“Indigenizing Higher Education”

The Pawnee Nation College was established by the Pawnee Business Council in 2004 by an act of Resolution (#04-30). With the unanimous passage of the Resolution, the Council directed Pawnee Nation staff to begin the work of creating curriculum, establishing infrastructure, and raising the funds necessary to operate the school.

The Council established the College with a keen awareness of the need for a higher education institution that served Indians and non-Indians alike in the north-central Oklahoma region.

With this, one of the explicit goals was to design programs of study that celebrated and revitalized various aspects of Indian cultures, traditions, and languages.

As a result, the slogan Indigenizing Higher Education was created to inform both the public and students about the College’s purpose. Namely, to infuse traditional Native values into the curriculum—regardless of the course content.

In this way, the College is educating and training students to be not just office managers or construction managers, but to be Indian office managers and construction managers.

By creating pertinent programs of study that reflect local and national needs, the College is doing its part to preserve and revitalize aspects of Indian cultures that might be lost otherwise; doing as much, we are creating an impact in the communities we serve.

L. to R.: Lesley Pratt, George Howell (chairman of PNC Board of Trustees), Michael Burgess (president of PNC), Marcella Stephenson (2015 Kay Tefertiller Award), Dr. Clarance Benes (Head of PNC faculty)

Honors Night, May 4, 2015 at Albin Leading Fox Hall.

Special Interest:
- Obtaining a PNC email address
- Obtaining a student ID
- Student Rights and Responsibilities
- Statement of Student Integrity
- Financial Aid
- Academic Programs of Study
- History of the Campus

Welcome to Pawnee Nation College

The staff and faculty of Pawnee Nation College welcome you as a student and wish you good success in your academic journey.

When the college was first instituted, there was one degree option which was the Associate of Arts (AA) in American Indian Studies.

Students have also attended to enroll in general education classes, i.e. math, English, science, and history. PNC is excited to announce that beginning in the fall of 2015, students now have the option of an AA degree in General Studies (Liberal Studies) through academic partnership with Bacone College.

As a student, you have an opportunity to get involved and help make institutional history as the college grows.

Student Services will conduct a number of special events for your information and assistance during the semester. Check your student calendar and the event boards for times and events to come.
College can be a very special life experience for students who take advantage of opportunities they encounter.
PNC desires to see students fully engaged in academic pursuits, cultural experiences, and social events.
The staff is here to serve you and hopes you will not hesitate to seek assistance with student services or other departments as needs arise. Enjoy your experience at your PNC.

Above: PNC graduates of 2013 with PNC Board of Trustees and Interim President, Gwen Shunatona.

Above: PNC September 2015 Fun Day social stickball game.

Right: Pawnee Nation College 2014 7th Annual Powwow Grand

Left: Dr. Clarence Benes and his speech/acting class performing as a Tom Slick Drama at the Skirven Hotel in Downtown Oklahoma City.
Student Handbook 2015-1016

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This handbook is not to be construed as a contract. The College reserves the right to change the policies and regulations affecting the student body. Such changes shall take effect whenever the administration determines that such changes are prudent.

Students have the responsibility to read this handbook, as well as official announcements, notices posted on bulletin boards, campus e-mails, and otherwise to be informed completely in regard to facts relating to life at Pawnee Nation College.

Above: Pawnee women have always played a significant role as cultural caretakers.

Left: School bell in front of the boarding school dining hall. Now, the Albin Leading Fox Hall.

Below: PNC students at the Osage Education Building in Hominy.
Introduction

This Student Handbook has been developed to acquaint all students attending the Pawnee Nation College with information regarding the academic community, student services, and policies and regulation directly guiding study.

*It is the responsibility of each student to be familiar with and to comply with the policies in this Handbook.*

In order to retain the flexibility necessary to carry out the daily business of the Pawnee Nation College, the College reserves the right to evaluate, supplement, change, revise, or eliminate any of the policies and procedures described in this Handbook as approved by the Pawnee Nation College Board of Trustees.

(1) The Academic Community

Mission Statement

The Pawnee Nation College seeks to meet the higher education and cultural needs of the Pawnee Nation, other surrounding Indian Nations, and all who have a desire to engage in a life of learning. The intent of the college is to foster an awareness of rich cultural diversity in the region and its inherent complexities and vibrancies, while at the same time encouraging students to fulfill their potential through challenging academic or training programs that prepare them to matriculate to four-year institutions or to enter the workforce. As a tribal community college, the Pawnee Nation College is dedicated to promoting social responsibility, service to community, and research that contribute to the cultural, social, and economic well-being of the Pawnee Nation, other Indian nations, and surrounding communities.

Vision Statement

Pawnee Nation College welcomes the possibility of serving all people and is especially focused on providing innovative and pertinent higher educational opportunities to Pawnee Nation tribal members and members of other Indian nations, and surrounding communities. The College will do so by promoting intellectual, physical, and spiritual wellness through establishing rigorous academic and training programs, research, and service to community. To realize this vision, Pawnee Nation College will serve as a hub for life-long learning by providing both traditional and distance learning educational opportunities and influ-
enced by traditional Pawnee, Indigenous, and other forms of knowledge. Such opportunities will create cultural and economic benefits that allow sovereign Indian nations to better serve their members and that allow students, tribal members, and others to become empowered and productive members of their families.

In order to best meet those needs, PNC offers associate degree accredited through partnership with Bacone College and training programs designed to specifically meet the current challenges of Native tribes.

**Associate of Arts**

**American Indian Studies:** Emphasis Areas

- Artistic Studies
- Cultural Studies
- Leadership & Management

**Training Programs**

- Oklahoma Native Leadership Initiative (ONLI)
- Tribal Indian Gaming Regulatory Initiative (TGRI)

**Tribal Leadership**

The College is able to offer these opportunities because of agreements established with Bacone College, Oklahoma State University, Pawnee Public Schools, NIGA, and the University of Oklahoma.

**Statement of Philosophy**

Students attending the Pawnee Nation College will have a unique opportunity to take classes on a campus listed in the National Register of Historic Places—in buildings that once housed the Pawnee Industrial School. From 1878 to 1958, thousands of Indian children from across the country lived and studied at the former boarding school. During that time, the government’s aim was to promulgate the dominant culture’s mores, values, and way of life, so that those attending the school were not allowed to observe their own culture’s traditions.

When once the school’s objective was to assimilate Indian children into the “mainstream,” the College’s contemporary goal is to celebrate all Indian cultures and empower every individual who comes seeking knowledge.
Objectives

The Pawnee Nation College’s primary objectives are to:

* Establish quality programs of study that will enhance students’ lives as they seek to matriculate to other academic institutions or receive vocational licensing or certification,
* Create opportunities for both Indian and non-Indian students to gain actual experience in technical and academic skills development,
* Make students more employable and to improve both social and economic development opportunities within the local communities,
* Encourage social and cultural responsibility, community service, and scholarly research that contribute to the social, cultural, and economic well being of the Pawnee Nation and surrounding area,
* Preserve and build American Indian Studies as a valid and vibrant area of scholarship and inquiry,
* Serve American Indian communities by developing instruction that will enhance the capabilities of tribal governments and their programs of service to their communities,
* Develop internship and externship opportunities that will allow students to gain valuable experience and compensation for their time and efforts,
* Maintain an active placement program that seeks to place students in other academic institutions of higher learning or place them with organizations or companies best suited to their training and aptitude,
* Allow staff, faculty, and students the opportunity to assess the College’s objectives, curricula, and organizational structure from time to time, as deemed necessary, and
* Encourage students, with the help of the staff and faculty, to develop various life-skills necessary to function as productive members of their families, tribes, and communities.

Historical Relevance

The establishment of an academic institution on the Pawnee Nation Reserve is, in many ways, a reclamation project. Not only is the Pawnee Nation renovating buildings on the National Register of Historic Places in order to establish a College, it is doing so to structures that originally served as part of the Pawnee Industrial School.

The Industrial School, affectionately termed “Gravy U” by former students, opened shortly after the tribe was forcibly removed in 1875 from its traditional homelands in Nebraska and resettled in Indian Territory. As a government-sanctioned boarding school for Indian children, the institution’s explicit pur-
pose was to teaching trade skills (to boys) and homemaking (to girls), all the while forbidding children from speaking their Native languages, practicing ceremonies, or otherwise celebrating their own cultures.

Part of the school’s policy was to introduce Indian children to “Western ideals” and, at the same time, discourage them from practicing or discussing their own native customs. In this way, the government established and enforced wide-reaching policies that required Indians to acquiesce to such policies as the Dawes (Allotment) Act of 1887. Since assimilation and acculturation were a prevailing objective for the government, thousands of Indian children (and their parents) were denied the right to maintain traditional belief-systems.

With the establishment of the Pawnee Nation College, students from diverse backgrounds are encouraged to delve into those programs of study most attractive to them. By developing a curriculum that includes both traditional and contemporary class offerings, students can now attend an institution that serves to empower, not dictate, their futures.

In this way, the Pawnee Nation College is dedicated to the progress of Indian peoples and all individuals in their educational pursuits. Both the College and Pawnee Nation support the development of an educational institution that affirms the values and depths of those cultures.

Given this philosophy, the College’s faculty, staff, and administration strive to encourage every student’s journey toward self-determination in the hopes that such endeavors will have long-lasting and positive effects on both tribal communities and the national community as a whole.
The Historic Campus
Home of the Former Pawnee-Boarding School

Above: fourth and fifth grade of the boarding school in 1948.

Above: Girls at the boarding School in uniform.

Above: Wild turkeys on the lawn of the historic PNC campus.
Board of Trustees

The Pawnee Nation College is governed by a Board of Trustees that serves staggered four-year terms. The Trustees meet quarterly. In conducting the business of the College, the Board offers guidance to the President, passes resolutions, makes recommendations, and assists in the planning process and the school’s formative development.

President of the College

Michael Burgess (Comanche Nation of Oklahoma) is the current president of Pawnee Nation College.

Other Administration

The College’s other administrative staff currently includes: Mrs. Staci Burns (Choctaw) serves as Director of Admissions; Ms. Randa Shemwell serves as Director of Student Affairs and Coordinator of Libraries, Dr. Clarence Benes is Faculty Chairman, Mr. James Cook is full time AIS faculty member and Director of the Tribal Gaming Regulatory Initiative (TGRI); Ms. Brooklyn Dailey (Osage) serves as Admissions/Office Assistant; Mr. Ron James (Pawnee) Admissions Assistant/Recruiter and, Ms. Amber Whiteshirt (Pawnee) is the College’s Presidential Administrative Assistant.

Academic Partners

The College has carefully cultivated and established academic partnerships that will provide the greatest benefits to PNC students, the Pawnee Nation, and to others in the region.

