

**AMS-SKA-PI PII-KA-NI
OHM-KII-TA-SKI-NII-MATS-TOH-KIOP
2016-18 STUDENT HANDBOOK**

 **Blackfeet Community College** 
Student Handbook
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OKI, MII KIM MOH TSI (*Hello, my friends*)

Blackfeet Community College welcomes our new and returning students. Blackfeet Community College extends its heartfelt wishes for success to each and every student on your academic endeavors here at BCC. We hope your years here will be successful and a rewarding adventure! We as staff and faculty at BCC are here to serve you. Please feel free to ask for help, and to utilize our facilities.

This BCC Handbook has been designed to help you make the best of your college experience. It is important for you as a BCC student to familiarize yourself with campus rules and regulations. This booklet provides an overview of the rules and regulations governing your behavior at BCC. Regulations make it possible for students to learn together and function in an orderly way, protecting the rights of BCC while respecting the rights of each individual. You should be able to carry on your daily business safely, peacefully, and productively while you are here; these rules and regulations have been designed to accomplish that goal.

Vision Statement

It is the vision of the Blackfeet Community College (BCC) to strengthen and enrich our Blackfeet Nation and universal community through quality education integrating the Nii-tsi-ta-pi World of Knowledge.

Mission Statement

The purpose of Blackfeet Community College is to provide the Blackfeet Nation and our “Universal Community” access to quality educational programs that prepare students for achievement in higher education, meaningful employment, basic skills instruction, and community education, while integrating the Blackfeet culture and language.



Mission Statement Goals

Access – providing access to all members of the community’s service district who desire education and training enabling them to pursue life-long educational opportunities.

- Achievement in higher education – providing opportunity for students to earn academic degrees and supporting their transfer to upper division higher education institutions.
- Meaningful employment – providing opportunity for students to earn degrees and certificates that would qualify them to gain meaningful employment.
- Basic skills – providing students with programs and courses that will increase their likelihood of academic success.
- Continuing education – providing the community with courses and programs that enrich community life and support life-long education.
- Integrating Blackfeet culture and language – providing programs and courses that sustain the past and promote the vitality of the Blackfeet Nation’s future.

Location

Blackfeet Community College is located on the Blackfeet Indian Reservation on Highway 2 & 89 in Browning, Montana. The campus headquarters physical address is 504 Southeast Boundary Street located in Administration of the Beaver Painted Lodge. Browning serves as the center of trade and cultural activities for those living within the boundaries of the reservation. The town hosts services provided by the Blackfeet Tribal Offices, Bureau of Indian Affairs, Indian Health Services, School District #9, and local businesses.



Facilities

Blackfeet Community College is located in fourteen buildings, which house the Administration, Bookstore, Business Office, Student Services, Student Success Center, Academic Affairs, Library, Math & Science, the Vocational Education and Title III departments, classrooms and various college programs.

The Plant Maintenance personnel are responsible for maintaining campus buildings and grounds with concerns for safety and security. Regular facilities inspections are made to ensure prompt repairs involving safety and security considerations. Students and staff should report any potential safety or security hazards to Plant Maintenance personnel, 406-338-5441 ext. 2790 or the Administration Office, ext. 2203

Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and safety and security and fire safety policies. All public and private institutions of postsecondary education participating in federal student-aid programs are subject to it. The act includes:

- Publishing an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Making timely warnings to the campus community about crimes that pose a serious or ongoing threat.
- Keeping a public crime log.
- Upholding basic rights to victims of sexual assault.
- Making accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Facing possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act.



The safety and wellbeing of faculty, staff, students and visitors are of the greatest concern for Blackfeet Community College. Creating and maintaining a safe campus requires the cooperation and involvement of everyone. Prompt reporting aids in providing timely warning notices to the campus community when appropriate, may aid in the prevention of similar crimes and may assist in the investigation and the apprehension of the perpetrator(s). Reporting crimes is necessary to ensure inclusion in annual crime statistics. BCC encourages accurate and prompt crime reporting when the victim of the crime elects to report or when the victim is unable to make a report, to ensure that all crimes are included in the institution's Clery Act statistics.

The security personnel of BCC are the eyes and ears of the college and are not sworn law enforcement. Therefore, any action that requires law enforcement is turned over to Blackfeet Tribal Police Office and Glacier County Sheriff's Office. BCC Security has a close working relationship with Tribal Law & Order and Glacier County Sheriff's Office. The College is coordinated with local law enforcement agencies for services relating to crime reports and investigations, campus emergencies, traffic accidents. The enforcement of institutional regulations regarding alcohol consumption, controlled substances, weapons possession and other incidents classified as Clery Act crimes are to be filed with the campus Security Patrol Officer and statistically published in the annual security report.

The annual security report is required to be published October 1st of each year and a crime log is available upon request from the Security Patrol Officer, Title III Programs Director, and Human Resource Office. You may also access a copy on line at www.bfcc.edu

Contact Security Patrol Officer at 406-845-3294 for further information concerning security on campus. In the case of an emergency dial 911 or 406-338-4000 for local police and ambulance.

Campus Facilities

Blackfeet Community College is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours of 8:00 am to 5:00 pm (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as



designated, buildings are locked and access is permitted only with proper authorization from the President. Individuals must provide identification after normal building hours and/or facility use agreement for after-hours activities.

*Clery geography includes buildings and property that are part of the institutions campus and public sidewalks, street crossings, and parking lots adjacent to and accessible from campus.

Beaver Painted Lodge

Beaver Painted Lodge serves as the campus headquarters providing space for the Administration located in the south entrance (President's Office, Vice-President of Mission Effectiveness, Human Resources, Vice-President of Finance, Business Office, Office of Sponsored Programs, Title III, and Security). The Office of Student Success is conveniently located at the middle entrance of the Beaver Painted Lodge (Provost/Vice-President's Office, Vice-President of Student Success, Student Success Center, Registrar, Financial Aid, and Admissions and Behavioral Health Division offices). The north entrance of BPL opens up to the Student Commons area, with accommodation to the Career Center, Learning Center, Bookstore, and Snack Shop. Other offices in the Liberal Arts Division, Piikani Studies Division, and classrooms and computer labs.

South Wind Lodge

The South Wind Lodge is located at the main entrance of campus. It is a LEED Platinum certified building which features "green energy" technology constructed in 2010. South Wind Lodge is first of its kind to be constructed in Montana and on tribal college campuses across the nation. The building consists of Math Science Division offices with state of the labs and classrooms.



Red Fox Building

The Red Fox Building is located on the northeast side of campus and provides office space for faculty with classrooms suitable to accommodate large classes.

Vocational Education Building

The Vocation Education Building is located on the west side of campus across U.S. Highway 2 & 89. It is home to the Workforce Development Division accommodating office space for staff and faculty including the USDA Extension Office. There are two small classrooms and a shop area for construction technology projects. The Institutional Development Office and Native Science Field Center Office is located on the second floor of the facility.

Medicine Springs Library

Medicine Springs Library provides a full range of information services to students, faculty, staff and the community at large. Our resources include books, magazines, journals, newspapers, videos, DVDs, digital and online materials. We also have computers for public use and Wi-Fi. Interlibrary Loan is available to obtain materials not included in our collection. As the designated Tribal Library and Archives, Medicine Spring Library continues to develop and maintain special collections of resources relating to Blackfoot Culture and history. These materials are available for research.

We provide Medicine Springs Baby Time programming for babies from 0 to 2 years old and their parents and/or caregivers. Older children may choose from our selection of picture and chapter books located in the family seating section of the library.

In April of every year, the library hosts an Art Show and Contest. People of all ages from all parts of the Blackfoot Reservation enter their traditional and contemporary arts and crafts for display and a chance to win monetary prizes.



During the academic year the library is open to the public from 8:00 a.m. to 6:00 p.m. on Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. Summer hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. Extended hours will be provided during mid-terms and finals, please contact the Medicine Springs Library for alternate schedules during this time by calling (406) 338-5441 ext. 2701.

Americans with Disabilities Act

In compliance with the American with Disabilities Act (ADA), all qualified students enrolled at Blackfeet Community College are entitled to “reasonable accommodations.” Please notify the Disability Services Coordinator or the Vice President for Academic Affairs and Student Services during the first week of registration of any accommodations needed for attendance at Blackfeet Community College. The student must provide documentation that identifies and explains the disability and a letter with suggested accommodations.

With the freedom that these rights afford comes the responsibility to conduct oneself with civility and respect toward the rights of others. It is also the responsibility of all those given these rights to protect and preserve them for others, so that with vigilance we may move closer to the ideals that these rights promise.

BCC Student Senate

All Blackfeet Community College students are members of the Student Senate of Blackfeet Community College (SSBCC). A portion of student registration fees is allocated to the SSBCC budget to assist students in meeting their social and educational needs.

Election of SSBCC officers is held each Fall Semester for all full-time students enrolled at Blackfeet Community College. The elections will take place during the first month of attendance. The



SSBCC President serves on the Blackfeet Community College Board of Trustees for a term of one (1) year including the summer of that academic year. The student who is elected President must be currently enrolled full-time and maintain a 2.00 Grade Point Average (GPA) during the one-year term. The other elected seats (Vice- President, Treasurer, Secretary, and Student Representative) must serve a term of 2 semesters (Fall & Spring) of the academic year, and they must be a full-time student and maintain a GPA of 2.00 during their elected term.

