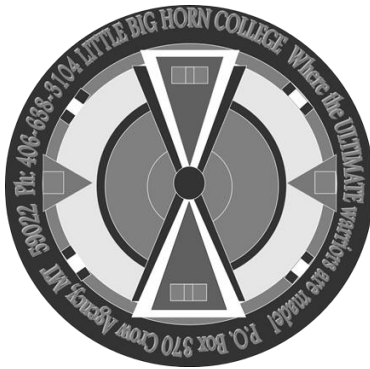


Ram Tracker

Little Big Horn College

2016 – 2017



Student Planner

NAME

PHONE

LBHC EMAIL

STUDENT ID

Little Big Horn College Directory

www.lbhc.edu

8645 S. Weaver Drive

P.O. Box 370

Crow Agency, MT 59022

Phone: (406) 638-3100

IN CASE OF EMERGENCY ON CAMPUS PLEASE CALL

Building	Contact Person	Phone
Administration Building	David Small, Dean of Administration	638-3110
Cultural Center	David Small, Dean of Administration	638-3110
Driftwood Lodges	David Small, Dean of Administration	638-3110
Health & Wellness Center	Tana Stewart, HWC Manager	638-3660
Library and Archives	David Small, Dean of Administration	638-3110
Student Union Building	Te-Atta OldBear, Dean Student Services	638-3106
After hours	Security	638-3135

IN CASE OF EMERGENCY OFF CAMPUS PLEASE CALL

Bureau of Indian Affairs Police Department Dispatch	(406) 638-2631
-----------------------------------------------------	----------------

Administration

All area code (406)

Cooper, Franklin	Chief Information Officer	cooperf@lbhc.edu	638-3161
Good Luck, Aldean	Chief Finance Officer	goodluckav@lbhc.edu	638-3152
Lefthand, Frederica	Dean of Academic	lefthandfv@lbhc.edu	638-3131
Old Bear, Te-Atta	Dean of Student Services	oldbeart@lbhc.edu	638-3106
Old Coyote, Shaleen	President Asst/Human Res.	oldcoyotes@lbhc.edu	638-3107 638-3148
Small, David	Dean of Administration	smalld@lbhc.edu	638-3110
Yarlott, Jr., Dr. David	President	davidyarlott@lbhc.edu	638-3192

Administration Front Office

Reed, Melodee	Receptionist	reedm@lbhc.edu	638-3104
---------------	--------------	----------------	----------

Admissions/Registrar

Hugs, Julie	Registrar Clerk	hugsja@lbhc.edu	638-3124
McCormick, Misty	Admissions Officer	mccormickm@lbhc.edu	638-3116
Old Crow, William	Registrar	oldcrowb@lbhc.edu	638-3185

Agricultural Program

Graf, Birgit	Program Director	grafb@lbhc.edu	638-3120
--------------	------------------	----------------	----------

Assessment

Pease, Janine	Planning & Accreditation Offcr.	peasej@lbhc.edu	638-3149
Plainfeather, Mandy	Assessment Coordinator	mandy@lbhc.edu	638-3108
Walks, Kimmy	Data Coordinator	walksk@lbhc.edu	638-3115

Athletics

Spotted Bear, Wes	Head Men's Basketball Coach	spottedbearw@lbhc.edu	638-3664
Troca, Molly	Head Women Basketball Coach	trocam@lbhc.edu	638-3663

Bookstore

Not Afraid, Lorri	Bookstore Manager	lorri@lbhc.edu	638-3151
Old Crow, Jr. Ruldoph	Bookstore Assistant	oldcrowr_st@lbhc.edu	638-3119

Computer Technicians

Hogan, Priscilla	IT Computer Tech	hoganp@lbhc.edu	638-3187
PrettyOnTop, Henry	IT Computer Tech	prettyontoph@lbhc.edu	638-3112
Oleyte, Justin	IT Computer Tech	oleytej@lbhc.edu	638-3105
Russell, Jay Dee	Network Specialist	russellj@lbhc.edu	638-3122

Custodian/Maintenance

Adams, John	Maintenance/ Custodial Asst.	adamsj@lbhc.edu	638-3135
Bear Don't Walk, Sharon	Custodial/ Night Security	beardontwalkd@lbhc.edu	638-3135
Gramling, Ron	Maintenance/ Custodial Asst.	gramlingr@lbhc.edu	638-3135
Nomee, Jr., Carlton	Maintenance/ Custodial Supvr.	nomeec@lbhc.edu	638-3135
Old Coyote, Robert	Maintenance/ Custodial Asst.	oldcoyoter@lbhc.edu	638-3135