The College’s academic partners include:

* Bacone College (BC),
* Oklahoma State University (OSU),
* Pawnee Public Schools, and
* The University of Oklahoma (OU).

Bacone College/BC

At this point, all of the College’s college-level courses are accredited through Bacone College (BC). Bacone which is the oldest higher education institution servicing Native Americans in Oklahoma is a member in good standing of the North Central Association’s (NCA) Higher Learning Commission (HLC).

The College’s partnership with Bacone was established April 23, 2010.

Each student at PNC should realize that they must be dually-enrolled at PNC and Bacone if they expect to receive college credit for completed coursework.

Pawnee Public Schools

Also in December of 2004, the College signed a partnership agreement with Pawnee Public Schools, so that high school juniors and seniors could take courses at the College.
To date, the College has enrolled three (3) concurrent students from Pawnee High School and one from Yale High School.

*University of Oklahoma*

In August of 2005, the College executed its academic partnership with the University of Oklahoma. The agreement with OU allows PNC students to transfer directly into the University’s Native American Studies (NAS) Program. PNC graduate, Zach Rice, was the first to take advantage of this opportunity graduating from OU in 2013.

*Oklahoma State University*

Finally, in March of 2006, the College executed its Memorandum of Understanding (MOU) with Oklahoma State University. The agreement with OSU, much like the one with OU, allows PNC students to transfer directly into specific academic programs at OSU. For the purposes of the OSU agreement, PNC students can matriculate into either the Hotel & Restaurant Management Program or the Construction Management Program—this, after completing their associate’s degrees.

Another unique component of the agreement with OSU allows students at the University to complete PNC’s AIS courses for credit toward their OSU degrees. In other words, if an OSU student takes Pawnee I, the class will count as a “foreign language” requirement toward their OSU degree.

Such partnerships are critical for several reasons: 1) they allow our classes to be accredited, 2) such accreditation allows the classes to be easily transferred to other institutions of higher learning, and 3) they allow the College to establish academic credibility—both within Oklahoma and across the country.

*Programs of Study*

At present, the College offers course work in two different areas: 1) General Education (Gen Ed), and 2) American Indian Studies (AIS). Courses in both areas are accredited through Bacone College (BC).

PNC students can take a variety of Bacone general education courses at the College, including American Government, American History, Computer Concepts, English Composition, and Mathematics.

As well, PNC offers courses in American Indian Studies. The American Indian Studies degree is an Associate in Arts (A.A.) within Bacone’s American Indian Studies Division. Students can choose from one of four (5) emphasis area options, including:

- American Indian Languages,
- Artistic Studies,
- Cultural Studies,
- Gaming and Hospitality, and
- Leadership and Management.
PNC is also a program site for the Bachelor of Science in American Indian Studies through Bacone.

(2) Student Relations

Admissions & Enrollment Procedures

The Pawnee Nation College, through its academic partners and curriculum programs of its own design, provides persons in the service area an “open door” to higher educational opportunities so that they might seek cultural enrichment, economic achievements, and / or pathways to the college degree or certificate training of their choosing.

As such, the College has developed an open admissions’ policy for all students applying to the school. In order to begin a program of study or take classes, students at the post-secondary level must enroll in selected course offerings.

When to Apply

The College advises students to apply for admission several months in advance of the first semester in which enrollment is desired.

Applications for Admissions are processed on a continuing basis, which means admission decisions are made and applicants notified within two to three weeks of receipt of all necessary admission documents.

How to Apply

All applicants seeking admission must complete and submit an Application for Admission as well as a one-time, non-refundable $15 application fee. Students must also request that their high school counselor or principal send to the College a high school transcript that contains the most current class rank and grade point average. In addition, a request should be made to have ACT or SAT results sent to the College at the time of application.

For transfer students, it is necessary to complete and submit an Application for Admission and request that the registrar at each college attended send an official transcript (unopened) of all work attempted to both the Pawnee Nation College and Bacone’s Registrar Office. Applicants can have their transcripts sent to Pawnee Nation College, who will then forward the other set of transcripts to Bacone.

Applicants wanting to attend the College who obtained a GED certificate must complete and submit an Application for Admission and provide the College with a copy of their certificate.

High School applicants must complete and submit an Application for Admission as well as a High School Enrollment Form that in-
cludes the signature of a parent or guardian.

**Beginning the Enrollment Process**

Students who want to enroll in Pawnee Nation College courses should go to the Admissions Office where the Bacone liasson will be assigned as advisor, and if necessary, placement tests will be given. The student and Bacone liasson will construct a class schedule based upon the student’s declared major or their career path goals.

The Admission for Application, Enrollment Form, and other documents are available online at: www.pawneenationcollege.org; hard copies are also available at the College.

**In-Take Process**

Students applying to Pawnee Nation College must complete the following steps in order to finalize admissions and enrollment.

**Residual ACT Test**

Students who do not have ACT or SAT scores (or, who are over twenty years old) are required to take a placement test, also called the Residual ACT Test. Students should see the Admission’s Assistant for information regarding placement testing. There is a $30 fee for all testing.

**Tuition and Fees**

At this point, the Pawnee Nation College provides affordable tuition and fee rates in the state of Oklahoma. This is because the Trustees and staff believe that the College, while in its development phase, should charge commensurate rates with services provided. What follows is the current tuition and fees rate.

**Tuition – per / Credit Hour**

- PNC $174

**Fees—per/Credit Hour**

- PNC $200

**Additional Fees**

* Extra charges for special courses, workshops, and seminars are not included in the fee schedule.
* Entering students must pay a one-time, non-refundable fee to PNC of $15.00

All post-secondary students attending the College will be dually enrolled at Bacone College, the school’s accrediting academic partner. It is the student’s responsibility to make sure that they have access to financial aid assistance through Bacone. The College’s staff will make every effort to work with students in need of assistance and establish a payment plan with students who cannot pay tuition and fees costs up front.

**Please Note**: The tuition and fee rate stated in this Handbook applies only to PNC’s American Indian Studies courses. Students who enroll in Bacone courses while at PNC must pay Bacone’s tuition and fee rate for those courses. Further, students who receive federal financial aid are responsible for paying all tuition and fees due both PNC and Bacone. Any student who fails to pay either school will have their grades and transcripts withheld.

**Financial Aid**
Students who enroll in courses at Pawnee Nation College are eligible to receive federal financial aid. The College and its accrediting partner, Bacone College, make federal financial aid opportunities available to PNC students.

Bacone College requires PNC financial aid applicants to submit the Free Application for Federal Student Aid (FAFSA), which can be accessed at: www.fafsa.ed.gov. Students must have their most current income tax information available. Students will also be required to identify Bacone’s school code, which is: #003147.

Once qualified, students may be eligible for the following funding opportunities:

* Pell Grant,
* Federal Supplemental Educational Opportunity Grants,
* Federal Work-Study Program,
* Federal Stafford Loans,
* Tribal Grants and Scholarships
* PLUS Loans, and
* Oklahoma Tuition Aid Grants.

As well, students are encouraged to pursue other opportunities for funding. For instance, the Iowa Tribe administers a vocational-rehabilitation (voc-rehab) program through which a number of PNC students have accessed funding. The Oklahoma State Vocational and Rehabilitation Program has also provided funding for PNC students as well as the Workforce Oklahoma Program.

Information on these and other funding programs is available at the College’s administrative offices.

Information regarding Bacone’s financial aid opportunities can be accessed by calling their financial aid office at

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) - Official Notification of Rights Under FERPA

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students.
FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of Admissions to determine the location of appropriate records and the procedures for reviewing such records.

2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records. Generally the College must have written permission from the student before releasing any information from the student’s record. FERPA does, however, authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate education interest in the record. (A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted [i.e., an auditor, attorney or collection agency]; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing his/her task.) A legitimate education interest exists if the school official needs to view the education record to fulfill his or her professional responsibility.

Upon request, Pawnee Nation College will disclose education records, without consent, to officials of another school in which the student seeks or intends to enroll. Pawnee Nation College may also disclose “directory” information without the student’s prior consent. Directory information is defined as:

* Name,
* Local and permanent addresses,
* Telephone number(s),
* E-mail address,
* Date and place of birth,
* Major or field(s) of study,
* Dates of attendance,
* Grade level,
* Enrollment status (FT/PT; undergraduate/graduate),
* Degrees, awards, and honors received and dates,
* Expected date of completion of degree requirements and graduation,
* Participation in officially recognized activities and sports,
* Weight and height of members of athletic teams,
* Most recent educational institution attended, and
* Photographs.

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a non-release form in Student Services by the end of the second week of the fall semester. This release re-
striction is effective for the academic year and must be filed each year.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pawnee Nation College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-6050

**Student Payment Plan**

Students who are not financially able to make full payment of tuition and fees at the beginning of the semester (when payment is due) can opt to set up a repayment plan. **Students must be paid in full by the end of the semester in order for their grades and transcripts to be released. PLEASE NOTE: This is not a Bacone College form; BC establishes its own schedule for tuition and fees repayment.** Below is the Payment Plan Form that applies to PNC tuition and fees only:

___ Student
___ Pawnee Nation Employee / Student
(Check the category that applies—one or the other, but not both)

I, ___________________________________, (student’s or employee’s name) hereby wish to establish a repayment plan for the total amount of $_____________ for the purpose of compensating the Pawnee Nation College monies owed as a result of my enrolling in course(s) at the school. I agree to pay, or have deducted from my Pawnee Nation payroll, increments of $_____________ during the course of the semester.

I agree to make payments:
___ Once a week
___ Twice a month (Pawnee Nation Employee)
___ Once a month
(Check the option that applies) so that, when completed, the money I owe will be paid in full.

I also understand that the total due must be paid in full by the end of the semester, either at the end of April, July, or November. Failure to pay the full amount will result in grades and transcripts being withheld.

___________________________________  __________________________
Signature  Social Security Number
(For Office Use Only)

___________________________________
Signature for Pawnee Nation Approval

___________________________________
Signature for College Approval

**Student Checklist**

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**Student Handbook**
Students are required to submit or complete a number of forms that will allow them to enroll as a student at the College. A list of required items is included below. It is in the student’s best interest to submit all the items in a timely manner, as doing so will ensure enrollment and smooth communications between PNC and NOC.

Rights and Responsibilities of Financial Aid Recipients

As indicated elsewhere in this Handbook, students are responsible for paying all tuition and fees due to Pawnee Nation College and Bacone College.

Students who receive federal financial aid through Bacone will usually be awarded a disbursement check (after Bacone takes out the money due their school). Bacone does not, however, take out tuition and fees due to Pawnee Nation College. It is, therefore, the student’s responsibility to pay PNC.

