2015–2016 Student Handbook
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NORTHWEST INDIAN COLLEGE MISSION STATEMENT

Through education, Northwest Indian College promotes Indigenous self-determination and knowledge.
The Center for Student Success will empower students to play an active role in their educational experience. We will provide our students access to resources and opportunities in support of Native student success and help develop future leaders for our tribal communities.
MESSAGE FROM THE DEAN OF STUDENTS

Thank you for choosing Northwest Indian College!

At Northwest Indian College, we not only offer quality learning at an affordable cost but also the skills to achieve a balanced education through our philosophy of promoting Indigenous self-determination and knowledge. It is this philosophy that lends to our daily practices and dedication to student success.

Our student-oriented approach is evident in all we do: classroom learning, extra and co-curricular experiences, internships, research, and community outreach/volunteerism. Our investment in students is reflected in our graduates who are leaders in their fields and highly prized by employers. Student success is our highest priority.

As a student at Northwest Indian College, it is important that you understand you are a part of our family and that the Center for Student Success will make our best efforts to ensure you succeed, so that you may provide for yourself, your family, and your community. I encourage you to become involved in clubs, organizations, student government, and service-learning opportunities so that you may make the most of your college experience. It is your responsibility to take charge of your own education, and our Student Affairs staff will stand by to support you as you take full advantage of this extraordinary place.

Best wishes for a successful year!

Victoria Retasket
Dean of Students
QUICK REFERENCE DIRECTORY

Northwest Indian College • 2522 Kwina Rd, Bellingham WA 98226 • 360-676-2772

Admissions
Building 17
Phone (360) 392-4269
Fax (360) 392-4333

Library
Building 5
Phone (360) 392-4218
Fax (360) 733-3385

Muckleshoot
Phone (253) 876-3274
Fax (253) 876-2883

Advising
(Lummi Campus)
Building 17
Phone (360) 392-4335
Fax (360) 594-4081

Registrant
Building 17
Phone (360) 392-4270
Fax (360) 392-4333

Nez Perce
Phone (208) 621-4685
Fax (208) 843-7366

Bookstore
Building 13
Phone (360) 392-4337
Fax (360) 752-2418

Registration
Building 17
Phone (360) 392-4262
Fax (360) 392-4333

Nisqually
Phone (360)456-5221

Early Learning Center
Building 18
Phone (360) 392-4260
Fax (360) 752-1627

Student Accounts
Building 9
Phone (360) 392-4222
Fax (360) 312-5199

Port Gamble
Phone (360) 297-6279
Fax (360) 633-0011

Financial Aid
Building 17
Phone (360) 392-4206
Fax (360) 715-0816

Student Activities
Building 1
Phone (360) 392-4233
Fax (360) 594-4081

Swinomish
Phone (360) 466-4380
Fax (360) 466-4690

Individualized Studies
Building 17
Phone (360) 392-4341
Fax (360) 594-4081

Tulalip
Phone (360) 716-4650
Fax (360) 651-4538

<table>
<thead>
<tr>
<th>Emergency Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vice President for Administration &amp; Campus Development</strong></td>
</tr>
<tr>
<td>(360) 393-7546</td>
</tr>
<tr>
<td><strong>Human Resources Director</strong></td>
</tr>
<tr>
<td>360-392-4268</td>
</tr>
<tr>
<td><strong>Director of Maintenance</strong></td>
</tr>
<tr>
<td>(360) 303-7332</td>
</tr>
<tr>
<td><strong>Director of Residence Life</strong></td>
</tr>
<tr>
<td>(360) 392-4242</td>
</tr>
</tbody>
</table>

The information contained in this handbook may not be applicable to the Extended Campus Sites. The availability of resources and services vary at each campus. Please contact the local...
Site Manager in your area to request more information about services available at your respective campus site.

GENERAL INFORMATION

Northwest Indian College’s (NWIC) main campus is located on the Lummi Indian Reservation in Washington State, 20 miles from the Canadian border. NWIC is the only accredited tribal college in the states of Washington, Oregon and Idaho. NWIC grew from the Lummi Indian School of Aquaculture, (founded in 1973), a single-purpose institution developed to provide a supply of technicians for employment in Indian owned and operated fish and shellfish hatcheries throughout the United States and Canada. In 1983 the Lummi Indian Business Council recognized the need for a more comprehensive postsecondary institution for tribal members, and the school was chartered as Lummi Community College, an Indian-controlled, comprehensive two-year college designed to serve the postsecondary educational needs of Indian people living in the Pacific Northwest. In June of 1988, Lummi Community College was approved as a candidate for accreditation by the Northwest Association of Schools and Colleges (NWASC), and on January 20, 1989, in acknowledgement of its wider mandate, Lummi Community College became Northwest Indian College. Northwest Indian College was granted accreditation by the Northwest Association of Schools and Colleges (now the Northwest Commission on Colleges and Universities) effective September 1993. Effective September 1, 2008, the Northwest Commission on Colleges and Universities granted accreditation to Northwest Indian College at the baccalaureate level.

The College’s educational programs have been approved by the Veteran’s Administration, and the Washington State Achievement Council for the administration of financial assistance for eligible students. Northwest Indian College is a member of the American Indian Higher Education Consortium (AIHEC), the American Association of Community Colleges, and the American Council on Education.

The educational philosophy of Northwest Indian College is based upon the belief that the opportunity of post-secondary education must be provided within the Native American community. NWIC is committed to the belief that self-awareness is the foundation necessary to achieve confidence, esteem, and a true sense of pride; to build a career; to create a “self-sufficient” life-style; and to promote life-long learning.

It is also committed to the belief that a self-awareness program must include a study of Native American culture, values and history.
EMERGENCY PROCEDURES

NWIC is committed to the safety and security of all students. The essential responsibility of campus security is to safeguard students, staff, and the general campus community from the threat of violence and to provide appropriate interventions to support individuals in crisis. Students are expected to obey not only the laws of the Tribe and the State, but also the rules and regulations of the College. NWIC considers the personal physical safety of its students necessary for a successful learning environment.

Accidents/First Aid Emergency

Report all emergencies to 911 first, and then contact Student Affairs personnel at (360) 392-4335 to assist with any crisis involving an NWIC student. Keep the injured individual comfortable while waiting for a staff member to respond.

College Closure

College closures due to snow or adverse weather will be reported on the NWIC website, as well as to the local radio and television stations. When classes are cancelled due to emergency closures, students will be provided with options for making up course requirements. It is recommended that students refer to the Moodle site, located on www.nwic.edu, for course syllabus and assignments when the college is closed.

<table>
<thead>
<tr>
<th>Radio Stations:</th>
<th>Television Stations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAFE 104.1 FM</td>
<td>KOMO 4</td>
</tr>
<tr>
<td>KGMI 790 AM</td>
<td>KING 5</td>
</tr>
<tr>
<td>KISM 92.9 FM</td>
<td>KIRO 7</td>
</tr>
<tr>
<td>KPUG 1170 AM</td>
<td></td>
</tr>
</tbody>
</table>

Contacting Students on Campus

In an emergency, the Admissions/Registration office on Lummi campus and the Site Managers’ offices at extended campus sites will attempt to contact the intended student in class and deliver the emergency message. Federal law prohibits NWIC from releasing student location or schedule information to any third party, including friends and family members.

Environmental Emergency

There are no alarm systems on the main campus. In the event a campus warning is issued students will be notified by broadcast e-mail, voice mail, telephone intercom, and by the
Emergency Management Team. Move quickly in an orderly fashion toward interior walls of lower floors, or interior areas such as restrooms and halls. Stay away from all windows and exterior doors. Do not attempt to leave the building until the danger has passed.

In the event of evacuation the church parking lot, softball field, and basketball court behind Building 9 have been identified as emergency assembly areas. Students will be informed of alternate assembly areas if any of these areas are not accessible. Students at the extended campus sites will refer to local offices for emergency procedures.

Lockdowns

The Vice President for Campus Development is responsible for declaring a lock down situation. In the event of a lockdown, lock all doors if possible. Students are expected to move into the nearest room, stay away from windows and doors, and wait for further instructions. Do not open doors to anyone.

Incident Report

In the event a student is involved in or is witness to an unusual incident or injury on campus, please report the occurrence within seven days to the Center for Student Success (CSS) or your Site Manager. Witnesses to incidents will be asked to complete an Incident Report Form, (available in the CSS), which will go to the Dean of Students. Administrators will follow up on incident reports as quickly as possible, but the results of any investigation will be confidential. Students who report an incident will have the incident details entered into their electronic file and a hard copy of the report will be kept in their permanent file.

HEALTH SERVICES

To be eligible for Direct Care services at the Lummi Tribal Health Center (LTHC), students must provide proof of Indian descent from a federally recognized tribe and reside within Whatcom or Skagit County. Students who are members of other Tribes and are residing in the area to pursue higher education should inform their local Indian Health Office in order to maintain eligibility for contract health services. Health services may be available to enrolled Tribal members through Indian Health Services and they can be contacted at (360) 384-0464. A student from out of the area can access these services by providing Tribal identification and proof of current residency.

Wellness presentations and resources are regularly provided to students and a variety of health and wellness brochures are available to students at the Center for Student Success.

Mental Health
Counseling referrals for students are available through the Center for Student Success. A staff member will fulfill a student’s request for assistance by referring the student to the appropriate counseling resource. Students may also set up appointments at the Lummi Tribal Health Clinic, or students may be referred to the Youth Enrichment and Social Services (YESS) Department or through the Lummi Counseling Services office. Additional health services may be available through Washington Apple Health coverage, now available to federally-recognized tribal members. To determine eligibility, visit www.wahealthplanfinder.org

**Immunizations**

In the event of a measles outbreak, any student who is unable to prove immunity will not be allowed on any NWIC campus or in any NWIC classroom unless they were born before January 1, 1957.

