

Ram-Tracker Little Big Horn College 2024-2025



Student Calendar & Handbook

Name: _____

Phone #: _____

LBHC Email: _____

Student ID #: _____

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LITTLE BIG HORN COLLEGE DIRECTORY

www.lbhc.edu

8645 S. Weaver Drive

P.O. Box 370

Crow Agency, MT 59022

Phone: 406-638-3104 Fax: 406-638-3169

Administration

President	638-3107
Dean of Academics	638-3131
Cooper, Franklin - Chief Information Officer	638-3161
Good Luck, Aldean - Chief Finance Officer	638-3152
Dean of Administration	638-3110
Whiteman, Patricia - Dean of Student Services	638-3106
Human Resources Director	638-3148

Receptionist/Front Office

Academics Assistant	638-3153
Reed, Melodee - Administration Assistant	638-3104
White, Amber - Student Services Assistant	638-3128

Admissions/Registrar

Hugs, Julie – Registrar Clerk	638-3124
McCormick, Misty – Admissions Officer	638-3116
Old Crow, William – Registrar	638-3185
Turnsplenty, Erica - Admissions Assistant	638-3174

Accreditation/Assessment

Plain Feather, Mandy – Accreditation & Planning Officer	638-3108
Walks, Kimmy –Accreditation Officer/ Data Coordinator	638-3115

Athletics

Little Light, Theodore - H&W/Women's Basketball	638-3664
Williams, Darin - H&W/Men's Basketball	638-3663

Bookstore

Ten Bear, Roslyn Jolene - Bookstore Manager/Student Billing	638-3151
Book Store Clerk	638-3119

Cafeteria

Little Wolf, Leanna - Cafeteria Assistant	638-3134
Nomee, Loretta – Food Service Manager	638-3134

Computer Technicians

He Does It, Joseph - IT Technician 638-3187

Custodian/Maintenance

Gramling, Ron - Custodian 638-3135

Nomee, Carlton – Maintenance/Custodial Supervisor 638-3135

Not Afraid, Stephen Jr. - Custodian 638-3115

Old Coyote, Robert C. - Custodian 638-3135

Extension Services

Old Elk, Latonna – Project Director 638-3139

Whiteman, Terri - Greenhouse Manager 638-3194

Faculty

Brien, Gretchen – Communication Arts Instructor 638-3156

Crooked Arm, Douglas V. - Crow Language Instructor 638-3149

Cummins, Amber - Math Instructor 638-3158

Eastman, Dorcella – Math Instructor 638-3142

McCleary, Tim – Department Head/Crow Studies 638-3117

Peregoy, Sharon – Education Instructor 638-3133

Plaggemeyer, Sara – Science Instructor 638-3127

Riley, Jamie – Business Instructor 638-3129

Stewart, Jacinta - Early Childhood Instructor 638-3136

Stewart, Robert G. - Carpentry/Trades Instructor 638-3177

Tall Bear, Neva – Science Instructor 638-3130

Tiner, Eric – Human Services Instructor 638-3162

Yellowmule, Lewis - Crow Studies 638-3143

Zingg, Tucker - CDL/Heavy Equipment 638-3181

Fax Numbers

Administration 638-3169

Admissions/Registrar 638-3171

Library 638-3170

Student Services 638-3165

Student Success Center 638-3164

Financial Aid

Assistant 638-3140

Snell, Beverly – Director 638-3141

Finance Department

Sponsored Programs	638-3119
Hill, Sharmayne - Payroll Officer	638-3109
Not Afraid, Elden – Accounting Assistant	638-3138

Health & Wellness Center

Polacek-Birdhat, Cheryl – Manager/Athletic Director	638-3660
Plainbull, Laura – Manager Assistant	638-3661

Library

Bernardis, Tim – Library Director	638-3113
Baken, John - Assistant Librarian	638-3160
Bright Wings, Mary - Library Aide	638-3123
Holds, Danetta Jane - Audio/Visual Technician	638-3168
Ille, John - Archivist	638-3182
Red Star, Chrislynn - Library Aide	638-3112
Walks, Roberta – Library Aide	638-3174

Security

Good Luck, Dale Jr. - Security Guard	
Ten Bear, Tyrell - Security Guard	

Song Bird Day Care

Day Care Director	638-3102
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Student Services

Morsette, Jennifer - HISET Coordinator	638-3147
Three Irons, Jade - Student Success Center Coordinator	638-3189

Title III

Good Luck, Alda – Community Outreach/First Year Coord.	638-3144
Gun Shows, Letha – Director	638-3154

USDA Agriculture Equity

Kirt LaForge – Project Director	638-3120
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Water Quality Project

Doyle, John - Coordinator	638-3155
EPA Climate Change Coordinator	638-3157

Workforce Navigator/WIOA Program

Braine, Teanna -WIOA Youth Coordinator	638-3181
Nomee, Berthina - Coordinator	638-3126
White Clay, Jessi - ANA Assistant	638-3151

LBHC ACADEMIC CALENDAR

2024-25

Fall 2024 Semester

New Student Orientation/Placement Testing	August 26
Registration	August 27
<i>Labor Day Holiday – No Classes/Offices Closed</i>	<i>September 02</i>
Classes Begin	September 03
Last Day to Register; Drop/Add	September 13
Last Day to Withdraw/Drop Classes with Partial Refund	September 30
Midterm Grades due to Registrar	October 29
<i>Veterans Day Holiday – No Classes/Offices Closed</i>	<i>November 11</i>
Last Day to Submit Application for Spring 2025 Graduation	November 18
<i>Thanksgiving Holiday Break – No Classes/Offices Closed</i>	<i>November 27, 28, 29</i>
Last Day to Drop/Withdraw without Grade Penalty	December 05
Classes End	December 05
Review Day	December 09
Final Examination Dates	December 10, 11, 12
Pre-Registration for Spring Semester	December 16,17
Last Day to turn in Grades	December 17
Winter Break – No Classes	December 16 - Jan 02

