environment (3 credits):

Course Code	Course Title	Credits	Pre-Req
ECE 240	Children, Families and Communities	3	ECE 220

Early Childhood Education Required Courses (4 credits minimum):

Course Code	Course Title	Credits	Pre-Req
ECE 298	*CDA Transfer Equivalence	10	CDA
ECE 299	Early Childhood Practicum	4	Inst. App. All ECE

\* Note: Only Students who have already earned their CDA, outside of LLTC, are required to enroll in ECE 298. They are NOT required to take ECE 180 or ECE 220.



## Associate of 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 emphasis 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 of Arts Degree in Liberal Education with a STEM Emphasis can transition into a four-year STEM Bachelor of Science degree.

### Programmatic Student Learning Outcomes

- Students will 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 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 solve mathematical problems and test the correctness of the proposed solutions.
- Students will assess the relevance and application of mathematical and science concepts in everyday life.



## LIBERAL EDUCATION STEM EMPHASIS (A.A.)

64 Credits

### Core Requirements (30 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
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

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

### Category 3: Earth Systems Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
Or CHEM 100	Foundations of Chemistry & Lab	4	
Or CHEM 111	General Chemistry I & Lab	4	CHEM 100
Or CHEM 112	General Chemistry II & Lab	4	CHEM 111
Or PSCI 100	Introduction to Physical Science & Lab	4	
Or PSCI 110	Introduction to Earth Science & Lab	4	
Or PSCI 150	Indigenous Astronomy	3	
Or BIO 204	Environmental Science	3	

### Category 4: Mathematical/Logical Reasoning (3 credits):

Course Code	Course Title	Credits	Pre-Req
Or MATH 155	Advanced College Algebra	3	MATH 150
Or MATH 210	Pre-Calculus	3	MATH 155
Or MATH 250	Calculus	3	MATH 210

Category 5: History and Social Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or POLSC 225	Treaty Law and Tribal Sovereignty	3	
Or PSY 100	General Psychology	3	
Or PSY 140	Developmental Psychology	3	
Or PSY 200	Indigenous American Psychology	3	
Or PSY 220	Abnormal Psychology	3	PSY 100
Or GEOG 200	Cultural Geography	3	
Or SOC 101	Introduction to Sociology	3	

Category 6: Humanities and Arts (6 credits):

Course Code	Course Title	Credits	Pre-Req
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.

Course Code	Course Title	Credits	Pre-Req
ART 102	Introduction to Pottery	3	
Or ART 107	Drawing I	3	
Or ART 108	Sculpture	3	
Or ART 109	Watercolor Painting	3	
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 ART 204	Introduction to Moccasin Making	3	ART 100
Or ENGL 200	Literature and the Environment	3	ENGL 102
Or ENGL 220	Creative Writing	3	ENGL 101
Or ENGL 299	Special Topics in Literature	3	ENGL 102
Or PHIL 200	Indigenous American Philosophy	3	

Category 7: Human Diversity (3 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
Or HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or HIS 150	History of Leech Lake	3	

Or SOC 101	Introduction to Sociology	3	
Or SOC 200	Indigenous American Women	3	
Or PHIL 200	Indigenous American Philosophy	3	

Category 9: Ethical and Civic Responsibility (3 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
Or PHIL 200	Indigenous American Philosophy	3	
Or SOC 200	Indigenous American Women	3	
Or POLSC 150	American Government	3	
Or POLSC 225	Treaty Law and Tribal Sovereignty	3	

Category 10: People and the Environment (3 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 200	Ethnobiology	3	
Or BIO 204	Environmental Science	3	

STEM Electives (10 credits -- 6 Credits must be 200 level courses):

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
BIO 125	Wildlife Management	3	
BIO 130	Wildlife Biology & Lab	4	
BIO 140	Ecology	3	
CHEM 100	Foundations of Chemistry & Lab	4	
CHEM 111	General Chemistry I & Lab	4	CHEM 100
CHEM 112	General Chemistry II & Lab	4	CHEM 111
FOR 210	Freshwater Studies	4	BIO 140
FOR 230	Dendrology	3	FOR 101
FOR 240	Survey and Measurement	2	Field Skill
FOR 260	GIS Applications	3	Field Skill
FOR 101	Introduction to Forestry	3	
ITECH 150	Computer Applications II	3	ITECH 100
ITECH 190	Introduction to Computer Science	3	ITECH 150
MATH 150	College Algebra	3	
MATH 155	Advanced College Algebra	3	MATH 150
MATH 170	Statistics	3	
PSCI 100	Introduction to Physical Science & Lab	4	
PSCI 110	Introduction to Earth Science & Lab	4	
PSCI 150	Indigenous Astronomy	3	

BIO 200	Ethnobiology	3	
BIO 202	Human Anatomy and Physiology & Lab	4	BIO 121
BIO 204	Environmental Science	3	
BIO 210	Botany I & Lab	4	
BIO 285	Remote Sensing	3	
BIO 291	Indigenous Science	3	
BIO 294	Science Research Project I	1-3	
BIO 295	Science Research Project II	1-3	BIO 294
BIO 297	Biology Internship	1	
ITECH 205	Computerized Video Production	3	ITECH 150
ITECH 210	Introduction to Computer Programming	3	MATH 150
ITECH 225	Advanced Computer Applications	3	ITECH 150
ITECH 270	Web Page Design	3	ITECH 150
ITECH 282	A+ Certification Hardware Core	3	ITECH 150
ITECH 283	A+ Certification Operating Systems Core	3	ITECH 150
ITECH 292	Information Technology Internship	1-3	
ITECH 299	Special Topics in Information Technology	1-3	
MATH 210	Pre-Calculus	3	MATH 155
MATH 215	Trigonometry	3	MATH 155
MATH 250	Calculus I	3	MATH 150



## Associate of Arts Degree in Liberal Education with Earth Systems Science Emphasis

This program is designed for students to receive an Associate of Arts Degree with an emphasis in Earth System Science upon completion of the requirements. The program will provide students an opportunity to customize their education to fit with a future four year Earth Science degree. The study of Earth System Science includes the lithosphere, hydrosphere, atmosphere and biosphere, and how these systems interact. ESS courses blend physical, chemical, and biological science with a place-based focus on the Leech Lake Reservation area, using both Western science and Indigenous American knowledge.

### **Programmatic Student Learning Outcomes**

- Students will gain a fundamental knowledge of the individual earth systems, atmosphere, hydrosphere, lithosphere, biosphere, as well as understand how these systems interact.
- 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 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 gain a fundamental understanding of the impact that human beings have on these systems in order to solve real world problems.