Proof of Immunity means:
1. Documented proof of two live virus measles (rubella) vaccinations, both given after January 1, 1968. These must have been given:
   a. without immune globulin or other blood products; and
   b. no earlier than 12 months of age; and
   c. at least four weeks between doses; or
2. Documented positive measles (rubella) titer test, which is a blood test for antibodies against measles, or
3. Documented history from your doctor or health care provider of measles (rubella) disease.

**STUDENT RESOURCES**

**Bookstore**

The Bookstore is located on the main campus in Building 13. Here you can find textbooks, beverages, snacks, school supplies, NWIC gifts and apparel, as well as local native artwork. Most textbooks are ordered online through MBS Direct using the college website, while some are available at the NWIC bookstore. Once students are registered for classes, an access code is issued to their college email address (it usually takes approximately 48 hrs to receive a code). The code can then be used to purchase books and school related supplies (offices supplies, backpacks, portfolios, etc.), all with their student accounts through MBS Direct at http://bookstore.mbsdirect.net/nwic.htm. Students may purchase books and supplies up to $300 using their access code. Students may also wish to explore other websites for textbooks.

Students are responsible for paying for their textbooks. NWIC will deduct the cost of books, tuition, and fees from any student financial aid or award that’s posted to a student’s account.
**Child Care**

The Early Learning Center at the Northwest Indian College is a state-licensed early learning program for children ages 1 month through 5 years old. We offer a low ratio of children to adults; competitive rates; highly qualified staff; individualized care; and a curriculum that supports cultural identity while engaging children at their individual developmental level.

Operating hours are 7:45 am to 5:15 pm, Monday through Friday, following the NWIC Academic Calendar.

Part-time and full-time scheduling is available and snacks and meals are provided. Please call (360) 392-4260 for more information or email elc@nwic.edu. Priority for child care placement will be given to NWIC students, followed by faculty and staff, and then community members as space allows. The Early Learning Center is located on south campus in Building 18.

### 2014-2015 Early Learning Center Rates

<table>
<thead>
<tr>
<th>Quarterly Rates</th>
<th>Student Rates:</th>
<th>Staff, Faculty &amp; Community Rates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Infants:</td>
<td>Toddlers/Preschool:</td>
</tr>
<tr>
<td><strong>Full Days</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 full days a week</td>
<td>$2,295</td>
<td>$2,067</td>
</tr>
<tr>
<td>4 full days a week</td>
<td>$1,839</td>
<td>$1,657</td>
</tr>
<tr>
<td>3 full days a week</td>
<td>$1,383</td>
<td>$1,246</td>
</tr>
<tr>
<td>2 full days a week</td>
<td>$927</td>
<td>$836</td>
</tr>
<tr>
<td>1 full day a week</td>
<td>$471</td>
<td>$426</td>
</tr>
<tr>
<td><strong>Half Days</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 half days a week</td>
<td>$1,155</td>
<td></td>
</tr>
<tr>
<td>4 half days a week</td>
<td>$927</td>
<td></td>
</tr>
<tr>
<td>3 half days a week</td>
<td>$699</td>
<td></td>
</tr>
<tr>
<td>2 half days a week</td>
<td>$471</td>
<td></td>
</tr>
</tbody>
</table>

**Wrap Around Care for Children Enrolled in Head Start:**

<table>
<thead>
<tr>
<th>Student Rates:</th>
<th>Staff, Faculty &amp; Community Rates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before and After Head Start and all day Friday</td>
<td>$2,067</td>
</tr>
<tr>
<td>Before Head Start and all day Friday</td>
<td>$1,262</td>
</tr>
<tr>
<td>After Head Start and all day Friday</td>
<td>$1,262</td>
</tr>
</tbody>
</table>
Contact the ELC for individualized rates.

Housing

Northwest Indian College currently has two student housing facility options. The first is located on main campus at the Residence Life Center (RLC). The RLC houses 65 students and resident advisors. There are double and triple occupancy rooms available. All rooms have a private suite style bathroom, sink, desk, chairs, bunk beds, dressers and space for either a microwave or small fridge. The RLC also has a fully furnished lounge which includes: Television, Direct TV satellite, couches, chairs, dining set, kitchen and computer stations. There is an onsite laundry facility and a dining hall where students have meals prepared for them as part of the required meal plan. Additionally, student housing provides access to wireless internet, a drug and alcohol free environment, and a supportive learning environment. It is conveniently located on the WTA bus line, which serves the surrounding areas of Ferndale and Bellingham. The Residence Life Center is open to all students, however residency is required for new students in their first year, (for exceptions to this policy, please contact the Residence Life Center).

The second option is the NWIC Family Housing at the Kwina Estates located within walking distance from main campus, the Lummi Indian Health Clinic, a fitness center, two daycare centers, Lummi Headstart and many social services. There are four 2-bedroom apartments and six 1-bedroom apartments available. These units are not furnished. Residents of these units can purchase a quarterly meal plan but it is not required.

The deadline for housing applications is typically three weeks prior to the quarter for which you are applying, however, applications will be accepted at any time. A complete housing application requires Tribal identification, and a copy of your financial aid award letter or proof of income. Passing drug test and background check is required prior to moving into student housing.

For additional information regarding student housing policies and procedures please refer to the Student Housing Handbook, available at http://www.nwic.edu/content/housing.
**JICS and Student Email**

Northwest Indian College students have access to a student email system and general student information via JICS, an online module connected to many different campus departments. To access your JICS and your Student email:

1. Go to [http://jics.nwic.edu/ics](http://jics.nwic.edu/ics)
2. Log in using your universal log in username and password (same as your email and Moodle)

JICS now allows students to print and view schedules, unofficial transcripts, student account information, as well as mid-term & final grades. (Final grades will no longer be mailed; students will need to check grades in JICS).

Students can also view financial aid information and advising work sheets for their program of study.

**New student-Online Account Set-up**

1. Go to [https://accounts.nwic.edu/create](https://accounts.nwic.edu/create)
2. You will need to have your: Student ID#, DOB, and click the “create” button
3. Select your desired username under the “Credential” list
4. Create a password (minimum of 5 characters; 1 lower case letter; and 1 upper case letter and 1 special character (!@#$%^&))

**Returning student Email Update**

1. Go to [www.nwic.edu](http://www.nwic.edu)
2. Click Email log in
3. Enter your username
4. Password type in your DOB (YYYYMMDD)
5. Click Sign in, this will take you to another screen to create a new password.

Please see the Student Email Policy later in this handbook for more details about appropriate use of college email.

**Library**

The mission of the library is to support the Northwest Indian College and the Lummi Community with research and informational and recreational resources that enhance life-long learning.

The collections include more than 30,000 titles in print, audio, and video formats and focus on curricular support and Native American topics while including general interest and children’s materials. Subscriptions provide access to a number of electronic databases. The library also holds the personal collection of Native scholar Vine Deloria, Jr. The catalog is available through the library website.
Facilities include a computer lab with internet access and Office software, wireless access, photocopied and scanning, study space, and video playback.

Library instruction is available individually and to classes. Distance learning students and faculty are encouraged to use library resources.

The Lummi Library has reciprocal borrowing agreements with Whatcom County Community College, Bellingham Technical College and Western Washington University. Use your college identification to receive the same privileges at those libraries as their students. With a Whatcom County or Bellingham Public library card holds may be placed on materials held in those libraries for delivery, check out and return at the Lummi Library. Please contact the library for details and additional information.

Lost and Found

Inquire at the switchboard desk for lost and found items on the main campus. Extended campus students will need to check with their site managers. Students are responsible for the safekeeping of their personal belongings and NWIC is not responsible for lost or stolen items.

Parking

Student parking is provided free of charge at the main campus. Spaces are reserved for handicapped parking as well as for Elders. NWIC assumes no liability for vehicles parked in the campus parking lot. Vehicles left on college property overnight or through the weekend may be subject to towing.
All campus residents who own a vehicle must register it with the Residence Life Office and obtain a parking permit, which is free-of-charge. You will be asked to provide a current driver’s license and valid insurance when you register your vehicle.

**Student Identification Cards**

NWIC Student ID cards are mandatory and can be obtained through the Admissions Office at no charge when enrolled in six (6) or more credit hours. They are valid through the spring quarter of the academic year in which they were issued. You will need to renew your ID each academic year. For each quarter registered, you will be required to obtain a sticker for that quarter. ID cards will be available for you to pick up Friday afternoons, beginning on the first Friday after the beginning of each quarter.

Your student ID card includes your student number and can be used for access to the library, sporting events, and other campus functions. It may also entitle students to receive some community and retail discounts.

