



**BLACKFEET**

*COMMUNITY COLLEGE*

# Student Handbook

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# Student Handbook Disclaimer

The Blackfeet Community College Board of Trustees reserves the right to revise, amend, or update the Student Handbook at any time during the academic year. The Student Services Director, Student Senate and Clubs may recommend updates to this Student Handbook as needed. Any changes shall take effect upon approval and will be communicated to students and other college stakeholders in a timely manner.

## Policy Statement of Non-Discrimination

Blackfeet Community College (BFCC) strives to operate in compliance with all applicable tribal, federal, and state laws, statutes, and regulations concerning equal opportunity, including Title VII, Title VI, Title IX of the Education Amendments of 1972, Age Discrimination Act, Genetic Information Nondiscrimination Act and is committed to making reasonable accommodations as needed or as required by these and other applicable laws. BFCC does not discriminate on the basis of race, color, national origin, ancestry, sex, gender, gender identity, sexual orientation, disability, age, religion, medical condition, veteran status, marital status, genetic information, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), or any other characteristic protected by institutional policy or tribal, state, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment, admissions, and all activities at the College.

## Prohibition Against Retaliation

Students making good faith reports of potential issues will not be subject to any form of retaliation or reprisal, regardless of the outcome of the investigation. Any employee who engages in any form of retaliation against a complainant is subject to disciplinary action up to and including termination of employment.

If you have any questions about the College's non-discrimination policies, including the College's grievance procedures for resolving complaints, and their application to the College's programs and activities, or would like to file a complaint of discrimination, please contact the Human Resource Director and Title IX Coordinator, who is located in Beaver Painted Lodge 504 SE

Boundary ST Browning, MT 59417 at or 406-338-5441. Individuals may also contact the Assistant Secretary for Civil Rights, Office for Civil Rights, U.S. Dept. of Education at 1-800-421-3481, Seattle office at (206) 607-1600, or [OCR@ed.gov](mailto:OCR@ed.gov).

It is the policy of the College to give preference to qualified American Indian applicants, especially enrolled members of the Blackfeet Tribe, in filling employment vacancies, while complying with all applicable federal and tribal employment requirements, specifically the Tribal Employment Rights Office (TERO).

Faculty, staff and students will not discriminate against anyone based on race, age, religion (creed), ethnic or national origin, gender, gender expression, disability, veteran status, marital status, political or social affiliations, or sexual orientation as stated in the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Rehabilitation Act of 1973, Section 503 and 504, Vietnam Era Veterans Readjustment Act of 1975, Section 402, Age Discrimination in Employment Act of 1967 (as amended), Sexual Harassment Policy of Blackfeet Community College and Violence Against Women Reauthorization Act of 2022

Under Title IX, the College needs to prominently display its revised notice of non-discrimination on the College's website at [bfcc.edu/compliance](http://bfcc.edu/compliance), and in all of the College's handbooks and catalogs.

# Introduction – Welcome to the BFCC Family

**Oki, miikimmohtsi (Hello, my friends),**

Welcome to BFCC, a college where every learner belongs, and education is a shared journey of growth, empowerment, and cultural strength. Whether you are joining us for the first time or continuing your studies, we are honored to have you as part of our Universal Community. Our campus reflects the belief that education should be accessible to all, regardless of background, life stage, or circumstance. At BFCC, you will find an inclusive and supportive environment where diverse perspectives are valued, and every student is encouraged to pursue their goals with confidence. Whether you are a recent high school graduate, a working parent, a returning learner, or a community member seeking new skills, there is a place for you here.

At BFCC, our mission is to provide high-quality, culturally grounded education that integrates Blackfeet traditions, academic excellence, and lifelong learning. Guided by our vision to be a premier tribal college recognized for innovation, cultural integrity, and student success, we are committed to helping you achieve not only your academic goals but also your personal and professional aspirations. Our core values of respect, responsibility, integrity, and collaboration form the foundation of everything we do. These principles guide our teaching, student services, and campus life, ensuring that your educational experience at BFCC prepares you for success both in your career and in your community.

The Student Handbook is your guide to understanding the resources, expectations, and responsibilities that help maintain a safe, respectful, and productive learning environment for all. Please take time to review its contents carefully. As a student, you are expected to uphold the highest standards of self-governance and conduct, reflecting respect for yourself, your peers, and the college community. Our commitment extends beyond academics. BFCC provides holistic support including academic advising, cultural programming, student services, and career development intended to ensure you have the tools and opportunities to succeed. We encourage you to fully engage with campus life, take advantage of available programs, and seek help whenever needed.

At BFCC, education is more than a degree; it's an investment in your future, your family, and your community. Here, you will have the opportunity to honor your cultural identity, strengthen your voice, and develop the skills to lead and create lasting change. Thank you for choosing BFCC as your partner in education.

Together, we will shape a future that reflects the strength of our traditions and the promise of new possibilities.

Welcome to the BFCC family and welcome to our “Universal Community!”

*Brad Hall, EdD*

President

Blackfeet Community College

## Vision and Core Values

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

In Recognition of the fact that we all have values that are shaped and developed through our interactions with others and that these values shape our thoughts and actions, the students, staff, administration, and Board of Trustees of Blackfeet Community College adopt the following core values:

- *Tsi-Ksi-Ka-Ta-Pi-Wa-Tsin* - Blackfeet Way of Knowing: Blackfeet Culture/Spirituality in philosophy, thought, and action.
- *Nin-na-wa-tsin* - Being a Leader: Professionalism, integrity, and responsibility in human interaction.
- *Ini-yimm* - Respect: Respect for oneself, all other people, all ideas, and each thing in the natural world.
- *Ni-ta-pi-pa-ta-pi-tsin* - Living in a Good Way: Honest in all thoughts and actions.
- *Ii-yi-kah-kii-ma-tsin* - Trying Hard: Commitment, dedication, sincerity in the pursuit of all our goals.
- *Aoh-kan-otah-tomo* - Accepting Everyone: Embracing the unique talents and contributions of each individual
- *Ii-ta-mii-pa-ta-yoip* - Happy Living: Humor, laughter, and enjoyment of life.

## Mission and Core Themes

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.

1. 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.
2. Achievement in Higher Education: Providing opportunity for students to earn academic degrees and supporting their transfer to upper division highest education institutions.
3. Meaningful Employment: Providing opportunity for students to earn degrees and certificates that would qualify them to gain meaningful employment.
4. Basic Skills: Providing students with programs and courses that will increase their likelihood of academic success.
5. Continuing Education: Providing the community with courses and programs that enrich community life and support line-long education.
6. Integrating Blackfeet Culture and Language: providing programs and courses that sustain the past and promote the vitality of the Blackfeet Nation's future.

## Jurisdiction, Authority and Applicable Laws

Regardless of the location being on or off campus, during all college sponsored-activities, the college retains the jurisdiction over all student matters in addressing violations that may lead to due process proceedings and appropriate corrective actions. If a student is an employee (full-time or part-time) of the college, they will be treated as a student first and after that, may be subject to additional actions outlined in the BFCC Employee Policies and Procedures and other applicable established policies.

Criminal offenses that violate tribal, state, or federal laws are deemed major BFCC violations. Regardless of the outcomes of external judiciary actions resulting from the conviction of a crime, BFCC rules and regulations will be enforced.

BFCC promotes a safe and culturally-responsive learning environment through student awareness, prevention, and intervention efforts as needed. All students must abide by all tribal, state, and federal laws and all of the college's policies and procedures.