Student Senate of Blackfeet Community College serve as the student governing body, creating extracurricular activities for the student body, sponsoring social and academic clubs, and participating in BCC/community sponsored events.

Student Senate of Blackfeet Community College meet twice a month to coordinate student activities. Students who want to become more involved in Blackfeet Community College should attend the scheduled SSBCC meetings and volunteer for committee work to enhance Blackfeet Community College social and academic activities on campus as well as in the community. Students may join any club of interest or work with SSBCC to start a project that will improve the college's functions, academic materials, and environment.

For more information pertaining to SSBCC, please contact the Student Life Coordinator, the SSBCC officers or the SSBCC advisor at: PO Box 819, Browning, Montana 59417-0819 or call Student Services at (406) 338-5421.

Student Activities

Students are encouraged to become involved in the following activities: are Piikani Club, Chess team Intramural Activities, American Indian Higher Education Consortium (AIHEC), American Indians in Science



and Engineering Society (AISES) American Indian Business Leaders (AIBL) and Rodeo Club. If you are interested in starting a new club see the Student Senate officers for assistance. All student advisors to clubs will be BCC full-time staff.

Current student activities and/or clubs that students may want to become more involved with are:
Student Activities/Clubs available to students:

- American Indian Higher Education Consortium (AIHEC)
- American Indian Business Leaders (AIBL)
- American Indian Science & Engineering Society (AISES)
- Chess Club
- Montana/North Dakota Tribal College Athletic Association (MTNDTCAA) Basketball
- National Intercollegiate Rodeo Association (NIRA)
- Piikani Club
- Student Senate

If you are interested in starting a new club see the SSBCC officers for assistance.

Student Expectations in BCC Clubs

All BCC Students participating in Clubs, student organizations, or BCC sponsored activities It is important to note that due to the high visibility and increasing public scrutiny of all athletic programs, student-athletes are expected to meet higher standards of educational excellence as well as personal conduct and appearance.

All enrolled BCC Students shall be officially enrolled in a minimum of twelve (12) semester credit hours with a minimum of a 2.0 GPA, during each semester they are in attendance at BCC, and must meet all academic responsibilities including attending class regularly, turning in assignments, interacting



appropriately with faculty and staff, meeting with college and faculty advisors and making a commitment to academic integrity.

Athletic Eligibility

A student-athlete will be eligible to represent BCC provided he or she meets the provisions as set out in the Student-Athlete Conduct Handbook, for a copy see the Student Life Coordinator. 406-338-5421.

Office of Admissions

The admissions office is one of the first departments that the student comes in contact with prior to enrolling at Blackfeet Community College. The department is located in the Beaver Painted Lodge and encompasses the admissions officer and admissions technician offices. The Office of Admissions provides students with the necessary information and paperwork to become eligible for registration.

Office of Admissions Requirements

Anyone who is seventeen (17+) years of age and who can benefit from Blackfeet Community College's educational offerings and services can submit an application for admissions. Everyone is welcome without regard to race, color, sex, religion, national origin, veteran status, or disability.

All prospective students must apply for admission. All new, transfer and former students must have a complete student file before enrolling in classes at BCC.

Application for Admissions

The application for admissions may be picked up from the Admissions Office located in the Beaver Painted Lodge, BCC Campus. A one-time admission fee of \$30.00 will apply to new and transfer students. The criterion for admission is all of the following:



1.

Application for Admission

2. Official, certified high school transcript from an accredited high school approved by the Department of Education with graduation date OR official copy of G.E.D. scores OR HiSet results.
3. Official, certified transcript from other institution(s) of higher education (as appropriate)
4. Declaration of Major identified
5. The Board of Directors and Administration support the Montana Immunization Law requiring students born after December 31, 1956 must provide documentation of two doses of MMR – measles, mumps & rubella. A health care provider signature is required to verify immunizations.
6. Verification of residency upon request.
7. Certificate of Indian Blood (CIB): A CIB is documentation of one's enrollment in a federally recognized Indian Tribe. Applicants who are of first or second-generation descendent status must provide a certificate of descent for the parents/grandparents enrolled.
8. Optional Forms to be completed by all interested applicants:
 - Financial Aid forms: FAFSA, student data and educational planner.
 - Special admissions application may be required for students seeking admissions in:
 - Nursing, Workforce and the 2+2 programs.
 - Former students who have been out of BCC's academic system for more than two years will have to submit a re-admissions application.

Admission Acceptance

Students who are successfully submitted, may register for courses offered at BCC. The next step for new students is attend student orientation, for all students is to apply for financial aid, and explore financial aid and scholarships online.



Student Entrance Testing

New and transfer students with a 1.99 grade point average (GPA) or lower are required to take a placement test before enrolling for courses. The results of this test are used by the student to determine and recommend courses that are appropriate for that student's skill level. Blackfeet Community College offers courses in academic study skills, writing, and math, to enhance and encourage the student's success at Blackfeet Community College.

Student Advisors

Advisors are available at Blackfeet Community College to assist students in their academic planning & decisions during semester registration to guide them through the process of registering and graduating from Blackfeet Community College.

Student Orientation

New, transfer, and former Blackfeet Community College students returning after an absence of three years or more should attend student orientation, this benefits the students by providing information on admissions and registration procedures, academic advising, available campus services, and a guided tour of the Blackfeet Community College campus.

Student ID Cards

Student ID cards are issued at the Student Success Center after the student is registered for classes. Students are issued one card per academic year and if lost or stolen the replacement fee is \$5.00. The student ID cards are to be used for the bookstore, the library, to pick up student refunds and attend various campus events and activities.



Family Educational Rights & Privacy Act (FERPA)

Family Education Rights & Privacy Act (FERPA) is a federal law that applies to educational agencies and institutions that receive federal funding that protects the privacy of student's education records. Academic records from the student's educational file cannot be released to anyone, including parents and spouse, without prior written consent of the student. A student may inspect and review their education record. The student may also request a correction of data deemed inaccurate or misleading.

Some information from a student's education record that is defined as directory information may be disclosed without written consent. Directory information consists of name, address, dates of attendance, class, previous institutions attended, program of study, awards, honors, degrees, sports and activities and date and place of birth. The student can restrict the release of information by submitting a formal request of non-disclosure to the Admissions Office before the beginning of each semester.

Admissions Categorization

To seek admission to Blackfeet Community College the student will be admitted in the following categorizations:

- **High School Student**

A currently enrolled high school student may apply for admission and enroll in community college courses to enhance and strengthen their educational program. Students applying for admissions will complete the admission procedures along with a letter of recommendation from their high school Principal or Counselor.

- **New Student**

New students are those who have never attended college. New students who have recently graduated within the same year they are attending BCC may apply for the 1st Time 1st Year Freshman Scholarship, applications can be picked in the admissions office.



- **Transfer Student**

Transfer students are those who have attended another institution prior to applying to Blackfeet Community College. Upon a transfer credit evaluation those college level courses, at the 100 and 200 level, successfully completed with a “C” grade or better at other institutions and that are relevant toward the degree may be applied towards degree requirements at Blackfeet Community College.

- **Former Student**

Former students previously enrolled at Blackfeet Community College who have interrupted their enrollment for twenty four (24) months or more must submit an application for re-admissions along with any documentation that is not already on file at Blackfeet Community College.

- **Non-Degree Seeking Student**

Non-degree seeking students must complete the admission procedures before registering at Blackfeet Community College. Students enrolled in courses at BCC who have completed a degree and desire to take refresher courses to maintain their skills or licenses; and students who are taking courses for personal interest are considered non-degree seeking students.

Registration Procedures

Each registering student will submit the following and/or complete the following in order to enroll in courses at BCC:

- STEP 1: Sign in at the Admissions Department and pick up an official registration form and semester course schedule
- STEP 2: See your assigned advisor, students will be assigned an advisor in admissions. Former



students who do not have an advisor will be assigned one when picking up the registration packet. Students are responsible for completing an education plan, and for bringing a copy to the financial aid office.

- STEP 3: Proceed to the Registrar's Office, bring completed registration forms, (incomplete registration forms will not be accepted) this data will be entered into the database. The Registrar keeps the white copy of the registration form. Registration is now official for the semester, this is a legal and binding contract between the student and Blackfeet Community College.
- STEP 4: Stop in the Financial Aid Office, drop off the yellow copy of the signed registration form, an educational planner signed by student and advisor, and fill out a student data form necessary to complete the financial aid student file.
- STEP 5: Next stop, the Business Office, to drop off pink registration form, make arrangements to purchase books are made at this time and obtain a copy of the book release form.
- STEP 6: Final stop, the Bookstore, to order textbooks, present printed copy of class schedule, and if eligible will pick up a meal plan.

Student Records

All student records are maintained on campus and this information is entered in the campus database. The student's information such as address, major area of study, etc. is required for reporting to the Federal Government for determination of funding, and for maintaining accurate mailing addresses. Personal data changes such as change of address, marital status, change of major, or change of advisor, should be reported as soon as possible.



