Through education, Northwest Indian College promotes indigenous self-determination and knowledge.

Northwest Indian College Board of Trustees
Kristin Kinley, Board of Trustees Chair
Larry Campbell, Vice Chair
Jana Finkbonner, Secretary
Sandy Finkbonner, Treasurer
Celina Phair, LIBC Representative
Charene Alexander, Member
Rachel Phair, Member

Northwest Indian College Student Executive Board
Randy Tippins, President
Autumn Heaton, Vice-President of Finance
Marlene Umtuch, VP of Clubs and Organizations
Allen Julius, Lummi Representative
Avery Jones, Vice President of Activities
Renee Stanley, Secretary

Acknowledgments:
The Center for Student Success publishes the NWIC Student Handbook. Acknowledgment is extended to all the contributors who provided updates for the assistance of our students.

About this Handbook:
This Student Handbook has been prepared for the benefit of students, faculty and officers of Northwest Indian College, and of others wishing to know more about the College’s standards, policies and procedures for undergraduates. The information contained herein is accurate as of the date of publication (September 2016). However, Northwest Indian College reserves the right to make from time to time such changes in its operations, programs, activities, standards and procedures as the Board, faculty and officers of the College consider appropriate and in the best interest of the NWIC community. Students are subject to College rules and regulations as soon as they arrive on campus, and are responsible for reading and understanding the regulations of the College presented in these pages.
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. 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

MESSAGE FROM THE STUDENT EXECUTIVE PRESIDENT

First I would like to welcome new and returning students. This year is going to be exciting and I look forward to being your 2016-2017 Student Executive Board President. I would like to congratulate my fellow Student Executive Board representatives. As representatives of students at NWIC, our priority is the success and well-being of all of our students.

In choosing Northwest Indian College, you've made the choice to attend an institution that is committed to hands-on education, quality instruction, and community-focused. I encourage you to take advantage of all the opportunities NWIC has to offer. NWIC is committed to recognizing the many cultures and backgrounds of our students, so you will easily find a welcoming community. Again, I welcome all of you and together we will have a great year!

Thank you,

Randy Tippins
NWIC SEB President 2016-2017
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QUICK REFERENCE DIRECTORY

Admissions
Building 17
Phone (360) 392-4269

Library
Building 23
Phone (360) 392-4204

Muckleshoot
Phone (253) 876-3274

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

Registrar
Building 17
Phone (360) 392-4270

Nez Perce
Phone (208) 621-4605
Fax (208) 843-7366

Bookstore
Building 13
Phone (360) 392-4337

Residence Hall
Building 19
Phone (360) 392-4242

Nisqually
Phone (360) 456-5221

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

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

Port Gamble
Phone (360) 297-6215
Fax (360) 633-0011

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

Student Activities
Building 5
Phone (360) 392-4455

Swinomish
Phone (360) 255-4435

Individualized Studies
Building 17
Phone (360) 392-4341

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

EMERGENCY CONTACT DIRECTORY

<table>
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<tr>
<th>Name</th>
<th>Direct</th>
<th>Emergency</th>
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<tr>
<td>Lummi Nation Police Department</td>
<td>(360) 312-2274</td>
<td>911</td>
</tr>
<tr>
<td>Fire Department / Medic One</td>
<td>(360) 778-8400</td>
<td>911</td>
</tr>
<tr>
<td>Northwest Indian College Security</td>
<td>(360) 927-5880</td>
<td></td>
</tr>
<tr>
<td>EMT, VP for Campus Development &amp; Administra-</td>
<td>(360) 393-7546</td>
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<td>tive Services</td>
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<td></td>
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<tr>
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<td>(360) 220-0585</td>
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<tr>
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<td>(360) 815-4781</td>
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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.
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 acknowledgment 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.
Northwest Indian College takes the health and safety of students, faculty, staff, and visitors seriously. We intentionally plan for predictable and unpredictable incidents and emergencies. An Emergency Management Team (EMT) is formed whenever there is a significant incident or emergency on campus. However, the EMT cannot respond to the emergency alone. Each and every person on campus is responsibility to effectively respond when emergency situations arise.

The following pages provide specific details on actions to be taken for specific types of events. These guidelines are to be used by administrators, faculty, staff and students in the preparation and general understanding of actions that the college's plans for specific types of events. While every reasonable effort will be made to respond to events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect. For full information regarding how the college will respond to emergency procedures, refer to the Comprehensive Emergency Management Plan.