The Student Senate will have opportunities to give formal feedback on this Student Handbook and Code of Conduct, whereas the Board of Trustees retains full authority to amend or modify this handbook.

# General Student Information

**Student Guidelines:** BFCC students are expected to learn and act with integrity, following college policies and all applicable tribal, federal, state, and local laws. Students are responsible for conducting themselves as respectful, law-abiding members of the college and community.

**Student Rights & Responsibilities:** BFCC is committed to fostering a supportive, inclusive environment that promotes academic success and respects cultural diversity. Students have the right to fully participate in campus life, both academic and extracurricular, free from harassment or discrimination. By enrolling, students accept the rights and responsibilities of being a part of the BFCC Family.

**Student Code of Conduct:** With these rights come responsibilities. Students must treat others with civility and respect. Full conduct standards are outlined in this Student Handbook, available upon request from the Student Services Director.

## Alcohol and Drug-Free Compliance – Zero Tolerance Policy

BFCC enforces a zero-tolerance policy regarding alcohol, illegal drugs, and gambling. Possession, use, or distribution of these substances is prohibited on campus and at college-sponsored events. Violations will result in disciplinary action, including probation, suspension, or expulsion, in accordance with the Drug-Free Schools and Communities Act and all applicable tribal, state, and federal laws. Only prescribed medications are permitted. Gambling is prohibited unless part of an approved fundraiser or recognized Blackfeet cultural practice.

## Academic Freedom of Students

BFCC respects and supports the right of students to explore ideas, express diverse viewpoints, and engage in open inquiry within the college. Students are encouraged to pursue knowledge freely while demonstrating respect for others and adhering to the college's standards of conduct. Academic freedom does not exempt students from responsibility for maintaining a respectful and inclusive learning climate.

## Freedom of Speech, Expression, Press and Assemble

Students have the right to express themselves, publish, and assemble peacefully, as long as their actions are non-violent, respectful, do not disrupt college operations or learning, and allow for differing viewpoints. Expression that is false, obscene, or harmful to the college's reputation is not permitted. Students must respect the rights of others when exercising these freedoms.

## Freedom from Unreasonable Search and Seizure

Students have a right to reasonable privacy. However, BFCC may search a student or their property if there is concern for safety, suspected illegal activity, property damage, or violations of tribal, state, or federal law.

## Federal Family and Privacy Act (FERPA)

Students have the right to access and have control of their educational records through the Federal Family and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), also known as FERPA or the Buckley Amendment, which protects the privacy of student education records. 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 the name and email of students. 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. Students can access FERPA information and the FERPA Release Form in the Registrar's Office.

## Disability Services and Reasonable Accommodations

BFCC complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act. Qualified students with documented

disabilities are entitled to reasonable accommodations to ensure equal access to academic programs.

### Definition of a Disability

A disability is a physical, mental, or emotional impairment that substantially limits one or more major life activities, a history of such an impairment, or being perceived as having one.

### Student Responsibility

It is the student's responsibility to self-disclose a disability and request accommodations. Students must submit documentation from a qualified professional and a letter outlining recommended accommodations to the Disabilities Coordinator, preferably during the first week of registration prior to each semester.

Examples of Reasonable Accommodations:

- Help with admissions or financial aid forms
- Classroom accommodations (e.g., note-taking support, extended testing time)
- Priority registration (if justified)
- Referrals for counseling, advising, or community resources

### Individualized Support

Accommodations are determined case-by-case in collaboration with the student, instructor, and Disability Coordinator, based on submitted documentation.

Disclaimer: Policies may be updated at any time. Full details are available from the Disability Coordinator (406) 338-5441 ext. 2233.

## Student Guidelines

BFCC welcomes all students committed to learning and personal growth. By enrolling, students accept both the rights and responsibilities of BFCC community membership and agree to uphold all college policies, as well as federal, state, tribal, and local laws—on and off campus.

# Student Rights

BFCC is committed to a safe, inclusive, and respectful environment free from harassment and discrimination. All students have the right to:

- A quality educational experience and fair treatment.
- Freedom of speech, expression, religion, and culture, so long as it doesn't disrupt learning or others' rights. We affirm students' rights to sing traditional songs, speak their respective languages, and share their cultural expressions freely and respectfully.
- Freedom from discrimination or harassment based on race, gender, disability, religion, age, or sexual orientation.
- Due process in corrective actions, including grievance procedures.
- Reasonable privacy, protection from unlawful searches, and access to personal records (e.g., transcripts).
- Participation in decisions affecting educational experiences and learning environments through the Student Senate.

# Student Responsibilities

Students are expected to:

- Follow BFCC policies and the Student Code of Conduct.
- Complete coursework with academic honesty and integrity.
- Treat peers, faculty, staff and property with respect.
- Attend all classes, meet deadlines, and to fully engage in their educational experience.
- Abide by laws and support a safe and inclusive campus.

# Student Identification, Email and Learning Management Systems (LMS) Use

Student ID Cards: Issued for free at registration periods. Student ID Cards being issued outside of registration periods and replacements are \$5.00. Must be carried at all times on campus and when participating in off campus college-sponsored events.

Student Email: All students receive a BFCC email for official communication and are expected to check it daily. Email is reserved for educational use and may not be used for harassment, threats, personal business, or sharing confidential information.

## Email & Canvas (LMS) Use Guidelines

- Use only for academic and college-related communications.
- Do not share login credentials.
- Unauthorized access to BFCC systems is prohibited.
- All content created in LMS or email is considered college property.
- Personal content is not permitted on BFCC systems without approval.
- BFCC may monitor email and LMS activity for policy compliance while respecting privacy within legal bounds.

# Instructional Standards, Academic Integrity, and Course Participation

This course follows BFCC's academic standards, which support excellence, self-discipline, and respect for cultural values. Students are expected to participate fully in courses, this includes regular attendance, meeting all deadlines, maintaining respectful communication, and requesting accommodations when needed.

Academic Integrity is expected at all times. Students must submit original work. Cheating, plagiarism, misrepresentation, or unauthorized collaboration are prohibited and will be referred to the Vice President's Office for review. These actions may result in corrective actions, including probation, suspension or expulsion.

Students are encouraged to cite sources properly, paraphrase thoughtfully, and take full responsibility for their learning. In group work, each member is

expected to contribute fairly. Similar submissions without justification may be treated as violations of academic integrity.

The instructor will enforce all policies stated in this syllabus and report all suspected violations.

## Standards of Student Conduct

As members of the BFCC community, students share the responsibility to follow college policies and the law. Based on the severity of violations, students may face corrective actions, including probation, suspension, or expulsion.

### Student Code of Conduct

Students must not engage in:

- Academic dishonesty – cheating, plagiarism, falsifying, sharing discredited/unsubstantiated information or misrepresenting oneself
- Forgery or misuse – altering or misusing college documents, accounts, or IDs.
- Disruption – obstructing classes, research, administrative proceedings, or official events.
- Abuse or threats – physical, verbal, emotional, or digital abuse or harassment.
- Theft or property damage – college/personal property and money
- Prohibited items – possession of explosives or hazardous materials (unless approved for supervised research).
- Unauthorized access – to buildings, facilities, equipment, or networks.
- Inappropriate behavior – disorderly, obscene, or lewd conduct.
- Noncompliance – refusal or failure to follow directions of college officials.
- Sexual harassment – in any form, including verbal, physical, or online.