The College will send to the student a detailed invoice for tuition and fees that is due immediately upon receipt. (If the student cannot pay, s/he can set up a repayment plan. Details regarding the repayment plan can be found elsewhere in the Handbook.) Students who fail to pay their bill will not receive their grades or transcript.

Likewise, students who receive funding aid from sources other than the Department of Education are required to pay both PNC and Bacone bills (if the student is taking general education courses).

Further, those students who abuse the financial aid system by failing to attend classes once they receive their aid will be dropped from their classes. In blatant cases of abuse, students will no longer be allowed to enroll in PNC courses.

There are no exceptions to this policy.

Students who have legitimate reasons for not attending classes (after receiving financial aid) must communicate those reasons to their instructor(s) or to the College’s administrative personnel.

In addition, students must maintain Satisfactory Academic Progress when accepting financial aid awards. Federal Regulations state that students must comply with standards established by the institute they are attending. The college has established the following attendance policies for students receiving financial aid:

1. Each student must attend class on a regular basis.
2. If the student is receiving monthly financial aid payments, those payments may be withheld until such time as the student demonstrates satisfactory attendance.
3. The College may return any unused
financial aid to the source if the student fails to attend class regularly.

Financial Aid Probation

If a financial aid recipient fails to progress in a satisfactory manner during a given term of enrollment, the recipient will be placed on financial aid probation during the succeeding semester or term of enrollment. The recipient will still be eligible to receive financial aid during the probationary academic term. S/he must satisfactorily complete each course attempted during the probationary term with a grade of C- or better. The student may add or drop classes within the period that classes may be added or dropped. A student on financial aid probation may not receive an “I,” “F,” or “W” in any classes during the probationary academic term.

Financial Aid Suspension

A financial aid recipient on financial aid probation, who fails to satisfactorily complete each course attempted with an acceptable GPA, will be considered to be making unsatisfactory progress and will be placed on financial aid suspension. Financial aid suspension means that a student is ineligible to receive federal financial aid. While on financial aid suspension, students are personally responsible for paying their educational costs (tuition and fees, books, etc.).

See the section on “Satisfactory Progress” to learn more about other Financial stipulations.

Student Rights and Responsibilities

Pawnee Nation College students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms guaranteed by the U.S. Constitution and Bill of Rights that all other citizens enjoy. As members of the Pawnee Nation College academic community, students are subject to the obligations, which are theirs by virtue of their membership.

As well, the college does not discriminate based on race, color, sex, age, marital status, disability, religion, ethnic, or national origin. Students who feel they have been a victim of discrimination at PNC should contact the College President.

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Student Handbook
Community Expectations

Because all PNC students are afforded such rights and obligations, the College expects each student to conduct him– or herself in a manner conducive to outstanding citizenry—whether the student is citizen of the Pawnee Nation, any other Indian nation, of the United States, or any other nation.

Regardless of one’s tribal membership or national origin, every student is expected to afford others the respect, courtesy, and decorum that is each individual’s right. This is the case whether in the classroom setting, on social medium, or at College-related events.

As such, the College hopes that every PNC is proud to attend the school and conducts him– or herself in a professional and respectful manner. Doing so reflects positively on the College (and student) and aligns with traditional Indian values.

On-Campus Behavior

Because the College co-exists with other Pawnee Nation of Oklahoma programs in adjoining spaces and buildings, students will often come into contact with non-College personnel. At all times, while on campus, students should treat others with respect. This includes: PNC staff, PNC instructors, PNO staff, and outside visitors.

In addition, students should take pride in the facilities and equipment where classroom instruction is carried out and where PNC administrative offices are located. The buildings are the property of the Pawnee Nation and are located in a designated historic district; and, every student is expected to use the facilities and equipment in an appropriate manner.

Any student who abuses or damages Pawnee Nation of Oklahoma or Pawnee Nation Col-

<table>
<thead>
<tr>
<th>STUDENT ENROLLMENT CHECKLIST</th>
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</thead>
<tbody>
<tr>
<td>___ Proof of Oklahoma Residency</td>
</tr>
<tr>
<td>___ Completed PNC Application for Admission Form</td>
</tr>
<tr>
<td>___ Completed Bacone College Application for Admission Form</td>
</tr>
<tr>
<td>___ CDIB Card showing membership in federally-recognized tribe</td>
</tr>
<tr>
<td>___ Pawnee Nation College Enrollment Form</td>
</tr>
<tr>
<td>___ Two (2) original Transcripts – either high school, GED scores, or college transcripts</td>
</tr>
<tr>
<td>___ Completed FAFSA (for federal financial aid)</td>
</tr>
<tr>
<td>___ ACT or SAT scores</td>
</tr>
<tr>
<td>___ Residual ACT (if necessary)</td>
</tr>
<tr>
<td>___ PNC Application Fee of $15</td>
</tr>
<tr>
<td>___ Bacone College Application</td>
</tr>
<tr>
<td>___ PNC Tuition &amp; Fees Payment Plan (if necessary)</td>
</tr>
<tr>
<td>___ Current and valid email address (for the purpose of establishing PNC email address)</td>
</tr>
<tr>
<td>___ Completed Student Integrity Form</td>
</tr>
</tbody>
</table>
lege property or equipment will be expected to repair or replace the damaged property or equipment. (See the “Policies and Regulations” section on “Campus Policies and Procedures,” “Damages to Facilities” in the Handbook).

Off-Campus Behavior

Students are strongly encouraged to exercise sound reasoning with regard to participating in off-campus activities.

Because of this, students should be aware that they are a representative of the College—whether they want to be, or not. As such, students should not put themselves in compromising situations that could result in legal activities. Doing so could result in missing classes, and thereby endanger their standing with the College.

Should a student find him- or herself in a situation that requires legal action, it is the student’s responsibility to contact the College and notify the appropriate PNC personnel. The College is not responsible for assisting students who require legal assistance as a result of non-College related, off-campus activities.

Jurisdiction of the College

The College’s jurisdiction includes: all buildings in which PNC instructional, administrative, and study activities take place.

As well, the College’s jurisdiction includes all Pawnee Nation of Oklahoma facilities where a College-related activity is taking place—for instance, at the Multi-Purpose Building, the Wellness Center, the Campgrounds, the Community Building, the Education & Training Building, etc.

In addition, the College’s jurisdiction also includes locations where college-sanctioned activities are being conducted off campus.

Statement of Student Integrity

The faculty, staff, and administration of the Pawnee Nation College recognize that certain barriers exist for students who attend the school. The school is also aware that our students often have unique educational needs.

Issues such as transportation, childcare, healthcare, and economics sometimes impede a student’s ability to attend classes or carry out assignments. As such, our goal is to create a nurturing environment in which each student feels comfortable enough to pursue their educational goals. The College wants every student who chooses to come to school in Pawnee to succeed. The College also wants every student to receive individual attention at every step in the educational process—from advising to career counseling to classroom instruction.

Student Handbook
optimal educational experience, they must be willing to do their part. This means students must:

* Communicate with instructors when instances arise that will prevent them from attending classes or completing coursework,
* Submit drop / add forms in a timely manner,
* Be willing to put forth college-level effort in order to receive college credit,
* Complete all assignments in a timely manner,
* Attend all class-required functions (per instructor), and otherwise,
* Conduct themselves in a professional and courteous manner.

What this means, ultimately, is that every student is accountable for his or her education. It is up to each student to make the most of their educational experience. The College can provide the courses, classrooms, and instructors, but the student must be willing to do the work.

As such, the College’s faculty and staff are certain that each student who is willing to apply themselves will be rewarded in surprising and unexpected ways.

By submitting to the school all the necessary forms to complete the application process and by attending the first class of the semester, it is implied that the student hereby agrees to abide by the Statement of Student Integrity.

Satisfactory Progress

Federal Law requires that all students must be making satisfactory progress in an academic program leading to a degree, diploma, certificate, or transfer program. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be used to determine whether or not a student (who receives financial aid) is making satisfactory progress. Credits attempted are the credits an aid recipient is registered for at the conclusion of the add/drop deadline. Students at Pawnee Nation College must meet the following minimum standards for satisfactory progress in order to continue to qualify for financial aid:

1. Students must successfully complete a required number of the credits attempted in a semester with a GPA listed in #2 below. The following grade letters “I” (Incomplete) and “W” (Withdrawal) count as hours attempted.
2. Cumulative grade point average is to be at, or above, the following minimum standards:
   - **Freshman** (30 credits or less) must maintain a cumulative GPA of at least 2.0, or better;
   - **Sophomore** (31 credits or more) must maintain a cumulative grade point average of 2.0, or better.
3. Enrollment status is determined by the number of credits a student is registered for at the conclusion of the add/drop enrollment status.

Students must have satisfactorily completed above the required number of credits for their intended enrollment status (per semester):

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Must Attempt</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more</td>
<td>10 credits</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11</td>
<td>7 credits</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8</td>
<td>5 credits</td>
</tr>
<tr>
<td>Part-time</td>
<td>1-5</td>
<td>100% credits</td>
</tr>
</tbody>
</table>

4. Students at Pawnee Nation College are eligible to receive Federal Aid up to 150% of their program length with a maximum of 99 credits hours attempted.

(3) Student Services

Office of Student Affairs

The faculty and staff at Pawnee Nation College are dedicated to each student’s success; as such, the College has established the Office of Student Affairs, which will make every reasonable effort to accommodate students who are in need of counseling services. Students who are enrolled members of an Indian nation will be referred to Indian Health Services. Non-Indian students will referred to appropriate healthcare professionals.

Any student who would like to discuss an academic situation is always welcome to visit the College’s administrative offices. Anyone who requires professional mental healthcare is encouraged to seek counseling from trained professionals, to which the Office of Student Affairs can refer students.

Those students who wish to receive counseling regarding career services are encouraged to meet with the Director of Student Affairs.

Computer Lab

The Computer Lab, located on the second floor of the Girls’ Dorm, is open Monday through Friday from 8 a.m. to 5 p.m.

The Lab houses sixteen (16) Dell workstations, a Smartboard, and a laser printer. Each of the stations is connected to the internet. Students requiring use of the lab must sign in and abide by the posted “Electronic Classroom” rules.

As the room is also used for instruction, instructional use of the electronic classroom supersedes individual student use. Students using the lab for individual use are required to leave when a class begins.

In addition, the lab is only to be used for academic purposes such as conducting research, working on assignments, check email, etc. Downloading music, games, and other non-
academic internet materials is prohibited. (See “Computer Ethics & Use” policy.)

Printing in the lab should be done for academic purposes only. Other use will receive a charge or may be prohibited.

Parking

Students are allowed parking in the lot beside Albin Leading Fox Hall and behind the staff quarters. Parking permits may be required with increasing enrollment.