The finished ID cards will be mailed each Friday, so please check with your site manager for availability.
### 2015-2016 Tuition and Fees

| Quarterly Tuition | Resident | $112 Per Credit  
|                  |         | Full Time (12-18 cr): $1344  
|                  |         | Over 18 credits charged additional $112/credit  
|                  | Non Resident | $309 Per Credit  
|                  |         | Full Time (12-18 cr): $3708  
|                  |         | Over 18 credits charged additional $309/credit  
| Required Fees    | Student Activity Fee | Part Time (1-11 credits): $20/quarter  
|                  |         | Full Time (12+ credits): $50/quarter  
|                  | Technology Fee | Part Time (1-11 credits): $25/quarter  
|                  |         | Full Time (12+ credits): $50/quarter  
|                  | Registration Fee | $25/quarter (Non-refundable)  

### Other Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Amount</th>
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<tbody>
<tr>
<td>Admissions Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Returning students who have taken more than a year off are required to reapply. Students will not be able to register for classes until they are readmitted. Applications are available online.</td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25/quarter</td>
</tr>
<tr>
<td>Fee only applies to students registering for classes during late registration. If a student changes classes during late registration, fee does not apply.</td>
<td></td>
</tr>
<tr>
<td>Graduation Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Fee is required for each application submitted</td>
<td></td>
</tr>
<tr>
<td>Commencement Fee</td>
<td>$50 (Partially refundable)</td>
</tr>
<tr>
<td>$25 is refunded upon return of gown.</td>
<td></td>
</tr>
<tr>
<td>Residence Life Center Application Fee</td>
<td>$50 (Annual)</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>$4</td>
</tr>
</tbody>
</table>
NWIC students are encouraged to engage and integrate into the life of the institution. Students are offered opportunities to participate in enrichment activities through Student Affairs, student government, and residence life. Events and workshops are directed towards integrating students and their families into the campus community. Students are encouraged to participate in student clubs, work study, and student government.

NWIC students represent a variety of federally recognized tribes. With this in mind, opportunities are provided for students to attend powwows or visit other college campuses that have Native American cultural events, offering exposure to a variety of cultures and enhancing individual understanding of self and others.

**Athletics**

The goal of the Athletic Department is to give student athletes the opportunity to compete in intercollegiate athletics. Affiliated sports are offered based on student interest, facility availability, community support, and fiscal resources, as well as educational, physical, social, and emotional value. Students may have the opportunity to participate in women's volleyball, men's and women's basketball. Other sports available, depending upon student interest, include cross-country, canoeing, co-ed softball and tennis.

**Athlete Participation Policy & Guidelines**

Student athletes participating in any sport at the intercollegiate level are required to enroll in a minimum of 12 credit hours, have a minimum of a cumulative 2.5 GPA in order to travel with their team, and stay in good academic standing throughout the entire season. The minimum
GPA expectation for team travel may vary depending on the coaches’ expectations. A maximum of 10 eligible student athletes may travel per event.

Physical fighting is not tolerated. A player who uses aggressive physical violence will be removed from competition play. Unsportsmanlike conduct includes using profanity or threatening behavior, excessive arguing, derogatory behavior, abusive remarks by players or coaches, or striking an opponent, an official, or an activity supervisor. All established disciplinary procedures will be enforced by the Athletic Director and may be heard by the Dean of Students if petitioned by the individual.

The use of either illegal drugs or alcohol at any college activity is strictly prohibited and in violation of NWIC’s Drug Free Policy. Teams found with alcohol or drugs, or who are intoxicated, will not participate in athletics for the remainder of the season.

For additional information please refer to the Athletic Handbook.

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Campus Clubs and Organizations

Campus clubs and organizations exist for a variety of reasons. They allow students to develop a community of people with similar interests; provide a door into the nonacademic world through professional contacts with business and Tribal leaders; provide students a way to be involved in the larger community; as well as adding value to a student’s collegiate experience. For more information, contact the Activities/Leadership Coordinator at (360) 392-4233.

All campus clubs and organizations must be officially recognized by the Executive Board of the Associated Students of Northwest Indian College (ASNWIC). Requirements for recognition are included in the bylaws of the ASNWIC. Each recognized student club or organization is eligible to request annual monetary support by submitting required materials and a budget request to the Student Executive Board. For more information contact the Activities/Leadership Coordinator at (360) 392-4233.
The following activities, clubs, and organizations are a part of Student Activities/Leadership:

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian Higher Education Consortium (AIHEC)</td>
<td>Student Activities Coordinator</td>
</tr>
<tr>
<td></td>
<td>360-392-4233</td>
</tr>
<tr>
<td>American Indian Business Leaders (AIBL)</td>
<td>Steve Zawoysky</td>
</tr>
<tr>
<td></td>
<td>360-392-4299</td>
</tr>
<tr>
<td>Phi Theta Kappa International Honor Society</td>
<td>John Rombold</td>
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<tr>
<td></td>
<td>360-392-4322</td>
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<tr>
<td>American Indian Science and Engineering Society (AISES)</td>
<td>Brian Compton</td>
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<tr>
<td></td>
<td>360-392-4321</td>
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<tr>
<td>NWIC Players (Drama)</td>
<td>Wayne Woods</td>
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<tr>
<td></td>
<td>360-392-4312</td>
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<tr>
<td>Muckleshoot Garden Club</td>
<td>Harmony Blancher</td>
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<tr>
<td></td>
<td>253-876-3274</td>
</tr>
<tr>
<td>Ski &amp; Boarding Club</td>
<td>David Lindgren</td>
</tr>
<tr>
<td></td>
<td>360-392-4302</td>
</tr>
<tr>
<td>Port Gamble Culture Club</td>
<td>Rob Knight, Jr.</td>
</tr>
<tr>
<td></td>
<td>360-633-1914</td>
</tr>
<tr>
<td>Nisqually Student Circle</td>
<td>Kapiolani Laranal</td>
</tr>
<tr>
<td></td>
<td>360-456-5221</td>
</tr>
<tr>
<td>Sla-hal Club</td>
<td>Cindy Roberts</td>
</tr>
<tr>
<td></td>
<td>360-392-4245</td>
</tr>
<tr>
<td>NWIC Space Center</td>
<td>Gary Brandt</td>
</tr>
<tr>
<td></td>
<td>360-4318</td>
</tr>
</tbody>
</table>

Indigenous Service Learning

Indigenous Service Learning promotes experiential learning to sustain the connections of people, place and the natural world. It is based on the indigenous value of serving and caring for one another within relational and reciprocal circles.

There are many ways to get involved in Service Learning. Many courses offered at Northwest Indian College provide experiential service learning as part of the curriculum. Students
have the opportunity to identify relevant community needs, collaborate with community partners and design projects that support course objectives and inspire critical and reflective thinking.

These courses are identified in the catalog with the Northwest Indian College eagle insignia. Monthly ACT (aligning communities together) Days provide student participation with campus wide community service.

Additionally, students may identify individual projects to support four year capstone degree requirements. All students receive service learning experience in the HMDV course and other First Year Experience courses offered at NWIC.

At the Center for Indigenous Service Learning, you can volunteer for projects, build your leadership skills, meet other students involved in these activities, and make lasting friendships while making a difference in your local and campus community.

Visit us online: www.nwic.edu/content/service-learning or www.facebook.com/NWICISL

**Learning Communities**

The NWIC Residence Life Center is a living learning community. This means that students who share academic, social or cultural interests are housed together and participate in certain activities and events together. The communities provide personal relationships among students, faculty and staff, build welcoming atmospheres to increase student retention, and encourage student participation in a variety of activities to promote learning. Resident education and development supports the college's mission by helping to create an engaged, educated community. We collaborate with students, faculty, and staff to provide living and learning environments that provide appropriate safety measures, foster academic success and encourage holistic well-being. We work to enhance the college experience by promoting personal development, lifelong learning, and the principles responsible citizenship.
**Lummi Fitness Center**

NWIC students are encouraged to participate in health and wellness activities while attending college. The Center for Student Success pays membership fees for their students at the Lummi Fitness Center.

**Student Leadership**

NWIC values student involvement with campus governance. The college promotes student leadership activities that support and encourage student participation in campus life, clubs and organizations, community events, and organized athletics. All full and part-time students on the main campus and extended campuses are automatically members of the Associated Students and are entitled to all privileges and responsibilities of such membership.

The ASNWIC annually elects an Executive Board to represent the interests of students at all NWIC campuses. The Executive Board consists of an Associated Student President, Vice-President of Clubs and Organizations, Vice-President of Finance, Vice-President of Activities, and Vice-President of Extended Campuses. The primary function of the Student Executive Board is to provide for student involvement in the college decision-making process and communication between college administration and students. In addition, the organization provides programs that meet the needs of the students in the areas of education, culture, social activity, and student welfare. For more information, see the Associated Students of Northwest Indian College Constitution and Bylaws.

**Student Union Building**

The student union building (SUB) is located in building 14. The purpose of this space is to provide a quiet study space for students as well as a meeting and events space for campus clubs and organizations. To reserve the building please contact the front desk of the Center for Student Success at (360) 392-4335. Students are responsible for the cleanliness and maintenance of the building to ensure future use and availability.
STUDENT AFFAIRS

Student Affairs provides the following services, workshops, and opportunities:

- Academic advising
- Academic Progress Support
- Assistance in transitioning to 4-year
- Career Fair
- Career planning
- Cover-letter writing
- Cultural events/activities
- Degree Planning
- Internship/Job Information
- Mentoring services
- Outreach services
- Personal counseling referrals
- Personal statement writing assistance
- Resume writing
- Scholarship and resource assistance
- Stress management
- Test Taking Strategies
- Time management
- Transfer Seminars/Fairs
- Tutoring
- Writing Skills

**Academic Advising**

Academic advising is provided to students by advisors in Center for Student Success, by a Site Manager, or by a faculty member. The academic advisor will assist in the registration process and provide the necessary information to ensure adequate course selection for the student’s intended program of study. Advisors offer assistance in understanding degree requirements, planning schedules, understanding financial aid information, monitoring satisfactory academic progress, and establishing and monitoring student success. Prior to quarterly registration, schedule an appointment with an advisor to verify that the courses you have selected apply to your intended degree program.