## Academic Dishonesty: Cheating and Plagiarism

Academic dishonesty, including but not limited to cheating and plagiarism, will not be tolerated at BFCC. Cheating includes copying from others, using or submitting someone else's work (even with permission), unauthorized access to exams, or turning in purchased, downloaded, or AI-generated assignments.

Plagiarism includes copying text, images, or media without citation, paraphrasing without proper credit, or turning in material copied directly from

internet or print sources as your own. Students must produce their own original work, even in group assignments.

All suspected cases of academic dishonesty may be reported to the student's respective Division Chair who may refer the matter to the Vice President which can result in corrective action, including a failing grade, probation, suspension, or expulsion based on the severity of conduct.

Cheating includes:

- Copying from others or sharing answers during tests or assignments.
- Using unauthorized materials or accessing exams inappropriately.
- Submitting another's work as your own or paying others to complete work.

Plagiarism includes:

- Copying text without quotation marks or citation.
- Paraphrasing without attribution.  
Submitting downloaded or AI-generated content as original.
- Using media, images, or words from others without credit.

All work must be original. In group work, each student is responsible for academic honesty. If two submissions are suspiciously similar, both may be subject to corrective action.

Procedure: If cheating or plagiarism is suspected, the instructor reports it to the respective Division Chair and Vice President who may meet with involved students to assess the situation. Consequences may include a failing grade on the assignment and/or corrective action, up to suspension or expulsion.

## Student Dress Code

Students are expected to dress in a manner that reflects safety, comfort, and professional representation of the college. A respectable appearance is required by students all times during operational hours and when participating in college-sponsored travel, activities, and events. Department-specific or safety guidelines may apply to students employed by the college. Casual attire is generally acceptable; however, formal dress may be required for special events. Cultural attire is welcomed and encouraged.

- Appropriate Attire: Clothing should be suitable for an educational or work setting, neither overly revealing, offensive and free of inappropriate language or graphics.

- **Cultural Respect:** As a tribal college, BFCC values and respects the cultural expression of all students. Students should honor cultural attire, especially during events that celebrate Blackfeet traditions and heritage.
- **Graduation and Recognitions:** BFCC upholds the rich heritage of Blackfeet language, customs, and traditions at all ceremonies and events. Graduates have the sacred right to wear eagle feathers and other culturally significant regalia as symbols of identity, history, and resilience, regardless of cultural background. BFCC encourages all participants and attendees to respect these traditions, fostering cultural sovereignty, unity, and mutual understanding within our “Universal Community.”

## Unacceptable Behaviors Policy

BFCC is committed to fostering a safe, inclusive, and respectful campus environment. All students are expected to act with professionalism, integrity, and cultural respect. The following behaviors are prohibited and subject to corrective or disciplinary action under the Student Code of Conduct.

### Harassment, Discrimination & Intimidation

- **Zero Tolerance:** Any verbal, physical, or psychological harassment or discrimination that threatens the dignity, safety, or wellbeing of others will not be tolerated.
- **Microaggressions & Taunting:** Subtle or overt slights, ridicule, or exclusionary behavior that undermine respect and belonging are unacceptable.
- **Spouse/Partner Disruptions:** Stalking, harassment, or campus disturbances by partners (regardless of enrollment status) will result in removal and possible legal action if safety is at risk.
- **Harassment or Intimidation:** Repeated behaviors, whether digital or in-person, intended to embarrass, isolate, or threaten others.

### Disrespectful Communication & Conduct

- **Aggressive or Offensive Speech:** Raised voices, hostile tone, condescending remarks, or obscene language are not permitted in any BFCC setting.

- **Written or Online Misconduct:** Disrespectful or offensive messages, emails, social media posts, or classroom submissions targeting others based on identity or personal attributes.
- **Gestures and Body Language:** Hostile or belittling non-verbal cues (e.g., glaring, mocking, intimidating posture).

### Disruptive Behavior

- **Classroom Disruptions:** Excessive talking, interrupting, arriving late, or using mobile devices inappropriately during class or events without prior approval.
- **Activity Interference:** Students and guests may not disrupt college-sponsored activities—on campus, off campus, or online.
- **Electronic Device Policy:** Phones must be silenced and secured during class or events. Use requires permission and must take place outside the activity area. Devices are prohibited during exams unless authorized through the Disabilities Coordinator. It is unlawful to record (audio or video) individuals with electronic devices without their consent.

### Responsibility & Respect for Community

- **Respect for Other Cultures, Languages, and Beliefs:** BFCC values diversity and honors the dignity of all individuals. Students are expected to respect and uphold the cultural, linguistic, spiritual, and personal identities of others.
- This includes refraining from offensive language, gestures, or behavior that may be perceived as discriminatory, exclusionary, or harmful. All members of our “Universal Community” share responsibility in fostering a welcoming and inclusive environment where differences are acknowledged, respected, and celebrated.
- Respectful dialogue, cultural humility, and active listening are essential to maintaining a safe and supportive learning space for everyone.
- **Respect for Property:** Vandalism, littering, or misuse of resources will result in both corrective action and financial consequences.

- Respect for Policies: Adherence to all BFCC rules, including academic integrity, safety, and substance use, is required.

### Social and Emotional Boundaries

- Exclusion & Cliques: Forming social groups that isolate others undermines inclusion and is discouraged.
- Passive Aggression: Avoidant or indirect behaviors that harm collaboration must be replaced with open, respectful communication.
- Physical & Emotional Boundaries: Unwanted physical contact or pushing emotional limits of others is not permitted.

### Conflict Resolution & Reporting

- Resolution Process: Students are encouraged to resolve issues constructively. Mediation services are available through the Student Services Director.
- Chain of Command: Concerns should be reported first to instructors or the Student Services Director for appropriate handling.

Violations of this policy may result in disciplinary action as outlined in the BFCC Student Code of Conduct. All students are expected to uphold and promote a culture of mutual respect and personal accountability.

## Anti-Fraternization Policy – How it pertains to students?

To ensure fairness and professionalism at BFCC, staff and faculty are not allowed to engage in romantic or sexual relationships with students they teach, supervise, or evaluate.

- Why it matters: These boundaries protect students from favoritism, conflicts of interest, or potential exploitation.
- Pre-existing relationships: If a relationship existed before someone became a student or employee, it must be disclosed to the Human Resources Director for review.
- What happens if violated: Employees who break this policy will face corrective action.

# Pregnant and Parenting Students – Title IX Compliance

Under updated Title IX regulations, BFCC is committed to ensuring equitable access to education and employment for students affected by pregnancy, childbirth, and related conditions.

When a student or someone legally acting on their behalf, notifies any college employee of a pregnancy or related condition, that employee must promptly provide the student with the Human Resources Director/Title IX EEO Coordinator's contact information. The student must also be informed that the Title IX EEO Coordinator can assist in ensuring their continued access to educational programs and services.

Once notified, the Title IX EEO Coordinator will:

1. Provide a general notice of non-discrimination.
2. Explain the student's rights under Title IX, including the availability of reasonable modifications, voluntary leave, and access to a lactation space.

Reasonable modifications are based on individual needs and may include:

- Breaks during class for breastfeeding or expressing milk.
- Access to food, water, restrooms, or seating accommodations.
- Intermittent absences for medical appointments.
- Access to online courses or modified schedules.
- Extensions for assignments or rescheduled exams.
- Counseling or other support services.
- Physical accommodations (e.g., larger desks, alternate seating).

