

BLACKFEET
COMMUNITY COLLEGE



STUDENT HANDBOOK

2018 - 2020

Blackfeet Community College
Student Handbook
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Student Services Contact Information	
Phone Number: 406-338-5421	Extension
Administrative Assistant	2267
Admissions Technician	2243
AES Director	2285
AES Administrative Assistant	2260
AES Retention Counselor	2262
AES Transfer Coordinator	2261
Disabilities Coordinator	2233
Financial Aid Director	2245
Financial Aid Specialist	2247
Registrar	2248
Registrar Technician	2244
Student Life Coordinator	2234
Student Services Counselor	2265



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.

The Blackfeet Community College Student Handbook is available in the Student Services Department upon request; it contains detailed information pertinent to students. It is the student's responsibility to become familiar with this handbook.

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.

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 mobile 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.

BCC Closures

For campus closures, please refer to the academic calendar in the current catalog. Unforeseen closures will be post on social media, student email, RAVE, and the local radio station.

Emergency Student Messages/Telephone Calls

If the student is in class, a staff member will attempt to deliver the message to the student in an emergency. Contact 406-338-5411, ext. 2201

RAVE Emergency Text Messaging

BCC has a text message alert system called Rave Mobile Safety, to receive emergency alerts. BCC will not send you junk texts. It is for emergencies on campus and snow days only. Sign up online or with the Information Technology (IT) staff, to receive these emergency alerts. Please keep your mobile number updated to continue receiving RAVE 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

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. Only for those students who are deemed "dependent" by the Dept. of Ed Guidelines

BCC Equipment Usage

All students must not use any BCC equipment including but not limited to, offices, copiers, phones, coffee pots, office computers, roasters, coolers, crockery, etc., unless specifically authorized.

Campus Parking

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. See Montana Laws governing parking policies. Illegal parking is subject to local and state laws.

Alcohol, Drugs and Gambling

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.

Note: Some activities are exempt from the gambling clause due to some recognized and practiced cultural activities.

Smoke Free Campus

"Smoke-Free Campus" prohibits smoking in all BCC buildings; smoking is prohibited within 25 feet of the building. See Tribal Ordinance 102-2005.

Fire Safety

All students must immediately evacuate during a fire alarm.

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, 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.

Office of Admissions

The department is located in the Beaver Painted Lodge and houses the Admissions Officer and Admissions Technician offices.

The Office of Admissions provides students with the necessary information and paperwork to become eligible for registration.

Admission Requirements

BCC has an open enrollment policy; without regard to race, color, sex, religion, nationality, national origin, veteran status, or disability. Age requirement is seventeen years of age, age 16 see admissions dual enrollment.

Prospective, new, and transfer students must complete a new application. Former students will complete a re-admissions application. All students must have a complete student file before enrolling in courses.

Admissions Application

Admissions application are available at the Admissions Office.

Admission Requirements

- ☐ A one-time admission fee of \$30.00 will apply to new and transfer students.
- ☐ Official, certified high school transcript from an accredited high school approved by the Department of Education with graduation date OR official copy of GED/Hi-Set
- ☐ Certified transcript(s) from other college(s) if a transfer student
- ☐ Declaration of Major
- ☐ Signed documentation of two doses of measles, mumps & rubella (MMR.) The Board of Directors and Administration support the Montana Immunization Law for students born after December 31, 1956.
- ☐ Certificate of Indian Blood (CIB), if enrolled in a federally recognized Indian Tribe

Special Admissions:

Letter of special of admissions required with BCC admissions application

1. Nursing
2. 2+2 Programs

Admissions for Dual-enrollment

For a student to be dual-enrolled, they must:

Meet the admission requirements

Must be at least 16 years of age

Must have signed agreement with the school system, approving enrollment at BCC for dual enrollment

Take pre-test if taking Math or English classes to show proficiency

Upon High School graduation, provide official High School transcription with graduation date

Acceptance

When a student is successfully admitted they may then register for courses. All students are required to apply for financial aid and explore other funding resources.

Advisors

Your assigned advisor will help you choose a program of study, design a two-year educational plan, and prepare you for the future goals which may include transferring to a four-year institution or employment.

Student Entrance Testing

All new, and transfer students with a 1.99 grade point average (GPA) or lower, are required to take an assessment test before enrolling. The college uses the results of the assessment test to determine the

student's academic skill level. Study skills and writing support are integrated into general core courses.

Student Orientation

Student Orientation is required for new, transfer, and former students returning after an absence of three years or more. Students are provided information on registration, advising, and other services available to them.

Student IDs Cards

Students are issued one card per academic year, and if the ID is lost or stolen, the replacement fee is \$5.00. The student ID cards are used for bookstore, library, and financial services, and to attend various campus events and activities.

Disclaimer

These policies and procedures are subject to change without notice in accordance with updates from the Federal government and the Blackfeet Community College Admission's Office. The policies and procedures for this office are located in the admissions office.

Contact Information Admissions Assistant ext. 2243

Academic Enrichment Services/TRIO

Academic Enrichment Services (AES)/TRiO Student Support Services: AES, also known as Student Support Services is a Federal TRiO program funded by the United States Department of Education, designed to improve student retention and success through direct services to those students that meet the program guidelines.

Over the years, the TRiO Programs have expanded and improved to provide a wider range of services and to reach more students who need assistance in these areas: Academic Advising, Career Guidance, Transfer Preparations, Book Ordering, Financial Aid/Scholarships, Graduation Assistance, Campus Visits and Assessment Testing.

We are on a mission to help you realize your full potential and reach your goals. As a TRiO student you will have the opportunity to utilize specialized services that are not available to the general student population. Our staff is a team of dedicated professionals who are driven to make a difference in the lives of our students. We have the resources and the expertise --the rest is up to you.

The AES Program is funded to serve 170 students per year. Students must apply to be a participant of the program and qualify for eligibility under one of the following:

First Generation: An individual whose parents did not receive a bachelor's degree.

Low Income: An individual whose family taxable income does not exceed 150 percent of the poverty level in the project.

Disabled: A person who, because of a disability, needs specifically designed instructional materials or programs, modified physical facilities, or related services in order to participate fully in the experience and opportunities offered by post-secondary education institutions.

Veteran: an individual who has served or is serving in the armed forces.

AES Learning Center

Our program is funded by the United States Department of Education. Our Primary objective of Academic Enrichment Services is to serve students who are Low Income, First Generation and Individuals with Disabilities.

We have a Learning Center which provides free tutoring to individual and groups in Math, English, Reading, Natural & Social Sciences and Study Skills. Professional and Peer tutors are available during the academic year Monday- Friday 8:00am-4:30 pm. The learning Center has computers that are internet accessible that can be used for research, homework, applying for scholarships, filling out FAFSA applications and checking E-mails.

We believe your success as a student is dependent on your overall well-being. We are committed to supporting your academic, physical, financial and social needs. We will focus on assisting you during the academic year in tutoring, counseling, and transferring to a 4-year institute.

