

2019-2020

SKC

STUDENT
HANDBOOK

SALISH KOOTENAI COLLEGE
GROUNDED IN TRADITION. CHARGING INTO THE FUTURE.



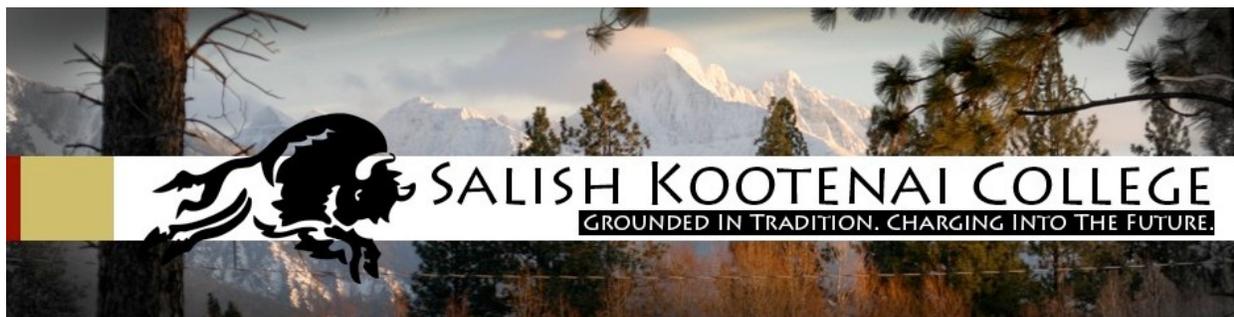
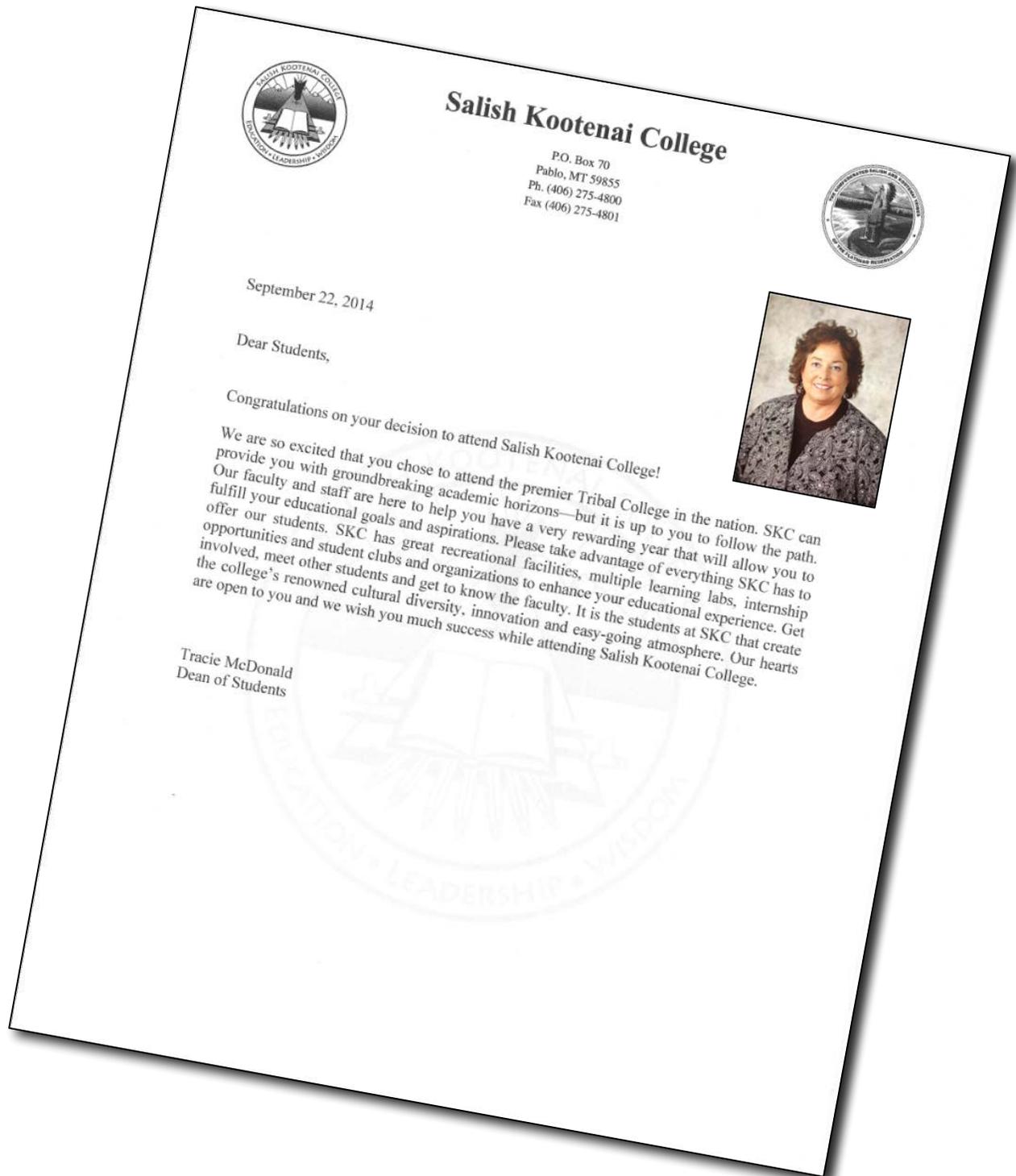


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MISSION STATEMENT

The mission of Salish Kootenai College is to provide quality postsecondary educational opportunities for Native Americans, locally and from throughout the United States. The College will promote community and individual development and perpetuate the cultures of the Confederated Tribes of the Flathead Nation.

**DISCLAIMER**

All new and returning students are responsible for reading the information in the Salish Kootenai College (SKC) catalog and student handbook. Failure to read the regulations will NOT be considered an excuse for noncompliance. SKC reserves the right to change policies or revise curriculum as necessary.

SKC places full responsibility upon each student to fulfill ALL requirements for a degree or certificate and to register for proper courses as set forth in the catalog.

The College does not accept any responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, schedule adjustments, changes in degree requirements or similar related changes, or errors resulting from consultation with any college employee and reliance upon information acquired from said employee.

An advisor's signature may not indicate agreement with/approval of a student's course choices.

Tribal College Requirements

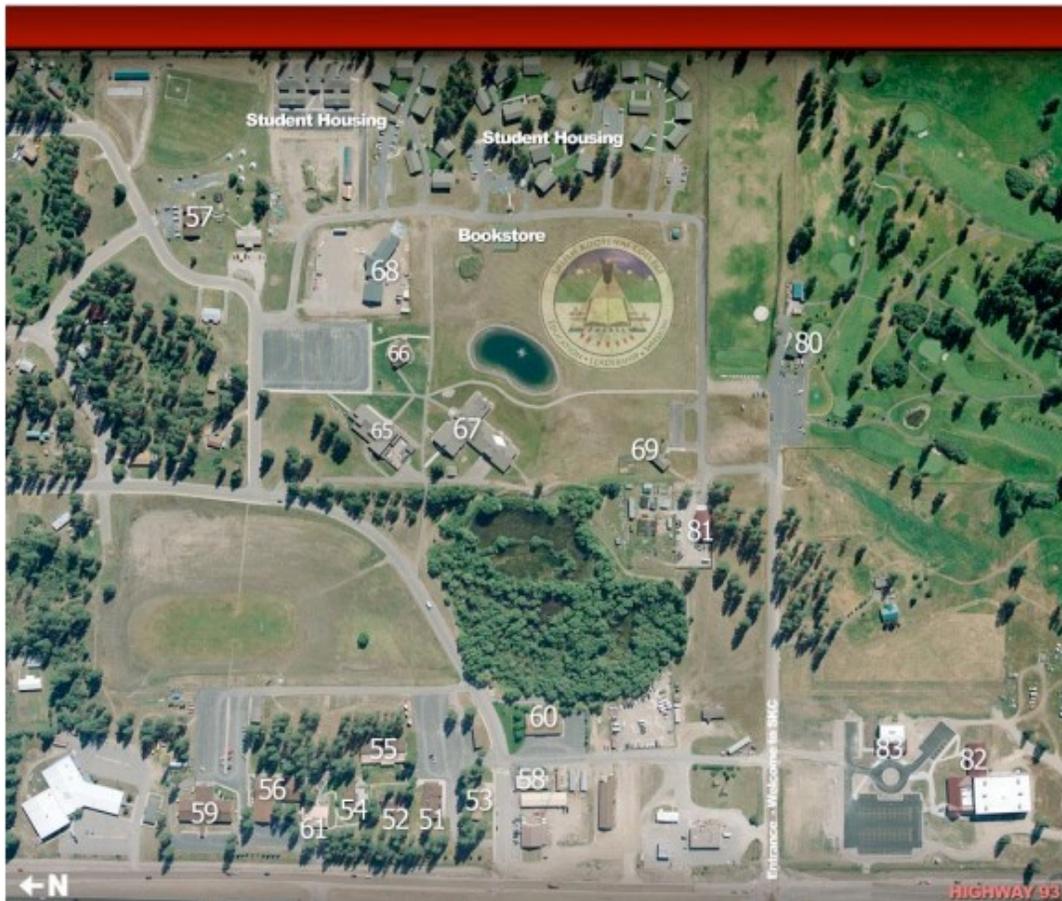
Salish Kootenai College is a tribal college. Under Federal law, the College is required to maintain an annual student count of a minimum of 51 percent of enrolled members of federally recognized tribes.

Getting Around

In order to be successful, it is important for a student to know his/her way around campus and ways to access available resources. Campus buildings are strategically placed throughout campus. Each building houses important resources that can assure student success.

Campus Map

To begin his or her college journey, the first thing a student should consult is a campus map.



- 51 --- Agnes Kenmille (SKC Foundation, Tribal Historic Preservation)
- 52 - Paul Charlot (Social Work, Psychology)
- 53 --- Agnes Vanderburg (Business)
- 54 --- Baptiste Mathias (NASD, Salish & Kootenai Language classes)
- 55 - Michelle (Liberal Arts, Office Professions)
- 56 - D'Arcy McNickel (Library, Media/Communications KSKC TV)
- 57 - SKC Childcare/Headstart
- 58--- Academic Success
- 59 - John Peter Paul (Nursing, Dental)
- 60 - Eneas Bigknife (Administration, Business Office)
- 61 - Three Wolves Cafeteria
- 65 - Woodcock (Art, Media Design)
- 66 --- Late Louie Caye Senior Memorial Building
- 67--- Beaverhead (Natural Resources, Math and Science)
- 68 --- Adeline Mathias (IT, Media Design)
- 69 - Education
- 80 - Silver Fox Golf Course
- 81 --- Transportation
- 82 - Joe McDonald Health and Fitness Center
- 83 - Johnny Arlee Victor Charlo (Theatre)
- 84 - Book Store (Book Store, Enrollment Services, Student Support Services)
- 85 - Extension
- 86 - Student Housing

Contact Information

Departments that have beneficial student resources are located in each building. The following department/employee contact information will help each student successfully complete every step of the journey.

Main Switchboard/Business Office: 275-4800
Main Fax: 275-4801

Office of the President: 275-4974
Office of the Vice President: 275-4858
Dean of Students: 275-4026 or 4823

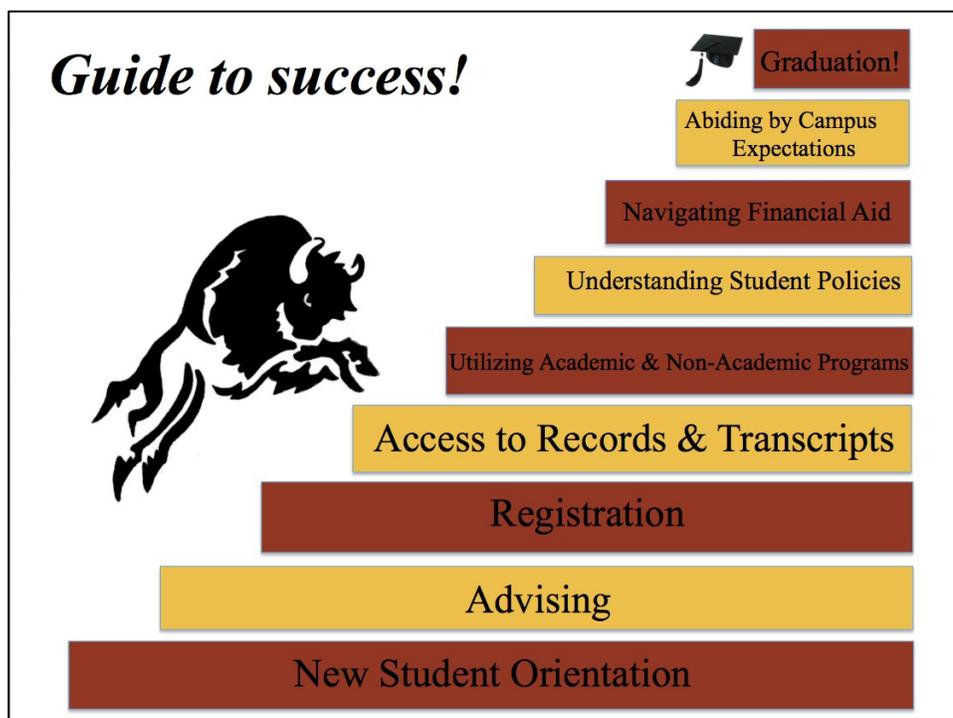
Admissions: 275-2855
Financial Aid: 275-4857
Registrar: 275-4029
Retention Office: 275-4864
Records Management: 275-4715
Information Technology: 275-4357
Bookstore: 275-4721

Department of Academic Success: 275-4986
Student Support Services: 275-4980
Writing Center: 275-4520
Math Lab: 275-4902
Library: 275-4875
Prevention and Wellness: 275-4913
Fitness Center: 275-4981
Three Wolves 275-4720
Childcare Services 675-8475
Housing 275-4827

Mailing address:
P.O. Box 70
Pablo, MT 59855

Physical address:
58138 US Hwy 93
Pablo, MT 59855

To Report a Crime
Call SKC Security at (406) 239-6267
SKC Security Office (406) 275-4751 or Email: security@skc.edu



Begin the Journey

The first step is to apply for admission, financial aid, and student housing, if needed. Enrollment is easy; just take one step at a time.