Admissions Disclaimer

These policies and procedures are subject to change without notice in accordance with updates from the Department of Education and Blackfeet Community College Admission's Office. The admissions office reserves the right to change its policies and procedures at any time during the period this publication is in effect. The policies and procedures for this office is located in the admissions office.

Office of the Registrar

The office of the Registrar supports the college's academic mission and is responsible for maintaining the official academic records for students attending BCC. The office administers academic services by providing transcripts, letters of certification, registration for classes, course schedule changes, course closures, drop/adds, course withdrawals, instructor withdrawals and general academic information. The office is responsible for commencement and institutional reporting. The office ensures integrity, confidentiality, and security of student academic records in compliance with FERPA regulations.

Satisfactory Academic Progress (SAP)

To accurately measure a student's progress in a program, the satisfactory progress policy must have a quantitative measure as well as qualitative with a minimum cumulative grade point average (GPA) of 2.00 for all degrees and/or certificates. All students are expected to complete their degree or certificate within the standards described below:

1. Associate Degree – six (6) semesters
2. One-Year Certificate – three (3) semesters

Academic Probation

If a student fails to meet the minimum grade point average for two (2) semesters, he/she will be



placed on academic probation. The Registrar will notify students placed on probation in writing. The student will also be required to work with their counselor on a study plan for the next semester.

Academic Suspension

A student that has not met the minimum grade point average requirements for three (3) consecutive semesters will be academically suspended from the college. The Registrar will notify the student in writing.

A student on academic suspension is required to stop out for one full semester. The stop out semester must be during the academic year. The summer sessions do not count as a stop out period.

A student may return to the college after he/she has met the stop out semester. To be reinstated with BCC, the student must complete and submit an application for re-admission. The student will be re-admitted to BCC on academic probation. The reason for the academic probation status is to serve as a warning to the student that he/she must improve academically and provide additional academic support.

Grade Reports

Student grade reports are available at the end of each semester for those who have completed course requirements and have required information transcribed. Grades are available within two weeks after the end of the semester. Students must utilize the JICS system to retrieve/print their grades.

Pass/Fail

Certain courses at BCC are offered on a Pass/Fail basis. Pass/Fail does not affect the GPA but will count toward cumulative semester credits earned. Pass/Fail does not apply to the courses required for the student's major or for financial aid.



Grade Challenge

Once a grade has been recorded by the instructor and submitted to the Registrar, the grade will not be changed except in extreme circumstances.

Grade Point

Letter grades are assigned a specific number of grade points per credit. Note: The only way to make up an “F” grade is by repeating the course.

Grade Point Chart

A	Superior	4.00
B	Above Average	3.00
C	Average	2.00
D	Below Average	1.00
F	Failure	.00
I	Incomplete	.00
W	Withdrawn	.00
AU	Audit	.00

Incomplete (“I”) Grade

When the quality of a student’s work is satisfactory, but some essential requirement(s) of the course have not been completed due to unforeseen circumstances, the student may seek the approval of the instructor for an “Incomplete.” The student must fill out the incomplete form with the faculty member



for completion of the course. If that date passes without a final grade being entered, the “I” will automatically revert to the alternate grade that was entered on the incomplete form. The student must have at least 80% of the course work completed and must be able to complete the remaining requirements within one academic semester. If the student fails to complete the requirements within the time allotted, he/she will be given the alternate grade. The instructor must check with the Registrar regarding grade changes. Students receiving financial aid must keep in mind that an incomplete grade will affect their financial aid grant funding.

Independent Study

Independent study is available for students who wish to complete a course equivalency, which is not listed in the current semester’s schedule. An independent study outline can be obtained from the Academic Affairs Department. Students requesting an independent study course must be enrolled in their second year and maintain a 3.0 GPA. Contact Academic Affairs for Independent Study procedures.

Institutional Credit

Credits awarded by Blackfeet Community College may apply to a certificate or degree. These credits may not be recognized as transfer credits by other institutions or programs and may not be eligible for financial aid.

Registration

Registration is the process of selecting courses and registering those selections with the Registrar’s Office for entrance into the college.

Repeating Courses

A student may repeat a course. The grade registered on the transcript will be the highest grade



received for the course. Students may not receive PELL Grant funding for a repeated course.

Semester

A semester is a fifteen-week period of study.

Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA) protect student records. Once a student submits the required admissions documents, they become the property of Blackfeet Community College. Should a student need a copy of a/or document(s) they will be charged a \$1.00 processing fee.

Course Syllabus

A syllabus is an outline of the course and includes course content, relevant course dates (mid-terms, final papers, etc.) grading, requirements of the course and textbook(s) required.

Transfer Credit

Credits are transferable to other institutions of higher education, depending on the institution's transfer policy. Transfer Evaluation occurs with the Registrar Office.

Please note the following guidelines:

- Courses being transferred into BCC must be from a regionally accredited institution;
- Only courses with a "C" grade or above can be transferred into BCC;
- Transfer courses are not included in the grade point average (GPA) of the student at BCC;
- A minimum of 15 credits of a certificate; 30 credits of an associate degree must be earned at BCC prior to graduation.
- As with any other institution of higher education, BCC reserves the right to determine courses for transfer into the college.



Transfer to other Colleges/Universities

Articulation (transfer) agreements currently exist between BCC and the Montana University System and other colleges within the State of Montana. Students should contact Academic Enrichment Services (AES) or a Student Success Counselor for transfer information and/or contact the admissions office of the institution to which student plans to transfer for specific guidelines.

Transfer to Blackfeet Community College

Students who are transferring from another college to Blackfeet Community College need all official transcripts sent to the Admission's Office. These credits will be evaluated by the Registrar and Department Chair. Students completing all 100 level and 200 level courses with a "C" grade or better may apply up to thirty (30) semester credits toward a degree at BCC. These transfer credits must align with the specific program of study, and BCC reserves the right to determine courses for transfer into the college. All transfer students who transfer with a 1.99 grade point average or lower; and former BCC students returning after an absence of five or more years, are required to take the Assessment/Placement Test before registering for courses.

Transcript

A transcript is a student's official historical record of courses and grades. Transcript Request forms are located in the business office. All transcript fees are paid to the Business Office. Email and phone requests for transcripts will not be accepted.

Receipt must be presented at the registrar's office for printing of transcripts. Transcripts are processed daily, subject to change and can be picked up after 1 p.m., and if requested the transcripts are mailed out the next business day. In compliance with federal and state laws, transcripts are not released without the student's signature and date.

There is a charge of \$2.00 for each transcript; rushed transcripts are \$5.00, this is same day



transcripts; faxed transcripts are \$10.00. Payment must be received before transcript(s) will be released. Transcripts will not be released if the student has a financial debt, or other required obligations to BCC. Signature and student ID needed to pick up printed transcripts.

A student may review their unofficial transcript with their advisor before registering; it is the student's responsibility to report any changes of name, address, telephone number or other demographic information that is incorrect on their transcript.

Withdrawals

There are four types and they are as follows:

- **Withdrawal from course:**
Students may drop a course up to the 15th day of classes without a grade. After the 15th day, a student may withdraw from a course and receive a grade of "W" on their transcript. If the student does not officially withdraw, a grade of "F" will be recorded.
- **Total Withdrawal:**
Students may withdraw from BCC by completing the Total Withdraw form that can be obtained at Student Services. After the end of the thirteenth (13) week of classes, students are not allowed to withdraw from school.
- **Instructor Withdrawal:**
Instructors may withdraw a student from their course after the student has missed a predetermined amount of class time.
- **Administrative Withdrawal:**
Students may be withdrawn for extenuating circumstances. These withdrawals are approved by the Vice-President.



Graduation and Commencement Requirements

Graduation applications are initiated with the student and their advisor, once completed they are then submitted to the Registrar. After the Registrar reviews the graduation application, students who will be graduating are notified of further procedures for Commencement. Commencement exercises formally recognize students who have fulfilled the requirements for their program of study and/or a certificate.

In order to graduate, the student must complete the following requirements:

- Student must have a cumulative grade point average of 2.0.
- A minimum grade of “C” must be earned in all required courses required by the program of study and the general core requirement.
- All degree or certificate course requirements must be met.
- A minimum of 30 credit hours must be earned at Blackfeet Community College.
- All substitutions/waivers/transfer forms are due to the no later than the deadline of the year in which graduation is expected. The deadline for submitting a graduation application for the Fall Semester is November 15th and Spring Semester is January 15th.
- Degrees are conferred at the end of the term in which degree requirements are met.
- Commencement occurs at the end of each spring term as published in the Catalog. Students who have completed all requirements for their program of study may participate in commencement.

Academic Probation/Suspension

If a student falls below a minimum grade point average (GPA) of 2.00 for 12 credit hours, he/she will receive a letter of their probationary status or suspension. Probationary status must be removed by the end of the next regular semester or the student will be subject to the Suspension Policy. Any student with more than one-half of the courses attempted showing a “W” in three sequential semesters will be subject to the Suspension Policy. Questions please call Registrar’s Office 406-338-5421.



Satisfactory Academic Progress (SAP)

The term "in good academic standing" or "satisfactory academic progress" means a student, who is enrolled with 12 credits, is maintaining a 2.00 GPA (a letter grade of "C" or better), advancing toward their program of study and who's attendance is above average in all classes. Students must maintain SAP, and have not exceeded the credit cap to be eligible for a PELL Grant, scholarships, etc.