**Liberal Education Earth Systems Sciences Emphasis (A. A.)  
60 Credits**

**Core Requirements (20 Credits):**

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
OJI 101	Speaking Ojibwe I	4	
SPCH 201	Speech and Communications	3	ENGL 101

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

**General Education Requirements (14 credits)**

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
CHEM 100 or CHEM 111	Foundations in Chemistry General Chemistry I & Lab	4 4	CHEM100
MATH 150 Or MATH 155 Or MATH 210 Or MATH 250	College Algebra Advanced College Algebra Pre-Calculus Calculus	3 3 3 3	MATH150 MATH155 MATH210
BIO 240	Introduction to Environmental Science	3	

*Categories 3 (Natural Sciences), 4(Mathematics), and 10 (People and the Environment) satisfied by General Education Requirements*

**Category 5: History and Social Sciences (3 credits):**

Course Code	Course Title	Credits	Pre-Req
POLSC 225*	Treaty Law and Tribal Sovereignty	3	
Or HIS 101	U.S. and Indigenous American History, 1830- Present	3	
Or GEOG 200	Cultural Geography	3	

*\*Recommended, also fulfills Category 9 (Ethical and Civic Responsibility)*

**Category 6: Humanities and Arts (6 credits):**

Course Code	Course Title	Credits	Pre-Req
MUS 250	History of Anishinaabe Music and Dance	3	
Or ART 100	Intro to Traditional & Contemporary Art	3	
ENGL 200	Literature and the Environment	3	ENGL 102

**Category 7: Human Diversity (3 credits):**

Course Code	Course Title	Credits	Pre-Req
ANI 200	Indigenous American Leadership	3	
Or HIS101	U.S. and Indigenous American History, 1830-	3	
Or HIS 150	History of Leech Lake	3	

**Earth Systems Science Electives (14 credits):**

BIO 200	Ethnobiology	3	
Or BIO 140	Ecology	3	
FOR 210	Freshwater studies	3	BIO 140, 200, or 240
GEOL 110	Physical Geology and Earth Systems	4	
ESS 220	Introduction to Atmospheric Science	3	
ESS 240	Environmental Research Methods and the Leech Lake Area	4	GEOL 110, ESS 220
GEOL 210	Soils and Sediments and the Leech Lake Area	3	GEOL 110



## Associate of Science, Earth Systems Science

The program is designed for students to receive an Associate of Science Degree upon completion of the requirements. The program will provide students with a basic understanding of the Earth Systems and their management with an emphasis on the earth systems of the Leech Lake Reservation, using both Western science and Indigenous American knowledge. Earth Systems include:

- *Lithosphere (Geology)*
- *Hydrosphere (Hydrology)*
- *Atmosphere (Meteorology)*
- *Biosphere (Biology)*

ESS students will gain an understanding of how the individual systems of the Earth interact (Atmosphere, Hydrosphere, Lithosphere), including the influence of humans (biosphere) on these systems.

### Liberal Education Programmatic Learning Outcomes

#### Programmatic Student Learning Outcomes

- Students will gain a fundamental knowledge of the individual Earth Systems, Atmosphere, Hydrosphere, Lithosphere, Biosphere, as well as understand how these systems interact.
- 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 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 gain a fundamental understanding of the impact that human beings have on these systems in order to solve real world problems.

## Earth Systems Sciences (ESS) (A.S.)

63 Credits

### Core Requirements (20 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
OJI 101	Speaking Ojibwe I	4	
SPCH 201	Speech and Communications	3	ENGL 101

*Categories 1 (Communication), 2 (Critical Thinking), and 8 (Global Perspective) satisfied by Core Requirements*

### General Education Requirements (14 credits)

Course Code	Course Title	Credits	Pre-Req
BIO 122	General Biology II & Lab	4	BIO 121
CHEM 100 or CHEM 111	Foundations in Chemistry General Chemistry I & Lab	4 4	CHEM100
MATH 150 Or MATH 155 Or MATH 210 Or MATH 250	College Algebra Advanced College Algebra Pre-Calculus Calculus	3 3 3 3	MATH150 MATH155 MATH210
BIO 204	Introduction to Environmental Science	3	

### Earth Systems Science Requirements (23 credits):

BIO 200 Or BIO 140	Ethnobiology Ecology	3 3	
FOR 210	Freshwater studies	3	BIO 140, 200, or 204
GEOL 110	Physical Geology and Earth Systems	4	
ESS 220	Introduction to Atmospheric Science	3	
ESS 240	Environmental Research Methods and the Leech Lake Area	4	GEOL 221, ESS 220
GEOL 210	Soils and Sediments and the Leech Lake Area	3	GEOL 110
GEOL 221	Environmental Hydrology	3	MATH 150

Category 5: History and Social Sciences (3 credits):

Course Code	Course Title	Credits	Pre-Req
POLSC 225*	Treaty Law and Tribal Sovereignty	3	
Or HIS 101	U.S. and Indigenous American History, 1830-Present	3	
Or PSY 100	General Psychology	3	
Or PSY 140	Developmental Psychology	3	
Or PSY 200	Indigenous American Psychology	3	
Or PSY 220	Abnormal Psychology	3	PSY 100
Or GEOG 200	Cultural Geography	3	
Or SOC 101	Introduction to Sociology	3	

\*Recommended

Category 6: Humanities and Arts (3 credits):

Course Code	Course Title	Credits	Pre-Req
MUS 250	History of Anishinaabe Music and Dance	3	
Or ART 100	Intro to Traditional & Contemporary Art	3	



## Associate of Science (A.S.) in Gikenimindwaa Mitigoog [Forest Ecology]

The program is designed for students to receive an Associate of Science Degree (A.S.) upon completion of the requirements. *Gikenimindwaa Mitigoog* translates to 'getting to know the trees,' an apt description for a program which provides graduates with broad based field knowledge of forest lands, the organisms inhabiting them and the systems (soil, water, air) that support them. Students complete course work designed to develop an understanding of natural systems, examine human impacts and interactions, and practice relevant field and technical skills. Students who chose this option are prepared for employment at the technician level upon completion of this degree, or they may choose to continue on into a four year program. The Forest Ecology program is intended for students with an interest in plant communities, water, forestry, wildlife and fisheries and/or recreation management.

The basic requirement for the degree is the completion of 62 semester hours of credits. Of the 62 credits for the A.S., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 32 credits may be accepted in transfer from other institutions.