Extension Services

Old Elk, Latonna	Project Director	latonna@lbhc.edu	638-3139
------------------	------------------	------------------	----------

Faculty/Instructors

Cobell-Gilbert, Marcy	Communication Arts	cobellgilbertm@lbhc.edu	638-3132
Cummins, Amber	Adjunct Faculty	cumminsa@lbhc.edu	638-3158
Eastman, Dorcella	Math	eastmand@lbhc.edu	638-3142
Half, Dalynn	Heavy Equipment/CDL	halfd@lbhc.edu	638-3181
He Does It, Vera	Agriculture	hedoesitv@lbhc.edu	638-3176
Knows His Gun, Allen	Crow Studies	knowshisguna@lbhc.edu	638-3156
McCleary, Tim	Liberal Arts	baaxpaa@lbhc.edu	638-3117
McCormick, Teri Lea	Business	mccormickt@lbhc.edu	638-3150
Nomee, Berthina	Math Coordinator/CDL	nomeeb@lbhc.edu	638-3126
Pease, Janine	Comm. Arts /Hum/Soc Sci	peasej@lbhc.edu	638-3149
Peregoy, Sharon	Comm. Arts /Crow Studies	peregoy@lbhc.edu	638-3133
Plaggemeyer, Sara	Science	plaggemeyers@lbhc.edu	638-3127
Real Bird, Raphaelle	Crow Studies	realbirdr@lbhc.edu	638-3193
Tall Bear, Neva	Science	tallbearn@lbhc.edu	638-3130
Tiner, Eric	Human Services	tinere@lbhc.edu	638-3162

Fax Numbers

Administration Fax	(406) 638-3169
Library Fax	(406) 638-3170
Registrar/Admissions Fax	(406) 638-3171
SUB Receptionist Fax	(406) 638-3165

Financial Aid

Chavez, Ralph	Assistant	chavezr63@lbhc.edu	638-3140
Snell, Beverly	Director	snellb@lbhc.edu	638-3141

Finance Department

Not Afraid, Elden	Financial Accounting Asst.	notafraide@lbhc.edu	638-3103
Rides Horse Jr, Curtis	Sponsored Grants Manager	rideshorsec@lbhc.edu	638-3111
White Hip, Dorcas	Payroll Officer	whitehipd@lbhc.edu	638-3109

Health & Wellness Center

Not Afraid, Jessica	Assistant	notafraidej@lbhc.edu	638-3661
Stewart, Tana	HWC Director/ Athletic Director	stewartt@lbhcl.edu	638-3660

Internet Café

Little Wolf, Leanna	Assistant		638-3134
Nomee, Loretta	Food Srvc. Manger	nomeel@lbhc.edu	638-3134

Library

Bear Claw, Destiny	Library Aid	bearclawd@lbhc.edu	638-3168
Bernardis, Tim	Librarian	tim@lbhc.edu	638-3113
Ille, Jon	Archivist	illej@lbhc.edu	638-3182
Red Star, Chrislyn	Archivist Asst.	redstar03@lbhc.edu	638-3112
Springfield, Edwin	Library Asst.	springfielde@lbhc.edu	638-3160
Walks, Roberta	Library Aid	walksr@lbhc.edu	638-3174
White Hip, Mary Agnes	Library Aid	whitehipm@lbhc.edu	638-3123

OASDFR

Pickett, Velma	NRCS USDA Outreach Coordinator	pickettv@lbhc.edu	638-3159
----------------	-----------------------------------	-------------------	----------

Student Success Center

Eagleman, Frances	Assistant	eaglemanf@lbhc.edu	638-3146
Whiteman, Patricia	Director	whitemanp@lbhc.edu	638-3189

Title III

Gardner, Bernadine	Student Services Admin. Asst.	gardnerb@lbhc.edu	638-3128
Good Luck, Alda	Community Outreach Coord.	goodlucka@lbhc.edu	638-3144
Gun Shows, Letha	Director	gunshowsl@lbhc.edu	638-3154
Hill, Salena	First Year Experience Coord.	hills@lbhc.edu	638-3186
Rides Horse, Heather	Admin. Assistant	robinsonh@lbhc.edu	638-3137

TRIO Educational Opportunity Center

Gasek, Michelle	Coordinator	gaskem@lbhc.edu	281-5109
-----------------	-------------	-----------------	----------