Spring 2025 Semester

New Student Orientation/Placement Testing	January 06
Registration	January 07
Classes Begin	January 08
<i>Martin Luther King Day – No Classes/Offices Closed</i>	<i>January 20</i>
Last Day to Register; Drop/Add	January 22
<i>Chief's Day Holiday – No Classes/Offices Closed</i>	<i>February 17</i>
Last Day to Withdraw/Drop Classes with Partial Refund	March 02
Midterm Grades Due to Registrar	March 04
Spring Break - <i>No Classes /Offices OPEN</i>	March 10-14
<i>Mini Break – No Classes/Office Closed</i>	<i>April 18-21</i>
Last Day to Submit Application for Fall 2025 Graduation	April 23
Last Day to Drop/Withdraw without Grade Penalty	April 24
Last Day of Classes	April 24
Review Day	April 28
Final Examination Days	Apr 29-May 02
Last Day to turn in Grades	May 05
Graduation	May 09

LBHC MISSION STATEMENT

LBHC, a 1994 Land Grant Institution, is the Crow higher education and cultural center. It offers high quality degrees, certificates and programs for professional, workforce, and personal development that brings prosperity and leadership to Crow Country, and preserves, protects and perpetuates the Apsaalooke language, history, and culture. LBHC is committed to the advancement of the Crow Indian family and community building.

Accreditation

LBHC is accredited by the Northwest Commission on Colleges and Universities.

Degrees offered

LBHC is a tribal college offering Associate degrees in Arts, Sciences, and Applied Science, as well as select Certificate programs. More information about degrees and certificates can be found in the LBHC catalog.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

LBHC is an academic community and a community of scholars. LBHC has recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling at LBHC, the student neither loses the rights nor escapes the duties of a citizen. LBHC students are expected to conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is required that students demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community. In certain circumstances where this preferred conduct fails, LBHC will rely upon the rules and procedures described in its **Student Conduct Code** to hold students accountable for maintaining the responsibilities that follow.

Students Rights

LBHC provides each student the opportunity to learn. Personal freedoms and rights of students include, but are not limited to...

1. Freedom of inquiry, speech, and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference in an unreasonable and unauthorized manner while in class, activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to procedural due process in LBHC misconduct.
9. Right to be governed by justifiable academic regulations.
10. Right to be informed in writing of the academic requirements determined by individual instructors.
11. Right to petition for redress of grievances, academic and non-academic.
12. Right to be informed of the regulations for academic and social conduct, and graduation requirements of LBHC.

Student Responsibilities

Each student has the responsibility...

1. To respect the rights and property of others.
2. To be fully acquainted and comply with the published rules and regulations of LBHC.
3. To comply with all local, state, and federal laws.
4. To recognize that student activities reflect upon the individuals involved as well as upon the entire LBHC community.

5. To recognize LBHC's obligation to provide an environment conducive for learning and academic inquiry.
6. To adhere to the academic requirements determined by individual instructors.
7. To abide by the reasonable direction of LBHC's officials acting within the legitimate scope of their duties.

Disruption or Obstruction of LBHC Activities or Functions

LBHC is a forum for ideas and their exchange. Such exchange can only occur in a scholarly place if order is maintained and standards of decorum and good behavior are recognized by all. Therefore, any campus demonstration conducted for the purpose of expressing opinions of the participants must:

- 1) Be conducted in an orderly professional manner.
- 2) Not prohibit vehicular or pedestrian traffic.
- 3) Not interfere with classes, scheduled meetings, events, and ceremonies, or with other education processes of LBHC.
- 4) Not be held within LBHC buildings, residential areas, or on the ground of the LBHC campus without specific written authorization from the appropriate administrative official meaning the President's Council for scheduling and assigning space in the desired facility.

Financial Responsibility

Students are expected to be financially responsible citizens. They are responsible for meeting their financial obligations to LBHC and the community. Students suspended from LBHC for misconduct reasons have no right to a refund or cancellation of amounts due. Students may also be denied enrollment from LBHC for failure to meet financial obligations.

CAMPUS SAFETY AND SECURITY

Each campus building has a Dean or Department Head responsible for campus safety and security. The Dean of Student Services must be notified in the case of criminal or drug/alcohol or controlled substances related activity, and verbal or physical harassment. Any threat to the personal safety of a student or college employee must be reported to the Dean of Student Services or to the President. If the activity is of a serious nature and administrators are unavailable, all college employees have the responsibility to contact the Crow Tribal Police and report the situation immediately, by dialing 9-911 from any campus phone or calling 406-638-2631.

Building	Contact Person	Phone
Administration Building	Dean of Administration	638-3110
Cultural Center	Dean of Administration	638-3110
Driftwood Lodges	Dean of Academics	638-3131
Health & Wellness Center	HWC Manager	638-3660
Library and Archives	Dean of Administration	638-3110
Student Union Building	Dean of Student Services	638-3106
After hours	Security	679-6877

Annual Crime Report

Pursuant to the 1990 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the Student Right-to-Know Act, LBHC has made known to both students and employees the occurrence of specific crimes on campus as well as the surrounding area of Crow Agency. These annual campus crime reports display the number of arrests for liquor violations, drug-abuse violations, and weapons violations (see www.lbhc.edu/cleryactcrimereport).

Sexual Harassment

The “Campus Sex Crimes Prevention Act”, (section 1601 of Public Law 106-386 is a federal law enacted on October 28, 2001 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The law requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002.

Violent and Sexual Offenders

If a student answers yes to the sexual/violent offender question on the admissions application the student will be required to submit to a background check at his/her own expense, and the student will be required to complete the Disclosure of Information Form. This form is an opportunity for the student to explain the circumstances of the arrest, indictment or conviction as well as any court action. The disclosure form must be completed by the student for review. Throughout the process of review, the student will be notified of his or her status.

Felony Convictions

If there is a record of a felony criminal charge, the Disclosure Form (found in Admissions) will be sent directly to the LBHC officials and reviewed by the Registrar on a case-by-case basis.