Disclaimer

AES has the right to change its policies and procedures at any time during the period this publication is in effect. Policy and procedures can be found in the AES office.

Contact Information AES Director ext. 2285
 Administrative Assistant ext. 2261
 Student Support Specialist ext. 2262
 Academic Support Specialist ext. 2260
 Learning Center Coordinator ext. 2242

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 records in compliance with FERPA regulations.

Academic Year

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

Administrative Withdrawal

The Provost 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 through BCC's email system. The Academic Affairs Office will mail notification to the student's address on record.

Admission Categories

To seek admission to Blackfeet Community College, student's will be admitted by the following categories:

- High School Student/Dual Enrolled:

Dual-enrolled students are high school student who are in either 11th or 12th grade may apply to enroll for classes at BCC for the purpose of earning college credits prior to high school graduation. 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 (attending CEU, Workshops earning college credits): Non-degree seeking students must complete the admission procedures before registering at Blackfeet Community College. Students enrolled in courses at Blackfeet Community College 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.

Class 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 absence(s).

Students that have not attended class by the end of the third week of classes may be withdrawn from the course by the instructor.

Students may withdraw/drop from a course until the end of the third week and not receive a grade. Students who withdraw/drop from a course after the third week will receive a "W" at any time until the designated withdraw date for the semester.

It is the student's responsibility to adhere to the college's drop/add procedure to withdraw from 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
- Three quarter time students: registered for 9 credits per semester
- Half-time students: registered for 6 credits of study per semester
- Part-time students: registered for fewer than 1-5 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 have never attended college/university
- Continuing students are those who were enrolled at Blackfeet Community College during the previous semester
- 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

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 the 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 Provost for written approval. The approval process is based on current and cumulative GPA and credits attempted/completed. The maximum number of credit hours allowed per student per semester is 21.

Course numbering are numbered by the following system:

100-199 either freshman or sophomore students may take Introductory or general courses (some may transfer to higher educational institutions).

200-299 Sophomore level courses may require prerequisite courses 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 transferred to higher educational institutions).

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.

Drop/Add

Courses may be added or dropped after registration within the time period allowed. See academic calendar for specific dates. A drop/add form is available at Student Services and the form must be completed and returned to the Registrar's Office for processing. 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, which may affect the student's 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. Students who wish to complete a release of information form which authorizes another individual to act on their behalf must see the Registrar's Office for the form. This form is in effect for one academic year.

Grade challenge

Once a grade has been reported by the instructor 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. Grades of D, F, I, W and AU may affect a student's funding please see financial aid for further information.

Grade Point Chart

Grade	Quality of Work	Grade Point
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

Graduation and Commencement Requirements

Graduation applications are initiated with the student and their advisor, once completed they are then submitted to the Registrar. See the academic calendar for deadlines. After the Registrar reviews the graduation application, students who will be graduating are notified of further procedures for commencement.

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 courses required by the program of study and the general core requirements.

All degree or certificate courses required must be met.

- ✓ A minimum of 30 credit hours must be earned at Blackfeet Community College
- ✓ All substitutions/waivers forms must be attached to the graduation application, with all required signatures

The deadline for submitting a graduation application for the Fall Semester is September 14th and spring is February 4th.

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 the commencement exercise.

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/division chair for an "Incomplete." The student must have at least 80% of the course work completed and be able to complete the remaining requirements within one academic semester. An alternate grade will be listed on the form equivalent to the student's grade status at the time the incomplete takes effect. If the student fails to complete the requirements within the time allotted, he/she will be given the alternative grade listed.

The instructor must check with the Registrar regarding grade changes, etc. if the student earns a grade higher than the alternative grade the instructor will be required to process a grade change form. 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 Registrar's Office. Students requesting an independent study course must be enrolled in their second year and maintain a 3.0 GPA.

The student and instructor will meet and complete the Independent Study form and submit it to the Registrar's Office with their completed Registration form. The instructor must work with the Provost to have this class entered into the Jenzabar system for registration.

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 Jenzabar system.

Registration Procedures

Step 1: Admissions: All students must start with Admissions. New students will need to bring in all required paperwork as stipulated on the Admissions application and pick up the registration form. Returning students must update their information.

Step 2: Students see IT Department personnel to sign up for their student email, log in information and register for RAVE, the early alert system.

Step 3: Students need to pick up their student identification cards. Assessments.

Step 4: Returning students go to Student Accounts where they will pick up the registration form. New students go to Orientation and

Step 5: See your assigned advisor, students will be assigned an advisor in admissions. Students are responsible for completing an education plan, and for bringing a copy to the financial aid office.

Step 6: Proceed to the Registrar's Office, bring completed registration form and student survey, (incomplete registration forms will not be accepted) this data will be entered into the Jenzabar database. The Registrar keeps the white copy of the registration form. This is a legal and binding contract between the student and BCC.

Step 7: Financial Aid Office where student will drop off the yellow copy of the signed registration form, along with their educational planner and their student data form.

Step 8: Student Accounts is the next stop to drop off pink registration form. If students are purchasing a meal plan, they will process it with Students Accounts.

Step 9: Bookstore, students can pick up textbooks, present printed copy of class schedule

Step 10: Students must complete Everfi. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

Repeating a Course

A student may repeat a course. The grade registered on the transcript will be the highest grade received for the course. Students do not receive PELL Grant funding for a repeated course.

Semester

A Semester is a fifteen-week period of study, Fall Semester, Spring Semester & Summer Semester

Syllabus

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

Transcript

A transcript is a complete academic record of a student's work. The official BCC transcript bears the signature of the Registrar and the seal of Blackfeet Community College. Transcripts will not be released until all college admissions and financial aid obligation have been met. BCC transcripts may

be withheld from any student who owes tuition and fees to BCC.

Student will go to the business office and pay for their unofficial and/or official transcript the business office will have the student complete a Request for Transcript form, once the form is completed, the student will bring the form to the Registrar's office for processing. Transcripts are processed at 1:30 pm daily and are available for pick up after 2:30 pm. Students will sign the Request for Transcript form as the person picking up the transcript.

Transcript Fees

Unofficial: \$2.00

Official: \$5.00

Macro Fax Fee: \$10.00

If a student authorizes someone other than themselves to pick up the transcript they need to leave a handwritten letter authorizing whomever will pick up the transcript. The transcript will be placed in an envelope and a seal placed on it and given to the authorized individual. This individual will sign the Request for Transcript form as the person receiving the transcript.

Students have the option to request the Registrar's office to mail their transcript. If the student wants the transcript mailed, they must indicate that on the Request for Transcript form, by completing the mail to section

Transfer credits

Credits are transferable to other institutions of higher education, depending on the institution's transfer policy. Transfer evaluation occurs with the Registrar's Office and the Division Chair/Advisor of the program of study.

Please note the following:

- ✓ 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 and 30 credits if 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 Blackfeet Community College

Students who are transferring from another college to Blackfeet Community College must have all official transcripts of previous college's they have attended be sent to the Admission's Office. These credits will be evaluated by the Registrar and Department Chair of the program that the student is enrolled in.