Water Quality Project

Doyle, John	Project Coordinator	doylej@lbhc.edu	638-3155
-------------	---------------------	-----------------	----------

Community Resource Numbers

Little Big Horn College

ACADEMIC CALENDAR

Fall Semester 2016

New Student Orientation	August 24
Class Registration	August 25 - 26
Fall Classes Begin	August 29
Labor Day – No Classes/Offices Closed	September 5
Last Day to Register; Drop/Add	September 13
Native American Week	September 19 - 23
Last Day to Withdraw/Drop Classes with Partial Refund	September 20
Tutor Night	October 12
Midterm Grades due to Registrar	October 21
Veterans Day – No Classes/Offices Closed	November 11
Spring 2016 Graduation Applications due	November 14
Thanksgiving Break – No Classes/Offices Closed	November 23 - 25
Last Day to Drop/Withdraw without Grade Penalty	December 9
Last Day of Classes	December 9
Pre-Registration for Spring Semester	December 12 - 13
Tutor Night	December 7
Review Days	December 12 - 13
Final Examination Dates	December 14 - 16
Last Day to turn in Grades	December 21
Winter Break – No Classes	Dec 17 – Jan 2

LBHC ACADEMIC CALENDAR

Spring Semester 2017

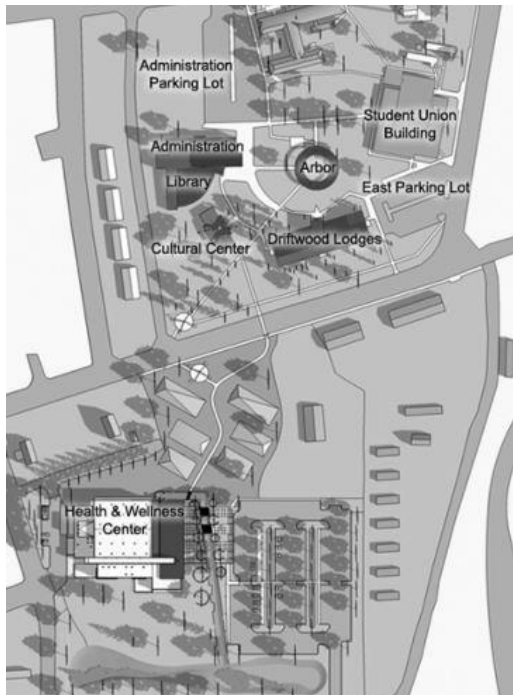
New Student Orientation	January 3
Class Registration	January 3
Spring Classes Begin	January 4
Martin Luther King Day – No Classes/Offices Closed	January 16
Last Day to Register; Drop/Add	January 17
Chief's Day – No Classes/Offices Closed	February 20
Montana Tribal College & Career Fair	February 15
Tutor Night	February 15
Midterm Grades Due to Registrar	February 24
AIHEC Student Conference	March 19 - 21
Spring Break – No Classes/Offices Open	March 20 - 24
Fall 2017 Graduation Applications Due	March 31
Tutor Night	April 12
Mini Break – No Classes/Offices Closed	April 14 & 17
Last Day to Drop/Withdraw without Grade Penalty	April 21
Last Day of Classes	April 21
Review Days	April 24 - 25
Pre-Registration for Fall Semester	April 24 - 25
Final Examination Days	April 26 – 28
Awards Banquet	May 3
Last Day to Turn in Grades	May 3
Graduation	May 5
Pre-Registration for Summer	May 8 – 12

LBHC ACADEMIC CALENDAR

Summer Semester 2017

New Student Orientation	May 10
Class Registration	May 11 - 12
Summer Classes Begin	May 15
Last Day to Register; Drop/Add	May 24
Memorial Day – No Classes/Offices Closed	May 29
Last Day to Withdraw/Drop Classes with Partial Refund	May 31
Last Day to Drop/Withdraw without Grade Penalty	June 21
Last Day of Classes	June 22
Crow Native Days – No Classes/Offices Closed	June 23
Last Day to turn in Grades	June 30

CAMPUS MAP



CAMPUS RESOURCES

Health & Wellness Center

The Health and Wellness Center (HWC) was designed to promote a safe and welcoming environment for students, faculty, staff and patrons of LBHC. Please visit the HWC Registration desk for the list of hours that the facility is open.

