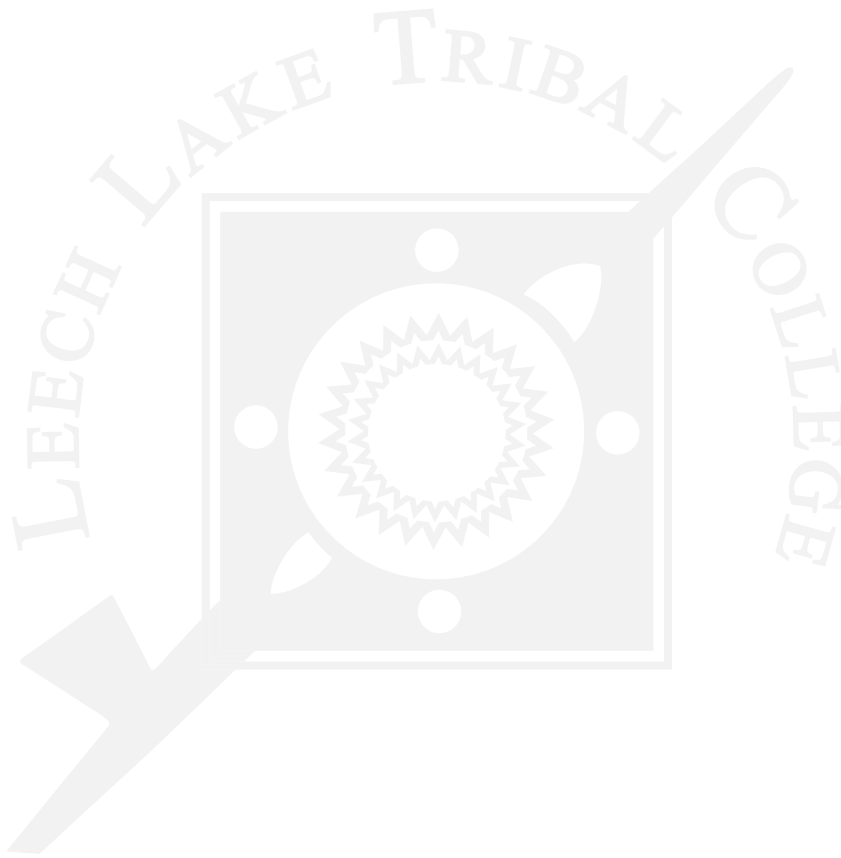


# MAZINA'IGAN

## 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:

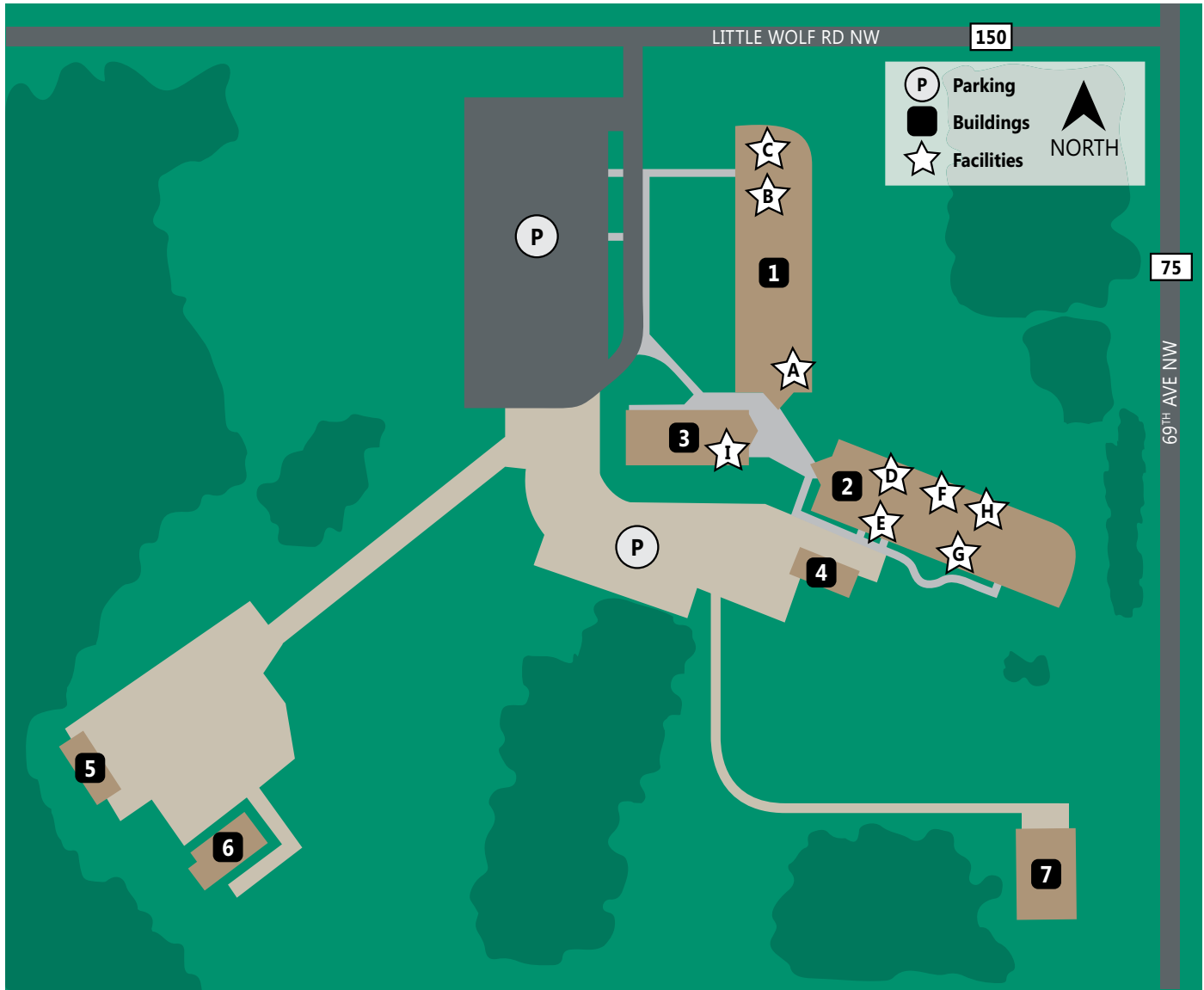
- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for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







