

# COMANCHE NATION



## Consumer Information Guide 2016-2017



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**Disclaimer**

This Consumer Information Guide is intended for informative purposes and does not constitute a contractual commitment by the College to continually offer all courses or programs described. Comanche Nation College reserves the right to change the fees, courses, graduation requirements, admissions, policies, degree requirements, and other regulations that may pertain to the student body. This edition of the Consumer Information Guide supersedes all other previous editions. The current and official information may be found on the CNC website, <http://www.cnc.cc.ok.us>. Updated September 2016.

## Comanche Nation College 2016-2017 Academic Calendar

	Fall 2016	Spring 2017	Summer 2017
Faculty Offices Open	Aug. 8	Jan. 4	May 30
Classes Begin--	Aug. 15	Jan. 11	May 31
Tuition/Fees Due	Aug. 15	Jan. 11	May 31
Martin Luther King Day	N/A	Jan. 16	N/A
Last Day to Add a Course	Aug. 22	Jan. 18	June 6
Last date to drop without entry/with a Refund	Aug. 26	Jan. 25	June 6
Labor Day Holiday	Sept. 5	N/A	N/A
Penalty for late payment of tuition or fees	Sept. 30	Feb. 22	June 30
Mid-Term Grades Posted by 4 p.m.	Oct. 12	March 10	June 27
Fall Break	Oct. 20-21	N/A	N/A
Enrollment Opens for Spring	Oct. 24	N/A	N/A
Independence Day Holiday	N/A	N/A	July 4
Chief's Day	N/A	N/A	July 15
Spring Break	N/A	March 13-17	N/A
Enrollment Opens for Summer/Fall	N/A	March 20	N/A
Deadline for Filing Intent to Graduate	N/A	March 31	N/A
Last day to withdraw with an automatic "W"	Nov. 9	April 7	July 12
Thanksgiving Holiday	Nov. 23-25	N/A	N/A
Last date to withdraw from class with signature	Nov. 28	April 21	July 19
Final Exams	Dec. 9-15	May 8-11	July 27-28
Session Ends	Dec. 15	May 12	July 28
Commencement	N/A	May 13	N/A
Final Grades Posted by 4 p.m.	Dec. 19	May 17	July 31
Faculty Offices Close	Dec. 20	May 17	July 31

# GENERAL INFORMATION

## **Mission**

The mission of the Comanche Nation College (CNC) is to provide educational opportunities in higher education combined with the traditions and customs of the Comanche Nation and other American Indian perspectives. The Comanche Nation College provides students with a high quality and relevant education that is Comanche centered, based on the tribal culture, language, history and core values (Relationship, Responsibility, Reciprocity, and Redistribution) that will provide all students with the necessary knowledge, skills and experiences to function successfully in a multicultural society.

## **Philosophy**

The foundation for learning, teaching and all other activities of the College shall be based on the culture and language of the Comanche Nation. The College recognizes the strength inherent in Comanche culture and language therefore; the basis for teaching and learning is Comanche-Centered Education.

## **Vision Statement**

An educated Comanche Nation College graduate can become:

- A contributing tribal citizen; and
- A lifelong learner; and
- One who demonstrates skills and knowledge in written and oral communications; and
- One who flourishes and adapts to new social, professional, and career tech environments; and
- One with a general understanding of the natural world with Native perspectives; and
- One with knowledge of cultural, historic, tribal language, and artistic expression.

## **Purpose**

The purpose of Comanche Nation College (CNC) is to provide lower division programs and educational opportunities in higher education that meet the needs of Comanche Nation citizens, all other tribal members, and the global society. The following institutional functions were approved by the Comanche Nation College Board of Trustees, which acts as the governing body of the institution.

- To provide a lower division program of higher education based on American Indian culture for traditional and non-traditional students in Southwestern Oklahoma.
- To provide a general education that enables students to become informed responsible citizens in a global society.
- To provide programs of education in arts and sciences leading to an Associate of Arts degree through campus-based learning.

- To provide transfer programs, which include liberal arts, sciences, and pre- and para-professional subjects, thus enabling students to pursue completion of baccalaureate or professional degrees at four-year institutions.
- To provide developmental courses, services, and programs in remedial education for individuals who require such assistance to function effectively at the college level.
- To provide guidance services and programs of student activities for the promotion of personal development and tribal cultural awareness.

### **The 4R Core Values**

The 4R Core Values guide the institution throughout its structure and implementation of the mission, philosophy, vision, and purpose.

***Relationship*** – The kinship obligation – We are all related, not only to each other, but to all things, animals, plants, rocks – to the very energy of which stars are made.

***Responsibility***– The community obligation – This obligation rests on the understanding that we have a responsibility to care for all of our relatives.

***Reciprocity*** – The cyclical obligation – All things are circular, the cycle of seasons, cycle of life, as well as the dynamics between any two entities in relationship.

***Redistribution*** – Knowledge, expertise, materials, and social goods. – Its primary purpose is to balance and rebalance relationships. Comanche society has many ways of redistributing knowledge, expertise, materials and social goods.

### **Comanche-Centered Education**

The foundation for teaching, learning, research and all educational activities at Comanche Nation College is based on the concept and philosophy of a Comanche-Centered Education. The College recognizes the strength in Comanche culture and language. Therefore, they are the basis and foundation for teaching and learning at Comanche Nation College.

This means that the programs of the College will integrate both traditional and non-traditional knowledge and have a culturally responsive connection to the American Indian communities and others. This also means that flexible policies for personnel are established to foster the philosophy, intent and purposes of the College as it strives to meet its mission, core values, vision, and purpose statements.

### **History of the College**

On August 3, of 2002, the Comanche Nation College was officially chartered by the Comanche Business Committee Resolution No, 51-02. In this year, the Comanche Nation College Council was created and comprised of some of the top leaders and nationally known Comanche educators. The initial goal of the Comanche Nation College was and still is to prepare students to operate, live, and prepare for jobs in the 21<sup>st</sup> Century. This goal includes recognizing the strength of the Comanche culture and empowerment of students while re-traditionalizing them. Therefore, culture, language and history are integrated across the academic curriculum.

## **Accreditation**

Consistent with the Mission of the College, Comanche Nation College is committed to student learning and is a candidate for accreditation with the Higher Learning Commission. In November 2012, the HLC Board of Trustees granted the College the status of candidacy for accreditation; a term of four years. In October 2014, HLC conducted a biennial evaluation of Comanche Nation College, and at this time the HLC Board determined the College able to demonstrate to have satisfactorily met the Eligibility Requirements and Assumed Practices. Continuous progress has been made since then toward striving to meet the Criteria for Accreditation. Comanche Nation College Statement of Accreditation Status may be viewed by following the HLC icon indicating CNC as a Candidate for Accreditation on the CNC home page located at <http://cnc.cc.ok.us/>. For additional information regarding accreditation, assessment, and other areas related to academic accountability, contact the Commission at 800-621-7440, view the website at [www.ncahlc.org](http://www.ncahlc.org), or comments may sent to [www.hlcommission.org/comment](http://www.hlcommission.org/comment).

## **American Indian Higher Education Consortium (AIHEC)**

In the Fall of 2015, Comanche Nation College was accepted as an official member of the American Indian Higher Education Consortium for Tribal Colleges (AIHEC). With membership into AIHEC, Comanche Nation College (CNC) is the 37th tribal college member. Although home to 39 federally recognized American Indian tribes and designated as Indian Territory in 1834, CNC is also the first tribal college established in the state of Oklahoma.

## **Partnerships**

An articulation agreement between Comanche Nation College and Bacone College defines the relationship between the institutions and the expected roles and responsibilities of each, in a manner of which both institutions will understand and be accountable for their contributions. Standards are defined and adopted for consistent implementation, and to be cognizant of accreditation requirements for each institution. CNC's current partnership with Bacone College is recognized and supported by the Oklahoma State Regents for Higher Education (OSRHE).

The significance of this partnership is that it allows the Comanche Nation College to extend the benefits of this accredited institution to its students. By agreement credits earned through the Tribal College will be certified by both institutions, and two year degrees that result from dual enrollment will be conferred with a diploma inclusive of the CNC and Bacone official seals with both CNC and Bacone, and are recognized for transfer at other higher education institutions. Since the adoption of this agreement, it has proven to be a prime example of a mutually beneficial relationship for both institutions and their students.

It was decided that CNC would develop a plan that introduces students into the CNC financial aid process, with the intent of CNC controlling 100% of the financial aid process and related college functions upon achieving HLC Initial Accreditation. At that point, the institutions will agree to an articulation agreement to promote the ease of transfer between the two schools. As CNC has continued to expand its facilities and student services it is now more capable of being a full-service institution, offering amenities enjoyed by students through the partnership. Through its pursuit of accreditation, the College recognizes the importance of offering quality services to its students independently.

## **Affiliations and Memberships**

Comanche Nation: In accordance with 34 CFR 600.9 State Authorization, Comanche Nation College has been determined by the Comanche Nation of Oklahoma to offer educational programs beyond secondary education. 600.9 (a) (2) (ii) As defined in 25 U.S.C. 1802 (2), an Indian tribe, provided that the institution is located on tribal lands and the tribal government has a process to review and appropriately act on complaints concerning an institution and enforces applicable tribal requirements or laws. Oklahoma State Regents for Higher Education (OSRHE): The OSRHE recognizes the Comanche Nation College's candidacy status in the State of Oklahoma. Candidacy status enables students to qualify for federal financial aid programs and often aids in the transferability of the candidate institution's credits to another college or university. The following is a list of additional affiliations and memberships of the Comanche Nation College: American Indian Higher Education Consortium (AIHEC), American Indian College Fund (AICF), National Science Foundation Undergraduate Research and Mentoring Programs (NSF-URM), American Indian Science and Engineering Society (AISES), The IDEa Network for Biomedical Research Excellence (INBRE), Experimental Program to Stimulate Research (EPSCoR), Oklahoma Library Association, Tribal Library Committee, American Library Association, Association of Tribal Archives, Libraries, and Museums participant, American Association for State and Local History, Friends of the Lawton Public Library, American Indian Library Association, Lawton City Chamber of Commerce, National Association of Financial Aid Administrators (NASFAA), American Association of College Registrars and Academic Officers (AACRAO), National Association Student Personnel Administrators (NASPA), American College Personnel Association (ACPA), and National Indian Educators Association (NIEA).

## **Board of Trustees**

The Comanche Nation College Board of Trustees is the governing board as indicated in the Comanche Nation College Charter Article 1, Section 1, and Comanche Nation Business Committee Resolution 45-15. The governing body of the Comanche Nation College is hereby vested in the Board of Trustees consisting of no less than five members, and no more than seven. The Board of Trustees acquires its authority to hire, evaluate, and if necessary, terminate employment of the College President. The Board shall provide overall direction to the President and shall serve as the official policy-making body of the College according to Article II of the CNC bylaws of the Board of Trustees. In accordance with the Organizational Chart, the administration consists of two professional staff: President, Vice President of Student and Academic Affairs four Department Heads: Director of Academic Affairs, Director of Student Services, Business Manager, and Director of Institutional Effectiveness. Under the direction of the President, CNC departments will establish its policies and procedures to govern the various functions of the institution that relate to them specifically. Each department will be responsible for creating, reviewing and updating policies and procedures as needed. Policies and procedures are submitted to the President with final approval given by the Board of Trustees.

## **Student Right-to-Know**

Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress on November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. The data must also be disclosed to parents, coaches, and potential student athletes when the institution offers athletically related student aid. For more information see the Student Right-to-Know section on the CNC website.

## **Consumer Information Guide**

Institutions participating in federal financial aid programs are required to distribute notice to employees, enrolled, and prospective students, as well as prospective employees with disclosure to be made available within a published Consumer Information Guide which will include information which pertains to "Student Right-to-Know" requirements. This document shall be updated annually and distributed electronically via email to all students, staff and potential students, staff and faculty. The Consumer Information Guide is accessible on the institutions website under the Student Right-to- Know section. [cnc.cc.ok.us](http://cnc.cc.ok.us), and a copy may be provided upon request. Where applicable, each section lists specific disclosures intended to provide additional information.

Further information is also available upon request by contacting Student Services or the Financial Aid Office during regular business hours. This document adheres to guidelines mandated by federal regulations published at <https://www.ifap.ed.gov/ifap/>.

The CNC Consumer Information guide includes:

- Financial Aid
- Academic Programs Offered
- Add/Drop Procedures
- Tuition and Fees
- Cost of Attendance
- Accreditation Information
- Prevention of Alcohol and Drug Abuse Policy
- Copyright Infringement and Plagiarism
- Safeguarding of Consumer Information
- Disability Services Available
- Family Education Rights and Privacy Act (FERPA)

- Campus Safety
- Student Body Diversity
- Student Body Retention
- Student Conduct
- Additional General Information

## **ADMISSIONS**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Comanche Nation College as a regular student. Comanche Nation College must adhere to the U.S. Department of Education, Higher Learning Commission and Oklahoma State Regents for Higher Education requirements.

*Admissions requirements to programs leading to an Associate Degree:*

### **Regular Admission of New Students**

Applicants who:

- Are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated);
- Have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or a similar acceptable battery of tests; and
- Meet high school curricular requirements, are eligible for admission to Comanche Nation College.

### **Pre-Enrollment Information**

Prior to admission, the prospective student shall be provided a pre-enrollment packet. Students are required to read, understand, sign, complete all forms, and submit all additional requirements before being admitted to CNC.

### **Admissions Process**

Prior to completing an application, prospective students are welcome to meet with Student Services.

To apply, please submit the following signed and completed items to Student Services:

- Admissions Application
- Photo ID - Acceptable forms of identification include: Driver's License, State issued ID, Military ID, Tribal ID, or Passport
- High School Diploma/GED and/or College Transcript. To expedite the Admission process, please bring official high school, sealed, college transcripts, and GED test scores/certificate upon submission.

## **Online Admission**

Applicants may also apply for admissions online at the CNC website from the Admissions link within the Student Services section. Applicants may view the online Admissions application by following the Apply to CNC link.

## **Students with Curricular Requirements**

Students who meet institutional retention standards but have existing curricular deficiencies may be admitted provisionally. They will be required to remediate all deficiencies within their first 12 hours of college level courses.

- If a student is over age 21 and has never attended college, they may be required to schedule an appointment for ACCUPLACER Testing assessment to help identify a student's strengths and needs in each subject area.
- ACCUPLACER testing will be conducted at the CNC Testing Lab by appointment.
- A photo I.D. must be presented to take the test. Prospective students may find more information about the ACCUPLACER Test at <https://accuplacer.collegeboard.org/students/accuplacer-tests>.

## **Evaluation of Academic Preparation**

All credentials submitted during the application process will be evaluated during the admissions process. Students may be required to take an A college assessment test to determine a proficiency levels in English, reading, and mathematics. This test is used as a placement instrument to foster the academic success of students enrolling at Comanche Nation College.

## **Assessment and Testing**

Testing may be scheduled by appointment or taken on posted test days. While placement testing is required, it does not exclude students from attending College. Students who have taken their ACT/SAT or ACCUPLACER within the year will be waived from testing. A photo I.D. must be presented to be admitted for testing. Acceptable forms of I.D. include a driver's license, military I.D., Tribal ID, or current passport.

## **General Equivalency Development (GED) Exams**

CNC facilitates a General Equivalency Diploma (GED official testing center on campus. The Tatsinupi (meaning "Star" in the Comanche language) GED program offers many educational opportunities for tribal and all other students to assist them in attaining a GED program. Students are encouraged to earn a GED to enable them for transition into postsecondary degree programs.

The following documents are required for application to the Tatsinupi GED program:

- Completed [GED application](#)
- Driver's License, State, Military, or Passport (primary ID)
- Certificate Degree of Indian Blood (CDIB) or Tribal Enrollment Letter (Required of all American Indian Students).
- Signed FERPA form (complete in Student Services office)

- Internet/Email Agreement form

Other requirements may include but not limited to:

- Scheduling an appointment to take the Test for Adult Basic Education (**TABE**), which is a diagnostic test used to determine an individual's skill levels and aptitudes.

The GED program is open to all students who are eighteen (18) years of age and above or students under the age of 18 with a signed document from the school district's superintendent. Testing materials will be available to those accepted into the program. For more information, please see the Student Services Department or the GED instructor.

### **Academic Proficiency**

All students at CNC are required to provide proof of academic proficiency. Academic proficiency determines a student's eligibility to enroll in certain programs of study, or placement in developmental classes during a student's first semester of enrollment. Students must prove academic proficiency one of three ways:

- Transferring in credits that prove academic proficiency in a subject area.
- Submitting ACT test scores which provide academic proficiency with a score of 19 or better in each subject area.
- By taking the ACCUPLACER Assessment and achieving a score at or above the test area on each component as listed below:
  - Reading Comprehension 81
  - English (Sentence Skills) 74
  - Arithmetic (Pre-Algebra) 46
  - Elementary Algebra 68
  - College Algebra 45
  - Science 126+ (Combined Reading AND College Algebra score provided both scores are open)
  - Science 149+ (Combined Reading AND Algebra Intermediate provided both scores are open)

*Students who do not meet the above requirements will be required to take developmental courses to remove their deficiencies.*

### **Submission of Academic Credentials**

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension. All credentials submitted become the property of Comanche Nation College and a part of the student's academic record. They will not be returned or released. Student wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Comanche Nation College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

## **Removal of Deficiencies**

Individuals admitted as seeking an Associate of Arts degree-seeking students who do not meet the basic skills requirements must make up deficiencies within their first 24 credit hours of college level course work or have all subsequent enrollments restricted to deficiency removal courses until the deficiencies are removed. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline at Comanche Nation College. Students may enroll in collegiate level courses within the deficiency discipline area only after the deficiency is satisfied. All curricular deficiencies must be met prior to graduation. Students may remediate deficiencies through prescribed coursework or testing. Courses used to remediate a deficiency may not be used toward meeting degree requirements.

## **Student Vaccination/Immunization Policy**

Oklahoma Statutes, Title 70 sec. 3244 requires that all students who enroll as a full-time or part-time in an Oklahoma public or private postsecondary institution provide documentation of vaccinations against Hepatitis B (three doses) and measles, mumps and rubella (MMR - two doses). CNC requires students who meet any of the following criteria below to provide evidence of having been tested for Tuberculosis within six months prior to attending classes for the first time.

### **Who Must Comply:**

- Students currently holding a visa from U.S. Immigration Service
- A U.S. student who has resided outside the U.S. for more than 8 weeks continuously prior to enrollment
- Students with a health or medical condition that suppresses the immune system
- Students with known exposure to someone with active tuberculosis disease

To comply with the Policy a student must provide **one** of the following:

- Provide a medical record from a physician, clinic or hospital indicating a negative test for
- Tuberculosis disease within the 6 months prior to enrollment or,
- Provide documentation of a negative chest x-ray in the 6 months prior to enrollment or,
- Provide a medical record indicating successful treatment of Tuberculosis disease or,
- Receive a TB blood test at Indian Health Services or a clinic of applicant's choice.

The admission policy will adhere to compliance-mandated regulations established by the U.S. Department of Education, North Central Higher Learning Commission, Oklahoma State Regents for Higher Education, and the Veterans Administration Education Department.