*It must be noted that a record of a felony may prohibit an individual from full acceptance into any program which requires licensure in their major field.

CONTROLLED SUBSTANCES

Alcohol and Drug Policy

In accordance with the federal Drug-Free Schools and Communities Act of 1989, LBHC prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by employees and its students on institutional property or at any of its activities.

The LBHC goal is to create an alcohol and drug free educational and community environment. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive Alcohol and Drug-Free Policy, and mandates all students and employees sign the Zero Tolerance Agreement Forms. The College supports those who choose an alcohol and drug free lifestyle and those who are in recovery.

Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC. The college prohibits the:

- a. **use, manufacture, sale, give away, barter, exchange, or distribution** of alcohol, controlled substances or drug paraphernalia.
- b. **possession** of alcohol or illicit drugs while on campus, involved in college activities, service projects, programs or work situations off campus.
- c. **presence at work, in the classrooms and campus facilities** and events **under the influence** of alcohol or illicit drugs, that affect alertness, coordination, reaction, response, judgment, decision-making or safety.

LBHC imposes and enforces misconduct sanctions (consistent with local, state, and federal laws), relating to the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students. Policy violations may result in misconduct action up to and including termination from employment or suspension or expulsion from the college. Students are referred to the LBHC Student Handbook, Section XI, B. Code of Conduct. Employees are referred to the LBHC Personnel Policies and Procedures Manual. **Students/employees who violate this Zero Tolerance Policy will be referred to the local law enforcement.**

Smoking and Chewing Tobacco

Smoking (cigarettes, e-cigarettes, pipes, and cigars) and chewing of tobacco is not allowed in any LBHC facility. According to federal regulation, smoking is prohibited within twenty-five (25) feet of a building entrance. The exception to the preceding is the appropriate use of tobacco and bona fide incense commonly used in Crow cultural activities.

STUDENT RECORDS

Academic records

Official academic records of each student's scholastic achievement are kept on file in the admissions office, and include the following:

1. A signed "official class roll and final grade report" from the instructor of each class in which the student is enrolled each semester.
2. An "official academic record" for each student officially enrolled.
3. Directory information of a student currently enrolled.

Directory information is released in accordance with the Family Educational Rights and Privacy Act.

Transcripts

A transcript is a copy of the complete, unabridged educational record of a student who has been or is currently enrolled. It is issued only to the student upon the student's written request. An official transcript is distinguished from an unofficial copy of the student's record in that the official transcript carries the signature of the Registrar and bears the seal of LBHC.

Transcript request forms can be found in the registrar's office or on the LBHC website: http://www.lbhc.edu/admissions/forms/official_transcript_request.pdf

All official transcript request forms require the student's signature, and a \$3.00 transcript fee, which can be paid in the bookstore by credit/debit card, cash, or money order. Requests by mail will be paid with a money order only, payable to LBHC. Mail to: Little Big Horn College, with Attn Office of Registrar, P.O. box 370, Crow Agency, MT 59022..

Official Transcripts will not be released if a student has financial obligations to the College.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states the institution must maintain the confidentiality of student education records. The college registrar's office is responsible for the maintenance of accurate student academic records and for the use and release of information from these records. Only information authorized by the act will be released. No one outside the institutions shall have access to nor will the institution disclose any information from students' education records without the written consent of the student except to personnel within the institution or to individuals and agencies as exempted under FERPA.

FINANCIAL AID

To apply for an FSA ID and determine eligibility for all financial aid programs and scholarships available at LBHC, students should complete the Free Application for Federal Student Aid (FAFSA) annually, available at www.fafsa.ed.gov, and list LBHC as a school choice on the FAFSA form step six. *The LBHC school code is 016135.*

LBHC has no deadlines or timeline for submitting FAFSAs. Students can submit FAFSAs until the end of the school year. The only timeline LBHC has is for submitting the American Indian College Fund application. Students and faculty are informed about upcoming deadlines through emails, signs on campus, and ClouDRAM.

The requirements vary for each grant or scholarship, and may include grades, enrollment status, needs analyses, and class attendance.

Please refer to the LBHC 2023-25 Catalog for additional information regarding available grants and scholarship information.

STUDENT BILLING

Student Tuition and Fees

Please refer to the LBHC 2023-25 Catalog for current tuition and fees.

Student Billing Policy

Please refer to the LBHC 2023-25 Catalog for details regarding Student Billing, Refund Schedule, Outstanding Bills, Withdrawals, Scholarships, Institutional and Outside Program Aid, Library Overdue Fees, and Deferred Payment Plan.

Textbooks and Learning Materials

New and used textbooks for classes may be purchased at the LBHC Bookstore. All textbooks and required learning materials sold in the Bookstore must be applied to the student bill at the time of registration.

CAMPUS RESOURCES

Technology Access on Campus

Computer labs for student use are located in:

- Driftwood Lodges Learning Center rooms, 152, 214, and 215, during the semester are open daily for LBHC students to access when classes are not in session. Computer lab hours are 8 a.m. to 5 p.m., Monday through Friday unless otherwise posted.
- Computer workstations are available to LBHC Students in the Library and Student Union Building: Student Success Center and Title III office.
- Title III tutor lab has several computer workstations, open daily for student use, located in the SUB, second floor.
- The library has workstations exclusively for student use, Library and Archives Building.
- The library also has laptop computers available to LBHC students for checkout at the Library front desk, for in-Library use only.

IT Advice

Technology advice is available from LBHC technology staff. Please feel free to stop by the technology department and discuss technology related subjects such as reporting a problem on the network or getting ideas on how to move forward on a project. The LBHC technology department DOES NOT repair personal technology devices such as laptop computers, smartphone devices and printers.

Classroom Technology: Three class-room computer labs are configured with the necessary software to support classes. The three science labs also have computers setup in them for students to use with their science related studies.

Email Addresses

Email addresses will be created for the students and should be used for school related purposes. Email addresses will be issued when students pick up their Student ID's from the IT department.