# LEECH LAKERS









# **STUDENT SERVICES POLICIES & PROCEDURES**





# WIIDOOKAGEWIN (THE HELPING ROOM)

Student Services is committed to providing support services to enhance life-long learning, personal growth, and academic excellence to LLTC students.

## **Student Services Resources**

Student Services provides a variety of services designed to enhance LLTC students' academic skills, increase their retention and graduation rates, facilitate their entrance into 4-year institutions and future careers, and foster a supportive institutional environment.

This office provides:

- Academic advising
- Academic success counseling for all college areas
- Tutoring
- Disability Services

## ACADEMIC ADVISING

Each new student is assigned two advisors at Leech Lake Tribal College. One advisor will be an academic advisor from Student Services; the other will be a faculty advisor in the student's specific area of study. Students may request a change of faculty advisor in writing through Student Services.

The advisor assists in proper course selection to meet curricular requirements and helps students with course scheduling. However, students have the final responsibility for satisfying the degree requirements for the curriculum chosen.

Students are expected to meet with their advisors 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 Student Services advisors will have posted office hours.

Students who are on Academic Warning and those returning from Academic Suspension 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.



## **Testing Services**

Upon admission to LLTC, students will be administered a placement test to determine English, writing, reading, and math proficiency. 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).

See Admissions Placement Test-Accuplacer section on page 15 for information about waiving this test.

## **Program of Study Declaration**

Students must complete the Program of Study Declaration Form in Student Services during the registration process. Selection of intended program on the application is used as a guide in talking with the advisor. In order to qualify for financial aid, students must have a declared program on file.

## **Second Degree**

If you are a current student or previous Leech Lake Tribal College Graduate who wants to add a 2<sup>nd</sup> 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 2<sup>nd</sup> Degree Application & Requirements form located under E-Documents on our website: [www.lltc.edu](http://www.lltc.edu).

OR If you are currently enrolled at LLTC, please complete the 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

### **Change of Program**

A student may only change their emphasis two times while attending LLTC to ensure that they complete their degree in a timely manner.

### **Registration**

New Students are required to take writing and math placement tests prior to registering for courses. Students may register after the admissions process has been completed and they are officially admitted into the college. After the placement tests are completed, new students may register for the upcoming semester with their advisors. Current & returning students should register by following the recommended course progression for their program of study.

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 or the Library and usually involve unpaid balances or college property that must be returned before the hold is removed.

Any student wishing to take more than 17 credits must complete a credit overload form with their academic advisor. The Academic Advisor will then submit the form to the Registrar, Financial Aid, and the Dean of Academics for approval.

Auditing Students must register with an Academic Advisor for the audited course(s). They must visit the Finance Office for payment arrangement of course tuition (refer to *Cost of Attendance* for tuition information). Audited credits are not financial aid eligible. Student must meet with the Registrar to confirm that the course is registered as an audited course.