Any student who has earned 45 or more credits is required to see a faculty advisor. See the Enrollment Services office for additional forms needed.

**Disability Services**

NWIC supports individuals with disabilities in undertaking and completing a college degree or program. NWIC recognizes that there are a number of disabilities that may make completion of a program more difficult, but that do not compromise one’s ability to meet the standards of a respective degree or certificate. The college is therefore committed to providing reasonable academic accommodations and assistance to encourage successful completion of an educational program in ways that provide students with disabilities an equal opportunity for educational development. The Dean of Instruction and Dean of Students can coordinate accommodations for enrolled students with documented disabilities. Requests for accommodations or services must be arranged in advance and require documentation of the disability, thereby verifying the need for accommodation or service. Upon documentation and determination of necessary and reasonable accommodations, NWIC will begin coordination of services within two weeks prior to the quarter starting.
Policy for Accommodations for Students with Disabilities

Northwest Indian College complies with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, and the Americans with Disabilities Act, 42 U.S.C. section 12101, et seq., which require that reasonable academic accommodations be provided to qualified individuals with disabilities.

Northwest Indian College supports individuals with disabilities in undertaking and completing a college placement exam, GED/ABE program, and certificate program or college degree. NWIC recognizes that certain disabilities may make completion of a program more difficult, but that do not restrict a student’s ability to meet the standards of a respective certificate or degree. It is therefore committed to providing reasonable academic accommodations and assistance to support successful completion of an educational program in ways that provide students with disabilities an equal opportunity for educational development.

Operating responsibility for the implementation of this policy and procedure lies with the Dean of Students or his/her designee. Upon documentation and determination of necessary and reasonable accommodations, NWIC will begin coordination of services within two weeks prior to the quarter starting. The Dean of Academics and Distance Learning and Dean of Students can coordinate accommodations for enrolled students with documented disabilities.

Definitions
A person with a disability is any individual who:
1. has a physical or mental impairment that substantially limits one or more major life activities;
2. has a record of such impairment.

A qualified person with a disability is:
A person protected by law including those who would be able to meet the academic and technical standards required for participation in, and/or fulfillment of the essential requirements of college programs or activities.

Reasonable Academic Accommodations
Academic accommodations are those accommodations necessary to provide students with disabilities equal opportunity for professional development, and advance their acquisition of an educational certificate or degree. Accommodations will be considered unreasonable to the extent that they:
1. fundamentally alter or substantially modify the nature or mission of education at NWIC;
2. impose undue financial or administrative hardship on NWIC;
3. lower academic or other essential performance standards
4. pose health or safety hazard to the individual or others

Financial Responsibility
Northwest Indian College will not bear the expenses related to the verification of disability. Depending on the accommodation need, NWIC may have to refer a student out to a third party to help financially assist or pay for an accommodation. These resources may include Tribal Health and Human Services programs, Tribal Vocational Rehabilitation, State Department of Vocational Rehabilitation, etc.

Confidentiality
When handling medical records of students, NWIC will handle them with the utmost care and concern and will follow appropriate HIPPA requirements when storing these documents.

Math and Writing Center
Tutoring services are available by visiting the Math and Writing Center located in Building 9. Tutors are available to help with mathematics, English, and other subjects required for degree completion. Students can also send assignments for review via email, although face-to-face meetings are preferred. For more information, call the Math and Writing Center Coordinator at (360) 392-4235.

Tutoring services are also available at the extended campus sites. Please contact the site manager to access these services.

Testing and Placement
All new students attending NWIC are required to complete the COMPASS (Computer-Adaptive Placement Assessment and Support System) test in order to assist in the selection of courses appropriate to the student's academic ability.

Adult Basic Education students working towards their GED diplomas, either at NWIC or from other institutions, can also be tested at the Testing Center. Testing is offered weekly and available by appointment. The Northwest Indian College Testing Service is located in the Student Services building on the Lummi Campus. For more information about the GED test or if you believe you would benefit from testing accommodations please visit: http://www.sbctc.ctc.edu/public/y_ged.aspx

REGISTRATION

Student Records
Student records are assured confidentiality under the Family Educational Rights and Privacy Act (FERPA) of 1974. Directory information consisting of your name, address, email address, program of study, period of enrollment, degrees, certificates and awards or other honors received, and academic achievements (Dean's and President's Lists), may be released to any inquirer, unless the student submits a written request to the Enrollment Services office.
preventing any or all directory information to be released. A Restriction of Directory Information form is available from the Registrar’s office.

All other information regarding the student’s permanent record is considered confidential and cannot be released to anyone, including employers and family members, unless the student signs a FERPA Release of Information form and has it on file with Enrollment Services. Students may inspect their educational records by appointment with the Registrar. Confidential information will not be released without the written consent of the student.

Changes in Registration

Adding, Dropping, or Total Withdrawal from Classes

Regular Registration Period – Regular registration is generally 4-6 weeks before the start of a quarter. During Regular registration, students may add or drop classes with the help of their advisor or Site Manager. After the regular registration period is over, a $25 late registration fee will be applied beginning the first day of classes.

Adding classes after Regular Registration

Late Registration – Late registration is during the first day of classes. Students may add classes with the help of their advisor or Site Manager during this week, but it may adversely affect their coursework and their ability to buy books with an access code.

Blue Slip Registration – The second week of classes is “Blue Slip” Registration. A student wishing to register for a class during this week may do so, but they must obtain an instructor signature of the class they wish to add. They must also complete an “add form” to be signed by their advisor or Site Manager. It is at the instructor’s discretion whether to allow a student to enter their class during this period. Regular classes may not be added after the blue slip period. There is no blue slip during summer quarter.

Dropping Classes after Regular Registration & Refunds

100% Refund withdrawal date – Students may drop classes up to and on the Census date. This date is published in the quarterly schedule. It is generally Thursday of the quarter. If courses are dropped according to this published deadline, all tuition charges will be refunded, except for the $25 non-refundable registration fee. If a student has received financial aid and withdraws from classes, he or she may be required to return all aid. It is the student’s responsibility to complete all necessary paperwork to drop a class.

Last day to officially withdraw – Students dropping classes after the 100% refund date but before or on the “last day to officially withdraw” will receive a grade of a “W” for the classes and they will be responsible for the full cost of the classes.

Students who leave the College without official withdrawal will receive an “F” grade forfeit all claims to credits in courses and refunds of tuition and fees. Refunds for short courses or
seminars less than the full duration of the quarter will be made only for official withdrawals submitted to the Enrollment office no later than the first day of the start of the class or seminar.

Faculty Discretionary Drop – If you do not attend your course(s) during the first two weeks of class, your instructor may choose to drop you from the class. It is the student’s responsibility to attend their courses and to make arrangements for dropping a course if they do not intend to attend. “No-show” drops are based on faculty discretion and may affect student financial aid eligibility. If for any reason you cannot attend the first two weeks of class, you must contact the instructor or risk being dropped.

Please note that a faculty member is not required to drop no-show students, so if you intend to drop the course you must complete an add/drop form as outlined above to be sure you are dropped from your course.

Class Cancellation

Courses with low enrollment may be cancelled. Enrollment Services will inform the students and advisors when a course is cancelled via their official college email address. When the institution cancels a course and the student has to add another course, the add/drop form must be filled out. (See the change of registration procedure) There is no charge to the student when a class is cancelled due to low enrollment.

Grading System

Grades are recorded on the student’s permanent record at the end of each quarter. NWIC uses the following symbols for grading courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Definition (in relation to the standards of the class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>The student accomplished an exceptionally high level of work.</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>The student significantly exceeded the average level of work.</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>The student accomplished an average level of work.</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>The student accomplished below average work &amp; achieved only the minimum requirement.</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>The student did not achieve the minimum requirements.</td>
</tr>
</tbody>
</table>

The + and – symbols may be used with traditional letter grades to differentiate levels of achievement within a grade range. The + symbol is not used with the letter grade A or F.

Incomplete (I)
An incomplete indicates that a student has been given permission to complete the requirements of a course at a later date. An “I” grade is issued to students who have satisfactorily completed 70% of the coursework, but for an emergent situation or reason are unable to complete the course. The incomplete agreement form must be processed no later than the 8th week of the quarter in which it will be issued.

An Incomplete Agreement Form, signed by both the instructor and the student, must accompany an “I” grade or the grade will be assigned as an “*”. The course requirements must be completed by the date agreed upon in the Incomplete Agreement, which can be no later than the end of the following quarter not counting summer. A grade will be recorded on the incomplete form as "I/letter grade," where the “letter grade” is what the student earned at the end of the quarter.

The instructor must submit a grade change at the end of the deadline, with the new grade or the original grade on the incomplete form will stand. The grade will then reflect the “I” and the new grade together, for example: “IA”, “IB”, “IC”, etc.

Audit (N)
Indicates that a student chose not to receive credit for a course. A student may audit any course by signing up through the registration process according to scheduled dates. Regular tuition costs and fees apply. Audit courses do not carry credit and are not computed GPA calculations.

Pass/No Pass (P/NP)
The P/NP grades are issued for a Continuing Education Unit (CEU) courses. A Pass (P) grade indicates that the student has met satisfactory progress and fulfilled the requirements of the course. A No Pass (NP) grade indicates that the student did not meet satisfactory progress and no credit was earned.

Satisfactory/Unsatisfactory (S/U)
Certain courses are designated S/U grading. A Satisfactory (S) grade indicates that the student has met satisfactory progress and fulfilled the requirements of the course. An Unsatisfactory (U) grade indicates that the student did not meet satisfactory progress and no credit was earned.