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 in 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.

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 the transfer information and/or contact the admissions office of the institution to which student plans to transfer for specific guidelines.

Veterans Educational Benefits

Students may be eligible to receive benefits under the Veterans Educational Assistance Programs. Applications for veteran's educational benefits should be initiated with the Registrar's Office. Veterans should be prepared to provide certified copies of Form DD-214, marriage and children's birth certificates, and some personal history.

Withdrawals: There are four (4) types of withdrawals:

1. **Withdrawal from course:**
 - a. 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.
2. **Total Withdrawal:**
 - a. Students may withdraw from BCC by completing the Total Withdraw form that can be obtained at Student Services. After the end of the thirteenth
 - b. (13) week of classes, students are not allowed to withdraw from school.
 - c. After the 13th week of classes, a student must submit an Extenuating Circumstances Form. A decision will be made within 2 business days and the student will be notified of that decision.
 - d. Extenuating circumstance claims will be considered where your performance has been impaired and the circumstances are beyond your control. Where you could not predict what would happen, or which has seriously affected your ability to study or complete your school work.
 - e. Such circumstances include accidents, severe illness, death, self-hospitalization, severe illness of life partner, family bereavement, diagnosed mental health problems, or other events of comparable circumstance.
3. **Instructor Withdrawal:**
 - a. Instructors may withdraw a student from their course after the student has missed a predetermined amount of class time.

4. Administrative Withdrawal:

- a. Students may be withdrawn for extenuating circumstances. These withdrawals are approved by the Provost.

Note: For those students receiving financial aid, their financial aid funding may be affected by these withdrawals.

Disclaimer

The Registrar has the right to change its policies and procedures at any time during the period this publication is in effect. Policy and procedures can be found in the registrar's office.

Contact Information Registrar, ext. 2244
 Registrar Technician, ext. 2248

Office of Financial Aid

The office of financial aid office is open Monday through Friday, 8:30 a.m. through 4:00 p.m. Mountain Standard time, excluding College holidays. We are 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 educational goals without such help.

Financial aid consists of federal, state, scholarship donors and local monetary assistance to eligible students through the Office of Financial Aid in the form of grants, federal work-study, and scholarship aid, which will help pay the cost of attending college.

With the ever changing Title IV financial regulations, BCC an accredited college, keep the administration of the Title IV programs in compliance with the Department of Education our financial aid policy and procedures are updated. Details regarding policy and procedures can be found in the financial aid and federal regulations manual.

Application Procedure

All applicants for financial assistance must file the Free Application for Federal Aid (FAFSA) available online at www.fafsa.gov. The application procedures and eligibility criteria are subject to change in accordance with the Department of Education without notice. Students who will be applying for financial aid Pell Grant are urged to complete the FAFSA application by March 1 of each year. 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. Failure will result in a late disbursement.

FAFSA applications will be processed and disbursed in the same order they are received. Each student must complete a required institutional financial aid student data form and educational planner regardless if they receive a Pell Grant, these forms will be given out at the time of registration.

The educational planner must be filled out with the academic advisor, signed by both and submitted. A student data form to the financial aid office needs to be completed and submitted.

Appeals

The financial aid office will contact you if you are in an appeal situation. See the financial aid office for additional details, restrictions and requirements.

Appeal Decisions

Appeals are considered on a case by case basis. Not all appeals are approved. All approved appeals will come with restrictions and requirements before any disbursement will be made to the student. Appeals that are denied, a letter will be mailed to the student outlining the details of the denial.

Appeal Types

1. Satisfactory Academic Progress Suspension
 - a. Only 1 (one) SAP appeal is allowed during your academic career at BCC.
2. Over the Credit to Graduate
 - a. Only 1 (one) OC appeal is allowed during your academic career at BCC.

Consumer Information

The Title IV regulations require a college to publish and distribute consumer information to the administration, faculty, staff and students at BCC in the catalog, policy and procedure manuals, student handbook, brochures, web, campus media outlets, social media, and other published formats. See BCC's substance abuse and alcohol policy, sexual harassment policy, annual security report, and other consumer information on our website or in print on campus.

Earned Financial Aid

Financial aid recipients "earn" the aid they receive by being enrolled in a Federally Pell Grant approved program of study. The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the grant aid awarded.

Financial Aid Suspension

Financial Aid Suspension happens when you are not meeting the satisfactory academic progress (SAP) a letter will be sent to the student outlining the suspension. Once you are on suspension, you will stay on suspension until you meet SAP requirements. You must pay for tuition and fees until you regain financial aid eligibility.

Financial Aid Warning

You are still eligible for Financial Aid if you are put on Academic Warning. A letter will be mailed out to the student and after receiving the notification and the student must stop in and visit with Financial Aid Office on what needs to be done to get off warning status.

Frequency & Means of Payment for Financial Aid

Financial Aid refunds will be disbursed by check from the Blackfeet Community College Business Office. Disbursement dates are determined by the business office, and financial aid is not responsible or is in control of closures, holidays or other extenuating circumstances that may interfere the dates or times of disbursement. Financial aid is responsible for awarding the Pell Grant, the SEOG, and college work study. All other funding is the responsibility of the donor, program or grant agency.

Student Attendance in Class

Faculty will report student's last date of attendance to the Financial Aid Office and Registrar's Office. This will verify student's attendance in class as required by regulations requiring proof that a student has attended or has stopped attending class, before any Title IV funds will be disbursed to the student.

Federal Educational Opportunities Grant (SEOG)

A SEOG is a campus based financial aid award designed to help the students meet the cost of their education. The amount of the award is based on need, academic progress, the availability of SEOG funds allocated to BCC, and the amount of other aid the student is receiving. It is for undergraduates only, and does not have to be paid back. A student must be eligible for the Federal Pell Grant in order to receive SEOG and must have filed before the FAFSA deadline.

Federal Work Study (FWS, CWS)

This financially sponsored program permits the granting of job opportunities to students eligible for federal financial assistance. Eligible students may work up to 15 hours per week on campus.

A student must be enrolled in a minimum of 12 credits in the current semester to be eligible for FWS. Students, who graduate, withdraw from classes, or drop below 12 credits are not eligible for a FWS position. FWS students must maintain good satisfactory academic progress. See the financial aid office for additional details regarding work study.

FERPA

Family Educational Rights and Privacy Act (FERPA) of 1974, governs the protection of students' privacy and compliance with FERPA laws and guidelines. The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records.

Students have the right to inspect and review their education records within 45 days of the request for access request an amendment of their education records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy, request that school officials not disclose personally identifiable information about them, or permit inspection of their records without written permission, unless such action is covered by certain exceptions permitted the FERPA.

Pell Grant

This is a grant entitlement program. A Federal Pell payment schedule/congressional methodology formula provided by the Department of Education is applied to all student applications. The financial aid staff is expected to administer all financial aid within the regulations that govern them and will adjust accordingly as determined by the student's eligibility.