## **General Admission requirements for programs leading to an Associate Degree**

- Graduate of an accredited high school or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated);
- Taken a college assessment test such as ACT, SAT or ACCUPLACER to determine proficiency levels, no minimum test scores are required;
- Meet the minimum high school curricular requirements of a total of 15 units listed below:
  - 4 units English (grammar, composition, literature)
  - 3 units Lab Science (biology, chemistry or physics) (General Science courses may not be used)
  - 3 units Mathematics (from algebra, geometry, trigonometry, math analysis or calculus) (must have completed Geometry and Algebra II)
  - 2 units History (including one unit of American History)
  - 1 unit Citizenship (from economics, geography, government or nonwestern culture)
  - 2 units Additional units from subjects previously listed or from computer science or a foreign language
- An official high school transcript from an accredited high school in a sealed envelope, or GED certificate.

Note: Individuals of Home Study or Non-Recognized Accredited or Unaccredited high schools will be eligible for admission as follows:

- 1) The student must have participated in the ACT or SAT test.
- 2) The student's high school class of his or her peers must have graduated.
  - Diplomas: CNC does not accept diplomas.
  - Online high school, GED and home school diploma mills are not acceptable as proof of appropriate education.
  - Public Health: In the event of a public health emergency, we will take precautionary measures to ensure the health and well-being of the campus (Oklahoma School Code §70-1210.191). Additional medical documentation may be required and appropriate agencies contacted.

### **Special Admission**

Under certain circumstances the institution is allowed to admit individuals who take classes under the special admission category. The Oklahoma State Regents for Higher Education (OSRHE) allows each institution to determine if an applicant meets one of the following criteria for special admission to the college upon completion of a skill level assessment (ACCUPLACER) to establish curricular proficiency or the presence of a course pre-requisite and receipt of required documents as outlined in the Admissions Process:

#### **1. Special Non-Degree Seeking Students**

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine (9) credit hours without submitting

academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once student completion of the designated number of credit hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work. Non-degree seeking students are not eligible for Title IV Federal Student Aid.

## **2. Adult Applicants**

Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue. Students admitted under this category must meet the minimum high school circular requirements (See Admissions Policy).

## **3. Concurrently Enrolled High School Students**

A high school junior or senior may be enrolled in collegiate level courses provided she or he meets both the admissions and curricular requirements set by OSHRE. Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admission) no later than the spring semester of their senior year. All concurrent students are required to submit an official high school transcript and ACT scores.

Applicants meeting the requirements listed below may be admitted provisionally. Only those meeting the required ACT test score in science, math or English will be permitted to enroll in coursework in the corresponding college subject area. Only students meeting the required ACT test score in reading will be allowed to enroll in any other collegiate courses.

- Graduating seniors who are enrolled in an accredited high school and who have achieved a composite ACT score of 19 or higher or an equivalent SAT score may be admitted provisionally.
- Juniors who are enrolled at an accredited high school and who have achieved a composite score on the ACT which places them at or above the 90th percentile using Oklahoma norms, or who have achieved a combined verbal and mathematical score on the SAT which places them at or above the 90th percentile using national norms, may be admitted provisionally.
- If the student's ACT or SAT composite score is not at the 90th percentile but a sub score is, the student may enroll in coursework in the discipline of that score.
- Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved an ACT score of 19 or higher may be admitted provisionally.

- Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite score on the ACT which places them at or above the 90th percentile using Oklahoma norms or who have achieved a combined verbal and mathematical score on the SAT which places them at or above the 90th percentile using national norms, may be admitted provisionally. If the student's ACT or SAT composite score is not at the 90th percentile but sub-score is, the student may enroll in coursework in the discipline of that score.
- A concurrently enrolled student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. Students wishing to exceed this limit may petition to the Director of Academics.

**4. Home Study or Non-Recognized Accredited or Unaccredited High Schools**  
Applicants who are graduates of a private, parochial, home study high school program, or other nonpublic school which is not accredited by a recognized accrediting agency, are eligible for admission if they meet requirements for admission.

**5. Elder Eligibility**

- Applicant must be 55 years of age or older
- Complete and submit CNC admission application

Elders will be able to enroll in all courses but will not receive college credit (unless they chose to do so). Elders who do not plan to receive course credit will be considered to be an audit student. Audit students are not required to take any assessment or class tests. Elders may enroll in credit courses for a charge of \$15.00 per class. No other fees shall apply. If an elder decides to enroll for credit courses, they must adhere to all CNC admission requirements.

**6. Staff**

For policies and procedures, see the Staff Handbook.

**Dual Enrollment Option**

Dual Enrollment establishes that a student is enrolled in two institutions of higher education at the same time. A student who chooses to be dually enrolled at both CNC and Bacone College must be accepted for admission to both institutions. Once a student is admitted to Bacone College, they will sign a Letter of Intent to attend, which will be returned to Bacone Admissions. CNC will share the student's enrollment information with Bacone College. Credits earned by CNC/Bacone students are cross-listed between the institutions by an Articulation Agreement. By agreement, credits will be certified by both institutions, and two year degrees that result from dual enrollment will be conferred with a diploma containing both the CNC and Bacone official seals.

## **Transfer Students**

A student who wishes to transfer to Comanche Nation College as a degree seeking student from another institution in the state system may be admitted in good standing if the following standards are met:

- The student must meet the high school curricular requirements for admission.
- The student must have a grade point average high enough to meet CNC's retention standards of a 1.7 cumulative grade point average for the first 30 credit hours and a 2.0 cumulative grade point average for all hours beyond 30.

## **Admission of Transfer Students**

A transfer student is any undergraduate student with greater than six earned attempted credit hours, excluding remedial/developmental (zero-level courses) or pre-college work and excluding credit hours accumulated by concurrently enrolled high school students. Individuals who have enrolled in one or more colleges prior to enrollment at CNC must provide official sealed, college transcripts from each college attended in addition to regular admission requirements.

Admission by transfer within the state system: Undergraduate students entering CNC by transfer from another state system institution must meet both the high school curricular requirements and academic performance standards of CNC and must have a GPA high enough to meet the institution's retention standards based on at least 24 attempted credit hours of regularly graded (A, B, C, D, F) college work.

Admission by transfer from non-state system institutions: Undergraduate students wishing to transfer from non-state system institutions to CNC may do so by meeting the entrance requirements of CNC and by also meeting the following:

1. Sealed transcripts of record from colleges and universities accredited by the HLC or other regional associations will be given full value for equivalent courses at CNC.
2. Each nonresident applicant must be in good standing in the institution from which the applicant plans to transfer.
3. Sealed transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when the receiving institution has had an opportunity to validate the courses or programs.

## **Admission of International Students**

At this time Comanche Nation College is not an SEVP (Student Exchange Visitor Program) approved school and does not currently accept international students for admission. In compliance with specifications mandated under 8 CFR 214.3(a) (2) for more information, see <https://www.ice.gov/sevis/schools/reg#2141>.

## **Non-Academic Criteria for Admission**

CNC shall consider the following non-academic criteria when deciding whether first-time applicants or transfer students should be granted admission:

- Whether applicant has been expelled, suspended, denied admission or denied readmission by any other educational institutions;
- Whether applicants have been convicted of a felony or convicted of any lesser crime involving moral turpitude;
- Whether applicants have conducted themselves in a manner so that if, at the time of such conduct applicants had been students at the institution, their course of conduct would have been grounds for expulsion, suspension, dismissal, or denial of readmission at the institution where application is being made.
- Whether an applicant is currently being charged or has been convicted for any behavior involving drugs or violence or harm to others in any state, country, and/or tribal jurisdiction.
- If any of said criteria should be found evident during the review process, the institution may deny admission to applicants if it decides that the happening of any of the events described indicates the applicant's unfitness, at the time of application to be accepted as a student of the institution.

For full policy information please see the Admissions Coordinator.

If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

- The applicant must be advised of the grounds of denial;
- The applicant must be informed of the facts which form the basis of the denial; and
- The applicant must be afforded an opportunity to appeal their admission denial before the non-academic review committee.

The Non-Academic Review process is initiated as a result of any yes response given by the student on the enrollment application. The applicant may submit a written appeal request, in the form of a letter, to the Admissions Coordinator for review. The Admissions Office will review the appeal request and notify the student in writing of their decision within five business days from the date of the request. The decision of the Admissions Office is final for the remainder of the current semester.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether or not the facility operated by the government or a contractor). A student is not considered to be incarcerated, if she/he is in a halfway house, home detention or is sentenced to serve only weekends. CNC's Attendance Policy specifies that all classes and practical studies will be conducted at the institution's physical location; therefore, incarcerated students are not eligible for admission.

### **High School Diploma Verification**

CNC does not accept diplomas and will only accept sealed, official transcripts. If the Comanche Nation College has reason to doubt a diploma is not valid or selected for review, the Admissions Coordinator will proceed as follows:

1. Verify that the issuing institution is accredited by a nationally recognized agency. Regional and National Institutional Accrediting Agencies which are recognized by the U.S. Secretary of Education as reliable authorities concerning the quality of education or training offered by the institutions of higher education or higher education programs they accredit. This list may be accessed at the following link:  
[http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html)
2. If necessary, confirm validity with the Better Business Bureau of the State Attorney General's Office to make sure the school is operating legally in a state and to determine whether or no there have been any complaints filed against the institution who granted the diploma.

### **Diploma Mills**

At this time, Comanche Nation College does not accept credits from diploma mill institutions. The term "diploma mill" means an entity that:

1. Offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of postsecondary education or training; and requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and
2. Lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency or association of institutions of higher education (as such term is defined in section 102) by the Secretary pursuant to subpart 2 of part H of title IV; or a Federal agency, State government, or other organization or association that recognizes accrediting agencies or associations. Higher Education Opportunity Act (Public Law 110-315) (HEOA), as amended.

### **Verification of Diplomas**

If the Comanche Nation College has reason to doubt a diploma is not valid, or selected for review the Admission Officer will proceed as follows:

1. Verify that the issuing institution is accredited by a nationally recognized agency. The institution's validity may be confirmed by referring to a list of Regional and National Institutional Accrediting Agencies which are recognized by the U.S. Secretary of Education as reliable authorities concerning the quality of education or training offered by the institutions of higher education or higher education programs they accredit. This list may be accessed at the following link:  
[http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html).
2. If necessary, confirm validity with the Better Business Bureau of the State Attorney General's Office to make sure the school is operating legally in a state and if any has complaints may have been filed against the institution.

3.

### **Students Currently on Academic Probation from Another Institution**

Students who do not meet the academic retention standards of Comanche Nation College, but who have not been formally suspended from their previous institution, may be admitted as follows:

1. The student must complete and submit an Application for Admission, along with transcript(s) showing all previous college work attempted.
2. The student must meet with an academic advisor. This meeting will be to further identify areas of academic difficulty, to schedule mandatory participation in appropriate college support services (developmental studies courses, study skills and/or tutoring sessions), and to schedule monthly follow-up meetings.
3. The student will be admitted under academic probation provisions and will be expected to meet all standards of that status. If the standards are not met, the student will be suspended for one regular 16-week semester. The student may then follow the procedures for readmission of suspended students and may be readmitted on probation one additional time only.
4. Any "transfer probation" student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment in college level classes.
5. If necessary, the student may be required to take the ACCUPLACER placement test.

### **Students Currently on Academic Suspension from Another Institution**

Students requesting admission to Comanche Nation College while on suspension from another state institution may be considered for admission as follows:

1. The student must petition, in writing, to the Vice President of Student and Academic Affairs explaining circumstances of suspension, along with information or plans which reflect the student's commitment to future academic success.
2. The Vice President of Student and Academic Affairs will consider the petition and a judgment shall be made as to the appropriateness of admission or non-admission.

### **New Student Orientation**

All new and transfer students are required to attend a one-day New Student Orientation before the beginning of the Fall semester. New Student Orientation will connect students to the campus, faculty and staff and their peers and provide pertinent information to assist them in their transition to college.

Please refer to the Comanche Nation College catalog for further Admission policies and procedures. The catalog is located on the CNC website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us). Students can also visit the Admissions section on the CNC website.

## **TRANSFER OF CREDIT**

### **Transfer of Credit**

CNC complies with the two-year college standards for transfer of credits. Oklahoma State Regents for Higher Education (OSRHE) Institutional Accreditation (3.1) policy allows for credits earned at CNC to transfer at face value into like programs at institutions in the State System and on a voluntary basis by private-independent institutions. Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized six U.S. regional associations. Responsibility for determining the applicability of transfer credits to meet major requirements rests with the Registrar. This responsibility may also be delegated to department chairs or faculty members by the Vice President of Student and Academic Affairs. The Registrar is ultimately responsible for determining the applicability of transfer credits to meet general education requirements. The evaluation is based on course content, as described in the catalog of the institution. Evaluation of transfer credit may require documentation such as program requirements and course syllabi to determine acceptable transfer credit courses. Students may transfer up to 21 credits to Comanche Nation College for an Associate's Degree. The acceptance of transfer credit hours is at the discretion of CNC and there is a possibility that no such credit will be granted. International transcripts, submitted for transfer, must be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES, <http://www.naces.org/members.htm>). Students must submit both the official college transcript and the evaluation summary prepared by the agency to the Registrar's Office. Any fee for translation will be at the student's expense. Note: All hours attempted will count toward the Title IV HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

### **Limitations on Credit Transfer**

Time limitations on all credits transferred to Comanche Nation College from other accredited institutions shall be no more than ten (10) years unless authorized by the Vice President of Student and Academic Affairs in specific instances. CNC does not transfer any grades lower than a 2.0, "C."

## **ADDING OR DROPPING A COURSE POLICY**

Students may, subject to maximum enrollment limitations, add courses during the first five days of the semester with the approval of their advisor. Students may drop a course in the first ten days of the semester with the approval of their advisor. The Add/Drop Form which is available upon request in the Student Services Office must be processed through the Registrar's Office prior to the add/drop deadline for the process to be complete. For typical 16-week courses, any course dropped during the first ten business days of classes will have no transcript record. Any course dropped after the first ten days of classes and prior to the end of the eleventh week will result in a grade of "W" being recorded on the student's transcript. After the beginning of the twelfth week of a 16-week semester, a student may withdraw from a course. A grade of "W" or "F" will be assigned (see definition of grading terms "W"). All deadlines are posted in the Academic Calendar on page 3. For courses of shorter duration, the above dates may vary. See the Registrar for the add/drop dates. A course may not be dropped or withdrawn from after a grade is assigned.

## **ACADEMICS**

### **Philosophy of General Education**

The General Education Philosophy reflects our conviction that the students must have knowledge of the principles of a Comanche-Centered Education, core values, and concepts, and the methodologies unique to and shared by various disciplines. The College recognizes the strength in Comanche culture and language. Therefore, they are the basis and foundation for teaching and learning at Comanche Nation College.

### **Philosophy of Assessment of Student Learning**

Comanche Nation College asserts the following three specific and integral purposes for institutional assessment:

- 1) To improve student learning by accessing and evaluating the on-going process of teaching and learning.
- 2) To document the process and outcome of student learning.
- 3) To satisfy external agency requirements of the teaching and learning process.

The foundation of the CNC assessment program is based on a formative philosophy in that all evaluative information derived from assessment activities are directly applied by programs, faculty, staff, and administration to improve the appropriate area of the College. A secondary objective of assessment activities is to make public evaluative information so that policy-makers and potential consumers may judge the worth or merit of Comanche Nation College in relation to important instructional criteria.

Success can be achieved in learning through a continual, comprehensive assessment of student and organizational performance using multiple assessment methods. In addition, Comanche Nation College will conduct periodic reviews of policies, goals, and methods of assessment to ensure quality information. All efforts are driven by the College's responsibility to improve and enhance the performance of our students, staff, and faculty congruent with a Comanche-Centered Education.

### **General Education**

The General Education Program provides students with the knowledge and skills necessary to evaluate and appreciate the physical environment, the contributions of the American Indians of the Southern Plains and other American Indian contributions, cultures; the larger and global society in which they live, and this will help them connect various fields of knowledge to become active, contributors in a diverse and global society. Note that courses generally will be selected from the list that follows. For specific requirements, see the appropriate degree plan.

### **Comanche-Centered Education**

EDU 1111 Introduction to CNC

**7 hrs.**

AIS 1403 Introduction to American Indian Studies  
NLG 1113 Comanche Language I

**Mathematics** **3 hrs.**

MTH 1513 College Algebra  
MTH 1813 Survey of Mathematics

**Science** **8 hrs.**

*Biological Science*

BIO 1004/L General Biology with lab  
BIO 1014/L General Ecology with lab  
BIO 1114/L General Botany with lab  
BIO 1124/L General Zoology with lab  
BIO 1364/L Principles of Biology I with lab

*Physical Science*

AST 1114 Astronomy  
CHM 1004 Descriptive Chemistry  
CHM 1364/L General Chemistry I and lab  
EAR 1134/L Earth Science with lab  
GEO 1014/L Geology with lab  
PHY 1115/L General Physics I with lab  
PSC 1054 General Physical Science or  
SCI 1303/1301 Native Science with lab

**History & Political Science** **6 hrs.**

HIS 1483 U.S. History to 1865 or HIS 1493 U.S. History since 1865  
POL 1113 American Federal Government

**Communications** **9 hrs.**

ENG 1113 English Composition I  
ENG 1213 English Composition II  
COM 1113 Fundamentals of Speech

**Economics** **3 hrs.**

AGR 1334 Introduction to Agriculture Economics  
ECO 2013 Principles of Economics

**Behavioral Sciences** **3 hrs.**

ANT 1113 Introduction to Anthropology  
SOC 1113 Introduction to Sociology  
PSY 1113 General Psychology

**Humanities** **6 hrs.**

AIS 1423 Comanche Hymns  
AIS 1013 Art Appreciation

AIS 2433 American Indian Non-Fiction  
AIS 2443 American Indian Oral Literature  
AIS 2453 American Indian Written Literature to 1960  
AIS 2463 American Indian Written Literature since 1960  
AIS 2513 American Indian Philosophy  
ART 2413 History of Indigenous Art I  
ART 2423 History of Indigenous Art II  
ART 2443 History of Indigenous Women's Art  
ENG 2323 American Indian Literature  
ENG 2013 Introduction to Fiction  
ENG 2023 Introduction to Poetry & Drama  
PRWR 2013 Creative Writing  
Or other approved Humanities Course

### **Degrees Offered-Associate of Arts**

- American Indian Studies
- Humanities
- Natural Science

Comanche Nation College has three academic departments. Upon successful completion of the required credit hours, including the fulfillment of all program and degree requirements and a cumulative GPA of 2.0 or better, the student will be awarded an Associate of Arts (A.A.) Degree.

### **Independent Study**

Independent study courses will be approved only in cases of extreme need. It must be understood that some courses cannot be taken by Independent Study. All Independent Study must be recommended by and approved by the Director of Academics. Independent Study can only be taken by those students who are in the last semester of an Associate of Arts degree. No more than six (6) credit hours per semester may be taken by Independent Study.

### **Academic Advisement**

The academic advisor shall assist students in clarifying personal and career goals, completing a Degree Plan of Study, selecting correct courses, reviewing course requirements in the chosen major and addressing academic issues that may occur. Academic advising utilizes the resources of the Comanche Nation College and refers students to the appropriate academic support services. It is a decision-making process in which the sharing of information between student and advisor promotes responsible and appropriate choices and facilitates a successful academic experience.

All students are strongly encouraged to consult with their advisor to evaluate their academic progress and be advised on course selection and to evaluate their academic progress at least once each semester in preparation for the following semester. Students are also encouraged to seek advisement as needed periodically. First-year students will be advised by the Director of Student Services. Advisors will be assigned after completion the first year of study at CNC.