Class Attendance Policy

Students are required to attend class regularly. If a student must be absent, it is the student's responsibility to make up assignments and notify the instructor. It is also the student's responsibility to track their own absences. Students that have not attended class by last day to withdraw will be instructor withdrawn. Students may withdraw from a course and receive a grade of "W" at any time until the designated withdraw date for the semester. It is the student's responsibilities to follow the colleges drop/withdraw procedure to withdraw from the class successfully. Failure to attend a class will not automatically result in a "W" on the student's transcript; students must complete a withdrawal form. Failure to attend class, will affect the students financial aid. Other questions please refer to page 10-1 in the catalog on the attendance policy.

Academic Help

If you are experiencing difficulties in class, begin by talking to your instructor(s). All instructors post their office hours and are available during those times for your convenience. Tutors are available in the learning center. Also, please feel free to stop in the Student Success Center anytime for support services.

Academic Definitions

Academic Year:

An academic year is defined as a full year of study beginning with summer session, fall semester and



ending with spring semester.

Administrative Withdrawal:

The Academic Vice-President may cancel a course due to low or no student enrollment one week after the start of each semester. Students enrolled in the cancelled courses are notified in writing. The Academic Affairs Office will mail notification to the student's address on record.

Attendance Policy

Students are required to attend class on a regular basis. If a student must be absent, it is the student's responsibility to notify the instructor and make up assignments. It is also the student's responsibility to track their own absences. Students that have not attended class by the end of the third week of classes will be withdrawn from the course by the instructor. Students may withdraw from a course and receive a grade of "W" at any time until the designated withdraw date for the semester. It is the student's responsibility to follow the colleges drop/add procedure to withdraw from the class successfully. Failure to attend or withdraw from a class will result in an "F" on the student's transcript which will affect financial funding.

Classification of students

- Full-time students registered for 12 or more credits of study per semester
- Half-time students registered for 6 credits of study per semester.
- Part-time students registered for fewer than 12 credits of study per semester
- Freshman students are those having earned up to 30 credits
- Sophomore students are those having earned 31 or more credits
- First time-first year students are those who have never attended college at all.
- Continuing students are those who were enrolled at Blackfeet Community College during the previous semester.

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- Returning students are those who have attended Blackfeet Community College before the previous semester.
 - Transfer students are those who have attended another institution prior to applying to Blackfeet Community College
 - Former students are those who have attended Blackfeet Community College over five or more years prior to current semester.

Credit

A credit is a unit by which Blackfeet Community College quantitatively measures its courses. The number of credits assigned to a course is determined by the number of in-class hours per week, exclusive of laboratory sessions and the number of weeks in the session. One credit is equivalent to 15 hours of class throughout the semester. Students are also expected and encouraged to spend two hours of study for every hour in class.

Course Auditing

Students may, with the permission of the instructor, enroll and audit a course for zero credit. Audited courses do not grant credit toward a degree or certificate. Audited courses earn an "AU" grade. Students auditing courses pay the same fee as students enrolled for credit and are ineligible for financial aid.

Course Cancellation

To continue on an academically and economically sound basis Blackfeet Community College reserves the right to cancel a scheduled course when enrollment is six (6) students or less.

Course Challenging

An enrolled Blackfeet Community College student may challenge a course not previously taken. A student wishing to challenge a course(s) can obtain necessary information and an application at the



Registrar's Office.

Course Load

The normal course load for a full-time student is 12-18 credit hours per semester. Students wishing to enroll for more than 18 credits will have to meet with their advisor and the Vice President for written approval. The maximum number of credit hours allowed per student per semester is 21.

Course Numbering System:

Courses are numbered by the following system:

- 100-199 either freshman or sophomore students may take introductory or general courses (may be transferred to higher educational institutions).
- 200-299 sophomore level courses may require prerequisite subject background or approval of the instructor. Check with your advisor regarding transferability of required courses.
- 290-299 Special courses, special topics, workshops, independent study, internships, practicum, seminars with possible prerequisites or instructor's approval (may be transferable to higher educational institutions).

Drops/Adds

Courses may be added or dropped after registration within the time period allowed up to late registration. A drop/add form is available at the registrar's office and the form must be completed and returned to the Registrar's Office prior to a set deadline, which is determined each semester (see Academic Year Calendar in catalog). The student, the instructor, and the student's advisor must sign the drop/add forms. If the class is dropped after the deadline, a grade of "W" will appear on the student's transcript. Drop/adds may affect financial aid.



FERPA

Family Education Rights & Privacy Act is a federal law that protects the privacy of a student's education records. Academic records from the student's educational file cannot be released to anyone without prior written consent of the student.

Registrar Disclaimer

These policies and procedures are subject to change without notice in accordance with updates from the Department of Education and Blackfeet Community College Registrar's Office. The Registrar's Office reserves the right to change its policies and procedures at any time during the period this publication is in effect. The policies and procedures for the registrar's office is located in the registrar's office.

Office of Financial Aid

The Financial Aid Office is located in the Beaver Painted Lodge building. The primary purpose of the Financial Aid Office at Blackfeet Community College is to provide advice and access to financial aid funding to students who would be unable to pursue their education without such help. Financial aid consists of federal, state, and local assistance provided to eligible students through the Office of Financial Aid is routed through federal grants, federal work-study, state, local, campus programs, off campus programs and scholarship aid to help pay the cost of attending college. Aid eligibility is determined by a formula established by the Department of Education and an analysis of the family's financial information and demonstrated need. Additionally, students must be seeking a declared degree or eligible certificate to obtain financial aid.



Pell Grant and the Department of Ed

"Grants" are a type of financial assistance that do not require repayment and is for students who need assistance in paying for college. One specific type of grant referred to as the "Pell" Grant is a federal program designed to provide undergraduate students working toward their first degree with a foundation of financial aid which is limited to the students with financial need. For those students who have not earned their Bachelor's degree, exceeded their Lifetime Eligibility Used 600% (LEU), and are enrolled in a declared eligible program. The financial need of the student is determined by a formula developed by the U.S. Department of Education and is applied equally to all applicants. The Pell Grant award is to be used for educational expenses which include tuition, fees, room and board, books, and supplies.

To determine student eligibility, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information as reported by the student on the "Free Application for Federal Student Aid" (FAFSA). The formula produces an "Expected Family Contribution" (EFC) number. The student will then receive an "Institutional Student Information Report" (ISIR) which contains the EFC number for eligibility determination. "Federal Supplemental Education Opportunity Grant" (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFC). This grant gives priority to students who apply early and receive Federal Pell Grants. To qualify for Montana State Grants, a student must be a Montana resident, be eligible for financial aid, be enrolled as an undergraduate student, and have demonstrated financial need.



Financial Aid Application Procedures

All applicants for financial assistance must file the Free Application for Federal Aid (FAFSA) www.fafsa.gov. Application procedures and eligibility criteria are subject to change without notice. Students who will be applying for financial aid are urged to complete the necessary applications by the FAFSA deadline. It is very important that timelines for the FAFSA application are followed in order for a student to receive financial aid funding in a timely manner. Applications received after the priority date, which is the end of the second week of the semester, will be processed and funded in the same order they are received.

Each student applicant must also complete a required student data form and educational planner at the time of registration with their advisor. All forms are available in the Financial Aid Office.

Verification Policies and Procedures (EFC 0000*)

Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. Some students are selected for verification by the U.S. Department of Education others are selected by the school. Only a certain percentage of students are selected for verification but the school can choose to do 100% verification. Reasons a student can be selected for verification are done randomly, due to incomplete data, multiple updates, contradicting data or missing/estimated information is reported.

Selection for verification is indicated by an asterisk (*) following the Expected Family Contribution (EFC) on the student's Student Aid Report (SAR), and is also stated on the first page of the SAR. If a student's Student Aid Report (SAR) is chosen for verification, the following procedures will apply:



The BCC Financial Aid Office will notify the students selected for verification by letter within 30 days after receiving written notification, the student must respond to the BCC Financial Aid Office in a timely manner to assure receiving Pell Grant Funding.

Students will fill out a V1/V2/V3/V5 verification worksheet and submit the IRS Retrieval Tool (IRT) on the FAFSA or submit an IRS Transcript of Tax Return by visiting the www.irs.gov or calling 1-800-908-9946 and including any other income verification including Child Support, SSI and SNAP Benefits and complete additional verification worksheets, available in the Financial Aid Office.

Other additional documentation may be required to substantiate information provided on the FAFSA application. If necessary, the Financial Aid Office will send a written request for the one or more of the following information:

Marriage certificate
Social Security Card(s)
W-2's or 1099's
Selective Service
Confirmation
Legal pleadings
Proof of earnings (paycheck stubs)

Proof of military living
assistance
TANF payments (print-outs
showing 12 months)
Divorce decree/Legal
pleadings
Evidence of paid medical
bills

Proof of Unemployment
Compensation
Social Security payments
Band Card
High School/GED/HiSet



Once all requested information is received, at least two weeks is required for application processing.

If the verification process changes the student's Expected Family Contribution (EFC), the Financial Aid Office will notify the student in writing and mail the student a new award letter upon receiving all information for verification.