WiFi Access

Students have free access to the wireless network on campus. Multiple wireless network access points are located across the LBHC campus and different passwords are available in the designated areas.

Student ID Cards

Students may obtain their individual ID cards from the technology department located in the Student Union Building, room 210. Students will be issued an ID card after registering for classes. Students need to present their class schedule as proof of registration. There is no charge for the initial issuance of the student ID, however there will be a \$5 fee for reprinting IDs.

LBHC Library

The LBHC Library provides students and faculty with access to information resources and instruction in information skills critical to their educational programs of study and instructional needs. The Library staff maximizes student and faculty use of information resources through selecting, organizing, describing, and maintaining resources in print, electronic, and audiovisual formats. Study and research areas are provided in the Library. Please visit the LBHC Library website <http://lib.lbhc.edu/> for more information.

Services and Collections

The Library provides students, faculty and the public access to...

- a. print volumes
- b. print and electronic periodical titles
- c. general Internet access
- d. audiovisual materials, much of which are video recordings related to the Crow people and LBHC. The audiovisual recordings also cover topics taught in course work and titles for general recreational use.
- e. The children's collection contains nearly 1,500 books and other materials in addition to two computers for the use of children 3 to 13.
- f. Resource areas for Crow and Native American Studies, science and natural resources, nursing and health, and the history of the American West.
- g. Crow materials are held in a special collection, including rare and out of print books, government documents, re-ports, and video recordings. There is also a collection of digital Crow materials which are located on the library web page under the Crow Resources tab.
- h. The LBHC Library is a part of the OMNI consortium (Outreach Montana: Networked Information), which consists of ten college libraries in Montana. The LBHC Library catalog gives access to the materials of both LBHC and the other ten libraries via interlibrary loan. The catalog can also be accessed via the library web page under the LBHC Library tab. The holdings of OCLC World Cat can also be accessed for interlibrary loan, giving access to the holdings of libraries throughout the world.

Health & Wellness Center

The Health and Wellness Center was designed to promote a safe and welcoming environment for students, faculty, staff and patrons of LBHC to foster personal development, an engagement in physical fitness and recreational activities. Facilities:

- a. Cardio-Physical Conditioning Room houses cardiovascular machines and strength training machines.
- b. Strength & Power Training Room houses strength machines (free weights) and plate loaded machines.
- c. The Group Fitness room houses group exercise classes.
- d. Regulation collegiate size basketball/volleyball court

Please visit the HWC registration desk for the list of hours that the facility is open. All students, faculty and staff must sign a waiver, receive a facility orientation and show their LBHC ID card to enter. Students can utilize the HWC facility for free as part of the athletic fee paid upon registration at LBHC. The facility is supervised by LBHC student staff, under the direction of the Health and Wellness Manager. All other patrons must also abide by the same guidelines and present valid ID upon using the facility. The Health and Wellness rooms will be closed for all athletic home games. The Strength and Power Training room will be closed during Athletic team training. All schedules will be posted in advance.

STUDENT SUPPORT SERVICES

Academic Advising

The first-year experience coordinator advises first-time freshmen during new student orientation. The first-year experience coordinator and the student success coordinator administer placement testing to first-time freshmen. The admissions office provides the first-year experience coordinator with access to the student's high school transcripts and placement testing scores and uses them to determine the student's need for enrollment in developmental courses.

The first-year experience coordinator helps students select courses for their first semester. In selecting courses, they refer to the appropriate sample plan of study in the current LBHC catalog.

New students stay under the supervision of the first-year experience coordinator for their first semester. Students who must enroll in developmental courses have the option to stay with the coordinator through their second semester. New students who enroll in non-developmental courses are assigned a faculty advisor after the first semester based on their signed declaration of major form. The student is reassigned to the appropriate faculty advisor if they choose to change their major.

Returning students meet with their assigned faculty advisors overseeing the student's declared program of study during the faculty member's designated office hours. Faculty advisors also have access to students' high school transcripts and placement testing scores, which are available in the students' admission file.

While students are ultimately responsible for monitoring their academic progress, the student's faculty advisor is responsible for providing guidance to the student in major and course selection. Faculty advisors monitor midterm and end-of-term progress. It is the student's responsibility to schedule meetings with their faculty advisor and to monitor their progress toward course and degree completion. Faculty advisors evaluate the student's grades, attendance, and course selection by referring to the plan of study. In addition, the faculty advisor also informs students of any internship opportunities, school-related information, and/or licensure requirements (when applicable).

Faculty advisors and the returning student begin a plan of study within their first advising meeting.

Bookstore

New and used (when available) textbooks for classes may be purchased at the LBHC bookstore. All textbooks and required learning materials sold in the bookstore must be applied to the student bill at the time of registration and are included in the student bill. It is a student responsibility to purchase assigned and required textbooks, to use these materials in the completion of each course and to have them for use in class sessions. Please note the bookstore is not obligated to repurchase books. Textbook charges vary depending on the number of courses taken and the number of textbooks used in each course.

College Cafeteria

The Internet Café provides breakfast and lunch daily. The Internet Café provides nutritious food for purchase, and wireless technology outside the college class-rooms. The Café accommodates students on a limited budget with reasonable food prices.

Counseling and Student Development

The Dean of Student Services offers personal counseling and general assistance in the area of academic advising and career planning. Assistance is also available to students who are experiencing problems that affect their academic progress. Short term crisis assistance is available on campus. However, personal problems requiring counseling will be referred to the appropriate local agencies:

Crow Nation Recovery Center 638-5360

Crow Tribe Domestic Violence Program 679-2949

Crow/ Northern Cheyenne Hospital 638-2626

IHS C.O.P.E. 638.3537

Youth Empowerment Coalition 855-4509

Daycare Services

Song Bird Day Care of the Crow Tribe oversees the LBHC daycare located in the SUB. It is licensed under the rules and regulations of the State of Montana. The center serves LBHC students' children ages 18 months – 5 years (with exceptions) with an enrollment limit of 20 children. Applications determine eligibility and prices based on a sliding fee scale. They are open from 8:00 am to 5:00 pm, Monday through Friday. For more information, contact the LBHC Daycare Director at 638-3102 or Song Bird Daycare Center 638-2589.