**EMERGENCY MANAGEMENT TEAM**
The EMT consists of the following designated individuals:
- 1. Vice President of Campus Development & Administrative Services
- 2. Human Resources Director
- 3. Director of Facilities Maintenance
- 4. Security Manager

In the event that all the EMT are away from campus for more than one day, the President shall designate an alternate team with the advice of the available Executive Team members.

**REPORTING AN EMERGENCY**
To report an emergency, contact 911 then contact any one of the following EMT members. The Emergency Preparedness Brochure contains current contact information for the EMT and related responses to various emergency or closure situations. Employee are expected to keep an updated copy at their workstation.

**EMERGENCY CONTACT NUMBERS**

<table>
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Upon calling 911, state the following:
- The nature of the emergency
- Name
- Phone number calling from
- Location/building number, South Campus or North Campus location

The college’s Lummi Campus address is 2522 Kwina Road. The main campus number is 676-2772. Each NWIC site shall post this address and phone number by each building phone, and building numbers are posted.
EMERGENCY PROCEDURES

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. After notifying emergency personnel, notify the EMT and your building staff. Watch for the arrival of emergency personnel and assist by directing them to the appropriate location.

NOTIFICATIONS
For the purposes of this plan, all disruptive events need to be reported that:

1. Present a real immediate threat to the proper performance of essential Northwest Indian College functions, or;
2. Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or;
3. Has a likelihood of attracting media attention.

Upon the discovery of a disruptive event, immediate actions to mitigate or stabilize the event will be undertaken to the best of the ability of the person(s) witnessing the disruptive event. This includes, but is not limited to, rendering first aid, contacting 911 and the EMT.

The EMT is responsible for ensuring the emergency is reported directly via voice to the President, administrators, students, faculty and staff of the Northwest Indian College as soon as practical. Leaving a voice mail does not constitute an acceptable notification.

The EMT must ensure that additional notifications are made in accordance with the NWIC Internal Communication Process:

- RAVE message system activated with appropriate message to staff and students.
- Telephone and speaker phones utilized with appropriate message relayed campus wide.
- Campus email sent with appropriate message sent to all staff and all students.
- Blue light activated for the North campus.
- Assigned Building Managers post appropriate messages on main entrances and exits doors or windows in respective buildings if applicable and safe to do so.
- Updated information is provided to staff and students during the emergency as needed.

The EMT must ensure that additional notifications are made in accordance with the NWIC External Communication Process:

- Contact appropriate agencies of the emergency or situation.
- Coordinate with responding agencies requests and directives.
- In turn, the President will contact Board of Trustees and Tribal officials on the emergency and actions taken and will provide to media information when available and appropriate.

SAFETY AND ACCESS TO NORTHWEST INDIAN COLLEGE CAMPUS FACILITIES
The college's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are accessible to members of the campus community and the public during normal business hours. However, classrooms and office buildings not in use will generally remain locked.

REPORT OF UNSAFE CONDITIONS
All members of the campus community are encouraged to report any safety, potential safety, or security hazards. The EMT, Facilities Maintenance Director, Security Manager, and all division/department offices should have Incident Report forms. In the event of unsafe conditions, employees are expected to fill out all the necessary information regarding the hazard and return the form to any member of the EMT, Facilities Maintenance Department, or Security Manager. The EMT and/or Security Manager will initially investigate
EMERGENCY PROCEDURES

the hazard. The report and the findings will be forwarded to the appropriate department/division for action. The EMT will intervene when necessary. A supervisor or one of the EMT members can address questions regarding the process or how to fill out the form.

CRIME PREVENTION
Part of prevention is individual safety consciousness and awareness of personal environment. The following crime prevention measures can contribute to the safety and security of the college community:
1. Keep vehicle locked at all times.
2. Keep valuables or purse locked in your office out of sight (or locked in vehicle out of sight).
3. Take and keep office and car keys available and accessible at all times.
4. Keep laptop in a secure area.
5. Do not park in isolated areas.
6. Leave items of high value at home.
7. Do not leave personal property unattended.
8. Do not carry large amounts of cash and do not disclose/advertise valuables.
9. Keep purse, backpack, wallet or briefcase close to body.
10. Mark personal items, including textbooks, phones, laptops, briefcase, calculators and radios.
11. Have no weapons on/in possession.
12. Weapons on campus are prohibited and subject to disciplinary action.
14. Avoid dangerous situations whenever possible.
15. Take common sense precautions – the best defense.
17. If afraid of going to vehicle or from building to building, call Security Manager for an escort.
18. If suspicious persons are on campus, call 911 and Security Manager.
19. If working late, lock building door and office door, and contact campus security so they may check in or provide an escort out when ready to leave.
20. Exterior campus lighting is essential in creating a safe campus environment. Report any exterior lighting issues to Security Manager or the Facilities Maintenance Director.

