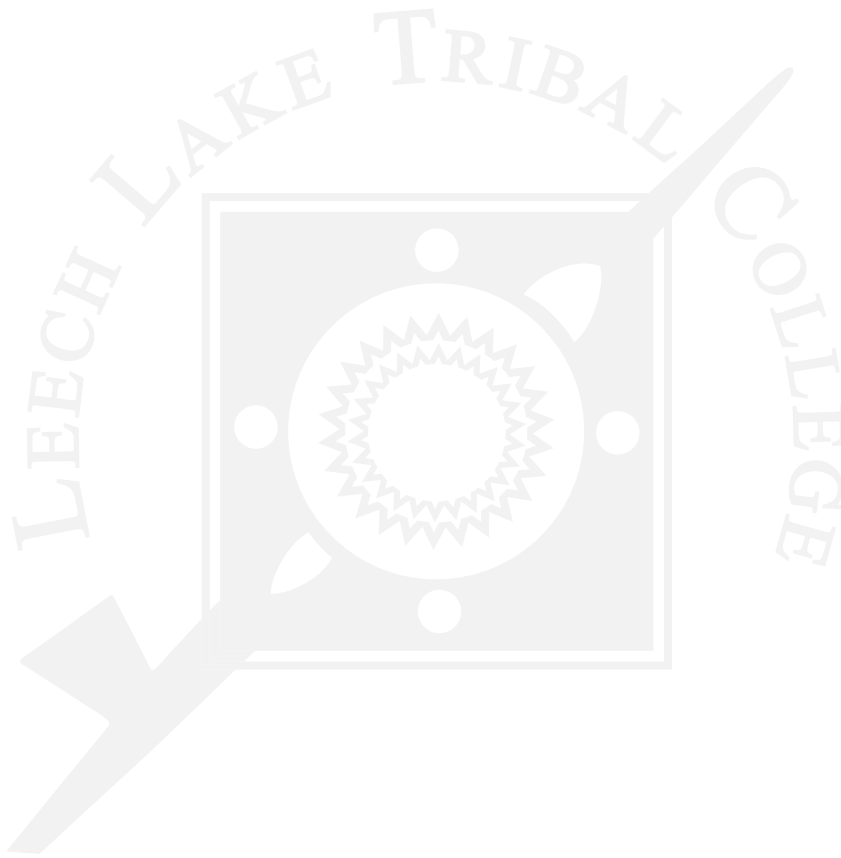


MAZINA'IGAN

Course Catalog

2017-2019





Date of Publication: December 2017

Leech Lake Tribal College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. See the Academic Records/FERPA section of this catalog for more information.

Leech Lake Tribal College is an equal opportunity employer and institution of higher education. This catalog is not regarded as a contract, and Leech Lake Tribal College reserves the right to change without notice any portion of the materials in this catalog. Leech Lake Tribal College was chartered by the Leech Lake Band of Ojibwe in 1990, and is committed to creating and maintaining an atmosphere in which the traditional values of the Anishinaabe are honored and practiced. It is the policy of Leech Lake Tribal College that all individuals shall have equal access to the College's programs, facilities, and employment opportunities without regard to race, religion, color, gender, sexual orientation, national origin, age, or disability. In adhering to this policy, the College abides by the requirements of Title IX, Education Amendments of 1972; Titles VI and VII of the Civil Rights Act; sections 503 and 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

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

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.

MISSION

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

MOTTO

The path to knowledge is eternal.



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:

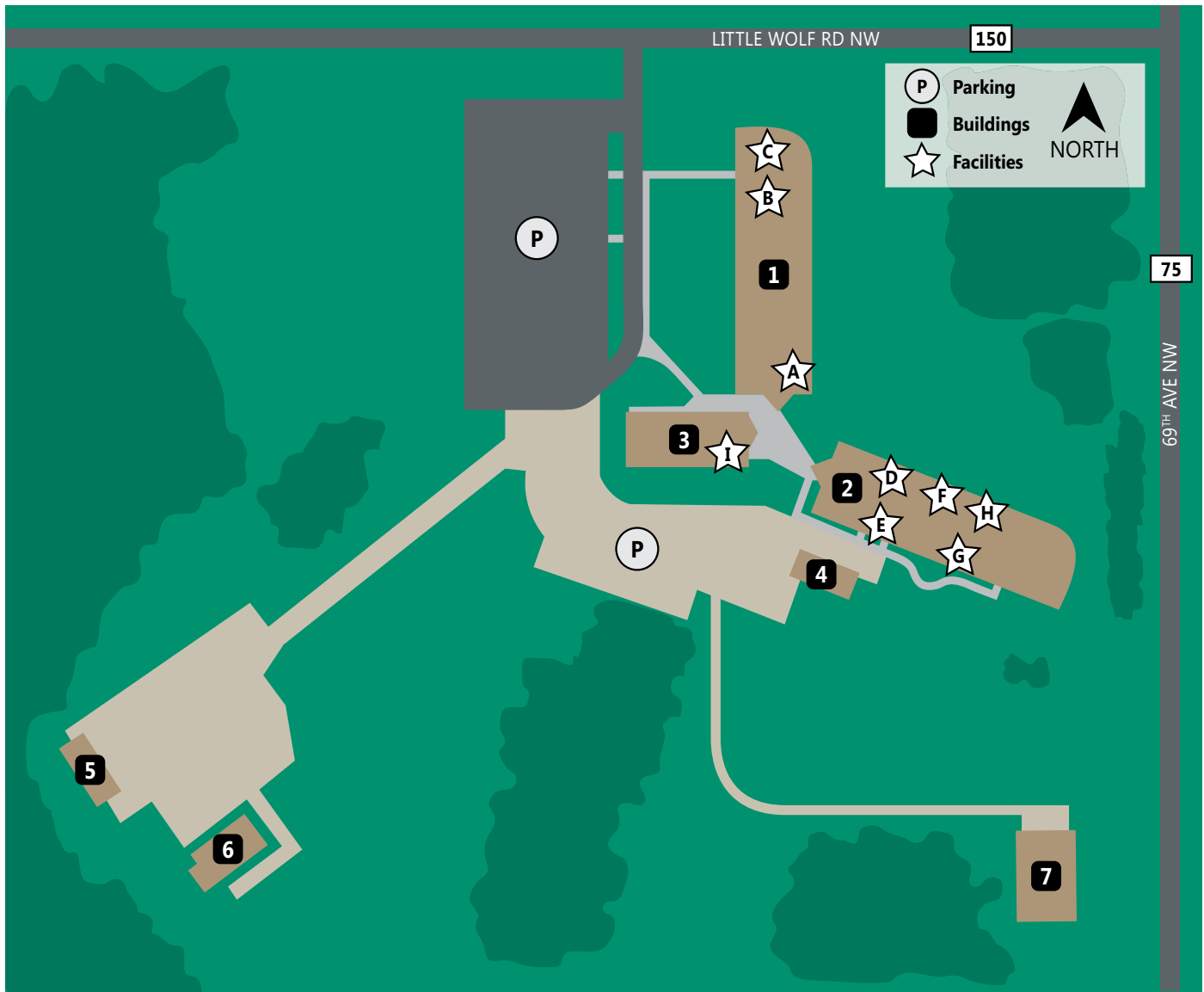
- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for 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.



CAMPUS MAP



1 - Mitigominzh Wigamig (Oak Hall)

Classroom Numbers 100+

- A. Main Entrance/Reception Desk 101
- Security Office 102
- Computer Labs 105 & 111
- B. IT Department (Tech Support) 112
- C. Print Shop/Bookstore 118
- Maintenance Office 119

2 - Giizhiikaandag Wigamig (Cedar Hall)

Classroom Numbers 200+

- Fitness Room 200
- Student Lounge 201
- D. Wellness Center 203
- E. Drum Room 205
- F. Student Services 207
- G. Financial Aid Office 210 E

- H. Finance Office 211
- Adult Basic Education 213

3 - Agindaasoo Wigamig (Library)

Classroom Numbers 300+

- I. Learning Center 301
- Academic Tutoring / Quiet Study Areas

4 - Wiigwaasi Wigamig (Birch Building)

- Early Headstart

**5 - Wawezhazewong Wigamig / Clem Nason Building
(Where the River Meets the Lake Building)**

- Law Enforcement Classrooms

6 - Iniaatig Wigamig (Maple Building)

- Construction Trades Classrooms

7 - Ogichidaag Wigamig (Warrior's Building)

- Storage & School Vehicles







ACADEMIC POLICIES & PROCEDURES



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.