Students may choose whether to accept each offered modification. Once accepted, the college must implement them in a timely manner.

- **Leave and Return Rights:** Pregnant students must be allowed to take a leave of absence and return to the same academic and, where practicable, extracurricular status held before the leave.
- **Lactation Space:** Students must be provided a private, clean space (other than a bathroom) that is shielded from view and free from intrusion, available for lactation needs. The space does not have to be permanently designated for lactation.
- **Policy on Parental Notification:** BFCC generally does not notify parents of student conduct violations. However, in cases involving serious legal

violations, alcohol or drug use, or medical/mental health emergencies, the college may contact parents or emergency contacts if it believes it will benefit the student.

- **Community Members and Guests:** All guests are subject to the BFCC policies, procedures and requirements while on campus or attending a college-sponsored activities off campus.

## Anti-Hazing Policy

Hazing is a serious offense that can have severe consequences for everyone involved. To help you understand what hazing is and why it's prohibited, here's a breakdown for your information.

### What is Hazing?

Hazing is any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Hazing is often mistakenly seen as "tradition" or "team building," but it's fundamentally about power dynamics and can create an environment of fear and disrespect. It's not limited to physical actions; it can also be psychological.

### Examples of Hazing

Hazing can take many forms, some obvious and some subtle. If you're ever asked to do something that makes you uncomfortable, think about whether it falls into any of these categories:

- **Physical Hazing:** This includes any act that causes physical discomfort or pain. Examples are forced alcohol consumption, sleep deprivation, physical beatings, or forced exercise.
- **Psychological Hazing:** This type of hazing causes mental anguish or stress. Examples include public humiliation, yelling or screaming at new members, or forcing new members to perform demeaning or embarrassing acts.
- **Forced or Coerced Acts:** This category includes any activity that new members are forced to participate in. This can range from servitude (like running errands or cleaning for older members) to illegal acts.

### Consequences of Hazing

Engaging in hazing is a serious violation of our student code of conduct. If you're caught hazing, you and your club could face severe consequences, including:

- Individual Penalties: Suspension or expulsion from the school, fines, and community service.
- Club Penalties: The group could be placed on probation, suspended, or permanently disbanded.
- Legal Consequences: Hazing is a crime in many places, and individuals can face criminal charges, which may lead to jail time and a permanent criminal record.

### **What to Do If You See or Experience Hazing**

If you see hazing happening or if someone is pressuring you to participate, it's important to report it. You can report hazing to a faculty member, counselor, or any school administrator. Reports can be made anonymously to the Student Services Director or the Chief Security Officer.

Your safety and well-being are our top priorities. Reporting hazing is a brave choice that protects you and our entire community from harm. It's not "snitching," it's an act of courage and a vital responsibility.

If you see or experience hazing, please report it. A confidential reporting form is available in the appendices for your use.

## **Student Travel Responsibilities**

BFCC encourages safe and respectful student participation in college-sponsored travel. Students represent themselves, their families, BFCC, and the Blackfeet Nation, and must adhere to the Student Code of Conduct at all times.

### Expectations & Conduct

- Behavior: Students must act with maturity, respect, and professionalism. Instructions from college staff must be followed.
- Participation: Sponsored students must attend all required events (e.g., conferences, training, educational travel). Failure to participate may restrict future travel and may result in personal expense for unused travel.
- Responsibility: Students are accountable for their actions and any legal or financial consequences that result from misconduct.
- Attire & Language: Dress appropriately for the occasion. Use respectful language and avoid offensive remarks.
- Punctuality & Preparedness: Be on time and come prepared with necessary materials (ID, agenda, etc.).

- **Respect & Safety:** Respect personal space and others' time. Use a buddy system, remain aware of group schedules, and report concerns to faculty or the Student Services Director.

### Travel Logistics

- **Eligibility:** Students must maintain a minimum 2.5 GPA unless tied to program requirements or approved by administration.
- **Arrangements & Supervision:** BFCC handles travel logistics (transportation, lodging, per diem). Staff advisors accompany students and supervise during the trip.
- **Emergency Protocols:** Students must provide emergency contact info and be briefed on safety procedures. Emergency issues must be reported immediately.
- **Trip Reports:** Receipts and trip reports are due within 5 days of return or future travel may be restricted.

### Cultural & Location Awareness

- **Cultural Sensitivity:** Be mindful of customs, especially in other Native communities.
- **Environmental Adaptability:** Prepare for urban or rural settings and follow safety guidelines accordingly.

### Respectful Engagement

- **Safe Spaces:** BFCC provides spaces for students to voice concerns safely and confidentially.
- **Public Behavior:** No public shaming or off-task behaviors; concerns should be addressed privately and constructively.
- **Inclusivity:** BFCC values diversity. Students must engage respectfully across differences in background, identity, and belief.

### Serious Violations

- **Assault or Harassment:** Zero tolerance for mental or physical assaults. Incidents must be reported immediately.
- **Protests:** Peaceful assembly is permitted with prior approval; must not disrupt college functions.
- **Retaliation & Reporting:** Retaliation for reporting employees or student misconduct is prohibited and will be subject to corrective action. Anonymous reporting can be relayed to the trip lead while on travel to

address or submitted in writing to the Student Services Director upon return.

- All students are required to adhere to all local laws pertaining to crimes and misconduct. Students whose actions result in citations and or arrest will require the student to incur all expenses related to returning home if outside the original travel accommodations.

### Technology & Property

- Equipment Use: Rental items and college property must be returned in good condition. Damages or losses may result in replacement costs and loss of future access.

This travel policy helps maintain a safe and respectful learning environment for all students.

## Information Technology Resources: Acceptable Use Policy (AUP)

The Acceptable Use Policies (AUP) outlined below are designed to ensure that Information Technology (IT) resources at BFCC are used in an ethical, lawful, and responsible manner. These policies apply to all students, faculty, staff, and any other individuals who have access to the college's IT resources.

### General Use and Ownership

- Compliance: Users must comply with all applicable federal, state, and tribal laws, as well as established college policies and procedures.
- Authorization: Access to IT resources is a privilege granted by the college and must be treated with the highest level of responsibility.
- Ownership: The college owns all data created, stored, and transmitted using its IT resources.

### Security and Privacy

- Confidentiality: Users must respect the privacy and confidentiality of other users' information. Unauthorized access, use, or distribution of others' data is prohibited in accordance with Family Educational Rights Protection Act (FERPA).
- Password Protection: Users are responsible for maintaining the confidentiality of their passwords and accounts. Sharing of login credentials is strictly forbidden.

- Security Measures: Users must adhere to all security measures and protocols implemented by the college to protect IT resources.

### Acceptable Use

- Educational and Professional Use: IT resources should primarily be used for educational purposes, professional development, and administrative functions directly related to the college's mission, functions and activities.
- Incidental Personal Use: Limited personal use of IT resources is permissible, provided it does not interfere with college operations or violate any policies.
- Prohibited Activities: The following activities are strictly prohibited:
  - Unauthorized access to or personal use of IT resources.
  - Use of IT resources for commercial purposes or personal financial gain.
  - Dissemination of offensive, obscene, or harassing materials.
  - Engaging in illegal activities, including software piracy and the distribution of copyrighted materials without permission.
  - Introduction of malicious software or any activities that could harm the integrity or performance of IT resources.