Admission is a three-step process:

Step 1: In order to apply, a student must hold a diploma from an accredited high school or have earned a General Education Diploma (G.E.D.).

Step 2: Complete an admissions application.

Step 3: Additional required admissions documents for Tribal members or 1st/2nd generation descendants include official verification of tribal enrollment or 1st/2nd generation recognized tribe.

To complete the admissions application include all of the following in this checklist:

- Application for admission
- Additional special admissions applications are required for students seeking program acceptance in: Highway Construction Training, Dental Assisting, Nursing, and 3rd year Social Work
- An official certified high school transcript from an accredited high school approved by the Department of Education with graduation date OR official copy of G.E.D scores.
- An official certified transcript from other institution(s) of higher education (as appropriate)
- Declaration of Major Form
- The Board of Directors and Administration support the Montana Immunization Law requiring students born before January 1, 1957, to have a TB skin test within the last

five years. Students born after December 31, 1956, must provide documentation of a TB skin test taken within the last five years and two doses of an MMR --- measles, mumps and rubella vaccination. A health care provider signature is required to verify immunizations.

- Verification of residency if a Montana resident
- TABE placement test results. All new students are required to take a TABE placement assessment for reading, English, and mathematics PRIOR to pre-registration. Transfer students may be required to take a TABE by the program of enrollment. To assure proper course placement, students may be required to take an advanced placement English and/or math assessment after the initial TABE test. Course recommendations are made based on the test results, and students will be allowed to register only after completing the tests.
 - The Department of Academic Success facilitates the initial TABE placement test on Mondays from 11:30 AM – 3:00 PM and Wednesdays from 9:00 AM – noon. (Please arrive 15 minutes early to fill out paperwork.) The English and math departments facilitate the advanced placement tests. For more information, contact the Department of Academic Success. (275-4986)
- Proof of Student Aid Report (SAR)~For NEW students only
- Additional forms that may need to be completed:
 - Financial Aid Forms (FAFSA)
 - Housing application
 - Childcare applications

Current High School Student Special Admissions

Students currently enrolled in high school may also start their college journey by applying for admission to take regular college courses. This special admissions program has been established to supplement high school educational programs with college-level course work. Students applying for admission under this program also must complete the dual enrollment/early college application procedure and provide documentation of approval by parents and high school officials.

Life Experience

SKC does not grant college credit for life experience or previous work experience.

Financial Aid Application

Many students that attend college need financial support. Applying for financial aid will enable most students to qualify for various levels of support. Important note: All awards from financial aid programs funded by federal or state governments are administered in compliance with the laws and regulations governing these programs.

Specific criteria are required to determine Financial Aid eligibility. To be eligible for Title IV assistance, an applicant must meet the following criteria:

- Be enrolled in a program of study leading to a degree or certificate.
- Possess a high school diploma or a GED/Hi-Set Certificate.
- Meet enrollment status requirements.
- Be a U.S. citizen or eligible non-citizen.
- Sign a Statement of Educational Purpose.
- Sign a Statement of Selective Service Registration Status.

- Not be in default on a Title IV student loan borrowed for attendance at any institution.
- Not have borrowed in excess of Title IV loan limits.
- Not owe a repayment on a Title IV Pell grant or scholarship received for attendance at any institution.
- Students must stay below the 600% limit in Pell awards in a lifetime.
- Maintain satisfactory academic progress.
- Not be enrolled concurrently in an elementary or secondary school.
- Have a complete financial aid file prior to last day of enrollment for academic year.
- Not be convicted of possessing or selling illegal drugs while receiving Federal Student Aid. Students that have been convicted of these offenses may not be eligible to receive more federal aid. However, these students should still complete the FAFSA to determine eligibility.

All students who would like to participate in any of the financial aid programs offered must follow the procedures:

1. Apply for a Federal Pell Grant using the Free Application for Federal Student Aid (FAFSA). Complete the FAFSA at www.fafsa.ed.gov. Due to the large number of applications submitted each year, priority will be given to students who have submitted Student Aid Reports on or before March 31 preceding the summer and academic year for which aid is needed. Students who meet the priority date will be given first consideration. Late applications will be accepted and processed subject to the availability of funds.
2. Once awarded financial aid, eligible students must reapply for each subsequent academic year. Students will need a FSA ID USERNAME and PASSWORD for reapplication and must apply online at www.fsaid.ed.gov
3. Possible submission of additional documents (tax information, verification worksheet, etc.) to the Financial Aid Office may be required. Such requests should be given immediate attention because failure to do so may jeopardize receipt of financial aid.
4. Students who claim to be eligible non-citizens must submit proper documentation of citizenship. To be eligible for Title IV financial aid assistance, the Department of Education requires students to have specific documentation from the United States Citizenship and Immigration Services. Students are responsible to obtain these documents; contact financial aid staff for assistance.
5. Complete the Student Data Form.
6. Students must have a completed financial aid file prior to receiving an official award letter.
7. Students receiving or planning to receive any source of financial aid must take a financial literacy workshop in order to receive the award (provided by SKC).

Cost of attendance is important to understand and is detailed in the Salish Kootenai College Catalog.

Path of Student Success



Students are the focal point of the overall mission and work we do at SKC each and every day. From the beginning to the end of a student's academic journey, SKC provides many resources, support systems, and programs to help assure success and degree completion.



Stepping-Stone One: New Student Orientation

Each student begins the path to success with New Student Orientation, which is required when entering SKC and recommended for all returning students. This exciting event, held at the beginning of each quarter, provides valuable information pertaining to admissions, financial aid, scholarships, class registration, building locations, campus personnel, assistance programs, and campus activities. Contact the Registrar's office for more information.



Stepping-Stone Two: Advising

Advising is a key component of student success at SKC. Following New Student Orientation, the Admissions/Registrar's Office will assign an advisor based on the student's declared major course of study to begin the registration process. A student should consider his/her advisor the "go to" person when in need of support and guidance during the journey. The following guidance will be provided:

1. At the beginning of a student's career, the advisor will provide advice on the degree plan and explain the degree requirements for the course of study chosen.
2. If a student transfers into SKC, the advisor will help the student complete the required transfer paperwork and determine which remaining courses need to be completed.
3. Throughout the remainder of time in the degree program, the advisor will provide academic guidance and recommend and refer various SKC support programs and campus resources.
4. Prior to each new quarter during pre-registration, students must meet with advisors to complete the paperwork needed to register for courses. Advisor signatures are always required to complete registration.
5. If a student decides to add courses or withdraw from courses, the advisor will provide guidance in the decision and assist in the completion of required paperwork.
6. An advisor will guide a student toward graduation by tracking graduation requirements throughout his/her academic career, and assist in the completion of required graduation paperwork.
7. Although the advisor provides ample support, a student must advocate for himself/herself. Ultimately, it is the student's responsibility to track his/her own academic progress. Adherence to the curriculum plan outlined in the catalog will support degree completion in the expected time frame for a particular degree. Each student is encouraged to create a quarterly course plan with an advisor and monitor the plan throughout his/her college career. During each quarter, a student should contact the assigned advisor for any of the following reasons:
 - ✓ Transfer information
 - ✓ Pre-registration advising
 - ✓ Change of courses
 - ✓ Change of major
 - ✓ Prior to pursuing a total withdrawal
 - ✓ Following any report of unsatisfactory work

Demonstration of Proficiency

SKC uses the following to assess student proficiency:

- ✚ Entrance proficiency: All students are required to take a TABE Assessment as part of the enrollment process. This is an opportunity for students to demonstrate levels of proficiency in math, English, and reading. Some students may be required to take a follow up advanced placement test for math and English to determine proper course placement.
- ✚ Midterm and Final Exams: Some courses require midterm and final exams as part of the course requirements.
- ✚ Final Projects: Some courses require final projects that demonstrate proficiency in the course.
- ✚ Course and Degree Program Portfolios: Course and degree program portfolios may be required for successful completion of the course or program. Portfolios are used to demonstrate proficiency in course and program objectives, which are based on the College's student learning outcomes measured by the 4Cs (Critical Thinking, Cultural Awareness, Citizenship, and Communication). See the SKC Catalog for definition.

- ✚ Course Grades: Grades of C or better are required in most courses, unless otherwise specified by program requirements. See the SKC Catalog for specific degree program requirements.
- ✚ Capstone Projects: All programs have final capstone projects at the culmination of the degree plan. Visit with the department advisor for more information.
- ✚ 2-year Writing Assessment: At the end of the second year, Associate candidates are required to take a final written assessment to determine proficiency in the 4Cs.



Stepping-Stone Three: Registration

Registration is the next leg of a student's academic journey. Prior to the beginning of each new quarter and after meeting with an academic advisor, a student will declare his/her major and register for courses. The registration packet is available through Enrollment Services and must be completed in order to register. (Friendly reminder: An advisor signature is required for registration.) If registering late; e.g. within the week after the first day of classes, a student must get signatures from both the course instructor and his/her advisor. Additionally, be aware that it is within each instructor's discretion whether to allow late enrollment for a particular course and/or courses that may be full. To prevent additional stress, a student is advised to register during preregistration.

**Fall 2016 registration will be held at the end of the previous Spring Quarter 2016.

To register online, students must request approval from the advisor. Once approved, the AV hold flag will be removed, which allows a student online access to register. It is the student's responsibility to finalize registration. If a student has additional hold flags, contact the appropriate offices to remedy the holds prior to registering. Contact the advisor for assistance.



Stepping-Stone Four: Access to Records and Transcripts

Access to paperwork is extremely important at all stages of the academic adventure.

The Registrar's Office maintains student academic progress and transcript information. Furthermore, information such as mailing address, major area of study, and advisor's name are collected for the purpose of required reporting to the Federal Government. Personal data changes such as address, phone number, marital status, change of major, or change of advisor must be reported to the Registrar's Office.

*A Social Security card is required for name changes. SKC does have a retention and disposal policy for student records. Contact Registrar for further information 275-4029.

Transcripts

A student will need to request copies of an Official Transcript for such needs as scholarship submissions, transfer processes, and job applications. Transcript request forms are located in the Enrollment Services Department or at www.skcedu. Include a driver's license or signed photo identification with the transcript request.

Otherwise, a written transcript request may be submitted and must include all of the following

information with payment:

- ✓ Full name
- ✓ Other names used
- ✓ Mailing address
- ✓ Social Security Number
- ✓ Birth date
- ✓ Enrollment dates
- ✓ Recipient address
- ✓ Signature (to be verified with SKC records)
- ✓ A clear copy of driver's license or photo identification with signature
- ✓ A \$3.00 check or money order per transcript, to be paid at the Business Office
- ✓ An email request must include a scanned signature

In order to receive an official transcript, a student must be in financial good standing with the College. The first transcript request is free. A \$3.00 charge for each additional official/unofficial transcript is collected prior to release. Current students can access unofficial transcripts from JICS accounts, provided the account is free of hold flags. Transcripts are processed on Tuesdays and Thursdays and can be picked up after 3:00 PM at the Registrar's Office. Remaining transcripts will be mailed the following business day.



Stepping-Stone Five: Utilizing Academic & Non-Academic Programs

Academic Programs

There are ample academic programs available throughout the campus that directly supports each student's desire to be successful in the classroom.

Documented Disabilities

Students with documented disabilities may access direct academic support tailored to their personal needs. Reasonable accommodations are provided for eligible students with identified disabilities. The College complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students may contact the College's Disability Officer or consult the SKC web page Students with Disabilities section for more information. If applicable, inform the instructor of disability status within the first two weeks of the course.

Department of Academic Success

The Department of Academic Success supports students by providing placement testing required as part of the enrollment process. The department can also provide developmental course advising and Adult Basic Literacy Education. In addition, students that feel they need soft skills support may enroll in one-day, one-credit workshop courses in test taking, note-taking, student learning styles, financial literacy, and tribal leadership, to name just a few.

Developmental (DVSP) Courses

It is not uncommon for students to need developmental math, English, and reading courses to prepare for college level academics. DVSP courses are available to all students that either feel a need to review content or build a foundation of knowledge needed for further success in required courses. TABE and the follow up advanced placement testing will help determine DVSP courses needed. Discuss options with an advisor prior to registration.

Tutoring Labs

Tutoring labs are available to all students on campus at no charge to the student. (Good news! Coffee and snacks are available at all locations for students to both fuel minds and stomachs.)

Salish Kootenai College Writing Center

The Writing Center is available for students to receive support in communication-based projects. The Writing Center supports students in writing and speaking assignments for all classes, scholarship applications, and resume completion. Nationally certified tutors are available daily for one-on-one and group tutoring sessions. (A lab fee is charged through the Composition courses.) Additionally, any student passing Composition I with a B or higher may apply for a tutoring position. Contact the Writing Center with questions.