A student may elect to take other courses on an S/U grading basis with approval of the Registrar and by signing up through the registration process. Students who choose to be graded on an S/U basis should check with their instructor and advisor concerning S/U grading criteria and transferability.

Official Withdrawal (W)
A “W” Indicates that a student officially withdrew from a course by completing the proper paperwork through the registration process according to scheduled dates. Official withdrawals
occurring after the third week of fall, winter and spring quarters and the second week of summer quarter are posted on the student’s permanent record.

Administrative Withdrawal (AW)
An “AW” Indicates that a student was withdrawn from a course by an official in the Registrar’s Office. This grade is given when a student is unable to officially withdraw from a course due to unique and unavoidable circumstances.

*No Grade Recorded/Invalid Grade/Late Finishing Class
Grades I, N, P/NP, S/U, AW and W do not carry grade point values and are not computed into the student’s grade point average.

Grade Point Average
The Grade Point Average (GPA) for a student is calculated on a quarterly and cumulative basis. The quarterly GPA is computed by dividing the total number of quarterly grade points by the total number of quarterly A through F credits earned. The cumulative GPA is calculated by dividing the total number of all grade points by the total number of all A through F credits earned. The calculation does not include grades of S, N, W, AW, and P.

Transfer Credit Policy
NWIC grants transfer credit for courses completed at other regionally accredited institutions of post-secondary education. NWIC reserves the right to determine which courses are acceptable for transfer from other institutions. Courses must be from a regionally accredited institution and must be above or equal to 100 level courses. Credits will not be automatically evaluated; students must initiate the request to have their transfer credits evaluated.

The Associate of Arts and Science (AAS) degrees earned by NWIC students are intended to meet the state Direct Transfer Agreement in accordance with the Inter-college Relations Commission (ICRC) guidelines. A student completing an AAS degree at NWIC can transfer to another Washington State Higher Education Institution and transfer up to 90 credit hours. In the event a student transfers outside of Washington State, or before completing an AAS degree, each credit earned will be evaluated individually for transferability by the admitting institution. NWIC allows a maximum of 65 quarter, (43 semester), credits to transfer from any combination of regionally accredited institutions toward an associate degree. Regardless of the number of credits transferred, a student must earn a minimum of 25 quarter credits through NWIC to be eligible for graduation with an associate degree.

Graduation Requirements
Students are required to apply for graduation the quarter before they intend to complete their degree requirements. The Registrar’s Office will evaluate the credits and make sure that students are enrolled for the appropriate courses in the final quarter. All credits must be in the required distribution areas and credits applied toward graduation must have at least a
cumulative 2.0 GPA. Students are strongly encouraged to work with their advisors to meet degree requirements. Regardless of the number of transfer credits accepted, students must have a minimum of 25 NWIC credits to graduate.

When a student completes their required credits within the quarter in which they applied, they will be sent notice of their degree completion at the end of the quarter and may then order official copies of their transcripts to serve as evidence of graduation (transcripts cannot be released if the student owes tuition or fines to the college). A diploma will be sent to the student’s address of record 4 to 8 weeks later. The diploma is for the student’s personal records, whereas official transcripts will always be used for official degree status with the college.

If a student does not complete all the required credits for graduation during the quarter in which they have applied to graduate, they must reapply no later than the third week of the quarter in which they intend to complete. Students do not automatically graduate; they must apply and state the specific degree they are seeking.

Commencement

Commencement occurs the Friday evening of the last week of spring quarter. All students who have graduated, or who are enrolled in the required classes to graduate between summer quarter and spring quarter, are eligible to apply for commencement. If students wish to participate in commencement there is an additional $50 charge, $25 is refundable once you return your gown. Students must apply for commencement to ensure that their commencement apparel and other considerations (caps, gowns, awards, etc.) are available. Summer, fall, and winter graduates are pre-approved to walk in commencement. Spring graduation applicants must be currently enrolled in all of the remaining courses required in order to participate in commencement. Commencement applications are generally due by May 1st.

Official Transcripts

Official Transcript requests must be submitted in writing to the Enrollment Services office using a completed Official Transcript Request form or a letter bearing the student’s signature and social security number. According to federal law, telephone requests cannot be honored, nor can requests by relatives or friends of a student. NWIC does not fax official transcripts. A student who requires transcripts of course work earned elsewhere must order an official transcript from that institution.
NWIC graduates may request one free copy of their official transcript. Currently enrolled, full-time students will be awarded one official transcript per current quarter without charge. All other official transcripts are subject to a four dollar charge. Holds on permanent records resulting from non-payment of tuition and fees, or failure to return College owned equipment or material, must be cleared between the student and the business office before transcripts are released. Payment arrangements can be made by contacting the NWIC student accounts office.

Unofficial transcripts can be viewed in JICS by students in their JICS account. Unofficial transcripts can be mailed, faxed, or attached to an email.

FINANCIAL AID INFORMATION

NWIC makes every effort to provide financial assistance to eligible applicants through grants, scholarships, work study or some combination of these student aid programs. Aid is available to help meet educational costs including tuition and fees, books and educational supplies, room and board, transportation and personal expenses. Eligibility for financial aid is determined by completing the Free Application for Federal Student Aid (FAFSA) on an annual basis.

FEDERAL STUDENT AID, AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION, ENSURES THAT ALL ELIGIBLE INDIVIDUALS CAN BENEFIT FROM FEDERALLY FUNDED FINANCIAL ASSISTANCE FOR EDUCATION BEYOND HIGH SCHOOL. WE CONSISTENTLY CHAMPION THE PROMISE OF POSTSECONDARY EDUCATION TO ALL AMERICANS —AND IT’S VALUE TO OUR SOCIETY.

~ FAIFA WEBSITE

How to Apply for Financial Aid

- Free Application for Federal Student Aid (FASFA) can be found online at www.fafsa.ed.gov. You can use NWIC's Federal School Code, 021800. You will also need to apply for a PIN, as will your parent if you are under 24.
- Check with the Financial Aid office for the priority date deadline to submit the electronic application to the federal processor for priority consideration.
- Complete an application for admission to NWIC. Contact the Admissions Office at (360) 392-4269 for applications and additional information.
- Complete the Financial Aid Data Sheet (available from the NWIC Financial Aid office).
- Review the Student Aid Report (SAR) which will be sent or emailed to you. If there is incorrect information, make your corrections and submit them via the FAFSA website. You can contact the federal processor at 1-800-433-3243 for additional information.
- Respond promptly to any requests for information from the Financial Aid Office.
- Review the Notice of Financial Aid Award which will be sent to you by the Financial Aid Department.
- Maintain a personal financial aid file for your records and keep copies of all documents.
• Keep your name and address information current with Admissions/Enrollment Services. You can contact (360) 392-4269 for more information or to request an Address/Name Change form.
• Always be prepared to begin classes and purchase books with some of your own funds even if you expect to receive financial aid.

General Eligibility Requirements

To be considered for financial aid, students must meet the following criteria:

• Be admitted into an eligible degree or certificate-granting program at NWIC.
• Cannot owe money back to State or Federal Government on a previous award or educational loan.
• Have registered with the Selective Service if required to do so.
• Maintain Satisfactory Academic Progress.
• Students show financial need and meet other criteria required by law.

Incarcerated students are not eligible for federal financial student aid at NWIC.

For more information, scholarships, resources and the most recent in policy, always refer to the online Financial Aid Handbook at http://www.nwic.edu/financial-aid

Financial Aid Satisfactory Academic Progress

To Receive financial aid through the NWIC Financial Resources office, students must maintain BOTH the quantitative requirement and the qualitative requirement. Satisfactory Academic Progress checks are done quarterly.

Grades

Only letter grades of A, B, C, D and S count toward completed credits. No other grades will count toward completed credits. For financial aid purposes, classes must be completed in the quarter awarded. Changes in grades which affect SAP standing must be brought to the attention of the financial aid office.

<table>
<thead>
<tr>
<th>2015-2016 SAP Requirements</th>
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</thead>
<tbody>
<tr>
<td><strong>Type of SAP Requirement</strong></td>
</tr>
<tr>
<td>Quantitative SAP Requirement (Quarterly and Cumulative)</td>
</tr>
<tr>
<td>Qualitative SAP Requirement (Cumulative only)</td>
</tr>
</tbody>
</table>

Students who do not meet BOTH of these standards in one quarter will be placed on probation (please note that students who do not complete at least 50% of their enrolled credits will be put immediately into suspension of state aid if applicable). They will still be able to receive aid,
and if they meet the requirements in the following quarter, they will return to good standing. Students who do not meet these requirements for two successive quarters will be placed on suspension of aid and cannot be reinstated until they have completed a quarter satisfactorily without federal or state aid. Students are notified of their current status at the end of each quarter via mail.

Students with special mitigating circumstances contributing to their suspension may be able to petition for reinstatement provided they can properly document their circumstance. Petitions are reviewed by the Financial Aid committee quarterly and students are notified of the results by mail. Students may only receive a reinstatement ONCE in their career at NWIC and it may only be applied to one quarter. Petitions are available from the Financial Aid Office.

**Lifetime Eligibility Limit**
The Federal government has imposed a lifetime limit of the equivalent of 6 full years of full-time Pell Grant. Students will receive notification from the US Department of Education and the NWIC Financial Aid office upon receiving 4.5 years of Pell Grant. There is no extension for Pell beyond 6 years.

**Excessive Credits**
There are time frame limits for degree completion for state and federal aid. Program of study progress is assessed at the beginning of each student’s new funding year. Federal regulations require that students must complete their programs within 150% of the required credits (including all attempted credits and credits transferred in). Any variation from the plan is cause for financial aid suspension. See the financial aid handbook for complete details on excessive credits.