## **Program Review**

Program review is part of a college-wide process that occurs once every 4 years. This practice allows the opportunity for Comanche Nation College (CNC) to assess how its academic programs can be improved and make plans for the future. A comprehensive review of General Education, as well as of each program including an evaluation of program effectiveness, program development and improvement, clarification and achievement of program goals and to examine the relationship between the College's mission and program learning outcomes.

## **Early Academic Alert**

Early Academic Alert is a process in which students are identified as having difficulty in their coursework (classes), possibly for a variety of reasons. This alert is used by faculty to identify students with potential academic problems and to "alert" the students that the College, faculty and staff are available to assist them. The Early Alert Form may be submitted to Student Services by faculty three times during a semester term: (a) at the end of the first full week of class, for non-attendance (b) at midterm following about the eighth week of class [four weeks in a summer term] and (c) one week prior to the scheduled last day to withdraw from a course. Student Services will notify the student(s). The student, upon notification, will be required to follow through with the recommendations stated on the *Early Alert Form*. Academic issues generally result in a student receiving a failing grade, "D" or "F", in a course(s). The Comanche Nation College strives to assist each student in receiving a quality Comanche-Centered Education and achieve academic success. Early Academic Alerts can be submitted by instructors for any student at any time during the course of the semester in an effort to alert a student to poor attendance and/or academic achievement. If at any time a student fails to attend class for a time period of one consecutive week, an Early Alert form must be submitted by the instructor to the Student Services Office. See Administrative Withdrawals (Section 4.3.2).

## **Administrative Withdrawal**

A student must be administratively withdrawn from a course when the student has missed 14 consecutive days (2 weeks), including regular class meetings and/or office hour meetings. Once a student has missed 14 consecutive days and has not had contact with the instructor during office hours or via email and/or phone, the instructor must complete and submit the Official Withdrawal Form found in the Student Services Office. The form is submitted first to the Director of Academics for approval who then submits the form to the Registrar. Last date of attendance, date of Early Academic Alert submission(s), and highest grade possible at the time of the request must be indicated on the form. The date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance as determined by the institution, based on attendance records.

Within one week of the student's last date of academic attendance, the instructor must make three attempts to contact the student via email and the Early Alert system executed through the Student Services Office regarding their enrollment status See Early Academic Alerts (Section 4.3.1). The student's last date of attendance must be determined and recorded as such on the official attendance record. Administrative withdrawal will be assigned by the Admissions and Records Office to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. The student

will then be notified in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral. For further Academic information please see the CNC College Catalog available upon request in the Student Services Office or view at the CNC website at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us)

## COST OF ATTENDANCE

The required tuition/fees are established by the CNC Board of Trustees. Fees do not include the costs of individual textbooks, or other materials which vary according to the student's program of study. Students who enroll in programs of study which may require other materials will obtain these items as specified by the department. In most cases they can be purchased through the college.

The cost of attendance is subject to change without notice. Incidental and personal expenses (non-academic charges) for items such as clothing and entertainment will vary with the individual student.

Charges for full academic year	2016-17
<b>Published tuition and required fees</b>	
Tuition	\$3,240
Required fees	\$550
Tuition + fees total	\$3,970
Books and supplies	\$504
<b>Off-campus (not with family)</b>	
Room and board	\$4,518.00
Other expenses	\$2,910.60
<b>Off-campus (with family)</b>	
Other expenses	\$2,910.60

**Tuition and fees include:**

### TOTAL PER SEMESTER CREDIT HOUR

\$135.00  
\$130.00 (Native Students)

**Additional Fees (Per Credit Hour)**

Technology Course Fee	\$15.00
Audit Fee	\$15.00

**Additional Fees (Per Semester)**

Printer Fee	\$10.00
Student Service Building Fee	\$15.00
Activity Fee	\$50.00 - 12+ credit hours
	\$40.00 - 9-11 credit hours
	\$30.00 - 6-8 credit hours
	\$20.00 - 1-5 credit hours

**Additional Fees (Per Class)**

Developmental Course Fee	\$20.00
Lab Fee	\$10.00

**Additional Fees (One Time)**

Graduation Fee	\$20.00
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Please note: Tuition and fees are subject to change without notice. For a complete listing and description of fees, please visit the CNC website. Students that are dually enrolled at Bacone will have an account held in the Bacone Student Accounts Office.

## **INTRODUCTION TO THE FINANCIAL AID OFFICE**

The CNC Financial Aid Office facilitates the administration of scholarships and grants. The purpose of these programs is to assist students who without such aid would be unable to attend college. The Comanche Nation College Financial Aid Office is located in Room 22 in the southeast hall of the campus building.

CNC Mailing Address:

Comanche Nation College  
1608 SW 9th Street Lawton, OK 73501

Phone Number: (580)-591-0203 ext. 121

Fax Number: (580) 591-0217

Website <http://cnc.cc.ok.us/financial-aid/>

Office Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.

### **Appointments with Financial Aid Coordinator**

Appointments can be made to meet with the Financial Aid Coordinator who is available Monday-Friday 8:00 a.m. – 12:00 p.m. & 1:00 p.m. –5:00 p.m. The student must contact the

Financial Aid Coordinator, in order to coordinate a date and time for the appointment. The student may call or use their CNC student email to set up the appointment.

The following information is needed:

- Student Name
- CNC student ID number
- Telephone number
- Reason for appointment

A confirmation of the appointment will be sent to the student through the student's CNC email. This email will include above information, date, and cancellation instructions.

### **Confidentiality of Student Records**

The Comanche Nation College strictly follows the guidelines set in the Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students. These include:

- 1) The right to inspect and review their education records within 45 days of the day the college receives a request for access.
- 2) The rights to request the amendment of their educational records that they believe are inaccurate.
- 3) The right to consent to disclosures of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. An exception is disclosure to school officials within the college who have a legitimate educational interest.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Upon request the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Due to provisions mandated by FERPA the Financial Aid Office does not release information to anyone other than the student. The student must give written permission for the Office to release certain information to another person by completing *Consent to Release Information Form* available in the Financial Aid Office.

### **Information Sharing & the Family Educational Rights and Privacy Act (FERPA)**

All CNC employees working with financial aid (full-time, part-time and student workers) must go through FERPA training. The Financial Aid office recognizes FERPA guidelines in all of our policies and procedures. Our policies include:

- Student financial aid records may only be viewed by the student.
- Students are encouraged to be present when seeking information from the Financial Aid Office – parent may accompany them.
- Student must present a picture ID in the Financial Aid Coordinator’s office before being informed about their specific financial aid information.
- No dollar amounts or specific information is given over the telephone unless the student gives verbal permission to discuss dollar amounts or specific information over the phone.

### **External Disclosure**

The CNC Financial Aid Office only shares award information to an external agency only when written consent is given by the student. A student must complete *Consent to Release Information Form* for information to be sent to an external source. This form must be picked up and turned in at the Financial Aid Office. If written permission has already been given by the student and submitted to the external source the Financial Aid Office will request a copy of the external source(s) form(s) verifying that the student has given permission to release certain information to that external source. (For the Full FERPA Policy see the Privacy of Records- Family Educational Rights and Privacy Act Section in later section of this Consumer Information Guide)

## **TERMS AND CONDITIONS OF FINANCIAL AID**

### **Eligibility for Title IV Financial Aid**

A student must:

- Qualify to obtain a college education, either by having a high school diploma or General Educational Development (GED) certificate, or by having completed a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree program.
- Male students between the ages of 18 and 25 must be registered with Selective Service. Males who are exempt from the requirement to register include:
  - Those currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Born before 1960;
- Have a valid Social Security number ( In addition, students must meet one of the following to be considered a U. S. Citizen or National)
- Or be a U.S. Citizen and born in the United States or certain U.S. territories

- Completed a FAFSA, the College must have a current Institutional Student Informational Record (ISIR) on record in the Empower Student Information System to start the initial eligibility process.
- Sign certifying statements on the FAFSA stating the student:
  - Is not in default on a federal student loan.
  - Does not owe a refund on a federal grant.
  - Signs the requirement statement that he or she will use federal student aid only for educational purposes.
- Maintain Satisfactory Academic Progress (SAP) while attending Comanche Nation College. In compliance with federal regulations U.S. Department of Education (CFR 668.16 (e) & 668.34), Comanche Nation College has established and will apply the following standard of Satisfactory Academic Progress (SAP) to all degree seeking students. Federal and state regulations require recipients of federal, state and/or tribal financial aid to make Satisfactory Academic Progress towards a degree in order to remain eligible for aid.
- The policy provides that a student academic progress is evaluated at the end of each semester enrolled and be administered through the CNC Empower Student Information System.

The Pell Grant program does not require half-time enrollment, but the student enrollment status does affect the amount of Pell funding a student may receive. A student may receive Pell for a total of 12 payment periods of 600%, referred to as “Lifetime Eligibility Use.” Once the student has reached this limit, the student is no longer eligible to receive Pell funding.

### **CNC Additional Financial Aid Eligibility Requirements**

- Complete an application for enrollment;
- Submit a copy of a Driver’s License/State ID, Social Security Card;
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home -school completion.
- Meet CNC Admissions Policy Requirements

### **Undeclared Degree Seeking Students**

In order to allow students to explore their options and still receive a degree within the maximum time frame of 150% of the credit hours required to obtain a degree, a student may receive financial aid in an undeclared, degree seeking status, under certain conditions, if they have accumulated less than 15 hours at all institutions. Academic counseling is available to assist the student with declaring an appropriate major within that timeframe. Please consult with Student Services or an academic advisor to determine a major.

### **Aid Eligibility for Students Who Have an Associate Degree or Higher**

Students, who may have already earned an Associate Degree at CNC or an Associate Degree or higher from any other institution, must request permission to seek an additional degree at CNC. Current and transfer students should submit the Request to Receive Financial Aid with a

Previous Degree Form to the Financial Aid Office to determine aid eligibility. Copies of this form may be found on the college website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us), listed under Financial Aid Forms or may be requested from the Financial Aid Office.

### **Eligibility Notes and Citizenship Verification**

- The Comanche Nation College does not enroll students using “Ability to Benefit.”
- The Comanche Nation College does not enroll students simultaneously enrolled in elementary or secondary school.
- The Comanche Nation College does not enroll students who have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid. ( For further details see **Notice of Financial Aid Penalties for Drug Violations** in later section of this Consumer Information Guide)

### **Men exempt from Selective Service Registration Requirement**

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

### **For citizenship verification, an application must meet one of the following:**

- Be a U.S. Citizen or U.S. National  
A student is a U.S. citizen if they were born in the United States or certain U.S. territories, if they were born abroad to parents who are U.S. citizens, or if they have obtained citizenship status through naturalization. If an individual was born in American Samoa or Swains Island, then they are a U.S. National.

## **NOTICE OF FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS**

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The Central Processing System maintains a hold file of individuals who have received such judgment. All applicants are checked against this file to determine if they should be denied aid. This is separate from the check for a drug conviction via question 23 of the

FAFSA. Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1).

**Students Convicted of Possession or Sale of Drugs**

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for Title IV Federal Student Aid funds. The student self-certifies in applying for aid that he/she is eligible. CNC may verify this if there is conflicting information.

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when student was a juvenile, unless the student was tried as an adult. For further detail please visit with the Financial Aid Coordinator at the Comanche Nation College.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

**Table 1: Title IV Ineligibility for Drug Conviction**

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite Period
3+ Offenses	Indefinite Period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of loss of eligibility and the methods whereby the student can become eligible again.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1 or 2 offense); or when he/she successfully completes an independent qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- Successfully completing a rehabilitation program (as described below, which includes passing 2 unannounced drug tests from such a program);
- Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that he/she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, CNC will confirm the reported information in the event of conflicting information. When a student regains eligibility during the award year, CNC may award Title IV aid for the current payment period of enrollment. Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) and 20 U.S.C. 1091(r)(2).

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### **Procedures**

CNC Admissions process the admittance of students to the college. They make the determination if they are a regular student and in an eligible program.

All other eligibility requirements (other than SAP) are verified by U.S. E.D. when the student submits their FAFSA. Any discrepancies reported by the U.S. E.D. come to the school with the student's FAFSA information and are investigated by the Financial Aid Coordinator.

## **FINANCIAL AID APPLICATION AND FORMS**

The Free Application for Federal Student Aid (FAFSA) application information and instructions may be provided upon request in the Students Services Office and Financial Aid Office. All FAFSA applications submitted by students should include Comanche Nation College FAFSA school code: 042251.

Financial Aid is available at Comanche Nation College in the form of grants, scholarships, and tuition waivers. Due to the limited amount of funding availability certain financial aid programs, full time (12 credit hours or more) students with highest financial need will be given priority.

### **Financial Aid Application Process**

**Step 1:** Complete the Free Application for Federal Student Aid (FAFSA) form. Students may apply for the FAFSA online at <http://www.fafsa.ed.gov>.

- Enter information as accurately as possible
- Apply for and use your FSA ID (get it <https://fsaid.ed.gov/>).  
Please note: Students parents will need to apply for and use their own FSA ID if their information is required if they are classified as dependent.(Parents claim the student on their taxes)
- If student needs help, the CNC Financial Aid Office can assist or you can use the online chat assistance at <http://www.fafsa.gov> or call the U.S.

Department of

Education at 1-800-4-FED-AID

- Submit FAFSA

FAFSA information must be submitted each year to the U.S. Department of Education where it is processed to determine financial eligibility. This application will establish eligibility for federal grants. Other state and local programs may also use information provided by this application to determine program eligibility for student aid opportunities as well. Pell Grant availability and other financial aid funding are offered on a first-come first-served basis. Certain funds may be limited, therefore students are advised to apply and submit their FAFSA application early. Early priority consideration for submission for the state of Oklahoma is March 1st. Students with limited computer access for application processing may utilize the in the CNC computer lab and also computers available in the Student Services Office, which are available Monday-Friday, 8:00 AM to 5:00 PM

\*Students will need to select Comanche Nation College school code on the FAFSA application: **042251**.

\*Dually enrolled Bacone/CNC students may select Bacone College FAFSA school code: 003147

**Step 2:** Students are notified via email by the Department of Education when their FAFSA has been processed. It is important to review this notification. If corrections are required, students will need to follow the required correction instructions provided or contact the CNC Financial Aid Office for assistance.

**Step 3:** Respond to all requests for information from CNC Financial Aid Office promptly and completely. The Department of Education will randomly select applications for verification information. Students may be required to provide copies of income tax returns, transcripts from prior colleges attended, and other documentation to determine eligibility. CNC Financial Aid Coordinator is responsible for reviewing student eligibility for financial aid, awarding funds, and monitoring continued eligibility. The Financial Aid

Coordinator will review applications and award aid in the order in which applications and all required verification submissions are completed.

## FINANCIAL AID PROGRAMS

### Scholarships

A number of Federal and state need-based, tribal, private, and American Indian scholarships are available. Other opportunities include: the American Indian College Fund, CNC scholarship and Comanche Member tuition waiver and discounts. For more information about other types of scholarships contact the CNC financial aid office or refer to the CNC scholarship resource guide located on our website.

- National Science Foundation (NSF)
- Native American Tuition Discount
- Comanche Nation Tribal Member Tuition Waiver
- Comanche Nation Office of Higher Education ( *when eligible*)
- Selected Tribe Specific Scholarships/Financial Aid and Bureau of Indian Affairs
- The American Indian College Fund Scholarships

### Loan Programs

Comanche Nation College will not participate in the William D. Ford Direct Loan Program and borrowing student loans is discouraged at CNC. CNC does not participate in any alternative loans and does not have preferred lender list or any preferred lender arrangements. For more in-depth information see the CNC Financial Aid Manual section located on our website at <http://www.cnc.cc.ok.us>.

### Grants

Grants are monetary awards distributed to students, based on need, according to household information provided on the FAFSA. Grants do not need to be repaid. Examples of available grants are:

1. Federal Pell Grant Program\*
2. Oklahoma Tuition Aid Grant (OTAG)\*
3. Oklahoma Promise\*
4. Tribal Programs

\*Denotes aid programs requiring enrollment in an accredited degree-seeking program. Requirements for other aid programs may vary.

**Comanche Nation College Financial Aid Office administers the following federal aid programs:**

- Federal Pell Grant

The Federal Pell Grant is designed to help pay college-related expenses. The exact dollar award is determined by Congress. Institutional eligibility is determined by the student's enrollment status, the Expected Family Contribution (EFC), and the Cost of Attendance (COA) as calculated by congressional methodology.

The maximum Pell grant for full-time students for the 2016-2017 award year (July 1, 2016, to June 30, 2017) is \$5,815

Less than full-time enrollment will be prorated as follows:

- Three-Quarters Time: 9-11.5 hours
- Half-Time: 6-8.5 hours
- Less than Half-Time: 1-5.5 hours

### **State Aid Programs in Which Comanche Nation College Participates**

The Comanche Nation College Financial Aid office administers the following state aid programs:

Oklahoma Tuition Aid Grant (OTAG)

Oklahoma's Promise (OHLAP)

To receive financial aid for state programs students must:

- Enroll in classes in an eligible academic program
- Maintain minimum completion rate and GPA standards, and complete their academic program within financial aid limits, as outlined in the Comanche Nation College Satisfactory Academic Progress Policy.
- Attend classes on a regular basis. Financial aid will be adjusted if a student withdraws from, or are withdrawn from, all of their classes before completion of 60% of the semester, and they may owe a repayment of funds.
- Have not received financial aid from another school during the same term of enrollment.

### **Oklahoma Tuition Aid Grant (OTAG)**

OTAG is a need based grant for undergraduate students working on a degree or certificate at approved Oklahoma postsecondary institutions. Although a student may be otherwise eligible, the OTAG award may need to be reduced or cancelled to fit within total unmet need. For OTAG purposes the federal definition of need is applied (cost of attendance minus EFC equals need). Students must be Oklahoma residents per the OSRHE guidelines.

Students must file the FAFSA before the state deadline (March 1st). Oklahoma students who complete the FAFSA early prior to this deadline will be considered to have met early priority criteria. State funding is usually finalized around the end of May each year. The OTAG program, operated by the OSRHE, determines potential recipients based on applicant data received from the Federal Central Processing System.

The following steps occur in the determination of eligibility for OTAG awards:

- The OTAG program receives student data from the information provided on the student ISIR transmitted to CNC through Federal Central Processing System.

- OTAG applies its own analysis to student's data to determine potential eligibility.
- The OTAG program sends applicant rosters to the Comanche Nation College Financial Aid Office for eligibility checks to clear applicants for actual awards.
- Comanche Nation College Financial Aid Office checks all eligibility criteria for receipt of federal funds and Oklahoma residency before students can be cleared for further consideration by OTAG.
- Student award rosters are sent to the Financial Aid Office and the student is notified by OTAG. All awards are estimated and not final. Funding shortages may lead to awards being reduced or cancelled or the processing of awards may be suspended.
- Financial Aid Office reaffirms eligibility and gives final clearance for students to receive OTAG funds.
- The OTAG program works with the Office of State Finance to send funds to the Comanche Nation College. The Financial Aid Office makes final assessment of student eligibility before applying funds to a student's account.