Financial Over Awards

The Federal over-award regulations require colleges to take into account any funding resources when awarding or disbursing aid, this can require the college to reduce the size of the need (funds) based aid package whenever the student receives resources that exceed the student's financial need by \$300. So a student's funding sources may not exceed the student's cost of attendance (COA), any funding exceeding the individual student's COA will be returned to the funding agency. Exceptions are IHS scholarship recipients, who may sometimes exceed the cost of attendance, but the recipients are not awarded any campus-based funds. Pell Grant is an entitlement program.

Financial Aid Credit Cap

The federal guidelines mandate that a student complete their intended course of study within 150% of the student's course of study.

Federal Pell Grant Lifetime Eligibility Used (LEU)

The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year



equivalent is 600%. The Department of Education keeps track of each student's LEU by adding together the percentages of their Pell Grant scheduled awards that they received for each award year. Students can log on to National Student Loan Data System (NSLDS®) www.nsls.ed.gov/nsls_SA using their Federal Student Aid

Cost of Attendance

There is a difference between the cost of tuition and fees and the total cost for attendance. The total cost for attendance budget can be used in determining aid eligibility and can include tuition and fees, transportation, personal expenses, child care, books and supplies, and allowances for a meal plan. The cost of tuition and fees, tuition, fees, meal plan and book costs are deducted from the student's awards, and all costs and fees must be paid in full before refunds can be issued to the student. The college reserves the right to adjust costs as needed. The cost of obtaining an education at Blackfeet Community College is shared by the college and all the students in attendance. All tuition and fees are approved by the BCC Board of Directors and are subject to change without notice.

Course Registration for Financial Aid

Financial aid will be awarded based on the student's FAFSA application successfully submitted to BCC. Each student's enrollment will be verified and those students who are eligible their financial aid awards will be adjusted based on the student's current registration at that point in time. Any changes to enrollment after the last day to drop and add will not be adjusted to meet student's changes. Students who are withdrawing from classes after the last day to withdraw without a grade should contact the financial aid office to ensure they are maintaining the required academic standards. In order for a class to count for financial aid purposes, it must be numbered



100 or above with the exception of advisor approved remedial classes in English, Reading, and Math.

Financial Aid Refunds

If a student is receiving more financial aid than their direct institutional costs, they will receive a “refund” check for the amount owed to the student. These refunds will be issued in accordance with the business offices payment policy, only if the student is registered and the student’s financial aid file is complete. Otherwise “refunds” will be disbursed as students complete their Financial Aid file.

Student Billing Office

The Financial Aid Office and Business Office have changed the way that student charges and refunds are being processed, first in are first applied to student’s account, and a “refund” may or may not result in a disbursement to the student. The process is applying any and all educational funds first to the student’s account, assessing all student charges, determine tuition, fees, book cost, and other educational fees, past debt, repayment plan, deadlines & disbursement dates and finally determining the end total. If there is a refund due to the student, this refund can be found in the business office. The financial aid office is not responsible for enrollment cancellations or late fees resulting from outstanding balances.

Refund and Repayment Policy

Students who withdraw:

- before the first day of class will receive 100% Refund minus Registration Fee;
- From Day 1 to Day 5, 80% Refund minus Registration fee;

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- From Day 6 to Day 10, 60% Refund minus Registration Fee;
 - From Day 11 to Day 15, 30% Refund minus Registration Fee;
 - Day 16 and after 0% Refund.
 - Students receiving financial aid will not receive refunds until funds representing financial aid awards have been applied back to their respective accounts.
 - Students paying their own tuition and fees will receive the refund directly.
 - Students are responsible for paying any past due tuition and fees.
 - Billing statements are available from the Student Billing in the Business Office.
 - Any tuition and fees owed to Blackfeet Community College will result in a hold on all grades, transcripts, certificates, and diplomas until the amount owed is paid.
 - Blackfeet Community College has the right to apply all other scholarships to past due amounts owed.
 - Students who owe past due tuition and fees and who have not made payment arrangements will not be allowed to enroll at Blackfeet Community College.

Any tuition and fees owed to BCC will result in a hold on all grades, transcripts, certificates, diplomas until the amount owed is paid. BCC has the right to apply all scholarships to past due amounts owed. Students who owe past due tuition and fees and who have not made payment arrangements may not enroll at BCC.

Cancelled or Drop/Add classes

The majority of classes that get cancelled are cancelled before classes begin or during the first week of class. If a drop/add form is not processed by the end of the last day to drop/add, the student's grant award will be awarded based on the student's current class at time of disbursement no changes to the refund will be made after disbursement is made.



Refunds/Cancellations

Tuition and course fees will be canceled or refunded to a student who officially drops a class or classes, withdraws from or changes enrollment status (i.e. Full-time to part-time) in accordance with the institutional refund and repayment policy. To view the current refund schedule and policy, please see the “refund and repayment policy” in the student tuition and fee section of the catalog.

No tuition penalty will be assessed for dropping and adding during the drop/add period identified, unless all classes are dropped or an all-school withdrawal is processed. Pell will be disbursed according to the number of credits the student has registered for based on the term’s census date. Mandatory fees, late registration fees, drop/add fees and service fees are non-refundable.

The portion of tuition refund/cancellation is computed from the first day of the term, not from the class meeting pattern. If a student’s initial registration includes blocked classes or short courses that begin at a later date, the refund/cancellation will still be computed from the first day of the term, deadlines and refunds will be prorated. If a student’s initial registration occurs during an approved late registration period, the date for computing a refund/cancellation will be the first day of the term.

If a new or transfer student withdraws from BCC, a pro rata calculation will be done and this may result in repayment, based on his/her withdraw or drop out date. Refunds will be credited to the following programs in this precise order:

1. Federal Pell
2. Federal SEOG



3.

- Other Title IV Student Assistance Programs
- 4. Other funding programs
- 5. The student

Auditing a class

Taking a class as an “Auditor” does not count toward the number of credits a student needs to complete to meet Satisfactory Academic Progress requirements.

Student’s Responsibility to Continue Eligibility

Federal regulations governing the administration of federal student financial aid funds provide that no payment of funds may be made unless the institution determines that the student is maintaining Satisfactory Academic Progress (SAP) in the course of program he/ she is pursuing, according to the standards and practices of the institution at which the student is in attendance.

Satisfactory Academic Progress (SAP)

To be eligible to receive federal student aid, student must maintain Satisfactory Academic Progress (SAP) in their program of study. SAP represents minimal standards of completion for financial aid eligibility. The federal guideline mandates that a student complete their intended course of study within 150% of the student’s course of study, students who have exceeded the 150% are not eligible to receive a Federal Pell Grant at BCC.

In order to receive financial aid, the student must be enrolled in an eligible program of study that leads to a eligible Certificate, or an Associate's. In addition students must adhere to the maximum length of time for which they may receive financial aid, maintain the minimum



qualitative grade point average (GPA), and complete the number of credits required to meet the minimum pace of progression each year. The quantitative measurement will be a completion rate of two-thirds of all (cumulative) attempted credit hours. Better referred to as the 67% rule.

Students must successfully complete 67% of the hours attempted (registered for) to meet the minimum requirements. Successful completion is defined as receiving a grade of A, B, C, or D. To receive financial aid through the Financial Aid office, students must maintain BOTH the quantitative requirement and the qualitative requirement. Satisfactory Academic Progress evaluation of each student is after each term. Grades resulting in an I, W, and F may affect a student's financial aid eligibility and the student will be placed on Probation or Suspension.

Financial Aid Probation

If the student fails to meet the minimum GPA or the 67% completion ratio he/she will receive a letter from the financial aid office indicating the student is on probation. The letter will also include information on what the student must do to get back in good academic standing. Students on probation are eligible for financial aid, awarding will be scheduled after midterms grades are posted.

Financial Aid Suspension

Any student who is denied federal financial aid due to lack of satisfactory progress at BCC may file an appeal application that will be reviewed by the Financial Aid Appeal committee, whose decision is final. The student must abide by the committee's recommendation, before receiving any future federal funding. Students on suspension are ineligible for financial aid, until approved by the committee and disbursement will be scheduled after approval of final grades are posted.



Financial Aid Satisfactory Progress

To accurately measure a student's progress in a program, the satisfactory progress policy must have a quantitative measure as well as a qualitative. All students are expected to complete their degree or certificate objective within the standards described below:

Associate degree – six (6) semesters

One-year certificate – three (3) semesters

As a general rule the completion percentage each year is as follows see chart:

1st Year – After completion of two (2) semesters – 33%

2nd Year – After completion of four (4) semesters – 67%*

3rd Year – After completion of six (6) semesters – 100%

Grade Point Chart

<u>Grade</u>	<u>Quality of Work</u>	<u>Grade Point</u>
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawn	0
AU	Audit	0



Financial Aid Grade Point Average

The following is a table of minimum GPA that BCC expects each student to maintain to be in academic good standing. Progress is based on accumulative GPA:

<u>Credits</u>	<u>Minimum GPA</u>	
00-20 credits	1.75	20 semester credits must be earned after attending two (2) semesters
21-40 credits	1.90	40 semester credits must be earned after attending four (4) semesters
41-60 credits	2.00	60 semester credits must be earned after attending six (6) semesters

Federal Work Study

The “Federal Work Study” (FWS) Program provides jobs for undergraduate and graduate students with financial need, allowing students to earn money to help pay educational expenses. The program encourages community service and work related to the students’ course of study. Applications are available in the Financial Aid Office.

