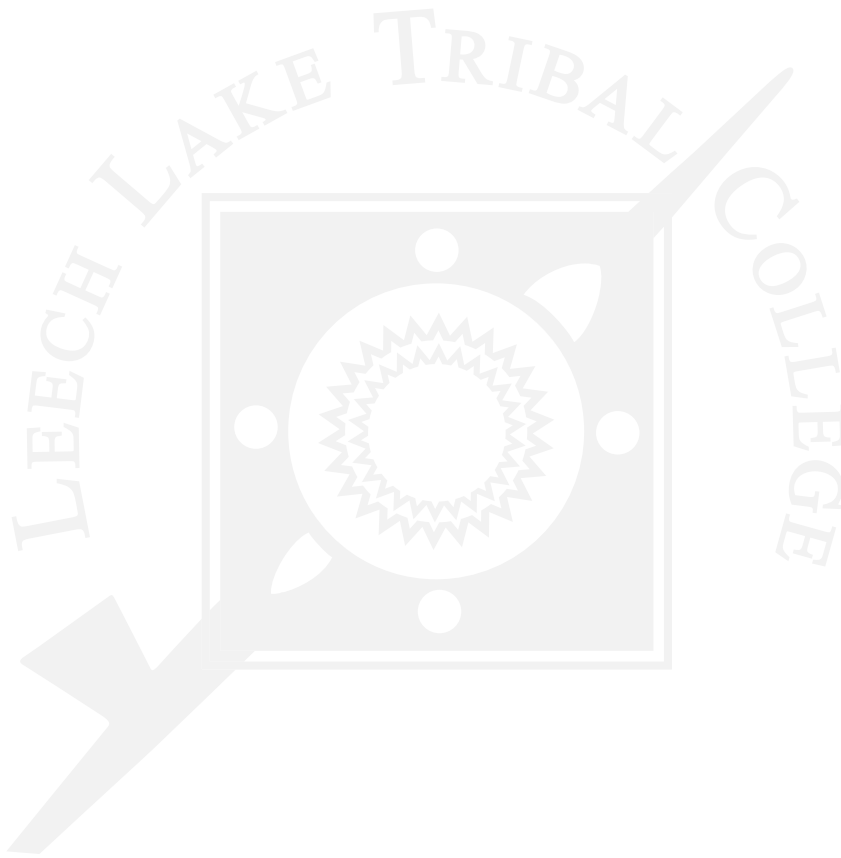


MAZINA'IGAN

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:

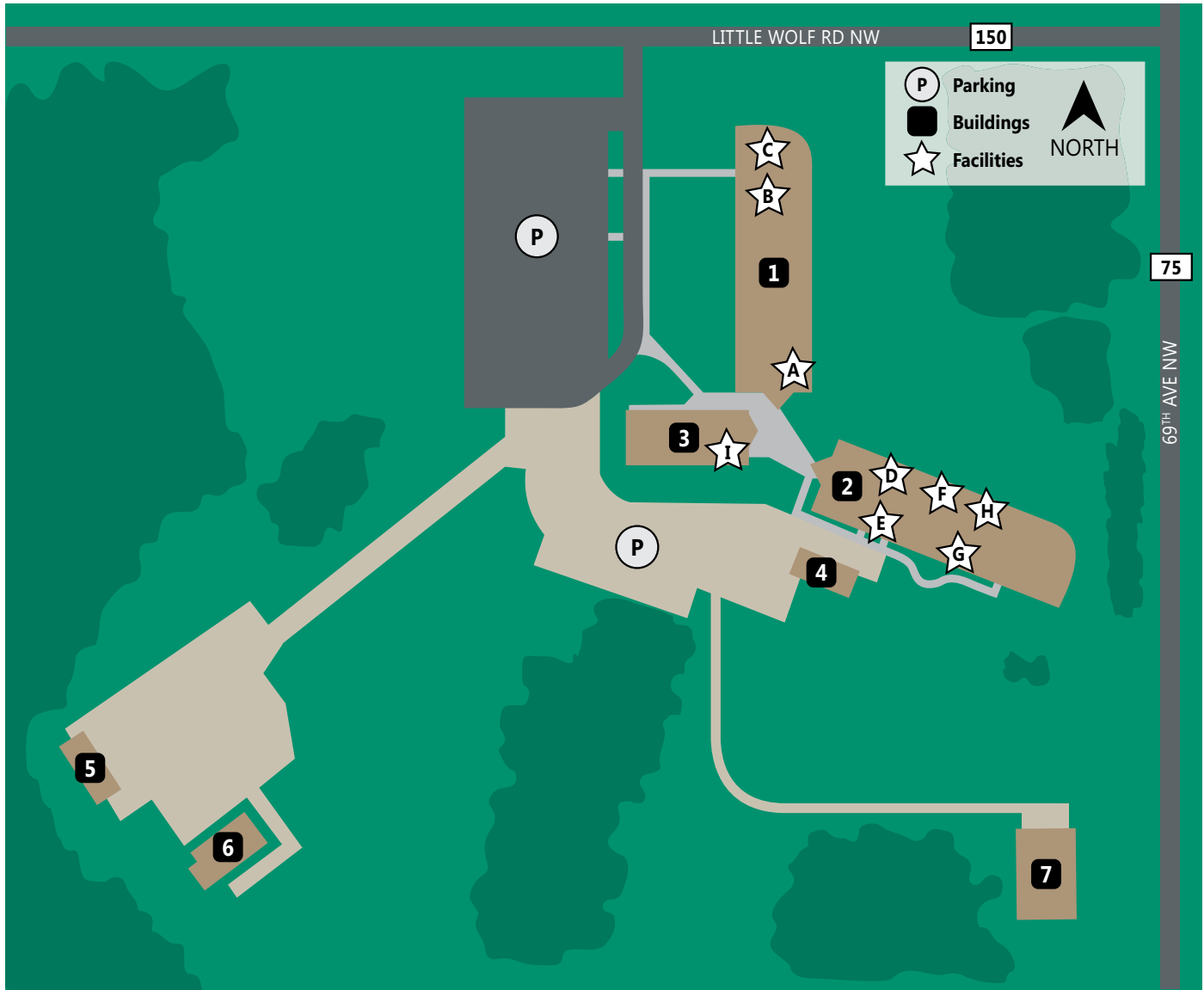
- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for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





ADMISSIONS POLICIES & PROCEDURES



ADMISSIONS

Leech Lake Tribal College welcomes all applications and has an open enrollment policy dependent upon the completion of a high school diploma or GED. Applications are only available in online form and are completed through the LLTC website (www.lltc.edu). For help with the application process, admissions information, or to arrange a visit to campus please contact the Admissions Outreach Coordinator at 218-335-4286.

Open Admissions Policy

Leech Lake Tribal College has an Open Admissions Policy. Any person who is a graduate of an accredited high school or has their GED certificate prior to admission may be admitted to LLTC. Upon acceptance to LLTC you will take a placement test, which will determine if you need to take remedial/developmental courses before taking college-level courses.

Leech Lake Tribal College is not responsible for transcript fees or services. Please understand that it is your responsibility to request official and unofficial transcripts from colleges that you have attended. This also applies to high schools that have a transcript fee, or specific means of requesting official transcripts; for example: parchment.com.

HOW TO APPLY

First Time Freshman Admissions – Never attended any college before

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

- Admissions Application
- High School Diploma/GED and College Transcripts if applicable
- If you are an enrolled member or descendent, submit Tribal Enrollment Verification
- If you are non-native no additional documentation is needed.

Applicants who submit the admissions documents are eligible for admission to the college. New Students are required to take a placement before registering for classes.