Students who have been accepted for at least six credits or more and has declared a Pell eligible program of study (major), may apply for the Pell Grant using the online FAFSA. Pell is awarded on an academic year basis, so you must apply each year for the year you are planning on attending.

Pell provides a "floor" of financial aid to help defray the cost of a post-secondary education; no two students are alike in their award amounts, as it is based on their self-reported information. The student does this by applying for the FAFSA online. Once successfully submitted by the student, an Institutional Student Information Record (ISIR) is sent to the financial aid office for processing the Pell grant.

Approved Pell grant funding will only apply to those courses that are related to the student's declared major; to students in good academic standing; who do not owe a refund or repayment to the federal government, is not in default, has no withdrawals or has not been expelled, has not exceeded the credit cap at BCC or exceeded their Lifetime Eligibility Used (LEU) 600% of Pell grant awarded, or has previously earned a bachelor's degree.

Return of Title IV Funds (R2T4)

BCC is required to determine the percentage of Title IV aid "earned" by the student and will return the "unearned" portion to the appropriate federal aid programs. The R2T4 calculation is completed by the financial aid and student accounts offices and the student will be notified upon completion.

Satisfactory Academic Progress (SAP)

Students must maintain academic eligibility for student financial aid. This requires the student to be making Satisfactory Academic Progress (SAP). Federal law and regulations dictate that college policies measuring SAP must consider the grades earned by the student, with a minimum of 2.00 GPA (the GPA is based on the accumulative GPA, not the term GPA.)

Students must be earning two-thirds (67%) of credits attempted, and in particular, the student must be on track to graduate within the maximum timeframe for their declared degree program within 150% of their total program attempted credits (this may include all approved credits from all other institutions).

It is the responsibility of the financial aid office to adhere to the federal regulations governing the administration of federal grant aid, which dictates that no payment of funds be made unless it is determined that the student is maintaining satisfactory academic progress in their chosen course of study and in accordance with all standards set forth by the institution and federal student aid.

SAP is defined by the following three criteria:

- Meeting a minimum cumulative grade point average requirement (GPA).
- Earning a minimum number of units for credit per semester (Pace of Progression).
- Completing the degree objective within a maximum number of semesters enrolled and a maximum number of credits attempted (Maximum Time-Frame Allowance).

Students who do not meet one or more of the above criteria will be considered SAP ineligible for financial aid or will be placed in a financial aid SAP Warning or suspension, see the financial aid office if you have questions regarding this federal policy.

Scholarships

Outside funding in the form of scholarships, internships, or other financial assistance are at the discretion of the donor. Examples of outside funding are the Blackfeet Higher Education Program, American Indian College Fund, Cobell Scholarship, Veterans, Vocational Rehab, Tribal, community and campus programs. See these programs and other programs like this for their requirements or applications.

Scholarships funds are sent to the college from a third party and are paid on a semester basis, directly to the student's account for their college expenses. Questions regarding the balance owed should be addressed to the business office. The financial aid office is not responsible for enrollment cancellations or late fees resulting from outstanding balances. Please view the business office web site regarding refund options.

Students are required to enroll for a minimum of 12 credit hours each semester in order to receive scholarship funds and must have a minimum of a 2.0 GPA, unless otherwise stated in the donor requirements of the award.

Student Loans

Blackfeet Community College does not participate in any of the Federal Loan Programs at this point in time. Therefore, the college does not provide any student loans to incoming students. But the financial aid office does give out loan deferment forms if identified by the ISIR or self-identified by the student if they have a student loan, and only when a student officially registers at BCC. Once the deferment form is completed by the student and certified by the registrar's office, it is entered into the student's enrollment data through the National Student Loan Database.

Suspected Fraud

When reviewing required documents and income information, if a financial aid staff member discovers a major discrepancy in the students reported data, the student will be given every opportunity to clear up the discrepancy by correcting the discrepancy online at www.fafsa.gov or on the SAR then mailing it in or bring it into the financial aid office. The Director will inform the student of the action taken.

Failure to correct the discrepancy will lead to notifying the Office of Inspector General (OIG) in Denver and the student's file will be placed on final review, stopping all disbursements until the errors are corrected. If the student and or their parent give false or misleading information, the student and/or their parent may be fined up to \$25,000.00, sent to prison or both. Until clarification is reached, no disbursement of awards will be issued to the student.

Title IV Aid

The Financial Aid office is responsible for Title IV Aid which includes the Pell Grant, FSEOG and the FWS program. All other funding is the responsibility of the donor, program or grant. PELL, FSEOG, FWS, are the only Title IV funding the College offers at this time.

PELL is awarded based on a student's financial needs. SEOG is an incentive to apply before the FAFSA deadline which is March 1 of every year. FWS (CWS) is a campus based work program for students who meet certain requirements. See financial aid for application.

Verification of Student Aid Report (SAR)

Verification is determined by the Department of Education. In addition, the financial aid office may at their discretion, ask that 100% of the student population be verified. The SAR and the ISIR is marked with an asterisk (*) next to the EFC (Estimated Family Contribution), which gives the financial aid office notice that verification is required.

Students must comply with the Department of Education verification requirements. To comply with verification, the student must complete all the required forms, which can be found in the financial aid office or online. Required forms must be submitted before any disbursements are made to the student.

Financial Aid will verify the documents the student has submitted and the information reported on the SAR. If the verification is completed and received within the tolerance allowed by the Department of Education, BCC will award the proper Federal Pell amount to the student.

Work Waiver

Students will be eligible to apply for (tuition only) work waivers if ineligible for any Title IV financial aid or any other type of aid is not available. The student must apply for the work waiver in the student accounts office. This waiver does not include other fees or textbooks.

The waiver is approved on a semester-to-semester basis and is not to be used in conjunction with other tuition waivers. The student must reapply for a tuition work waiver for each semester they plan on attending with the financial aid office.

Other tuition waivers are available to the student see student accounts for additional waivers and their requirements.

Disclaimer

This information is accurate at the time of publication but is subject to change without notice in accordance with the Department of Education. 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.

Contact Information Financial Aid Director ext. 2245
 Financial Aid Specialist ext. 2246

Business Office for Student Accounts

The Business Office for Student Accounts (BOSA) is responsible for accurate assessment of charges to students' accounts, timely issuance of billing statements, and processing of payments to Blackfeet Community College for charges assessed to students' accounts, and for refunding overpayment of students' accounts in accordance with Blackfeet Community College Policy and federal law.

The BOSA is open Monday through Friday, 8:30 a.m. through 4:00 p.m., Mountain Standard time, excluding College holidays. Students and individuals authorized by students to access student account information may contact the BOSA by phone at (406) 338-5441, Ext. 2229 or by email fernsf@bfcc.edu and can expect a response within 24 hours. All physical correspondence, including paper payments, should be mailed to:

Blackfeet Community College
Attn: Student Accounts 504 SE Boundary Street
PO Box 819
Browning, MT 59417

Responsibility of Students

By the act of registration, class attendance, or participation in other activities associated with enrollment at Blackfeet Community College, the student accepts financial responsibility for charges assessed to his/her student account. Charges include those for tuition, mandatory fees, library fines, bookstore charges, and other fees noted in the current college catalog. This financial responsibility is not relieved until payment has been made for any and all charges incurred.