HWC Facilities:

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

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 at no additional cost, activity fee is included in tuition and fee costs each semester.

Information Technology Services

The Information Technology (IT) office is located in Driftwood Lodges Learning Center room 151.

Computer Labs:

- Driftwood Lodges Learning Center rooms 152, 214, and 215
 - Labs are open daily for LBHC students to access when classes are not in session.
- Library computer workstations are available to LBHC students.
- Title III tutor lab has several computer workstations, open daily for student use, located in the SUB, second floor.

Location	Days/Hours
Compass Lab, SUB	Monday – Friday, 8am – 5pm *open for student use when testing/classes are not in session
Driftwood Lodges rooms 152, 214, 215	Monday – Friday, 8am – 5pm *open for student use when classes are not in session
LBHC Library – Student Workstations	Fall & Spring semesters: Monday - Thursday 8am – 7pm & Friday 8am – 5pm
Student Success Center, SUB 100	Monday – Friday, 8am – 5pm
Title III Tutor Lab, SUB 211	Monday – Friday, 8am – 5pm
	Summer hours: Monday – Thursday, 8am – 5pm

Laptop Checkout:

•The Library also has laptop computers available to LBHC students for checkout at the Library front desk, for in-Library use only.

Email Addresses

LBHC Email addresses will be created for the students and should be used for school related purposes.

- Email addresses will be issued when students pickup their Student IDs. Please bring current semester class schedule when requesting a student email account.
- Student email can be accessed at <http://mail.lbhc.edu>

Student ID Cards

Students may obtain their individual ID cards from the IT department located in Driftwood Lodges Learning Center, room 151.

- Students will be issued an ID card after registering for classes, please bring your current semester schedule as proof of registration.
- There is no charge for the first student ID. There will be a \$5 fee for reprinting IDs.

Technology Advice

Technology advice is available from LBHC technology staff located in Driftwood Lodges room 151. The LBHC technology department DOES NOT repair personal technology devices such as laptop computers, smartphone devices, and printers.

WiFi Access

Students have free access to the wireless network on campus. Multiple wireless network access points are located across the LBHC campus.

- Driftwood Lodges & SUB wifi network is LBHCWHYFHY password is 00aa11bb22
- LBHC Library wifi network is LBHCLibrary password and sign in is lbhc

Little Big Horn College Library

The LBHC Library provides students, faculty, and the public with access to information resources and instruction in information skills critical to their educational programs of study and instructional needs.

For a full list of databases, Crow resources, and Library services, please visit the LBHC Library website: <http://lib.lbhc.edu/>

Library Services and Collections:

- Audiovisual materials
- Internet access
- Laptop checkouts for in-library use only
- OCLC World Cat can be accessed for interlibrary loan, giving access to the holdings of libraries throughout the world.
- OMNI (Outreach Montana: Networked Information) consortium consists of ten college libraries in Montana. The catalog can also be accessed via the library web page under the LBHC Library tab.
- Print volumes
- Print and electronic periodical titles
- Resource areas for Crow and Native American Studies, science and natural resources, nursing and health, and the history of the American West.
- Special collection of Crow materials. There is also a collection of digital Crow materials which are located on the library web page under the Crow Resources tab.
- Student Computers with free printing
- Study and research areas

Rams Basketball

LBHC is a member of the National Junior College Athletic Association (NJCAA) within Region IX. The college sponsors two intercollegiate sports: Women's and Men's basketball.

All prospective student-athlete's need to see the Athletic Director, Men's or Women's coaches to inquire about eligibility.

STUDENT ORGANIZATIONS

Student Organizations play an important role as co-curricular activities at LBHC. All students are encouraged to participate in student organizations which provide opportunities to develop skills in leaderships, communication, teamwork, budgeting and earn volunteer experience. See the Dean of Student Services for more information.

LBHC Student Organizations:

- American Indian Higher Education Consortium (AIHEC)
- American Indian Science and Engineering Society (AISES)
- Biiluuka Alaaxuuche LBHC Indian Club
- Rodeo Club
- Range Club
- Student Government

STUDENT SUPPORT SERVICES

Admission and Registrar Office

The Admissions and Registrar's offices are located in SUB 115 and 116. The Admissions Office processes admissions applications and houses student records. The Registrar's Office handles academic suspensions, declaration of major, graduation applications, registration, and transcripts.