It is the student's responsibility to refer to the Academic Calendar (see page 5) regarding:

- Open Registration
- 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 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

## **Pre-requisites and Concurrent Registration**

A pre-requisite 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. A pre-requisite to a course may be taken simultaneously to the course with instructor permission.

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

Students, who need to alter their course schedule 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.

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.

## **Officially Withdrawing from College**

Should extenuating circumstances arise, a student may officially withdraw from a course(s) after the "Last day to Add/Drop." Withdrawal from a course is not official until an Add/Drop/Withdrawal form has been received by the LLTC Registrar's Office. 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.

Students who drop and/or withdraw from the College, and who have received a Pell grant, may 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 must complete an "Official Withdraw" form located at the Student Services Office. They then must submit the completed form to Student Services on or before the "Last Day to Officially Withdraw" listed on the Academic Calendar. The 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.

## **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 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 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 student learning management system.

## TYPES OF COURSES

### **Face-to-Face Course Instruction**

In a lecture course it has been established that a student will meet a minimum of 50 minutes per week in a face-to-face one-credit course.; in a laboratory course, one (1) semester hour of credit represents two (2) contact hours per week; and internships and practicum courses, one (1) semester hour of credit represents three (3) hours of practical work experience per week for one (1) semester. In addition, a minimum of two hours of additional outside work is recommended for students (such as reading, research, or completion of homework) each week for every one credit hour of lecture.

Some practicum hours are defined by certification requirements and are so noted in the degree plan. Laboratory courses are identified in the course description.

### **Hybrid Course Instruction**

Hybrid courses are offered through face-to-face and distance learning. A hybrid course requires a minimum of one credit hour of regular instruction per week and the remaining instruction is completed through distance learning. The amount of outside work for the student should be the same as a regular face-to-face course.

### **Distance Learning Instruction: Online Courses**

This method of delivery is alternative to the regular classroom instruction methods. Only those students that have successfully completed their most recent semester of college courses (12 credits or more) with a 2.00 grade point average will be allowed to register for on-line courses. No first-time,



first-year freshman or a student on probation will be allowed to register for online courses. Transfer students must provide transcripts prior to registering for online courses and must have successfully completed college level coursework with a 2.00 grade point or higher in their most recent semester.

A student's academic advisor will assist in determining a student's "readiness" for online courses through discussion with the student in regards to previous computer experience prior to registration.

Attendance and participation requirements for distance learning courses are just as stringent as attending regular classes.

### **Independent Study**

Independent study is very limited. Students seeking independent study must have approval from the Dean of Academics 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.

## DISABILITY SERVICES

In accordance with the Americans with Disabilities Act (ADA), Leech Lake Tribal College recognizes its responsibility to provide appropriate accommodations for students with documented disabilities who are otherwise qualified to participate in programs and courses of the college. Staff and faculty will work with students and/or other agencies to arrange for reasonable accommodations. These accommodations may include, but are not limited to: extended time on tests, tests read aloud, reduced distraction testing, audio textbooks, large print materials, recording lecture, or other accommodation to allow the student access to the curriculum.

Students can initiate disability services by contacting Student Services on a timely basis. Completion of the Accessibility needs form and written documentation of the disability must be submitted to qualify for disability services. Documentation must come from an appropriate professional (such as a physician, psychologist, learning disability specialist, or audiologist), and documentation must include information regarding the type of disability, functional limitations, and modes of treatment. IEP's are not sufficient for documentation requirements. Students who think they may have a disability should schedule a time to meet with Student Services to discuss their concerns. If appropriate, a referral for a formal evaluation will be made. Referrals are made to professionals or agencies in the community who do diagnostic work in the specific area of disability.





# SOCIAL MEDIA POLICY

Students participating in LLTC sponsored programs and activities may be written about, photographed, videotaped, and/or interviewed for use in LLTC's promotional and educational materials, official LLTC social media sites and LLTC work-associated social media sites, and to distribute news.

**Permission is NOT Required in LLTC Common Spaces:** Prior authorization to photograph and videotape students is not required in common spaces on the LLTC campus. Common spaces on campus include those spaces, events, and activities that are generally open to the community. This includes but is not limited to the following:

- Monday Drum
- Language Immersion Activities
- Extension Courses and Activities
- Community Speaker Events
- Fund Raisers

Much of the LLTC is considered common space unless an event has been registered and/or reserved by an outside entity of a meeting. Examples include but are not limited to:

- EMT Courses
- Support Groups
- Classes in Session

Students may complete a Media Authorization and Consent Form available in Student Services if they do not wish for their image to be used.