This is a Title IV program which provides employment to undergraduate students who are in the need of earnings in order to help defray the cost of their education. To be eligible, a student must show demonstrated need, Pell Eligible, be enrolled full-time and must be making satisfactory academic progress while employed. Students are eligible to work 20 hours per week maximum. Worksites are on campus.

Federal Direct Student Loans

At this point in time, BCC does not participate in the Federal Loan Program, therefore we do not offer loans based on the student’s FAFSA.



Scholarships and Tuition Waivers

Scholarships offered are considered on an individual basis and requirements are determined by the funding agency. For most scholarships an application is required and are considered on academic merit and financial need with disbursement based on the funding agency's guidelines. For more information, contact the Financial Aid Office. Students who are first time-first year same year high-school/HiSet graduates are eligible for a tuition waiver/scholarship for one semester only.

Senior Citizen Scholarship: Any student 60 years or older who is ineligible for any other financial aid will have tuition waived. This scholarship does not include fees or textbooks.
American Indian College Fund: various scholarships are offered at Blackfeet Community College through the American Indian College Fund, www.collegefund.org, an online TCU (Tribal, college & universities) application must be submitted each semester by the student. Scholarships and selection criteria are advertised at the beginning of each semester.

Private Scholarships: Blackfeet Community College maintains a listing of private scholarships. Eligibility varies with each source on the bulletin board in the financial aid offices. Scholarships are available to all students; please note the web addresses located each scholarship posted on the bulletin board for applications, requirements, and deadlines.

All other types of scholarships are available for the student online, in postings, or in e-mailings. Any or all information received in the office are posted in the financial aid offices, students are encouraged to check the bulletin for updates of the latest scholarships available.

BCC TCU Scholarships are sponsored by the American Indian College Fund and applications are available each semester online at the American Indian College Fund website, www.collegefund.org.



Tuition Waivers

Tuition waivers are offered to those students who are ineligible for any Title IV funding; for employee & their immediate family members; for elder over 65 years of age; for current board members; and special conditions. All tuition waivers are just that, tuition waivers, no fees, books or meal plans may be included in any of the aforementioned waivers these are the responsibility of the student. Contact admissions, financial aid and student billing for details on the tuition waivers.

1. **Work Waivers:** Students will be eligible to apply for tuition work waivers if ineligible for any Title IV financial aid or any other type of aid. Ineligibility for financial aid may be determined for the following reasons: BIA funds are not available; suspended from Title IV funds; no personal funds; student loan defaults; or no adult vocational training funds. The Financial Aid Committee will award work waivers after reviewing each individual case and a completed contract is signed by the student and supervisor. To be eligible for this waiver, the student must complete the work waiver application on a semester-by-semester basis. This waiver does not include fees or textbooks.
2. **Part-time Faculty and Staff Waiver:** Part-time faculty and staff will be eligible for a tuition waiver up to three (3) credits. Any person working less than 20 hours per week is considered part-time, for the purpose of this waiver. This waiver does not include fees or textbooks.
3. **Employee & Family Waiver:** Full-time regular employees, spouses and up to two (2) children at a time can enroll for six (6) college credits, tuition free. Employees must ensure that said courses do not conflict with professional responsibilities. Part-time employees can enroll for three college credits, tuition free, providing said courses do not conflict with professional responsibilities. These waivers do not cover fees or books.

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4. **First time first year:** Students who've graduated the same year are eligible for a one time tuition waiver/scholarship for one semester, see the admissions office for the application and information.
 5. **Special Conditions Tuition Waiver:** Conditions will be presented to the Financial Aid Committee for review. The committee will then determine if a tuition waiver should be granted. This waiver does not include fees or textbooks.
 6. **Board Waiver:** Board members will be eligible for a tuition waiver up to six (6) credits. This waiver does not include fees or textbooks.

Outside Funding

Blackfeet Higher Education Program: Enrolled members of the Blackfeet Tribe actively pursuing an undergraduate degree and who submit a completed application packet on time are eligible for financial assistance from the Blackfeet Higher Education Program. The deadline for submitting this application is March 1st. A student pursuing a transferable associate degree is allowed six semesters or eight quarters of funding to complete a program of study. New applications are reviewed annually by the Blackfeet Tribal Higher Education Committee. These applications need to be turned in to the Blackfeet Higher Education office before 4:00 p.m. on March 1st, which is the Blackfeet Higher Education Department deadline. Blackfeet Tribal Scholarships are available to enrolled tribal members of the Blackfeet Tribe. The funding that an applicant may receive is supplemental to other forms of campus-based financial aid. Applicants interested in applying need to contact:

Blackfeet Tribal Higher Education Program
P.O. Box 850
Browning, MT 59417



406-338-7539 (phone) 406-338-7529 (fax)

Community, Tribal, and Other Program Funding: Any student who is eligible for tuition and fee payments under a program sponsored by a community, tribe or other program will pay tuition and fees. Billing for these students will be sent directly to the program director or authorized person.

Veterans Benefits: Veterans benefits may be available to veterans who served on active duty for a period of more than 180 days, any part of which occurred after January 31, 1955, and who were discharged under conditions other than dishonorable. Widows and children of veterans who died of service-connected disabilities are also eligible. Interested veterans should be prepared to provide copies of Form DD214, marriage and children's birth certificates, and some personal history. Blackfeet Community College can certify veterans who enroll. For further information, contact the Registrar.

Vocational Rehabilitation: Students who meet eligibility criteria can receive assistance through vocational rehabilitation. For more information contact the Disabilities Coordinator.

Financial Aid Disclaimer

These policies and procedures are subject to change without notice in accordance with updates from the Department of Education and Blackfeet Community College Financial Aid Office. BCC's Financial Aid Office reserves the right to change its policies and procedures at any time during the period this publication is in effect are available in the financial aid office.



Extra Fees per Semester

Some courses have additional fees that are included with the course. These fees vary. All additional fees will be posted on the current semester schedule.

BCC Online Course Fees and other Costs

Blackfeet Community College will assess fees to distance learning courses for the sustainability of the program. The Fee schedule is as follows:

A fully online course is one that all material is delivered totally in the online environment; no face-to-face interaction is required. The student is assessed a fee of \$35.00 per semester credit. The total cost for a three (3) credit course would be \$105.00 and will be noted as a distance learning fee on the student's bill.

A hybrid online course is one where material is delivered over two mediums: online and face-to-face. Students will be assessed a fee of \$17.50 per semester credit. The total cost for a three (3) credit course would be \$52.50 and will be noted as a distance learning fee on the student's bill.

The nursing program has fees that are not listed, and the amounts are available in the nursing department.

Bomb Threat Procedure

Students will be notified immediately of a campus bomb threat. Students are to leave the campus area immediately and go to the Head Start Multipurpose Room, east of the campus and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. Instructors or a Blackfeet Community College employee will make sure the classroom/office is evacuated, close the door upon leaving the room and accompany the students to the Head Start. Contact Security for details.

Computer Systems Acceptable Use Policy

The Acceptable Use Policy is intended to respect the rights and obligations of academic freedom, and recognizes that the educational mission of the college is served in a variety of ways. The goal of the



college in providing computing and network resources is to promote educational excellence and operational proficiency. However, use of Blackfeet Community College computing and network resources is a privilege and not a right. The college recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector.

When used appropriately, these tools can enhance dialog and communication. When used unlawfully or inappropriately, however, these tools can infringe on the rights of others.

Faculty, staff, students and others with Blackfeet Community College authorized accounts may use the available computing facilities for personal purposes so long as such use:

- Does not violate any law or college policy
- Does not involve significant use of college resources, direct costs, or interference with the performance of employee duties of work
- Does not result in commercial gain or private profit
- The following are specific prohibitions:
- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material, racially bigoted or hate material; transmitting obscene, abusive, or sexually explicit language, racially bigoted, or hate explicit language
- Making unauthorized copies of proprietary software, or offering unauthorized copies of proprietary software to others
- Copying someone else's files, or programs, or examining such information unless authorized by the owners
- Any reproduction or distribution of copyrighted material without explicit permission
- Any use for political or commercial purposes
- Attempting to circumvent any computer security methods or operating systems

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- Interfering with the work of others on the network, seriously disrupting the network, or engaging in any uses that result in the loss of another user's files or systems
 - Knowingly or maliciously transmitting files that contain a virus or corrupted data
 - Uses that are found to be malicious, harmful, obscene or unethical
 - Any uses that violate any Blackfeet Community College policy; and
 - Any uses that violate federal, tribal, state or local laws or regulations
 - All users are expected to conduct themselves in accordance with the responsibilities and all other applicable college policies regarding computer usage. Abuse of computing privileges will subject the user to disciplinary or legal action according to established college procedures. Abuse of networks or computers at other sites through the use of
 - Blackfeet Community College resources will be treated as an abuse of computing privileges at the college. When appropriate, temporary restrictive actions will be taken by the system administrator pending further disciplinary action; the loss of computing privileges may result.
 - The college and users recognize that all members of the college user community are bound by federal, tribal, state,
 - and local laws relating to civil rights, harassment, copyright, security, and other statutes relating to electronic media.;

It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the Blackfeet Tribe or the State of Montana. Failure may result suspension or immediate dismissal from BCC. See detailed computer usage restrictions in the Blackfeet Community College Student Handbook.