Academic Probation & Suspension

A student will be placed on academic probation when a cumulative grade point average falls below a 2.00 GPA. Academic probation is a reminder that a student will be suspended from LBHC if their academic performance does not improve. Any student placed on academic probation who did not make a 2.00 GPA during the subsequent semester is suspended for one semester.

Appeal of Suspension/Petition for Reinstatement

Suspended students may petition for reinstatement after one semester. A Request to Appeal Academic Suspension form must be completed with the Student Success Center and a letter containing justification for reinstatement must be submitted to the Registrar for Academic Council to consider.

Academic Records

Official academic records are kept on file in the Admissions Office. Directory information is released in accordance with the Family Educational Rights and Privacy Act (FERPA).

Declaration of Major

A Declaration of Major form is completed with Admissions applications. Students who change majors must resubmit a completed Declaration of Major form with required signatures.

Class Registration

- Registration cards can be picked up in both the Admissions and Registrar's offices.
- All Students are required to meet with their Advisor before they are allowed to register for classes each semester.
- Registration cards need to be completed each semester and signed by the student, advisor, and instructors.
- Completed registration cards need to be submitted to the Registrar's Office.
- Class Schedules can be printed once class registration is complete.

- Students may *drop or add* a course up until the 10th instructional day of each semester. Drop/Add Requests card will need to be submitted before the deadline if a student makes a course change.

Sample Registration Card

Office of the Registrar		OFFICIAL REGISTRATION CARD <small>(Print in Ink)</small>				Little Big Horn College Crow Agency, Montana 59022	
NAME <u>Smith</u> <u>John</u> <u>J.</u> <u>Fall</u> <u>2016</u>		<small>Last First Middle</small>		<small>Sex () Male (X) Female</small>		<small>Semester Year</small>	
Address <u>PO Box 0</u>		<u>Crow Agency</u> <u>MT</u>		<u>59022</u> <u>638-3100</u>		<small>City State Zip Code Phone</small>	
Birthdate <u>January</u> <u>1</u> <u>1998</u>		<small>Month Day Year</small>		Student ID No. <u>100XXX</u>			
Dept. / No.		Course Title				Credits	Instructor Initial
CA 101-1		College Writing				3	SP
CS 103-1		Conversational Crow				3	RKB
ED 100-1		Skills for Success				1	SH
MA 121-1		College Algebra				4	DE
HW 104-1		Intro to Yga				1	TS
Major <u>Liberal Arts</u>		Adviser Approval <u>Tim McCleary</u>		12		Total Credits	
Date Registered <u>8/25/2016</u>		Student Signature <u>John Smith</u>					

Sample Drop/Add card

Office of the Registrar		DROP/ADD REQUESTS				Little Big Horn College Crow Agency, Montana 59022	
NAME <u>Smith</u> <u>John</u> <u>J.</u> <u>Fall</u> <u>2016</u> <u>100XXX</u>		<small>Last First Middle</small>		<small>Semester Year</small>		<small>Student ID No.</small>	
Add	1	Dept.	No.	Section	Credit	Course Title	Instructor Initial
	2	CS	180	1	1	Cultural Enrichment	TB
	3						
	4						
Drop	1	Dept.	No.	Section	Credit	Course Title	Instructor Initial
	2						
	3						
	4						
Approval: <u>Tim McCleary</u> <u>9/12/16</u>		<small>Adviser Signature Date</small>		<small>Dean of Students (after last day to Drop/Add)</small>			

Graduation

Graduation applications can be picked up in the Registrar's office. Deadlines for fall and spring graduation applications are included in the Academic Calendar of this planner. For more information please see the 2015-17 LBHC Catalog, page 23.

Registration Holds

The Admissions office will notify students who do not submit all necessary documentation. Students who do not submit required documents will not be permitted to register. Also, students who are placed on Academic Suspension will be placed on Registration Hold.

Transcripts

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 transcript fee, which can be paid in the Registrar's Office by cash or money order.
- *Unofficial* transcripts may also be requested at no charge.

Official transcripts will not be released if a student has financial obligations to Little Big Horn College.

Withdraw

A student who withdraws from ALL semester courses is required to fill out a Withdrawal Form at the Registrar's Office.

For more information on Academic Honors, Academic Standing, GPA's, and Grading, please see the 2015-17 LBHC Catalog, page 20.

Bookstore

The Bookstore handles all course textbooks, supplies, and college branded merchandise. The Bookstore also manages student billing and refunds. Please refer to the LBHC 2015-17 Catalog for current tuition and fees, and for details regarding student billing.