Pawnee Nation College ID Card

{Temporarily suspended. New system in progress}

Bookstore

At present books may be purchased through the Bacone Bookstore and can be shipped directly for a fee or hand delivered by the Bacone liaison.

Students may also purchase on online from several sites. See Ms. Shemwell, Dir. of Student Affairs for assistance.

Students are also encouraged to purchase texts from former students at the beginning of the semester if they are available and current.

Email Address

Students, if they so choose, can receive a PNC email address. In order to set up an email account, a student must have a current email address, so that the PNC technical services might send each student the account “set up” information.

Students who have questions regarding their email accounts can send their queries to: techservices@pawneenationcollege.org.

Safety and Security

All students are responsible for maintaining a safe work and study environment. The College will make every attempt possible to assure a safe educational atmosphere. It is understood that the College will maintain compliance with all federal, state, and local regulations. The College expects all students to comply with these regulations.

In the event that any person is endangered by another person, Pawnee Nation Law Enforcement will be notified and called to the scene. Law Enforcement will remove the person or persons causing the disturbance on Pawnee Nation property and provide the College with a full report of the incident. All faculty, staff, and student complaints must be directed to the College President.

The President will be informed of all safety violations on campus. The President will, in turn, inform the Board of Trustees. In the event of safety violations concerning equip-
3. The proposed amendment must [be seconded] in order for the President to put [amendment] in front of the voting members.

(5) Policies and Regulations

(A) General Policies and Procedures

Academic Advising

PNC has an enrollment system that allows students to enroll in classes for an upcoming semester at any time. In order to ensure proper admissions, enrollment, and registration, the College requires that every student follows procedures outlined in the In-Take Process section of the Handbook (see page 14). Upon completing the admissions process, students are advised by the Bacone Liaison and the Director of Admissions.

The student is also responsible for knowing the graduation requirements of the degree or certification program of their choosing.

Academic Dishonesty and Misconduct

Academic dishonesty or misconduct is not tolerated at the College.

Whether in the form of plagiarism or cheating, academic fraud is a serious offense that can and has resulted in expulsion from the institution. Representing someone else’s ideas or work as one’s own or using unauthorized notes, aids, or other means to improve scores on an assignment, project, or exam will result in disciplinary action against the student.

If a student is accused of cheating or plagiarizing, the following procedure will be carried out:

1) The faculty member will present a written statement identifying the gist of the case to the student, Petition / Appeal Committee, and the President;
2) The student will present a written statement identifying the gist of the case to the faculty member, Petition / Appeal Committee, and the President;
3) Both the student and faculty member will meet with the Petition / Appeal Committee to present their cases and answer questions regarding the incident;
4) The Petition / Appeal Committee will deliberate on the matter and forward to the President a recommendation for action;
5) A written statement will be issued to both the student and faculty member regarding the Committee’s decision.

The Committee’s decision can include a formal warning or reprimand, probation, suspension or expulsion. The Committee’s decision is final.

The President, the student, or counsel may request the appearance of others alleged to have relevant knowledge of the case before

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the committee and state the reasons for such a request. The honoring of this request is at the discretion of the Committee. Any witnesses who may appear to make statements shall be open to question by all parties and any documentary evidence presented shall be open to examination by all parties. The Committee itself may call upon expert assistance needed or may call before it any person having helpful information or knowledge.

In every case of academic dishonesty charges brought forth, the student will be given a reasonable opportunity to defend him— or herself in an environment free of volatility.

As it is, the College believes that justice, mechanically administered and untendered by kindness, human judgment, and sincere concern for the welfare of the offender, is cold and has no place on the college campus. These procedures are directed toward the assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students who have mutual confidence in one another.

Accommodations Policy for Students with Permanent Disabilities

Pawnee Nation College, in compliance with Section 504 of the Rehabilitation Act (1973) and with the Americans with Disabilities Act (1990), will provide reasonable accommodations to individuals with disabilities who applicants for enrollment, enrolled students, applicants for employment, employees, visitors, or persons participating in College-sponsored events. It is, therefore, the policy of the College, as a tribal-affiliated entity which receives federal funds, to make every reasonable effort possible to assist all disabled individuals who receive educational services or work for the College with reasonable accommodations for every facility, including entryways, bathrooms, elevators or lifts, classroom accommodations, etc.

As such, the College will require supportive data to verify that a disability exists. Data must include evidence of a doctor’s diagnosis of the disability which may be drawn from:

- High School records;
- Rehabilitation organization records;
- Data from other colleges (for transfer students);
- Specific plans recommended by qualified professionals and / or consultants;
- Report / record from a qualified, licensed professional.

Further, the concepts of “reasonable accommodations” and “undue hardship” will be applied in implementing accommodations for each individual with a disability. Accommodations selected will be based on the individual needs of the student who has a disability
and the College’s ability to reasonably accommodate the disabilities without undue hardship. Examples of potential reasonable accommodations for students taking courses might include, but not necessarily be limited to, the following:

1) Classroom accessibility;
2) Note-taking services;
3) Copies of instructor’s notes;
4) Reasonable equipment modification;
5) Preferential seating;
6) Test taking accommodations;
7) Computer assistance;
8) Reader service; and,
9) Writing assignment adjustments.

Requests for accommodations should be made through the Director of Student Affairs’ Office and coordinated with the President. Once a disability has been verified, the Director will facilitate the accommodation process. In addition, the Director will contact faculty to notify them of the situation.

Special accommodations will not lessen course requirements or reduce academic standards. Instead, accommodations may slightly alter an instructor’s teaching style or testing methods since they are tailored to reduce or circumvent the limitations imposed by the disability of a particular student. If an instructor is concerned that any of the accommodations may alter the course requirement or otherwise compromise the integrity of the course, the instructor may discuss alternative solutions with the student and / or Director.

Students who are denied requested accommodations should first contact the Director, who will work with the student to find an adequate solution to remedy the situation. If the situation is not resolved, the student may appeal to the President.

HIV/AIDS Policy

The American College Health Association (ACHA) recommends that the primary response of colleges and universities should be education to increase awareness and prevent further spread of the disease. Students infected with AIDS can participate in normal academic activities.

Any student with a life-threatening illness, such as HIV/AIDS may wish to continue attending classes to the extent that their condition allows. A physician’s statement for school release is required for the student to return the College.

Alcohol and Drug Use Policy

The Drug-Free Workplace Act, which was passed by Congress in 1988, requires federal contractors and grantees to certify to the contracting agency that they will provide a drug-free workplace. The Drug Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires institutions of higher education to adopt and implement a
program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This policy is to amend the Policy Declaring a Drug-Free Workplace, which will be adopted by the Pawnee Nation College Board of Trustees in 2008, in order to comply with the statutory directive; Section 1213.

Definitions:

a. **Controlled Substance**: (per Controlled Substance Act, Section 202, I-V, 21 U.S.C. 812) cocaine, marijuana, opiates, amphetamines, and any other controlled substance defined in the Act. Note: Use of alcohol in the workplace, and penalties for such, are covered in employment policies.

b. **Workplace and Campus**: Pawnee Nation College or controlled property or the site for performance of work or instruction.

c. **Prohibited Workplace and Campus Actions**: Unlawful manufacture, distribution, dispensation, possession or use of defined controlled substance.

d. **Student**: Any person enrolled at Pawnee Nation College, including seminars, workshops and camps.

e. **Employee**: Any person receiving pay through the college payroll system.

f. **Criminal Drug Statute**: A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

g. **Conviction**: A finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by a judicial body determining violations of Federal or State criminal drug statutes.

h. **Vice President or Director**: Supervisor, Division Chairperson, Financial Aid Director or Vice President for Student Services.

I. **Legally Drunk**: State law within Oklahoma has established the legal blood alcohol content (BAC) at .08.

Policy:

In support of this anti-drug legislation, it is the policy of Pawnee Nation College to establish and enforce compliance by:

a. Publishing and distributing to all employees and students a statement regarding the controlled substance prohibition in the workplace, with specific applicable conditions and actions;

b. Continuing a drug-free awareness program;

c. Penalizing any employee or student so convicted, within thirty (30) days, or requiring satisfactory participation in a drug abuse assistance or rehabilitation program as a condition of continued employment;

d. Making a good-faith continuous effort to maintain a drug-free campus and workplace by taking the steps enumerated in the compliance certification;

e. Imposing sanctions for violations of this policy, which will be monitored and en-
forced by the appropriate office when a student is involved; and

f. Reserving the right to require drug testing when there is reasonable cause to believe that a student is under the influence of drugs.

Legal Limits:

According to the U.S. Department of Education, PNC has the legal right to take certain actions if school officials suspect a student is illicitly using drugs; those actions include:

a. The Supreme Court has held that school officials may conduct a search if “reasonable grounds” exist to believe the search will reveal evidence that the student has violated or is violating the law or rules of the school.

b. School officials do not need a search warrant to conduct a drug search if they are carrying out a search independent of police or other law enforcement officials. A more stringent legal standard may apply if law enforcement officials are involved.

c. The scope of a search depends on whether measures used during the search are reasonably related to the purpose of the search and not excessively intrusive in light of the age and sex of the student. The more intrusive the search, the greater justification that will be required by the courts.

d. If a search reveals items suggesting other evidence of crime or misconduct, school officials may continue the search.

E. School officials can search student lockers if reasonable grounds exist to suspect the locker contains evidence of a violation of the law or school rules. Some courts have upheld written school policies authorizing school officials to inspect student lockers at any time.

Suspension and Expulsion:

There are several federal requirements that apply to the use of suspension and expulsion as disciplinary tools in higher education institutions. Pawnee College shall consult with legal counsel to determine application of these laws in its school to ensure compliance with all legal requirements.

a. The Supreme Court has held that students facing suspension or expulsion from school are entitled, under the U.S. Constitution, to basic due process protection of notice and an opportunity to be heard. The nature of the “hearing” depends on the severity of the sanction imposed.

b. A formal hearing is not required for a suspension of 10 days or less. Due process in this situation does require:

1. The school inform the student, orally or in writing, of the charges and the evidence supporting the charges.

2. The school give the student an opportunity to deny the charges and present his/her side of the story.

3. Notice to the student should precede a
suspension unless a student’s presence poses a danger to persons or property or threatens to disrupt the academic process. In such cases, the notice and rudimentary hearing should follow as soon as possible after the student’s removal.

c. More formal procedures may be required for suspensions longer than 10 days and for expulsions. Federal law and regulations establish special rules governing suspensions and expulsions of students with disabilities.

d. States may require additional procedures. Students can be suspended or expelled from school for use, possession or sale of drugs, in accordance with terms of its discipline policy. A school policy may provide for penalties of varying severity, including suspension or expulsion, to respond to drug-related offenses.