Salish Kootenai College Math Lab

The Math Lab provides qualified tutors and instructors to students that need assistance in all math and science-based projects. Contact the math lab with questions.

Career Center Tutoring

Students may apply to schedule time with a qualified tutor for any subject area through the career center. Contact Student Support Services for more information.

Salish Kootenai College Career Center Services

The Career Center is a one-stop shop for all students to receive support and assistance throughout their college experience for career preparation, academics, finances, and job placement.

For those students that are not sure which career they are interested in pursuing, the Center has access to Montana Career Information System (MTCIS). The program will assist in narrowing down options to assure a student can move on the right career track.

Tutoring available. See Tutoring Labs section.

Because affordability is an important part of paying for college, the Career Center has a variety of scholarships and funding sources available. See Financial Aid section.

The Career Center also can assist students with job placement. Advice and support are available for job application completion, interviewing, and job portfolios. Access to job listings is also available.

The SKC Counseling Office offers short-term counseling to anyone within the SKC community. See the Catalog for more information.

Student Support Services is a federally funded TRiO program available for eligible students. Contact Career Services for more information.

Salish Kootenai College Bookstore

The SKC Bookstore provides access to required course materials including textbooks and supplies. Other books and tribal materials, SKC memorabilia, clothing, and gifts are available. When students need a pick-me-up, the Bison Café provides coffee products and pastries available for purchase.

All Things Technology

Information Technology (IT) Department, located in the A. Mathias Building, plays a significant role at SKC. Use of technology will enhance learning experiences in most courses across all disciplines.

Computer Labs

There are multiple computer labs on campus available for student use. The library also has a number of computers available for general Internet use. For the safety and protection of all, the labs are to be used under the SKC Acceptable Use Policy, which is posted in all labs.

Email

Each student will be issued an email account upon completion of registration. Contact IT Services to create an email account and a temporary password. All SKC students and employees are required to have an SKC email account and check it frequently for information sent out by the institution and instructors, as it is the primary channel of communication at the College. Students may visit the IT Help Desk for help.

Student email format: firstnamelastname@student.skcd.edu

Faculty and staff format: firstname_lastname@skcd.edu

JICS

A JICS account (eCampus system) is required for all students. Use JICS to check class lists, grades, and complete work study time cards. A JICS account will be issued after registration has been completed. JICS login information is confidential and should be protected. Contact IT Services for assistance.

Managed Print System

All printers on campus are managed in a single unified system. Once a student is added to the College's print system, he/she will use the prepaid OneCard student ID to print. Furthermore, the large Toshiba Multi-Function printers (MFP) also can scan and forward documents to student email. To add funds to the OneCard account, see the Front Desk in the Bigknife Building. Various instructors require using printers to retrieve supplemental course documents; therefore, adding funds to the OneCard account is imperative.

Student Identification Card (OneCard)

All students are required to purchase student ID cards (SKC OneCard). This card can be obtained through the IT Services Department. The SKC OneCard serves as a picture ID and allows access to campus services, including printing (prepay), paying for Three Wolves meals (prepay), and attending SKC student events for free. Students must have a picture ID and current class registration printout when requesting the card. To add money to the OneCard account, visit the Front Desk in the Bigknife Building.

Moodle Learning Management System

Moodle is the platform used for online and hybrid courses at SKC. Once email is established, create the Moodle account at <http://moodle.skcd.edu>. Contact Drew Hanson, IT Services Education Technology Support Specialist, for help. Instructors provide the course access information.

D'Arcy McNickle Library

The library is the hub for information resources and library instruction, supporting the research needs of students and faculty/staff, and it also serves as a public library for all that live on the Flathead Indian Reservation. See the catalog for further information.

Salish Kootenai College Catalog

The College catalog is an important publication that details college procedures, degree requirements, course descriptions, and provides other needed information. Academic definitions and policies also are published in the SKC Catalog. Consult the catalog in order to be familiar with policies and requirements while attending SKC. If a student changes majors, the catalog in effect at the time of the change governs requirements. Assistance in understanding the requirements outlined in the catalog can be clarified by an advisor, the school counselor, the Registrar, or Dean of Students.

Non-Academic Programs

The College has many non-academic physical health and social programs available to all students on campus.

J. F. McDonald Health and Activity Center and Fitness Center

The Center contains a variety of resources for better health, including an NCAA basketball floor, volleyball set up, and 1/10-mile in-door walking track. The Center also houses the Camas room, which includes both a full kitchen and adjacent room for community meetings. The Fitness Center is attached to the J. F. McDonald Health and Activity Center. This resource has a variety of exercise machines; free weights and lifting equipment; fitness videos; and on-site staff available to assist student health needs.

Clubs/Organizations

Students are encouraged to join existing clubs or create clubs when new interests arise. All clubs must have bylaws, which accurately describe the organization, governance, and operational policies and procedures. Each new academic year all clubs must submit a renewal form in order to be considered an active club on campus.

For more information concerning joining an existing club or to begin an application packet to start a new club, contact Juan Perez (406) 275-4978.

Participation in SKC clubs and student organizations is open to any SKC student. Clubs and student organizations may not discriminate based upon race, religion, national origin, sex, age, disability or sexual orientation.

Bison Athletics

Salish Kootenai College (SKC) currently offers collegiate level basketball and rodeo for both men and women. SKC competes as an independent college with basketball games scheduled against mainstream colleges throughout Montana, Washington, Idaho, North and South Dakota, and Wyoming. The teams consist of students who have an interest in playing competitive basketball past high school.

SKC Rodeo is affiliated under the National Intercollegiate Rodeo Association and competes within the Big Sky Region. Students must be able to compete at the collegiate level and purchase membership cards to participate.

Athletic scholarships are not offered nor are there active recruitment of student athletes, but interested players are encouraged to try-out at the beginning of each academic year. SKC emphasizes both education and athletics as a means of preparing student athletes for work and life beyond college. Prospective student athletes will find the classes motivating, the campus environment welcoming, and the surrounding area sociable. For more information about the teams or eligibility rules contact Juan Perez, (406) 275-4978.

Student Senate Organization

The Student Senate is made up of elected representatives from the College's student body.

The purpose of the Student Senate is to:

- Provide development of leadership skills;
- Act as liaison between students, faculty and staff ;
- Act as liaison between students and the SKC Board of Directors;
- Provide a forum for discussion and input for SKC students.

Student Organizations and Clubs

Salish Kootenai College has a multitude of other student organizations and clubs on campus.

Organizations and clubs include:

American Indian Business Leaders (AIBL)

American Indian Science and Engineering Society (AISES)

Student Nursing Organization (SNO)

Spirit of Many Colors, Gay-Straight Alliance of SKC Light of the Nation

Spirit of the Bison

Forestry and Natural Resources Club

Nerds and Geeks Club (NEEKs)

Students must be in good academic standing (minimum 2.0 GPA) to participate in athletics, student government, and campus sponsored clubs.

Food Service/Student Union

Food Services fuels students during the earlier part of each day. Three Wolves Student Union Building is located next to D'Arcy McNickle Library in the center of campus. Breakfast and lunch are served five days a week between 7:30 AM and 2:30 PM. Based on specific needs, students can set up prepaid meal plans. See the Food Service Manager for more details. The building is also available for meetings, study sessions, socializing, and student events.



Student Housing

Singles dormitories and family housing units are available to students and families based on eligibility. Request an application from the SKC Student Housing Department at 275-4827 or email housing@skc.edu. See the catalog for more information.

There are a variety of other programs on campus designed to foster success for students on their academic journey. See the catalog for additional information.



Stepping-Stone Six: Understanding Student Policies

Students are the focal point of SKC. All services and programs have been developed with student success in mind. Aside from all the resources available, the College provides each student with the ability to advocate for himself/herself in multiple ways.

Rights and Responsibilities

Students have rights and responsibilities established to ensure fairness and protection while they are students at SKC.

Students have the right to:

1. Receive a quality education.
2. Positively gain from college experiences through academics and extra-curricular activities.
3. Use SKC facilities.
4. Participate in College governance.
5. Access academic records as provided by the Family Educational Rights and Privacy Act.
6. Request transcripts (providing all accounts have been settled).
7. Obtain a grade report in the event that an official transcript may not be sent due to financial obligation to the College.
8. Be informed of performance inadequacies and resulting consequences (a copy will be filed in the student's permanent record).
9. Be notified of any changes in course requirements, tuition, or fees.
10. Understand rights and disciplinary procedures.
11. Access the uniform grievance procedure.
12. Exercise individual freedom within the framework of College regulations, goals, and philosophy.
13. Enjoy learning environments free from psychological and physical harm.

With Rights Come Responsibilities...

1. Students are expected to:
2. Abide by the policies and regulations of SKC.
3. Attend classes regularly, inform instructors of absences, and follow course attendance policies.
4. Complete all course requirements.
5. File any grievance within 14 days of the occurrence.
6. Be active participants in the educational process by asking questions, seeking and using resources, and reading and responding to communications.
7. Learn about the culture and history of the Salish, Kootenai, and Pend d'Oreille people.
8. Be positive contributors to SKC and the Flathead Reservation communities.
9. Embrace the value of volunteerism and service.
10. Approach educational opportunities with an open mind and heart and a positive attitude.
11. Accept the responsibility to treat all campus resources with respect, honesty, and integrity.

Code of Conduct

SKC has established a code of conduct, which will be followed by everyone on campus, which means all students and SKC personnel. SKC maintains the right to discipline anyone who violates the code of conduct to ensure the academic and ethical integrity of the College. SKC expects students/employees to follow the standards of scholarship and conduct and campus facility and housing regulations.

The following forms of student/employee misconduct are subject to disciplinary action:

- ❖ All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery, and/or alteration or use of SKC documents as instruments of identification with intent to defraud.
- ❖ Disruption or obstruction of teaching, research, disciplinary proceedings, or other SKC activities.
- ❖ Physical, verbal, or sexual harassment/abuse of any person on campus or at sponsored events.
- ❖ Theft or damage to SKC property or the property of an SKC community member while on campus.
- ❖ Failure to comply with directions of SKC officials acting in the performance of their duties.
- ❖ Violation of any published SKC regulations, codes of conduct, or other regulations.
- ❖ Use of alcohol or drugs on campus, or appearing on campus under the influence as demonstrated by impaired inappropriate conduct.
- ❖ Possession of any firearms.

The Academic Honor Code (AHC)

The AHC establishes levels of infringement on academic honor and consequences thereafter. Salish Kootenai College upholds intellectual standards and ethical values. When students register, they expect the College to educate and treat them fairly. In return, SKC expects students to do their best and be honest. In signing their names to a class schedule, students promise to stand with the College and stand for the principle of Academic Honor.

SALISH KOOTENAI COLLEGE PLAGIARISM POLICY			
Level	**Definition / Examples	Possible Consequences	Procedures
Mild	<ul style="list-style-type: none"> • No awareness • Misuse of sources • Genuine mistake / misunderstanding (e.g. poor use of citations or incorrect paraphrase) • Procrastination- in a hurry and forgetting to complete citations 	<ul style="list-style-type: none"> • Rewrite assignment; otherwise, an incomplete or failure of course • Schedule one-on-one tutoring with Writing Center tutor and/or attend a plagiarism and or citation workshop to practice proper techniques depending on Instructor and Department Chair consensus. 	<ul style="list-style-type: none"> • Mild incidences of plagiarism may be resolved between the class instructor and the student. • The instructor shall notify the Department Chair of the name of the student, the nature of the violation, the substance of the conversation between the instructor and the student, and the action taken. • The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.
Moderate	<ul style="list-style-type: none"> • Moderate awareness • Moderate amount—not quite word-for-word, but “patchwork” copying • Cutting and pasting segments from printed or Internet sources • Copying ideas or word-for-word segments from another student—1st offense • Procrastination—not having resources properly cited • Knowingly supplying work to another student —1st offense 	<ul style="list-style-type: none"> • Rewrite assignment and receive a lower grade for class or failure of course (repeat if required course or substitute if elective) • Mandatory participation in plagiarism and citation workshops and/or tutoring from Writing Center tutor depending on Department Chair and Vice President for Academic Affairs consensus • Written explanation, by the student, reflecting on what led to the plagiarism and the steps necessary to avoid future plagiarism issues • Mentoring by a Writing Center tutor 	<ul style="list-style-type: none"> • If the violation is of moderate seriousness, the instructor shall inform the student and refer the incident to the Department Chair for resolution. • The Department Chair shall notify the Vice President for Academic Affairs of the name of the student, the nature of the violation, the substance of the conversation between the Department Chair and the student, and the action taken. • The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.
Severe	<ul style="list-style-type: none"> • Full awareness • Large amount (pages) of word-for-word copying. • Copying ideas or word for word segments from another student—2nd or 3rd offense • Copying entire work from another student • Purchasing work from the Internet or paying someone else to compose the work accordance with the SKC Student Handbook • Composing work for another student • Knowingly supplying work to another student 	<ul style="list-style-type: none"> • Failure of class • Mentoring by a Writing Center tutor in addition to monitoring by a faculty member • Suspension/expulsion unless mitigating circumstances 	<ul style="list-style-type: none"> • Severe violations shall be referred to the Vice President for Academic Affairs for resolution. The Department Chair may include in the referral any relevant information including previous violations, the results of any conversations with the student, and any recommended consequences. • The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.

Conduct/Grievance Procedure

It is expected that if the nature of the complaint is illegal or criminal, it needs to be reported to campus security and Confederated Salish and Kootenai Law Enforcement immediately.