Cafeteria

The Internet Café is located in the SUB and provides breakfast and lunch daily. The Café accommodates students on a limited budget with reasonable food prices.

Childcare Services

Song Bird Day Care is located in the SUB and is a service of the Crow Tribe. It is licensed under the rules and regulations of the State of Montana. The center serves LBHC students' children ages 18 months – 5 years (some exceptions) with enrollment limit of 20 children. Applications determine eligibility and prices based on sliding fee scale. Song Bird is 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.

Community Outreach

The Community Outreach office is located in the SUB. The coordinator works with the broader Crow Indian community for the recruitment of students. The Community Outreach Coordinator educates perspective students and their families about LBHC degree offerings and future careers.

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 available to students who are experiencing problems that affect their academic progress. Short term crisis assistance is available on campus. For personal counseling please contact 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

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 are encouraged to speak with their Advisor and Student Services regarding questions about support services and accommodations. Please see the Student Success Center (SUB 100) for identifying/reporting procedures. Students 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 student 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 identifies having a disability on their Admissions Application.
2. Admissions Clerk 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 with the student
 - 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 student with specific accommodations.
 - e. Student files will be kept in Student Success Center.

LBHC will provide Staff/Tutors/Mentors with appropriate training for providing accommodations to students while adhering to FERPA Law.

Financial Aid

The Financial Aid Office is located in the Student Union Building (SUB). The Financial Aid office manages financial aid and other resources to assist students in meeting the costs of college. To determine eligibility for all financial aid programs and scholarships available at LBHC, students need to complete the FAFSA annually. For more information regarding financial aid, please see the LBHC 2015-17 Catalog, page 30.

Types of Financial Aid:

- Grants
- Scholarships
- Federal Work-Study
- Institutional Work-Study

Scholarship and internship announcements available to LBHC students are posted on the bulletin board outside of the Financial Aid office.

Disbursements of Federal Financial Aid and Scholarships are made after the 7th week of classes during the Fall and Spring semesters.

Financial Aid available through LBHC:

American Indian College Fund (AICF)

- Full-time students with a 2.5 GPA or higher can apply for the AICF Scholarships online at: www.collegefund.org

Frank Red Wolf Memorial Scholarship

This scholarship is for first-time freshman. See Financial Aid office for application and more information.

Free Application for Federal Student Aid (FAFSA)

- <http://www.fafsa.ed.gov>
- LBHC school code is 016135
- To electronically sign your FAFSA, you need create an FSA ID:
<https://fsaid.ed.gov/>
 - To find out more about the FSA ID, please visit:
<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>

Institutional Work-Study

Eligible students can work on campus to assist in paying for their outstanding bill. See Financial Aid office for application and more information.

Johnson Scholarship

This scholarship is available to students majoring in Business Administration and Information Systems with a 2.5 GPA or higher. See the Dean of Academics for more information.

USDA/Equity Scholarship

This scholarship is available to students majoring in agriculture or a related field. The scholarship covers tuition and fees. Students must have a 2.5 GPA or better to apply. See the Agriculture Program Director for more information.

Financial Aid Suspension:

A student is placed on suspension if they do not complete attempted credits and/or do not maintain a 2.00 GPA for two consecutive semesters.

- *Reinstatement of financial aid:* Student must complete a credit load at the same enrollment status as the semester they were placed on suspension and successfully complete the credits with at least a 2.00 GPA.
- *Financial aid appeal process:* Every student has the right to appeal. To appeal, students must obtain the *Financial Aid Appeal form* from the Financial Aid office. The form along with the student's transcript and all other necessary documents need to be submitted to the Financial Aid office.

First Year Experience

The First Year Experience office is located in SUB 117. The First-Year Experience Coordinator works closely with all first-time freshmen assisting them with placement testing, academic advising, and teaches the ED 100 Skills for Success course.

Student Employment Opportunities

- *Peer Mentors:* The Student Success Center hires students to mentor new students. Mentors help students adjust to college and feel connected and familiar to LBHC. Peer Mentors also serve as campus liaisons. Students interested in becoming mentors need to complete the Mentor Application Packet. Application are available in the SSC office located SUB 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. Applications are available at the Title III offices located on the second floor of the SUB room 211.
- *Tutor Employment:* Qualified students are encouraged to share their academic skills by assisting other students to be successful in all subject areas. Tutors are hired for many course subjects. Students interested in becoming tutors need to complete the Tutor Employment Packet. Packets are available in the Title III office located on the second floor of the SUB room 211.