### Programmatic Student Learning Outcomes

Students will ...

- Understand and be able to apply fundamental concepts of natural systems necessary for success in the field or pursuing a higher degree.
- Have the ability to use the techniques, skills and modern tools necessary for natural resource management practice including but not limited to: compass, Global Positioning System (GPS), Geographic Information Systems (GIS), sampling grids, aerial photography and maps.
- Have the skills to identify plant communities within the context of the northern pine and hardwood region, and gain an understanding of their use within traditional Anishinaabe culture.
- Systematically collect data and information, utilizing spreadsheets to gain experience in data entry, editing, and database management.
- Practice and assess their ability to communicate effectively both in writing and in a team/support setting.

## FOREST ECOLOGY (A.S.)

62 Credits

### Core Requirements (20 credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
OJI 101	Speaking Ojibwe I	4	
SPCH 201	Speech and Communications	3	ENGL 101

### General Education Requirements (12 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 200 or BIO 204	Ethnobiology or Environmental Science	3	
MATH 150 or MATH 155	College Algebra or Advanced College Algebra	3	
POLSC 225	Treaty Law and Tribal Sovereignty	3	
MUS 250 or ART 100	History of Anishinaabe Music and Dance or Intro to Traditional and Contemporary Art	3	

### Program Requirements (30 credits):

Course Code	Course Title	Credits	Pre-Req
BIO 140	Ecology	3	BIO 121
BIO 130	Wildlife Biology	4	BIO 121
FOR 101	Introduction to Forestry	3	
FOR 110	Woodland Plants	4	
FOR 120	Natural Resources Careers	2	
FOR 130	Intro to Field and GIS Skills	2	
FOR 210	Freshwater Studies	4	BIO 140
FOR 230	Dendrology	3	FOR 101
FOR 240	Survey and Measurement	2	Field Skill
FOR 260	GIS Applications	3	Field Skill

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

The program is designed for students to receive an Associate of Applied Science Degree (A.A.S.) in Business Management upon completion of the requirements. The Associate of 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 not primarily interested in transferring into a four-year degree program, but in entering the job market immediately upon completion of the A.A.S. degree. However, some of the business and accounting courses will transfer into a four-year degree program.

### Programmatic Student Learning Outcomes

Students will...

- Have the ability to perform a business SWOT analysis on any form of business, which is to analyze the strengths, weaknesses, opportunities, and threats in a business environment.
- Systematically study and understand business practices from an indigenous perspective by reaching out to local businesses, 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.
- Study the history, culture, values and language of the Anishinaabe.
- Understand the important effects their values have on corporate culture.

## BUSINESS MANAGEMENT (A.A.S.)

63-64 Credits

### General Education Classes (32-33 Credits):

Course Code	Course Title	Credits	Fall or Spring Course	Pre-Req
ANI 100	Introduction to Anishinaabe Studies	3	F/S	
BIO 121	General Biology & Lab	4	F/S	
EDU 102	Path to Success	3	F/S	
ENGL 101	English Composition I	3	F/S	
ITECH 100	Computer Applications I	3	F/S	
POLSC 225	Treaty Law and Tribal Sovereignty	3	F/S	
OJI 101	Speaking Ojibwe I	4	F/S	
TA 210	Tribal Administration	3	S	
SPCH 201	Speech and Communications	3	F/S	ENGL 101
MATH 140	Concepts in Mathematics (equivalent or higher)	4/3	F/S	

### Business Management Required Courses (25 credits):

Course Code	Course Title	Credits	Fall or Spring Course	Pre-Req
ACCT 110	Real Life Financial Information	3	S	
ACCT 150	Financial Accounting	4	S	MATH 140 or Instructor App.
BUS 100	Introduction to Business	3	F	
BUS 160	Human Resource Management	3	F	
BUS 190	Principles of Marketing	3	F	
BUS 230	Management/Leadership	3	S	BUS 100
BUS 250	Business Law	3	F	
BUS 260	Business Communications	3	F	BUS 100 and ENGL 101

### Choose another course from below (3 credits):

Course Code	Course Title	Credits	Fall or Spring Course	Pre-Req
ACCT 120	Payroll Accounting	3	S	MATH 140 or Instructor App.
BUS 270	Entrepreneurship	3	S	BUS 100 and ENGL 101
BUS 295	Special Topics	3	S	BUS 100
BUS 299	Internship	3	F/S	BUS 100
ITECH 150	Computer Applications II	3	F/S	ITECH 100

## Associate of Applied Science Degree in Law Enforcement

The Law Enforcement Associate of 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 designed to be a two-year transferable program.

### 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.
- Students will understand the complex relationship of multiple jurisdictions on tribal lands.

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.



## LAW ENFORCEMENT (A.A.S.)

64 Credits

### General Education Courses (31 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 100 OR 200	Introduction to Anishinaabe Studies or Indigenous Leadership	3	
BIO 121	General Biology & Lab	4	
EDU 102	Path to Success	3	
ENGL 101	English Composition I	3	
ITECH 100	Computer Applications I	3	
POLSC 225	Treaty Law and Tribal Sovereignty	3	
PSY 100	General Psychology	3	
PSY 220 or 140	Abnormal Psychology or Developmental Psychology	3	PSY 100
SOC 101	Introduction to Sociology	3	
SPCH 201	Speech and Communications	3	ENGL 101

### Law Enforcement Required Courses (33 credits):

Course Code	Course Title	Credits	Pre-Req
LE 105	Introduction to Criminal Justice	3	
LE 110	Minnesota Traffic Law	3	
LE 111	Minnesota State Statutes	3	
LE 122	Constitutional Law and Civil Liability	3	
LE 150	Report Writing	3	ENGL 101
LE 210	Juvenile Delinquency and Justice	3	
LE 209	Community Policing Tribal Lands	3	
LE 221	Evidence, Procedure, and Criminal Investigations	3	
LE 223	Controlled Substances: Identification and Investigation	3	
LE 280	Police Ethics	3	
PE 100	Physical Conditioning	3	

### Non-Course Requirement:

	EMS First Responder		
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POST Skills Training (Hibbing Community College) Required to qualify for MN Peace Officers Exam (12 credits)