Drug Facts:

Drugs can be classified as inhalants, narcotic, analgesic, sedative hypnotic, stimulants—psychosis, hallucinogens.

a. Dangers:

1. The body tries to compensate for chemically triggered stimulation by borrowing future energy, future alertness and future confidence. The more the body is robbed of its energy the greater the exhaustion, depression, and lack of mental clarity. This borrowing might go on for so long that the debt cannot be paid back.

2. The body will always try to stay in
balance. Drugs are perceived by the liver as foreign substances and so they are eliminated from the body.

3. Drugs are classified by their effects on the nervous system and neurotransmitters. Generally speaking, the three classes of psychoactive drugs are uppers, downers and all arounders.

4. Psychoactive drugs do not create something that is not there. They do not let the user feel sensations that do not exist. They exaggerate natural processes in the body.

5. Each time a drug is used, it becomes harder and harder for the body to re-adjust. Continuous use will make many changes permanent.

6. Abuse of alcohol will kill brain and liver cells. Cocaine can cause a miscarriage in a pregnant user. Smoking can damage the lungs. Abuse of PCP can affect reasoning.

7. Physical, mental, emotional, and spiritual activity can release the body’s own chemistry. It does this naturally without destroying the body’s own balance, without all the side effects such as nausea, dehydration, irregular heartbeats, and depressed breathing.

Counseling and Rehabilitation Sources:
The Pawnee Nation College is committed to providing assistance to students who exhibit and / or seek out help for any perceived or real chemical dependency problems. The College’s Trustees, staff, and faculty all want students to live and maintain a healthy lifestyle while pursuing studies at the College. However, everyone associated with the College is also aware that issues can arise that require counseling and other services. Because of this, the College, through its Office of Student Affairs, provides a comprehensive referral network to students in need. In addition, the College includes the following contact information:

a. The Pawnee Nation Substance Abuse Program (SAP) offers counseling and referral services for Pawnee Nation College students with substance abuse problems. Staff includes a Certified Alcohol/Drug Counselor (CADC). Appointments are confidential. They can be reached at (918) 762-2153 or (918) 762-2143.

b. The Pawnee Nation of Oklahoma Substance Abuse Program and Violence Against Women Program are available to advise students (918) 762-3621.

Area drug and alcohol programs are available at the following locations:

CREOKS
Pawnee, (918) 762-1045

United Community Action Program
Pawnee, (918) 762-3686

Edwin Fair Mental Health Center
Ponca City, (580) 762-7561

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Satellites:

Pawhuska, (918) 287-1175
Perry, (580) 336-9164
Stillwater, (405) 372-1250

Alcohol and Drug Center, Inc.
Bartlesville, (918) 335-2323

United Community Action
Alcoholism Services Program
Pawnee, (918) 762-3686

Payne County Counseling Services, Inc.
Stillwater, (405) 372-0198

Starting Point II
Stillwater, (405) 377-1517

Reach Out Hotline
Oklahoma City, (800) 522-9054 (Statewide)

Sanctions:

The recommended minimum sanctions for alcohol violations by Pawnee Nation College students are as follows:

First offense

* If student is under 21 years of age, parent/guardian notification,
* $75.00 fine,
* Disciplinary probation.

2nd Offense

* If student is under 21 years of age, parent/guardian notification via certified mail,
* $150.00 fine,
* Attend and complete an approved Alcohol and Drug Prevention Counseling Program.

3rd Offense

* If student is under 21 years of age, parent/guardian notification via certified mail.

Pawnee Nation College reserves the right to impose sanction(s) beyond the recommended minimum based on the severity of the infraction.

PNC Attendance Policy
1. Do not miss class or be late. What statement does your missing class or being late make for you as a person and a future leader? It is same as throwing money away and disrespects the giver if you are on a scholarship.

   ONLI students get paid for attending class. If they come in late and miss 20% of the class, then the signed sheet should reflect -20% for the day.

2. Excused absences required documentation.
This may be an inconvenience but it is necessary for the rules and procedures of a college.

3. Even with excused absences, make-up work is still required. The best excuse in the world does not give you college credit. Sorry Superman or Wonder Woman! Do the work and there will be no absentee penalty.

4. Unexcused absences will cost you. It has been legally established that ALL classroom experience cannot be “made-up” by an extra assignment nor is it possible for the professor to evaluate on EVERYTHING that you would learn during a course of a semester.

5. Missing the equivalent of one week of classes is more that 6% of the total time you committed to attending, 12% if it is an 8 week course. Grade reduction WILL reflect AT LEAST that percentage.

6. UNEXCUSED absences may be made up with attendance to special events sanctioned by your professor. Documentation is required and an assignment relating it to class is required. Time spent (not including travel) should AT LEAST be the same (never less) time the student would have spent in class.

7. Faculty will inform the Director of Student Affairs at three absences and an attendance warning letter will be addressed to the student. Faculty are not responsible and may not withdraw a student for excessive absences even if they result in failing grades. Students alone may withdraw themselves from a class if failure is eminent from these causes.

A student is responsible for work done in class, regardless of whether the student has been present or absent.

Behavior Policy

All PNC students are expected to behave in an ethical and responsible manner while on campus, while attending classes, and while attending college-related functions (whether on- or off-campus).

The school holds all members of the college community accountable for their behavior. Behavior must conform to community standards of health, safety and noninterference with the living and learning environment of others. Some students might find it difficult to conform to community behavior expectations. Our hope is that awareness of behavior expectations and obtaining assistance when needed to meet behavior expectations will help students reach their academic and social potential.

Behavior that is dangerous to the individual or others, or that significantly disturbs the learning environments of others, is not acceptable.

The following is part of the College’s Behavior Policy:

1. Self-injurious Behavior/Attempted Suicide:

Any student who is considering doing harm to him–or herself is to be directed...
to the Office of Student Affairs for the purpose of discussing the situation with concerned officials. Such behaviors as suicide attempts, writing suicide notes, threatening emails or phone calls, cutting, refusing treatment for life-threatening illnesses or conditions (e.g., eating disorders) are to be dealt with in a compassionate manner.

2. Injurious to Others:

Students who attempt to do harm to others will be dealt with in an appropriate manner. If a student seeks to do harm to other students, faculty, and / or staff, law enforcement officials will be immediately notified. The College will seek prosecution—to the fullest extent possible—of any individual who seeks to do harm to students, faculty and / or staff. Bullying will not be tolerated in any form.

3. Language and Discourtesy:

Use of profanity and vulgar language is inappropriate on campus. It is particularly inappropriate in offices, classes, meetings, and in discussions or other sessions with faculty, law enforcement officers, deans, or other administrators and staff. Students who are discourteous, insulting, vulgar, or profane during exchanges with campus authorities regarding a disciplinary matter forfeit their rights and leniency in the case and add an additional violation to the charges. The President may act to suspend the student immediately pending a time when his or her case may be considered more rationally.

Any student who defies direct instructions from a College staff member acting within his or her province of authority is subject to immediate suspension from the College.

Campus Safety & Security Policy

Pawnee Nation College is concerned about the safety and welfare of all campus members and guests; further, the College is also committed to providing a safe and secure environment.

All federal, state, and local laws, and local ordinances including those regarding alcohol and illegal drug possession, use, and sale, are applicable to the Pawnee Nation College Campus. The College reserves the right to sanction individuals who violate these laws. The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals, or fireworks is strictly prohibited.

Students who are convicted of a criminal offense after admission are subject to the College’s judicial process. If the student is found guilty by the College, penalties can range from probation to suspension and/or dismissal from school.
Facility security

Most College facilities and corresponding programs are open to the public during respective hours of operation. College facilities and landscaping are maintained so as to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to PNC administrative staff for repair or correction.

Pawnee Nation law enforcement officers patrol the exterior of the residence halls and campus parking lots. Local police officers monitor college-sponsored off-campus activities.

Note: The College encourages all students, faculty, and staff to mark all personal property with traceable numbers and / or other identification markers. The College encourages such identification to discourage theft, to aid in the recovery of stolen items, and to assist in the prosecution of thieves.

Other security services offered by the College:

* Security escort;
* Jump-starts after release form is signed;
* Unlock vehicle after release form is signed.

For additional information contact:
1. Pawnee Nation Law Enforcement at (918) 762-3013.
2. Pawnee City Police (918) 762-3166.
3. President of the College (918) 762-3452.

For a copy of the Pawnee Nation College crime statistics, please contact:

Office of the President
Pawnee Nation College
861 Little Dee Drive
Pawnee, OK 74058

Internet and Email & Usage

The Pawnee Nation College encourages the use of the internet and email as a means to conduct business and to provide an effective way for students to communicate with faculty, staff, and other students.

This policy applies to employees, faculty, students, and the general public to whom PNC has granted access to its electronic class room(s) and internet system. In addition, this policy provides guidelines for the access and use of the PNC internet and email system.

**Inappropriate use of these resources is strictly prohibited,** as it:

* Reduces availability for critical business operations,
* Compromises system security and network integrity, and
* Leaves the College open to potential
litigation.

To ensure that all employees, faculty, students, and the general public understand their responsibilities, the following guidelines have been established for using the PNC internet and email system, as well as the College’s computer equipment:

Access—

- **Students**: Internet and email access will be granted to all full- and part-time students.
- **General Public**: Internet access only will be granted to the general public. Individuals who wish to use the College’s internet must first sign in and are expected to adhere to all “Internet Usage” policies; failure to do so will result in the individual’s expulsion from using the College’s electronic facilities. (There are no exceptions to this rule.)

The Pawnee Nation College provides internet and email access for business use only. Every student has a responsibility to maintain and enhance the College’s public image and to use the College’s email and access to the internet in a responsible and productive manner that reflects well on the College.

PNC does not guarantee the privacy of email contents.

The College may, at its own discretion, access and monitor email contents at any time. By placing or receiving information on the College’s email system, all users of the system consent to the College’s right to access and monitor email contents and to the College’s right to read, print, edit, copy, republish, distribute, disclose, or delete email contents.

In addition, PNC reserves the right to track all internet usage and transactions by employees, faculty members, and the general public. The College may, at its own discretion, access and monitor internet contents at any time.

The College’s email and internet systems **may not** be used in the following manner:

- Transmitting, receiving, or storing any communications of a discriminatory or harassing nature or materials that are obscene, sexually explicit, or X- or NC-17 rated.
- **Harassment of any kind is prohibited.**
- No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes, or sexual preference shall be stored or transmitted.
- No excessively abusive, profane, or offensive language is to be transmitted through the College’s internet or
For unlawful purposes—including activities that violate copyright laws, license agreements, or other contractual obligations.

For solicitation purposes—whether for College or non-College business—or frivolous activities, including so-called chain mail, or any use of PNC email or internet for personal gain is prohibited.

To obtain access to third-party files or communications without authorization and / or a legitimate College purpose.

For operation of a non-College business.