If a student has violated the code of conduct, the process to file a grievance is as follows:

Step 1: The student must make an attempt to discuss and resolve differences with the person(s) involved in the complaint. If a resolution cannot be reached informally, the student may continue to step 2 of the grievance process **within 14 calendar days of the incident.**

Step 2: The student must discuss the incident and attempt to resolve the grievance with the guidance of the Department Chair **within 21 days of the incident.** If the incident involved Department Chair, the student may continue to step 3 of the grievance process.

Step 3: The student must submit a formal written grievance letter to the Academic Vice President **within 30 days of the incident.**

Steps to Resolution

Step 1 and 2: Informal Resolution – Given the size and culture of the SKC community, informal resolution is most desirable. This does not mean that a person will not be sanctioned as outlined in this code; rather, the welfare of both the person violated and of the SKC community will be of higher priority.

Step 3: Formal Resolution – Hearing procedures for cases that require further action will be followed. All hearings will be private if requested by the accused student. An accused student has the right to be represented by an SKC advisor of his or her own choosing. Any party to the proceedings may request the privilege of presenting witnesses subject to cross-examination by the other parties. Furthermore, production of records and other exhibits may be required and a record will be kept of the proceedings.

In the case of probation or suspension, the student may appear before the Academic Vice President or request that the Academic Vice President convene a committee for the hearing. A potential recommendation for the imposition of sanctions is based upon evidence in support of the charges, and not on the failure of the accused student to answer charges or appear at the hearing. A panel that includes the Academic Vice President or designee and two faculty/staff members will hear cases against a faculty/staff person. The format will be the same as for student hearings.

Upon receiving recommendations from the panel, the decision will be made by the Academic Vice President. **This decision is final.**

Sanctions

Following a hearing, any one or more of the following may be imposed:

1. No action – charges are dismissed.
2. Warning – a written or oral reprimand for violation of specific regulations, including the possibility of more severe discipline sanctions in the event of another violation within a stated period of time.
3. Disciplinary probation – exclusion from participation in privileged activities as specified in writing for a period of time not to exceed one school year.
4. Educative/counseling/creative interventions – set measurable specific goals related

to the offense. Examples include, but are not limited to counseling, attending related workshops, community service, or written essay.

5. Restitution – reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation at the discretion of the Academic Vice President and could also include a written or verbal apology.
6. Suspension – exclusion from classes, other privileges, or activities as specified in writing for a definite period of time not to exceed two years.

Interim Restrictions

The Academic Vice President or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury or interference with persons or property. The Academic Vice President will inform the student of the interim sanction and request an explanation from the student. The Academic Vice President may adjust the decision as needed. A hearing shall be scheduled no later than 10 days after the interim sanctions are imposed. The student may request a delay.

Academic Policies and Procedures/Guidelines

Academic policies and procedures have been put in place to guide all parties within the institution, including the student, during the academic journey. Awareness of academic guidelines will assist in the protection of all parties involved.

Confidentiality of Student Records

Student information is protected at various levels. The following directory-type information may be given to any inquirer without written authorization from the student:

- ** name,
- ** program of study,
- ** number of credits currently enrolled,
- ** diplomas or certificates awarded,
- ** honors, and
- ** date of completion.

Requests for this information to remain confidential must be in writing. Contact the Registrar's office for more information.

Family Educational Rights and Privacy Act

*See Appendix A

Academic Credit Load Guidelines

Part-time: A student enrolled in 11 or fewer credit hours per quarter.

Full-time: A student enrolled in 12 or more credit hours per quarter.

- A full-time load is defined as 12-18 credits.
- The average number of credits per quarter is 15.
- Visit with an advisor to decide on the appropriate number of credits to take, which will be based on the degree plan published in the SKC Catalog.
- Permission is required to take more than 18 credits per quarter.
- Finally, the Registrar must approve concurrent enrollment in another college.

Credit Hours

Understanding the credit hours concept is imperative for student success. A credit is the

unit used to compute the approximate amount of work required for each course and graduation. SKC operates on a quarter system (usually 10 weeks long); one credit is equivalent to 10 hours of classroom instruction and 20 hours of work outside the classroom per quarter. (This estimation may vary depending on the course.)

Each course is designated a number of credit hours per quarter. A 3-credit course means that a week's worth of class meetings totals 3 hours, and the course will meet a total of 30 hours for the quarter. Generally, each student is expected to complete 2 hours of work outside the class meeting for every hour of class time. Therefore, a student will work 6 hours per week outside of class time for a 3-credit course (60 hours per quarter).

If a student takes 15 credits per quarter, he/she will attend 15 hours of class meetings per week and complete 30 hours of work outside of the class meetings each week. A student will complete a total of 45 hours of course work per week. *Hours spent on homework may be dependent on student skill level.

Course information

There are a variety of course types offered at SKC to accommodate student needs. Student understanding of differing course types and policies will provide for a more positive learning experience.

Pre-requisite/co-requisite

Certain courses require pre-requisite and/or co-requisite courses.

A pre-requisite course means that successful completion of another course is required prior to taking the course. For instance, English Composition I (ENGL 101) must be passed with a C or higher prior to taking English Composition II (ENGL 202). Therefore, English Composition I is a pre-requisite to English Composition II.

A co-requisite course means that two courses must be taken together during the same quarter. For instance, General Biology (BIOS 101) and General Biology Laboratory (BIOS 102) coincide. A student cannot take one without the other.

Course Types and Policies

Courses may be taken on campus, online, or in combination.

Classroom

Courses that meet strictly face-to-face on campus for every class meeting are coded PA in the SKC Quarter Schedule (used for registration).

Online

Courses that meet strictly online are coded DR in the course schedule. All online courses are completed through the Moodle platform via the Internet. Students need to establish a username/password to use Moodle. *Not recommended for freshman level students.

Hybrid

Courses that meet part of the time face-to-face on campus and part of the time online are hybrid courses. The class meeting time spent on campus is conducted at the discretion of the instructor. These courses have a Hyb code on the SKC Quarter Schedule.

Developmental Courses (DVSP)

At times, a student may need courses to assist in the development of skills in math, English, and reading prior to taking a college-level course in the same subject areas. Developmental course enrollment will be determined by the placement assessments taken as part of the SKC enrollment process. A student may opt to take DVSP courses if he/she feels the need to build skills prior to taking college level courses. DVSP courses do not count toward degree completion.

Required Courses

Each degree program has established a list of course and credit requirements needed to receive a degree. Degree plans can be found in the SKC Catalog. Visit with an academic advisor for more information.

Elective Courses

All degree programs have elective course options. An elective is a course of the student's choosing that will fulfill a degree requirement. Elective choices are based on General Education list options as designated by the degree program, which can be found in the SKC catalog. Some elective courses have a pass/no pass option. A maximum of 9 credits of electives will count toward an Associate Degree. It is the student's responsibility to track courses for graduation. Discuss options with an advisor. *See Financial Aid section for elective requirements and financial aid.

Independent Study

Independent study credits are granted to students for work on an individual basis in a specific area of interest. See the catalog and advisor for more information.

Listener

A listener is a student enrolled in a course for no credit. A listener is not required to take tests or write papers, but may participate in class at the discretion of the instructor. A grade of "L" is assigned. The cost of listening is the same as if taken for credit.

Course Challenge

Students may challenge a course for credit. Only certain courses are designated challengeable. See the SKC Catalog for more information.

Repeating Courses for Higher Grades

Courses may be repeated at full cost to the student (up to three times for financial aid coverage). The better grade will be used to evaluate the transcript for graduation; however, all attempts are recorded on the transcript.

Course Cancellations

The Academic Vice President reserves the right to cancel any course for which there is not sufficient student enrollment.

Wait Time for Faculty

It is the expectation that faculty will be on time for classes; however, in rare instances a faculty member may be detained with a student issue. In this case, students are required to wait 15 minutes for a late faculty member; after 15 minutes, students may leave.

Changing Degree Programs

Periodically, a student may decide to adjust his/her academic path and choose another

degree program. A student may change his/her degree at the beginning of any quarter by completing the Declaration of Major Form and returning it to the Registrar's Office. Visit with the current advisor when considering a degree change.

Course Attendance

Attendance at class meetings is an important part of student success. Regular attendance may be a requirement of instructors and may affect a student's grades. Consult course syllabi for requirements. Attending class meetings is a student responsibility, which will provide access to needed content related to course objectives. Students that miss the first day of class may be asked to drop the course immediately. See Drop/Add section for more information.

Drop/Add Courses

Students have the option to Drop/Add courses during the quarter.

Students who wish to drop or add a course can obtain the Drop/Add Form from the Registrar's office. After the designated last day to add date, only classes offered at mid-quarter are available.

The College recommends students avoid dropping courses after the first week of the quarter due to financial aid and student record issues. Due to course waiting lists, students that do not attend the first class meeting may be asked to withdraw from the course. Under special circumstances, the Academic Vice President has the authority to withdraw students if unable to do so themselves. In the absence of the Vice President, the Dean of Students has authority to withdraw students. Any students who cannot physically withdraw from classes must contact the Retention Office to make arrangements for withdrawal before the deadline.

Total Withdraw

In the event of a total withdrawal, contact the Registrar for assistance.

Transfer Students

At times, students decide to transfer into SKC or into another institution from SKC. Either choice requires preparation and planning ahead.

- Transfer into SKC: Students that transfer into SKC must complete the transfer process. A transfer evaluation will be completed for transfer students. Eligible courses must be from a regionally accredited institution.
- Only courses with an earned grade of "C" or above can be transferred.
- Transfer courses are not included in the grade point average.
- A minimum of 15 credits of a certificate, 30 credits of an associate's degree, or 60 credits of a bachelor's degree must be earned at SKC prior to graduation.
- As with any other institution of higher education, SKC reserves the right to determine eligible courses for transfer into the College.

Transfer out of SKC

For students that transfer from SKC into another institution, planning and preparation are required. Students will be expected to meet the current program requirements of that institution. Regardless of the number of credits earned, the receiving institution determines the amount of transferable credits accepted. A student that plans to transfer should follow these steps:

- Obtain a current transfer institution catalog; study the entrance and degree plan

- requirements.
- Confer with a counselor, the career center, student support services, the EOC (Equal Opportunity Counselor) advisor, or faculty advisor at SKC about fulfilling transfer requirements.
 - Consult the articulation agreement between SKC and the institution. This agreement will illustrate which courses transfer for specific credit.
 - Contact the institution's admissions officer for further curriculum and transfer information.
 - Prior to transfer, check to be certain all requirements will be met to the institution's satisfaction.
 - It is often advisable to meet with an advisor from the institution to finalize the transfer process. Keep all paperwork, SKC course syllabi, and correspondence for records.

Quarter Grades and Grade Point Average (GPA)

GPA is based on a point system where each letter is assigned a point value. Grades are recorded at the end of each quarter. The quarter GPA is calculated based on grade points earned per course divided by the total course credits attempted.

Points earned per credit: A=4, B=3, C=2, D=1, F=0

Example Student Transcript

Course	Credit Hours	Grade	Grade Points
Biology	4	A	16
Biology Lab	1	B	3
English 101	3	C	6
Mathematics	5	F	0
13 Total Credit Hours Attempted		25 Total Grade Points	

To calculate grade point average (GPA), divide total grade points earned by total credit hours attempted.

Total Grade Points Earned		25	=
Total Credit Hours Attempted	<u>divided by</u>	13	1.92 GPA

Cumulative GPA

The cumulative GPA reflects a student's overall academic standing. The grade point is calculated by multiplying the total credits attempted by the total grade points earned. That number is then divided by the total credits completed.

Academic Progress

Students must meet all course requirements to receive a grade and credit. All courses

are recorded on the student's official transcript.

Honor Roll

The Registrar maintains an honor roll for full-time students who attain a 3.0 GPA. Students achieving a 4.0 GPA earn high honor roll status. Each quarter the honor roll is posted in Enrollment Services. Disclaimer: Salish Kootenai College Enrollment Services Department makes every effort to ensure that any and all information printed or distributed is correct at the time of publication. However, it accepts no responsibility for misspellings, misinformation and/or omission of names and will not reissue updates.

Quarter Grade Reports

To receive grade reports, the following three options are available:

1. Access JICS account to view and print grade report
2. Pick up at the front desk of Enrollment Services
3. Provide a self-addressed stamped envelope for mailing, as grade reports are not automatically mailed.

Grade Appeal

If a student thinks an assigned final course grade is inaccurate, an appeal may be filed.

The appeal procedure is as follows:

- ✓ Deliver a grade challenge form to the instructor within 30 days from the date grades are issued by the Registrar's Office. Only in the case of special circumstances may the 30-day time limit be appealed to the Academic Vice President.
- ✓ The instructor has four business days to determine whether the grade will be changed and submit the appeal to the Academic Vice President.
- ✓ Within four business days, the Academic Vice President will decide whether to proceed with a hearing. In the case of a hearing, the decision of a committee whose members include the Academic Vice President, department head, the student, course instructor, one additional student, two faculty members, and one staff member is final.
- ✓ All hearings will be held within five business days and be private, if formally requested in writing by the student.

Failing/Probation

Failing a course results in no credit earned and a permanent grade of F recorded on the transcript. A GPA that falls below 2.0 results in academic probation, and two quarters of probation will result in suspension. Failing or withdrawing from courses also negatively affects financial aid and GPA. Ask the Registrar, retention counselor, financial aid personnel, or any counselor for help.