# WHOM Should I ASK?

OUTREACH RECRUITER	ADMISSIONS/ OUTREACH COORDINATOR	ACADEMIC ADVISOR	REGISTRAR	FACULTY ADVISOR
<ul style="list-style-type: none"> <li>GENERAL QUESTIONS</li> <li>SETUP INFO BOOTHS AT LOCAL SCHOOLS, ORGANIZATIONS, POWWOWS, CAREER FAIRS AND COMMUNITY EVENTS.</li> <li>AVAILABLE TO GIVE PRESENTATIONS ABOUT LLTC &amp; DEGREE PROGRAMS</li> </ul> <p>EXT. 4248</p>	<ul style="list-style-type: none"> <li>CAMPUS TOURS</li> <li>HOW TO APPLY TO LLTC</li> <li>SUBMIT HIGH SCHOOL/GED &amp; COLLEGE TRANSCRIPTS</li> <li>TRIBAL VERIFICATION FORM (CIB)</li> <li>ASSISTS NEW, TRANSFER, PSEO, AND ELDER STUDENTS</li> </ul> <p>EXT. 4286</p>	<ul style="list-style-type: none"> <li>REGISTER FOR CLASSES</li> <li>ADD/DROP REQUESTS</li> <li>COLLEGE POLICY/ PROCEDURE CLARIFICATION</li> <li>DEGREE &amp; CAREER PLANNING</li> <li>GUIDANCE TO TUTORING, ACADEMIC, &amp; OTHER RESOURCES</li> </ul> <p>EXT. 4211</p>	<ul style="list-style-type: none"> <li>MAINTAINS ACADEMIC RECORDS</li> <li>EVALUATES TRANSFER CREDITS</li> <li>OFFICIAL TRANSCRIPT REQUESTS</li> <li>OFFICIAL WITHDRAW</li> <li>MONITORS STANDARD OF ACADEMIC PROGRESS (SAP)</li> </ul> <p>EXT. 4222</p>	<ul style="list-style-type: none"> <li>PROGRAM &amp; CAREER SPECIFIC QUESTIONS</li> <li>PROGRAM SPECIFIC POLICY/ PROCEDURE QUESTIONS</li> <li>SUPPLEMENTAL ADVISOR TO STUDENTS IN A PARTICULAR PROGRAM</li> <li>DEGREE &amp; CAREER PLANNING</li> <li>INTERNSHIPS</li> </ul>
FINANCIAL AID OFFICE	LEARNING CENTER	LIBRARY	WELLNESS CENTER	STUDENT SERVICES ADMINISTRATIVE ASSISTANT
<ul style="list-style-type: none"> <li>FINANCIAL AID APPLICATIONS &amp; TRIBAL GRANTS</li> <li>INCOME VERIFICATION FORMS</li> <li>SCHOLARSHIPS OPPORTUNITIES</li> <li>FINANCIAL AID BUDGETS FORMS</li> <li>FINANCIAL AID ELIGIBILITY REQUIREMENTS</li> <li>AI COLLEGE FUND</li> </ul> <p>EXT. 4224</p>	<ul style="list-style-type: none"> <li>PEER TUTORING</li> <li>STUDY SPACE &amp; COMPUTER ACCESS</li> <li>OJIBWEMOWIN LANGUAGE LAB</li> <li>TEXT TO SPEECH READER</li> <li>LEARNING ACCOMMODATIONS</li> <li>COLLEGE READINESS PREP</li> <li>INTERNSHIPS</li> </ul> <p>EXT. 4242</p>	<ul style="list-style-type: none"> <li>STUDY SPACE, COMPUTER ACCESS, AND PLACES TO RELAX</li> <li>OPEN TO THE COMMUNITY</li> <li>BOOKS, NEWSPAPERS, AND DVD'S</li> <li>RESEARCH &amp; EDITING ASSISTANCE</li> <li>RESETTING PASSWORDS &amp; STUDENT ID'S</li> </ul> <p>EXT. 4240</p>	<ul style="list-style-type: none"> <li>Referrals - on campus and in your community</li> <li>Wellbeing &amp; Health Info</li> <li>Campus-wide health initiatives Fitness Room</li> <li>Services &amp; Support for Pregnant/ Parenting Students</li> <li>Community Ed Classes &amp; Garden</li> </ul> <p>EXT. 4289</p>	<ul style="list-style-type: none"> <li>WELCOME STUDENTS &amp; VISITORS</li> <li>SCHEDULE PLACEMENT TEST (MATH &amp; ENGLISH)</li> <li>ASSIST WITH FAXES, COPIES, &amp; OTHER OFFICE EQUIPMENT</li> <li>GENERAL QUESTIONS &amp; DIRECTORY INFORMATION</li> </ul> <p>EXT. 4220</p>



*Wiidookagewin:* Student Services  
 "The Helping Room"











# Preserving culture through education