Student Success Center

The Student Success Center is located in SUB 100. The center provides assistance to 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 to provide students with the support needed for a successful college experience.

Title III

The Title III program is located in SUB 211 and provides support to students. Title III offers free tutoring for many course subjects. Title III provides Tutor Nights twice each semester, once before mid-term exams and once before final exams.

Transfer Assistance

LBHC students are encouraged to transfer to four-year colleges and universities. Transfer assistance is provided to students who are planning their transition to a four-year college or university. Students seeking assistance can visit the Student Success Center and/or the Trio/Educational Opportunity Center Coordinator in SUB 100.

Transportation Services

The Crow Tribal Transit System is free of charge to all LBHC students. Students are required to have a transit ticket to ride. Transit schedule and Student Passes can be obtained from the Student Services Assistant in the SUB. The Crow Tribal Transit Authority offers students transportation to and from Billings, Fort Smith, Hardin, Lodge Grass, Pryor, St. Xavier, and Wyola.

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 (SUB 211), Student Success Center (SUB 100), or the course instructor. Tutoring is offered free of charge and for all courses to LBHC students.



Little Big Horn College Arbor

ACADEMIC ADVISING

Academic Advising is important to student success. Students are assigned an advisor based on their major. Students are required to contact their advisor each semester to learn about academic requirements and plan their schedule. The advisor's signature is required on the Registration card.

Degree Programs	Advisor	Office	Phone
Associate of Arts			
Business Administration Business Administration: Small Business Management	Teri Lea McCormick	DL 102	638-3150
Crow Studies Crow Studies: Native American	Dr. Tim McCleary & Raphaelle Real Bird	DL 136 DL 137	638-3117 638-3193
Education: Elementary Education Education: Early Childhood	Sharon Peregoy	DL 141	638-3133
Human Services Human Services: Addiction Counseling	Eric Tiner	DL 139	638-3162
Liberal Arts	Dr. Tim McCleary & Marcy Cobell-	DL 136 DL 144	638-3117 638-3132
Associate of Applied Science			
Information Technology	Dr. Tim McCleary	DL 136	638-3117
Associate of Science			
Mathematics Mathematics: Pre-Engineering	Dorcella Eastman	DL 111	638-3142
Science: Community Health Science: Pre-Medical Science: Life Science/Pre-Nursing Science: Environmental Health Science: Natural Res/Env Science Science: Tribal Natural Res/Env Sci Science: Biology	Neva Tall Bear & Amber Cummins Sara Plaggemeyer	DL 109 DL 104 DL 106	638-3130 638-3158 638-3136
Agriculture: Rangeland Ecology and Management Option Agriculture: Livestock Management Option	Birgit Graf	SUB 203	638-3120
One Year Certificates			
Crow Studies: Tribal Mngmt Business: Accounting Assistant Education: Early Childhood Info Systems: Office Assistant Info System: Info Tech Assistant Highway Construction Welding Tech & Fabrication	Dr. Tim McCleary Teri Lea McCormick Sharon Peregoy Dr. Tim McCleary Dr. Tim McCleary Dalynn Half Berthina Nomee	DL 136 DL 102 DL 141 DL 136 DL 136 SUB 104 SUB 105	638-3117 638-3150 638-3133 638-3117 638-3117 638-3183 638-31 26
First Year Experience Coordinator (First-year students)	Salena Hill	SUB 117	638-3186

CAMPUS SAFETY & SECURITY

Each campus building has an individual responsible for campus safety and security. The Dean of Student Services must be notified in the case of criminal, drug/alcohol, or controlled substances related activity, and verbal/physical harassment. Any threat to the personal safety of a student or college employee must be reported. 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. (In this area, calling 9-1-1 from a cell phone with a number with a Billings prefix will result in a call to the Billings 9-1-1 dispatcher).

Building	Contact Person	Phone
Administration Building	David Small, Dean of Administration	638-3110
Cultural Center	David Small, Dean of Administration	638-3110
Driftwood Lodges	David Small, Dean of Administration	638-3110
Health & Wellness Center	Tana Stewart, HWC Manager	638-3660
Library and Archives	David Small, Dean of Administration	638-3110
Student Union Building	Te-Atta Old Bear, Dean Student Svcs	638-3106
After hours	Security	638-3135

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 and the surrounding area of Crow Agency. The annual campus crime reports display the number of arrests for liquor violations, drug-abuse violations, and weapons violations. The report is available online at: www.lbhc.edu/cleryactcrimereport

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. Students and employees who violate this Zero Tolerance Policy will be referred to the local law enforcement.