Sequence of academic warning, probation, and suspension

While SKC is dedicated to helping every student advance, sometimes situations or personal issues arise that jeopardize a student's ability to succeed in the college environment. Lack of academic progress will prompt serious consequences. The sequence is as follows:

1. Warning: GPA below 2.0
2. Probation: failure to improve
3. Suspension: may not re-enroll
4. Reinstatement: return of probationary status

*Academic sequence differs from financial aid processes. See financial aid section for information.

Academic Warning

At the end of any quarter, degree-seeking students with a current and/or cumulative GPA that falls below 2.0 will receive an academic warning notice. The purpose of academic warning is to serve notice to students that the quality of work is below average and unacceptable. The student has one quarter to raise the GPA to 2.0 or higher. Failure to increase the GPA will result in academic probation. Students who receive an academic warning are required to contact their advisor for further assistance. Students will not be allowed to participate in athletics or clubs if their GPA falls below a 2.0.

Academic Probation

The purpose of academic probation is to issue students a final warning that failure to improve academically will result in academic suspension. At the end of any quarter, degree-seeking students who were placed on academic warning during their last quarter of attendance, and hold a cumulative GPA below 2.0 will be placed on academic probation. Students that earn a minimum 2.0 GPA for the quarter without raising the cumulative GPA to a 2.0 will remain on academic warning. Contact the advisor prior to registering for the next quarter for any additional academic assistance.

Academic Suspension

In most cases, academic suspension prevents students from re-enrolling. Students may petition the Office of the Academic Vice President for reinstatement. Students earning a minimum 2.0 GPA for the quarter without raising the cumulative GPA to 2.0 remain on academic probation. During suspension, students are not eligible for financial aid, scholarships, work-study, or extra-curricular activities.

Reinstatement

To be reinstated, students must receive approval from the Academic Vice President and inform the Registrar of their intent to return. All students reinstated after suspension are placed on academic probation and must meet the requirements to avoid additional suspension.



Stepping-Stone Seven: Navigating Financial Aid

Financial Aid Guidelines/Policies and Procedures

The majority of students on campus will need some level of financial aid support.

SKC does not discriminate on the basis of race, ethnicity, national origin, gender, age or disability in admission or access to financial aid or scholarships. However, some grants, scholarships and/or funding source(s) may have specific eligibility restrictions that are specified by the funder. Unless otherwise specified, all financial aid options (grants, scholarships) are open to all students.

Overview

Financial Aid is financial assistance provided to eligible students through the Office of Student Financial Aid in the form of grants, loans, part-time work, and scholarships.

Financial Aid is routed through federal, state and local agencies, and other programs. These

may include Federal Pell Grants, Federal Direct Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study Program (FWS), and scholarships and assistance programs. A Department of Education formula, an analysis of the family's financial information and demonstrated need determine aid eligibility. Additionally, students must seek a degree or certificate in order to obtain financial aid. Information can be accessed at www.fafsa.ed.gov.

Cost of Attendance

The budget items used to determine aid eligibility could include tuition and fees, transportation, personal expenses, childcare, books and supplies, and allowances for room and board. Information pertaining to the cost of attendance is published yearly and is available in the Enrollment Services Department. The College reserves the right to adjust costs as needed during the term of each catalog. Furthermore, all charges are subject to change without notice. Tuition, fees, and book costs must be paid at the time of registration unless prior special arrangements are made with the Business Office.

Determination of Financial Need

It is a basic premise of financial aid programs that the primary responsibility for meeting educational costs lies with the family. Financial aid programs should be expected to assist only when the family is unable to meet the full cost of education. A student's financial need will be determined by an analysis of his/her parents' incomes; his/her personal income, and other income sources such as Veteran's benefits, Social Security, educational benefits, private scholarships, etc. It is expected that a student will work during summer months to help cover the cost of educational expenses. The number and amount of financial aid awards are subject to the availability of institutional, federal, and state aid funds. Additionally, the student's status, established financial need, and desired aid will help determine the type and amount of aid received.

Eligibility

Changes in Enrollment Status

Financial aid will be awarded based on the student's FAFSA application. Enrollment verification will be completed and financial aid awards will be adjusted based on the student's current registration at that point in time. Any changes to enrollment after the last day to add date will not affect the value of the student's award package, unless a student "withdraws" from a course that has not started.

*A student that withdraws from classes after the last day to add date should review the "Eligibility" section or request a copy of the Satisfactory Academic Progress Requirements (SAP) from the financial aid office to ensure they are maintaining the required academic standards.

Financial Aid Refunds

If a student receives more financial aid than his/her direct institutional costs, he/she will receive a refund check from the school. These checks are issued on registration day, only if the student's Financial Aid file is complete and the student pre-registered for the current term. Otherwise, refunds are disbursed as the student completes the Financial Aid file. Federal Pell will not be disbursed after the last day of classes for the current school year.

Aid and Cancelled Classes

The majority of cancelled classes are cancelled before classes begin or during the first week of school. If an added course is not processed by the end of the last day to add date, the student's grant award will be decreased.

Coursework That Does Not Count for Financial Aid Status

Before a student opts to pay for any of the following options, it is imperative that he/she understands the consequences. Taking a class as a Listener does not count toward the number of credits a student needs to complete in a quarter to meet Satisfactory Academic Progress requirements. In order for a class to count for financial aid purposes, it must be numbered 100 or above with the exception of advisor approved remedial courses in English, reading, and math.

Types of Aid Available

Federal Pell Grant Program

Designed to provide financial aid to undergraduate students who have not completed their first baccalaureate course of study. To be eligible, a student must be a U.S. citizen (or be an eligible non-citizen), require financial assistance to continue his/her education, and make satisfactory progress in a course of study (note that high school academic performance has no bearing on financial eligibility).

The U.S. Department of Education

The Department determines financial need through a formula applied consistently to all applicants. The grant amount also depends upon the availability of funds and cannot exceed more than \$5550 per student. The award is to be used solely for educational expenses, such as tuition and fees, room and board, and/or books and supplies. To be eligible for other institutional aid, a student must apply for a Federal Pell Grant. Additionally, students are required to work and save money to assist them in paying for school because Pell-based dollars may not cover 100% of student expenses.

Federal Direct Loan Program

Federal Direct Loans are long-term loans financed by the Department of Education to help meet educational costs. These loans are available to students who are citizens or permanent residents of the United States, enrolled at least half time, in good academic standing, and show an unmet need.

The SKC Financial Aid Office processes the applications and submits them to the Department of Education. Once the financial aid application file is complete, allow four to six weeks for processing; therefore, applications should be submitted to the Financial Aid Office as early as possible. Applications for this loan are available only at pre-loan application counseling sessions conducted by the loan officer or a Student Assistance Foundation (SAF) representative. All students are required to attend pre-loan counseling sessions prior to receiving loan proceeds (available through SKC).

Approved Federal Direct Loans are disbursed in portions applicable to the number of quarters enrolled, with a minimum of two disbursements. **All loans must be paid back in full whether or not a student finishes his or her education or is satisfied with that education. Federal Direct Loans count toward meeting financial need.**

Campus-Based Aid Programs

- ❖ Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG program supports undergraduate students who have not completed their first undergraduate baccalaureate course of study and who have exceptional financial need. All FSEOG recipients must meet the general student eligibility requirements. Priority for FSEOG awards is given to students who meet the U. S. Department of Education guidelines and submit the application by March 31.
- ❖ Federal Work Study Program (FWSP): The Federal Work Study Program is a Title IV program, which provides employment to help meet educational costs for undergraduate students. To be eligible, a student must show need, be enrolled, and make satisfactory academic progress while employed. Whenever possible, the FWSP places students in jobs related to their area of study. Hourly pay rates comply with minimum wage laws, and vary with the type of work and the student's experience and capabilities. Employment is not limited to on campus locations.
- ❖ The Career Center manages applications, which must be returned by the beginning of the quarter or earlier. Students are expected to perform their work assignments in a responsible and mature manner or be subsequently removed from the program.
- ❖ The Financial Aid Office reserves the right to modify the conditions of the Federal Work Study Program at any time. For example, it could reduce the maximum hours of work per week or completely terminate the Federal Work Study Program prior to the initially scheduled termination date (based on availability of funds).

Federal Work Study Program (FWSP) Employee Responsibilities:

- Remain on the job for the duration of the period certified.
- Notify the employer when illness or other unforeseen circumstances prevent attendance at work.
- Provide adequate notice to the employer, Career Center, and Financial Aid Office when terminating employment.
- Notify the Financial Aid Office of any additional income sources (e.g. scholarships), which might affect eligibility (see Federal Work Study award).
- Sign and abide by a confidentiality form.

Other Financial OpportunitiesSKC Scholarships/Grants

SKC scholarships and grants are considered on an individual basis. An application is required and will be evaluated according to a combination of academic merit and financial need. Scholarships and grants include: Institutional Need Grant, Institutional Need Scholarship, High School Graduate Scholarship, Native American Studies Scholarship, First Generation/Descendent Scholarship, Senior Citizen Fee Waiver, and Honorable Discharged Veteran Grant. The American Indian College Fund, Salish Kootenai College Foundation, and SKC Employees sponsor funding. For more information, contact the Career Center.

Veterans Educational Assistance Programs

Students may be eligible to receive benefits under the Veterans Educational Assistance Programs (VEAP). Applications for veteran's educational benefits should be initiated with the Registrar's Office. Be prepared to provide certified copies of Form DD-214, marriage and children's birth certificates, and other personal history information. SKC also offers tuition grants to all honorably discharged American Veterans who are no longer eligible for

federal benefits. Contact Career Services for further information.

Confederated Salish and Kootenai Tribal Scholarships and Higher Education

Scholarships are available to enrolled tribal members of the Confederated Salish and Kootenai Tribes (CSKT). CSKT scholarship funding is supplemental to other forms of campus-based financial aid. Applications will be available mid-January and announced through the media. Students interested in applying need to contact the CSKT Tribal Education Office, 406-675-2700. Students from other tribes should check with their Higher Education Departments to get all necessary information.

State Vocational and Rehabilitation Services

Certain disabled or handicapped persons may qualify for educational assistance through the Montana Department of Social and Rehabilitation Services. Contact Career Services for further information.

Tribal Vocational and Rehabilitation Services

Vocational Rehabilitation assistance may be available to members of the Confederated Salish and Kootenai Tribes. Contact the Department of Human Resources Development through the Confederated Salish and Kootenai Tribal Offices: 675-2700.

Requesting Recommendation Letters

A student requesting a recommendation letter should:

- ✚ Formally contact the person from which the letter is being requested, giving ample time to complete the document. Provide a minimum of two weeks' notice.
- ✚ Provide information pertaining to the aid type and any submission requirements, including a due date and contact information.
- ✚ Follow up with a reminder a minimum of one week prior to the due date for any final needed information.
- ✚ Formally thank the individual providing the recommendation.

Financial Aid Requirements

All awards from financial aid programs funded by Federal or State Government are administered in compliance with the laws and regulations governing the programs.

Student Responsibilities to Continue Eligibility

Satisfactory Academic Progress (SAP)

To be eligible to receive federal student aid, a student must maintain Satisfactory Academic Progress (SAP) in his/her program of study. SAP represents minimal standards of completion for financial aid eligibility.

In order to receive financial aid, a student must be enrolled in an eligible program of study that leads to a Certificate, Associate's, or a Bachelor's Degree. In addition, a student must adhere to the maximum length of time for which they may receive financial aid, maintain the minimum grade point average (GPA), and complete the number of credits required to meet the minimum pace of progression each year.

To receive financial aid through Salish Kootenai College Financial Aid Office, a student must maintain **BOTH** the quantitative and qualitative requirements. Satisfactory Academic Progress evaluation will be done **ANNUALLY** after spring term. The satisfactory academic progress policy for the Federal PELL Grant, Federal Direct Loan, Federal Work Study, FSEOG

is as follows. Many scholarships follow these guidelines as well, but check with the funder as specific scholarships may have different rules regarding quantitative and qualitative requirements some funding sources may have their own Satisfactory Academic Progress requirements.

Quantitative Requirement

A student must complete 67% minimum of the cumulative attempted credits at the end of the academic year.

Pace of Progression

A student must complete a minimum number of credits per quarter to successfully meet the cumulative 67% progression rate. Use the following formula to calculate the cumulative rate of progression:

Cumulative hours completed/cumulative hours attempted = pace of progression (with required GPA)

Example: Attendance of 3 consecutive terms (3 quarters: Fall, Winter, Spring)		
Quarter	Term Pace	Cumulative Pace
Quarter 1 9 hrs completed/12 hrs attempted = 75%		9/12 = 75%
Quarter 2 6 hrs completed/12 hrs attempted = 50%		15/24 = 62.5%
Quarter 3 12 hrs completed/12 hrs attempted = 100%		27/36 = 75%
Total: 27/36 = 75% with 2.0 GPA		

Example: Attendance of 2 consecutive terms (2 quarters: Winter, Spring)		
Quarter	Term Pace	Cumulative Pace
Quarter 1 9 hrs completed/12 hrs attempted = 75%		9/12 = 75%
Quarter 2 8 hrs completed/12 hrs attempted = 67%		17/24 = 70%
Total 17/24 = 70% with 2.0 GPA		

Example: Attendance of 1 term (Spring)		
Quarter	Term Pace	Cumulative Pace
Quarter 1 8 hrs complete/12 hrs attempted = 67%		8/12 = 67%
Total 8/12 = 67% with 2.0 GPA		

*Please Note that Salish Kootenai College does NOT have a summer term.

Accepted credits from previous colleges will count toward pace of progression.