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 will 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
- Three-Quarter time - 9 to 11 credit hours
- Half-time - 6-8 credits
- Less than half-time – 1-5 credits

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 complete the credit overload form through the Registrar and obtain approval from the Dean of Academics and Financial Aid.

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 ("W"), audits ("AU"), and incompletes ("I"). Incompletes will be counted once a course has been successfully completed.

When an incomplete grade is changed to a final grade Satisfactory Academic Progress may need to be re-calculated to determine a student's academic standing.



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

Academic Honors are recognized on a semester to semester basis. 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. Honorable Mention recognizes part-time students who earn a 3.0 and above. Academic honors lists are published by the Registrar at the end of each semester. Students who have requested the withholding and confidentiality of their directory information will not have their name recorded on the published President's and Dean's Lists. For both lists, the honors designation is placed on the student's academic transcript for the appropriate semester.

Midterm Grades

The instructors at mid-point of the semester (according to the official course calendar) will submit mid-term grades through the student learning management system. 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 mid-term 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 at least 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.

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 Academics 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 Dean of Academics, both of whom will make a recommendation. The Dean of Academics 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 Academics.

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 Academics 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 Dean of Academics. 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 Academics 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 the student learning management system 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 they do not maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale for total hours attempted at LLTC.

** 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

(see Financial Aid p.17)

Academic Warning

The first semester 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.



While on Academic Warning, the student will 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 must petition for Academic and Financial Aid reinstatement through the PASS Committee.
- The Academic Success Counselor will notify the student of the PASS Committee’s decision.
- If the appeal is approved, the student must meet with the Academic Success Counselor to complete a Student Success Plan before registering for courses.
- 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 Student Services 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.

In order to allow sufficient time to review the appeal, all appeals must be submitted at least two weeks prior to the start of the semester for which the appeal is being requested.

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 submit a digital grievance form to the Dean of Academics, the Dean of Students, and the Director of Operations. A response will be issued to the student within 5 business days of submitting the grievance.

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.

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 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 Academics.
5. The student will be informed via letter.



Grade Forgiveness for PSEO Students

Students who enrolled as PSEO students at Leech Lake Tribal College and were unsuccessful will have automatic grade forgiveness for “F” grades. A student also has the option to apply for grade forgiveness for “D” grades. A student must fill out the Petition for Forgiveness form and submit it to the PASS Committee.

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 (see pg. 11)

If you are a current student or previous Leech Lake Tribal College Graduate who wants to add a 2nd Degree follow the steps below as you do not need to reapply:

1. Speak with an Academic Advisor about the process and reasoning for pursuing a second degree.
2. Fill out the 2nd Degree Application & Requirements form located under E-Documents on our website: www.lltc.edu.



OR If you are currently enrolled at LLTC, please complete the 2nd Degree Applications & Requirements form and submit it to Student Services. You must have successfully completed 12 credits in order to be eligible to apply for a 2nd Degree.

3. The Academic Advisor will complete and review a degree audit with the student.
4. Hand in the form to the Registrar for additional actions.
5. The Registrar will review the application for approval and submit the form and degree audit to Financial Aid for approval.
 - a. Financial Aid will review the application to ensure that the student will have sufficient financial aid to complete both programs.
 - b. If a student does not have enough remaining financial aid to complete both programs and they still wish to pursue a second degree, students must sign an acknowledgement form stating that they understand they may not have enough aid to cover completion of both programs and may need to pay out of pocket for the remainder of their programs.
6. If a second degree program is approved, the student will receive an acceptance letter from the Admissions office.
7. Dual-degree students are strongly encouraged to meet with their advisors each semester to ensure that they are meeting the requirements for both programs.

Lifelong Learner Award for Elder Students

LLTC recognizes the value that Elder students bring to the community and the campus. Elders who consecutively complete 4 semesters at LLTC will be recognized at the spring commencement ceremony for their commitment to learning and the community. Elders must follow the Elder admissions policy (pg. 13). Repeat courses will be counted towards the lifelong learner award.

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. Some 200-level 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 Dean of Academics 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. Advisors will notify the students and assist them in selecting new courses if necessary. 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.

Transcript Requests

Transcript Request Forms are available in the Student Services Office. Each semester student's are charged \$5.00 for unlimited official 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 FER-PA 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.





Preserving culture through education