Disability Support Services

LBHC is committed to providing equal educational opportunities for students with disabilities. Appropriate accommodations are provided for students with disabilities (Learning and/or Physical Disabilities). LBHC complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students, parents, and faculty are encouraged to speak with their Advisor and Student Services regarding questions about support services and accommodations. Please see the Student Success Center for identifying/reporting procedures. Students also have the option to self-identify at any time during their college career; students can go to any instructor and/or staff at Student Services to self-identify their learning or physical (including temporary) disability. Instructors can also refer students to the Student Success Center Director. All information pertaining to a student's disability will be kept confidential and will be adhered to under the FERPA Law.

Process of identifying students with disabilities:

1. Student declares disability (Self-identifies).
2. Student notifies Student Success Center.
3. Student Success Center contacts student.
4. Student provides documentation.
 - a. Documentation accepted:
 - i. IEP (Individualized Educational Plan)
 - ii. 504 Plan
 - iii. Physician/Psychologist verification
 - iv. Other documentation
5. Student Success Center will complete intake evaluation to:
 - a. Identify specific accommodations.
 - b. Explain Alternative Testing Procedures, Student Rights & Responsibilities, Note Taking services, equipment use, building and classroom access.
 - c. Contact instructors via email regarding accommodations needed.
 - d. Assign staff/mentor/tutor to assist students with specific accommodations.

E. Student files will be kept in the Student Success Center Director's Office. LBHC will provide Staff/Tutor/Mentors with appropriate training for providing accommodations to students while adhering to FERPA Law.

Placement Testing

New Students and some transfer students are required to take the Accuplacer placement test prior to registration. Tests are given before registration each semester. The Accuplacer test is designed to ensure an appropriate level of placement in the areas of math, reading, and writing. Developmental courses are designed to help students develop the skills necessary to succeed in college-level course work. Credits earned in developmental courses may be used toward graduation but are not transferable and do not meet core requirements. If placement test scores indicate developmental classes are needed, the student's program of study will require more than two years to complete. It is imperative that students work closely with their advisors.

Student Transportation Services

The Crow Tribal Transit System is free of charge to all LBHC students. LBHC and the Crow Tribal Transit Authority have a partnership which offers students transportation to and from Billings, Fort Smith, Hardin, Lodge Grass, Pryor, St. Xavier, and Wyola. Students commuting from these towns on and near the Crow Indian Reservation are provided a no-cost transportation option. Schedules and Student Passes for the Transit System are available in the Student Union Building at the Reception Desk.

Transfer Assistance

LBHC's policy for the transfer of credits is designed to permit students to transfer in the maximum course credits earned from other accredited institutions. LBHC will accept for transfer all college level credits earned in undergraduate programs at institutions of higher education which are regionally, accredited or were regionally accredited when the student attended that institution including Tribal college and universities.

The student will be informed as to what transfer courses can be accepted toward the program of study and what courses must yet be completed for the degree. The registrar's office will transfer all accepted credits to the student's official LBHC academic record when the student has completed 10 semester credits at LBHC. Students wanting to transfer to another institution can seek guidance from the Student Success Center.

Tutoring

Tutors are trained to assist students in academic areas such as mathematics, physical science, social science, and writing. Students may request a tutor for their courses through the Title III Program, Student Success Center, or the course instructor. Tutoring is offered free of charge to all LBHC students.

Community Outreach

The function of the Community Outreach office includes contact with the broader Crow Indian community for the recruitment students. The Community Outreach Coordinator educates prospective students and their families about LBHC degree offerings and future careers.

First-Year Experience

The First-Year Experience Coordinator works closely with all first-time freshmen assisting them with placement testing, program of study planning, and teaches the ED 100 Skills for Success course. The First-Year Experience program focuses on two groups of students: traditional college-age and returning students. First-Year Experience students have the opportunity to learn the framework for success in college.

Student Success Center

The Student Success Center is available to assist students with the following services: advising, career guidance, disability support services, peer mentoring, internship and scholarship information, referral services, transfer guidance, and free tutoring. The Student Success Center works closely with faculty and other student services programs including Trio/Educational Opportunity Center services to provide students with the support needed for a successful college experience.

Title III Program

The Title III program provides support to both students and faculty. Title III offers two types of student employment each academic year: Tutors and Technical Assistants. Tutors are hired for many course subjects and Technical Assistants are hired to assist various LBHC departments with their daily tasks. The Title III program also provides free tutoring.

Title III Student Employment Opportunities

Peer Mentors: Qualified students are encouraged to mentor students new to LBHC. Mentors help new students adjust to college and feel connected and familiar to LBHC. Peer Mentors also serve as student liaisons at LBHC. Students interested in becoming mentors will need to complete the Mentor Application Packet. Mentor Application Packets are available in the Student Success Center located on the first floor of the Student Union Building, room 100.

Technical Assistants: LBHC promotes practical work experience for students. Selected students are placed in various LBHC departments to assist with their daily tasks. Technical Assistant applications are available at the Title III offices located on the second floor of the Student Union Building, room 211.

Tutor Employment: Qualified students are encouraged to share their academic skills by assisting other students to be successful in all subject areas. Students interested in becoming tutors need to complete the Tutor Employment Packet. Tutor Employment Packets are available in the Title III office located on the second floor of the Student Union Building, room 211.

POLICIES AND PROCEDURES

General Policy

LBHC, like any community, must have regulations by which its members abide and procedures by which its organization functions. These regulations are necessary to provide a campus atmosphere conducive to the intellectual and personal development of all members of the LBHC community. When members of the Tribal College community break these rules and regulations, then the LBHC has a primary responsibility to provide educational consequences for those individuals and organizations that have failed to abide by reasonable standards of conduct. By enrolling at LBHC, a student does not surrender any rights; similarly, a registered organization does not give up any of its rights. Both organizations and students have a responsibility to balance these rights by abiding by the rules and regulations of LBHC. The Student Services Handbook contains policies that affect students and organizations. Within this Handbook and other official LBHC publications are the rules and regulations that govern student and organizational behavior.