Billing and Due-Dates

Blackfeet Community College sends out statements on a yearly basis (after June 30). In addition, students can view their bill online by going to <https://my.bfcc.edu/ics> and logging in with their current username and password. Students can also request their bill be mailed or emailed to them.

In general, bills will be issued for active students with debit balances on a semester basis. At the beginning of fall and spring semesters, additional bills may be issued to ensure that students are kept fully apprised of changes to their accounts. Unofficial billing calendars, listing anticipated billing dates, will be posted online.

The College does not have a set due-date policy on students because of their low-income economic status. Usually, most of the students receive scholarships that pay for all or part of their bill. Those that do not receive scholarships or are ineligible must make arrangements with the Business Office for Student Accounts to set up a payment plan.

Financial Penalties

Service Charges and Non-Payment of Fees

Currently the College does not have service charges or non-payment of fees at this time.

Third Party Billing

The Business Office for Student Accounts offers billing and payment services, invoiced directly to third-party sponsors (such as the US Federal Government, private companies, and so on) for the educational costs of Blackfeet Community College, at no cost to the student. Third-party sponsors include the Vocational Rehab, Veteran's Admin, Rural Employment Opportunities, to name a few.

In order to meet the requirements of FERPA, and to ensure that bills are issued only for eligible students, official documentation endorsed by the sponsors detailing the third party's obligation to the student must be submitted to the BOSA. Any such authorizing document must contain the following (authorizations which fail to meet any of these requirements may be deemed insufficient):

- Student name
- Blackfeet Community College ID number (SID)
- Name, physical address, and email address of the sponsor
- Academic terms covered
- Types of charges covered (i.e., tuition, fees, books, etc.)
- Expected dollar amount of coverage
- Any special invoicing requirements of the sponsor

Examples of acceptable documentation include the Montana Vocational Rehabilitation Programs, DPHHS form VR-1; or any award letter on official letterhead containing the above items.

In order to ensure prompt processing, authorizations should be sent via email as .PDF attachments to fernsf@bfcc.edu. In the event that the student does not have access to an electronic copy of the document in question, and does not have access to a scanner, authorizations can be faxed to (406) 338-3272 or mailed to our office.

The BOSA reserves the right to refuse to invoice any third- party, to refuse to grant temporary credit for anticipated payments, or to reverse credit granted for anticipated payments never submitted by the sponsor.

When possible, invoices will be sent to the sponsoring entity within 72 hours of receipt of the

authorization. In the event that the authorization is sent prior to the registration period for a given term, and the student has not pre-registered for courses, invoices will be sent following the end of the add/drop period. During the summer terms, invoices will be sent following the receipt of authorization of the assessment of charges.

Blackfeet Community College expects sponsors to process invoices and submit payment upon the issuance of an official invoice. If a sponsor refuses to remit payment, then it falls on the student responsibility for repayment of their bill.

Any student sponsored by an agency that intends to remit payment directly to the student (as opposed to paying Blackfeet Community College directly) must make arrangements to settle his or her balance with the Student Accounts.

Late Fees

No late fees will be charged.

Financial Holds

Any student with an outstanding account balance will not be able to obtain an official transcript. Financial holds prevent the generation of official transcripts, and the issuance of diplomas and certificates. Students whose balance rise over \$500 will need to make arrangements with the Student Accounts Specialist regarding a payment plan.

Note: Students with an exceptionally high balance will need to get the Vice-President of Finance's approval. Otherwise, the student cannot register for classes unless they make a payment plan with the Student Accounts Specialist and make payments on a regular basis (depending on the amount, it can be up to 3 years).

Financial holds are not released until the past-due debt is paid in full. If it is determined that a student has been making sufficient payment progress, then the financial hold may be lifted. Although the College does have a Student Payment Plan, the generally excepted method is through that student's employer via payroll deduction. This can be done with the Federal Government and the Tribe.

Additionally, any student that has become inactive and for whom there remains an outstanding balance will have a hold placed on his or her account. Students will be declared inactive when one of the following occurs:

- The student fails to register for a term that he or she would otherwise be expected to register for as a part of his or her academic program
- The student has graduated from BCC and has not been admitted into another program
- The student withdraws from school during the current term for any reason
- The student takes a leave of absence

Refunds

The Business Office for Student Accounts requires a student's request in order for a refund to be generated; students may request a refund whenever total payments to their account exceed total charges. Negative values in the

"Current Due" field may not reflect a refundable balance, as this value can reflect memo items connected with payment arrangements (such as anticipated payments from third-party sponsors).

The BOSA will automatically issue refunds in two circumstances: when payments for a particular semester from Title IV sources exceed institutional charges (as required by federal law and regulations) and when the student has become inactive while retaining a credit balance, the action leading to the inactivity being deemed as creating a request for a refund.

PELL Payout

Will begin with the President's PELL, which is from the previous semester and it is based on that semester's GPA of 3.50 or higher. This happens by the 5th week after the 1st Day of Classes and approximately 2 weeks after the Last Day to Drop and Add a Class.

After the President's PELL is paid out, regular PELL payouts will be paid on every other Thursday until the end of the semester (this is subject to change).

All Scholarships (not PELL) will be paid on Fridays and ready for pick up at 1:00 p.m.

All Scholarships will be applied to a student's account before any refunds are processed. If the student's current bill is over the scholarship award, it will be applied in full and the student will not receive a refund. If a student has a previous, that bill will be paid after the current bill is taken care of. please see the Student Accounts Specialist for further information.

NOTE: Merit based awards such as the President's List (not to be confused with President's PELL) or Programs such as the NSF Alliance Minority Participation (AMPs), are not considered scholarships.

The BOSA reserves the right to hold or deny a refund request when there is the possibility that the charges on the student account were not properly assessed, or when payments are subject to adjustment.

If for any reason a refund request is not approved, an email will be sent to the student indicating the reason and the contact person with whom the student should discuss the matter. If, after further analysis, it is determined that the student is eligible for a refund, a new request must be submitted (and it can be in person, online, or by mail).

All refunds will be done in check form, as the College does not have an electronic payment process. All checks will be mailed (to student's current address) if not picked up on Friday.

If the paper check is not received in a reasonable amount of time, the student should contact the BOSA and request a stop payment of the missing check. When this has been accomplished, the student will need to verify the address on file, and again request the refund.

In compliance with FERPA, all refund payments are made directly to students. The only exceptions are in certain cases of payments submitted by third party sponsors or outside scholarship organizations, and rare extenuating circumstances as defined by Blackfeet Community College.

If a student receives a refund to which he or she was not entitled, any outstanding balance that may result must be paid back to the student account immediately.