No student or member of the general public will make any unauthorized copies of any software under any circumstances. *Anyone found unlawfully copying or installing software is subject to institutional disciplinary policies and may be subject to civil and criminal penalties, including fines and imprisonment.*

No student or member of the general public shall give software to any non-College individual—including clients, customers, and others.

Any student or member of the general public who determines that there may be a misuse of software, computer usage, or email usage must notify a College Official immediately in writing.

Electronic media may not be used for any other purpose that is illegal or against PNC policy or contrary to the College’s best interest.

Each student and member of the general public is responsible for the content of all text, audio, and imagery that he or she places or sends over the PNC internet or email system. No email or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else.

Any messages or information sent by a student to another individual outside the College through email or internet are statements that reflect on the College; while some users include personal disclaimers in electronic messages, there is still a connection to the College and the statements made may legally be connected to Pawnee Nation College; therefore, *the College requires that all communications sent via the PNC email and internet system comply with all PNC policies and do not disclose any confidential or proprietary PNC information.*

Software—

In order to prevent computer viruses from being transmitted through the College’s email and internet system, there will be *no downloading* of any software from the internet unless it has been approved in writing by the Pawnee Nation IT Director. For the purposes
of this policy, software is defined as anything widely available on the internet that does not help the student fulfill their educational obligations and responsibilities—including chat room programs, instant messaging, music download programs, games, and the like.

Users should be aware that email communication from outside or unfamiliar sources may also contain computer viruses. Users should exercise appropriate caution while screening such communications, so as to avoid such viruses.

Copyright Issues—

Students on the internet and email system may not transmit copyrighted materials belonging to entities other than the Pawnee Nation College. Non-adherence to this policy puts the College in serious jeopardy and opens the College to significant lawsuits and public embarrassment. All students and members of the general public obtaining access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with written permission from the outside company or individual. Failure to observe copyright or license agreements may result in disciplinary action up to and including dismissal from the College and will be the student’s responsibility solely.

Security—

PNC reserves the right to monitor all internet and email transactions at any time in the future with or without notice. All messages created, sent, or retrieved over PNC email or internet connections are the property of PNC and are considered public information. Students and members of the general public should not assume that electronic communications are totally private and should transmit highly confidential data in other ways. Email messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential.

Any student or member of the general public who abuses the privilege of PNC facilitated access to email or the internet will be subject to disciplinary action up to and including dismissal from the College. If necessary, PNC reserves the right to advise appropriate legal officials or any illegal violations.

Internet and email access will not be granted to new students until the student has submitted the proper forms.

Storage, Retention, and Deletion—

Email contents should be periodically deleted by students or saved by printing and filing hard copies of important, College-related documents. Email contents in the folders listed below shall be deleted as follows:

“Inbox”: end of the semester
“Sent items”: end of the semester
“Outbox”: end of the semester
“Deleted items”: end of the semester
“Other folders”: annually

Users should be aware that email contents which have been deleted by the student or which have not been saved may remain stored on College backup media for a period of time and may be accessed by the College during such time.

Users should comply with all applicable College document retention procedures by printing and saving hard copies of those email contents to which the College retention policies apply.

Other Issues—

**Anyone who attempts to compromise the integrity and security of the College’s electronic files will be subject to civil and criminal charges to the fullest extent of the law.**

Further, any improper usage of the internet or email jeopardizes the College’s legal standing and will not be tolerated. Students and others are responsible for using the internet and email resources wisely. **Use that is judged excessive, wasteful, or unauthorized** may result in denial of internet and email privileges. Students and others may be subject to appropriate disciplinary and legal procedures.

Social Media Policy

Social Media refers to popular virtual hubs where users interact such as Facebook, Twitter, You Tube, etc.

While PNC encourages students to make use of Social Media to enrich communication and educational discussion, there are certain limitations that need to be reviewed.

**Privacy**

Students are encouraged to protect personal information such as cell numbers, social security numbers, student records, credit card or payment information, information subject to non-disclosure, email addresses, etc. Adjust privacy settings when needed and publish updates only to intended audiences.

**Compliance**

Students are to obey the current terms of their social media platform and check for updates every six months. Comply with all general PNC student academic honesty and conduct policies concerning, respect, harassment, bullying, cheating, and plagiarism, etc. as defined in the student handbook.

**Disclaimer**

For student sites not under PNC supervision, it is recommended that students add the phrase: **Views expressed here are my own, and do not necessarily express the views of the college.** If you identify your affiliation with PNC on the site, readers may equate you with the college even with the disclaimer. Take the high ground and refuse to pick a
fight. Discuss ideas civilly and professionally.

Do No Harm
Be respectful and follow the Golden Rule to treat others as you would wish to be treated. If this post would not be acceptable to communicate face to face or over the phone, refrain from posting it. Refuse to harm any individual on social media including yourself.

Refrain from ethnic slurs, obscenity, and personal insults when disagreeing and especially when addressing sensitive topics such as religion and politics. Do not post anything that could not be discussed in a public forum.

Be Accurate
Make sure to check sources for accuracy of information. Site and link to sources whenever possible.

Get a photo release before sharing photos on a site of identifiable students, faculty, or staff where interactions may be recorded. Do not share information from someone else that would infringe on their privacy.

Non compliance with these policies will result in review by a social media committee made up of the student representative from student government, faculty, and staff.

Dismissal from Pawnee Nation College

Only under extreme circumstances will the College take action to dismiss a student from the College on a permanent basis. All appeals processes and other means of disciplining the student will be exhausted before permanent dismissal. Grounds for permanent dismissal include, but are not limited to, the following:

* Cheating on examinations or plagiarizing on papers—

The following will apply with concern to academic dishonesty:

a. The instructor and his/her academic superiors have final authority over the lowering of grades because of cheating or plagiarism.

b. If it is established beyond reasonable doubt that cheating or plagiarism has occurred:

1. The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.

2. The instructor may make a report of the incident and of action taken, if any, to the President.

3. The Petition / Appeal Committee may review the record and may assess additional penalties, including conduct probation,
suspension, or dismissal.
4. The student may, if desired, discuss the matter with the President.
c. If cheating or plagiarism is suspected but not established beyond reasonable doubt, the instructor may require the student to take another examination or submit another paper.

* Causing harm to others—physical abuse—bullying

Any student who, without provocation, causes physical harm to other students, faculty, staff, and others will be dismissed from the College and prosecuted to the fullest extent of the law.

* Sexually harassing someone—

Pawnee Nation College is committed to fostering a healthy learning and working environment and to upholding the dignity and integrity of its individual members and the institution. Sexual harassment and sexist behavior limit an individual’s options, experiences, and opportunities for full achievement and will not be tolerated at Pawnee Nation College. The college prohibits sexual harassment of or by members of the college community, guests, or visitors to campus. Sexual harassment violates both college policy and, when a student is the victim, Title IX of the Educational Amendments of 1972; or when an employee is the victim, Title VII of the Civil Rights Act of 1964, as amended.

Definition

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal, visual, or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment.

Sexual harassment is understood to include a range of behaviors. In determining whether a specific conduct
constitutes sexual harassment, the College will look at the totality of circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred. (See page 49 for more information regarding this issue.)

* **Downloading pornography**—

Any student who downloads materials of a pornographic or sexually offensive nature will be dismissed from the College. Students who download such materials will be required to present their case before the Petition / Appeal Committee. The Committee will recommend a course of action, which will be executed by the President’s office. If it is discovered that the student has broken any laws, s/he will be prosecuted to the fullest extent possible.

* **Destroying College property**—

Students who deliberately destroy College property will be expected to reimburse the College for the cost of the item(s). A student who knowingly causes damage to College equipment or property will be invoiced for the cost and expected to settle the account immediately. Students who do not settle their accounts in a timely manner will not have their grades or transcripts released.

A student who knowingly destroys or damages College property and fails to settle their account will be suspended and / or dismissed from the College. *There are no exceptions to this policy.*

Students who check out equipment for College use and return the item(s) in a damaged or dysfunctional state are liable for repairing and / or replacing the equipment.

* **Instigating a riot**—

A student who acts to orchestrate riotous activities on campus will be called before the Petition / Appeal Committee and asked to present their case. Any student who is found to have acted in a manner that disrupts the business of the College or threatens other students, faculty, staff, or others will be suspended and / or dismissed.

* **Disturbing the peace**—

Whenever any student, organization or group of students disturbs the peace, destroys, molests, defaces, or removes college or Pawnee Nation property under the guise of initiation, pledging, student celebration, or for
any other purpose, the student, the officers of the organization, if there be such, or other responsible persons are subject to disciplinary action and assessed damage.

* **Falsifying Documents (of any kind)—**

Any student who knowingly falsifies, or is a party to the falsification of any official college record (including such records as grades, enrollment records, ID cards, address or residence, motor vehicle regulations, class excuses, ONLI timesheets etc.), will be subject to suspension or dismissal from the college.

* **Failing to pay on accounts in a timely manner—**

Students are expected to make satisfactory arrangements for the settling of accounts promptly. Failure to do so by the due date may result in a late payment penalty. Continued failure to settle the college account will result in either the cancellation of the student’s enrollment or the placing of a “hold” on the student’s official records. If it becomes necessary to place a “hold” on the student’s records, the student may not re-enroll, receive a diploma, or obtain a transcript until s/he has (1) cleared the account and (2) paid a service charge to cover the administrative expenses involved in placing the “hold” on his/her record.

* **Possessing firearms and / or weapons—**

The possession of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description is prohibited on the college campus. Students in possession of weapons are subject to confiscation of the weapon, a fine of up to $500, suspension, and / or dismissal.

* **Hazing—**

No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education shall engage or participate in hazing.

Any hazing activity described below in this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher
education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education which violates this section, upon conviction, shall be guilty of a misdemeanor and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500) and the forfeit for a period of not less than one (1) year of all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

Any individual convicted of violating the provisions of this subsection shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00) or by both such imprisonment and fine.

For purposes of this section, Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health, or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education.

Any student who is convicted of hazing will be dismissed from the College.

* Using abusive or offensive language in a threatening manner directed at others—

While it is understood that lively and enthusiastic classroom discussions sometimes result in accidental uses of common curse words, students should not make the use of such language an on-going occurrence in the classroom or at other college-related functions.

A student who uses vulgar language in a threatening or intimidating manner toward other students, faculty, staff, and / or others will be asked to present his or her case before the Petition / Appeal Committee.

If the Committee determines that the student’s conduct crossed the line of decency, the student could face suspension and / or dismissal from the College.
ment or physical facilities, the President will, after appraising the situation, take appropriate action to correct the situation. (See Accident / Incident Report Form.)