Misconduct Authority

The authority to enact and enforce regulations of LBHC is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President's Council. The President of LBHC has drawn a distinction between academic and non-academic misconduct. The Office of the Dean of Student Services is the principal agency for the administration of student code compliance and shall implement the student code compliance procedures. All references to the President and or the Dean of Student Services shall also be interpreted to include persons designated to act on behalf of these officials.

Use of LBHC Space & Facilities

The space and facilities of LBHC are intended primarily for the support of the on-going instructional program of the institution. Second priority is given to programs sponsored and conducted by LBHC academic and administrative departments or organizations that are affiliated with such departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire LBHC community, and which are sponsored by active chartered student organizations. For additional questions regarding facility use, please contact the Dean of Students Services at 638-3106.

Posting of Advertisements, Printed Material, and Solicitation

No Solicitation or advertisements, no sales, or distribution of publications on the LBHC campus are permissible except as legitimate provisions granted by the Dean of Student Services, please visit the Dean for more information.

STUDENT ORGANIZATIONS

Student organizations play an important role as co-curricular activities at LBHC. All students are encouraged to participate and become members of student organizations while attending LBHC. Students who participate in student clubs will have the opportunity to develop leadership skills, gain an understanding of organizational and communication skills, and acquire volunteer experience. For a list of student organizations, please see the 2023-25 LBHC Catalog.

General Policy

LBHC encourages students to become leaders of our community.

1. Active chartered student organizations are voluntary associations of LBHC.
2. Chartering and membership is simply a means by which student organizations may receive standard privileges granted when certain minimum requirements are met.
3. The purposes and activities of the organization shall be lawful and not in conflict with LBHC regulations as published in the student hand-book.
4. Membership in an organization shall be open to students of LBHC without regard to race, religion, sex, color, national origin, age, disability, sexual orientation, marital, or parental status.
5. The organization shall not duplicate the purposes and functions of a previously chartered or registered organization unless need for such duplication is substantiated.
6. All funds allocated to the organization from LBHC controlled sources or raised through the sponsorship of the LBHC student club or organization must be maintained in a LBHC activities account and spent in accordance with the financial policies and procedures of LBHC. Any fundraising activity conducted off campus must be coordinated with and approved by the Dean of Student Services and the LBHC President.
7. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.

A. Active chartered student organization standard privileges include:

- 1) Use of meeting and program space in the student lounge and other approved campus facilities and spaces.
- 2) The right to engage in on-campus solicitation and fundraising activities.
- 3) Inclusion of in printed materials of LBHC publications.
- 4) Eligibility to participate in student organization membership recruitment programs.

B. Chartering New Student Organizations

Any group of students seeking to form a new student organization or reactivate an organization can do so through a process coordinated by the Dean of Student Services.

Chartering a new organization is a process that involves:

- 1) Recruiting a minimum of five members to complete the chartering process.
- 2) Securing a faculty or staff advisor affiliated with LBHC.

- 3) The creation of a constitution/by-laws that will continue to be updated on a minimum schedule of every three years.
- 4) Once the constitution/by-laws are completed the new organization will present to the LBHC board of trustees for approval.
- 5) Copies of documentation provided by a national organization if a local chapter is affiliated with a national chapter or association.
- 6) All required documents are to be submitted to the Dean of Student Services.

Re-activating an inactive student organization is a process that involves:

- 1) Recruiting a minimum of five members to complete the reactivation process.
- 2) Securing a faculty or staff advisor affiliated with LBHC.
- 3) The revision of the existing constitution/by-laws on file if not done so within the last three years or in the case of a change in purpose for the re-activated organization.
- 4) Files on all inactive student organizations are maintained in the office of the Dean of Student Services. Students are encouraged to stop by and see what organizations are on file before completing the paperwork to charter a new student organization.

C. Faculty or Staff advisor

Each active chartered organization shall have a LBHC faculty or staff member serve as an advisor available to the officers and members for consultation about the organization's affairs, attend organization meetings and functions as often as possible, certify the expenditures of the organization by co-signing checks or vouchers, offer suggestions regarding the operations of the organization, and oversee adherence to LBHC regulations and the organization's constitution and bylaws.

D. Officers

Officers of student organizations must be in compliance with the Student Code of Conduct and maintain a minimum cumulative 2.0 GPA on a 4.0 scale and in "good academic standing" in order to hold office.

E. Denial of Charter or Active Status

No student organization will be officially chartered or registered as an active organization with LBHC if the Dean of Student Services office determines that the organization's activities are detrimental to the educational mission of LBHC.

If a charter or registration is denied by the office of the Dean of Student Services, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to the Dean of Student Services office within 30 days from the date of the denial letter.

F. Withdrawal of Active Status or Charter

Active status or the charter of an organization may be withdrawn by the Office of the Student Services for non-compliance with LBHC regulations. The procedure for such withdrawal is:

1. The president of the organization and its faculty or staff advisor/s shall be notified in writing of the proposed action to withdraw its active status or charter and of the reasons for the proposed withdrawal.
2. The organization will be given (10) LBHC working days to show cause why the active status or charter should not be withdrawn.
3. If the office of the Dean of Student Services determines that cause from maintaining the active status or charter is inadequate, the president and the advisor/s of that organization will be notified in writing of the actual withdrawal of active status or charter, the reason for this action, and the effective date of the withdrawal of the active status or charter.
4. The decision of the office of the Dean of Student Services to withdraw active status or charter may be appealed by the organization in writing, to the President within (10) LBHC working days from the date of notification of withdrawal of active status or charter. If no appeal is filed within the time limit, the decision of the office of the Dean of Student Services will be final.