# 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's apprentice. General areas of study include building codes, blueprint reading, estimating, site building-science layout, concrete, framing, and interior & 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. Examine technical and mathematical solutions to construction problems
2. Utilize appropriate construction-related terminology
3. Exhibit safety practices and procedures
  1. Complete first aid and CPR training
  2. Complete OSHA 10 course
4. Develop writing skills necessary for business communications in the construction field: estimating/bidding, contracts, business letters, resume and cover letters, etc.
5. Demonstrate an understanding of construction impacts on the environment and society from the Anishinaabe value system
6. Identify, differentiate and locate construction elements in the hole house envelope

7. Demonstrate an understanding of state, federal and local building regulations/codes and their impact on minimum material standards and performance guidelines
8. Develop critical thinking skills, time management and collaboration on a construction project
9. Demonstrate performance objectives and skill competencies necessary to enter an apprenticeship program
10. Exhibit professionalism and related employability skills

The basic requirement for the diploma is the completion of 33 semester hours of credits. Of the 33 credits for the diploma, at least 27 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: 16 credits of courses offered in fall semester

The Carpentry program prepares students with the skills and knowledge for an entry-level 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's apprentice. General areas of study include building codes, blueprint reading and sketching, estimating, site layout, concrete, framing, technical math and roofing design. The Carpentry certificate program provides graduates with the skills required of a carpenter's apprentice 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. Demonstrate effective use of trade-math formulas
5. Develop skills necessary to read and interpret blueprints and construction drawings

## RESIDENTIAL CARPENTRY (DIPLOMA)

33 Credits

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's apprentice. General areas of study include building codes, blueprint reading, estimating, site building-science layout, concrete, framing, and interior and exterior finish. This diploma program provides graduates with skills required of a carpenter in a variety of building construction settings common in rural, metro or reservation settings.

### General Education Courses (11 Credits):

Course Code	Course Title	Credits	Pre-Req
EDU 100	Critical Thinking & Problem Solving	1	
EDU 140	Professional Skills Development	3	
ITECH 100	Computer Applications I	3	
MATH 100	Technical Math	4	

### Residential Carpentry Courses (22 credits):

Course Code	Course Title	Credits	Pre-Req
BLTD 100	Construction Codes	1	
BLTD 110	Blueprint Reading & Construction Estimating	2	
BLTD 114	Construction Safety	2	
CARP 112	Welding I	2	
CARP 114	Framing Sustainable Design	5	
CARP 116	Foundation & Footing Design	3	
CARP 120	Interior & Exterior Finishes	4	
ENER 150	Introduction to Renewable Energy	3	

### Non-Course Requirement:

	CPR & First Aid		
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## INTEGRATED RESIDENTIAL BUILDER (A.A.S.)

62 Credits

This program integrates building science applications for energy performance (Passivhaus, zero energy ready home-DOE, Energy Star Rated) and multidisciplinary approaches from ecology, agriculture, architecture and construction into a two-year program. This program prepares you to design, build, integrate, and maintain renewable and traditional energy systems. You'll develop an in-depth understanding of inhabitant science concepts along with orientation, use, and energy auditing skills, which allow you to perform site assessments. Graduates of this program have working knowledge of a variety of sustainable energy technologies including solar, permaculture design, building envelope, and heating/cooling system alternatives. Our mission to design sustainable human environments puts human social and economic benefit on par with our aesthetic and environmental aims.

### General Education Courses (11 Credits):

Course Code	Course Title	Credits	Pre-Req
ANI 150	Traditional Building Arts	2	
or CARP 212	Landscape Construction	2	
BUS 270	Entrepreneurship	3	
EDU 100	Critical Thinking & Problem Solving	1	
EDU 140	Professional Skills Development	3	
ITECH 100	Computer Applications I	3	
or PSCI 150	Indigenous Astronomy	3	
MATH 100	Technical Math	4	
PSCI 110	Introduction to Physical Science	4	

### Residential Carpentry Courses (22 credits):

Course Code	Course Title	Credits	Pre-Req
BLTD 100	Construction Codes	1	
BLTD 110	Blueprint Reading & Construction Estimating	2	
BLTD 114	Construction Safety	2	
CARP 112	Welding I	2	
CARP 114	Framing Sustainable Design	5	
CARP 116	Foundation & Footing Design	3	
CARP 120	Interior & Exterior Finishes	4	
CARP 200	Weatherization Applications in Building	2	
CARP 206	Advanced Framing Techniques	2	

CARP 210	2D Layout for Shop & Construction	1	
CARP 216	Woodworking	2	
CARP 295	Carpentry Internship	1	
ELEC 110	Introduction to Electrical Circuit Theory	3	
ENER 150	Introduction to Renewable Energy	3	
ENER 160	Sustainable Landscape Design & Site Planning	3	
ENER 200	Residential Mechanical Systems	3	
ENER 210	Introduction to Photovoltaics	3	
Non-Course Requirement:	CPR & First Aid		



## One-Year Electrical Technician Certificate

The LLTC Residential electrical program offers two program options to all students who are interested in a career related to construction electricity. The first is a One Year Electrical Technician certificate (32 credits) with an emphasis in construction electricity where you will learn to build, install, maintain and repair electrical systems. An emphasis on sustainable residential electricity will prepare students for careers in the emerging green technology field. This certificate *does not* solely qualify for Minnesota Department of Labor and Industry Apprenticeship experiential credit but does count toward the LLTC Two-Year Residential Electrical Diploma.



The One-Year Electrical Technician Certificate and is an excellent way to record an individual's course work in transcript form and prepare individuals for a career in construction electricity.

As a graduate of our One-Year Electrical Technician program you are equipped to enter the workforce gaining experience towards a journeyman or master electrician, depending on your interest or skill level. Or you may choose to further your education towards a two year residential electrical diploma (63 credits)

LLTC Two-Year Residential Electrical 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 residential electrical diploma. Students who complete this program qualify for the two- year experience credit allowance for a Class A journeyman electrician, power limited technician, or maintenance electrician license through the MN Department of Labor and Industry. 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.
  - Pass First Aid & CPR exam
3. Develop skills necessary to pass the Minnesota State Electrical Board test
4. Develop skills necessary to meet 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 certificate is the completion of 32 semester hours of credits. To earn a one-year electrical technician certificate, a student must complete the following courses:

## Electrical Technician Certificate

32 Credits

### Required Courses:

MATH 150 College Algebra or greater 3 cr.

ELEC 110 Intro to Electrical Circuit Theory 3 cr.

ELEC 114 Materials and Codes 2 cr.

ELEC 116 Introduction to Residential Wiring 2 cr.

ELEC 118 Electrical Circuit Theory 4 cr.

ELEC 120 Residential Wiring and the NEC (Natl elect code) 4 cr.