Computer Use Restrictions

The following examples, though not covering every situation, specify some, but not all of the responsibilities that accompany computer use at BCC and/or on networks to which BCC is connected, including the Internet.



The following are specific prohibitions of computer usage:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material, racially bigoted or hate material; transmitting obscene, abusive, or sexually explicit language, racially bigoted, or hate explicit language.
- Making unauthorized copies of proprietary software, or offering unauthorized copies of proprietary software to others.
- Copying someone else's files, or programs, or examining such information unless authorized by the owners.
- Any reproduction or distribution of copyrighted material without explicit permission;
- Any use for political or commercial purposes;
- Attempting to circumvent any computer security methods or operating systems;
- Interfering with the work of others on the network, seriously disrupting the network, or engaging in any uses that result in the loss of another user's files or system;
- Knowingly or maliciously transmitting files that contain a virus or corrupted data;
- Uses that are found to be malicious, harmful, obscene or unethical;
- Any uses that violate any BCC policy; and
- Any uses that violate federal, tribal, state or local laws or regulations.

It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the Blackfeet Tribe or the State of Montana. Failure may result suspension or immediate dismissal from BCC. See detailed computer usage restrictions in the Blackfeet Community College Catalog.

Bookstore

The BCC Bookstore is located in the Beaver Painted Lodge. Textbooks, school supplies, art supplies, miscellaneous books, and a full array of Native American Studies books are available for students, staff and the community. Jackets, T-shirts, book bags, and CD's and tapes are also available. The Bookstore hours are 8:30 am to 3:30 pm daily, Monday through Friday 406-338-5441, ext. 2217



Learning Center

Academic Enrichment Services Center Learning Center offers a variety of services to BCC students. Individualized tutoring in most courses offered at the College. In addition, there is group tutoring sessions for selected courses as part of our Supplemental Instruction program (SI). Students can gain help in developing study skills with a tutor or on their own. The AESLC has a large collection of study material available for students to utilize.

Physical & Electronic Disruption of BCC Activities

No student shall obstruct, impede or disrupt any educational, research, administrative, social or recreational activity of BCC; nor shall any student create a nuisance in any form to members or guests of the BCC community.

Students bringing beepers, cell phones or other communication devices into a (1) classroom, (2) BCC event, or into (3) quiet places on campus (such as the library, ceremonies, or computer centers) must turn off the audible signal prior to entering. If a student feels that he or she must use an item that might disrupt class, the student must discuss the matter with the instructor and come to an agreement regarding the use of the item before using it in class. BCC policy also prohibits bringing electronic communication devices, such as smartphones, iPods, PDA's, etc, into course examinations.

Student Messages/Telephone Calls

In case someone needs to reach you in an emergency situation, or calls for you, a message will be taken for the student and it will be posted on the message board in the Student Commons. BCC does not page students or disturb them while they are in class. Only if a true emergency exists only then will we will look up the student's schedule and deliver the message to them or get them from class if truly necessary.



Contact 406-338-5411, ext. 2231. Students, please let family know not to call you during class or ask for a class schedule.

Rave Emergency Text Messaging

Get emergency alerts on your mobile phone, BCC has a text message alert system called Rave Mobile Safety, to receive emergency alerts. You won't be getting commercials. It is for emergencies on campus and snow days only. Sign up online or with the IT staff, to receive these emergency alerts.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that applies to educational agencies and institutions that receive federal funding that protects the privacy of student education records. Academic records from the student's educational file cannot be released to anyone, including parents and spouse, without prior written consent of the student.*A student may inspect and review their education record. The student may also request a correction of data deemed inaccurate or misleading.

Some information from a student's education record that is defined as directory information may be disclosed without written consent. Directory Information consists of name, address, dates of attendance, class, previous institutions attended, program of study, awards, honors, degrees, sports, and activities and date and place of birth. The student can restrict the release of information by submitting a formal request of non-disclosure to the Registrar/Admissions Office before the beginning of each semester.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



BCC Policy on Parental Notification

(For those students who are not deemed an independent by the Dept. of Ed Guidelines)

As a general rule, violations of BCC code of conduct and the sanctions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of Federal, State or Local law, including alcohol and other drug violations, or when instances of medical/psychological emergencies have come to the BCC's attention, the BCC may notify parents in cases where we believe the student may benefit.

BCC Equipment Usage

All students must refrain from using any and all BCC equipment including but not limited to, offices, copiers, phones, coffee pots, office computers, etc., unless specifically authorized.

Campus Parking and Driving Policy

This policy applies to all individuals who operate a motor vehicle on BCC campus. Parking on campus is controlled through the designation of lots and spaces (painted white lines) for all those who wish to use the campus parking lots.

Those who wish to park their vehicles improperly are subject to fines imposed by the local law enforcement officers. Improper parking includes, but is not limited to, taking two or more spaces, blocking loading docks/sidewalks, parking where curb is painted yellow, parking on grass or other marked areas, including handicapped parking spots. If your vehicle is found to be in violation, it shall be subjected to being ticketed and/or towed at the owner's expense.

The speed Limit is as follows on campus roads is 15 mph, not to exceed all persons driving on the campus shall be responsible for operating their vehicle within the speed limit and in a manner that will not endanger individuals or personal property. Violation of Handicapped Parking will be enforced.



BCC Closures

All BCC closures due to holidays are posted in the BCC Catalog, on campus bulletin boards, student bulletin, on the BCC Website, BCC Facebook site, and in the BCC student calendar. And in the event of the school closing due to weather or other emergency situations, the closing would be announced on the following radio station(s):

KSEN AM 1150 & KZIN FM 96.7, KBWG 107.5, RAVE and posted on BCC Social Media Sites.

Alcohol, Drugs and Gambling

The BCC recognizes all Federal, State and Local laws and expects students to adhere to them. Any violation can result in probation, suspension or immediate dismissal from BCC.

The consumption of alcohol or possession of an open container of alcohol is prohibited on campus, on campus activities and/or other BCC sponsored event. Violations of this policy may result in probation, suspension or dismissal from campus or BCC sponsored event.

- No student shall possess, use or sell substances defined by Local, State or Federal Law as illegal on campus or at any BCC Sponsored Functions.
- No student shall possess substances defined as controlled, other than personally prescribed medications, by a physician and/or by Federal Law.
- No student shall introduce to the campus or possess drug paraphernalia while on BCC property.
- No student shall gamble for money or other valuables on BCC property or in any BCC facility or during any BCC activity except as part of an authorized fundraising activity.



Smoke Free Campus

“Smoke-Free Campus” prohibits smoking in all BCC buildings. Students shall comply with this policy and refrain from smoking in accordance with the requirements in any BCC facility. If you choose to smoke, please use the appropriate receptacle for putting out your cigarette butts (use the outdoor ashtray) and please refrain from dropping the cigarette butt on the campus grounds. Tribal Ordinance 102-2005, smoking is prohibited within 25 feet of the building.

Fire Safety

All students must immediately evacuate during a fire alarm. Students shall not create conditions that cause a fire hazard or impede the safe evacuation of others; such conditions include, but are not limited to:

- smoking in non-smoking areas;
- blocking or propping open exit doors;
- setting off false fire alarms;
- shooting off fire extinguishers, or damage, tamper with, dismantle, or disconnect fire safety systems or equipment

Violation of Expressed Prohibitions

Any individual who violates the following expressed prohibitions may be subject to arrest and conviction under applicable tribal, state and federal laws. Students violating these expressed prohibitions may be subject to disciplinary action as set forth by the Blackfeet Community College Student Conduct Code (see Blackfeet Community College Student Handbook), including possible sanction by suspension or dismissal from Blackfeet Community College.

Drug/Alcohol Free Campus

The use or possession of alcohol or illegal drugs is prohibited on the campus of Blackfeet Community College



Firearms/Fireworks

Firearms, weapons and/or fireworks of any type are not allowed on the Blackfeet Community College campus at any time

Sexual Harassment Policy

Blackfeet Community College's Sexual Harassment Policy forbids sexual harassment of any member of the college community. The complete policy is on file in the Human Resource Office.

Student Complaint Reporting

When a student encounters a problem on campus that he/she does not know how to resolve, he/she should always try to work the problem out by first discussing it with those involved. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when a student makes an appointment with their advisor, counselor, faculty, staff member or division chairpersons and calmly and honestly communicates their complaints and concerns before it continues beyond to the vice president.

If however, an issue or problem still exists after making attempts to resolve the issue first with the aforementioned, a student may initiate a formal complaint, with the Vice President of Student Services. All formal complaints must be put in writing and must be signed by the student or students. A Student Complaint Form is provided as a tool for presenting a written complaint, but is not required.