Awards are based on student enrollment status of either full-time or part-time, the student must be enrolled in at least six credit hours at the Comanche Nation College. Awards are contingent upon students continued eligibility for Federal Title IV Aid. If a student's level of enrollment changes (full-time or part-time) or other eligibility factors are different from original data which was certified by Financial Aid Office to the OTAG program, student funds will be returned to be voided or a lesser amount will be applied to the student's account. This includes adjustments to reduce an over award of financial aid funds as required by federal regulations. OTAG awards may exceed need, but cannot exceed student's budget. CNC Financial Aid Office will adhere to requirements provided in the OTAG Handbook which may be referred to from the following link: <https://www.okhighered.org/admin-fac/FinAidResources/docs/otag-handbook.pdf>

For more information about OTAG student requirements and eligibility please see:

[https://secure.okcollegestart.org/financial\\_aid\\_planning/oklahoma\\_grants/oklahoma\\_tuition\\_aid\\_grant.aspx](https://secure.okcollegestart.org/financial_aid_planning/oklahoma_grants/oklahoma_tuition_aid_grant.aspx)

### **Oklahoma's Promise – Oklahoma Higher Learning and Access Program (OHLAP)**

Oklahoma's Promise provides a scholarship equivalent to all or part of tuition expenses for students who may have completed the programs requirements while in high school. Students must begin postsecondary education within three years of graduating from high school. The Oklahoma State Regents for Higher Education may award the Oklahoma's Promise benefits for a student's first semester or other academic unit of postsecondary enrollment taken more than three (3) years after the student graduates from high school or completes an educational program equivalent to high school graduation. All Oklahoma's Promise students in college must meet the CNC Satisfactory Academic Progress (SAP) requirements. If a student becomes ineligible for federal financial aid (such as Pell grants or student loans) for failure to make SAP, you will also not receive Oklahoma's Promise. This requirement applies to all Oklahoma's Promise students, even if the student is not currently receiving federal financial aid and regardless of the year the student started college. The SAP requirements include minimum GPA standards and minimum standards for completing courses in which the student enrolls. If a student is not familiar with the SAP requirements at CNC or if students may have specific questions, please contact the CNC Financial Aid Office for more details.

The following steps occur in order for student's to receive Oklahoma's Promise:

- Only students certified by the Oklahoma State Regents for Higher Education (OSRHE) as having completed the high school requirements are eligible for the Oklahoma's Promise.
- It is the responsibility of the student to notify the institutions financial aid office that he/she is eligible for the Oklahoma's Promise scholarship. This can be done by providing the Financial Aid Office with a copy of the students schedule for every semester enrolled.
- Students must begin postsecondary education within three years of graduating from high school. The scholarship is valid for five years or until the student earns a bachelor degree, whichever comes first.

Oklahoma's Promise students must:

- Meet the regular admissions requirement of the Comanche Nation College.
- Oklahoma's Promise scholarship will not be available the first summer college semester immediately following high school graduation.
- Oklahoma's Promise students must maintain good academic standing in college to remain eligible.

The Oklahoma's Promise award:

- Is calculated on the resident tuition cost only. There are no limits on the number of hours that the scholarship will pay per semester; does not include payment fees it is applied to tuition only.
- May be used with other forms of financial aid.
- Will be used as a resource and applied to a student's cost of attendance.

At the completion of the add/drop period each semester, CNC Financial Aid Office must submit a claim (billing invoice) to the Oklahoma State Regents for Higher Education (OSRHE), which contains the name, social security number, number of hours enrolled for the term, the tuition rate and the total amount claimed for the student (hours X tuition rate unless there is an over-award situation). After funds are received from the Oklahoma's Promise office, payments are applied to student accounts. The funds will be applied to any outstanding balances. If no student account balance is owed to CNC, the student will be issued a refund by the CNC Bursar.

For more information about Oklahoma's Promise please visit:

<http://www.okhighered.org/okpromise/>

### **American Indian College Fund Scholarships**

Comanche Nation College will participate in the American Indian College Fund scholarship program. Scholarships are available through the American Indian College Fund to CNC students who are Native American/Alaska Native. Students are eligible to apply for both the American Indian College Fund Full Circle Scholarship Program and the American Indian College Fund TCU Scholarship Program. The online application is available January 1– May 31 each year for the following school year. For example, online applications are that are accepted January 1–May

31 are considered for the school year starting in the fall of that year. Applications may be submitted for a limited time period after May 31, but will only be considered if additional funds become available at a later date.

Minimum general eligibility requirements for both scholarships include:

- U.S. citizenship
- Enrolled at Comanche Nation College (Full-time enrollment is required for the Full Circle Scholarship Program, but not for the TCU Scholarship Program)
- Registered as a member of a federal or state recognized tribe, or a descendant of at least one grandparent or parent who is an enrolled tribal member. (Alaska Natives may also use Native Corporation membership)
- Submission of a completed on-line application
- Minimum cumulative grade point average of a 2.0 is required for the Full Circle Scholarship Program, but not for the TCU Scholarship Program
- Complete and submit the on-line application during the fall and spring semester prior to the deadlines set by CNC and by the American Indian College Fund

The following information is **required** for the student's online application. Students will not be able to submit the application until all required sections are complete. Students can save your work and come back to complete it later if they wish. Once an application has been submitted they may not change information submitted.

- **Profile**—Be sure student contact information is accurate.
- **Full Circle Application** - Questions and three short answers that AICF evaluates to make awards.
- **Documents**—Required information to help AICF determine student eligibility

TCU Scholarship information will be posted on campus each semester and deadlines shall vary all students are required to complete a profile at:

<https://aicfstudents.civicore.com/index.php?action=userLogin>

For more information see the AICF website: [www.collegefund.org](http://www.collegefund.org) or for further details on how to apply students may refer to:

[http://www.collegefund.org/students\\_and\\_alumni/content/how\\_to\\_apply](http://www.collegefund.org/students_and_alumni/content/how_to_apply)

### **Institutional Aid Programs**

The Comanche Nation College Financial Aid Office administers the following institutional programs:

#### **Comanche Member Tuition Waiver**

The CNC Comanche Member tuition waiver is for enrolled Comanche members and descendant once removed. Students must have a CDIB from the Comanche Nation or prove descendency by showing a birth certificate and parent's CDIB. The Comanche tuition waiver can only be utilized for one CNC degree. Applications for the tuition waiver are available upon request from the Bursar, and in the Financial Aid Office. This waiver is subject to be only awarded to students who are non-Pell/ Title IV eligible. Students must apply and submit a FAFSA and be

determined to have been denied. Upon denial and submitting documentation of ineligibility students will be need to consult with the Vice President of Student and Academic Affairs, who upon review of documentation will on a case-by-case basis determine the eligibility for a tuition waiver. Upon being awarded if the case may be student is in student loan default the student must make progress within one semester at regaining Pell eligibility by seeking to amend default status.

#### Other Eligibility Requirements:

- Students must be an enrolled member or prove descent of the Comanche Nation. Students must present an original Tribal Enrollment Card to be copied and included in the application.
- Students must be currently enrolled in the Comanche Nation College.
- Complete the CNC Comanche Member Tuition Waiver Application every academic year.
- Non-degree seeking students taking a class for credit must earn at least 1 credit hour per semester with a minimum grade point average of 2.0.
- Degree seeking students must make Satisfactory Academic Progress (SAP). Refer to the later section of this Guide for the full SAP policy.
- The CNC Comanche Member Tuition Waiver will be limited to one Associates Degree awarded through Comanche Nation College.

#### **Policies**

Students who have a change in enrollment prior to the census date are reviewed by the Financial Aid Coordinator to see if revisions need to be made to their cost of attendance and award package.

#### **Procedures**

Before awarding any aid the Financial Aid Coordinator checks the enrollment status of a student on the Empower Student Information System. The Financial Aid Coordinator views the student schedule and makes corrections to the enrollment status as needed.

## **FINANCIAL AID FILE REVIEW**

#### **Free Application for Federal Student Aid (FAFSA) Verification**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education. Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The student Institutional Student Information Records (ISIR) is sent electronically to schools through the FAFSA Central Processing System (CPS). The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

In addition to verification, the Financial Aid Coordinator must review an applicant's file for match flags, comment codes, rejects or other comments or codes on the student's Institutional

Student Information Records (ISIR) The Financial Aid Office must also review subsequent Institutional Student Information Records (ISIR) for changes that may affect the applicant's aid eligibility. For these reasons, verification is considered under the broader process of file review.

If a student has been selected for federal verification, they will be asked to complete a Verification Worksheet provided by Comanche Nation College Financial Aid Office and must provide additional information before financial aid can be disbursed to the student account. The Comanche Nation College may select students for verification not selected by the Department of Education. (An institution shall require each applicant, whose application is selected for verification, to verify all of the applicable items specified in Sec. 668.56) The Comanche Nation College must verify information it believes is inaccurate and resolve any conflicting information. Once a student has been selected for verification the student is informed of the documents that are needed to complete their financial aid application through their student email account. One notification will be sent regarding verification unless requested by the student or parent. The verification deadline for submitting all documents needed to complete the process is 30 days from the time of first notification. All students are required to turn in the necessary documentation prior to being awarded financial aid.

### **Verification Tracking Groups and Required Information**

The Department uses Verification Tracking Flags to place an applicant selected for verification into one of five Verification Tracking Groups. The individual verification items that an applicant must verify are based upon the Verification Tracking Group (V1-V6) to which the applicant is assigned. CNC will collect the required documentation for verification tracking flags when necessary.

### **Acceptable Documentation & Forms**

Required documentation will vary from student to student based on several factors of student information provided by CPS generated from student FAFSA submissions, including: dependency status, income thresholds, and comment codes, reject codes, C Codes, and ISIR flags. The applicant must submit all required documents and forms to our office by the deadline stated in the notification. If the applicant fails to submit documentation in the specified time range, their application may go un-reviewed and may not be eligible for financial aid during that academic year of enrollment.

Acceptable documentation and forms include:

- Verification worksheets for dependent students.
- Verification worksheets for independent students.
- Tax Transcripts. Account transcripts (for those students/parents who may have filed an amended return and other situations).

Acceptable documentation for non-filers:

- Income earned from work.
- An individual that has not filed: under IRS rules or other applicable government agency rules, is not required to file a 2015 income tax return a signed statement

certifying that the individual has not filed and is not required to file an income tax return for tax year 2015 and the sources of income earned from work as reported on the FAFSA and amounts of income from each source for tax year 2015 that is not reported on IRS Form W-2. A copy of IRS W-2 for each source of employment income received for tax year 2015.

Once the form(s) and document(s) are submitted by the student to Financial Aid Office, the Financial Aid Coordinator enters the data into the Empower Student Information System. Data from the documents provided is entered for processing in order to calculate an award amount for financial aid to be offered to the student. If the verification process is incomplete, the student is notified by student CNC email of what may be missing and/or needed for completion.

### **Data Elements to be Verified**

All required data elements by the U.S. Department of Education are verified, including but not limited to:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Other untaxed income
- Income earned from work
- Household size
- Number in college
- High school completion status
- Identity/statement of educational purpose

### **Conflicting & Inaccurate Information**

Any conflicting information that is provided on any of the verification documents or verbally by the student will cause a change to be made to the student's ISIR by the Financial Aid Coordinator. If there is a substantial difference of conflicting information, additional documentation may be required from the student in addition to the required verification documents. Once all required documentation is received and the conflicting information can be resolved, the student's file can then be processed.

The Financial Aid Office also works with other departments on campus to verify student information provided on their FAFSA. If it is believed that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with their application, staff members will meet with the Financial Aid Coordinator to gather all information. Fraud is

then reported to the Office of the Inspector General through its website (<http://oig.hhs.gov>) or by phoning 1-800-MISUSED.

## FINANCIAL AID AWARDING AND PACKAGING

### Packaging Philosophies

CNC packages with a priority on grants and scholarships. CNC's priority packaging policy is as listed (*\*if student is eligible*):

- Federal Pell Grant
- Oklahoma Tuition Aid Grant (OTAG)
- Oklahoma's Promise (OHLAP)
- Comanche Member Tuition Waiver
- American Indian College Fund Full Circle Scholarships
- Tribal Scholarships

### Package Construction

All eligible students are awarded equitably and consistently within any federal, state, tribal and institutional guidelines. Cost of Attendance (COA) minus the student's Expected Family Contribution (EFC) equals need or Cost of Attendance (COA) minus the student's Expected Family Contribution (EFC) minus Expected Financial Assistance (EFA) equal need. This information is used when packaging financial aid.

The financial aid census date is the following work day after the **add/drop period** of each semester. Once the add/drop period is over, students are billed and packaged according to their enrollment status (Full time, 3/4 time, 1/2 time, 1/4 time). If a student has a valid ISIR with a valid EFC then that student will be packaged after add/drop according to their enrollment status at the time add/drop period ends. If a student does not have a valid ISIR, EFC, Correction (C) Codes, verification, or anything else that causes the student to not have a verified and valid ISIR and EFC then the student will not be packaged. Once the student completes verification, makes adjustments to resolve issues pertaining to their ISIR validity, the student will be packaged according to their enrollment status at the time of the valid ISIR and EFC.

### Over Awards

Over awards occur when a student's financial aid package exceeds their need. This can be caused by a variety of reasons:

- Change in enrollment prior to census date
- Scholarship posted after aid has been packaged

Financial Aid packages and awards must be adjusted or reduced (whenever possible) to eliminate an over award.

## **Overpayment**

An overpayment occurs when a student receives federal student aid funds in excess of his/her eligibility. This may be caused by student or institutional errors, unresolved over awards, interim disbursements, misreported information, miscalculated COA, payment to ineligible student, payment in excess of grant or loan, or failure to complete verification could cause an overpayment.

If an overpayment has been made due to an error on the part of the student then the student must repay amounts of \$25.00 or more. The Financial Aid Office will notify the student of the overpayment by mail and by their official school email requesting overpayment and informing the student that failure to repay or make satisfactory arrangements to repay will make him/her ineligible for Title IV funds. The Financial Aid Coordinator reports overpayments due to student error to National Student Loan Data System (NSLDS) within 30 days of determination. CNC will also refer overpayments of Pell of \$25.00 or more to U.S. Department of Education (U.S.E.D.) Debt Resolution Services.

If an overpayment has been made due to an institutional error then CNC must repay any amount to the U.S.E.D.

## **FINANCIAL AID PROFESSIONAL JUDGMENT**

### **Professional Judgment and Special Circumstances**

Professional Judgment is exercised as a Special Circumstance when one of the following exists for a Student/Spouse/Parent:

- Loss of job or change of employment
- Loss of untaxed income (i.e. Social Security Benefits, child-support, retirement or disability benefits)
- Divorce or legal separation
- Death
- Medical, dental or nursing home expenses not covered by insurance
- Unusually high child or dependent care costs
- Any other unusual circumstance the student encounters

For students selected for verification; the verification must be completed prior to any Professional Judgments. The Financial Aid Coordinator, on a case by case basis for students who were not selected for verification, can require verification of the student to more accurately address unusual circumstances that affect a student's/parent's ability to pay for educational expenses. Professional Judgments are performed by the Financial Aid Coordinator and reviewed by the Vice President of Student and Academic Affairs.

The *Professional Judgment Form* is available in the Financial Aid Office, and is also available to download from the Financial Aid Forms Section on the CNC website. Once forms are requested by the student the Financial Aid Coordinator has 3 business days to provide the form(s) to the student either in person, by letter, or by school e-mail. Once the student receives

the forms the student has five business days to submit the forms with required documentation to the Financial Aid office. If approved, the Financial Aid Coordinator makes adjustments to the student's account. The student is notified of the decision through their official CNC email as well as by letter. **All professional judgment decisions are handled by the Financial Aid Coordinator is final and cannot be appealed.**

### **Professional Judgment Adjustments to Cost of Attendance (COA) Allowance**

Increases to COA are determined on a case by case basis with acceptable documentation regarding:

- Costs associated with a specific major
- Child care expenses
- Expenses for Students with Disabilities

Students must meet with the Financial Aid Coordinator for an increase to be reviewed. The student must submit an itemized price list of additional supplies from the department chair. The Financial Aid Coordinator evaluates and, if approved, an increase will be made to the COA Miscellaneous & Personal line item. For childcare expenses students must submit a signed statement from the childcare provider that indicates the amount of childcare that is paid monthly/annually. The Financial Aid Coordinator evaluates and, if approved, an increase will be made to the COA Miscellaneous & Personal line item.

A student is considered to have a disability if he/she has a physical or mental impairment that substantially limits a major life activity. In this situation the student must meet with the Financial Aid Coordinator and provide documentation of special services, personal assistance, transportation, equipment or supplies that are reasonably incurred and not provided by other agencies. The Financial Aid Coordinator evaluates and, if approved, an increase will be made to the COA Miscellaneous & Personal line item. All decisions are final and cannot be appealed. The student is notified of the decision through their official CNC student email as well as by letter.

### **Professional Judgment Consideration regarding Dependency Overrides**

On a case-by-case basis the Comanche Nation College will consider a change in dependency status should the student provide documentation of an unusual circumstance, not addressed in the Higher Education Act (HEA) and reflected on the FAFSA. According to Section 4870(d)(2), CNC may accept a dependency override used from another institution.

Examples that do not constitute unusual circumstances, individually or in combination are:

- Parents refuse to contribute
- Parents are unwilling to provide information
- Parents do not claim the student as an income tax dependent
- Student demonstrates total self-sufficiency

Examples that may constitute "unusual circumstances" are:

- Student's voluntary or involuntary removal from parents' home due to an abusive situation that threatened the student's safety and/or health.
- Incapacity of parents such as incarceration, a disability or a mental or physical illness.
- Inability of the student to locate the parent(s) after making reasonable, documented, efforts.
- Other extenuating circumstances sufficiently documented by a signed letter from a third party may include:
  - Counselors or teachers
  - Clergy
  - Community group
  - Government agencies
  - Medical personnel
  - Courts, prison administrators
  - Relatives, friends, or the student in cases where third party documentation cannot be obtained

A student must pick up the *Dependency Override Form* from the Financial Aid Office and meet with the Financial Aid Coordinator who will then determine if completion of a Dependency Override is warranted. The student must submit the form along with a typed statement, appropriate documentation, or a statement supporting any of the examples above. Dependency Override approvals are evaluated by the Financial Aid Coordinator; all decisions are final and cannot be appealed.

Students who are changed to independent must meet with the Financial Aid Coordinator and submit a *Dependency Override Form* each year indicating that their family situation is unchanged. The student is notified of the decision through their official CNC email as well as by letter.

### **Professional Judgment for Unusual Enrollment History (UEH)**

Unusual Enrollment History flags on student ISIRs must be researched and determined if the student is eligible for further Title IV aid. According to GEN 13-09 the U.S.D.O.E. reviews Pell Grant disbursements within the last three completed award years. If a student received Pell at multiple schools during those three years and is flagged for UEH the Financial Aid Coordinator must resolve the issue.

The Financial Aid Coordinator will notify the student(s) who may have been selected for UEH by mail and their CNC student email. The student(s) must go the Financial Aid Office and request *Unusual Enrollment History Form*. (This form is also available on the CNC website under Financial Aid Forms section) The student must complete this form and turn it in with all additional/supporting documentation required so that the Financial Aid Coordinator review documents and determine a professional judgment. All judgments are made by the Financial Aid Coordinator, are final, and cannot be appealed. The student is notified of the decision through their official CNC email as well as by letter.

## **FINANCIAL AID DISBURSEMENTS**

### **Disbursements and Disbursement Methods**

The Financial Aid Office posts Title IV funds to the student's account in coordination with the CNC Bursar who will then process and disburse the funds to the students. The Bursar issues refund checks for credit balances to the students. Comanche Nation College uses the date of disbursement as the census date.

All school charges are deducted from the financial aid and if a credit balance remains, the student is issued a refund. All refunds are processed by the Bursar. Once this process is complete checks are mailed to the student based on the current address or available for pick up. It is the responsibility of the student to keep their mailing address updated with the CNC.