ELEC 122 Electrical Services 3 cr.

ELEC 124 Electrical Blueprints 2 cr.

ELEC 216 Motors and Controls 3 cr.

ENER 210 Intro to Photovoltaics 3 cr.

EDU 140 Professional Skills 3 cr.

Total 32 credits

### FALL SEMESTER

Course Code	Course Title	Credits
Mat 150	College Algebra (or higher) <i>*College Algebra or higher is a Union Requirement</i>	3
ELEC 110	Introduction to Electrical Circuit Theory	3
ELEC 114	Materials and Codes	2
ELEC 116	Introduction to Residential Wiring	2
ELEC 122	Electrical Services	3
ENER 210	Introduction to Photovoltaics	3
	TOTAL	16



### SPRING SEMESTER

Course Code	Course Title	Credits
EDU 140	Professional Skills Development	3
ELEC 118	Electrical Circuit Theory	4
ELEC 120	Residential Wiring – National Electrical Code	4
ELEC 124	Electrical Blueprints	2
ELEC 216	Motors and Controls	3
	TOTAL	16

## 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. Students who complete this program qualify for the one year's experience credit allowance for a Class A journeyman electrician, power limited technician, or maintenance electrician license through the MN Department of Labor and Industry. 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 skills necessary to pass the Minnesota State Electrical Board test
4. Develop skills necessary to meet 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.

## CONSTRUCTION ELECTRICITY (DIPLOMA)

63 Credits

### General Education Courses (13 Credits):

Course Code	Course Title	Credits	Pre-Req
EDU 140	Professional Skills Development	3	
ITECH 100	Computer Applications I	3	
MATH 100 or MATH 140	Technical Math or Concepts in Math	4	
MATH 150 or Elective	College Algebra (or higher) or General Elective <i>*College Algebra or higher is a Union Requirement</i>	3	

### Construction Electricity Required Courses (50 Credits):

Course Code	Course Title	Credits	Pre-Req
ELEC 110	Introduction to Electrical Circuit Theory	4	
ELEC 114	Materials and Codes	2	
ELEC 116	Introduction to Residential Wiring	2	
ELEC 118	Electrical Circuit Theory	4	
ELEC 120	Residential Wiring – National Electrical Code	4	
ELEC 122	Electrical Services	3	
ELEC 124	Electrical Blueprints	2	
ELEC 208	Commercial Wiring I	4	
ELEC 208L	Commercial Wiring I Lab	8	
ELEC 210	Industrial Wiring I	4	
ELEC 210L	Industrial Wiring I Lab	8	
ELEC 212	Electrical Blueprints II	2	
ELEC 216	Motors and Controls	3	

### Non-Course Requirement:

	CPR & First Aid		
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## 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. *This course is offered during the spring semester.*

### ACCT 120 (3 credits)

#### *Payroll Accounting*

This course examines the various payroll laws, payroll accounting systems, and the procedures for computing wages and salaries in small, medium, and large firms. Prerequisite: MATH 140 (equivalent or higher) or instructor's permission. *This course is offered during the spring semester.*

### ACCT 150 (4 credits)

#### *Financial Accounting*

This course is an introduction to the fundamentals of accounting. Topics include the accounting cycle, balance sheet, income statement, statement of owner's equity, and statement of cash flows. Prerequisite: MATH 140 (equivalent or higher) or instructor's permission. *This course is offered during the spring semester.*

### 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 150 (2 credits)

#### *Traditional Building Arts*

This is a cultural preservation course aimed to provide students with hands on experience in subjects such as shelter building, water, fire, food, clothing,, fishing, hunting traps, snares, tools, stone, tracker, knife, cordage, containers, furniture, lights, hides, pitch and glue, seasonal aids, and health.

### 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 philosophies, 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.

ANI 298 (3 credits)

*Nationhood & Gathering of Manoomin*

Introduction to the cultural relationship between the Ojibwe people and manoomin (wild rice); an overview of the spiritual, economic, social, and dietary dependence of the Ojibwe on manoomin. Includes an overview of the elements of nationhood: Ojibwe language and culture, history, land base, and governance in relationship to manoomin. This is an experientially-based course in which students will spend time on the lake gathering and parching manoomin. Students will also spend time in the classroom evaluating and interpreting knowledge about wild rice and the Ojibwe people. Learning to think critically is an inherent part of this course. Offered fall semester. No prerequisite. Possible that student will have to pay for a ricing license.

ANI 299 (3 credits)

*Indigenous American Internship*

This course provides an opportunity for the student to build a personal vision of and commitment to community engagement. After identifying a community concern, students will develop and work on a service-related project and actively reflect on their experience. Students will apply classroom theory to hands-on learning experience. Prerequisites: ANI 100, HIS 150, POLSC 225, PHIL 200 or SOC 200 and instructor approval.

ART 100 (3 credits)

*Introduction to Traditional/Contemporary 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: \$50.

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 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. 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 Indigenous 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. 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: \$50.

ART 114 (2 credits)

*Star Quilt Making*

This course provides the foundation for making a star quilt. The course will teach traditional knowledge and technical skills required to complete a star quilt. Course fee: \$50.

ART 116 (3 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: \$50.

ART 204 (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 116 or instructor approval. Course fee: \$50.

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 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 121 (4 credits)

*General Biology I*

This course is an introduction to the structure and function of living systems, focusing on unifying biological principles such as the scientific method, cell theory, cell structure and function, genetics and inheritance, and evolution. Lecture and laboratory.

BIO 122 (4 credits)

*General Biology II*

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. Required for A.A. STEM emphasis. Prerequisite: BIO 121.

BIO 125 (3 credits)

*Wildlife Management*

This course is an introduction to wildlife management practices of wildlife species 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. Lecture and laboratory. Prerequisite: BIO 121.

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)

*Ethnobiology*

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. Prerequisite: BIO 121.

BIO 204 (3 credits)

*Intro to 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 credit)

*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 accepted within the scientific community. Progress reports and a final report are required for completion. Research project and time frame are arranged by science faculty. Instructor approval is required for enrollment in this course. Arranged by faculty.

BIO 295 (2 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 accepted within the scientific community. Progress reports and a final report are required for completion. Research project and time frame are arranged by science faculty. Instructor approval is required for enrollment in this course. Arranged by faculty. Prerequisite: Successful completion of BIO 294.

BIO 296 (3 credits)

*Science Research Project III*

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 accepted within the scientific community. Progress

reports and a final report are required for completion. Research project and time frame are arranged by science faculty. Instructor approval is required for enrollment in this course. Arranged by faculty. Prerequisite: Successful completion of BIO 295.