Refunds will be disbursed by check, only from the Blackfeet Community College Business Office. Disbursement dates are determined by the business office, and the financial aid office is not responsible or is in control of closures, holidays or other extenuating circumstances that may interfere the dates or times of disbursement.

Delinquent Accounts

Debt to the College is immediately due at the time a student becomes inactive. The reason for the inactivity is immaterial, whether it be graduation or completion of an academic program withdrawal, an approved leave of absence, failure to register for the next semester in the student's academic program, or any other reason.

Students can make payment arrangements on their past due balances. The BOSA has forms for this.

- Students will be declared inactive when any of the following circumstances obtain:
- The student fails to register for a term that he or she would otherwise be expected to register for as part of their academic program.
- The student has graduated from Blackfeet Community College and has not been admitted into another program
- The student withdraws from school during the current term for any reason the Student takes a leave of absence

Payment Options

The BOSA accepts the following payment methods:

1. Paper Checks drawn from a US-based bank, and in US dollars
2. Student name and 5-digit BCC Student ID must appear on the check

Checks

- Checks should be mailed to the address listed on this website exactly as it appears
- Checks returned for any reason by be subject to a \$5 return check fee

Cash

- Never send cash through the mail
- Cash can be deposited with our cashier on campus between 8:30 a.m. 4:00 p.m. Monday – Friday

Credit Cards

- Major credit cards such as Visa, MasterCard, and American express are accepted
- Credit card payments can be made in person or by phone (email is not permitted)

Certified Checks/Money Orders

- Certified checks and money orders can be mailed or delivered in person to our office on campus
- BCC reserves the right to insist upon payment with a certified check

Financial Aid

- Estimated aid will be reflected on the bill as "memo" items
- Students must submit a completed (as determined by the Financial Aid Office) Financial Aid application
- All financial aid memos will be removed from student accounts before the end of the semester

Third-Party Billing

- Student must submit a valid billing authorization to the BOSA.

Enrollment in a Payment Plan

- Must be performed via Student Accounts.

Tuition and Fees

Credits	Tuition Fee	Registration Fees	Building Fee	Computer Fee	Activity Fee	Totals
1	\$110.00	\$ 50.00	\$45.00	\$45.00	\$60.00	\$310.00
2	\$220.00	\$ 50.00	\$45.00	\$45.00	\$60.00	\$420.00
3	\$330.00	\$ 50.00	\$45.00	\$45.00	\$60.00	\$530.00
4	\$440.00	\$ 75.00	\$65.00	\$60.00	\$60.00	\$700.00
5	\$550.00	\$ 75.00	\$65.00	\$60.00	\$60.00	\$810.00
6	\$660.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,025.00
7	\$770.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,135.00
8	\$880.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,245.00
9	\$990.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,355.00
10	\$ 1,100.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,465.00
11	\$ 1,210.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,575.00
12-15	\$ 1,320.00	\$ 85.00	\$120.00	\$100.00	\$60.00	\$1,685.00
16-18	\$ 1,430.00	\$ 85.00	\$120.00	\$110.00	\$60.00	\$1,805.00
19	\$ 1,540.00	\$ 125.00	\$125.00	\$125.00	\$60.00	\$1,975.00
20	\$ 1,650.00	\$ 125.00	\$125.00	\$125.00	\$60.00	\$2,085.00
21	\$ 1,760.00	\$ 125.00	\$125.00	\$125.00	\$60.00	\$2,195.00
22	\$ 1,870.00	\$ 125.00	\$125.00	\$125.00	\$60.00	\$2,305.00

Admission Fee	\$30.00	
Lab Fees (Varies by Course)	Varies	
Transcript Fee	\$5.00	
Drop/Add Fee (after the drop/add date)	\$5.00	
Nursing Fee (Per Semester)	\$350.00	
Online/Hybrid Fee	\$35.00	
ID Card Fee (1st ID is Free)	\$5.00	<i>Approved by BOT 6-20-18</i>

Discount for Withdrawing from Classes

Class Days	Disc%
Before 1st Day of Classes	100%
1st Day of Classes	80%
2nd	80%
3rd	80%
4th	80%
5th	80%
6th	60%
7th	60%
8th	60%
9th	60%
10th	60%
11th	30%
12th	30%
13th	30%
14th	30%
15th (last day to drop/add)	30%
After the 15th Day	0%

Tuition (Example 1)	Charge
\$1320 (Tuition) + \$365 (Fees) = \$1,685 @100%	\$85.00
\$1,685 @ 80%	\$349.00
\$1,685 @ 60%	\$613.00
\$1,685 @ 30%	\$1,009.00
\$1,685 @ 0%	\$1,685.00
Tuition (Example 2)	
\$1430 (Tuition) + \$375 (Fees) + Admissions Fee \$30 = \$1,835 @100%	\$115.00
\$1,835 @ 80%	\$459.00
\$1,835 @ 60%	\$803.00
\$1,835 @ 30%	\$1,319.00
\$1,835 @ 0%	\$1,835.00

Internal Scholarships only at BCC

1st Time 1st Semester Tuition Scholarship is for those students just out of High School or at least within one year of graduating High School. Applications can be picked up from the Admission Office. A one-time semester & tuition only.

Elder Tuition Scholarship applies to students age of 60 and over. The College tries to encourage students to exhaust all funding before applying. Elder Tuition Waivers are case by case. Applications can be picked up at the Business Office.

Employee Tuition Scholarship applies to Permanent Employees only. An employee can fill out an Employee Tuition Waiver for their spouse and adult children (adopted children apply). Applications can be picked up at the Business Office.

Waivers only at BCC

Work Waiver is for students who are on suspension or are not eligible for Title IV funds for whatever reason, can apply for a Work Waiver which allows students to work off their tuition at \$15.00 an hour. Applications can be picked up from the Student Accounts Office.

Disclaimer

These policies and procedures are subject to change at the discretion of the Chief Finance Officer.

Contact Information Student Accounts, ext. 2229

Grievance Policy & Procedures

A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, Student Support Services Supervisor, 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 Student Support Services Supervisor. 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 Student Support Services Supervisor, 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 will be waived by the grievant. The time limits may be extended if the student can show adequate cause.

For informational purposes, copies of the grievance will be forwarded to the appropriate offices and personnel who are on the grievance hearing committee. The grievance procedures and documents will be kept confidential.

General Student Information

Student Guidelines

As members of the Blackfeet Community College (BCC) community, students have the responsibility to learn, study, and conduct themselves with integrity, in accordance with Blackfeet Community College'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 on and off campus, and to conduct themselves as responsible law-abiding citizens.

Student's Rights & Responsibilities

Blackfeet Community College is committed to the creation of an environment wholly supportive of student's academic and personal achievements. Beyond providing requisite academic resources and support services, 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, BCC fulfills its mandate to prepare students to participate actively and productively in our larger society.

Students have 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 race, religion, age, gender, disability, or sexual orientation. Blackfeet Community College welcomes all students to apply for admissions and to enroll for the purpose of training and study. With course enrollment, the student accepts all rights and responsibilities as Blackfeet Community College students.