### **Disbursement Dates and Schedules**

Disbursement dates are set by the Financial Aid Coordinator prior to the start of each survey. He/she coordinates with the Bursar/Business Office so that the student refunds are timely.

The Financial Aid Coordinator starts posting funds to student accounts 30 days after the start of each semester. Following the first disbursement the Financial Aid Office will award student's weekly as students complete their verification. Awards will be posted in the middle of the week. The Business Office will disburse the funds the following day, unless it is a Pell disbursement. For Pell, the Bursar disburses the funds the date of the anticipated disbursement set on the COD file. The Bursar will process refunds as necessary.

For more information about credit balances see the Credit Balance Policy in the Bursar in a later section of this Guide.

## **PAYMENT OF ACCOUNT**

### **Bursar**

The Bursar Office at the Comanche Nation College (CNC) handles activities dealing with student accounts. This includes processing payments, account credits, billing tuition and fees, processing miscellaneous charges, manual account adjustments, publication of monthly billing statements, processing inter-fund transactions, and processing student refunds. The Bursar's office also provides related customer service while monitoring and managing student account compliance and collection. The Bursar can be contacted at:

Bursar Office, Room 27

Phone: (580) 591-0203 Ext. 104

Fax: (580) 591-0217

Office hours: Monday through Friday, 8:00 AM to 5:00 PM.

Payments may be mailed to the CNC-Bursar's office, 1608 SW 9<sup>th</sup> Street, Lawton, OK 73501. Methods of payment accepted are cash (do not mail cash payments), checks, or money order. Mailed payments should include the student ID number. Payments by check that are returned

insufficient will be charged back to the student account. A \$30 insufficient check fee will be assessed on all returned checks.

### **Payment Plan**

As a service to our students, CNC offers the availability of a payment plan for balances on their student billing account. Students will need to apply to for this service each semester at the Business Office. Students must enroll in the payment plan program each semester. Failure to pay an installment with 10 days of the due date may result in the termination of the payment plan. The Payment Agreement Application may be provided upon request from the CNC Bursar.

### **Tuition/Fee Reversal Policy**

Tuition/Fee reversals are made to those students who withdraw completely from CNC. Total tuition/fees will be reduced by: 100% if proper withdrawal is made during the Add/Drop period; No reduction will be made after the Add/Drop period. Tuition/Fee reversals will also be made for individual courses dropped within the Add/Drop period. Students who enroll in a course(s) and do not attend/participate by the conclusion of the Add/Drop period will receive an administrative withdrawal and will not be billed for the course(s). Students who may drop a course(s) after the Add/Drop period will be charged for the course(s).

### **Refund Policy**

Students with courses scheduled to meet less than the full sixteen-week semester will have adjusted add/drop periods based on the beginning date and length of those courses. Comanche Nation College calculates a refund of tuition and fees based on requirements mandated by the Oklahoma State Regents for Higher Education. A student who withdraws from any course(s) within the duration of payment period on or before the published add/drop date will receive a full refund of tuition and fees. After the add/drop date, no refund will be issued the college shall withhold 100% of tuition and fees. The policy for tuition and fees refunds is as follows:

- If classes are dropped before or on the end of the add/drop date, one hundred percent (100%) of the money will be refunded with no charge.
- If classes are dropped after the add/drop date, one hundred percent (100%) of the charges will be assessed, therefore no refund will be issued.

*This policy is subject to change at any time, and without prior notice*

### **Credit Balance**

The Bursar's Office is responsible for making payment to students for all credit balances. Upon possible determination of which a student may have a credit balance on their student billing account, a refund check will be issued. A credit balance must be paid no later than 14 days after the date the balance occurred. Once a desired method of collection is determined, the credit balance may be disseminated to the student. In the event that one occurs, the Bursar's Office will notify the student by mail and via student CNC email, providing options for collection of the return. Refund checks may be made available upon request for disbursement in the Bursar's Office. If a student does not pick-up his/her check within 21 calendar days of original

notification, the student forfeits that money, and the funds will be returned to U.S.D.O.E. or the location of origination.

## **1098-T**

Prior to of sending out 1098-Ts a W-9S is sent to those students that have not provided the Comanche Nation College (CNC) with a Social Security Number. W-9S' are sent out at the end of October each year. A W-9S is a request, by CNC, that a student provide a Social Security Number. Students do not have to provide CNC their Social Security Number; however, the Internal Revenue Service requires that the school make the request. The W-9S form is to be obtained from the IRS website.

Following the first of every calendar year, the Comanche Nation College (CNC) Bursar's Office is required to submit a 1098-T form, Tuition Statement, to the federal government for all non-exempt students. The calculations for qualified tuition and fees include payments made from January 1 through December 31 of the previous calendar year. **See the Department of the Treasury's most current "Instructions for Forms 1098-E and 1098-T: Student Loan Interest Statement and Tuition Statement" for specific instructions on calculating and completing the 1098-T form.**

CNC is required to provide all students with a copy of the 1098-T form. Students will have the option of receiving a hard copy of the 1098-T to be sent to his/her permanent address by January 31 of each year.

The 1098-T form provides information on the qualified tuition/fees billed and the scholarship/grant amounts that have been applied to a student account. This information can be used to determine eligibility for certain educational tax credits and is NOT to be used to calculate the amount of scholarship/grant aid that is taxable. The IRS website is useful for additional information regarding Form 1098-T.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

In compliance with federal regulations U.S. Department of Education (CFR 668.16 (e) & 668.34), Comanche Nation College has established and will apply the following standard of Satisfactory Academic Progress (SAP) to all students. Federal and state regulations require that recipients of federal, state and/or tribal financial aid make satisfactory academic progress while seeking a degree to remain eligible for aid. The policy provides that a student's academic progress be evaluated at the end of each semester enrolled and will be administered through the CNC Empower Student Information System. The SAP standard applies to all students within categories, e.g., full-time, part-time, undergraduate and educational programs. Although the standard is specifically applicable to students who intend and/or are currently receiving Title IV, HEA (Higher Education Act) Federal Student Aid (FSA) funding and it also applies to CNC students who do not receive federal financial aid but may be enrolled in the same program of study.

## Satisfactory Academic Progress Standards

Comanche Nation College SAP policy is comprised of three requirements:

- 1) Qualitative standard based on the cumulative Grade Point Average (GPA)
- 2) Quantitative standard based on Pace of Completion (PACE)
- 3) Quantitative standard based on maximum credit hours

Students must meet all three (3) requirements to maintain eligibility for federal financial aid. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The student's progress will be reviewed after each semester. The student will be formally notified by mail or student email if they fail to meet CNC SAP requirements.

Course incompletes, withdrawals, repetitions, transfers of credit from other institutions, and remedial courses will be calculated in the student's GPA and pace of completion.

1. **Qualitative Evaluation:** FSA standards require a 1.7 cumulative grade point average for the first 30 credit hours and a 2.0 cumulative grade point average for all hours beyond 30. These are the minimum GPA requirements as set by FSA regulations. Grade point average is calculated by dividing total number of grade points earned by the total credits attempted for courses with grades of "A", "B", "C", "D", or "F".

Grades of "A", "B", "C", "D", and "P" will count as completed courses in the percentage, and grades of "F", "AW", "NP", "NR", "I", and "W" "RA", "RB", "RC", "RD", "RF", "I", "AU", "AW", "NP" will count as incomplete courses and will count against the percentage of completion. Audit classes are not eligible for financial assistance and are not counted as hours attempted. Grades are posted online through the student's account at the close of each semester.

If the student does not meet the required cumulative GPA at the end of a semester, the student will be placed on SAP warning; however the student will remain eligible for financial aid during the warning period. At the end of the following semester if the student's cumulative GPA remains below the requirement, the student will be placed on SAP Suspension and will be ineligible for financial aid. The student may appeal the suspension due to extenuating circumstances.

2. **Quantitative Evaluation PACE:** Each student is required to successfully complete 67% of all credit hours attempted, which also include transfer hours. Grades of "A", "B", "C", "D", and "P" will count as successfully completed courses. Grades of "F", "AW", "NP", "NR", "I", and "W" "RA", "RB", "RC", "RD", "RF", "I", "AU", "AW", "NP" will be included in the total credit hours attempted but are not counted as successfully completed credit hours.

$$\frac{\text{Total number of credit hours successfully completed}}{\text{Total number of credit hours attempted (includes withdrawn courses)}}$$

All CNC coursework and accepted transfer credits will be treated as attempted credits, including developmental/remedial credits. Audit classes are not eligible for financial assistance and are not counted as hours attempted.

A student earning less than 67% at the end of a semester will be placed on SAP warning; however the student will remain eligible to receive financial aid for the following semester. If, at the next semester the student's completion rate remains below 67%, the student will be placed on SAP FSA funding suspension and will be ineligible to receive federal student for aid. The student may appeal the SAP status for extenuating circumstances.

- 3. Quantitative Evaluation: Maximum Credit Hours:** A program of study must be completed within 150% of the number of credit hours required for degree graduation or certificate completion to maintain aid eligibility. The 150% is measured on the basis of CNC credits attempted, regardless of program, and transfer attempted credits. For instance, if an associate degree program requires 64 credits for graduation, it must be completed within 96 attempted credits. ( $64 \text{ credits} \times 1.5 = 96 \text{ credits}$ ) Because academic programs credit hour requirements may vary, students should review the College Catalog for the precise number of credits required for a program then multiply the figure by 1.5.

Students who are required to enroll in developmental coursework may attempt up to 30 credit hours in developmental courses (per federal guidelines). The 30 credit hours in developmental courses will not be counted in the maximum time frame for the student's program of study.

If the number of attempted credits exceeds 150% of the active program requirements for graduation/completion, the student will be placed on SAP Suspension.

The student may appeal based on extenuating circumstances. A change of major may be provided as a reason during an appeal, although the number and timing of changes of major will be taken under consideration during an appeal review.

## **Financial Aid Status**

- **Financial Aid Eligibility**  
Students meeting all SAP standards are students in good standing with other requirements by policy which determines eligibility to receive financial aid.
- **Financial Aid Warning**  
Students not meeting SAP standards are eligible for one semester of federal student aid funding without an appeal and will be notified in writing that they are not making SAP. Students are placed on financial aid warning when they fail to meet the GPA and/or the completion rate standards. However, student will still be eligible to receive federal financial aid during the warning semester. Students must meet all

cumulative standards by the end of the warning semester or have financial aid eligibility suspended.

- **Financial Aid Suspension**

Students are suspended from receiving federal financial aid if they do not meet the GPA or cumulative completion rate by the end of the warning semester. Students are also placed on suspension for failing to complete their program by the established Maximum Credit Hours. Students on financial aid suspension will not receive any form of federal financial aid (grants). Federal financial aid eligibility may be reinstated for the next semester once all standards are met by the end of the semester under suspension. The Federal student aid suspension affects only Federal financial aid funds and shall not prevent a student from enrolling and paying for classes on their own.

- **Reinstatement**

Students not meeting Satisfactory Academic Progress who have had been previously placed on Financial Aid Suspension due to a low completion rate or GPA may enroll in subsequent semesters at his/her own cost. Federal financial aid eligibility may be reinstated once all SAP minimum standards are met. Students must notify the Financial Aid Office in writing of their intent to apply for federal financial aid funding again. The Financial Aid Office does not monitor academic progress of students who are placed on financial aid suspension.

- **Appeal Procedures**

If a student seeks to appeal financial aid suspension the student must submit the Financial Aid Suspension Appeal Form and all required documentation directly to the Financial Aid Office. The form is available upon request from the Financial Aid Office and on the CNC website listed under Financial Aid Forms.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: include: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide information as to why they did not meet SAP requirements and propose circumstances and evidence which will allow them to meet SAP standards of compliance by the end of the semester.

The *Satisfactory Academic Progress Appeal Form* is available upon request from the Financial Aid Office and also on the CNC website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us). A student may appeal the suspension of Federal Student Aid (FSA) funding eligibility based on extenuating circumstances. Appeals should be made in a timely manner but no later than the appeal deadline announced by the Financial Aid Office for each semester. Unless otherwise specified, the deadline is five calendar days from the start of the semester.

Appeal reviews will consider any prior appeals which have been submitted and approved; the thoroughness of documentation; GPA; course completion rate; length

of time until the program of study will be completed; changes of major; resolution of all extenuating circumstances; and an explanation of all semesters in which the student failed to meet standards.

Appeals are reviewed in the Financial Aid Office by a committee generally made up of 3 members of the CNC staff and/or faculty. Students will be notified in by mail and student email the appeal decision within two weeks of submission. Review and response time is dependent on the number and punctuality of the appeals submitted. All appeal decisions are final.

### **Appeal Decisions**

All decisions are final and written notification of the decision will be sent to the student. Appeals options available consist of the following:

**1. FSA Financial Aid Probation**

If an approved appeal places the student on Financial Aid Probation for a period of one semester only, and students must meet SAP standards at the conclusion of the probation semester. Student progress will be reviewed at the conclusion of the assigned semester. Failure to meet requirements will result in immediate cancellation of aid eligibility and future appeals may be denied.

**2. FSA Academic Plan Probation**

This probation is an approved appeal which requires students to not only meet SAP standards, but they must adhere to an approved academic success plan of their design with advice from an academic advisor. Typically, this will be applied to students who require more than one academic semester to meet SAP standards or students were suspended due to Maximum Credit Hours and near the conclusion of their program requirements. Students who do not follow their academic plan will not be eligible for FSA funding and subsequent appeals may not be considered. Students who withdraw without extenuating circumstances while on an Academic Plan will not be allowed to appeal until they have met all SAP requirements.

All students, who have withdrawn and/or choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave of absence.

**3. Denial of Appeal**

Denial of Satisfactory Academic Progress Appeal will determine the student to be ineligible for FSA funding. If an appeal is denied, students will only be able to appeal again after successful completion of one semester of full-time (12 credits) enrollment or two consecutive semesters of at least half-time (6 credits) enrollment. Successful completion requires a passing grade in the course(s) as required for the degree program or transfer credit. Enrolled courses must be required for the student's stated degree of study or a required pre-requisite or required developmental course. Successful completion will

not result in automatic reinstatement of eligibility as the entire academic history will be taken into account. Sometimes two (2,) (3,) or more semesters of successful completion are required to meet SAP or appeal standards. In some cases, students may never regain FSA funding eligibility at CNC.

### **Student Responsibilities**

1. Students on suspension and awaiting an appeal decision are responsible for arranging payment for courses.
2. As part of any appeal, students must explain why they failed to meet SAP standards and clarify what may have changed about their stated reason that will ensure it will not be a problem again and the student will be able to meet requirements.
3. Students must be registered in the proper academic program with the Registrar and follow the course requirements as outlined in the College Catalog.
4. Students are responsible for the completeness of their appeal. Appeal requests may be denied on the basis of an incomplete application, there is insufficient documentation to support the reason for the appeal, or the student fails to explain how the problem has been fixed.

### **Extenuating Circumstances**

Extenuating circumstances are situations beyond the student's control and created an undue hardship that caused the student's inability to meet satisfactory academic progress standards. Examples of extenuating circumstances include but are not limited to death of an immediate family relative, divorce, and injury, or illness, military obligation. Documentation must be provided.

The following reasons may not qualify as extenuating circumstances: the difficulty of a course; the teaching method or dislike of an instructor; promises to perform better in the future; immaturity or "did not know better;" the length of time since last attended; changing majors; and dropping a course to avoid a bad grade.

The SAP Policy is available in this Catalog and the CNC Student Handbook, and on the CNC website at <http://www.cnc.cc.ok.us>. A copy of this policy may be obtained from the Financial Aid Office. For further clarification of this policy, contact the Financial Aid Office.

### **Undeclared Degree Seeking Students**

In order to allow students to explore their options and still receive a degree within the maximum time frame of 150% of the credit hours required to obtain a degree, a student may receive financial aid in an undeclared, degree seeking status, under certain conditions, if they have accumulated less than 15 hours at all institutions. Academic counseling is available to assist the student with declaring an appropriate major within that timeframe. Please consult with Student Services or an academic advisor to determine a major.

### **Aid Eligibility for Students Who Have an Associate Degree or Higher**

Students, who may have already earned an Associate Degree at CNC or an Associate Degree or higher from any other institution, must request permission to seek an additional degree at CNC. Current and transfer students should submit the *Request to Receive Financial Aid with a Previous Degree Form* to the Financial Aid Office to determine aid eligibility. Copies of this form may be found on the college website [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us), listed under Financial Aid Forms or may be requested from the Financial Aid Office.

## **RETURN OF TITLE IV FUNDS POLICY**

In accordance with 34 CFR Sec. 668.22, any student at CNC who completely withdraws, is administratively withdrawn, cancels all classes or ceases attendance to classes will be subject to terms of the Return of Title IV funds policy pertaining to federal student aid of which the student has been in awarded for designated semester(s). When a student applies for financial aid, the student signs a statement agreeing to utilize the funds for educational purposes only. Title IV, HEA funds are awarded for class attendance during an entire payment period (semester), and the funds are intended to cover the student's educational and living expenses for the entire period. The federal government has set guidelines concerning students who completely withdraw from school. Any student making a complete official withdrawal, unofficial withdrawal (stops attending courses) or fails to receive passing grades in courses for the semesters and who may have received Title IV funding may be required to pay back federal student aid funds to the U.S. Department of Education.

Therefore, if the student withdraws before completing a semester, a portion of the funds they received may have to be returned, and they may possibly owe an overpayment. Comanche Nation College will calculate the amount of tuition to be returned to the Title IV Federal fund programs according to the policies listed below. The calculated amount of the Return to Title IV(R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations. The amount of Title IV, aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred CNC charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption they will attend school for the entire period for which the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. Comanche Nation College has 45 days from the determined student withdrawal date to return all unearned funds for which it is responsible. CNC will notify the student in writing if they owe a repayment.

The school must advise the student or parent they have 14 calendar days from the date of the written notification to accept a post withdraw disbursement. If a response is not received from

the student or parent within the allowed time frame or the student declines the funds, CNC will return any earned funds it is withholds to the Title IV programs. Post-withdrawal disbursements will occur within 90 days of the date the student withdrew.

This policy applies to students who withdraw officially, unofficially, or is dismissed from enrollment at Comanche Nation College. It is separate and distinct from the Comanche Nation College refund policy.

### **Official Withdrawal**

Students electively withdraw from their classes through the CNC Registrar. Students may also be administratively withdrawn. For more information regarding official, un-official and administrative withdrawals students may refer to the CNC College Catalog located at the website. Students who wish to completely withdraw are provided the withdrawal form upon request from the Registrar. Students are also recommended to consult with the Financial Aid Coordinator before proceeding. Once an *Official Withdrawal Form* has been processed by the Registrar, the dates and student withdrawal information are entered into the Empower Student Information System and are accessible to the Financial Aid Coordinator.

A student is considered to be officially withdrawn on the date the student notifies the CNC Registrar in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

- 1) Date the student provided official notification of intent to withdraw, in writing or orally, or
- 2) The date the student began the withdrawal process according Comanche Nation College records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information Comanche Nation College, will complete the following:

- 1) Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
- 2) Two calculations are performed:
  - i. The student's business account and attendance record are reviewed to determine the calculation of Return of Title IV, funds that the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department of Education Return of Title IV Funds Worksheets, scheduled attendance, and are based upon the payment period.
  - ii. Calculate the school's refund requirement.