Concerning the security of the buildings, it is each employee’s and faculty member’s responsibility to ensure that the buildings, classrooms, and common areas are secured once instruction or business is finished. Because the Pawnee Nation College campus is part of a National Historic District, it is everyone’s responsibility to make sure that the buildings, rooms, and common spaces are properly secured.

Fire Safety and Regulations

Fire extinguishers are located in the common areas of each College space on campus. In case of fire follow the evacuation plans posted in the classroom. Please take time to review these each semester.

Storm Evacuation

If sirens are sounded and time permits, all students should evacuate to the underground shelter behind the Girl’s Dorm.

Chemical Attack

In case of chemical or biological attack, close all windows and doors, then turn off the air conditioning in all buildings.

(4) Student Governance

Student Government Association

Every PNC student belongs to the Pawnee Nation College’s Student Government Association (SGA). The purpose of the SGA is to: 1) assist in governing conduct of the students, 2) promote the cause of education, and 3) provide for the general welfare of the campus community.

The SGA was founded in the Fall of 2006 so that students might have a voice in the governance of the College. To that end, SGA Presidents are members of the Board of Trustees for the Board’s Student Representative. As well, SGA is extremely active in its promotion of the College. For example, SGA conducts the College’s Annual Spring Powwow. SGA also assists the College during special events by providing volunteers, issuing press releases, and community service.

Every PNC student is encouraged to play an active role in SGA, as the policies enacted by SGA affect every student.

Student Government Association By-Laws

Chapter One—Purpose

1. The Students of Pawnee Nation College (PNC) have organized to form an association to promote Native American cultures, help the community, [establish a] student government, and be a voice for
the student population.
2. By our actions we can learn about other cultures and governmental ideas. Thereby [the SGA] invite[s] all PNC students, Native American and Non-Native American [,] to join with us.
3. Members will help and participate in PNC activities and [throughout the rest of the] community.
4. Student Government Association (SGA) will adhere to the by-laws of Pawnee Nation College.

Chapter Two—Officers
1. SGA will have a President/Board Representative, Vice-President, Secretary, Treasurer, and Reporter/Historian.
2. The President will conduct the meetings of the association, appoint vacancies when vacancies occur, and appoint committees.
3. The Vice-President will assume the position of President when the President is absent.
4. The Secretary will keep the minutes and read the minutes of last meeting.
5. The Treasurer will be responsible for the management and reporting of the funds of SGA.
6. Reporter will report and create a newsletter for the College.
7. The Representative will represent the student body during the Board of [Trustee meetings].

Chapter Three—Election
1. SGA will hold election[s] at their first meeting for [the election of] all the officers. Thereafter, all election shall be held at the start of each fall semester.
2. All members [who] are enrolled at PNC shall have the right to vote.
3. Only [enrolled] Native Americans shall hold the office of President and Vice-President.
4. Officers will serve for one school year.

Chapter Four—PNC Princess
1. Until amended, SGA will select a princess to represent the school.
2. The Princess’ [term] will be for one full [calendar] year.
3. She must be single and never have been married.
4. She must be Native American.
5. She must carry at least a 2.0 GPA.

Chapter Five—Membership
1. Anyone enrolled [at] Pawnee Nation College is a member of [the] Student Government [Association] and has the responsibility to uphold the by-laws set here-in.

Chapter Six-Amendments
1. There will be a process to add, delete, or change the by-laws of Student Government Association.
2. Step one: it must be introduced at the regular meeting and the proposed amendment must be [made] in [the] form of a motion, with a sponsor to support the proposed amendment.
* Distributing false or propagandistic literature about other students, faculty, staff, or the College with malicious intent to cause harm to others—

Such behavior as creating, distributing, or telling others false information about a student, faculty member, or staff member represents potential liable or slander. Gossiping, spreading rumors, and lying about others is detrimental to the business of the College and will not be tolerated.

Students who act in such a manner will present their case before the Petition / Appeal Committee and be expected to answer any questions. Failure to attend or to answer any questions could result in suspension and / or dismissal from the College.

* Gambling—

Gambling for money or stakes representing money is prohibited on the college campus. Violation of this regulation is cause for dismissal from the College.

Any student who is dismissed from the College will be expected to leave the campus in a peaceful manner and will be escorted off the grounds, if necessary. Students who are dismissed from the College must vacate the campus immediately. No tuition or fees will be refunded. If the student received federal Title IV financial aid and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on percentage of the term not completed.

Hate Crimes Policy

Definitions:

* **Hate Crimes** are defined as offenses (assault, criminal mischief, trespass, arson) when committed against a person or person’s property because of a person’s race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, disability, or a person’s association with a person of any of the above determinants.

* **Assault** is defined as any act committed without justification intended to cause pain or injury; insulting, or offensive physical contact; intention to place another in fear; threats involving firearms or dangerous weapons.

* **Criminal Mischief** is defined as any intentional damage, defacing, alteration, or destruction of tangible property.

* **Trespass** is defined as entering property without permission of owner with intent to commit public offense; remaining after being requested to abstain or vacate; or removing, altering, or damaging items.
Arson is defined as causing fire or explosion; placing burning or combustible incendiary or explosive materials or devices in or near property with intent to destroy or damage such property or with knowledge that property will probably be damaged, whether damage results or not.

Policy:

The College may discipline any student in non-academic matters if he or she is found to have committed the following misconduct on college premises or functions sponsored by or participated in by the College:

1. Any behavior that is directed at a specific person or group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent action whether or not it actually does so.
2. Behavior by any student, in class or out of class, which for any reason whether it stems from time, place, or type of behavior—disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential business of the College.
3. Behavior of any kind that involves an expressed or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities. The sanction or sanctions imposed by the College upon a student may be enhanced when the student has:
   a. violated the lawful regulations in the Student Handbook, and
   b. intentionally selected the person or persons against whom the underlying violation was committed or selected the property which was damaged or otherwise affected by the student code because of race, religion, color, disability, sexual orientation, national origin, or ancestry of that person or group of persons or the owner(s) or occupant(s) of that property. Whether the intent required (as specified in the paragraph above) is present shall be determined by consideration of all relevant circumstances.

Sexual Harassment

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Right Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Trustees of Pawnee Nation College adopts the following policy concerning sexual harassment.

Definition

Unwelcome sexual advances, requests for sexual favors and other verbal or physical
conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing.

B. Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.

C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Members of the College community (students or employees) who believe they have been harassed should contact:

A. The appropriate administrative personnel for an information resolution, usually at the level nearest the occurrence;

B. The Office of Student Affairs to file a formal written complaint or grievance.

Any individual who believes that s/he has been wrongfully accused of sexual harassment may file a complaint.

Bad faith allegations or use of this policy for purposes other than those for which it is intended shall result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warning, reprimand, demotion, suspension or dismissal. Disciplinary actions against students include but are not limited to: warning, reprimand, probation, suspension or expulsion.

Smoking Policy

Smoking is prohibited inside all buildings on the campus of Pawnee Nation College, except for designated outside areas.

Inclement Weather

The decision to close the College due to inclement weather shall be at the discretion of the President only, who will make the necessary arrangements to notify employees and students via local radio and television stations. Generally, the College will post closings on KOTV, Channel 6 out of Tulsa.

No other employees or administrators of the College shall cancel classes—even if the President is away from the College.

Each student is responsible for deciding whether or not local road conditions are safe for travel. If any student decides not to attend classes due to inclement weather and the College remains open, then the student is responsible for contacting his or her instructors and making appropriate arrangements.
Make-up work is at the instructor’s discretion.

**Student / Teacher Relations**

Within the instructional context, students and faculty members should not engage in relationships that could be viewed or interpreted as sexual or romantic in nature.

Student / teacher relationships typically create uncomfortable boundary situations that can result in one or more persons experiencing emotional upheaval. Such situations can disturb classroom instruction, create unnecessary personal drama, and jeopardize a faculty member’s standing.

It is not acceptable practice for faculty members and students to carry on sexual or romantic relationships.

Outside the instructional context, romantic or sexual relationships between faculty members and students may lead to difficulties—particularly when the faculty member and student are in the same academic unit or in units that are academically allied.

**(B) Academic Policies and Procedures**

**Adding or Dropping a Course**

When a student finds it necessary to withdraw from all classes, he or she must officially withdraw from PNC or the academic record will reflect the grade assigned by the instructor according to the instructor’s grading policy for that class. The withdrawal process begins in the Office of the Registrar and ends with the filing of the proper paperwork in the Business Office. During the fall and spring semesters, students have until the end of the last business day of the ninth week (60%) to withdraw from a class and not have a grade reported for the course. Check with the Admissions Office for the exact date. After the tenth week, no withdrawals are possible and the student will receive a grade for the course. Summer sessions and courses meeting at special times have withdrawal dates that may vary. Students must check the current, official Academic Calendar, or the Office of Admissions to find out the allowed dates of withdrawal for those classes.

Once a student has officially registered; in order to receive a 100% refund, a withdrawal form must be completed prior to the first day of class.

Refunds for withdrawn classes will comply with the Bacon College Refund Policies. Students may consult the Bacone Financial Aid Office for these policies.

Students must take their “Drop or Add Form” to the Director of Admissions, who will process the student’s request.

**Withdrawing from Classes**

**Withdrawing** from Pawnee Nation College
refers to withdrawing from all courses in which a student is enrolled for a given semester. To withdraw from all courses, a student must meet with their faculty advisor first and then with the Director of Admissions to discuss the student’s situation and to consider alternatives.

If the student wishes to formally withdraw from the College, the Director of Admissions will process the student’s request.

**Note***

*Ceasing to attend classes does NOT constitute withdrawal. As such, it is the student’s responsibility to formally withdraw from the College. It is not the College’s responsibility to withdraw the student.*

**Dropping** refers to the withdrawal of one or more courses while remaining enrolled in at least one course for a given semester. To drop a course a student must meet with their advisor, secure all appropriate signatures, and take their completed “Drop or Add Form” to the Office of Admissions, where the student’s request will be processed.

If the student’s request occurs during the “Add / Drop” period, then student must secure all required signatures. After the “Add/Drop” period, the Director of Admissions will fill out the “Add/Drop” form and the student must: (1) get the instructor’s signature for each course dropped and (2) take this form back to the Director of Admissions’ Office.

*Ceasing to attend a class does not constitute a drop. It is a student’s responsibility to withdraw from college or to drop a class.*

A student must withdraw or drop classes by the official dates. After these dates, a passing “W” or failing “F” evaluation will appear on the student’s transcript.

**Cancellation of Classes**

The College schedule is established by the President, Faculty, and Director of Admissions. The President approves the schedule and any changes to the schedule.

As such, the only authorized College official who can cancel a class is the President. Faculty members are encouraged to provide adequate feedback to the President, so that s/he might be to make a well-informed decision.