Procedures for Filing a Written Complaint

1. Attempts for an informal resolution of the matter as noted above.
2. Complete the Student Complaint Form or submit a typed signed letter delivered, emailed or mailed to:
Anne Racine, Vice President of Student Services (anne_racine@bfcc.edu)
Blackfeet Community College



PO Box 819
Browning, MT 59417

Grievance Policy & Procedures

A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, the Vice President, Student Success Director, Counselors, and/or Advisor shall be available to assist the student in understanding the opportunities afforded through the policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, unless otherwise inappropriate. Regardless of their nature, all discrimination grievances are to be filed with the. A grievance must have been filed by a student within thirty (30) calendar days of the date of the alleged discriminatory act. 406-338-5421.

Filing a Grievance

All grievances must be presented in writing and contain the following information:
A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;

A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions; A specific statement of the remedial action or relief sought.

Within ten (10) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Dean of Student Services, the statements are vague or do not meet the above requirements. The student may make the necessary corrections, and resubmit the grievance within



ten (10) days. Any grievance not filed within the time limits shall be deemed waived by the grievant. The may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student. For informational purposes, copies of the grievance shall be forwarded to the appropriate offices and personnel who have been selected to serve on the grievance hearing committee only to serve the purpose of the grievance procedures and will be kept confidential.

Within ten (10) working days of receipt of a grievance that satisfies the requirements the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the appropriate administrative office(s) designee.

Student Guidelines

Blackfeet Community College welcomes all students to voluntarily enrollment for the purpose of training and study. With course enrollment, the student accepts all rights and responsibilities as BCC students. As members of the BCC community, students have the responsibility to learn, study, and conduct themselves with integrity, in accordance with BCC's mission statement, procedures, policies, and regulations set forth. Students are expected to comply with federal, state, city and tribal laws governing civil and criminal behavior both on and off campus, and to conduct themselves as responsible law abiding citizens.

BCC is committed to the creation of an environment wholly supportive of students' academic and personal achievements. Beyond providing requisite academic resources and support services, the BCC seeks to sustain an environment in which the diverse cultural traditions and ideals represented in both the campus community and the nation at large are valued, nurtured, and promoted. In so doing, the BCC fulfills its mandate to prepare students to participate actively and productively in our larger society. The right to participate in all aspects of the BCC experience, both in and outside the classroom, without harassment or discrimination on the basis of religion, age, gender, disability, ethnicity, or sexual orientation.



Student Rights

- Right to a quality educational environment, that allows learning and growth to take place.
- Right to participation in decision-making and matters affecting their educational programs.
- Right to freedom of speech and expression, including expressions concerning dress and length of hair, as long as the expression does not disrupt the educational process, classrooms, or impose upon the rights of others.
- Right to freedom of religion and culture.
- Right to respect and fair treatment from fellow students and Blackfeet Community College faculty, staff and administration.
- Right to have transcripts mailed out upon written request, provided there are no outstanding statements.
- Right to freedom from harassment based on gender.
- Right freedom from unreasonable search and seizure of person or property.
- Right to a reasonable degree of privacy.
- Right to freedom from discrimination.
- Right to a grievance procedure and process.
- Right of due process in every instance of alleged violation of school policies which results in the student's suspension or withdrawal from school, this right is also extended to any other disciplinary action.
- Right of conflict of interest to protect the student from harassment from the staff or other students, based on the occurrences when an individual or the organization is involved in multiple interests, one of which could *possibly* corrupt the motivation for an act in the other.

Student Responsibilities

- To abide by the rules, acceptable student conduct, regulations, & policies of BCC.
- To treat BCC staff, facilities, equipment and other students with courtesy and respect.

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- To complete the requirements for the classes enrolled in each semester.
 - To uphold the school's standard of conduct relating to academic honesty.
 - To assume full responsibility for the content and integrity of the academic work they submit.
 - To respect the guiding principle of academic integrity of the course, of the instructor, each student's submitted homework, examinations, reports, and projects.

Standards of Student Conduct

Fundamental to the achievement of community among the members of the BCC is the recognition by all such members that each shares a responsibility to observe BCC regulations. This obligation, which is an extension of the student's responsibility to observe the law of the land, is an essential effect to participation in the academic rights afforded to members of the BCC. The following listings are some of the offences outlined but not limited to, which can lead to serious disciplinary action, including probation, suspension or dismissal from Blackfeet Community College.

The following statement is known as the BCC Student Code of Conduct:

- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college and/or in the classroom.
- Forgery, alteration or misuse of college official papers, computer programs or accounts, or records or identification.
- Obstruction of disruption of teaching, research, administration, disciplinary procedures or other college activities; or of any other authorized activities on the college premises. Such obstruction or disruption (*whether involving individual or group conduct; whether taking the form of force, trespass, seizure, occupation or obstruction of buildings, classrooms, facilities or property; or the inciting of others to any disruptive conduct*) is directly opposed to academic freedom and the mission statement of Blackfeet Community College.

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- Physical or verbal abuse of any person on college-owned or controlled property, or at college-sponsored functions, or conduct that threatens or endangers the health or safety of any such person.
 - Theft of or damage to the property of the college, any member of the college community, or campus visitor.
 - Storage or possession on campus of chemicals or materials or devices which by themselves or when in combination could be explosive, toxic, flammable, or dangerous, except as required in scientific research in faculty supervised laboratories.
 - Unauthorized entry or use of occupancy of college facilities.
 - Violation of college policies, rules or regulations concerning student organization; the use of college facilities; or the time, place and manner of meetings on college owned or controlled property.
 - Use, sale, or possession of various drugs that are deemed illegal under federal, state, and tribal laws, except as those expressly permitted by law.
 - Use, sale, or possession of intoxicating alcohol is prohibited in the buildings, at campus functions, during college sponsored events, and on the grounds or use of BCC equipment.
 - Disorderly, lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college-sponsored functions.
 - Failure to comply with directions of college officials, who are acting in the performance of their duties.
 - Individual students who owed the college fees and other charges are not permitted to secure transcripts, records, degree(s), certificate(s), and grades until fees/charges are paid or satisfactorily adjusted.
 - Sexual harassment of students by faculty, staff, administration, or to other students.
 - Verbal, emotional, or physical abuse of faculty, staff, administration or to other students.



The BCC finds the following categories of violations extremely serious which will result in immediate dismissal from college and the proper authorities will be contacted if a violation occurs:

- Endangering mental or physical health of other students/staff/faculty
- Physical assaults resulting in injury requiring medical attention
- Rape, acquaintance (date) rape, sexual assault or sexual abuse
- Discriminatory or bias-related acts of assault or abuse
- Brandishing, threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Attempts to set or intentionally setting fires that may result in damage or injury
- False fire alarms or acts that undermine safety/security equipment or systems
- Sales or possession of a saleable quantity of illegal drugs as defined by law
- Violations of the campus alcohol policy that result in injury, damage to property, or undermine the safety and security of the campus.
- Forgery, alteration or misuse of college official papers, computer programs or accounts, or records or documents on file, or identification of the student or employee.
- Theft of property that exceeds \$500.00 in value and/or intentional damage to property resulting in repair or replacement costs in excess of \$500.00.
- Any unauthorized use of a master or control key.
- Unauthorized usage or hacking of BCC computing network and servers.



BCC Campus Phone Numbers

Academic Affairs	406-338-5411, ext. 2231
Administration	406-338-5441, ext. 2200
Business Office	406-338-5441, ext. 2226
Student Services	406-338-5421, ext. 2267
Vocational Ed Offices	406-338-5111, ext. 2750
BCC Toll Free Number	800-549-7457
BCC Fax Number	406-338-3272
Admissions ext.	2404, 2243
Academic Enrichment Services ext.	2285
Disabilities Coordinator ext.	2233

Financial Aid ext.	2245, 2246, 2247
Registrar's ext.	2244, 2248
Student Life Coordinator ext.	2234
Student Services Counselor ext.	2265

Useful Websites

www.bfcc.edu	BCC Website
https://my.bfcc.edu/ics	BCC Student Portal
www.facebook.com/blackfeetcommunitycollege	BCC's official sanctioned Facebook fan page

Accreditation Information

The Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education, accredits Blackfeet Community College. Anyone having questions concerning accreditation should contact: Blackfeet Community College, President, P.O. Box 819, Browning, MT 59417, (406) 338-5441, or Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Ave NE, Suite 100, Redmond, WA 98052.

Effective Date

Amendments & modifications to the Student Handbook take effect immediately for all semesters at BCC.



Blackfeet Community College Amendments and Modification of This Handbook

Amendments and modifications of the BCC Student Conduct Code are the responsibility of the Student Life Coordinator. To assist the BFCC Student Senate in meeting its responsibility, there will be a Committee including equal representation from the Student Senate Student Counselor, Student Success Director, and Vice President of Student Services. This Committee, which may also include added members upon agreement of those already specified, shall meet at the call of the Student Life Coordinator and may call meetings as often as necessary to meet on the necessary changes. The Committee shall submit such recommendations as it deems advisable and shall review such proposals as are suggested by the Council. This handbook is subject to change periodically.

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Student Handbook Disclaimer

This student handbook is published for your information only, and every effort was made to ensure accuracy at the time of printing. Please refer to the Blackfeet Community College Catalog for further details not listed in this handbook as outlined in this publication. Each student is entitled to one copy of this handbook.