- 3) The student's grade record will be updated to reflect their final grade.
- 4) Comanche Nation College will return the amount for any unearned portion of the Title IV funds for which CNC is responsible within 45 days of the date the student's official notice was provided. CNC will return "unearned" Title IV funds which may have been paid to CNC to cover the student's institutional charges (tuition and fees) received from Title IV grant programs. The student will be notified and billed for the amount the College returns. Payment arrangement must be made within 45 days from the date of notification.
- 5) Comanche Nation College will provide the student with a letter explaining the Title IV requirements:
  - i. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - ii. Any returns made to the Title IV Federal Student Aid program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, the student has then earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned.
  - iii. Advise the student of the amount of unearned Federal funds and tuition and fees the student must return to CNC, if applicable.
- 2) Comanche Nation College will supply the student with the outstanding student account balance due to the school and the available methods of payment. A copy of the completed worksheet, check, and letter will be kept in the student's file.

In the event during which a student decides to rescind their official notification to withdraw, the student must provide a signed and dated written statement that they will continue the program of study, and intends to complete the payment period (semester). Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Additional guidance for Official termination**

Students who fail to maintain satisfactory academic progress, fails to comply with the school's attendance, conduct policy, does not meet financial obligations to the school, or violates conditions stated in the Comanche Nation College Student Handbook, may be subject to termination and will be official withdrawn from school.

### **Unofficial Withdrawal**

In the event the school unofficially withdraws a student the Director of Academic or Vice President of Student and Academic Affairs must complete the *Official Withdrawal Form* using the last date of attendance as the drop date.

Any student who does not provide official notification of their intent to withdraw and is absent a substantial period of the semester such that thirty percent of the evaluative material for the course that has been missed, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

- 1) The Academics Office will make three attempts to notify the student regarding their enrollment status;
- 2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
- 3) The student's withdrawal date is determined as the date the day after sufficient period such that thirty percent of the evaluative material for the course has been missed;
- 4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
- 5) Comanche Nation College will calculate the amount of federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
- 6) Calculate the school's refund requirement;
- 7) Comanche Nation College Bursar will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's business office records.
- 8) If applicable, Comanche Nation College will provide the student with a refund letter explaining Title IV requirements:
  - i. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - ii. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that must return to CNC, if applicable.
- 9) Comanche Nation College will supply the student with the outstanding balance statement owed to CNC and shall include the available methods of payment. A copy of the completed worksheet, check, and letter will be kept in the student's file.

### **Leave of Absence**

Comanche Nation College does not have a student leave of absence policy.

### **Withdrawal before 60% of the semester**

Comanche Nation College will perform a Return of Title IV Funds to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds they were scheduled to receive during the period. The institution must still perform a Return of Title IV Funds to determine the amount of aid that the student has earned.

### **Withdrawal after 60% of the semester**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

### ***Example of Calculation for a credit hour school:***

1. Determined the percentage of Title IV aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days)
  - a.  $\frac{18(\text{completed days})}{118(\text{total days})} = 15.3\%$  of completed calendar days
  - b. 118 (total days)
2. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
3. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.
4. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.  
 $15.3\% \times \$2805.00 = \$429.17$  (Amount of aid earned by student)
5. Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:
6. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
7. When Title IV funds are returned, the student may owe a balance to the institution.

If a student has earned more aid than was disbursed, the institution must send written notification to the student to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date the school determines the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants.

### **Order of Return**

Comanche Nation College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional work sheet performed on the student's behalf will be available through the office upon student request. In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the Return of Title IV Funds is allocated in the following order:

- Federal Pell Grants for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

*Comanche Nation College does not offer:*

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent PLUS loans
- Direct PLUS loans
- 

### **Earned Aid Determination**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation may be requested from the CNC Financial Aid Office. The Financial Aid Coordinator will utilize the *Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program Worksheet* (the worksheet may be found for reference at <http://ifap.ed.gov/aidworksheets/attachments/2010IASGCreditHourFinal.pdf>) to perform the calculation of the return amount.

### **Post Withdrawal**

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a Post-withdrawal disbursement (PWD). Comanche Nation College Business Office may apply a PWD to a student's account to cover the student's institutional charges. Any amount not applied to institutional charges must be offered to the student as a direct payment.

For all other school charges, Comanche Nation College will need the student's permission to use the PWD. If the student does not give permission, the funds will be offered to the student. It would be in the student's best interest to allow CNC to keep the funds to reduce the student debt.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

Comanche Nation College's responsibilities in regards to Title IV funding is as follows:

- Providing student's information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV funds owed to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the Return of Title IV Funds calculations have been completed in which the student must return the unearned aid.

### **Time Frame for Returning an Unclaimed Title IV Credit Balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an Electronic Funds Transfer (EFT) is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

### **Overpayment of Title IV Funds**

Any amount of unearned grant funds a student must return is called an overpayment. The amount of grant overpayment a student must repay is half of the grant funds the student received or were scheduled to receive. The Student must make arrangement with Comanche Nation College or U.S. Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to Return of Title IV funds**

- Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for after determination of the Return of Title IV Funds calculation.
- Any notification of withdrawal should be in writing and addressed to the Registrar and Financial Aid Coordinator.
- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either of these notifications, to withdraw or to rescind request to withdraw must be made to the Registrar and Financial Aid Coordinator.

### **Refund vs. Return of Title IV Funds**

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that Comanche Nation College may have to return to you due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. Comanche Nation College may also charge the student for any Title IV program funds that they were required to return on student's behalf.

If a student is not aware of the terms of the Comanche Nation College Refund Policy is, a student may request a copy from the CNC Bursar or Financial Aid Coordinator.

### **CNC Refund Policy**

Comanche Nation College is required to calculate a refund of tuition and fees by Oklahoma State Regents for Higher Education as stated in the Catalog and Student Handbook published by the College. A student who withdraws from a payment period on or before the published add/drop date will receive a full refund of tuition and fees. After the add/drop date, there is no refund. The college keeps 100% of tuition and fees. The policy for tuition and fees refunds is as follows:

- If classes are dropped before the end of the add/drop date, one hundred percent (100%) of the money will be refunded with no charge.
- If classes are dropped after the add/drop date, one hundred percent (100%) of the charges will be assessed, and no refund will be processed.

### **Return of Title IV funds questions**

Questions regarding Title IV program funds may be directed to the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*This policy is subject to change at any time, and without prior notice.*

For the further details regarding Financial Aid please refer to CNC Financial Aid Policies and Procedures or the CNC website at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us).

## **ATTENDANCE**

Regular and punctual attendance is expected at Comanche Nation College. CNC acknowledges the relationship between attendance and both student retention and academic achievement. Any class and/or activity missed decreases an opportunity for learning to occur and could affect student success in the class. Attendance is required beginning with the first class meeting and students are expected to attend all classes. In case of absence, it is the student's responsibility to contact the instructor. Absences related to official school business are considered excused and the student is entitled to make up the coursework. In all other cases, the instructor will determine the effect of the absence on missed coursework. However, the student is solely responsible for contacting the instructor when a class is missed or an absence will occur. If an emergency situation arises and a student cannot attend class, it is expected that the student will contact the instructor prior to the class meeting in writing.

Class attendance and participation are essential to student success. In order to obtain credit, a student must attend at least 70% of the contact hours for the course. CNC reserves the right to administratively withdraw any student from an individual course that has missed 30% of the course material and/or contact hours. See Administrative Withdrawals (Section 4.3.2) to learn how attendance is related to unofficial withdrawal.

## STUDENT CODE OF CONDUCT POLICY

Comanche Nation College Student Code of Conduct is designed to set standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse, and multicultural society. CNC students accept responsibility to comply with the College's policies and expectations. CNC promotes the integration of traditional Native American values with all of its programs. The Student Code of Conduct establishes community standards and procedures necessary to maintain and protect an environment conducive to learning and in keeping with the mission and educational objectives of Comanche Nation College. CNC expects students to respect the rights and property of the CNC community. In keeping with this spirit, students are expected to conduct themselves in an ethical and respectable manner.

The Student Code of Conduct applies to inappropriate behavior on campus and at college activities. It may also apply to student actions off campus that adversely affect the college community or CNC educational goals and objectives. Failure to be informed will not excuse inappropriate behavior as it relates to the policies. Inappropriate behaviors include, but are not limited to the following: swearing, obscene language or gestures, threatening physical aggression, verbal aggression, unreasonable noise or other actions that make others feel uncomfortable. In addition, students must also abide by tribal, federal, and state laws. Failure to uphold the Student Code of Conduct may result in disciplinary sanctions. In accordance with the Student Code of Conduct policy and procedures, students will be formally notified of their rights and responsibilities. Law enforcement will be called in as necessary for non-compliance. For more information, see the Student Code of Conduct Policy and Procedures in the CNC Student Handbook.

### Definitions

For purposes of Policy and Procedures for Student Code of Conduct, the following definitions apply:

- The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information regarding admission, readmission, and academic appeals of petitions.
- Cheating in the instructional setting is the unauthorized use or exchange of information by students in meeting academic standards or requirements. Examples include but are not limited to the following:
  - copying other's work during an examination
  - using unauthorized notes or aids during an examination

- taking an examination for another student
- collaboration with any other person during a test without instructor authorization
- unauthorized assistance on a take-home examination
- arranging for another student to take an examination
- attempting to obtain, or knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unreleased test or information about an unreleased test
- bribing any other person to obtain an unreleased test or information about an unreleased test
- submitting substantial portions of the same work for credit in more than one course, without consulting the instructors
- submitting research and assignments prepared by others e.g., purchasing the services of a commercial term paper company
- altering or forging an official college document.
- **Plagiarism** is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes but is not limited to quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for academic requirements; submitting a paper purchased from a term paper service as one's own; submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of cheating.
- **Hazing** is an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

### **Scope of the Violations**

Behavior which occurs in the city of Lawton, Oklahoma, on College controlled property, or at College sponsored events/programs may violate the Statement. Behavior which occurs outside the city of Lawton, Oklahoma or outside College controlled property may violate the Statement only if the behavior poses an obvious and serious threat or harm to any member(s) of the College community. The Statement of Student Rights and Responsibilities is intended to incorporate other specific College policies by reference. These policies are: the Student Sexual Misconduct Policy, Technology Information Use Policy and related student policies. The Statement will be used to address violations of these policies only if the violation warrants a process or a sanction/intervention beyond what is available in these policies. In such cases, policy adjudicators (boards or panels) may take intermediate action regarding a complaint as defined by that individual policy; however, final resolution will occur under the procedures outlined in section of Disciplinary Hearing.

### **Student Rights**

- Students at Comanche Nation College have the same rights and protections under the Constitutions of the United States, the State of Oklahoma, and the Comanche Nation,

as other citizens. These rights include freedom of expression, press, religion, and assembly. The College supports and promotes student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the College community, students have the right to express their own views, but must also take responsibility for according the same right to others.

- Students have the right to be treated fairly and with dignity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital or parental status, political beliefs, amnesty or status as a covered veteran (herein called, “Protected Classes”). Comanche Nation College (CNC) in accordance with applicable federal (including the Indian Preference Act), state, local and Tribal laws, provides equal employment and educational opportunities (EEO) to all employees, applicants for employment, prospective and current students, guests, vendors, etc. without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital or parental status, political beliefs, amnesty or status as a covered veteran (herein called, “Protected Classes”). CNC expressly prohibits any form of unlawful harassment or discrimination based on Protected Class. (References: Equal Employment Opportunity Commission (EEOC) under Title VII of the Civil Rights Act of 1964 and Equal Educational Opportunities Act (EEOA) of 1974) and Indian Preference, Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5 and as applicable in the Consumer Information Guide. The College has a tradition of commitment to pluralistic education reflected in our statement to not unlawfully discriminate on the basis of protected group status.
- Students have the right to be protected from capricious decision-making by the College and to have access to College policies which affect them. The College has a commitment to provide students with a balanced and fair system of dispute resolution. Accordingly, students will not be deprived of the appropriate due process protections to which they are entitled. The College’s administrative procedures should not be equated with procedures used in civil or criminal court.
- Students have the right to expect certain practices of their instructors. These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scale and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's personal academic work, and protecting students’ intellectual freedom.
- Students have the right to file complaints. Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues (See section Student Complaint). If any individual has a concern about sexual harassment, see Human Resources Coordinator or with any College administrative officer to discuss your concerns and identify possible courses of action. Learn more about sexual harassment

and how to receive immediate help at the (See section Sexual Misconduct and Assault Policy in Annual Campus Crime and Safety Awareness Report).

### **Student Responsibilities**

Along with rights, students have responsibilities. Students at the College shall conduct themselves in a manner consistent with CNC's mission as an educational institution. Any student who fails to conduct themselves in such manner violates this code and a disciplinary sanction may be imposed.

Responsibilities include but are not limited to:

- Abide by the Student Code of Conduct and by the Student Handbook.
- Contribution to an atmosphere conducive to learning.
- Respect for the diversity of all people and the rights of others in the CNC community.
- Honest reporting of financial needs and capacities when seeking financial aid. All students have the responsibility to meet their financial obligations, including payment of tuition.
- Honest reporting of illegal activities or violations of college policies to appropriate staff.
- Informing CNC of current address and telephone number.
- Checking CNC email and on-campus mailboxes for CNC related mail.
- Cooperation with school administration during the investigation of a policy violation.
- To be responsible for making sure that they will complete their degree requirements
- Students seeking Financial Aid must annually read and adhere to all policies set forth in the Financial Aid Handbook.

### **Expectations and Prohibited Conduct**

The following types of behavior have been identified as inappropriate, and a violation may result in disciplinary action including suspension or expulsion. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the College or members of its faculty, staff, or student body, may be referred for disciplinary hearing.

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, alteration or use of college documents, records, instruments of identification with intent to defraud the college, facilitating academic dishonesty, and plagiarism.
2. Physically harming another person including acts such as killing, assaulting, or battering.
3. Engaging in sexual misconduct as defined by the College's Student Sexual Misconduct Policy (See Annual Campus Crime and Safety Awareness Report) Students who are reported to have experienced or engaged in sexual misconduct are subject to the resolution procedures outlined in the Student Sexual Misconduct Policy.
4. Hazing.
5. Stalking, harassing, or bullying another person--physically, verbally, or through other means.
6. Perpetrating domestic violence / intimate partner violence (as prohibited and addressed in the Annual Campus Crime and Safety Awareness Report).

7. Possessing, using, or storing firearms, explosives, or weapons on College controlled property or at College events or programs (unless approved by the President; such approval will be given only in extraordinary circumstances).
8. Tampering with fire or other safety equipment or setting unauthorized fires.
9. Illegally possessing or using alcohol.
10. Illegally distributing, manufacturing, or selling alcohol.
11. Illegally possessing or using drugs.
12. Illegally distributing, manufacturing, or selling drugs.
13. Intentionally and falsely reporting bombs, fires, or other emergencies to a College official.
14. Stealing, vandalizing, damaging, destroying, or defacing College property or the property of others.
15. Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the College, including unauthorized occupation of the premises (except for behavior that is protected by the College's policies on Academic Freedom, Freedom of Speech and Artistic Expression).
16. Making, possessing, or using any falsified College document or record; altering any College document or record, including identification cards.
17. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, email address, signature, or indicia of another person without proper authorization, or communicating under the rubric of an organization, entity, or unit that you do not have the authority to represent.
18. Failing to leave College controlled premises when told to do so by a police or security officer with reasonable cause.
19. Conviction, a plea of no contest, acceptance of responsibility, or acceptance of sanctions for a crime or civil infraction (other than a minor traffic offense) in state or federal court if the underlying behavior impacts the College community.
20. Misusing, failing to comply with, or jeopardizing Statement procedures, sanctions, or mediated agreements, or interfering with participants involved in the resolution process.
21. Violating College computer policies

### **I was accused of cheating in class—what are student's rights?**

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

### **If student believes he/she received a grade that they believe is unfair—what can be done?**

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

### **Disciplinary Hearing**

The following Disciplinary Hearing has been formed to hear cases based upon the severity of the violation; the student shall:

- The accused will be notified in writing of the Disciplinary Hearing.
- Have a Disciplinary Hearing with the Director of Student Services whom shall review fact finding evidence.
- The Director of Student Services will make a decision of Disciplinary Sanction imposed.
- This decision is documented in the private students' record located in Student Services.

**PLEASE NOTE:** The Vice President of Student and Academic Affairs may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary sanctions by CNC.

### **Disciplinary Sanctions for Student Code of Conduct Violations**

Disciplinary sanctions will be commensurate with the seriousness of the offense and may include separation from the college. Repeated violations justify increasingly severe sanctions. All implemented sanctions will be recorded in the private student records of the Student Services Office. One or more sanctions may be imposed.

### **Conduct Warning**

Conduct warning is a notice to students that their conduct has been questionable and that future breaches of conduct will be treated more severely. This warning will be documented in the private student records located in Student Services.

### **Conduct Probation**

Conduct probation is a trial period during which students must behave in a manner acceptable to the college. The status of conduct probation is assigned for a specific period of time. While on conduct probation, students are encouraged to seek advice and counsel from appropriate college offices. Terms of probation can restrict the students' participation in extracurricular activity. The terms of probation involve a Conduct Contract. This action is a formal probationary status during which the student is removed from good standing at the College. This status is near suspension or expulsion from CNC.

The student may have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the College.

- Student will be ineligible to graduate until the student is returned to good standing.
- Student will be restricted from representing the College in any public performance or exhibit, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- Student will be ineligible to receive scholarships and/or or grants from the College with the exception of need-based aid.
- Any further violation of College standards while on probationary status means that a student is subject to suspension from the College.
- A student may be restricted from computer use privileges.

**For offenses which are deemed aggravating or a serious threat to the Comanche Nation College community, immediate suspension or expulsion are applied. If necessary, a Victim Protective Order (VPO) will be issued.**

### **Conduct Suspension**

Conduct suspension is an action which excludes students for a specific period of time from registration and/or class attendance. The privilege of the use of college facilities is withdrawn unless specific permission is obtained. Upon termination of the period of suspension, students shall be considered for registration in compliance with academic admission standards then in effect. If further incidents of misconduct are found after readmission; the student will face more severe consequences resulting in expulsion from CNC.

### **Conduct Expulsion**

Conduct expulsion is the permanent withdrawal by the President of the privilege of registration and class attendance. The privilege of the use of college facilities is withdrawn by this action.

### **Restitution**

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Business Office within 21 calendar days (three weeks) from the date the sanction is issued.

**Appeal Procedures**  
An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from the College to the student(s) found responsible for the policy violation(s). The student must show that one or more of the listed criteria in Step 2 of the Appeal Procedure are grounds for an appeal.

### **Steps to submit Appeal:**

1. Appeals must be submitted in writing to the Vice President of Student and Academic Affairs within five (5) Comanche Nation College working days of receiving the disciplinary Hearing decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following criteria as the reason for appeal and supporting argument(s):
  - a. The evidence presented at the previous hearing was not “sufficient” to justify a decision against the student or group.

- b. Evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing.
  - c. The sanction was too severe for the violation.
  - d. Improper notification of the Disciplinary Hearing.
3. The Vice President of Student and Academic Affairs will review the record of the original hearing, including documentary evidence. It is the Vice President of Student and Academic Affairs discretion to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original hearing officer for review/or reconsideration. If there is new evidence believed to substantially affect the outcome or evidence presented at the previous hearing was “insufficient” to justify a decision against the student or group, or a finding that a procedural error did occur, the matter may be remanded to either a rehearing of the entire matter or reconsideration of specific issues.
4. The final decision will be communicated in writing by the Vice President of Student and Academic Affairs to the appealing student. The decision will be communicated within five (5) Comanche Nation College working days of receiving the written recommendation.