For the purpose of determining satisfactory progress the following grades will count towards

determining the number of credits attempted:

“F”

“I” (incomplete)

“W” (withdrawal or audit)

“D’s” for the term

Incomplete Grade

An Incomplete Grade will count as an “F” when calculating the quantitative measure until the grade change is completed with the Registrar and changed on the transcript. The grade change will then be used in the SAP qualitative evaluation.

A student may receive financial aid up to three times for repeating a course required for his/her major, but only after the student has failed the course with an F or received a D. Repeated course must be identical and will count toward the 150% requirement.

A student may receive financial aid for repeating an elective course up to two times, which will count toward the 150% requirement.

A student may include developmental study courses as part of the minimum credit load. However, they will not count toward graduation requirements. Such courses are not to exceed a total of 36 credits. Credits will not count toward the 150% requirement, but will be calculated into the completion rate and be included in the qualitative requirement (see below).

Repeated courses will count when calculating pace of progression.

Qualitative Requirement

A student must maintain a SKC cumulative Grade Point Average (GPA) of 2.0

A student is required to meet BOTH the quantitative and qualitative standards at the end of the academic year or he/she will be placed on Financial Aid Suspension at the end of spring term. Recipients of financial aid must complete 67% of the attempted credits toward his/her degree and maintain a cumulative 2.0 GPA.

*A student that **does not** meet **BOTH** requirements will not be eligible to receive (Pell, Direct Loans, FESOG, Work Study, SKC Scholarships, State funding and any other scholarship awarded).

*Students will not be reinstated until they have completed one quarter (***at least*** 8 credits) satisfactorily without federal aid.

Appeal Process

A student with special mitigating circumstances contributing to his/her suspension may be able to appeal for reinstatement provided he/she could properly document the circumstance. A student will only receive a reinstatement once in his/her career at SKC, and it will only be applied to one quarter. The student will then be placed on a probationary status if the appeal is approved. After one quarter, the student will be re-evaluated for good standing.

Mitigating circumstances include, but are not limited to injury or illness, death of a relative (spouse, child, sibling and parent) or in a case of undue hardship.

The appeal application process includes the following:

1. Submit an appeal application to the Financial Aid Director.
2. Write a letter clearly describing the mitigating circumstances, citing reasons why the student failed to make satisfactory progress, and what has changed in the situation that will allow the student to make satisfactory progress at the next evaluation.
3. Submit all supporting documents to support appeal.
4. Submit a signed graduation plan for the major from advisor.

The Financial Aid Committee reviews the appeal, and the student will be notified of the results by email or face-to-face communication. If the appeal is denied, the student must complete one quarter on your own. A student that successfully completes a quarter of at least 8 credits with a 2.0 GPA for the term, and returns to good satisfactory academic progress standing will be automatically reinstated.

Probationary Status

1. A student may be placed on financial aid probation if the appeal has been approved. While on financial aid probation, a student will continue to receive financial aid, but the financial aid payment will not be released for the next quarter until after grades and pace of progression for the current quarter have been evaluated.
2. Once a student is placed on financial aid probation, he/she must successfully complete all hours enrolled and must be in the declared major with a term GPA of 2.0 or better. A student on probationary status who does not meet the requirements immediately loses financial aid eligibility until he/she completes one quarter of 8 credits with a 2.0 GPA without federal aid.

Maintaining Eligibility

If a student falls below the satisfactory academic progress (SAP) requirements and any of the following occur, the student must notify the financial aid office according to the guidelines:

- ✓ Grade changes
- ✓ Completing a quarter without financial aid
- ✓ Acceptance of Appeal

Maximum Time Frame

A student may receive aid for a maximum of 150% of the published length of the current educational program.

For example:

Certificate of Completion – 45 credits ($45 \times 150\% = 67$)

Associate degree(s) – 90 credits ($90 \times 150\% = 135$)

Bachelor degree(s) – 180 credits ($180 \times 150\% = 270$)

All attempted SKC credit hours, including periods without Title IV assistance and withdraws, will be counted when calculating a student's maximum time frame.

**Please note that as of 07/01/2012 the Department of Education has imposed an 18 quarter and/or 6 year limit, measured by a percentage of Scheduled Awards disbursed (600%), for receiving PELL Funds. This is un-appealable and is a federal directive applicable to all past and present PELL recipients.

All accepted transfer credit hours toward a degree will be counted to determine financial aid eligibility. Transfer students will need to submit all previous academic transcripts to the

Admission Office and have them evaluated for transferability. *Please see catalog for Transfer of Credit to SKC policy.

Changing Majors

A student that changes majors during the academic year are strongly encouraged not to withdraw from any classes, as he/she still must successfully complete a minimum 67% of the hours attempted at Salish Kootenai College, including all hours accepted in transfer. A student that changes degree programs is at risk of exceeding the Maximum Allowable Total Attempted Hours before obtaining a degree. A student changing majors should do so early in his/her academic career so as not to jeopardize future eligibility for financial aid at Salish Kootenai College. **Changing majors is not a justification for failing to maintain SAP.**

Return To Title IV

This policy applies to students who withdraw either official or unofficially or who are dismissed from enrollment at Salish Kootenai College. The Return of Title IV (R2T4) Funds process is separate and distinct from the Refund Policy. The calculated R2T4 funds earned by the school and student are determined by the following definitions and procedures.

Salish Kootenai College has 45 days from the date the institution determines the student withdrew to return all unearned funds from which it is responsible and will notify the student by written notice if he/she owes a repayment. If Salish Kootenai College determines there should be a post withdrawal disbursement, the school will notify the student they have 14 calendar days to accept the payment. If Salish Kootenai College does not receive a response, the school will adjust COD to reflect the actual Pell Grant award received by the student.

Salish Kootenai College must determine when a student officially or unofficially withdraws from the institution. Salish Kootenai College is not required to take class attendance.

Official Withdrawal Procedure

To officially withdraw from Salish Kootenai College, the student initiates the withdrawal process by:

1. Obtain a student Drop/Add form from the Registrar's Office.
2. Complete the form with identifying information including identification of full withdrawal
3. Take the form to the class instructors for a signatures
4. Return the form to the Registrar's Office for final processing
5. Student is officially withdrawn as determined by student signature and effective date student initiates the withdrawal process

This process will ensure all classes are officially dropped and if applicable financial aid office completes the Return to Title IV process.

Unofficial Withdrawal

If students leaves the school and does not complete the student Drop/Add form, it is considered an unofficial withdrawal. The last day of attendance is determined by the last academically related activity and will be used as the withdrawal date used in the R2T4 Calculation.

A student who withdraws in the first week of the quarter without attending classes will receive a 100% refund, less the registration fee. A student receiving Title IV funds will not

receive refunds until funds representing Title IV awards have been applied back to the respective accounts. Refunds will be made in the following order:

1. Federal Direct Unsub Loan
2. Federal Direct Sub Loan
3. Federal Pell Grant
4. Federal SEOG
5. Other Title IV program
6. To the student

A student receiving financial aid assistance greater than the amount of institutional charges and withdrawals prior to completing more than 60% of the quarter will most likely be subjected to refund some of those funds. In determining the amount that a student will have to return, the Financial Aid Director will use existing software from the Department of Education to run the calculation. Salish Kootenai College Business Office will notify the student of any refund owed to the Department of Education or to Salish Kootenai College.

Repayment Policy

A student receiving financial aid in excess of direct costs; (tuition and fees) may be required to repay a percentage of Title IV aid. The amount repayable depends on the number of days the student was enrolled and the amount of Title IV aid received. All 100% of the financial aid is returned to COD when a student withdraws or drops out before the first day of class begins, less the registration fee and \$10 for the student identification card. A student may be billed for an overpayment if he/she drops out of school before the end of the quarter. An individual who owes a repayment to any federal sponsored student aid program cannot receive any type of federally supported aid disbursements for future enrollment at any school.

Salish Kootenai College Refund Policy (non-Title IV)

Tuition and Fee Refund Policy is as follows:

The registration fee is non-refundable. All other refunds are made according to the following schedule:

- 1st week – 90%
- 2nd week – 80%
- 3rd week – 70%
- 4th week – 60%

Credit Load

Full-time status requires a minimum of 12 credits per quarter. Part-time students must maintain a minimum of 1 credit to be eligible for Federal Pell dollars. The Federal Stafford Loan program requires a minimum of 6 credits to qualify. Based on registration status, students that qualify for Title IV funds may receive a reduced amount.

Full-time students that drop below the registration status paid will be placed on probation/suspension. After the start of the quarter, drop/add forms must include signatures from the student, advisor, and financial aid official prior to processing.

If approved by an advisor, repeated courses may count toward credit load (maximum 3 times). The Financial Aid Director may remove this option for any student should it be abused (e.g. repeating a course more than three times).

Students may include developmental courses as part of their minimum credit load. Developmental courses do not apply toward graduation requirements and such courses are not to exceed a total of 36 credits. However, they do count toward the maximum limit of financial aid.

An incomplete grade must be finalized by the last day of the following quarter. Upon completion of course work and after an official grade change has been made with the Registrar, a review of academic progress will take place at the request of the student to determine if a revised standing is warranted.

Maximum Eligibility for Federal Pell Grant

Pell eligibility for financial aid ends following completion of a bachelor's degree or if non-satisfactory progress toward a degree is determined.

- Students seeking an associate's degree and receiving financial aid are reviewed for reasonable progress toward attainment at 45 credits.
- Students seeking a bachelor's degree and receiving financial aid are reviewed for reasonable progress toward attainment at 120 credits.
- Students seeking a certificate of completion have a maximum of five quarters to complete the course of study.

The Financial Aid Office conducts all reviews using documents from the Registrar's Office and advisor, if necessary.

Denial of Aid and Award Adjustments

Some students are found ineligible for financial aid. Denial of aid is made after evaluation of the family's financial information determines that the student and/or family have sufficient resources to meet educational expenses. Evaluation is in accordance with institutional and federal rules and regulations. Students who are denied and who have questions regarding the denial decision can write or call the Financial Aid Office for clarification.

Notify the Financial Aid Office in writing of significant changes in financial circumstances. Fully explain the changes that have occurred and request a revision of the financial award. In situations where the institution is unable to provide financial assistance, investigate sources of aid not administered by the institution. Contact the Financial Aid Office for further assistance. Understand that a decision to deny financial aid relates only to the current academic year. Since criteria for eligibility change from year to year, seek financial aid in subsequent academic years by submitting a new application.

NOTICE: The following dates are subject to change. Please verify with Financial Aid Office.

Entrance Loan Counseling Schedule

All sessions held in the Johnny Arlee/Victor Charlo Theater.

In order to receive a student loan, it is mandatory to attend one session of entrance counseling each year of borrowing.

Fall Quarter 2015

September 25 and October 6.

Winter Quarter 2016

January 12 and 13

Spring Quarter 2016

April 12 and 19

Exit Loan Counseling Schedule

Exit counseling sessions are only offered in the Spring quarter and will be held in the Johnny Arlee/Victor Charlo Theater. Exit counseling is mandatory for all student loan borrowers and must be completed in order to receive the final disbursement.

Spring Quarter 2015

April 1, 19, and 21

ALL STUDENTS MUST ATTEND BOTH
ENTRANCE AND EXIT COUNSELING.
NO EXCEPTIONS!

Disbursement

LOAN DISBURSEMENT DATES

Student loans will be disbursed each quarter at mid-term on Wednesday which is estimated to be 30 days from the first day of class. A loan disbursement is subject to change do to late or incomplete loan applications and incomplete financial aid.

Fall Quarter 2015

October 28th

Winter Quarter

February 3rd

Spring Quarter

May 4th

May 18th (2nd disbursement for new applicants)

Scholarships

Scholarship distribution dates vary. There are no spring or summer quarter distributions.

Financial Aid Student Rights and Responsibilities

The following policies apply to students who receive any of the following kinds of Financial Assistance: Pell, SEOG, Federal Work Study, Federal Direct Student Loans.

When the Financial Aid Award is revised, a student is sent a revised award letter. Therefore, always read the most recent award letter to confirm the Financial Aid Award for the academic year.

Frequently Asked Questions

Do I have to pay my bill if I am eligible for financial aid?

All accounts are due in full prior to the start of the quarter unless these accounts are paid in full by financial aid and/or scholarships.

How do I purchase my books?

If the Financial Aid Award is greater than a student's bill for tuition and fees, he/she may be allowed to charge books providing it does not exceed the amount of the aid refund.

If a student does not receive Financial Aid, he/she will need to purchase books at a his/her own expense.

What happens if I withdraw from SKC?

A student is encouraged to meet with his/her instructors and academic advisors, utilize tutorial services, and speak with the Retention Office before withdrawing from SKC. This is important because a withdrawal may affect a student's eligibility for financial aid and could result in repayment of all or a portion of the financial aid award to SKC and/or the Department of Education.

Do I need good grades to get Financial Aid?

Yes! Salish Kootenai College is required to confirm that a student is attending and passing all of courses and progressing toward the program of study. This is called Satisfactory Academic Progress. If a student does not maintain Satisfactory Academic Progress, he/she risks losing the Financial Aid awards.

As stated above, a student must maintain a 2.0 cumulative GPA, and complete at least 67% of the attempted hours to remain in good standing.

**SKC Financial Aid Office reserves the right to change its policies and procedures in this brochure at any time during the period this publication is in effect.



Stepping-Stone Eight: Abiding by Campus Expectations

Children

All children must be supervised at all times while on campus. Do not leave children unattended in lounges, hallways, in the library, or in buildings and classrooms at any time. Children are not allowed in classrooms while classes are in session.