### Network Use

- Network Integrity: Users must not interfere with or disrupt network services, including the propagation of viruses, malware, or excessive bandwidth usage.
- Proper Configuration: Personal devices connected to the college network must comply with college security standards and configurations.

### Monitoring and Enforcement

- Monitoring: The college reserves the right to monitor IT resource usage to ensure compliance with all established policies and procedures.
- Violations: Violations of the AUP may result in disciplinary action, including suspension of IT privileges, disciplinary review, and potential legal action.

### Reporting IT Issues

- Incident Reporting: Users must report any security incidents, policy violations, or suspicious activities to the IT department immediately:



## Online Learning Etiquette for Students

- **Cameras On:** To foster a collaborative environment, please enable your camera during online sessions, unless your instructor provides alternative instructions.
- **Mute When Not Speaking:** To minimize background noise and distractions, keep your microphone on mute when you're not actively speaking. This will also help others focus on the main speaker.
- **Minimize Distractions:** Choose a quiet and distraction-free environment for learning or meetings. Ensure there are no distracting movements or noises (pets, music, television, etc.) in your background.
- **Background:** A neutral or professional background is recommended. Avoid having inappropriate or busy visuals that may distract others. If needed, use a virtual background provided by the platform.
- **Language and Communication:** Use respectful, professional language at all times. Avoid using slang, sarcasm, or inappropriate language. Keep communication clear, concise, and focused on the topic.
- **Notifications:** Turn off or silence notifications from phones, emails, and messaging apps to avoid disruptions. This includes silencing any loud notification sounds.
- **Use of Emojis/Tools:** Be mindful of when and how you use emojis. In academic and professional settings, limit emoji use to ensure clarity and professionalism. Use available tools like the "raise hand" function to signal you have a question or want to contribute.
- **Preparedness:** Always come to online classes or meetings prepared with materials, assignments, or presentations ready to go. Log in a few minutes early to ensure your equipment (camera, microphone, and internet connection) is working correctly.
- **Limit Non-Course-Related Sharing:** Keep discussions and screen shares focused on the course or meeting topic. Avoid sharing unrelated materials or screens, including personal content or social media.
- **Professional Appearance:** Dress appropriately for virtual learning or meetings. A neat, professional appearance is important. Avoid wearing pajamas or overly casual attire.

- **Name and Identification:** Make sure your display name is professional and matches your full name. This helps instructors and peers recognize you easily.
- **Learning Space:** Set up your learning environment in a quiet and organized space, away from distractions. Your learning space should be conducive to focus, participation, and engagement in the class or meeting.

By using the college's IT resources, students will agree to follow the AUP, helping maintain a respectful and professional online environment. BFCC may update these policies as needed to support responsible technology use.

## Remote Access to Instruction/Student Services During Emergencies

The President or designee may require students to attend instruction or seek services remotely during adverse weather or emergencies that limit access to campus resources. This ensures continuity of instruction and services provided to students, primarily through email and online platforms (e.g., Canvas, Zoom). Students are responsible for arranging for personal access to remote learning college resources with limited notice. Timely notification of emergencies is communicated through the college's social media, email and RAVE Alerts. To sign up for RAVE Alerts, please contact the Information Technology Department at (406) 338-5441 ext. 2859 or go to <https://sso.bfcc.edu> to sign up for RAVE Alerts to receive email and text message alerts.

## Campus Safety and Security

BFCC is required to publish an Annual Campus Security and Safety Report each year to provide crime statistics and information on safety, security, procedures and related services offered by the college, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act on October 1st of each academic year. Access the Annual Campus Security and Safety Report:



# Campus Vehicle Parking and Speed Restrictions

All students who park a vehicle on any campus parking lots are subject to campus rules regarding parking. If a car is left unattended for more than one week, it will be towed at the owner's expense. BFCC will not assume liability for theft, vandalism, fire, or damage to any student's vehicle, therefore, students should secure all vehicles while parked on campus. BFCC will make every effort possible to assist students whose vehicles are unable to be removed from the campus. If you are unable to move your vehicle or report an incident or emergency, contact the Chief Security Officer at 406-845-4684 or 338-5441 ext. 2263.

The campus speed limit is 15 mph. Students must drive cautiously and obey all traffic rules. Campus entry is from Highway 2/89 via the exit-only road between South Winds Lodge and Yellowbird Woman Lodge. There is one entrance and two exits on campus.

Pedestrians have the right of way when crossing all campus roads, parking lots, and college property.

## Reporting Injuries and Critical Incidents

An incident report is a formal document used to record the details of unexpected campus events. Its purpose is to provide an accurate and comprehensive account that can be used for various purposes, including safety analysis and regulatory compliance.

To submit a report, please use the official BFCC Incident Report online form, which requires an SSO login. You can access the form at <https://forms.gle/CLpWqsoPFY5g1ptF8> or by scanning the QR code:



In the event of a critical incident or emergency, students are required to immediately report these occurrences in writing to any Campus Security Authority (CSA, which includes all BFCC faculty and staff) and by filling out an incident report. Students can access incident report forms by contacting the Chief Security Officer and the Student Services Director.

# Student Employment

Student employees must adhere to the BFCC Employee Policies and Procedures and the Employee Code of Conduct as well as requirements of this handbook. Students must maintain Satisfactory Academic Progress (SAP) through the duration of their student employment at a 2.5 GPA. Student employees shall not disclose privileged and/or confidential information obtained through the student employment or use any such information for personal gain. Student employees are required to take the FERPA 101 training (or if required based on appointment to the FERPA 201) through the Registrar's Office.

It is a shared responsibility of the student employee and the college to ensure a safe learning and working environment. Student employees are expected to follow rules of conduct to protect the interest and safety of all at the college. It is the responsibility of student employees to familiarize themselves with all applicable policies, procedures and requirements for them to enforce as a student employee. Regardless of the severity, any job-related injury, illness or emergency must be reported immediately to their direct supervisor. The student employee will be required to complete a written incident report and forward it to the Chief Security Officer, Security Patrol Officer and the Human Resources Director.

# Instructor Course Evaluations

Instructor Course Evaluations are an integral part of BFCC's commitment to academic excellence and student-centered learning. Each semester, students are provided with the opportunity to evaluate their credit-bearing courses through a confidential and structured process. These evaluations offer essential feedback that supports instructors, academic departments, and institutional leadership in assessing instructional effectiveness, curricular relevance, and the college's adherence to accreditation standards.

Student feedback is both valued and essential in driving continuous improvement across all areas of teaching and learning. Constructive insights help instructors affirm effective practices and identify opportunities to enhance instructional strategies, content delivery, and engagement to better meet the needs of BFCC's "Universal Community." Evaluation criteria may include the clarity and organization of instruction, instructor responsiveness, cultural relevance of course materials, and the inclusivity and overall quality of the learning environment.

Beyond credit-bearing courses, students are also invited to evaluate non-credit training, workshops, and educational activities offered through the Lifelong Learning Center. These evaluations contribute to maintaining the quality, cultural integrity, and relevance of BFCC's broader educational programming, including offerings designed for Continuing Education Units (CEUs) and community enrichment.

All evaluation data is compiled by the Office of the Vice President and reviewed by Division Chairs and Program Directors. The feedback is used to support faculty professional development, guide curricular improvements, and inform long-term program planning. Faculty are encouraged to approach evaluations as an opportunity for reflective practice and meaningful dialogue, reinforcing BFCC's mission to promote lifelong learning rooted in Blackfeet values and educational sovereignty.