BIO 297 (1 credit)

*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 will introduce students to the history and fundamentals of building codes and their legal ramifications. Students will be guided towards the many types and uses of building codes as they pertain to the residential construction industry on and off the reservation.

BLTD 110 (2 credits)

*Blueprint Reading and Construction Estimating*

The primary focus of this course is to develop students with technical and analytical skills through visualizing blueprints. Skills will be acquired to read and estimate materials accurately from blueprints. The curriculum teaches interpretations from on-site and off-site projects. Additional skills to prepare working drawings and specifications will be introduced. The course stresses quantity take-off and pricing policies, and applications of estimating techniques. It also includes demonstrations and the use of estimating software as well as the development of a database for use in estimating. An overall objective of the course is to provide effective education and appropriate training to students and prepare them to enter the construction profession.

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 (2 credits)

*Construction Safety*

The main objective of this course is to provide training on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces associated with the construction industry. Emphasis is placed on the recognition, evaluation and control of safety hazards, particularly as they relate to the Occupation Safety and Health (OSH) Act of 1970 and OSHA.

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. *This course is offered during the spring semester.*

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.

Prerequisite: BUS 100. *This course is offered during the fall semester.*

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 for solving management dilemmas.

Prerequisite: Completion of 100-level Business Management core courses. *This course is offered during the fall semester.*

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. *This course is offered during the fall semester.*

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: ENG 101 and completion of 100-level Business Management core courses. *This course is offered during the fall semester.*

BUS 270 (3 credits)

*Business Entrepreneurship*

This is a participatory class, which involves 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. Prerequisites: BUS 100, BUS 190 and ENGL 101. *This course is offered during the spring semester. Carpentry students are exempt from taking BUS 100 and BUS 190*

BUS 295 (3 credits)

*Special Topics*

Guided study of emerging business-related issues or that reflects student, reservation, or community interests. Prerequisites: Complete of 100-level Business Management core course and Business Management Program approval. *This course may be offered during the fall and/or spring semesters.*

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. *This course may be offered during the fall and/or spring semesters.*

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 112 (2 credits)

*Welding I*

An introduction to and practice in the principles, safety aspects and correct operations of arc welding and oxyacetylene cutting.

CARP 114 (5 credits)

*Framing Sustainable Design*

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

CARP 116 (3 Credits)

*Footings & Foundations*

Students will prepare materials, calculate the cost for a building site, and lay out a site with a transit, locating lines and corners. Students calculate the amount of concrete needed for footing and foundation walls and construct different types of foundations and forms.

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 (4 Credits)

*Interior and Exterior Finishes*

This course is designed to facilitate student understanding of the finishing phase of a structure. Students become familiar with the exterior and interior finishing of a structure. Topics include career opportunities, safety, windows, doors, siding, roof finishes, insulation, wall coverings and storage. This course provides learning experience through the application of materials and techniques used in residential construction.

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

CARP 200 (2 credits)

*Weatherization Applications*

Building homes that are well protected from the weather should be a priority for any building professional. The majority of problems stem

from improper procedures and workmanship, but often the problem is found in the design of a home. This course will explore factors that contribute to exterior shell failure, and identify practical solutions that will preserve the integrity of the building envelope. Even as technological innovation creates new construction possibilities, incorporating energy-efficiency into building projects can not only provide a better quality of life, but also protect the environment. A comprehensive approach to resource and energy efficiency is the best method to achieve a resource and energy efficient building. This course will help professionals identify important considerations and then apply those principles to a specific project.

CARP 206 (2 credits)

*Advanced Framing Applications*

The course aims at providing a fundamental understanding of the physics related to buildings and to propose an overview of the various issues that have to be adequately combined to offer the occupants a physical, functional and psychological well-being. Students will be guided through the different components, constraints and systems of a work of architecture. These will be examined both independently and in the manner in which they interact and affect one another. Students will apply calculations in pure science and mathematics to the realm of building technology. Design alternatives and issues will be presented from various standpoints, including response to climate, construction methods and materials, heat and air flow, thermal comfort and insulation, lighting and acoustics.

CARP 207 (2 credits)

*Building Science*

This course aims to provide a fundamental understanding of the physics related to buildings and to propose an overview of the various issues that have to be adequately combined to offer the occupants physical, functional, and psychological well-being.

Students will apply calculations in pure science and mathematics to the realm of building technology.

CARP 210 (1 credit)

*2D Layout for Shop and Construction*

This course is designed to introduce students to SketchUp imaging technology for design. SketchUp tools and methods are used to construct objects, modify objects, apply materials, apply special effects, and create 3D camera views.

CARP 212 (2 credits)

*Landscape Construction*

In this course students will learn how to demonstrate the ability to read and interpret landscape plans and details. Conduct site analysis and assessment and apply practical solutions based on current laws and industry standards. Topographic applications such as swales, retaining walls, and water catchment will be studied. Students practice problem-solving skills in real-world situations and gain an appreciation of how landscape issues effect people of all economic levels.

CARP 216 (2 credits)

*Woodworking*

This course is intended for students who enjoy designing and constructing useful wood products. Instruction stresses the development of knowledge and skills needed for product design and production, recognizing appropriate safety and workmanship standards, and the application of knowledge regarding woodworking tools, materials, and process. This class emphasizes teamwork, career awareness, decision-making, and time management skills.

CARP 295 (1 credit)

*Carpentry Internship*

This course is an opportunity for the student to apply classroom theory to hands-on learning experiences. Prerequisite: Completion of 100-level Integrated Residential Builder core courses, and instructor approval. This course may be offered during the fall and/or spring semesters.

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 100 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.

ECE 201 (3 credits)

*The Exceptional Child: Children with Special Needs*

This course explores the development of children with special needs and focuses on integrating children with special needs into child care and educational settings.

Prerequisite: ECE 180

ECE 210 (3 credits)

*Creative Activities for Children*

This course explores the principles and characteristics of creative teaching. Students will learn to apply creative methodology to all curriculum areas. Multiple intelligence theories will be explored. The development of culturally relevant and multi-cultural materials will be emphasized. Prerequisite: ECE 180.

ECE 220 (3 credits)

*Relations and Management in Child Development*

This course explores and develops skills in relations with young children, parents, and co-workers anti-bias techniques for building and maintaining an encouraging classroom are addressed. Prerequisite: ECE 180.