**Remedial Coursework**
Students may receive financial aid for up to 30 credits of fundable remedial classes to assist in preparation for entering a program of study at NWIC.

**Non-Degree Courses**
Students will not receive financial aid for those courses that do not directly satisfy the requirements of the program of study on file.

**Unofficial Withdrawal**
If a student is enrolled during a quarter but earns no credits and negotiates no incomplete agreements, the last day of class attendance will be considered the last day of enrollment. All financial aid funds disbursed to the student for the quarter may be subject to partial or full repayment by the student.

**Other Resources for Financial Assistance**
Scholarships
The American Indian College Fund sponsors many scholarship awards to Federally recognized Native American tribal college students. You must have a Certificate of Degree of Indian Blood (CDIB) or a copy of your tribal ID on file with the registrar’s office to be eligible. There are also other scholarships available at NWIC and scholarship announcements are posted in the Financial Aid Office as received. In addition, there are computers for student use to complete scholarship searches and knowledgeable staff are available to answer questions at the Lummi Campus and the NWIC extended campus sites. For scholarship information please visit their website at www.collegefund.org

Additional scholarships may be available for students from their local tribal entities. Students are encouraged to contact their tribes for information and assistance.

Tribal/B.I.E. Employment Assistance Adult Vocational Training Program
The Bureau of Indian Affairs provides grants to help eligible Native American students meet Vocational Training and Employment costs. (Some tribes administer these funds themselves). Students should inquire at their Tribal Employment Assistance office or with their B.I.A. Agency.

Vocational Rehabilitation Services
The Vocational Rehabilitation Program is a resource for students who have a barrier to successful employment, and for whom education is part of an approved employability plan. The program helps to meet both budget and one-time costs for education and for work experience. Contact your local Tribe or State Vocational Rehabilitation Office.

TANF/General Assistance (GA)
Students receiving TANF benefits may qualify for stipends and part-time employment. Please contact your TANF benefits coordinator for more information.
General assistance is available through the Employment and Training department at Lummi Indian Business Council. GA is a service of funding provided to NWIC students who are enrolled full time, and helps to pay some of their cost of living.

Veterans Benefits
Veterans or potentially eligible dependents of Veterans wanting to attend NWIC should contact the local VA office to apply for education benefits or online at www.gibill.va.gov – there is also the ability to compare benefits to help determine which of the programs is best for each individual situation. Verification of eligibility for VA educational benefits must be determined prior to admittance and enrollment.

NWIC offers degree programs approved by the Washington State Approving Agency for the enrollment of those students eligible under Veteran Administration Education Benefit programs.

Eligible veterans and dependents of veterans must complete the Free Application for Federal Student Aid (FAFSA) online www.fafsa.ed.gov and apply for admission to NWIC.
Documentation verifying educational benefits must be submitted to the Veteran’s Certifying Official in the Enrollment Services Office prior to enrollment. Veterans must also visit the veteran’s advisor when enrolling to determine appropriate program of study and enrollment options.

All veteran’s benefits recipients are required to report program changes, quarterly credit changes, and changes to marital and family status to the Veteran’s Certifying Official. Additionally, recipients are required to maintain satisfactory academic progress according to the college's policy. Failure to comply with VA regulations may result in termination of VA benefits. Contact the Center for Student Success to make an appointment with the Veteran’s Certifying Official.

**STUDENT RIGHTS AND RESPONSIBILITIES**

NWIC students have particular rights that are considered important for achieving educational goals. Likewise, students have certain responsibilities pertaining to conduct as students. These rights and responsibilities are as follows:

**Right of Academic Freedom**
1. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
2. Students are free to pursue appropriate educational objectives from among the college’s curricula, programs, and services.
3. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
4. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

**Right to Due Process**
1. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
2. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
3. A student accused of violating the student Code of Conduct is entitled, upon request, to procedural due process as set forth in this section.

**Responsibilities**
Students’ responsibilities include, but are not limited to:
1. Familiarity with and adherence to the Student Handbook.
2. Contribution to an atmosphere conducive to learning.
3. Respect for the diversity of all people and the rights of others in the NWIC community.
4. Honest reporting of financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations, including payment of tuition.
5. Honest reporting of illegal activities or violations of college policies to appropriate staff.
6. Informing NWIC of current address and telephone number.
7. Checking NWIC email and on-campus mailboxes for NWIC related mail.
8. Cooperation with school administration during the investigation of a policy violation.

NWIC students have particular rights that are considered important for achieving educational goals. Likewise, students have certain responsibilities pertaining to conduct as students. These rights and responsibilities are as follows:

Right of Academic Freedom
- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- Students are free to pursue appropriate educational objectives from among the college’s curricula, programs, and services.
- Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- Students have the right to a safe learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

Right to Due Process
- The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- A student accused of violating the student Code of Conduct is entitled, upon request, to procedural due process as set forth in this section.

I was accused of cheating in class—what are my rights as a student?
There are different kinds of academic dishonesty, such as copying someone else’s work, making up data, using unapproved materials, tampering with college documents, or turning in someone else’s work as your own. If you have been accused of cheating on an assignment, the Instructor will provide you information about the incident. You will be given a chance to explain what happened. If you both agree on what happened, the situation may be easily resolved with a warning or a failing grade on the one assignment. If you don’t agree with the accusation, you may file an appeal. The Dean of Instruction will review everything, meet with you and the Instructor, and make a decision. You may bring an advisor with you to the meeting. The final information is sent to the Vice President of Instruction and Student Affairs. If there is evidence of repeated academic dishonesty, additional sanctions may be imposed.

I received a grade that I think is unfair—what can I do?
An Instructor’s expectations for grading, attendance, participation, and assignments are outlined in the course syllabus. Students have the right to be evaluated fairly based on those criteria. If you feel that the criteria were not fairly applied in your situation, you may follow the Grievance Procedure to ask for a review. The situation may be resolved at any step below. Students sometimes worry about getting someone in trouble, or causing problems, or complaining. Fair grading is a student right and it’s OK to ask for a review when you have questions.

**CODE OF CONDUCT**

Enrollment at the Northwest Indian College (NWIC) carries with it the expectation of being a responsible member of the campus community. Each student must be aware of his/her responsibilities. Upon enrollment at NWIC, students are expected to maintain an atmosphere conducive to education and scholarship by respecting the personal safety and individual rights of all NWIC community members. Student conduct must be in accordance with accepted standards of social behavior and the policies of NWIC.

The student code of conduct covers all campuses of Northwest Indian College. Students attending extended campuses are advised to contact their site manager for further rules pertaining to their location. Any student shall be subject to disciplinary action as provided for in this section who, either as a principle actor, aider, abettor, or accomplice, interferes with the personal rights or privileges of others or the educational process of the college violates any provision of this section, or commits any of the offenses listed herein which are prohibited. All students and employees are expected to report infractions as they occur. Additionally, NWIC may contact federal, state and local law enforcement or officials it deems necessary and appropriate.

*Prohibited Conduct*

- Assault, reckless endangerment, intimidation, stalking, interference upon another person, bullying and harassment, cyber stalking, cyber bullying or any other technology-based violence.
- Any form of recording others unknowingly, including voyeurism.
- Hazing or requiring or encouraging hazing. Hazing is defined as the practice or rituals or other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group.
- Disorderly or abusive behavior which interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
- Failure of student to follow instructor, staff, or administrator directions thereby infringing upon the rights and privileges of other students.
- Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
• Filing a formal complaint falsely accusing another student, college employee or Board member.
• Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, security cameras or other device established for the safety of facilities.
• Engaging individuals in unwelcome sexual advances, sexual assault, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with his/her job or school performance.
• Failure to inform or report to college officials of a convicted felon record and/or Registration as a Sex Offender in any jurisdiction. Must report to the VP of Instruction and Distance Learning.
• Slander and defamation of character (in person or any electronic form) of the college, students or staff that causes discomfort to the learning or working environment.
• Theft of property on the college campuses or facilities.
• Malicious mischief, intentional or negligent damage to or destruction of any college facility or other public or private real estate or personal property.
• Unauthorized use or alteration of college equipment and supplies.
• Entering any administrative or other employee office or any locked or otherwise closed college facility or student apartment at any time without permission of the college employee or other appropriate staff member, or apartment tenant.
• Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student’s work.
• Forging or falsely tendering any records or instruments.
• Refusal to provide identification in appropriate circumstances.
• Smoking beyond designated smoking areas.
• Using, possessing, distributing, or being noticeably under the influence of any narcotic or controlled substance including but not limited to all forms marijuana, behavior altering substances, and the misuse of prescription drugs.
• Being under the influence, possessing, providing, selling or consuming any form of alcoholic beverage on college property.
• Possession or threat of use of firearms, explosives, dangerous chemicals, or other dangerous weapons, instruments, or substances that can be used to inflict bodily harm or to damage real or personal property, except for authorized College purposes or law enforcement officers.
• Violations of any NWIC policy.

Students committing offenses are subject to sanctions including but not limited to removal from a class and/or suspension or expulsion from school. A list of sanctions is provided below.

Sanctions
Sanctions, which include but are not limited to the following listed below, may be imposed upon a student found violating the Student Conduct Code. Violation of any NWIC policy, procedure, or rule will result in a sanction by NWIC in a manner which it, in its sole discretion, believes necessary to maintain a healthy and safe environment conducive to learning. More than one sanction may be imposed for any single violation.

1. **Verbal Warning:** A verbal warning is given for less serious offenses without the initiation of formal procedures.