Pets

Pets are not allowed campus. Service animals are allowed to accommodate persons with disabilities.

Recreational Vehicles (RVs) and All Terrain Vehicles (ATVs)

RVs and ATVs are not allowed on campus. A recreational vehicle is defined as motorized wheeled vehicle, often equipped with living facilities, and typically used for camping or other recreational activities. An ATV is defined as an unlicensed gasoline-powered vehicle including, but not limited to, a 4-wheeler, snowmobile, go-cart, or motorcycle.

Facilities Request

Submit a formal request to use any facility on campus for organized activities by contacting

Victor Montoya at 275-4858.

Cell Phones

SKC recognizes that many students and employees use cellular phones. It is the policy of SKC that all cellular phones are turned off during class. Continued disruption may result in formal discipline that could result in suspension. In some circumstances, a cell phone may be on silent rather than off if agreed to by the course instructor.

Tobacco and E-Cigarettes

All buildings on campus are smoke-free. Smoking stations are placed 25 feet from the buildings. Due to dangers of secondhand smoke exposure, smokers must use the designated smoke stations. Please be respectful of smokers and non-smokers. Consistent violation of this policy could result in SKC becoming a smoke-free campus. E-cigarettes must also be used at designated smoke stations. Under no circumstance are tobacco products and e-cigarettes to be used in any SKC building or facility.

Policy on Alcohol and Substance Abuse

Drug Free Schools and Communities Act

In accordance with the Drug Free Schools and Communities Act of 1989, the unlawful possession, use, or distribution of alcohol and illicit drugs by SKC employees and students on institutional property or at any of its activities is prohibited. SKC will uphold the standards of conduct, which prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs by its employees and students.

Violations of this policy will result in disciplinary action, up to, and including expulsion and may have serious legal consequences. Information regarding health risks associated with the use of illicit drugs and alcohol, as well as alcohol counseling, treatment, and rehabilitation programs are available at SKC Enrollment Services Department, Career Center, and counseling office.

Standards of Conduct

SKC is an alcohol and drug-free campus. Alcohol and Drug free is defined in the Standards of Conduct to include all food and beverages containing alcohol in open or unopened containers as well as any form of tobacco, electronic cigarettes, medical marijuana and any drug defined as illegal in the State of Montana.

Tobacco used for traditional purposes are not prohibited.

Members of an academic community are expected to conduct themselves in a mature and responsible manner. It is the policy of the College to allow students maximum freedom consistent with good scholarship and citizenship. Good citizenship implies high standards of conduct both on campus and elsewhere and requires conformity to the laws of the United States, Flathead Nation, State of Montana and its subdivisions, and College policies and regulations.

Listed below are centers that offer drug and alcohol counseling, treatment, and rehabilitation.

Lake County Chemical Dependency – Polson, MT (406) 883-7310

Alcohol and Substance Abuse Program – St. Ignatius, MT (406) 745-3525
Rocky Mountain Treatment Center – Great Falls, MT 1-800-521-6572
The National Institute on Drug Abuse Hotline – For local use 1-800-662-HELP

SKC recognizes that abuse of alcohol and other substances is a major problem facing society today. As a leader in contemporary society, SKC will promote awareness and encourage responsible decision-making about the use or non-use of these substances. Through this policy, a prevention and assistance program is established which incorporates these objectives:

1. An educational program to inform the College community about the effects, both personal and social, of using alcohol and other substances.
2. A range of services to support persons seeking assistance for problems with alcohol and other substances.
3. Clearly defined sanctions for violation of state and federal laws.
4. Support for campus community and statewide policies directed toward alcohol and substance abuse awareness and prevention.

Rationale

Throughout its history, Salish Kootenai College has been recognized for its willingness and ability to assist all that are part of the College community. Entities of Salish Kootenai College distribute printed material to aid in the prevention of alcohol and substance abuse. Moreover, individual members of the College community who seek assistance for alcohol or substance abuse problems are entitled to privacy and protection. Finally, in addition to federal, state, and municipal laws governing the campus community, the SKC Board of Directors' policy prohibits the possession or use of any alcoholic beverage and illegal drugs on campus.

Safety and Security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
(Includes Higher Education Amendments of 1992 Sexual Assault-Related Items)

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies public. It requires crime data be collected, reported, and disseminated to the campus community and submitted to the U.S. Department of Education. The Clery Act is intended to provide students and families accurate, complete, and timely information concerning campus safety, so that informed decisions can be made.

Notice of Availability of Annual Security Report

A copy of the SKC Security Report can be accessed by contacting the Auxiliary Services Department or through the following website: <http://safety.skc.edu/?q=cleryact>
Other resources:

For SKC Security & Safety Tips: <http://safety.skc.edu>

For more information on the Clery Act visit:

<http://www.securityoncampus.org/schools/cleryact/index.html>

For Montana Sex Offender's Registry: <http://www.doj.mt.gov/svor>

Campus Safety and Security

SKC Security – 211 (from on campus phone only)

SKC Security – 239-6267 from cell phones

Emergencies – 911

SKC Security Officers are on duty 24 hours a day, 7 days per week. Security Officers are not law officers and therefore cannot apprehend individuals. Security Officers will call CSKT Tribal Police or other law enforcement and emergency responders as necessary.

SKC Security can assist with the following:

- ✚ Temporary and yearly parking permits
- ✚ Vehicle jumpstarts
- ✚ Lock out assistance
- ✚ Building and dorm security
- ✚ Emergency assistance
- ✚ Reporting safety problems
- ✚ Escort services for students who do not feel safe leaving a building (For example, leaving campus at night)
- ✚ Parking citations

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the SKC Campus Security Office in a timely manner. All incident reports are reviewed and distributed to the proper authorities. Incidents involving students will be forwarded to the Vice President of Academic Affairs for review and potential action. Statistics will also be presented on incidents of a more minor nature, such as petty theft and campus accidents. SKC will prepare an annual report on campus crimes and incidents that will cover the preceding two years for which information is available by the Auxiliary Services Department. Crimes should be reported to SKC Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

SKC Emergency Plan

SKC has an emergency response and recovery plan that is updated regularly by a Campus Emergency Response Team (CERT). Each of the main buildings on campus has a Building Emergency Coordinator who has extra training and can provide assistance should there be an emergency on campus. In case of emergency, follow instructions of the building emergency coordinator and your instructors. Also obey any notifications that you receive via the Rave Alert System described below.

Emergency Notification System: RAVE Alert

Upon registration, students are automatically linked to Rave Alert, SKC's emergency alert system. This system automatically informs all students, faculty, staff, and community members of school closures and other emergencies. These alerts are sent via SMS Text Message, Email, automated phone message, and computer desktop messages on college computers.

Information on Rave Alert can be accessed on the Home Page of the SKC Website by clicking

the “Snow Day” box in the lower right hand corner. The following textbox contains FAQs from RaveMobileSafety.com and posted on the SKC homepage.

Rave Alert Facts

What is Rave Alert?

SKC has partnered with Rave Mobile Safety, the leader in mobile safety, to offer an emergency notification system, Rave Alert, capable of sending text, voice, and email messages.

What type of messages will I receive?

SKC will only send you messages related to emergencies. You will never receive ads and your personal information is never provided to advertisers.

Who can subscribe/use the service?

Any student, staff, or faculty member of SKC can subscribe to the Rave Alert service.

What is my username?

Your username is your SKC email address. You will set up your own password when you sign up.

What mobile phone carriers are supported? All U.S. mobile carriers are supported.

What if my cell phone number changes?

If you change your mobile number, login to the getrave.com site and update your contact details.

What if my cell phone provider changes?

If you change phone providers and keep the same cell phone number, you do not have to make any updates. However, it may take several weeks for your new provider to update the Rave Alert system. During this time, you may not be able to receive messages unless you login to update your carrier information.

Who do I contact for assistance?

For assistance, please contact helpdesk@skc.edu.

How will I identify incoming messages from Campus Alert?

You will be sent messages from short codes. Your messages will come from either 67283 or 226787. Save these numbers in your phone so you will recognize them when messages are sent. Some of the smaller carriers do not support short code messaging. If this is the case, you will receive messages from @getrave.com.

How do I stop getting messages?

To stop getting messages, login to the getrave.com site and remove your number, or text the word STOP to 67283.

Disaster Plan

The RAVE System will alert students and employees of emergency situations. In the event of an evacuation, employees within each building have been designated to assist in clearing the facility. In such a situation, leave immediately and take all personal belongings.

Accidents/Health Emergencies

Any accident resulting in personal injury or equipment damage should be reported to an instructor or staff member immediately. The employee will take appropriate action. SKC employees are required to call 911 if they deem the situation to be a serious emergency;

however, it is the student's choice to accept the ambulance ride. Students have the right to refuse ambulance service.

Auto Defibrillators

Defibrillators are located in designated areas on campus, (D'Arcy Mc Nickle Library Joe McDonald Health and Fitness Center, Education Building, Student Services Building) and staff trained in the use of Auto Defibrillators are located in each building.

Campus Closures

Any campus closures due to weather or other reasons will be announced through the RAVE Program. Messages come through campus computers, email, and phones registered with the system.

Sexual Violence

Salish Kootenai College does not condone or tolerate acts of sexual violence perpetrated by or against members of its student, staff and faculty community. As an institution of higher education, SKC is committed to ensuring that all students, regardless of their background or identity, have access to a quality learning experience and the opportunity to pursue their academic goals in a safe supportive learning environment. Further, all forms of sexual violence, including rape and sexual assault, interferes with students' abilities to be active, engaged learners. As such, the College is actively committed to reducing and eradicating the incidences of sexual violence and eliminating the root causes that lead to sexual violence, as well as providing appropriate support to victims and survivors when an act of sexual violence does occur.

SKC insists upon an environment free of sexual violence. Students have the right to pursue their education without experiencing this kind of behavior. Acts of violence are deeply harmful to complainants, degrading to the campus community and will not be tolerated.

Confidential options to assist in making reporting decisions:

SAFE Harbor

676---0800 (24 hours)

www.SAFEHarborMT.org

Center for Prevention and Wellness

Salish Kootenai College

275-4920

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits sex discrimination in educational programs and activities. Discrimination on the basis of sex can include sexual violence or sexual harassment, such as rape, sexual assault, sexual battery, and sexual coercion. Students who are a victim or survivor of sexual assault/violence are strongly encouraged to report the incident.

Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX at Salish Kootenai College

The Title IX Coordinator at Salish Kootenai College is:**Rachel Andrews-Gould****Big Knife Building****406-275-4985**

When you contact the Title IX Coordinator, she will help you maintain safety, get the help you need to heal, and provide support to assist you in continuing your educational opportunities. Your information will be kept as private as possible. Contacting the Title IX Coordinator does not automatically commit you to pursuing a formal investigation. The college has an amnesty policy, which means that students who report information to the Title IX Coordinator will not be disciplined for drug or alcohol use associated with the incident. The Title IX Coordinator provides choices concerning a Title IX investigation and accountability under College policy and can assist you in contacting law enforcement to pursue a criminal report if you wish. If an investigation is initiated to determine whether an SKC policy violation occurred, the Title IX Coordinator acts as a neutral fact-finder. Whether or not a formal Title IX investigation is pursued SKC, will take immediate action to provide interim measures. Such measures may include no contact directives, academic accommodations such as a change in class schedule, changes to a living arrangement, transportation, obtaining counseling, and/or, identifying an advocate to help secure additional resources on- or off-campus. If you ask that an investigation not be conducted, or that your name not be revealed to the respondent, the Title IX Coordinator will consider the reasons for your request, including concerns about your safety. The Title IX Coordinator must, however, balance considerations about the overall and continued health and safety of the campus community members (for example repeat offenders or use of dangerous weapons), against your desire for no investigation. An advocate from a confidential resource (below) can help you make a decision about reporting to the Title IX Coordinator or can accompany you to that meeting. You have the right to a person of support at any meeting.

If you have been a victim of sexual misconduct or are aware of sexual misconduct and would like to find out how Salish Kootenai College can help you, please contact Rachel Andrews-Gould at 406-275-4985.

When you contact the Title IX Coordinator, she will help you maintain

Options for Submitting a Report

-Leave a private voice message or make an appointment for the Title IX Coordinator at (406)275.4985

-Send a private email to the Title IX Coordinator at rachel_andrewsgould@skc.edu

-Step by the Title IX Coordinator office and meet with Rachel directly

For more information visit: www.notalone.gov/students

You may also contact one of the offices below, depending on whom the complaint is against

(faculty, staff, visitor, or student):

SKC Security 239-6267 SKC phone: Ext 211	Lake County Sheriff's Office 911 883-7301	Tribal Police 675-4700 *an advocate can be requested
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Confidential options to assist in making reporting decisions:

SAFE HARBOR 676-0800 (24 Hour Support Line) SKC phone: Ext 211	Center for Prevention and Wellness Salish Kootenai College 275-4913
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Discrimination and Sexual Harassment Policy

It is the intent of SKC to provide a safe accepting environment for all students, faculty, and staff. Students who feel they may have experienced discrimination or sexual harassment may request an advocate or counselor to assist them in filing reports or getting additional support. It is the policy of Salish Kootenai College to:

- ❖ Provide college employees and students with a working environment free from discrimination and sexual harassment.
- ❖ Communicate the College's discrimination and sexual harassment prevention policy and reporting procedures to employees, supervisors, and students.
- ❖ Recognize the unique nature of complaints of discrimination and sexual harassment; encourage early reporting by employees and students, and resolve complaints promptly, confidentially, and at the lowest management level possible.
- ❖ Prohibit retaliation against any employee or student that has reported alleged discrimination or sexual harassment against another employee or student, or those who have testified, assisted, or participated in any manner in an investigation of a report.