Transfer Student Admissions - Attended college at another institution

Applicants who have attended an accredited college prior to the intended date of attendance are defined as transfer students. An official transcript is required for evaluation and transfer of credits to LLTC. To apply, please submit the following signed and completed items to Student Services attention: Admissions.



- Admissions Application
- High School Diploma/GED
- If you are an enrolled member or descendent, submit Tribal Enrollment Verification
- If you are non-native no additional documentation is needed.
- Official or Unofficial College Transcript. Unofficial transcripts cannot be transferred.

Applicants who submit the admissions documents are eligible for admission to the college. It is the responsibility of the student to obtain transcripts from other institutions and high schools that charge a transcript fee, as Leech Lake Tribal College does not pay transcript fees. If students have not completed English or Math at a college level they might have to take the placement test in order to register for classes.

Readmitted Student Admissions – Attended LLTC in the past

Students who have not attended LLTC for more than two semesters must reapply. Students who have not attended LLTC in the past 4 years may have to submit documents that were previously submitted. Returning Students who are returning on Academic Status will be required to submit documents based on their return status. To apply, please submit the following signed and completed items to Student Services attention: Admissions.

- Admissions Application
- High School Diploma/GED
- Official or Unofficial College Transcript
- If you are an enrolled member or descendent, submit Tribal Enrollment Verification
OR
- If you are non-native, no additional documentation is needed.
- Academic Warning Packet: submit to Academic Success Counselor if applicable
OR
- Academic Suspension Appeal: submit to PASS Committee if applicable
OR
- If you are not on Warning or Suspension, no additional documentation is needed.

Applicants who submit the admissions documents are eligible for admission to the college. PASS Committee is responsible for accepting or denying an Academic Suspension Appeal. *See Academic Advising for more information.

Second Degree Seeking Student – Student that has already obtained a degree from LLTC

If you have already obtained a degree from a different institution please use Transfer Student Admissions.



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.

Non-Degree Seeking students

All students that do not wish to obtain a degree but want to participate in classes must complete regular Admission Requirements of their respective category. If a student has attended another institution they must meet Transfer Student Admissions requirements and unofficial college transcripts must be submitted. If a student has never attended college, they must meet First Time Freshman Admissions requirements. Students in the following programs are categorized as Non-Degree Seeking: Post-Secondary Enrollment Option, One Free Elder Class, and Employee Students. If a student wishes to become a Degree Seeking student, see First-Time Freshman admission steps. If the student wishes to transfer credits from other institution they must submit official transcripts. If students are under an Academic Status, see Re-Admitted Student admissions steps.



Elder Student Admissions – new/returning elder who wants to take advantage of the Elder Class

Elder Students are classified as Non-Degree Seeking students. If at any time you wish to pursue a degree with LLTC, please follow First Time Freshman OR Transfer Student Admissions. Leech Lake Tribal College determines Elders as any individuals who are 55 years of age and older prior to the start of term. Elders are eligible for ONE free course (tuition waived) per semester providing each semester they submit a Tuition Waiver form to the Business Office. Elder students are responsible for purchasing their own text books 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.

- Admissions Application
- Form of official ID verifying age
- Tuition Waiver submitted to Business Office
- If you are an enrolled member or descendent, submit Tribal Enrollment Verification
OR
- If you are non-native, no additional documentation is needed.

As per our Open Admissions Policy, you do not have to be of Native American heritage or descent to be eligible for the ONE free Elder course.

Post-Secondary Enrollment Option – PSEO Student Admissions:

PSEO Students are classified as a Non-Degree Seeking student. If you are currently a High School Student who wants to earn College credit you must first visit with your High School Counselor to determine if you meet the eligibility requirements. LLTC offers eligible high school juniors and seniors access to college level courses through the Post-Secondary Enrollment Option. Eligible PSEO students are allowed to enroll in 100 level courses for up to 6 credits. More credits can be approved by high school guidance counselor AND the Dean of Student Services. PSEO students are recommended and highly encouraged to take EDU 102 Miikana once. To apply, please submit the following signed and completed items to Student Services attention: Admissions.