Instructor Course Evaluations can be accessed by contacting the Vice President's Office at (406) 338-5441 ext. 2238 or by emailing [rachel@bfcc.edu](mailto:rachel@bfcc.edu).

## Student Complaint Reporting

Students are encouraged to address campus concerns by first communicating directly with those involved, whether it be an administrator, academic advisor, faculty, staff, or division chair. Open, respectful dialogue is often the most effective way to resolve issues early.

If the matter remains unresolved after these informal steps, a formal written complaint may be submitted to the Student Services Director. While use of the Student Complaint Form is recommended, a typed and signed letter is also acceptable.

### Steps for Filing a Formal Complaint

1. Attempt informal resolution by speaking with the appropriate individual(s).
2. Submit a written, signed complaint using the Student Complaint Form or a letter to:

Blackfeet Community College  
Re: Student Services Director  
P.O. Box 819  
Browning, MT 59417

# College Accreditation Information

BFCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU), recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Questions regarding accreditation may be directed to:

Blackfeet Community College  
Re: Vice President/Accreditation Liaison Officer  
P.O. Box 819  
Browning, MT 59417

or

Northwest Commission on Colleges and Universities (NWCCU)  
Re: Blackfeet Community College  
8060 165th Ave NE, Suite 100  
Redmond, WA 98052

# Title IX/Sexual Harassment Policy and Procedures

BFCC's Title IX/Sexual Harassment Policy and Procedure forbids sexual harassment of any member of the college community. Students can access the Title IX/Sexual Harassment Policy and Procedure:



## Student Corrective Actions

BFCC uses corrective actions to address student misconduct while giving students a chance to improve. Actions are documented and vary based on the severity of the issue. Serious cases may skip steps and lead directly to probation, suspension or expulsion from the college. Depending on the issue, the Student Services Director or Vice President will serve as the Designated Official managing student corrective actions.

Students undergoing corrective actions will be provided reasonable accommodations to prevent disruptions to their learning.

### Steps of Corrective Actions:

1. Verbal Warning: Informal notice with documentation.
2. Written Warning: Formal notice detailing issues and expected improvements.
3. Probation: A set period of a semester to improve behavior or misconduct.
4. Suspension: Temporary removal from campus (up to 30 days) with formal notice and appeal options. Suspensions are reviewed and approved by the President.
5. Expulsion: Dismissal of the student for just cause from the college, with written notice and appeal rights to the Board of Trustees.

Students should understand these policies as part of BFCC's commitment to maintaining a safe, respectful, and professional campus climate.

## Student Clubs and Activities

BFCC encourages student involvement in inclusive, enriching activities that promote academic achievement, cultural identity, and personal growth. With guidance from the Student Services Director, the Student Senate approves, recognizes and supports student-led clubs aligned with these values.

Club members are expected to uphold the Student Code of Conduct and represent BFCC and their club with professionalism at all times and particularly during off-campus events, travel, and intercollegiate competitions. Participation in intercollegiate activities requires prior approval from the Student Services Director and a strict adherence to travel responsibilities and standards for conduct.

Each club must have a designated faculty or staff advisor who provides oversight and ensures compliance with college policies, including providing transportation, travel/event planning, and financial management of club assets and resources. All fundraising must meet high standards of transparency and accountability. Clubs are required to coordinate fundraising efforts with both the Student Services Director and the Chief Financial Officer (CFO) to ensure proper authorization, avoid scheduling or resource conflicts, and maintain a collaborative campus climate.

Whenever possible, clubs are encouraged to work together and partner with the Student Senate to host events and activities that foster broader community engagement and a positive campus climate.

Recognized student clubs include:

- American Indian Higher Education Consortium (AIHEC): A national alliance of 37 TCUs that hosts an annual student conference with academic, cultural, and leadership competitions.
- American Indigenous Business Leaders (AIBL): Open to all students, AIBL promotes entrepreneurship and leadership through its national conference and year-round activities.
- American Indian Science and Engineering Society (AISES): Supports Indigenous students in STEM through scholarships, internships, and

leadership development.

- Piikani Club: Encourages cultural pride, community service, and student engagement rooted in Piikani and Native traditions.
- Additional Clubs: Including Archaeology, Art, Student Research Council, Healthy Colleges Montana and others as approved.

## Annual Student Activities and Events Calendar

The Student Services Director, in collaboration with the Student Senate and Student Access and Success Committee, publishes an annual events calendar each fall and spring. The calendar is available on the BFCC website and updated as needed. Students and stakeholders are notified of changes via email and social media. [See BFCC Webpage]



## Appendices

Appendix A - BFCC Incident Report

Appendix B - Student Senate Constitution & Bylaws

Appendix C - Student Complaint Form

Appendix D - Student Corrective Action Form

Appendix E - Student Handbook Acknowledgement Form

Appendix F - Student Success Plan

Appendix G - Instructor Course Evaluation Form

Appendix H - Academic Referral Process

Appendix I - Hazing

# Appendix A

## Incident Report

Excerpt from google docs

# BLACKFEET

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## COMMUNITY COLLEGE

**FORMAL INCIDENT REPORT TO BE USED BY BFCC STAFF, FACULTY & STUDENTS.**

An incident report is a formal document used to record the details of unexpected events. Its purpose is to provide an accurate and comprehensive account that can be used for various purposes, including safety analysis and regulatory compliance. This completed form will be automatically sent to the BFCC Chief Security Officer for annual reporting.

All information will be treated with confidentiality; names will remain anonymous. If a follow-up investigation is deemed necessary, you will be notified.

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

*\* Indicates required question*

Email \*

Record my email address as @bfcc.edu as the email to be included with my response

Date of Incident \*

Date

mm/dd/yyyy



<https://forms.gle/WhyLdeIH6DymXGzg6>

# Appendix B

## Blackfeet Community College – Student Senate Constitution & Bylaws

### **Preamble**

We, the students of Blackfeet Community College (BFCC), hereby establish the Student Senate to ensure recognition of our civil, academic, and cultural rights, and to foster an inclusive, student-led organizational structure grounded in Blackfeet values with a bipartisan viewpoint.

The Student Senate serves as the official voice of the student body and promotes active participation in shared governance. Through collaboration with college administration, faculty, and staff, the Student Senate plays a key role in shaping policies, programs, facility use/function, and initiatives that impact students. It provides a formal channel for students to voice concerns, offer feedback, and contribute to the continuous improvement of the college.

The Student Senate supports student leadership, academic excellence, cultural identity, and personal development. It advocates for student-centered policies, promotes inclusive extracurricular activities, and encourages respectful dialogue, civic engagement, and community service.

This constitution reflects our belief that self-expression and shared responsibility are foundational to education, leadership, and tribal nation-building. We commit to upholding these principles as partners in fulfilling BFCC's mission.

### **Article I: Membership and Elections**

#### **Section 1 – Eligibility**

To run for office, officers must be currently enrolled students with a minimum cumulative GPA of 2.5. If an officer's GPA drops below the required minimum (falls below good standing), they will be advised to either resign or take immediate action to regain eligibility.

## Section 2 – Election Schedule

Student Senate elections shall occur annually during the first full week of the Fall semester. Vacant positions may be filled during the Spring semester through special election or appointment with Senate and administrative approval.