2. **Written Warning:** A written warning is given to a student that his/her behavior is unacceptable by NWIC standards and any repeated violations will warrant further sanctions which may include but are not limited to any of the sanctions listed in this section.

3. **Compensation:** A student whose actions damage, deface, or destroy any NWIC property may be required to restore the property by replacement or by monetary reimbursement. Compensation may be in addition to other sanctions imposed.

4. **Referral to Counseling Services:** Any NWIC employee may recommend a student for counseling services through the Dean of Student Affairs.

5. **Community Service:** A student may be required to perform a designated number of hours of community service in addition to other sanctions or as a single penalty for a policy violation. The number of hours will be determined on an individual basis, relative to the type and severity of the infraction.

6. **Suspension:** The Dean of Student Affairs, Dean of Academics and Distance Learning, or VP of Instruction and Student Affairs may require the separation of a student from NWIC for a specified length of time and may require other possible requirements before reconsidering return upon reapplication. Suspension includes restriction from representing the college or attending any NWIC event or meeting. College suspension is generally imposed when a student’s misconduct is of a serious nature.

7. **Expulsion:** A student may be permanently separated from the college. A student who has been expelled is not eligible for readmission.

**Standard Procedures**

- Matters of an academic nature (plagiarism, academic dishonesty, classroom behavior, etc.) will be handled by the Dean of Academics and Distance Learning or his/her designee.
- Violations of Student Code of Conduct will be reported to the Dean of Students. In some cases it may be appropriate for issues to go directly to the VP for Instruction and Student Affairs or local law enforcement agency.
- Violations which rise to a criminal level (such as theft, possession of illegal substances, etc.) will be reported to the proper authorities.
- Violations of the NWIC Sexual Harassment Policy must be reported and will be investigated and sanctioned under the provisions of the NWIC Sexual Harassment Policy.
- Reports of rape should be made first to 911 who will then refer the matter to the proper authorities. School officials shall retain the discretion to file a police report in any
circumstances where it is deemed warranted. In case of sexual assault, contact 911 or the 24 hour Whatcom Crisis Services hotline at: 1-877-715-1563.

**Law Enforcement Agency Policy**

NWIC gives full cooperation to local, state and federal law enforcement agencies regarding their investigation and enforcement of tribal, state and federal laws. NWIC will not serve as a haven or refuge for violators of the law. Students who violate criminal or civil laws, including those governing weapons, vandalism, explosives, drugs, alcohol and theft, must accept and be prepared to deal with the consequences of their actions. Per FERPA regulations, directory information may be given to law enforcement officers.

**Emergency or Immediate Suspension**

In the case of reports of incidents involving serious threat or harm to individuals or college or personal property, immediate suspension from NWIC campuses and premise may be imposed. Reports to law enforcement authorities for investigation shall be made as necessary and appropriate.

Northwest Indian College reserves the right to remove any student from the college or college property, reserves the right to remove or restrict any student from NWIC campus housing and reserves the right to prohibit any non-student from campus for any appropriate reason.

A student who feels any sanction was unfair, excessive, or was not in consideration of other key evidence or factors has the right to file an appeal with the Student Conduct Board (SCB). For procedures see Sanction Appeals section below.

**Sanction Appeal to Student Conduct Board**

A Student Conduct Board process exists for the purpose of assisting with student conduct violations. A Student Conduct Board may be convened at the request of the Deans of students for the purpose of hearing and making recommendation on student conduct matters that would likely lead to the expulsion, dismissal, suspension, and removal from campus housing of students enrolled in Northwest Indian College. A Student Conduct Board will consist of students trained specifically for this role in the student conduct process. Additional information on Student Conduct Board policies and procedures is available from the Center for Student Success.

**Complaints & Grievances Procedures**

**POLICY STATEMENT**

NWIC will ensure that student grievances are processed and responded to in a timely way and properly tracked through a uniform procedure outlined in this policy. This uniform procedure
will be used by NWIC administration, faculty and staff to accept and process student-initiated grievances.

**PURPOSE**

Students at NWIC are guaranteed rights that are outlined under Student Rights and Responsibilities code contained in the Student Handbook. If a student feels that his or her student rights have been compromised or violated, the student has the right to file a formal complaint, known as a grievance, in an effort to resolve the issue.

**SCOPE**

This policy applies to students enrolled at Northwest Indian College. It covers issues arising from a student’s current or past involvement with the college. The student grievance procedure may not be used to address allegations of discrimination, including sexual harassment, When a student believes that he/she has been discriminated against due to his/her race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, veteran status, or national origin, the College’s Discrimination and Harassment Policy is a mechanism for resolution, which can be found in the student handbook.

**BACKGROUND**

Policy History
Student Grievance Policy, submitted to Admin Team 4/2/14, 1st read 4/16/14 2nd read June 11, submitted to BOT 1st read 7/15/14

**RESPONSIBILITY**

Responsible Offices
Center for Student Success, Deans

**DEFINITIONS**

**Grievance**
A grievance is a formal written complaint signed by a student and received by the appropriate office. The following procedure provides the steps for a student to file a grievance about the conduct of a faculty member, other NWIC employee, student, or matter unrelated to academic decisions.

**Not Allowable for Grievance**
A student may not use this grievance process to respond to the outcome of disciplinary proceedings described in the Student Rights and Responsibilities code. Federal, local and tribal
laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Lummi Nation shall not be grievable matters.

Informal Complaints
Other issues not contained in the Student Rights and Responsibilities code may be addressed through an informal complaint to be submitted by a student on the Informal Complaint Form. Examples may include, but not be limited to, a complaint about food in the residence cafeteria or a procedure followed by the Center for Student Success. Informal Complaint forms are available in the Center for Student Success.

PROCEDURE

Informal Resolution When a student has a grievance, the student shall first discuss the matter with the individual toward whom the grievance is directed, unless there are good reasons for not doing so, such as a desire to maintain anonymity with the involved party. If the student feels the matter has not been resolved in this step, he or she may proceed to official grievance procedures.

Step 1: The student shall submit a written grievance statement within five (5) working days of the alleged grievance to the individual's immediate supervisor. See Student Grievance Form and NWIC Organizational Chart. The review of the written statement must take place and a written response delivered to the student within five (5) working days of receipt of the written grievance statement. If the student is not satisfied with the written response, the student may proceed to Step 2.

Step 2: The student shall submit a written grievance statement within five (5) working days to the Dean of Students or the Dean Academics and Distance Learning. The student shall meet with the Dean and present evidence related to the grievance. This meeting is to take place and a written decision delivered to the student within five (5) working days of receipt of the written grievance statement. If the student is not satisfied with the written response, the student may proceed to Step 3.

Step 3: The student shall submit an appeal to the Vice President of Instruction and Student Services within five (5) working days of receipt of the Step 4 written response.

1. All applicable records, documents, and letters must be submitted to the Vice President of Instruction and Student Services' Office for review.
2. At his/her discretion, the Vice President may review the appeal documentation and make a final decision.
3. The grievant and respondent will be notified in writing within five (5) days of receiving the appeal. The decision of the Vice President shall be final.
It is a student’s obligation to adhere to the timeframe stated above. Failure to adhere to these time frames will result in a delay in resolving the grievance. A student may withdraw his/her grievance or appeal at any step. This process shall be adjusted according to unique circumstances as determined by a Dean.

Record Keeping
If a student complaint is not resolved in the first two steps of the Student Grievance Procedure and reaches either the Dean of Student Life or the Dean of Academics and Distance Learning, that office will keep a single record of the student complaint and all relating documentation. Records related to student grievances are maintained in the student’s file in accordance with FERPA guidelines. The Dean of Students shall maintain a log to track and aggregate student complaint information and the disposition of complaints so that NWIC can study patterns of complaints to determine whether improvements may be appropriate. An annual report will be compiled and disseminated at the end of the academic year to the NWIC Leadership Team and Student Executive Board that outlines trends and the analysis of student complaints and grievances.

NWIC POLICIES

Attendance
Attendance is an integral part of the college experience. Attendance is important to a student’s ability to participate and be successful. Poor attendance may result in inadequate progress or failing grade. It is the responsibility of the student to arrive on time and be considerate of your instructor and classmates. If late arrival or absence is unavoidable contact the instructor in advance. Be sensitive to the learning of others.

All faculty members will define their own grading policies in the written course syllabi, which may include grade penalty or removal of the student from the course for excessive absences. Students involved in scheduled curricular and extracurricular activities must make arrangements with their instructors for completion of missed assignments prior to the scheduled event. Reasons for absence due to illness and other circumstances must be communicated by the student to the instructor of the course. Any decision to allow make-up work will be made by each instructor in accordance with attendance requirements stated within the course syllabus.

Drug and Alcohol Policy
NWIC endorses a drug and alcohol free campus. Unlawful possession, manufacture, use or distribution of illicit drugs or alcohol by students on NWIC property or as part of college activities is prohibited. Any violation of tribal, local, state, or federal law regarding the unlawful possession, manufacture, use or distribution of illicit drugs or alcohol may result in referral for prosecution and imposition of penalties.
The college will impose sanctions consistent with tribal, local, state and federal law and adopted regulations on students found to have violated this policy. Such sanctions may include recommendation for completion of an appropriate rehabilitation program, expulsion from the college and referral for prosecution. Student disciplinary action will be initiated in accordance with these laws.

- Violation of this policy will affect a student’s eligibility to participate in extra-curricular activities sponsored by the college.
- A student identified as acting in violation of this policy will have one opportunity of rehabilitation to return to good standing.
- A drug and alcohol evaluation will be mandatory within 10 days of the infraction, submitted to the Dean of Student Affairs. All recommended treatment must be followed to remain in good standing.
- Drug and alcohol issues are not part of the grievance or appeal process.