SEVERE WEATHER NOTIFICATIONS
The decision to officially close the college will be made by the President upon the recommendation of the Vice President of Campus Development and Administrative Services or other EMT member. Radio and TV stations will be notified of the closure and the RAVE Alert system activated notifying staff and students of the status of college operations. A list of these radio and TV stations, and website will be publicized annually in Emergency Preparedness and Response Brochure.

When possible, notification will be released to radio and television stations and the RAVE Alert notification system and the NWIC website by 6:00 a.m.; evening closures will be made by no later than 4:00 p.m. Notification will be sent to all campus departments. Supervisors may contact employees using typical phone calls or text messaging or email.

SEVERE WEATHER WATCH
A watch is an indication of where and when the probabilities are highest that severe weather could occur. A watch is a statement that severe weather conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations. Current or updated information may be communicated to all staff and students using the website, email or phone systems.

SEVERE WEATHER WARNING
EMERGENCY PROCEDURES

When a severe weather warning occurs, the National Weather Service alerts all weather stations and local authorities. Current or updated information may be communicated to all staff and students using the RAVE Alert system, website, email or phone systems.

Actions to be taken:
• Move quickly in an orderly fashion toward interior walls of lower floors, interior areas such as restrooms or halls.
• Stay away from all windows and exterior doors.
• All individuals have the responsibility to become familiar with the safe areas.
• Do not attempt to leave the building until danger has passed.

PUBLIC DISCLOSURE

ANNUAL CRIME STATISTICS POLICY
In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice and FBI, as modified by the Hate Crimes Statistics Act, the college will publish annual crime statistics on the NWIC website and available upon request in the Center for Student Success. These statistics will be accessible electronically to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics, and provided opportunity to request a copy of the report.

PUBLISHED NOTICE AND ANNUAL REPORT OF CRIME STATISTICS
The Northwest Indian College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the college, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting the Center for Student Success or by accessing the NWIC Web site: www.nwic.edu.

NOTICE OF STATISTICS TO PROSPECTIVE STUDENTS, FACULTY AND STAFF
All prospective students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the college’s Campus Safety Policies and Annual Crime Statistics. The notice will announce that the college’s annual crime statistics are available on the NWIC website. The notice will contain the exact electronic Web site address, and will state that anyone is entitled to a paper copy of the information upon request. The notice will be provided annually to current students, faculty and staff by October 1 of each year.

NOTICE OF STATISTICS TO CURRENT STUDENTS, FACULTY AND STAFF
All current students, faculty and staff will be provided through printed or electronic publications, shall receive a copy of the campus safety policies. The NWIC annual crime statistics are posted on the NWIC website.
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 STORE
The Bookstore is located on the main campus in Building 13. Here you can find beverages, snacks, school supplies, NWIC gifts and apparel, as well as local native artwork.

TEXTBOOKS
Most textbooks are ordered online through eCampus. 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 eCampus. 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.

EARLY LEARNING CENTER
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. 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 on-site 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 & 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
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
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
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, photocopying 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 (Building 17) or NWIC Security 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.
## 2016-2017 Tuition & 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 | Part Time (1-11 credits): $25/quarter  
| | | Full Time (12+ credits): $50/quarter  
| | Registration | $25/quarter (Non-refundable)  

## Other Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions Application Fee</strong></td>
<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>$10</td>
</tr>
<tr>
<td><strong>Late Registration Fee</strong></td>
<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>$25/quarter</td>
</tr>
<tr>
<td><strong>Graduation Application Fee</strong></td>
<td>Fee is required for each application submitted</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Commencement Fee</strong></td>
<td>$25 is refunded upon return of gown.</td>
<td>$50 (Partially refundable)</td>
</tr>
<tr>
<td><strong>Residence Life Center Application Fee</strong></td>
<td>$50 (Annual)</td>
<td></td>
</tr>
<tr>
<td><strong>Official Transcript Fee</strong></td>
<td>$4 and a convenience fee of $2.25 per transaction (the $4.00 fee is waived one time for currently enrolled full-time students).</td>
<td></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.