Student standards of Conduct

With the freedom that these rights afforded, comes the responsibility to conduct oneself with civility and respect toward the rights of others. For additional details, please refer to the BCC Student Handbook, located in the Student Success Center or in the Admissions Office.

Disclaimer

The BCC Student Handbook is subject to change at any time during the period this publication is in effect.

Contact Information Counselor ext. 2265

Disabilities

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 Student Services Supervisor 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. See the Blackfeet Community College Student Handbook for further clarification.

What is a "DISABILITY"?

An individual with a disability is any person who:

- ☐ Has a physical, mental or emotional impairment, that substantially or materially limits one or more of their major life activities.

- ☐ Has a record of such an impairment; or is regarded as having an impairment.

What does the BCC Student Disabilities Program offer?

BCC's Disability program is committed in ensuring compliance with the American with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination against a qualified person with a disability and is required to make reasonable accommodation to known physical or mental limitations of an otherwise qualified individual unless to do so would pose an undue hardship. Our goal is to provide and coordinate services that will enhance a student's academic development and independence.

What are some examples of services?

While it the college's responsibility to notify students of service and how to access those services. However, it is the "The student's responsibility to self-disclosed and request accommodations". The accommodations are determined on an individual basis according to required documentation of disability. Services provided may include, but are not limited to:

- ✓ Assistance in completing the admissions process
- ✓ Assistance in completing financial aid forms
- ✓ Referral to counseling or academic advising
- ✓ Priority registration (is justified by disability)
- ✓ Referral to resources on and off campus
- ✓ Reasonable classroom accommodations

What are reasonable accommodations?

Accommodations are discussed and provided on an individual basis in consultation with the Student, Disability Coordinator and instructor. Individuals students receiving reasonable and necessary accommodations are based on information and assessment data documented by a qualified professional.

Disclaimer

Disabilities has the right to change its policies and procedures at any time during the period this publication is in effect. Policy and procedures can be found in the Disabilities Coordinator's office.\

Contact Information Disability Coordinator, ext. 2233

Student Guidelines

Blackfeet Community College welcomes all students to voluntarily enroll for the purpose of training and study. With course enrollment, the student accepts all rights and responsibilities as a BCC student. 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 College 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 College fulfills its mandate to prepare students to participate actively and productively in our larger society. Students have the right to participate in all aspects of the College 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 participate 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 to 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 to protect the student from harassment by staff or other student(s), based on the events that contain a conflict of interest.

Student Responsibilities

- Abide by the rules, maintain acceptable student conduct, and adhere to the regulations and policies of BCC.
- Treat BCC staff, facilities, equipment and other students with courtesy and respect
- Complete the requirements for the courses enrolled in each semester
- Uphold the school's standard of conduct relating to academic honesty, see the plagiarism section in this handbook
- Assume full responsibility for the content and integrity of the academic work they submit
- Respect the guiding principle of academic integrity of the course, of the instructor, each student has 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.

BCC Student Code of Conduct

Students must refrain from actions such as:

- 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, accounts, records or identification
- Obstruction or 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 is directly opposed to academic freedom and the mission statement of Blackfeet Community College
- Physical or verbal abuse of any person on college-owned or controlled property, or at college-sponsored functions, and/or conduct that threatens the health or safety of others
- Theft or damage to the property of the college
- Storage or possession on campus of explosive, toxic, flammable, or dangerous chemicals is prohibited unless required in scientific research in faculty supervised laboratories
- Unauthorized entry or use of occupancy of college facilities
- The unauthorized use of college facilities
- Disorderly, lewd, indecent or obscene conduct
- Failure to comply with directions of college officials who are acting in the performance of their duties
- Individual students who owe the college fees and other charges are not permitted to secure transcripts, records, degree(s), certificate(s), and grades until all charges are paid or satisfactorily adjusted
- Sexual harassment, physical, verbal or digital
- Verbal, emotional, or physical abuse

Zero Tolerance

The College exercises zero tolerance for the following categories of violations extremely serious and will result in immediate dismissal and the proper authorities will be contacted:

- Mental or physical assaults
- Rape, acquaintance (date) rape, sexting, sexual assault or sexual abuse
- Discriminatory or bias-related acts of assault or abuse

- Brandishing, threatening or injuring with a weapon (gun, knife, etc.)
- Arson
- 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
- Forgery, alteration or misuse of college official papers, computer programs, accounts, records, documents on file, 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.
- Academic Dishonesty

Academic dishonesty, cheating and plagiarism

Cheating includes (among other things), use of unauthorized papers during the completion of assignments (no matter what the content), copying from another student's paper or work to complete assignments allowing another student to copy from your paper during a test, unauthorized access to old exams or the exam given to the class if you are taking it late for some reason, copying another student's homework assignments, using or turning in a photocopy of another student's assigned work, paying someone to write a paper or do an assignment for you, buying or downloading a term paper, or leaving the room during a test or exam without permission or before turning in your paper.

Plagiarism includes copying any sentence or sentences verbatim (word for word) from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.), or printing out an article directly from a computer database (such as Encarta or off the World Wide Web) and turning it in as your own work. Students must read, synthesize, and write their own original sentences by learning to paraphrase what they are reading. Even when quoting, a complete reference must be provided for paraphrased sentences. NEVER steal words or phrases directly from any source and present them as your own. Plagiarism can also occur in film and visual media if another person's words or images are used without appropriate documentation and referencing.

Students are responsible for doing their own work, even if they are completing an assignment as a duo or a group. If two assignments are submitted to an instructor that show great similarity such that the instructor interprets it as evidence of cheating or plagiarism, both students will be penalized. If an instructor finds that cheating or plagiarism has occurred, he/she will in writing report to the Vice President of Academic Affairs who will file the report and request a meeting with the implicated individuals. This meeting is meant to resolve and evaluate each circumstance, in which the Vice President of Academic Affairs decide which if serious enough, can lead to disciplinary action, including probation, suspension or dismissal from Blackfeet Community College.

For grading requirement purposes, the instructor is free to assign the grade he/she thinks is appropriate for the said assignment for that semester in violation.

Blackfeet Community College (BCCSS) Student Senate Constitution & Bylaws

PREAMBLE: We, the students of Blackfeet Community College, hereafter to be known as the BCC Student Senate, in order to secure for ourselves recognition of our civil and student rights; so hereby establish a student organizational structure to secure the benefits of an association or democratic basis; to voice the needs of students served by this charter; the BCCSS shall function as a forum in which students may voice their opinions regarding school policy, thus administrators can ascertain the success of their program and the current needs and desires of the student body.

This organization will encourage a sense of self-realization; for this reason it shall be the intent of the Student Government to encourage high standards and promote scholastic achievement; promote social and other extra-curricular activities related to Indian and non-Indian students alike; self-realization is dependent upon the ability to express individualism as manifested in our families, communities, institutions, and to our professions; thus, we believe that the establishment of a student organization under Blackfeet Community College Student Senate(BCCSS) Consortium membership is an extension of that exercises; do hereby ordain this constitution.