- Admissions Application
- Official High School Transcript
- PSEO Registration form signed by parents and official school counselor.
- If you are an enrolled member or descendent, submit Tribal Enrollment Verification
OR
- If you are non-native, no additional documentation is needed.

Applicants who submit the admissions documents are eligible for admission to the college. PSEO student are required to take the placement test before registering for classes. See Placement Test –Accuplacer section. For PSEO students to remain eligible for the program in subsequent semesters they must maintain a 2.0 GPA and resubmit all of the above documents each semester, not including the Tribal Enrollment Verification where applicable.



PSEO Students are not eligible:

- to play on the Athletic teams
- for work study or regular payroll positions
- for certain travel funded by LLTC
- for developmental courses

Employee Student – an employee of the Leech Lake Tribal College

Employee Students are classified as a Non-Degree Seeking Student. If you are an employee looking to take advantage of the one free class per semester, here are the steps you need to complete before the last day to apply. Fees and books are the Employee's responsibility.

1. Get supervisor written approval as a memo
2. Submit Admissions Application. No official or unofficial transcripts are required.
3. If you are an enrolled member or descendent, submit Tribal Enrollment Verification
OR If you are non-native, no additional documentation is needed.
4. Pick out the class you want to take and make sure it works with your schedule
5. Tuition Wavier form: submit to Business Office
6. Complete a PAF and a Personal Leave form and submit it to HR

TRANSFER POLICY & TRANSFER OF CREDIT APPEAL PROCESS

Transfer Policy:

The Registrar will identify those institutions from which credit can be transferred. If questions arise with regard to transfer of specific courses, the Director of Enrollment/Registrar will confer with the appropriate departmental faculty. The following will apply.

1. Credit for course work taken at other institutions will be transferred subject to the following considerations:
 - a. Must be an regionally accredited institution
 - b. The comparability of the course work with LLTC course work; and
 - c. The appropriateness of the course work for meeting degree requirements at LLTC.
2. LLTC will accept up to 34 credits, "D" grade or better.
3. Developmental and/or remedial credits (typically numbered less than 100/1000) **will not** transfer



4. Transfer credits become applicable to a Leech Lake Tribal College degree program or certificate program only after the student has been admitted as a degree-seeking student or admitted to the certificate program.
5. 100 level courses cannot substitute for 200 level courses, however, 200 level courses can substitute 100 level courses
6. Credits taken 10 years and over are evaluated by the department chairs.

Transfer of Credit Appeal Process:

To maximize your transfer credits some courses may need further evaluation.

1. Contact the Registrar to start the appeal process
2. Send course description(s) and/or syllabi (email or fax) to the Director of Enrollment/ Registrar
3. The Registrar will forward the course description(s) and/or syllabi to the department for evaluation
4. Typically this evaluation could take up to two weeks
5. Once evaluation, the Registrar will contact you to discuss how the course will or will not transfer

All questions regarding the transfer of credit appeal process can be directed to the Director of Enrollment/ Registrar, 218-335-4222.

Leech Lake Tribal College uses the Minnesota Transfer Curriculum as the package of lower division general education requirements in compliance with MNSCU Policy 3.37 and Procedure 3.37.1 – Minnesota Transfer Curriculum.

PLACEMENT TEST – ACCUPLACER

The placement test is an advising tool used by Student Services to test all new students, with the exceptions of:

- Transfer students that have completed passing credits in college level Math and/or English.
- Returning students who have completed passing credits in college level Math and/or English. If it has been more than 5 years since you have completed passing credits, you may need to take the Accuplacer test.

Information from the placement test will be used to assess which courses will be mandatory for the students to assure academic success. Students who do not score at the level needed for Math and English will be required to enroll in the respective developmental course(s).





Preserving culture through education