### **Article II: Senate Officer Positions & Duties**

#### President

- Presides over Senate meetings and sets meeting agendas.
- Serves as the primary student representative to the BFCC administration and Board of Trustees, at monthly regular meetings during the fall/spring semesters and at public events.
- Facilitates Senate planning, strategic goals, and shared governance involvement.

#### Vice President

- Assumes the President's duties in their absence.
- Coordinates the work of Senate committees and student clubs.
- Ensures effective communication among student organizations and between students and the Senate.

#### Secretary

- Records and distributes meeting minutes.
- Maintains records, takes attendance, including correspondence, committee reports, and Senate actions.
- Assists with organizing elections, communications, and event logistics.

#### Treasurer

- Maintains financial records of all Senate activities and budgets.
  - Prepares financial reports and ensures responsible use of student activity funds.
- Coordinates with BFCC's Finance Office regarding disbursements and compliance.

## Student Representative

- Represents the general student body and ensures diverse viewpoints are heard.
- Gathers student input, shares concerns, and promotes Senate activities.
- Supports Senate-led projects and events.

## Article III: Qualifications & Term Limits

- All officers must maintain a minimum cumulative GPA of 2.5 and be in good disciplinary standing throughout their term.
- Officers are elected to serve a one-year term, renewable by reelection for up to two consecutive terms.
- No student may hold more than one Senate office at a time.

## Article IV: Removal or Vacancy Procedures

Section 1 – Grounds for Removal. An officer may be removed for:

- Failure to fulfill assigned duties
- Breach of the Code of Ethics
- Failure to maintain academic or conduct eligibility
- Missing three consecutive meetings without a valid excuse

Section 2 – Process for Removal

- A written petition must be submitted by at least four Senate members or the student body.
- A written petition must be submitted by one registered student and signed by at least 100 registered students.
- A hearing will be held by the Senate, with the Student Service Director and other parties, to impartially review the case for removal.
- A majority vote by the Senate is required for removal.

Section 3 – Vacancy

- Vacant positions may be filled by the previous runner-up of the fall election or by a special election.

## Article V: Code of Ethics

All Student Senate members pledge to:

- Represent the student body with integrity, fairness, and respect
- Maintain confidentiality and professionalism in all deliberations
- Avoid conflicts of interest and disclose any potential bias
- Refrain from harassment, discrimination, or behavior that undermines trust
- Support the vision, mission, core themes, and core values of BFCC
- Uphold tribal cultural teachings, community well-being, and student success

Violations of this code will result in corrective action, including suspension or removal from office as outlined in Article IV.

# Appendix C

## Blackfeet Community College – Student Complaint Form

### BFCC Incident Report Form

**Confidential:** *This report is submitted to the Student Services Director.*

Student Information

Full Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study:

\_\_\_\_\_

Date of Submission: \_\_\_\_\_

#### Step 1: Informal Resolution Attempt

Before submitting a formal complaint, students are encouraged to resolve the matter informally by respectfully communicating with the person(s) involved.

**Have you attempted to resolve this issue informally?**

Yes

No (If no, please explain why below.)

**Name(s) of person(s) you spoke with:**

\_\_\_\_\_

**Date(s) of communication attempts:**

\_\_\_\_\_

**Summary of informal resolution attempt:**

\_\_\_\_\_

#### Step 2: Formal Complaint Details

If the issue was unresolved after informal steps, or if informal resolution was not attempted, please describe your concern clearly. Include specific dates, individuals involved, and any other relevant facts.

**Describe your concern or complaint:**

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(Attach additional pages if needed.)

**What outcome or resolution are you seeking?**

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### **Attachments**

Please list any documents you are submitting with this form (e.g., email correspondence, screenshots, notes)

### **Student Attestation and Signature**

By signing below, I attest that the information provided is true and accurate to the best of my knowledge. I understand that this complaint will be reviewed by the Student Services Director and may be shared with relevant parties for resolution purposes.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Services Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Appendix D

## Blackfeet Community College – Student Corrective Action Form

*To be completed by the Designated Official (Student Services Director or Vice President)*

### Section 1: Student Information

Full Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Report: \_\_\_\_\_

### Section 2: Incident Details

Date of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Reported By (if different from Designated Official):

\_\_\_\_\_

Describe the incident or conduct issue, including all known facts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses?  Yes  No

If yes, list names:

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Attach any relevant documentation (e.g., written statements, screenshots, academic records, emails).

### Section 3: Steps of Corrective Action Issued

Verbal Warning (*Informal notice; documented conversation.*)

Date given: \_\_\_\_\_ Given by: \_\_\_\_\_

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Written Warning (*Formal notice with expectations for improvement.*)

Date issued: \_\_\_\_\_ Attached to this form:  Yes

Probation (*Misconduct must improve by end of semester; review period.*)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Conditions of probation: \_\_\_\_\_

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Suspension (*Temporary removal from campus; max 30 days; President's approval required.*)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date Approved by President: \_\_\_\_\_

Notification and appeal instructions provided to student:

Yes Date: \_\_\_\_\_

Expulsion (*Permanent dismissal from BFCC; requires written notice and Board appeal option.*)

Date of Expulsion Decision: \_\_\_\_\_ Was the student dismissed?

Yes

Student provided written notice:  Yes

Appeal rights explained:  Yes

### Section 4: Student Response

Student was informed of the concern and given the opportunity to respond.

Student provided a written or verbal response. (*Attach if available.*)

Student's response summary (optional or attached):

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### Section 5: Supports and Accommodations

Student was referred to campus resources or supports.

Please check any that apply:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Academic Advising | <input type="checkbox"/> Counseling    | <input type="checkbox"/> Disability Services |
| <input type="checkbox"/> Tutoring          | <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Title IX/EEO        |

Accommodations provided to ensure continued learning:

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### Section 6: Signatures

Designated Official:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (if available for signature):

I acknowledge that I have been informed of the corrective action and understand the steps outlined above.

I accept responsibility  I contest the decision  I intend to appeal

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appeal Information

Suspension: Appeals may be submitted in writing to the President within 5 calendar days.

Submit Form and Documentation to:  
Blackfeet Community College  
Re: President Appeal  
P.O. Box 819  
Browning, MT 59417

- Expulsion: Appeals may be submitted in writing to the Board of Trustees within 5 calendar days of the expulsion notice. The Board will issue a final decision within 30 calendar days.

Mail or Submit Form and Documentation to:  
Blackfeet Community College  
Re: Board of Trustees Appeal  
P.O. Box 819  
Browning, MT 59417

# Appendix E

## Hazing Report Form

This form is for reporting all incidents of suspected or known hazing. Your report is a critical step in maintaining a safe and respectful campus community. All reports are taken seriously and will be reviewed promptly.

### Please Note:

- **For Emergencies Only:** If you or someone else is in immediate danger, please stop and call 911 or 406-338-4000 immediately. Do not use this form for emergencies.
- **Anonymity:** You have the option to report anonymously. Please be aware that providing your contact information can help with a more thorough investigation, as it allows our team to follow up with you.
- **Confidentiality:** Your identity and the information you provide will be kept confidential to the greatest extent possible, and we will not share your name with the organization or individuals involved.
- **Protection from Retaliation:** The college strictly prohibits any form of retaliation against individuals who report hazing.

### Part 1: Your Information (Optional)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

Are you the person who experienced the hazing?