It is not the purpose of this policy to intrude upon the personal lives of employees and students or to interfere with social relationships. However, discrimination and sexual harassment is unacceptable behavior when carrying out the business of the College and will not be tolerated. Management is not obligated to investigate and respond to a report of alleged sexual harassment if the incident or action occurred more than three years prior to the report.

Sexual Harassment Defined

Sex discrimination is defined within the guidelines of Title VII of the 1964 Civil Rights Act and the Montana Human Rights Act.

Unwelcome sexual advances, requests for favors, and other verbal or physical contact of a sexual nature exists when:

- ❖ Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or a student's success in a class.
- ❖ Submission to rejection of such conduct by an individual is used as the basis for employment or grading decisions affecting such individuals.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

- ❖ Intimidating, hostile, or offensive work environment means a work place in which:
- ❖ Unwelcome sexually oriented jokes, innuendoes, obscenities, pictures, or any action with a sexual connotation exists and makes an employee or student feel uncomfortable in the work or learning environment.
- ❖ Any aggressive, harassing behavior in the work or learning environment or that affects the workplace, whether or not sexual in connotation, is directed toward an employee or student based on the employee or student's sex.

- ❖ It is the responsibility of an individual who feels harassed or threatened, in a timely manner, to request the perpetrator of the unwanted behavior to stop that behavior.

Military Recruitment

Solomon Amendment Implication

In 1995, Congress passed the first Solomon Amendment, denying schools that barred military recruiters from campus any funds from the Department of Defense. The next year, Congress extended the law's reach to include funds from the Departments of Education, Labor, and Health & Human Services. In 1999, legislation shepherded by Rep. Barney Frank removed financial aid funds from the federal monies potentially affected by the Solomon Amendment. Defense Department regulations proposed in 2000 and formally adopted in 2002 exponentially toughened the law by interpreting it to require revocation of federal grants to an entire university if only one of the university's subdivisions (its law school, for example) runs afoul of the law. In 2005, Congress amended the law to explicitly state that military recruiters must be given equal access to that provided other recruiters.

- ** The Solomon Laws
- ** Solomon Amendment I --- 1995
- ** Solomon Amendment II --- 1996
- ** Legislation Excluding Federal Financial Aid Funds --- 1999
- ** The Current Solomon Law --- 2005
- ** The Solomon Regulations
- ** 1997 Department of Defense Regulations
- ** 2000 Department of Defense Interim Regulations
- ** 2002 Department of Defense Final Regulations



Stepping-Stone Nine: Graduation!!

Graduation is a final stepping---stone for students earning two--- and four---year degrees. Many students who earn a two---year degree continue on to a four---year degree, thus continuing another stage of the academic journey.

In order to be eligible for graduation, students must:

- Have filed an official high school transcript or Official G.E.D. transcript with the Registrar's Office during initial enrollment.
- Hold a required cumulative grade point average of 2.0 or higher, depending on degree or certification program.
- Pass all required courses with a grade of C or better, unless otherwise specified.
- Complete the graduation application and submit it with a fee to the Registrar's Office no later than April 1. *see below

*All substitutions/waivers/transfer forms for potential graduates are due to the Transfer Evaluator no later than Dec. 31. This is to guarantee graduates are not denied degrees.

**Obtain the graduation application from the Registrar's Office. After submission, the Registrar reviews the application, and graduating students will be notified of commencement procedures.

Required Credits for Degree Completion:

Certificate of Completion: 45 credits minimum

Associate of Arts Degree: 90 credits minimum

Associate of Science Degree: 90 credits minimum

Associate of Applied Science Degree: 90 credits minimum

Bachelor of Arts Degree: 180 credits minimum

Bachelor of Science Degree: 180 credits minimum

For all certificate and degree programs offered at SKC, please refer to the college catalog for specific courses, credits, and graduation requirements. Note that graduation is not based on credits alone.

Course Schedule Template

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00---9:00					
9:00---10:00					
10:00---11:00					
11:00---12:00					
12:00---1:00					
1:00---2:00					
2:00---3:00					
3:00---4:00					
4:00---5:00					
5:00---6:00					
6:00---7:00					
7:00---8:00					

Self-Advising Template

Fall (First Year AA/Bachelor)	Qtr	Grade	G.E.	Substitution/transfer courses
Total Credits Quarter				
Winter				
Total Credits Quarter				
Spring				
Total Credits Quarter				
Fall (Second Year AA/Bachelor)				
Total Credits Quarter				
Winter				
Total Credits Quarter				
Spring				

Total Credits Quarter				
Associate Degree Total				
Fall (Third Year Bachelor)	QT	YR	GR	Substitution/transfer courses Comments
Total Credits Quarter				
Winter				
Total Credits Quarter				
Spring				
Total Credits Quarter				
Fall (Fourth Year Bachelor)				

Total Credits Quarter				
Winter				
Total Credits Quarter				
Spring				
Total Credits Quarter				
Bachelor Degree Total				

Appendix A: Student Records Access & Confidentiality

Appendix B: Sexual Assault and Harassment Reporting Flyer

Student Records Access & Confidentiality (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) establishes guidelines under which students may access his or her education records maintained by Salish Kootenai College and under which those records may be disclosed by the College to others.

1. Definitions

a. "Education Records." "Education records" are those records that are directly related to a student and that are maintained by Salish Kootenai College or by an official who serves the College in an administrative, supervisory, academic, research, or support staff position.

FERPA indicates that "education records" do not include:

- i. Records of instructional, supervisory, administrative, and educational personnel that are in the sole possession of the maker, e.g., a faculty member's grade book, or a dean's advising notes. Sharing information with another person or placing information where it can be viewed by others may make it an "education record" and subject to FERPA.
- ii. Records relating to individuals who are employed by Salish Kootenai College that are made and maintained in the normal course of business and relate exclusively to individuals in their capacity as employees, and are not available for any other purpose. This includes information about student workers that is maintained about their employment.
- iii. Records that contain only information relating to a person after that person is no longer a student at Salish Kootenai College (such as information gathered on the accomplishments of alumni).
- v. Records created and maintained by the Salish Kootenai College Security Department for that department's records.

b. "Directory Information." Salish Kootenai College determines the following to be student "directory information" which may be available to the public if the student has not restricted its release:

- Name
- Dates of attendance
- Academic major or program of study
- Number of credits for current enrollment period
- Class standing (Freshman, Sophomore, etc.)
- Degrees, certificates, certifications, or endorsements awarded
- Honors awarded and the GPA of students recognized for honors
- Date(s) of completion
- Participation in college-recognized sports
- Student's college email address

2. More About FERPA

a. Confidentiality. FERPA says that education records and personally identifiable information about a student may not be disclosed without the student's written consent unless disclosure is permitted by certain exceptions under FERPA.

The student's written, signed consent must:

- Specify the records to be released;
- Identify the party or class of parties to whom the records should be released;
- Indicate the reason for the release.

b. Access to Educational Records. FERPA provides that students are permitted to inspect their own education records. A student has the right to:

- Inspect and review his or her education records;
- Request an amendment to an education record if the student believes there is an inaccuracy;
- Restrict the release of his or her "Directory Information" from public access;
- File a complaint with the U.S. Department of Education if he or she feels the College has failed to follow FERPA guidelines.

A student has the right to inspect and review his or her education records within 45 days of submitting a request to the College.

c. Administering Office. The SKC Registrar is responsible for the administration of FERPA guidelines at the College. Students and others who have questions regarding the treatment of specific information in a specific circumstance should contact a staff member in the Registrar's Office.

3. Confidentiality

FERPA generally prohibits the release of confidential personally identifiable student data from education records, with limited exceptions that include "Directory Information" without the student's written, signed consent.

Personally identifiable student data, other than "directory information" for students who have not restricted its release, are confidential. Examples of confidential information include, but are not limited to, social security number, date of birth, ethnicity, gender, country of citizenship, class schedules (including meeting times and locations), grades, grade point averages, and parents' or guardians' names and addresses.

FERPA provides certain exceptions for the release of personally identifiable education record information without the student's written consent. These exceptions include:

Directory Information. Directory information, as defined in section 1.c. above, may be made available to the public if the student has not restricted its release.

The College will honor requests to withhold directory information but cannot assume responsibility to contact students for subsequent permission to release this information.

Students should carefully consider the consequences of any decision to withhold directory information. When a student instructs the College not to release directory information, any future requests for such information from persons or organizations outside Salish Kootenai College will be refused, unless an exception applies, or unless the student subsequently files a written request that the information be released. Salish Kootenai College assumes no liability

Requests for non-disclosure must be submitted in writing to the Office of the Registrar. Forms for making such requests may be obtained from the Registrar's Office.

Legitimate Educational Interest. Personally identifiable education record information may be given out without the student's written consent to a college official with a legitimate educational interest in the record. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other Exceptions. Education record information may be disclosed without the student's written consent in the following instances:

- a) To the student;
- b) If it is "Directory Information" and the student has not restricted its release;
- c) If properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. In this case, Salish Kootenai College will make a reasonable attempt to notify the student of the subpoena, in cases where FERPA applies, prior to the release of the information, unless the subpoena specifically directs that the student is not to be notified;
- d) In connection with the student's application or receipt of financial aid as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid;
- e) In connection with audits of federal or state supported educational programs requiring disclosure of information;
- f) To effect collection of past due financial obligations to the College;
- g) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, the U.S. Citizenship and Immigration Services bureau of the Department of Homeland Security (with respect to international students), or state or local educational authorities;
- h) To the Veterans Administration to determine compliance with educational assistance;
- k) To officials of another school or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled provided the disclosure is for purposes related to the student's enrollment or transfer.

4. Amendment of Records

A student may request amendment (change) of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's privacy rights.

A request for amendment of a student's education record should be submitted in writing by the student. The request should state what record the student believes is inaccurate or identify the

part of a record the student wants changed, and should state why the student believes the record is inaccurate, misleading, or in violation of the student's privacy rights. If the College decides not to amend a record as requested, the College will notify the student of its decision and advise the student of his or her right to a hearing regarding the issue. Additional information regarding a hearing procedure will be provided to the student when notified of such decisions.

5. Complaints

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

More information about FERPA can be found at the following website:

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

REPORTING SEXUAL ASSAULT, SEXUAL HARASSMENT and INTERPERSONAL VIOLENCE at Salish Kootenai College

SKC Employees Are Mandated Reporters

If you are a student and want to disclose an experience with sexual assault or other sexual misconduct, stalking, relationship violence, sex-based discrimination, sexual harassment, or retaliation to an SKC employee like a professor, librarian, or your RA, please know that all SKC employees (except those described as CONFIDENTIAL) must inform the Title IX Coordinator about your report within 24 hours. This would include details of the incident and the names of people involved. The Title IX Coordinator will keep this information as private as possible, and will contact you to discuss safety and support options; provide resources and options for a Title IX investigation and accountability through the College; and will provide resources and options for a possible criminal investigation by law enforcement. The Title IX Coordinator will also use this information to identify and address patterns on campus such as specific students engaging in repeated acts of violence or an unsafe location on campus.

Title IX; Equal Opportunity and Affirmative Action Office

When you contact the Title IX Coordinator, she will help you maintain safety, get the help you need to heal, and provide support to assist you in continuing your educational opportunities. Your information will be kept as private as possible. Contacting the Title IX Coordinator does not automatically commit you to pursuing a formal investigation. The College has an amnesty policy, which means that students who report information to the Title IX Coordinator will not be disciplined for drug or alcohol use associated with the incident. The Title IX Coordinator provides choices concerning a Title IX investigation and accountability under College policy and can assist you in contacting law enforcement to pursue a criminal report if you wish. If an investigation is initiated to determine whether an SKC policy violation occurred, the Title IX Coordinator acts as a neutral fact-finder. Whether or not a formal Title IX investigation is pursued, SKC will take immediate action to provide interim measures. Such measures may include no contact directives, academic accommodations such as a change in class schedule, changes to a living arrangement, transportation, obtaining counseling, and/or, identifying an advocate to help secure additional resources on- or off-campus. If you ask that an investigation not be conducted, or that your name not be revealed to the respondent, the Title IX Coordinator will consider the reasons for your request, including concerns about your safety. The Title IX Coordinator must, however, balance considerations about the overall and continued health and safety of campus community members (for example repeat offenders or use of dangerous weapons), against your desire for no investigation. An advocate from a **confidential resource** (below) can help you make a decision about reporting to the Title IX Coordinator or can accompany you to that meeting. You have the right to a person of support at any meeting.

Options for Submitting a Report

- Leave a private voice message or make an appointment for the Title IX Coordinator at (406) 275-4985
- Send a private email to the Title IX Coordinator at rachel_andrewsgould@skc.edu
- Stop by the Title IX Coordinator office and meet with her

Confidential Resources

Confidential resources on campus will provide support and can help you make decisions about reporting and other options. They do not report to the Title IX Coordinator. You can speak confidentially with anyone at the **SKC Center for Prevention and Wellness Office**. Students accused of engaging in sexual misconduct can also receive support from counselors in Center for Prevention and Wellness. Community resources, such as **First Step in Missoula** and **SAFE Harbor** in Ronan are also confidential (see below).

- First Step Medical Care & Evidence Collection: (406) 329-5776
- Safe Harbor: (406) 676-0800

In an emergency, always contact 911. Security will provide immediate assistance, information about investigation options and information about other resources. They can help you to contact confidential resources or the Title IX Office.