The decision of the appeal shall be final.

## **CNC DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

The Comanche Nation College is committed to a standard code of conduct, which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises with any college sponsored activity or event on or off campus. The CNC will annually distribute the policies, procedures and penalties regarding these issues.

### **Alcohol/Drug Use**

Students may not distribute, transport, serve, possess or consume alcoholic beverages anywhere on CNC property. The possession or use of illegal or harmful drugs, hallucinogens or harmful narcotics is also prohibited.

### **Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace**

Comanche Nation College is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees on campus premises as well as any college sponsored activities or events on or off campus. The unlawful use of drugs or alcohol is inconsistent with the behavior expected of members of the CNC community. Violations of this policy may result in disciplinary action. CNC offers referrals to community outreach resources. For more details of this policy and procedure refer to the CNC Drug and Alcohol Abuse Prevention Policy located in the Staff Handbook, Section 5.23 and on the CNC website at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us).

## **TOBACCO-FREE CAMPUS POLICY**

CNC has established a Tobacco Free Policy consistent with the State of Oklahoma's Executive Orders 2012-01 and 2013-43. The policy is designed to prevent or reduce exposure of individuals to secondhand smoke, and to help reduce tobacco use among students and employees. The policy is not intended to be judgmental of individual lifestyle choice or to be punitive towards any individual or group.

This policy is subject to all applicable laws, regulations and recognized exceptions contained therein, including without restriction, an exception allowing tobacco use for religious or ceremonial purposes.

This policy applies to:

1. The use of all tobacco products including but not limited to electronic cigarettes and vaping devices are prohibited in any buildings or portion thereof owned, leased, or operated by the College, including, without restriction, any parking structure, in any vehicle owned or leased by the College, or on College grounds or campuses, including but not limited to public and non-public areas, offices, restrooms, stairwells, driveways, sidewalks, etc.
2. All persons on College grounds.

The sale of tobacco products, electronic cigarettes and vaping devices on College property is prohibited. Appropriate signage shall be posted strategically throughout the campus and in the College facilities and vehicles as a reminder of the policy. Any complaints, non-adherence, etc. should be brought to the attention of the campus Property and Procurement Coordinator or Human Resources. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to the disciplinary process. Fines may be imposed.

## **ANNUAL CAMPUS CRIME AND SAFETY AWARENESS REPORT**

The Annual Campus Crime and Safety Awareness Report is a guide to the policies and procedures that Comanche Nation College has implemented for the safety and security of the campus community in compliance with the Higher Education Opportunity Act of 1965 and the Clery Act. This disclosure is an annual campus crime awareness report as well as statistics for the previous three years. On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013, which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This amendment requires universities/colleges to additionally compile statistics for incidents of dating violence, domestic violence, sexual assault and stalking and to include certain policies, procedures and programs pertaining to these incidents in their annual security reports. On October 1st of every year, each enrolled student and employee at CNC (Comanche Nation College) is sent a copy of this annual report by electronic mail, directly by publication, website access at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us), or a combination of these methods. Prospective students and employees are also given the Annual Campus Crime and

Safety Awareness Report upon request. Please find the latest updates to the Consumer Information Guide, College Catalog, Annual Campus Crime and Safety Awareness Report, and the Drug and Alcohol Abuse Prevention Program at [www.cnc.cc.ok.us](http://www.cnc.cc.ok.us) for the latest updates of each report. Printed publications of each report are also located at CNC Room # 30 Student Services Office at 1608 S.W. 9th Street, Lawton, Oklahoma, 73501 or you may request that a copy be mailed to you by calling (580) 591-0203 Ext. 130. The incident log will be kept pursuant to the Annual Campus Crime and Safety Awareness Report is kept for public inspection at CNC Student Services Office, Room 30 at 1608 S.W. 9th Street, Lawton, Oklahoma, 73501.

## **FIREARMS, MUNITIONS, AND WEAPONS POLICY**

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the Comanche Nation College at all times except as specifically authorized. For purposes of this policy, firearms include, but are not limited to, the following: conventional weapons, from which a projectile is discharged by an explosive propellant charge; antique, replica, and inert firearms; compressed gas weapons; and spring-propelled weapons. For purposes of this policy, munitions include, but are not limited to, any projectile which incorporates a propellant charge and/or explosive contents.

**Firearms** are permitted on campus only under the following circumstances:

- In the possession or control of sworn law enforcement officers or properly licensed armed security guards employed by the College who are performing their assigned duties. The President must approve in advance the use or employment of armed private security providers.
- In the possession of personnel of active or reserve armed forces of the United States or the Oklahoma National Guard when in the performance of duties assigned by an authorized commander.
- As “starter pistols,” incapable of chambering or firing live projectile ammunition, for events. Starter pistols and blank ammunition shall be secured at all times when not in use, and shall be under the supervision and control of appropriate staff when in use.
- As construction equipment employing blank ammunition as a propellant for setting fasteners when used by and under the supervision of authorized and trained personnel.
- For use as a teaching aid, subject to the following conditions: Permission for such use must be granted by the President and prior written notice of the presence and secureness of the firearm on campus must be given to the President.

**Munitions** shall not be present with firearms when used in class. Any group desiring to use a firearm and/or munitions for ceremonial purposes on the campus will tender a request to the Vice President and President.

- For use during a public performance, subject to the following conditions:
- Firearms for use in public performances shall be rendered inoperable whenever discharge is not required as an integral part of the production.
- When discharge is necessary as part of a performance, blank ammunition shall be used. Blank ammunition is not permitted in weapons pointed at performers at any time during the production.

**Weapons** of any type present for a performance shall be kept secure or in the possession of a designated staff member at all times when not actively in use for display in support of the educational mission of the College. Such firearms must be inoperable and approved and secured by means acceptable by the President.

## **ANNUAL CAMPUS CRIME AND SAFETY AWARENESS REPORT**

In compliance with the Higher Education Opportunity Act (<http://www2.ed.gov/>) and the Clery Act published in the Handbook for Campus Safety and Security (<http://www2.ed.gov/>), the Comanche Nation College will annually publish a combined Campus Crime and Safety Awareness Report. This report is published in the Consumer Information Guide under Student Right-to-Know on the CNC website. The report will contain crime and fire statistics they have occurred within the past three years. The intent of the report is to notify all prospective students, current students, and all CNC employees of the crimes which may have occurred on or in the vicinity of the campus. The report will also provide information on CNC policies, procedures for reporting crimes, emergency notification, evacuations and program information. For more information visit the CNC website: the Consumer Information Guide, Higher Education Opportunity Act and Clery Act (<http://www2.ed.gov/>). This report shall be distributed each year to all aforementioned individuals via email and shall be published publicly on the CNC website and will be made available in hard copy format upon request.

## **FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

It is the policy of the Comanche Nation College to offer educational opportunities and experiences to all students enrolled at the college on the basis of individual merit without interference from illegal, arbitrary, or capricious acts or omissions. CNC will not tolerate discrimination against any student because of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital or parental status, political beliefs, amnesty or status as a covered veteran. CNC embraces and

commits itself and its faculty and staff employees to follow provisions of state and federal law prohibiting discrimination against persons with disabilities, including, but not limited to, the American with Disabilities Act ("ADA") and the Rehabilitation Act of 1973. Reasonable accommodations and support for students with documented disabilities are provided through the appropriate CNC offices. Students with documented disabilities are asked to make requests for services prior to the start of classes. It is the responsibility of the student to bring forth documentation of a disability before services can be initiated. CNC will take steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to, discrimination under the education programs or activities operated by the college because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. Auxiliary aids may include taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and action.

## **Definitions**

"student with a disability" is any student who:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- has a record of such impairment, or
- Is regarded as having such impairment.

"physical or mental impairment" includes, but is not limited to:

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "substantially limits" means:

- Unable to perform a major life activity that the average person in the general population can perform; or
- Significantly restricted as to the condition, manner or duration under which an individual can perform a major life activity as compared to the condition, manner, or

duration under which the average person in the general population can perform that same major life activity.

### **Academic Accommodations**

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Comanche Nation College recognizes the fundamental principles of nondiscrimination and accommodation in academic programs. Reasonable academic accommodations should NOT alter the objectives of a course. The purpose of the reasonable accommodations is to assure that the student has an equal opportunity to demonstrate his/her mastery of course material and to participate in the educational programs and activities offered by CNC. Reasonable academic accommodations to which a student may be entitled include changes in the length of time allowed to complete degree requirements, and adaptation of the manner in which specific courses or examinations are conducted.

The Student Services Office is the designated campus resource for verifying and coordinating reasonable accommodations for students with disabilities. The request will be reviewed on an individual basis. Students are required to submit documentation (issued within the last 3 years) before reasonable accommodations will be considered. These documents could include assessments, reports, and/or letters from qualified evaluators or professionals. Common sources of documentation are health care providers, psychologists, diagnosticians, and / or information from a previous school (e.g., accommodation agreements / letters, 504, or IEP documents).

Students must submit the information within 10 calendar days of enrollment to Academic Affairs. The Director of Academics will meet with the student to discuss the request. An *Academic Accommodation Verification Form* listing the appropriate reasonable accommodations will be provided via student email within 10 calendar days from the date of the request. It should be noted this request is only applicable for the current academic year and a new one must be submitted for the next academic year. If clarification of this information is needed, contact the Director of Academic Affairs at (580) 699-7229.

## **PRIVACY OF RECORDS- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if

the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, or student handbook) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

## **Recordkeeping**

The Family Educational Rights and Privacy Act (FERPA) set limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right to:

- Review their education records
- Seek to amend inaccurate information in their records
- Provide consent for the disclosure of their records

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.

## **Access**

- All files are the property of Comanche Nation College.
- CNC does not copy; fax, nor electronically scan files and their contents.

- Files are kept for a minimum of 15 years.
- Students are encouraged to keep their own records of attendance and grades. It is the student's responsibility to maintain copies of important documents: Enrollment Agreements, Financial Aid documents, written requests, SAP reports, etc.
- A school representative must be present during the review of the files; their intent is to clarify questions concerning these records.

### **Student & Parent Rights to Review Educational Records**

A school must provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. A school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records. While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

### **Prior Written Consent To Disclose The Student's Records**

Except, under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- State the purpose of the disclosure
- Specify the records that may be disclosed  
Identify the party or class of parties to whom the disclosure may be made
- Be signed and dated

If the consent is given electronically, the consent form must:

- Identify and authenticate a particular person as the source of the electronic consent
- Indicate that person's approval of the information contained in the electronic consent

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

### **Disclosures to School Officials**

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records.

*Disclosure may be made to:*

- Other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests
- To officials of another postsecondary school or school system, where the student receives services or seeks to enroll

If a school routinely discloses information to other schools where the student seeks to enroll, it should include this information in its annual privacy notification to students. If this information is not in the annual notice, the school must make a reasonable attempt to notify the student at the student's last known address.

### **Disclosures to Government Agencies**

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition— disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid. A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

### **Disclosures in Response to Subpoenas or Court Orders**

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

### **Documenting the Disclosure of Information**

Except as noted below, a school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.

### **FERPA Responsibilities and Student Rights**

**A school is required to:**

- Annually notify students of their rights under FERPA;
- Include in that notification the procedure for exercising their rights to inspect and review education records; and
- Maintain a record in a student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to:

- Inspect and review education records pertaining to the student;
- Request an amendment to his/her records; and
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

**Rights Under FERPA affords students certain rights with respect to their education records. These rights include:**

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- A student should submit to the Vice President of Student and Academic Affairs, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA.

The address of the Office that administers FERPA is:

Family Policy Compliance Office: U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **SAFEGUARDING CONSUMER INFORMATION**

CNC employees are responsible for protecting information that has been entrusted to CNC. Critical to this responsibility is ensuring the proper collection, access, use, sharing, and disposal of Personally Identifiable Information (PII). While exercising caution for all levels of PII is required, sensitive PII requires special handling because of the increased risk to an individual if the information is compromised.

This policy specifies the minimum standards that apply with regard to PII, including:

- How to identify PII and sensitive PII
- How to protect sensitive PII in different contexts and formats
- What to do if you believe sensitive PII has been compromised

### **What is the difference between PII and Sensitive PII?**

PII is defined as any information that can be used on its own or with other information to identify, contact, locate a single person as well as identify an individual in context. Sensitive PII is defined as information, which if lost, could cause substantial harm, embarrassment, or inconvenience to an individual. Proper precautions to protect this information as well are required:

### **Understanding the Context of the Information**

Always consider the context in which data is collected when making a determination whether data should be considered sensitive PII. An example would be a list of names collected. While names are typically considered only PII on their own, if the list itself identifies them in a manner consistent with the definition of sensitive PII, then this list should be considered sensitive PII. (ex: list of employees and their performance ratings).

### **Safeguarding Sensitive PII**

Always exercise caution with PII of any kind, however, extra steps should be taken when sensitive PII is handled. CNC Guidelines for properly collecting, accessing, using, sharing, and disposing of sensitive PII.

### **Collecting Only as Authorized**

Only collect sensitive PII as requested by supervisor or administration and have the legal authority to do so. If information is collected from the public, ensure that all paper or electronic forms or processes have been reviewed by the authorizing individuals to ensure a ‘minimum necessary’ is met prior to collection.

### **Limiting the Use and Accidental Exposure Risk of Sensitive PII**

Ensure sensitive PII is only accessed as is required for official duties, and that all measures are taken to mitigate potential points of access to sensitive PII.

### **Sharing Sensitive PII**

- If unsure a request of specific use is appropriate, please confirm with the Vice President of Student and Academic Affairs.
- If working with individuals who are not CNC employees (ex: contractors), a non-disclosure agreement must be on file prior to any access being granted.
- Browsing files containing sensitive PII for personal reasons is never acceptable.
- Sharing sensitive PII with another employee is authorized only when the needed information is related to his or her duties.
- If there is an external request for sensitive PII, notify the supervisor or director of the request prior to releasing any information.

### **Creating Extracts of Sensitive PII**

- Do not create collections of sensitive PII that are unnecessary or duplicate data that can be used to complete a particular objective or task.
- If such a collection is necessary, at a minimum protect computer-readable extracts by password-protection.
- If a hard copy print is needed, copy or extract data from a larger secured data set, limit the new data set to include only the specific elements required for completion of the objective or task.

Once the extracted data is no longer needed, dispose of the information properly (shredding or destroying all documents).

### **Securing Sensitive PII**

When handling sensitive PII, always attempt to limit the potential for unauthorized disclosure.

### **Electronic access/storage of PII**

- Sensitive PII should only be access through approved devices and applications.
- Personally owned devices should not be used in storing or hosting sensitive PII. While personal devices may be used to access PII, it must be done through approved methods and applications.
- Drives connected to office computers must be encrypted to ensure sensitive PII is secured while data is at rest.
- Computers able to access sensitive PII from public areas, such as reception areas, are required to maintain privacy at all times.
- While accessing sensitive PII, use a privacy screen to help protect from unauthorized users.
- Please return any failed drives containing sensitive PII to the Vice President of Student and Academic Affairs for proper disposal of data and devices.
- If a device stores, or has ability to access, sensitive PII, ensure the device is locked when not in use.
- For more information on approved devices and methods of access, encryption options, and general information on securing electronic PII, please contact the Vice President of Student and Academic Affairs .

### **Hard Copy PII**

Hard copies of sensitive PII pose a unique threat to security, the following practices should always be followed:

#### **Transporting Hard Copy PII**

- Authorization is needed prior to moving any documents containing sensitive PII being the workplace.
- Employees will not take Sensitive PII home or to any non-approved worksite, in either paper or electronic format, unless properly secured and authorized.
- Paper documents must be maintained and controlled by a CNC employee at all times; or locked in a secure container when not in use.
- Do not mail or send via courier sensitive PII on media of any type, unless that data is properly encrypted.

#### **Hard Copy PII in the office**

- Hard copy sensitive PII should never be left unattended and unsecured. Please take the following precautions as it pertains to sensitive PII:
- When not in use, physically secure sensitive PII in a manner to minimize risk. This can be accomplished by securing documents in a locked filing cabinet, drawer, cabinet, desk, or safe.

- When in use, sensitive PII can be momentarily (when leaving workstation, break, etc.) stored in a space where access control measures, such as a locked room or drawers, are deployed to prevent unauthorized access from individuals without a need to know. However, when not in use, documents should be stored in a manner described above.
- Take all precautions not send sensitive PII via fax machine. If at all possible, scan and email information to the individuals, as email is a far more secure media. If you do require sending information via fax, please notify the recipient prior to sending the information to ensure they are expecting it and will be responsible for retrieving it.

### **Emailing PII**

Please ensure that any sensitive PII that is delivered via email follows the guidelines in the Sharing sensitive PII portion of this document. If emailing sensitive PII to a recipient outside of CNC, be sure and include the information in an attachment, that has been secured and encrypted and provide the password separately to the recipient. This could be done via phone, another email, or in-person.

### **Storing PII on shared drives**

Sensitive PII should only be stored on network drives ('shared drives') if access to the information is restricted to comply with the guidelines in the Sharing sensitive PII section.

### **Traveling with PII**

Sensitive PII should be safeguarded at all times while traveling. To ensure this, please follow the guidelines listed below:

- If an employee must leave sensitive PII in a vehicle, the vehicle must be locked and out of sight. Never leave sensitive PII in a vehicle overnight.
- Do not store sensitive PII in an airport, train, or bus station public locker.
- Avoid leaving any device or other sensitive PII in a hotel room. If an employee must, be sure that it is locked in the overnight safe.
- At airport security, only place the device containing PII on the conveyor built once the belonging of the person in front of you have cleared the scanner. If an individual is delayed in security, maintain visual on your items until you are cleared to pick them up.
- Do not leave sensitive PII in checked luggage.
- If a device containing PII is lost or stolen, report it as a lost asset following CNC reporting procedures.

### **Incident Reporting**

A privacy incident is defined as data that has been lost, compromised, or accessed without authorization and can have an adverse action on identified individuals. The guidelines below need to be followed when assessing a privacy incident:

### **Procedure for Reporting a Privacy Incident**

- Immediately report all privacy incidents, or suspected privacy incidents to the Administrator on duty.
- If unavailable, or if there is a potential conflict of interest, report the incident to the Vice President of Student and Academic Affairs
- Detailed documentation of pertinent information and the actions relevant to the incident must be obtained and documented.
- The Vice President of Student and Academic Affairs is responsible for assessing, monitoring, and correcting the incident in a timely manner.
- Any alleged violations that may constitute criminal misconduct, or violation of policy, will be reported as part of the incident process as an addendum by the Vice President of Student and Academic Affairs if necessary and appropriate actions will be taken.
- The Vice President of Student and Academic Affairs will self-report any breach in the safeguarding of consumer information to the Department of Education within 10 days of notification of the incident.

When reporting a privacy incident, it is important that the incident is not, unknowingly, compounded, with further unauthorized disclosures. When reporting an incident, please follow the guidelines below: *Do not forward any compromised information when reporting the incident.*

- If the information is needed by the administration, or other authorized individuals, instructions will be given regarding whom to give it to as well as the proper information and method of delivery.
- If sensitive PII is detected in an email and a privacy incident is suspected, forwarding said information is in violation of Limiting the Use and accidental exposure risk of sensitive PII and should be avoided.

## **ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES POLICY**

### **Applicability**

This procedure applies to all users of Comanche Nation College information technology, whether or not the user is affiliated with Comanche Nation College and to all uses of those resources, wherever located. Comanche Nation College is not responsible for any personal or unauthorized use of its resources, and security of data transmitted on its information technology resources cannot be guaranteed.