CAMPUS CLUBS AND ORGANIZATIONS
Campus clubs and organizations exist for a variety of reasons. They allow students to develop a community of
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

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
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

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.

For policies regarding changes in registration, grading, transfer credits, graduation, commencement, and transcripts, please see the most recent NWIC Catalog.

FINANCIAL AID
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. For more information, see the most recent Financial Aid Handbook.
It is the policy of the Board of Trustees that students at Northwest Indian College enjoy particular rights, including the right of academic freedom and the right of due process, that are considered important for achieving educational goals. At the same time, NWIC students are required to fulfill certain responsibilities and expectations. 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.

320.1.1 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 learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

320.1.2 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.

320.1.2 RESPONSIBILITIES
Students’ responsibilities include, but are not limited to:
- Familiarity with and adherence to the Student Handbook.
- Contribution to an atmosphere conducive to learning.
- Respect for the diversity of all people and the rights of others in the NWIC community.
- 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.
- Honest reporting of illegal activities or violations of college policies to appropriate staff.
- Informing NWIC of current address and telephone number.
- Checking NWIC email and on-campus mailboxes for NWIC related mail.
- Cooperation with school administration during the investigation of a policy violation.
- Students seeking Financial Aid must annually read and adhere to all policies set forth in the Financial Aid Handbook.

320.2 PURPOSE
The purpose of this policy is to communicate the expectations that Northwest Indian College has of students, and to educate and guide students to understand their responsibility for appropriate behavior and respect for others in the NWIC community. Additionally, this document is to ensure policies and procedures regarding students’ rights and responsibilities—including academic honesty, appeals, grievances, and accommodations for persons with disabilities—are clearly stated, readily available, and administered in a fair and consistent manner.
320.3 SCOPE
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.

320.4 BACKGROUND
As an accredited institution, Northwest Indian College has established policies and procedures regarding all aspects of students’ rights and responsibilities, including academic honesty, appeals, grievances, and accommodations for individuals with disabilities. As a supplement to this policy, information pertaining to student rights and responsibilities is contained in the NWIC Student Handbook, in the following sections:
• Academic Freedom and Responsibility
• Academic Integrity
• Consequences for Academic Dishonesty
The Student Handbook also contains the Student Code of Conduct, and is distributed to all students and is posted on the college website.

320.5 RESPONSIBILITY
The Dean of Student Life and the Vice President of Instruction and Student Services are responsible for monitoring all aspects of students’ rights and responsibilities to ensure that they are administered fairly and consistently.

320.6 DEFINITIONS
Prohibited Conduct
320.6.1 Assault, reckless endangerment, intimidation, stalking, interference upon another person, bullying and harassment, cyber stalking, cyber bullying or any other technology-based violence.
320.6.2 Any form of recording others unknowingly, including voyeurism.
320.6.3 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.
320.6.4 Disorderly or abusive behavior which interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
320.6.5 Failure of student to follow instructor, staff, or administrator directions thereby infringing upon the rights and privileges of other students.
320.6.6 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.
320.6.7 Filing a formal complaint falsely accusing another student, college employee or Board member.
320.6.8 Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, security cameras or other device established for the safety of facilities.
320.6.9 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.
320.6.10 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.
320.6.11 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.
320.6.12 Theft of property on the college campuses or facilities.
320.6.13 Malicious mischief, intentional or negligent damage to or destruction of any college facility or other public or private real estate or personal property.
Academic Dishonesty: Academic dishonesty in connection with any Northwest Indian College activity threatens personal, academic and institutional integrity and is not tolerated. Academic dishonesty includes; cheating, plagiarism, and knowingly furnishing any false information to the College. In addition, any commitment of the acts of cheating, lying, and deceit in any form such as the use of substitutes for taking exams, plagiarism, and copying during an examination is prohibited. Knowingly helping someone to committing dishonest acts is also in itself dishonest. The following are more specific examples of academic dishonesty:

- Substituting in a course for another student or having another substitute for you in a course
- Having someone else write a paper and submitting it as one’s own work
- Giving or receiving answers by use of signals during an exam
- Copying with or without the other person's knowledge during an exam
- Doing class assignments for someone else
- Plagiarizing published material, class assignments, or lab reports
- Turning in a paper that has been purchased from a commercial research firm or obtained from the internet
- Padding items of a bibliography
- Obtaining an unauthorized copy of a test in advance of its scheduled administration
- Using unauthorized notes during an exam
- Collaborating with other students on assignments when it is not allowed
- Obtaining a test from the exam site, completing and submitting it later
- Altering answers on a scored test and submitting it for a re-grade
- Accessing and altering grade records
- Stealing class assignments from other students and submitting them as one's own
- Fabricating data
- Destroying or stealing the work of other students

Plagiarism is a type of academic dishonesty. Plagiarism occurs when a person falsely presents written course work as his or her own product. This is most likely to occur in the following ways: Submitting the exact text of someone else without the use of quotation marks and without giving proper credit to the author.

- Presenting ideas or using the material of someone else even when it is in the student's own words, without giving appropriate acknowledgment
- Submitting an assignment written by someone else but representing it as the student's own work.
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.

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
STUDENT RIGHTS AND RESPONSIBILITIES

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.
COMPLAINTS & GRIEVANCES PROCEDURES
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.
**STUDENT GRIEVANCE PROCEDURE**

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.
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.

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.

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.

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.

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.

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.

An 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.
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>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Phone:</th>
<th>Email</th>
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**Grievance Information**

Name of individual and/or department against whom the grievance is filed:

Describe your grievance in detail. Include dates of occurrence. Attach additional sheets if necessary, along with any documentation that will help describe and substantiate the grievance.

<table>
<thead>
<tr>
<th>Are there any witnesses who should be interviewed?</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

If yes, list names and contact information:
**STUDENT GRIEVANCE FORM**

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?

If yes, describe the outcome: (Attach any additional comments, if necessary)

<table>
<thead>
<tr>
<th>What outcome do you hope to achieve as a result of this complaint/grievance?</th>
</tr>
</thead>
</table>

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: |

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**FOR OFFICE USE ONLY**

| Action Taken by Administrator: |

| Resolution Date & Comments: |

| Administrator Signature: | Date: |
INCIDENT REPORT FORM

INSTRUCTIONS: Please report any unusual incident or injury to your immediate supervisor and submit the written report to the Security Office or appropriate department within 7 days of the occurrence. A copy will be retained for future reference.

Name of Person Reporting Incident: ______________________________________________________________

Title________________________ Phone________________________

Date Occurred:__________________________________________________

Date Reported:__________________________________________________

<table>
<thead>
<tr>
<th>Persons Involved</th>
<th>Age</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Type of Incident:</th>
<th>Drug/Alcohol Violation</th>
<th>Violation of Rights</th>
<th>Safety Violation</th>
<th>Theft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Emergency</td>
<td>Physical Injury</td>
<td>Fire</td>
<td>Chemical Accident</td>
<td>Property Damage</td>
</tr>
<tr>
<td>Aggressive Act-Self</td>
<td>Aggressive Act- Other</td>
<td>Threat- Verbal</td>
<td>Threat- Written</td>
<td>Stalking</td>
</tr>
<tr>
<td>Psychological Abuse</td>
<td>Physical Abuse</td>
<td>Verbal Abuse</td>
<td>Neglect</td>
<td>Hate Crime</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Sexual Assault</td>
<td>Rape</td>
<td>Mental Health Issue</td>
<td>Weapons Violation</td>
</tr>
<tr>
<td>Suicide Attempt</td>
<td>Other (explain):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INCIDENT REPORT FORM

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 reviewed by:  Name  Date
CAMPUS MAP LEGEND

- Building Name
- Classroom

1. Central Administration
2. Human Resources
3. Institutional Development
4. Learning Assistance Center
5. Lummi Day School
6. Library
7. Cultural Arts Center
8. Compuers Building/Safety
9. Accounting/Finance Department
10. Tutoring/Tribal Health
11. Science Building
12. Wooden Studio
13. Bookstore
14. Student Activity Center
15. Krain Building/TGSM
16. Native Environmental Science Building
17. Center for Student Success
18. Early Childhood Learning Center
19. Student Housing/Dining Hall
20. Cooperative Extension
21. Coast Salish Institute
22. Salish Sea Research Center
23. Library/Technology

NORTH CAMPUS

SOUTH CAMPUS