Additionally if a student organization loses official membership status with its national organization, it may also cease to be recognized by the LBHC; loss of LBHC recognition in this manner will be effective as long as the national suspension is in effect.

G. Eligibility for Student Activities Funding

The following guidelines regulate eligibility for active chartered student organizations to apply for funding from the student activities account.

1. An Active student organization or charter must have a working and updated constitution and by-laws of the organization to be eligible for funding.
2. Withdrawal of the active status or charter will result in the loss of student activities funding which is provided by LBHC.
3. Funding for student organizations is done on a yearly basis through the regular budget process of LBHC. Funds are not guaranteed and the responsibility for requesting funds rests with the organization.

H. Annual Process of Reactivating an Official Student Club

1. An initial meeting from the Office of the Dean of Student Services to address the process of how to activate a student club.
2. Each club will have a meeting at the beginning of the Fall semester to nominate officers and select an advisor for each of the clubs.
3. An election will take place at a minimum of three days after nominations are in. Posters of nominees of the election will be posted throughout LBHC Campus.
4. Once officers are voted in and advisors are selected, a memo written from the club President listing the elected officers and advisor(s) requesting funds from the student activity account (general fund) will be submitted to the Dean of Student Affairs and the finance office.
5. The club will then need to establish an account at a local bank with an official letter from the President indicating approved signatory authority for each of the clubs.
6. A Purchase Order (PO) from each of the clubs will be submitted and approved by the President, Dean of Student Services, and the Advisor for all account expenditures. If the approved signatures are not available the PO will be denied until all signatures are signed.
7. Writing of checks will be approved as long as Purchase Orders (PO's) are submitted to the Dean of Student Affairs. If a PO and a receipt is not submitted the purchase will not be honored. The original purchase orders and receipts are to be turned over to the Dean of Student Services.
8. A copy of the approved Purchase Orders and receipts of purchases are to be kept on file from each of the clubs. The officers from each student club will meet periodically with the Dean of Student Affairs and submit monthly reports to reconcile club accounts.

I. Categories of Student Organizations

Academic/Departmental - Organizations whose primary purpose is to foster the appreciation of a particular academic field or discipline among the student body.

Cultural - Organization whose primary purpose is to recognize various cultures, cultural arts, activities, customs, or languages.

Recreational/Club Sports - Organizations whose primary purpose is to encourage the development of skills, knowledge, or support of a particular club sport or lei-sure activity.

Religious - Organizations whose primary purpose is to assist in the spiritual development of students.

Service - Organizations whose primary purpose is philanthropic, altruistic service to the community and/or campus.

Student Government/Leadership/Campus Activities - Organizations whose primary purpose involves student governance, the coordination of programs or activities, and support of the functions of a variety of individuals, and committees.

J. Fundraising Process for Student Clubs and Organizations

The reason we ask you to follow this process is so we can keep track of fundraising in the community on behalf of the LBHC and make a positive, coordinated effort. The office of the Dean of Student Services is the primary fundraising entity on campus and keeps detailed

records of area businesses and individuals being solicited. Many area businesses and individuals are large donors to the LBHC and we do not want them to be overwhelmed with requests and duplication of services.

1. Bring your prospect list to the Dean of Student Services, so we can cross-check it with our database and determine whether you may or may not solicit them. The Dean of Students Services will designate your approved prospects as restricted for solicitation by your club for a specified period of time, usually no longer than one month.

2. Please limit your list to 50 names or less.

3. Allow ten days for research.

4. Bring the cash donated, or record of in-kind gifts received, to the office of the Dean of Student Services so we may properly credit the donor with a tax receipt.

5. Please send a thank you note and certification on behalf of your club or organization to the donor.

STUDENT ELIGIBILITY REQUIREMENTS

AIHEC, ATHLETIC, AND STUDENT COMPETITION ELIGIBILITY

AIHEC supports the eligibility rulings and sanctions by national athletic associations pertaining to Tribal Colleges and Universities that are members of these organizations.

The student athlete and student competition:

1. Must be enrolled in a minimum of 12 semester/quarter credits.

2. Must have a minimum of a 2.0 GPA and must be passing all classes with a "C" or better.

3. Students will not be eligible to participate if on academic probation or suspension.

4. Must be making satisfactory progress toward a degree program.

5. There is no age limit for students to compete. Students under the age of 18 years old must have written parental consent to compete.

6. A student cannot be a full-time LBHC employee.

7. Students must maintain amateur status in the specific sport in which he/she is competing.

8. Complete a student activity release form to the Office of the Dean of Students for authorization to attend or compete five(5) instructional days before scheduled travel.

Student eligibility must be verified by the Registrar and a Representative of the institution designated by the President – LBHC.

STUDENT CONDUCT CODE

A. General Policy

The preservation of freedom of discussion, inquiry, and expression is possible only in an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, LBHC has developed regulations and policies pertaining to student and student organizations. Any student or organization violating an established policy or regulation of LBHC is subject to misconduct action according to the provisions of the Student Conduct Code.

LBHC sponsored events are subject to LBHC jurisdiction. LBHC may also enforce its misconduct policy and procedures, regardless of where misconduct occurs, when personal or organizational conduct directly, seriously, or adversely interferes with or disrupts the education mission, programs, or other functions of LBHC, or violates federal, state, or local law.

In addition to the guidelines of conduct set forth elsewhere in the Handbook and other official LBHC publications, acts of conduct for which misconduct action may be taken and the misconduct procedures which apply for the fair adjudication of alleged violations follow.