If a class is canceled, students will be notified by email, by posting a cancellation notice in the scheduled meeting place, verbally notified, or by other means.

**Class Absence Notification**

Because faculty members are in close, continual contact with the Director of Student Affairs, Director of Admissions, and the College President, members of the faculty must consistently communicate their concerns about specific students.
There are no exceptions to this policy.

As per the “Statement of Student Integrity,” it is the student’s responsibility to communicate problems or situations to the appropriate College personnel.

Class Attendance Policy

As stated elsewhere in this Handbook, students are required to attend every scheduled class meeting.

Out of professional courtesy to the student’s instructor and fellow classmates, if a student, for whatever reason, cannot attend a scheduled class meeting, it is the student’s responsibility to notify his or her instructor before the meeting time.

The College has adopted this policy because, regular attendance at scheduled class meetings fosters greater intellectual growth in the student and strengthens the College’s academic community.

Each class syllabus includes information on an instructor’s attendance policy. Students should pay careful attention to this section of the syllabus, as it can greatly affect a student’s grade.

Computer Usage

All students at the Pawnee Nation College are encouraged and welcome to use the College’s computers. However, with computer usage privileges comes responsibilities.

Introduction

In support of the Pawnee Nation College’s mission of teaching and public service, the Pawnee Nation’s IT Office assists the College in providing computing, networking, and information resources to the college community of students, faculty, staff, and tribal members (over sixteen years of age). This policy regulates the use of all computing equipment and network interconnections owned or administrated by The Pawnee Nation College. These include, but are not limited to, administrative computing resources, office personal computers, and campus-wide microcomputer laboratories, network servers and host computers, minicomputers, mainframes, and associated peripherals such as printers.

Rights and responsibilities

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and
contractual obligations.

Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Existing Legal Context

All existing laws (federal and state) and college regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking, or information resources may result in the loss of computing privileges and/or dismissal from the College. Additionally, misuse can be prosecuted under applicable statutes.

Users may be held accountable for their conduct under any applicable college policies or procedures. Complaints alleging misuse of computing resources will be directed to those responsible for taking appropriate disciplinary action.

Other organizations operating computing and network facilities that are reachable via Pawnee Nation College network may have their own policies governing the use of those resources. When accessing remote resources from Pawnee Nation College facilities, users are responsible for abiding by both the policies set forth in this document and the policies of the other organizations and networks.

Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

(See the section in the Handbook on “Internet and Email Usage” for further details.)

Grading System and Policy

The following grading system is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per/credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory/Average</td>
</tr>
<tr>
<td>D</td>
<td>Poor/Marginal</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

Student Handbook
AW Only the PNC President and Bacone President may do these.

If a student withdraws from a class after the drop / add period of the semester, designations indicating a withdrawal will be placed on the student’s record.

Grade point average (GPA) is determined by adding the total of course grade points and dividing total points by number of courses taken. In order to stay in good academic standing with the College, students must maintain a 2.0 GPA (or, a C average). Non-traditional grade assignments include: “P,” “I,” or “W”.

Passing:

Students who receive a “P,” or passing, have satisfactorily completed a non-graded course. It does not affect GPA;

Incomplete:

Students who receive an “I,” or incomplete, are expected to fulfill remaining course requirements within two weeks of the end of the term. Conditions warranting an “I” include:

* Prolonged illness;
* Personal emergencies preventing completion of final work including examinations;
* Extenuating circumstances that have prevented completion of final papers or projects.

The issuance of an “I” is a decision made by the instructor after conferring with the student. The instructor will issue a contract listing all Incomplete course work which must be completed within six months from the date it is approved and may not extend past the mid-term of the next semester. The responsibility for completing an “I” is a dual one that rests on both the instructor and student. A concerted effort must be made by both to complete class requirements as quickly as possible, so that the “Incomplete” can be changed. If the work has not been completed and the course grade turned in after six months, the “I” will become a permanent grade.

Withdraw:

Students who receive a “W,” or withdrawal, do so when a student officially drops or withdraws from a class before the thirteenth week of the semester. A “W” has no grade-point value and is not used as “hours attempted” in the computation of grade-point averages. Students withdrawing from classes after the twelfth week will be assigned permanent-record grades of “W” or “F.” “W” (withdrawal passing) or “F” (withdrawal failing) indicates official withdrawal from class
from week thirteen until 5:00 p.m. on Friday before the week of final examinations. A “W” does not affect grade-point value. The “F” will be recorded if the student is failing at the time of withdrawal.

To initiate the withdrawal process, the student must obtain the signatures of both the advisor and instructor on the drop form. The student must take the form to the Director of Admissions’ Office for the drop or withdrawal to be completed.

The meeting between student and instructor before dropping a course ensures that the student has the opportunity to explore options before withdrawing from a course and losing the time and financial investment made.

Administrative Withdrawal:
Normally a student may not withdraw after the ninth week as stated.

The College will, in certain cases, administratively withdraw a student from a course. This is typically done when a student fails to attend a class (but has completed most of the course requirements with a passing grade) and has not communicated with the instructor as to why. This will be a very rare procedure as typically students are required to withdraw themselves.

This occurs only between the President of Bacone and PNC and only in rare cases. The appeal for withdrawal must be presented to the President of PNC.

Other Information Regarding Grades:

The College does not give pluses (+) or minuses (-) in its letter grades.

Students are classified for honors by GPA.

Plagiarism and Cheating

All PNC students should be aware that academic dishonesty of any kind is not tolerated.

The two most common occurrences of academic dishonesty include plagiarizing papers and / or essays and cheating on examinations. If a student is caught plagiarizing or cheating, they be required to go before the Petition / Appeal Committee and present their case.

Any student who is found guilty of plagiarizing or cheating will face severe consequences, which can include suspension and / or dismissal from the College. (See section on Dismissal from the College.)

Refund Policy

Concerning Financial Aid:

Students who are eligible to receive a financial aid refund must first coordinate payment of tuition and fees with the appropriate offices at both Bacone and PNC. All tuition and
fees must be paid before a student can receive a refund, grade report, or transcript.

Because of the College’s accrediting arrangement with Bacone, all students must act in good faith to pay Pawnee Nation College once their Federal Financial Aid disbursement from Bacone is made.

Students who fail to make payment to PNC in a timely manner will not receive grades, grade reports, and will not be allowed to enroll in courses at the College. Further, the College will also request that students who fail to pay their PNC tuition and fees have their transcripts withheld by Bacone.

In addition, any student who abuses the financial aid system will be reported to the U.S. Department of Education. Examples of abuse include: misuse of funds; knowingly falsifying financial aid documents; and, failing to attend classes after receiving financial aid.

*There are no exceptions to this rule.*

Concerning Withdrawal:

Should a student withdraw from the College before the courses begin tuition and fees that have been paid by the student will be conditionally refunded via Bacone and PNC if policies are followed. It is the student’s responsibility to coordinate refund efforts with the appropriate officials at both schools.

Grade Appeal Process

Any student who believes s/he has not received a fair and accurate grade in a given course has the right to appeal the grade.

While PNC instructors are expected to be fair in their grading systems and grading practices, occasionally a student may question whether or not s/he has received a proper grade in a course. Quite often this may be an error in the recording, averaging, or information transfer process. The first step is to go to the instructor personally and request that the grade be checked for error. If there is no error in processing, the student may ask the instructor to explain the derivation of the grade and to reconsider. The student may courteously present his or her rationale as to why s/he believes a different grade would be more fair or appropriate.

After the conference with the instructor, if a student still feels that the grade is unfair, s/he may go to the Director of Admissions and present his or her views. The Director will investigate and attempt to adjudicate the situation with an outcome satisfactory to both the student and the instructor. The Director may request the student to present his or her appeal in written form.

After investigation and upon failure to recon-
cile the matter, the Director will request a meeting between all involved parties, including the President, at which time the parties will attempt to resolve the matter in a satisfactory manner.

If the meeting does result in a resolution of the matter, the Director will request that the issue be presented before the Petition / Appeal Committee. After both sides have an adequate opportunity to present their cases before the Committee, a decision in the matter will be rendered by the Committee. The Committee’s decision will be final.

Once a decision has been rendered by the Committee, the Director will meet with the student to review the Committee’s decision.

**Transcripts**

Since PNC’s classes are accredited through Bacone College, PNC students’ grades are placed on Bacone transcripts. Students who wish to receive a copy of their transcript should contact Bacone’s Registrar’s Office. (Note: The College is in the process of creating a transcript that includes both the PNC and Bacone seals.)

*** Before 2010 transcripts may be obtained from Northern Oklahoma College.

*(C) Campus Policies and Procedures*

**Musical Instruments**

With the exception of acoustic guitars, traditional drums, and traditional flutes, no musical instruments may be played on campus. Musical instruments shall include any string, keyboard, or wind instrument as well as drums and other percussion instruments. Acoustic guitars, traditional drums, and traditional flutes will be allowed. The term acoustic guitars shall broadly define other such instruments as ukuleles and banjos.

Students who play instruments on campus shall play on campus at any location that does not disturb instruction or the work of the College. If a student is asked to cease playing by an instructor or College staff person, s/he must move to another location that is not disturbing to anyone.

It is the policy of the College to encourage students to express themselves in healthy and creative ways, and especially through traditional Native musical expressions. As such, the College encourages students do so in a location that is appropriate.

**Hunting**

Since firearms and other weapons are not allowed on campus, hunting of any kind is prohibited.

**Damages to Facilities**

Students are expected to take of both their own possessions as well as the College’s property. Students do, after all, help pay for
the costs of equipment through the tuition and fees.

Computers:

A student who knowingly and deliberately damages any computer equipment will be expected to pay for repairs and / or replacement. Further, any student who damages College equipment will go before the Petition / Appeal Committee to present their case and answer questions.

Any student found to knowingly and deliberately damage Pawnee Nation College computer equipment will be subject to suspension and / or dismissal from the College.

Furniture:

All the College’s furniture has been purchased via private donations and / or federal funds. It is every student’s responsibility to take care of the furniture that they use while on campus. A student who knowingly damages furniture will be expected to pay for repair or replacement costs.

Classroom Facilities and Equipment:

Any student who knowingly damages any classroom equipment or furniture will be expected to pay for repair or replacement costs.

Students who are found guilty of knowingly or deliberately damaging College property will be expected to make arrangements with the President’s office to pay for repairs or replacement. If a student fails to make said arrangements in a timely manner, the bill will be turned over to a collection agency.

(6) Student Organizations

Procedures for establishing a new club or organization are as follows:

1. Contact the President’s Office for an interview for discussion of procedures, regulations, and guidelines.
2. Develop an organizational constitution with purposes, rules, and procedures, which meet the standards of the College.
3. Present the proposed constitution to the Student Government Association.
4. Vote on the proposed constitution by