ECE 222 (3 credits)

*Infant and 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 will be addressed, 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. Students will be responsible for developing an event appropriate for families with young children. Prerequisite: ECE 220.

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. Prerequisite: Valid CDA Certificate on file with Registrar.

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: General education requirements and instructor approval.

EDU 100 (1 credit)

*Critical Thinking and Problem Solving*

In this course students will learn quality control in decision making, why intuitive decision making is not effective, how thinking and reasoning processes operate, natural barriers to sound reasoning, where to look for bias and assumptions in problem analysis, analytical techniques for comparing alternative solutions, structure, standards, and ethics of critical thinking, inputs and implications of thought processes, how to control and evaluate one's thought processes, how to reason effectively and consistently, and problem analysis best practices: using decision time most effectively, understanding problems from multiple perspectives, techniques for structuring the comparison of alternatives, formulating creative solutions, and analytical decision analysis

techniques such as sequencing, sorting, time lines, and matrices.

EDU 102 (3 credits)

*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. The course will infuse English language writing and reading skills by incorporating best practices throughout the course. Opportunities for students to apply these skills in their current courses and texts will be provided. In addition, students will have the opportunity to explore Anishinaabe values and how these values apply to their own lives. Path to Success is required in a student's first or second semester (exceptions may be made for transfer students with the approval of the Dean of Academics).

EDU 140 (3 credits)

*Professional Skills Development*

This course will cover skills necessary to succeed in college, including, but not limited to, study skills, learning styles, and money management. In addition, this course provides principles of effective writing for career and technical fields and experience in writing, speaking and communicating. This course is meant to reinforce student confidence and self-motivation in the academic setting. It will also provide the student with the chance to express his/her sense of indigenous identity.

ELEC 110 (3 credits)

*Introduction to Electrical Circuit Theory*

The course has been designed to introduce fundamental principles of circuit theory commonly used in residential applications. Techniques and principles of electrical circuit analysis including basic concepts such as voltage, current, resistance, impedance, Ohm's and Kirchoff's law; basic electric circuit analysis

techniques, resistive circuits, wire sizes and how they relate to the National Electrical Code.

ELEC 114 (2 Credits)

*Materials and Codes*

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

ELEC 116 (2 Credits)

*Introduction to Residential Wiring*

This course covers a basic understanding of 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 (2 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 introduces 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 allows 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 introduces 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 teaches 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.

ENER 150 (3 credits)

*Intro to Renewable Energy*

This course provides an introduction to energy systems and renewable energy resources with a scientific examination of the energy field and an emphasis on alternate energy sources and their technology and application. It explores society's present needs and future energy demands, examines conventional energy sources and systems, including fossil fuels and nuclear energy, and then focuses on alternate, renewable energy sources such as solar, biomass (conversions), wind power, geothermal, and hydro. Energy conservation methods will be emphasized.

ENER 160 (3 credits)

*Sustainable Landscape and Site Planning*

This course introduces concepts of land use development with respect to the environmental impacts of project construction and post-construction performance. Also introduced are factors to consider when proposing human interventions in the ecology of the earth, including climatic parameters of sun, wind, and water. Topics such as intentional community design, permaculture methods for food and shelter design will be addressed. Students will be guided in developing competence in solar site assessments.

ENER 200 (3 credits)

*Residential Mechanical Systems*

This course introduces the techniques of assessing and maintaining the quality of the indoor air environment within residential heating/cooling systems. Principles and concepts of conventional residential heating and cooling system design, equipment selection, psychometrics, equipment selection and building codes will be discussed. Topics such as alternative mechanical systems, humidity control, and building and duct pressures will be examined.

ENER 210 (3 credits)

*Intro to Photovoltaic Theory*

Introduce students to the fundamentals of solar energy, photovoltaic (PV) systems, including design, installation, maintenance, and best practices. Guide students in understanding the functions of the components and the designs of different PV systems. Enhance skills applying the results of shading analysis and projected system outputs to size PV systems. Students will apply their understanding of PV theory and site analysis in completing a system installation. Students should have knowledge of solar site assessments and electricity (including Ohm's Law) prior to taking this course.

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; emphasizes style, organization, coherence, and persuasion in written discourse; and provides extensive practice in communication skills: reading, critical thinking, speaking, listening, and writing. College placement test required.

ENGL 102 (3 credits)

*English Composition*

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

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 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 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 102.

ESS 220 (3 credits)

*Introduction to Atmospheric Science*

The course explores meteorological processes and phenomena and how changes in the atmosphere affect human societies, as well as the interactions between these two spheres. The

fundamentals of meteorology, energy balances, and weather patterns will inform our perspectives on climate change, particularly as it affects Indigenous peoples.

ESS 240 (4 credits)

*Environmental Research Methods and the Leech Lake Area*

Application of quantitative and qualitative research methods to examine our local water resources, land use, and air quality. Students will learn field and laboratory methods, design and implement a research project including hypothesis testing and data analysis, and prepare a report on their work. Prerequisites: GEOL221 and ESS 220, or consent of instructor.

FOR 101 (3 credits)

*Introduction to Forestry*

This course provides an overview of forest systems around the world, with special emphasis placed on the forests of northern Minnesota. The material presented introduces forest management, traditional and non-timber forest uses and forest ecosystems. Students are expected to participate in field trips to view forest management practices and uses of the forest. *Offered every semester.* No prerequisites.

FOR 110 (4 credits)

*Woodland Plants*

This course incorporates ecology, Ojibwemowin, and art to study fifty woodland plant species. Students will learn to identify plant families by their characteristics, recognize scientific and Ojibwe names for local plants, and visit various woodland ecosystems. *Offered fall semester.* No prerequisites.

FOR 120 (2 credits)

*Natural Resource Careers*

This course is held once a week (2 hour block) and explores the various career paths a student might take with a Forest Ecology degree. The class includes guest speakers from various resource positions in the area. Students will explore their strengths and research 2-3 career

pathways. *Offered every semester.* No prerequisites.

FOR 130 (2 credits)

*Introduction to Field and GIS Skills*

This course provides field experience in map reading, compass use, GPS and map use, along with an introduction to GIS skills. Students will be outdoors and in computer labs and need to come prepared based upon the schedule.

*Offered fall semester.* No prerequisites.

FOR 200 (3 credits)

*Special Topics*

This course provides an opportunity to explore new and relevant forest resource topics. Varies from semester to semester, offered occasionally.