The Center for Student Success will provide every opportunity for the student to rehabilitate, however, the student must recognize that they are responsible for choices they make. Knowing that every effort has been made to counsel and support the student; the student must recognize his/her alcohol/drug use will impact their health, relationships, spirit, academics and ability to succeed in school. Students are subject to the policies of NWIC regarding alcohol/drug use.

**Educational Technology Policy**

In support of the NWIC mission, access to computing and information resources is provided for students within institutional priorities, financial capabilities, and software license restrictions. Computing systems are vital instruction, research, and learning tools and should be utilized in this context. All users must respect the rights of other users, the integrity of the facilities and controls, and all copyright, license, and contractual agreements. All students are expected to act with the highest standard of ethic in accordance with these responsibilities. Failure to do so may result in loss of privileges or disciplinary action.

Access to the NWIC computing facilities is a privilege granted to college students. Students must sign on as students and remember to log out when leaving the facility. The college reserves the right to limit or restrict computing privileges to a student if determined that the student is not utilizing the computer for educational purposes.

Laptop computers can be disruptive when not utilized as a learning tool. A laptop can assist your educational experience when used to take and review notes and access assignments. The instructor can limit computer access if it disrupts the learning environment.

**Sexual Harassment Policy**
NWIC strives to provide a working and educational environment that is free from sexual harassment for all students, faculty, and staff. Sexual harassment in any form is unacceptable behavior and will not be tolerated.

The NWIC Sexual Harassment Policy forbids sexual harassment of students by faculty, staff, or administration. Sexual harassment of employees by other staff, supervisors or students is also prohibited.

Report of alleged sexual harassment must be made within five (5) days of the incident in writing. The report will be reviewed and investigated within ten (10) working days of the report. Any outcomes from the investigation will be reported to the individuals involved.

Student Email Policy

There is an expanding reliance on electronic communication at NWIC. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered one of the College’s official means of communication within the NWIC community. A NWIC student email account is a privilege and must be treated as such. Any abuse of this privilege will have consequences.

College use of email

Email is an official means for communication within NWIC. Therefore, the College has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion. If you have an Internet Service Provider, you can access the College’s email system from on campus and off-campus.

Creating an email account

Once admitted to the college and registered in classes, students are able to create an official College email address. It is to this official address that the College will send email communications. This official address will be the email address listed in College directories and databases. For detailed instructions on how to set up your student e-mail account, speak with your advisor or site manager.

Email communication expectations

Students are expected to check their official email address on a frequent and consistent basis in order to stay current with College communications. The College recommends checking email daily at a minimum; in recognition that certain communications may be time-critical. Any email of a confidential nature to the college must come from and NWIC email address.

Educational uses of email

Faculty may determine how email will be used in their classes. It is highly recommended that if faculty has email requirements and expectations they specify these requirements in their
course syllabi. Faculty may expect that students’ official email addresses are being accessed regularly and faculty may use email for their courses accordingly.

**Appropriate use of email**

Communications sent to a student’s official NWIC email address may include notification of College-related actions. Email shall not be the sole method for notification of any legal action. Official College communications sent by e-mail are subject to the same public information, privacy and records retention requirements and policies as other official College communications.

The email system is not designed to be a record retention system. In addition, it is suggested that important documents be sent with a return receipt. The following criteria relate to email use:

All use of email will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA regulations to protect all correspondence which concerns confidential or sensitive materials.

A prepared statement of confidentiality is available for students to add to their email messages if desired. The message below may be copied and pasted into the signature line of email messages:

*Confidentiality Notice:* This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**Abuse of email privileges**

A NWIC Email account is a privilege, not a right, and can be revoked if used for any unacceptable purpose. Unacceptable email use includes, but is not limited to:

- unsolicited unauthorized mass email (spam)
- offensive language
- obscene material or language
- threats
- infringement on others' privacy
- interference with others' work
- copyright infringement
- illegal activity

Penalties for unacceptable email use can range from de-activation of the account to college judicial action or referral to law enforcement authorities.
Travel Policy

Prior to travel and in accordance with the NWIC drug and alcohol free campus policy students will complete an Acknowledgement of Responsibility agreement. The students will agree to abstain from and not be in the presence of all drugs and alcohol while representing the college. The students will conduct themselves in the utmost respectful manner and will be held to the student conduct during travel. Any student who violates the drug and alcohol policy or Acknowledgment of Responsibility will be sent home immediately while on travel. By signing the Acknowledgments of Responsibility forms, students understand that there are sanctions imposed that are a part of this policy, which the students agree to. The student in violation of this policy is responsible for the cost of any additional travel/per-diem expenses incurred as a result of the policy violation.

In addition, before travel, students will complete an Attendance & Satisfactory Progress Verification form with each of their instructors. By signing this form, the student verifies they are in good academic standing with NWIC, have no outstanding Incomplete grades, have a G.P.A. of 2.0 or better, and are currently passing all courses with a ‘C’ or better.

When leaving for a trip any student who fails to show up on time for the departure will forfeit their travel for that time period and will be responsible for any fees necessary to cancel/change travel arrangements and must return to campus or home. It is also the expectation that the student return the per-diem monies to the NWIC employee responsible for that trip. Northwest Indian College is not responsible for any fees/costs incurred due to rescheduling of travel days/times or modes of transportation. The individual student is responsible for these expenses. Per Diem or any travel advance funds are given at a set rate and shall be used only for purchasing meals. If a student misuses these funds, additional funds will not be provided. To be eligible for travel, a student must have at least a 2.0 cumulative GPA. Running start students are not eligible to travel on overnight trips. Northwest Indian College will not incur any additional travel fees for running start students.
# STUDENT GRIEVANCE FORM

Instructions: A grievance is an educational or personal issue or condition that student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance about their NWIC experience should complete this form and submit it to the individual to whom the grievance is directed with a copy to that individual’s immediate supervisor. Returning students who have taken more than a year off are required to reapply.

## Student Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
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<tbody>
<tr>
<td>Student ID #:</td>
<td>Date:</td>
</tr>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Email:</td>
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## Complaint/Grievance Information

<table>
<thead>
<tr>
<th>Name of Individual and/or department against whom the complaint/grievance is filed:</th>
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<tr>
<th>Describe your complaint/grievance in detail. Include dates of occurrence. Attach additional sheets if necessary, along with any documentation that will help describe and substantiate the complaint.</th>
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<tr>
<th>Are there any witnesses who should be interviewed?</th>
<th>Yes</th>
<th>No</th>
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<td>If yes, list names and contact information:</td>
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Students are encouraged to discuss their concerns and complaints through informal conferences with the individual involved, in appropriate. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved?  [ ] Yes  [ ] No  
If yes, describe the outcome: (Attach any additional comments, if necessary)

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<tr>
<th>What outcome do you hope to achieve as a result of this complaint/grievance?</th>
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I understand that information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.

Student Signature:___________________________________________________ Date:__________________

FOR OFFICE USE ONLY

<table>
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<th>Action Taken by Administrator:</th>
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Grievance was resolved: [ ] Yes  [ ] No

If not resolved, what are the next recommended steps?

Administrator Signature:______________________________________ Date:_________________________
Approved by the Board of Trustees on 10/19/2011
INCIDENT REPORT FORM

INSTRUCTIONS: Please report any unusual incident or injury to your immediate supervisor and submit the written report to the VP of Instruction and Student Services within 7 days of the occurrence. A copy will be retained for future reference.

Name of Person Reporting Incident: ________________________________

Title___________________________________________________Phone__________________

<table>
<thead>
<tr>
<th>Persons Involved</th>
<th>Date Occurred</th>
<th>Age</th>
<th>Sex</th>
<th>Date of Report</th>
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Describe incident or injury in your own words: Include date, time, location, perpetrator, nature of incident, information leading up to incident and effect: PLEASE PROVIDE ONLY THE FACTS, NOT YOUR PERSONAL OPINION.

_____________________________________________________________________________________________________________________
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TYPE OF INCIDENT

☐ Drug/Alcohol Violation ☐ Violation of Rights ☐ Safety Violation ☐ Theft
☐ Medical Emergency ☐ Physical Injury ☐ Fire ☐ Chemical Accident ☐ Property Damage
☐ Aggressive Act-Self ☐ Aggressive Act-Other ☐ Aggressive Act-Visitor ☐ Threat-Verbal ☐ Threat-Written
☐ Stalking ☐ Psychological Abuse ☐ Physical Abuse ☐ Verbal Abuse ☐ Neglect
☐ Hate Crime ☐ Sexual Harassment ☐ Sexual Assault ☐ Rape ☐ Mental Health Issue
☐ Weapons Violation ☐ Suicide Attempt Other (explain):
Persons who observed the incident/injury:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Explain what immediate action was taken (include persons contacted/notified):
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Medical Treatment Required?  Yes  ☐  No  ☐
If Yes, Give Nature of Treatment:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

If, Drug or alcohol violation, List any evidence collected and Person(s) who collected.
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Supervisor Comments:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

Other agencies/individuals notified such as Parent or Guardian, Medical Services, Law Enforcement, Mental Health Services, Adult/Child Protective Services, etc.
Name_____________________________________________________Phone_______________________________________________
Name_____________________________________________________Phone_______________________________________________
Name_____________________________________________________Phone_______________________________________________

Report submitted by:  Name and Title  Date
Report Reviewed by:  Name and Title  Date