ARTICLE I- NAME

This organization shall be known as the Student government of the Student Senate of the Blackfeet Community College, under the Student Government Consortium, affiliated by and with all institutional members in good standing with the Consortium.

ARTICLE II -Membership

The Blackfeet Community College Student Senate shall consist of an Executive Council -consisting of five (5) positions; President, Vice-President, Secretary, Treasurer, and Student Representative.

Article III - Elections

Elections shall take place within 2 weeks after the first day of classes. Students must be full-time students to run for membership. The student must turn in an application with ten (10) student signatures supporting them in obtaining membership to the BCCSS. The top five highest votes will be placed on the BCCSS board. At the first meeting of the BCCSS elections for office will take place amongst the five students to determine what office they will fulfill for the following academic year.

For the entire Student Senate Constitution and Bylaws, please contact the BCC Student Life Coordinator in the Student Services Department.

Student Activities

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

American Indian Higher Education Consortium (AIHEC)

AIHEC American Indian Higher Consortium represents 38 Tribal College Universities throughout the United States. Through AIHEC, our colleges continue to work together to influence policy and build programs in all facets of higher education. Annually the Student AIHEC conference is held in the Spring, while developing great leadership skills, TCU students get to compete academically and in traditional hand games, archery and many other type of competitions to choose from. The Annual student conference is a great opportunity for TCU students to network with other TCU colleges.

AIBL Club (American Indian Business Leaders)

AIBL is the only American Indian non-profit organization solely dedicated to empowering business students in the United States. All students are encouraged to participate in AIBL regardless of race, academic major, or career objectives. The AIBL Annual National Conference finds new locations around the country each year. At the conference, hundreds of students gather together to share thoughts, ideas, and new and emerging research trends in the business industry both on and off the reservation communities.

AISES Club (American Indian Science & Engineering Society)

The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization focused on substantially increasing the representation of American Indians, Alaska Natives, Native Hawaiians, Pacific Islanders, First Nations and other indigenous peoples of North America in science, technology, engineering and math (STEM) studies. AISES provides opportunities for scholarships and internships, workforce development and career resources, national and regional conferences, science fairs, leadership development and other STEM focused programming, AISES is the leader in STEM opportunity for American Indians.

Piikani Club

The Piikani Club promotes and encourages cultural activities at BCC and within the community. Piikani Clubs purpose is to contribute and encourage pride in the cultural heritage of the Piikani People and Native Americans. All BCC students are encouraged to become members. All Piikani Club members are expected to participate in fundraising activities and cultural events as scheduled by the club.

Fall and Spring Fling

Is held each semester on campus, fun activities for students to engage in.

Disclaimer

The BCC Student Activities and/or Clubs may change their policies and procedures at any time during the period this publication is in effect.

Contact Information Student Life Coordinator, ext. 2232

Student Success Center

Located in the heart of the Beaver Painted Lodge, The Student Success Center (SSC) at Blackfeet Community College is a central place for students to find connections to all campus resources,

programs and services. The Center is here to assist in developing a roadmap for success as students pursue personal and academic goals.

SSC provides comprehensive programs and services designed to engage students and to connect them with the resources needed to achieve both academic and personal goals.

Through the Student Success Center programs and services, students are empowered to develop the skills and abilities to make a positive adjustment within the campus community.

The Goals of the Student Success Center are:

- To assist students in becoming more independent, self-confident and efficient learners
- To improve the academic performance of all learners
- To promote student retention at the College and subsequent graduation
- To provide individualized and group assistance
- To offer resources to faculty concerned with improved student learning
- To provide a place where faculty can refer students who need assistance
- To provide help in developing study skills
- To work collaboratively with other college services

The Student Success Center will provide the following services:

- Skill Assessment
- Accurate Course Placement
- Transfer Counseling
- Academic Advising
- Early Intervention
- Tutoring Services
- College Readiness

Blackfeet Community College Online & Hybrid Online Courses Costs/Online (Distance Learning)

Blackfeet Community College offers courses delivered in an online format. They can be delivered one of two ways: Fully Online or Hybrid.

The difference being, fully online will be instructed using the Moodle CMS or BCC Online website, <http://bfcc.mrooms.org> and hybrid course will meet for classes as well as an online component.

2+2 Programs

Blackfeet Community College offers 2+2 programs, an opportunity to earn your bachelor's degree at BCC in:

1. Social Work with University of Montana
2. Elementary Education and Early Childhood Education with University of Montana and University of Montana-Western
3. Business Administration with MSU-Northern

4. Native American Studies with University of Montana.

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 Student Support Services Supervisor. 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, or mailed to:
Student Support Services Supervisor
Blackfeet Community College
PO Box 819
Browning, MT 59417

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 (see address next on next page):

Blackfeet Community College
President
P.O. Box 819, Browning, MT 59417

OR

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

BCC Campus Phone Numbers

Academic Affairs 406-338-5411, ext. 2231

Administration 406-338-5441, ext. 2200

Business Office 406-338-5441, ext. 2226

Financial Aid 406-338-5421, ext. 2245
Student Services..... 406-338-5421, ext. 2267
BCC Toll Free Number 800-549-7457
BCC Fax Number 406-338-3272
Financial Aid Fax Number..... 406-338-3776
Admissions..... ext. 2404
Academic Enrichment Services ext. 2285
Disabilities Coordinator..... ext. 2233
Financial Aid ext. 2245 or 2246
Registrar's ext. 2244 or 2248
Student Life Coordinator ext. 2234
Student Services Counselor ext. 2265

Updated 08/2018gd

Useful Websites

BCC Website www.bfcc.edu

BCC Student Portal <https://my.bfcc.edu/ics>

Admissions Facebook page

<https://www.facebook.com/BCC-Admissions-1587317814931013/>

Financial Aid Facebook page

<https://www.facebook.com/BFCCFinancialAid/notifications/>

Student Services Facebook page

<https://www.facebook.com/bccstudentservices/notifications/>

Effective Date

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

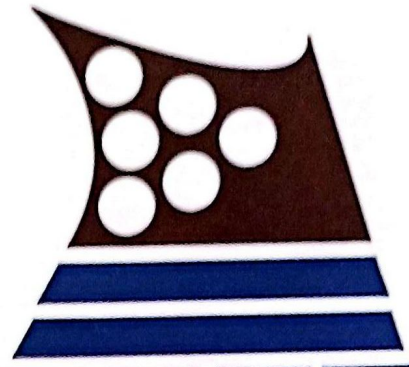
Blackfeet Community College Amendments and Modifications of This Handbook

Amendments and modifications of the BCC Student Conduct Code are subject to change periodically.

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.

Revised June 7, 2018



BLACKFEET

COMMUNITY COLLEGE

Remember our past... Build our future

HANDBOOK

2018
2020

Blackfeet Community College

P.O. Box 819, Browning, MT, 59417

www.bfcc.edu | (406) 338-5441

Handbook is subject to change