FOR 210 (4 credits)

*Freshwater Studies*

This course examines the connections between healthy forests and healthy waters. A strong emphasis is placed on the ecology of lake systems, particularly in Northern Minnesota. Nutrient cycling, aquatic food webs and an introduction to species interactions are covered. Two local field trips are required as part of this course. *Offered fall semester.* Prerequisite: BIO 140.

FOR 220 (2 credits)

*Research – Forest Ecology*

This course provides students with hands-on research experience, either on-campus or off-campus on an aspect of forest health. Instructor approval required for enrollment. *Offered every semester.*

FOR 230 (3 credits)

*Dendrology*

This course focuses on the study of important tree species including identification, geographic range, habitat, importance, and distinguishing characteristics. Students will develop a portfolio of tree species for their final project. Field identification is required in both leaf on and leaf off conditions for local tree species and selected shrubs. *Offered spring semester.* Prerequisite: FOR 101 or can be taken simultaneously.

FOR 240 (2 credits)

*Survey and Measurement*

This course provides students practice in survey methods and measurements typically conducted in natural resource fields. Students will identify projects with the help of the instructor and collect data, utilize spreadsheets, analyze data and provide summary reports. Recommend that MATH 150 be taken prior to this course.

This course should be taken in conjunction with FOR 260 – GIS Applications. *Offered spring semester.* Prerequisite: FOR 130.

FOR 260 (3 credits)

*GIS Applications*

This course introduces Geographic Information Systems concepts and ideas. This course involves learning how to use ESRI's GIS software ArcMap and ArcCatalog. Basic tools and concepts will be covered with projects geared towards basic maps and basic GIS concepts. Should be taken in conjunction with FOR 240 – Survey and Measurement. *Offered spring semester.* Prerequisite: FOR 130.

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.

GEOL 110 (4 credits)

*Physical Geology and Earth Systems*

This course is an introduction to the study of the composition and dynamics of the earth from an atomic scale to a global perspective. Emphasis will be placed on systems and cycles relevant to Minnesota's geology. Lecture and laboratory.

GEOL 210 (3 credits)

*Soils, Sediments and the Leech Lake Area*

This course introduces the processes and properties of soils and sediments, including physical, chemical and biological characteristics.



Field techniques and laboratory analyses will explore sediments and soils from the Leech Lake area. Prerequisites: GEOL 110, or consent of the instructor

GEOL 221 (3 credits)

*Environmental Hydrology*

We will investigate factors affecting the occurrence and availability of water, including water budgets and the hydrologic cycle, catchment behavior and flood prediction. Topics relevant to Indigenous lands and water policy will frame our discussions. Prerequisites: GEOL 110 and MATH 150, or consent of instructor.

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 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.

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, internet browsers, search engines, word processing, spreadsheets, databases, and presentation graphics.

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 100 or 150, or instructor's permission.

ITECH 210 (3 credits)

*Introduction to Computer 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. A student who wishes to do a specific internship should seek out his/her advisor and the instructor early enough to allow arrangements to be made.

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 209 (3 credits)

*Community Policing Tribal Lands*

This course analyzes the police function and role in the community. The course will also emphasize policing tribal lands. The course will explore police –citizen interaction and legal ethical issues of policing in a diverse society. Emphasis will focus on problem solving, causes of crime and disorder, and examination of how police have solved problems in tribal and nontribal communities in the United States. Prerequisite: LE 105, LE 111 and LE 122

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. Students will analyze the juvenile court system with a focus on specific requirements for the processing of juvenile offenders. This course 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.

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.

LE 221 (3 credits)

*Evidence, Procedure & Criminal Investigations*

This course is a comprehensive study of the lawful gathering and evaluation of information concerning criminal acts with a 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 111.

LE 223 (3 credits)

*Controlled Substances: Identification and Investigation*

Study of controlled substance identification, effects on the body and methods of concealment. Analysis of the manufacture, acquisition and distribution patterns of illegal drugs, and the dangers to officers in the handling of both substances and investigations. Prerequisite: POLSC 225.

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 093 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 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).

OJI 101 (4 credits)

*Speaking Ojibwe I*

This course emphasizes values, 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 values, vocabulary development and more conversational skills. Prerequisite: OJI 101.

OJI 111 (3 credits)

*Speaking Ojibwe with Children*

This course is a continuation of Speaking Ojibwe I, placing emphasis on values. The focus will be on encouraging teachers and families with

young children to participate in revitalizing the Ojibwe language and traditions into everyday life. Prerequisite: OJI 101. (ECE students may use this class in place of OJI 102. Other students must use this class as an elective).

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 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 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 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.

PE 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.

PE 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.

PE 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.

PE 110 (1 credit)

*Intercollegiate Athletics*

This course develops sport specific knowledge and skills relevant to the first semester intercollegiate athletic experience. Prerequisite: none. Approval is required for enrollment in this course. This course is required for all first-semester athletes.

PE 111 (1 credit)

*Intercollegiate Athletics II*

This course serves as the second level intercollegiate sport experience. Human performance components address sport specific development through position specific strength training and conditioning, and technical and tactical demonstration. Prerequisite: PE 110. Approval is required for enrollment in this course. This course is required for all second-semester athletes.

PE 112 (1 credit)

*Intercollegiate Athletics III*

This course serves as the third level intercollegiate sport experience. Semester three extends human performance development, and continues experiential learning through leadership and service to community. Prerequisite: PE 111. Approval is required for enrollment in this course. This course is required for all third-semester athletes.

PE 113 (1 credit)

*Intercollegiate Athletics IV*

This course is the final intercollegiate experience course for the academic term of the scholar-athlete. The course provides the scholar-athlete with the knowledge, skills, and the abilities to effectively demonstrate leadership qualities for their respective sport program. Prerequisite: PE 112. Approval is required for enrollment in this course. This course is required for all fourth-semester athletes.

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.

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.

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 110 (4 credits)

*Introduction to Earth Science*

An introduction into the earth sciences as examined through the central concepts of geology, meteorology, oceanography, and the solar system. Each of these topics will be interpreted within the context of the earth's materials and how they interact within the interior and surface. 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

PSY 100 (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)

*Developmental Psychology*

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 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 specific psychological disorders. Prerequisite: PSY 100 or PSY 140.

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, and poverty will be explored.

SOC 200 (3 credits)

*Indigenous American Women*

This course studies the role of Indigenous women in traditional and contemporary societies and the consequences of colonization on the lives of women. The course examines 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. The course emphasizes tribal perspectives in organization and implementing business strategies. Prerequisite: Completion of 100-level Business Management core courses.