B. Code of Student Conduct

1. Academic Misconduct

a. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help another student commit an act of dishonesty. Academic dishonesty includes, but is not limited to,

each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

- i. **Cheating** – Using or attempting to use unauthorized materials, information, study aids, or computer-related information.
- ii. **Plagiarism** – representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one’s own.
- iii. **Fabrication** – presenting as genuine any invented or falsified citation or material.
- iv. **Misrepresentation** – falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

b. When academic dishonesty occurs or is alleged to have occurred, the instructor has the right and obligation to take appropriate action which may include a verbal or written reprimand or warning, a grade of “F” for the assignment or test involved or a grade of “F” for the course. The instructor is to also refer to the Dean of Academics the incident for possible institutional adjudication.

c. When misconduct of a behavioral nature occurs in the classroom, the instructor has the right and obligation to take appropriate action which may include a verbal or written reprimand or warning that the behavior may be in violation of the Student Conduct Code. Actions will be taken against persons or groups carrying out disorderly conduct or behavior. Failure to comply with a request to cease the disorderly conduct may result in an additional violation. If failure to comply with lawful directions of LBHC officials and if disorderly behavior continues in the classroom, the instructor may elect to refer the incident for institutional adjudication and forwarded to the academic council for a final decision.

2. Personal and Organizational Misconduct

The Student Conduct Code is applicable to any behavior of student and/or registered student organizations on or off the LBHC campus which is determined to be incompatible with the educational environment and mission of LBHC. Further, the right to proceed in accordance with this Code shall in no way be affected by the filing of criminal or civil charges in any court by any person or any governmental entity against the accused student or student organization. Each student and organization’s conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of LBHC. A student or student organization may be disciplined for and is deemed in violation of the Code of Student Conduct for the following:

a. Alcoholic Beverages

- i. The unlawful possession, sale, manufacture, distribution, or consumption of alcoholic beverages, public drunkenness, driving under the influence or violation of state or local laws regarding alcohol use or possession.
- ii. Repeated or flagrant violation of LBHC Alcohol Policy as set forth.

b. Narcotics or Drugs

The unlawful use, possession, manufacture, sale, or distribution of marijuana or any narcotic, drug, drug paraphernalia, medicine, chemical compound, or other controlled substance defined as illegal under federal, state, or local laws. In addition, LBHC may take misconduct action against a student, a group of students, or student organization whose unauthorized use, possession, manufacture, sale, or distribution of any controlled substances or illegal drugs off campus poses a threat to the safety and welfare of the LBHC community.

c. Firearms and Dangerous Materials

The unauthorized use or possession of firearms, ammunition, weapons, explosives, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances.

d. Theft

Theft of, accessory to theft of, or misappropriation of property or services of LBHC, of other LBHC students, or other members of the LBHC community, or of campus visitors. Knowingly

being in possession of stolen property or services constitutes being an accessory to theft and is therefore a violation of this provision.

e. Damage or Destruction of Property

Intentionally or recklessly destroying, defacing, vandalizing, damaging or misusing the property, equipment, materials, services, or data of the LBHC, of other LBHC students, of other members of the LBHC community, or campus visitors or aiding, abetting, or contributing to such actions.

f. Actions Against Persons or Groups

1. Physical or Verbal abuse
2. Bullying
3. Cyberbullying
4. Conduct dangerous
5. Indecent, obscene, lewd, or defamatory conduct or expression.
6. Harassment
7. Sexual Violence
8. Hazing

g. Disruption of LBHC-Sponsored Activities

Obstructing or disrupting teaching, research, administration, misconduct procedures, computing activities, services, or other LBHC sponsored activities, services or events, including public service functions. This includes deliberate interference with academic freedom and freedom of speech (including not only classroom activities, but also interference with performances, exhibits, displays, dissemination of information, authorized demonstrations conducted for the purpose of expressing opinions, or the freedom of any speaker invited by any segment of the campus community to express views).

h. False Alarms: Entering false fire alarms or bomb threats, tampering with fire extinguish-ers, alarms, or other safety equipment.

i. Unauthorized Entry or Use

1. Unauthorized entry to or use of LBHC facilities, equipment, materials, properties, services, or other facilities located on LBHC property.
2. Possessing, using, producing, manufacturing or having manufactured without proper authorization, any key or unlocking device for use of LBHC facilities or locks.

j. LBHC Rules and Regulations

k. Failure to Respond to Directives of LBHC Officers

l. Misuse or Abuse of Computer Equipment, Programs, or data

m. Falsification of Records

n. Destruction or Damage to LBHC Grounds

o. Inappropriate Attempt to Influence LBHC Process

p. Obtaining LBHC Services by False Pretenses

q. Violation of State, Federal, or Local Laws

3. Shared Responsibility for Infractions

- a. Students who act individually or in concert to violate LBHC regulations may be given joint responsibility for such violation(s).
- b. Students and organizations are responsible for the conduct of their guests on or in LBHC property and at functions sponsored by the LBHC or any registered LBHC function.
- c. Student organization member(s) who act individually or in concert to violate LBHC regulations may be given joint responsibility along with their respective student organization for such violations.
- d. Organizations shall be held responsible for the actions of their member(s), and advisor(s).

4. Student Misconduct Procedures

a. General Provisions: The Student Affairs committee shall investigate and gather evidence about reported personal or organizational misconduct as detailed in the Code of Conduct and shall evaluate the accuracy, credibility, and sufficiency of this evidence. The Dean of Student Services shall ensure that the requirements of due process are fulfilled in accordance with the following procedures: When a written complaint is filed, the student or organization named in the complaint will be asked to appear before the Student Affairs Committee which is comprised of the Dean of Student Services, Financial Aid Director, Student Success Center Director, and Registrar. The student or organization involved will have the opportunity to present their case to the Student Affairs committee. The evidence gathered will be reviewed by the Student Affairs Committee and a decision will be made based on the findings of the investigation. If the complaint is academic then the information will be forwarded to the Dean of Academic Affairs department.

5. Misconduct Restrictions

Penalties (including reprimand, misconduct probation, or misconduct restrictions) may be assessed whenever a student or organization is found to have violated any of the rules or regulations contained in this Code. The sanction may be imposed on both students and/or organization.

Commitment to Title IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes sexual violence, in educational programs and activities; students, staff, faculty and other employees have the right to pursue education, including athletic programs, scholarships, and other activities, free from sex discrimination, including sexual violence, sexual misconduct, stalking and harassment. Please see the current LBHC catalog for more Title IX information.