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.

Felony Convictions

If there is a record of a felony criminal charge, a disclosure form will be sent directly to LBHC officials and reviewed by the Registrar. It must be noted that a felony record may prohibit an individual from full acceptance into any program which requires licensure in their major field.

Non-Discrimination

LBHC has a policy of non-discrimination in the delivery of educational services and employment. LBHC is an equal opportunity employer and does not discriminate in its hiring or employment or any program participation on the basis of race, sex, sexual orientation, age, creed, color or national origin.

Sexual Harassment

The “Campus Sex Crimes Prevention Act”, (Public Law 106-386) is a federal law enacted on October 27, 2002 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.

Smoking and Chewing Tobacco

Smoking (cigarettes, e-cigarettes, pipe, 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.

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. 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.

A complete copy of the Student Handbook can be found online at www.lbhc.edu. Online information includes the Controlled Substance Policy, Student Conduct Code, Student Eligibility Requirements, Student Organization Policy, and Students Rights & Responsibilities.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Little Big Horn College 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

Little Big Horn College 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 Little Big Horn College.

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 Little Big Horn College.
- 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 Little Big Horn College community.
- 5) To recognize Little Big Horn College'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 Little Big Horn College's official acting within the legitimate scope of their duties.

Disruption or Obstruction of LBHC Activities or Functions

Little Big Horn College 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 expression 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 Little Big Horn College.
- 4) Not be held within Little Big Horn College 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 Little Big Horn College and the community. Students suspended from Little Big Horn College for misconduct reason have no right to a refund or cancellation of amounts due. Students may also be denied enrollment from Little Big Horn College for failure to meet financial obligations.

CONTROLLED SUBSTANCES

Alcohol and Drug Policy

In accordance with the federal Drug-Free Schools and Communities Act of 1989, Little Big Horn College 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:

- **use, manufacture, sale, give away, barter, exchange, or distribution** of alcohol, controlled substances or drug paraphernalia.
- **possession** of alcohol or illicit drugs while on campus, involved in college activities, service projects, programs or work situations off campus.

- **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.

Little Big Horn College 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, pipe, and cigars) and chewing of tobacco is not allowed in any Little Big Horn College 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.

POLICIES AND PROCEDURES

General Policy

Little Big Horn College, 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 in behalf of these officials.

Use of LBHC Space & Facilities

The space and facilities of Little Big Horn College 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 Little Big Horn College. 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 volunteerism experience. For a list of student organizations, please see the 2015-17 LBHC Catalog.

General Policy

Little Big Horn College encourages students to become leaders of our community.

- 1) Active chartered student organizations are voluntary associations of Little Big Horn College.
- 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 Little Big Horn College regulations as published in the student hand-book.
- 4) Membership in an organization shall be open to students of Little Big Horn College 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 Little Big Horn College controlled sources or raised through the sponsorships 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 Little Big Horn College.
- 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 re-activation process.
- 2) Securing a faculty or staff advisor affiliated with Little Big Horn College.
- 3) The revision of the existing constitution/by-laws on file if not done so with the last three years or in the case of a change in purpose for the re-activated organization.
- 4) Files on all inactive student organization 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 Little Big Horn College regulations and the organization's constitution and bylaws.

D. Officers

Officers of student organization 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 Little Big Horn College if the Dean of Student Services office

determines that the organization's activities are detrimental to the educational mission of Little Big Horn College.

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 Little Big Horn College 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 reason 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 Little Big Horn College; loss of Little Big Horn College 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 Little Big Horn College.
3. Funding for student organizations is done on a yearly basis through the regular budget process of Little Big Horn College. 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 re-ports 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 culture, 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 leisure 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 Little Big Horn College 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 Little Big Horn College 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 in all classes with a “C” or better.
3. Student 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 Little Big Horn College 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 compete be 5 instructional days before scheduled travel. Student eligibility must be verified by the Registrar and a Representative of the institution designated by the President – Little Big Horn College.

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 to 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 drug off campus poses a threat to the safety and welfare of 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. Little Big Horn College 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 Little Big Horn College 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, Financial Aid Assistant, Registrar, and Admissions. 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

The following penalties 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.

a. Reprimand

b. Misconduct Probation

c. Misconduct Restrictions