Yes

No (If no, please provide the name of the person who experienced it, if known: \_\_\_\_\_)

### Part 2: Incident Details

Date of Incident: (Approximate date is okay if exact date is unknown) \_\_\_\_\_

Time of Incident: (Approximate time is okay) \_\_\_\_\_

Location of Incident: \_\_\_\_\_

**Part 3: Individuals and Groups Involved**

Name of Organization/Group/Club: (e.g., "Piikani Club, AIBL, AISES, etc.")

Names of individuals involved (if known): (Please include titles if applicable, e.g., "Jane Smith, Science President")

Names of witnesses (if known):

**Part 4: Description of the Incident**

Please describe the hazing incident in detail. Include as much information as possible to assist with the investigation. This may include:

- What happened? \_\_\_\_\_
- Who was involved? \_\_\_\_\_
- What were the specific actions or behaviors? \_\_\_\_\_

- Was anyone injured or harmed? \_\_\_\_\_
- Why do you believe this was hazing? \_\_\_\_\_

**Part 5: Supporting Evidence (Optional)**

Do you have any supporting evidence? (e.g., photos, videos, text messages, emails)

- Yes
- No

If yes, please describe the evidence:

Would you be willing to share this evidence with our investigators?

Yes

No

### **Part 6: Submitting the Report**

You can submit this report to the Student Services Director, or any CSA, or Campus Security.

After you submit this form, here is what you can expect:

1. Your report will be reviewed by the Student Services Director.
2. An investigation will be initiated based on the information provided.
3. We will follow up with you if you provided contact information and if it is necessary for the investigation.

Thank you for your courage in reporting this incident. Your action helps us ensure a safer community for all students.

# Appendix F

## Student Success Plan

### **Student Success Mission**

Blackfeet Community College is committed to supporting achievement by providing a welcoming, culturally grounded, and student centered learning environment. The Student Services Department strives to empower students to reach their academic, personal, and career goals through holistic support services, meaningful engagement, and connections to campus and community resources.

### **Student Success Expectations**

Student Success is a shared responsibility between the College and the student. Student are encouraged to take an active role in their educational journey by:

- Attending all classes regularly and arriving on time.
- Communicating with instructors, advisors, and support staff regarding academic progress or concerns.
- Completing coursework and assignments on time.
- Maintaining satisfactory academic progress and meeting program requirements.
- Utilizing available campus resources, including tutoring, advising, financial aid, and student support services.
- Participating in orientation, workshops, cultural activities, and student engagement opportunities.
- Monitoring their college email and student account regularly for important announcements, deadlines, and communications.
- Developing education, career, and personal goals with assistance from advisors and Student Services Staff.

### **BFCC Student Success Support Services**

The Student Services Department provides a variety of services designed to remove barriers and promote student persistence, retention, and completion, including:

- Academic Support
- Student Success planning.
- Tutoring and study support
- Assistance with education and career goal development.
- Referrals to academic and community resources.
- Student Engagement and Leadership
- New Student Orientation.
- Student Senate and leadership opportunities.

- Student Clubs and organizations.
- Cultural activities, language opportunities, and community events.
- AIHEC student activities and competitions.
- Basic Needs and Emergency Support

BFCC recognizes that personal and financial challenges can impact student success. Depending on available resources and eligibility requirement, student may have access to:

- Food Pantry
- Emergency assistance resources.
- Transportation assistance, such as transit passes.
- Referrals to community services.
- Accessibility and Student Advocacy

Students with disabilities or documented accommodations are encouraged to work with the Student Services Department to ensure equal access to educational opportunities and reasonable accommodations.

### **Student Services Commitment**

BFCC is dedicated to creating an environment where every student is respected, supported, and encouraged to succeed. Through collaboration among students, faculty, staff, families, and community, students are empowered to build knowledge, strengthen cultural identity, achieve their goals, and contribute to their communities.

Students are encouraged to seek assistance early. Asking for help is an assignment of commitment to success, and BFCC staff are here to provide guidance and support throughout each student's educational journey.

# Appendix G

## Blackfeet Community College – Instructor Course Evaluation Form

Excerpt Google Forms:

### **(Semester & Year) Course and Instructor Evaluation**

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**B** **I** U ↻ ✕

*Your feedback on this form is valuable to Blackfeet Community College and will be used to continue to improve our commitment of better services to our students.*

*Please do 1 evaluation for each course you have taken. A link at the end will help you to progress to a refreshed page so you can complete the next course evaluation if this applies to you. Your email will be collected for completion ratio and will not be shared outside of the Academic Affairs.*

*If you have any questions or need assistance or prefer to use a paper copy, please contact the Administrative Assistant of your Division of Study. Chose from the list to email your request.*

*[Liberal Studies: Holli Galbreath-Henkel](#)*

*[Human Services: Ilona Vaile](#)*

*[Math/Science: Natalie Malaterre](#)*

*[Education: Charlee Wippert](#)*

*[Business: Rachel Wippert](#)*

*[Piikani Studies: Holli Galbreath-Henkel](#)*

*[Workforce Division: Yoletta Polk](#)*

*Thank you.*

# Appendix H

## Blackfeet Community College – Academic Referral Process

### Academic Referral Process

Blackfeet Community College is committed to support student success through early intervention and collaboration among students, faculty, advisors, and Student Services Staff. The Academic Referral Process is designed to identify students who may be experiencing academic, personal, financial, attendance, or other challenges that could impact their ability to succeed. The purpose of the Academic Referral Process is to provide students with timely support and connect them with appropriate campus and community resources before challenges become barriers to academic success.

### Reasons for an Academic Referral

A student may be referred for support due to concerns including, but not limited to:

- Excessive absences or poor attendance.
- Low grades or failing coursework.
- Missing assignments or lack of class participation.
- Difficulty adjusting to college expectations.
- Personal, family, financial, or transportation challenges.
- Concerns regarding time management, study skills, or academic preparedness.
- Behavioral concerns that impact academic performance or classroom engagement.

### Referral Process

#### 1. Faculty or Staff Referral

Faculty, staff, or advisors who identify a student in need of additional support may

submit an Academic Referral to the Student Services Department.

## 2. Student Outreach

A student services staff member will contact the student to discuss concerns, identify

barriers to success, and provide appropriate support and resources.

## 3. Student Success Plan

When appropriate, the student and student services staff may develop and individualizes

success plan that identifies goals, strategies, and available resources to improve academic

progress.

## 4. Connection to Resources

Students may be referred to services such as:

- Academic Advising.
- Tutoring or study support.
- Disability accommodations.
- Financial aid or financial wellness resources.
- Basic needs support, including the food pantry and emergency assistance resources.
- Mental health or community support services, when available.

## 5. Follow up and continued support:

Student Services Staff may follow up with the student throughout the semester to monitor

progress, encourage engagement, and adjust support strategies as needed.

# Appendix I

## Blackfeet Community College–Student Handbook Acknowledgement

By signing below, I confirm that I have received and reviewed the Blackfeet Community College (BFCC) Student Handbook. I understand it contains important information about student rights, responsibilities, conduct, academic standards, campus resources, and services.

I acknowledge that it is my responsibility to read, understand, and comply with the policies outlined in the handbook during my enrollment at BFCC. I understand that failure to do so may result in disciplinary action as outlined by college policy.

### Student Information & Acknowledgment

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major/Program of Study: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

Authorization:

Student Signature: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

Student Services Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed, this document will be maintained in the student's confidential file in the Student Services Director's Office and will remain valid for two (2) years from the date of the student's signature.