### **Technology/Internet Use**

Students are required to sign an *Acceptable Use of Technology Agreement/Internet Use Permission Form* each academic year. These can be obtained in Student Services office. The CNC wireless internet code is available in the Student Services office as well.

CNC technology is intended for instructional use and school-related business. It is not intended for commercial, profitable, religious, or political. CNC technology is available for use so long as the use does not interfere with student or employee work, cause disruptions to the school or work environment, result in additional costs, or violate CNC policies or applicable laws. Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. Internet services are to be used in a responsible, efficient, ethical, and legal manner.

### **Acceptable use**

This procedure establishes responsibilities for acceptable use of Comanche Nation College information technology resources. College information technology resources are provided for use by currently enrolled Comanche Nation College students, administrators, faculty, other employees, and other authorized users. College information technology resources are the property Comanche Nation College, and are provided for the direct and indirect support of the College's education, research, service, student and campus life activities, administrative, and business purposes, within the limitations of available college technology, financial and human resources. The use of Comanche Nation College information technology is a privilege conditioned on compliance with policy, this procedure, and any procedures or guidelines adopted pursuant to this procedure.

### **Academic Freedom**

Nothing in this procedure shall be interpreted to expand, diminish, or alter academic freedom provided under CNC policy, or the terms of any charter establishing a college library as a community or public library.

### **Email Accounts**

Email is a mechanism for official communication within the Comanche Nation College community. The College has the right to expect that such communications will be received, read, and acted upon in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community. The Comanche Nation College Information Technology Department is responsible for directing the use of the email system. All account users must adhere to Comanche Nation College Policy.

### **Assignment of Student Email**

The Comanche Nation College provides official electronic email accounts which are created for all employees and admitted students. The College encourages the appropriate use of email to further its mission, as well as to engage in activities relating to instruction, research, clinical and public service, and management and administrative support. The official email address will be maintained in the Empower campus data base system. Official email addresses will be directory information unless the students request otherwise. Use of a personal Comanche Nation College internet account, once issued, is a privilege, not a right. Students are required to sign an Email Agreement Form found in the Student Services Department. CNC email will be the official form of communication between school officials and students.

### **Deletion of Student Email**

Student email accounts are de-activated after one year of non-attendance.

### **Expectations about Student and Employee Use of Email**

Students and employees are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. All users are responsible for errors, forwarding mail, or email returned to the College because of full mailboxes. These examples and instances are not acceptable excuses for missing official College communications.

### **Authentication for Confidential Information**

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty or staff member, or student.

### **Privacy**

Comanche Nation College cannot guarantee the privacy or confidentiality of electronic documents. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the 'reply' command during email correspondence.

### **Educational Uses of Email**

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official Comanche Nation College email accounts are being accessed, and faculty can use email for their classes accordingly. Users of computers and information technology resources are expected to be knowledgeable of and to fully comply with all aspects of the college's **Acceptable Use of Computers and Information Technology Resources Policy** which defines general standard and guidelines for use of the college's technology resources including email.

## **COPYRIGHT INFRINGEMENT POLICIES**

It is the policy of CNC to comply with the United States Copyright Law of 1976, as amended (Title 17, United States Code). All faculty, staff, and students of CNC are required to respect the proprietary rights of the owners of copyrights and refrain from actions that infringe the rights of copyright owners. Included in the CNC copyright infringement policy is the unauthorized peer-to-peer file sharing that may subject any person to civil and criminal liabilities. All departments are responsible for posting notices reflecting this policy at all photocopying stations that may be used for reproducing copyrighted materials (e.g., those in the library and in departmental copy rooms) and at or near all computer stations.

### **Copyright Notice**

"Copying, displaying, and distributing copyrighted works may infringe the owner's copyright. Any use of computer or duplicating facilities by students, faculty or staff for infringing use of

copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.”

### **Penalties**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The college will defend any faculty or staff member against a civil action alleging copyright infringement:

- Where the use is in accordance with the provisions of a valid software or database license agreement;
- Where the use is within Classroom Copy usage (see description below)
- Where the permission of the copyright owner has been obtained; or
- Where the Fair Use (see description below) of materials is permissible.

Otherwise, the faculty or staff member will be personally responsible for the defense of a civil action for copyright infringement. Students who are sued for copyright infringement are generally not entitled to a defense provided by the college. In addition, members of the college community who willfully violate this policy are subject to disciplinary action by the college up to and including termination, consistent with established college procedures.

### **Classroom Copy**

Brevity: copies should not constitute a substantial portion of the total work. Acceptable examples of brevity include:

- A chapter from a book.
- An essay, poem, or story from a collected work.
- An article, essay, poem, or story from a periodical or newspaper.
- A cartoon, chart, diagram, drawing, graph, or picture from a book, newspaper, or periodical.
- Cumulative effect: copies should not have a detrimental effect on the market.

Avoid:

- Copying an item for more than one course in the college.
- Copying more than one work from the same author.
- Making more than three copies from the same collective work or periodical volume during one class term.

Spontaneity: lack adequate time between the decision to use a work and the time needed to gain permission for its scheduled use. Reusing material cannot be considered spontaneous.

### **Fair Use**

The fair use provision of the Copyright Act (Title 17, [Section 107](#) of the U.S. Code) provides guidelines to determine whether a copyrighted work may be distributed or otherwise used without obtaining permission from the copyright holder. Fair use provides the legal basis for many educational uses of copyrighted materials. These guidelines apply to the use of copyrighted materials both for teaching and for research at CNC.

Four factors must be considered in determining whether a particular use is a "fair use":

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work. A use of a factual or scholarly work is more likely to be considered fair than is a use of a work that is predominantly expressive (such as a work of fiction or a dramatic film).
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. The smaller the portion used, the more likely the use is to be considered fair.
4. The effect of the use upon the potential market for or value of the copyrighted work. A use is more likely to be fair if it does not have a substantial negative impact on the market for the work.

Fair use determinations, however, always depend on the specific facts of the use. In each instance, all of the fair use factors must be considered, and there is no simple formula for determining whether or not a particular use is "fair." If a student has questions about whether a particular use is fair, please consult the CNC Librarian at (580) 591-0203 ext. 126.

### **File Sharing & Peer-to-Peer (P2P) Networks**

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multimedia (audio, video) files, documents, or electronic books. File sharing is not always illegal, but many people share files in a way that infringes on the legal rights of copyright holders.

Illegal use of copyrighted files and information can result in disciplinary action and loss of access to the campus network, and civil or criminal liability for violation of copyright law, including expensive court costs and fines. File sharing and P2P may open your computer to

serious security risks, because downloaded files can contain spyware, Trojans, and viruses that can spread to other computers at CNC and open your information to identity theft via password and information recording.

When you are using a P2P network, every other user around the world has the ability to access your hard drive. Many people are surprised to learn they can be held responsible even if they didn't intend to distribute files.

### **Civil and Criminal Penalties for Violation of Federal Copyright Laws**

CNC prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Institutional Disciplinary Action for Violation of Unauthorized Peer-to-Peer File Sharing**

Students who violate this policy will be subject to CNC Code(s) of Conduct and its standards. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to CNC or another user without permission is prohibited and will result in appropriate action.

#### **Procedure:**

- CNC reserves the right to discipline students for acts of misconduct as addressed in the Student Handbook.
- The Director of Student Services with input from the instructor and/or Vice President of Student and Academic Affairs will determine the appropriate disciplinary actions for such acts of misconduct; which may include: suspension, permanent termination, arrest, or other form of discipline as explained in the Student Handbook.

### **What Happens to Students Who Have Uploaded or Downloaded Illegally?**

When CNC receives a complaint from a copyright holder, the college will determine the registered user of the machine connected to the identified IP address at the time of the incident. If that user is a student, the identification information and the complaint are sent to Vice President of Student and Academic Affairs, which will work with the student to resolve the issue. Repeated offenses may result in disciplinary action and loss of access to the campus network and Internet.

**Legal Alternatives for Downloading Digital Content**

[Educause](#) lists legal downloading and streaming sites. Some are free, while others offer a free trial period, a modest subscription rate, or a charge per song, CD, or movie. Examples include Apple iTunes, Amazon MP3, Hulu, Netflix, and media outlets (like NBC or Fox).

## Student Body Diversity

**Integrated Postsecondary Educations Data System (IPEDS) 12-month Enrollment Overview**

The 12-Month Enrollment component collects unduplicated student enrollment counts and instructional activity data for an entire 12-month period. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment is estimated.

Undergraduate level instructional activity is reported in Credit hours.

Table 1: 12-month Unduplicated Count by Race/Ethnicity and Gender

Undergraduate students enrolled for credit	Men	Women
Hispanic/Latino	0	2
American Indian or Alaska Native	19	37
Asian	0	0
Black or African American	2	3
Native Hawaiian or other Pacific Islander	0	0
White	1	9
Two or more races	0	1
Race or ethnicity unknown	0	1
Totals	22	53
Grand total		75

Schools must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

- Male
- Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

Individuals can review the diversity of Comanche Nation College by going to the following web site address: [www.nces.ed.gov](http://www.nces.ed.gov). Select the location you wish to review then select enrollment to review the diversity of the campus.

Table 2.

Institution	Comanche Nation College OPE ID: 04225100	
Total Enrollment	75	
Transfer-in enrollment	*	
Student-To-Faculty Ratio	12:1	
<b>Student Characteristics</b>		
	Male	Female
Percentage Undergraduate	100%	100%
Percentage Full-time	*	*
<b>Percent by race/ethnicity</b>		
Race/Ethnicity	Male	Female
American Indian/Alaska Native	86%	70%
Asian	0	0
Black or African American	10%	5%
Hispanic/Latino	0	4%
White	4%	17%
Two or More Races	0	2%
Race and Ethnicity unknown	0	2%
Nonresident alien	0	0
<b>Percentage by Age</b>		
24 and Under	25 and Over	Age Unknown
32%	68%	0

\* This Information is not available at this time.

Table 3: 12-month Instructional Activity

Undergraduate Level:	Activity Totals
Credit Hour Activity	837
Calendar System	Semester
Calculated Undergraduate Student FTE 2014-15	69.75

Table 4: 12-Month Unduplicated Headcount and Full-Time Equivalent Students

Total Undergraduate unduplicated headcount	75
Total full-time (FTE) student enrollment	69.75

## Completion Totals

Completion of a degree is defined as fulfilling the academic requirements of the determined number of credit hours of a degree program.

The following completion totals were collected from the number of degrees and certificates awarded by field of study, level of award, race/ethnicity and gender. The reporting period for the completions totals was during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year; therefore, for this year's completion totals, the reporting period is between July 1, 2014 and June 30, 2015. The completion totals also includes collecting the number of students (e.g., completers) who earned awards between July 1, 2014 and June 30, 2015.

Refer to the following tables for completion data:

Completion/Graduation and Transfer-out Rates	
<b>School Name: Comanche Nation College</b>	
<b>OPE ID: 04225100</b>	
Number of students scheduled to complete	1
Number of students who actually completed	1
Number of students who actually completed and were eligible for employment	1
Number of eligible individuals employed in a field for which training prepared them	N/A
Length of longest approved program taught in 2013 or 2014 (P/T or F/T) in weeks	16 weeks
Completion Rate	100%

Table 5. Completions by Degree

Degree Program	Award Level	Gender	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Race/ethnicity unknown	Total
Native Languages	Associate's Degree	Men	0	0	1	0	0	0	0	0	0	1
		Women										
American Indian Studies	Associate's Degree	Men	0	0	0	0	0	0	0	0	0	0
		Women	0	0	0	0	0	0	0	0	0	0
Humanities	Associate's Degree	Men	0	0	0	0	0	0	0	0	0	0
		Women										
Natural Science	Associate's Degree	Men	0	0	0	0	0	0	0	0	0	0
		Women	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>Associate's Degree</b>	<b>Men/Women</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

Table 6. Completions by Gender

Total of Awards	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Race/ethnicity unknown	Total
Men	0	0	1	0	0	0	0	0	0	1
Women	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	0	0	1

Table 7. Completions by Age

By Age	Under 18	18-24	25-39	40 and Above	Age Unknown	Total
All Completers	0	0	1	0	0	1

Table 8: All Completers (Unduplicated Number of Students)

All Completers	Gender	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Race/ ethnicity unknown	Total
Unduplicated	Men	0	0	1	0	0	0	0	0	0	1
Student Count	Women	0	0	0	0	0	0	0	0	0	0
Total	Men/Women	0	0	1	0	0	0	0	0	0	1

Table 9: Gender of Completers by Level – Associate’s Degree

Total of Awards	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Race/ ethnicity unknown	Total
Men	0	0	1	0	0	0	0	0	0	1
Women	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	0	0	1

Table 10: Age of Completers by Level – Associate’s Degree

By Age	Under 18	18-24	25-39	40 and Above	Age Unknown	Total
All Completers	0	0	1	0	0	1

Table 11: Summary of Completions (Total Awards)

Award Level	Completions
Associate's Degree	1
Total	1

Table 12: Summary of Completers Data (Total Awards)

Gender	Completers
Men	1
Women	0
Total	1

## CNC Retention & Graduation Rates

Retention rates are derived from the cohort of first-time, full-time enrollment numbers of students beginning in the fall semester of an academic year. The retention rate is calculated by dividing the number of students who were enrolled following the fall semester by the number of students who were first-time, full-time in the fall semester.

Graduation is defined as successfully earning the required credit hours in a degree program within the time frame of 150% of the degree program length. CNC offers 2-year associate degrees therefore, 150% of 2 years equals 3 years. Graduation rates are calculated by dividing the number of student who graduated by the number of first-time, full-time students.

Table 15: First-Time/Full-Time Enrollment

Gender	Ethnicity	2012 Fall	2013 Fall	2014 Fall
Men	Native American	0	6	2
	Other	0	0	1
Women	Native American	0	3	4
	Other	0	1	1
Total		0	10	8

Table 16: Enrolled Following the Fall Semester

Gender	Ethnicity	2012	2013	2014
Men	Native American	0	1	1
	Other	0	0	0
Women	Native American	0	1	2
	Other	0	1	1
Total		0	3	4

Table 17: Retention Rate (Values of Table 16 divided by values of Table 15 equals the percentages.)

Gender	Ethnicity	2012	2013	2014
Men	Native American	0	16.6%	50%
	Other	0	0	0.0%
Women	Native American	0	33.3%	50%
	Other	0	100%	100%
Total		0	30%	50%

Table 18: Graduated (150%)\*

Gender	Ethnicity	2012	2013	2014
Men	Native American	0	0	-
	Other	0	0	-
Women	Native American	0	0	-
	Other	0	0	-
Total		0	0	-

Table 19: Graduation Rate (Values of Table 18 divided by values of Table 15 equals the percentages.)

Gender	Ethnicity	2012	2013	2014
Men	Native American	0	0	-
	Other	0	0	-
Women	Native American	0	0	-
	Other	0	0	-
Total		0	0	-

## **Transfer Out Rate**

Transferred out students are defined as students who transfer from CNC to another higher education institution without completing a degree. The transfer out rate is calculated by dividing the number of students known to have transferred out by the number of first-time, full-time cohort.

Table 20: Transfer-out Rate

\* Transferred out students are defined as students who transfer from CNC to another higher education institution without completing a degree. The transfer out rate is calculated by dividing the number of students known to have transferred out by the number of first-time, full-time cohort. At this time, the college is developing a tool to measure transfer-out rates of students. The CNC Official Withdrawal form will be updated to gather this data.

## **GAINFUL EMPLOYMENT**

Federal regulations require educational institutions to disclose certain information about Title IV eligible educational programs that lead to gainful employment in a recognized occupation (34 CFR § 668.7). The U.S. Department of Education (DOE) requires institutions participating in the federal Title IV student financial assistance programs disclose certain data regarding “Gainful Employment” as per U.S.E.D. definitions.

34 CFR 668.6(b)(2)(iv) regulations provide that institutions must use the Disclosure Template issued by the Secretary to provide the required GE disclosures. Institutions must use the output document produced from the GE Disclosure Template to meet the currently effective GE disclosure regulatory requirements no later than January 31 of every year.

*\*\*CNC offers two-year associate’s degree programs; is a public community college that is designed to provide students with the transfer credit hours that will be acceptable by a four-year college for transfer to a bachelor’s degree program thus making CNC a non-GE Title IV eligible program.*

## **CONSTITUTION AND CITIZENSHIP DAY**

The Consolidated Appropriations Act, 2005, requires educational institutions that receive Federal funds to hold an educational program on the United States Constitution on or about September 17th of each year. This provision applies to all educational institutions receiving funds from any federal agency. In accordance with this regulation, CNC complies with this requirement by planning, participating, and facilitating educational programs at the campus.

## **Procedures:**

- The Student Services Office will coordinate activities in compliance with the federal directive.
- CNC will observe Constitution Day on September 17th of every year. If the 17th day of September is on a non-school day, CNC will observe this mandate on the school day before or after the 17th as appropriate.
- CNC will observe Constitution Day with a variety of activities and resources promoting the study of the U.S. Constitution and citizenship throughout the campus. Below are different activities that CNC may implement to present and exhibit during the Constitution Day event:
  - Distribution of Constitution Booklet and Materials: provide pocket-sized (free) copies of the U.S. Constitution booklet and other Constitution Day materials to all students. (<http://constitutionbooklet.com/>)
  - Library Display of Constitution Books: CNC may have a Constitution Day display in the main area with a variety of books and other material related to the U.S. Constitution, along with locations, sources, and resources available to students for reading and/or study related to the Constitution.
  - Copies of all material, exhibits, and logs will be kept on file in the Student Services office for two years before archiving.

## **COMPLAINTS**

### **Equal Opportunity Statement**

Comanche Nation College (CNC) in accordance with applicable federal (including the Indian Preference Act), state, local and Tribal laws, provides equal employment and educational opportunities (EEO) to all employees, applicants for employment, prospective and current students, guests, vendors, etc. without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital or parental status, political beliefs, amnesty or status as a covered veteran (herein called, “Protected Classes”). CNC expressly prohibits any form of unlawful harassment or discrimination based on Protected Class. (References: Equal Employment Opportunity Commission (EEOC) under Title VII of the Civil Rights Act of 1964 and Equal Educational Opportunities Act (EEOA) of 1974) and Indian Preference, Title 25, United States Code (USC) 472, 472a., and 47; Title 25, Code of Federal Regulations, Part 5.

### **Discrimination and Harassment**

Persons who have complaints alleging discrimination based upon race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age (40 or older), religion, political beliefs, disability, or status as a veteran (together, “discrimination and harassment or retaliation”), may file their complaints in writing with the EEO/Human Resources. Where claims include sexual harassment, sexual orientation or gender discrimination, the entire process shall be processed through the procedures defined under Title IX. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation. For all internal complaints (i.e. student on student or student on employee) see the CNC Student Handbook for instructions on submitting those complaints to the proper personnel. All internal complaints will be addressed according to CNC policy. For external complaints that cannot be resolved by CNC administration such as a complaint concerning Title IV Federal funding or Academic Program Accreditation, please contact the following agencies.

### **U.S. Department of Education Student Complaint Links**

In compliance with the federal Department of Education regulations, follow these links for information regarding filing complaints.

#### **Office of Civil Rights (OCR) Complaint**

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

The Office for Civil Rights (OCR) enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the Department of Education (ED). Discrimination on the bases of race, color and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Title II prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance); and age discrimination is prohibited by the Age Discrimination Act of 1975. These civil rights laws extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries and museums that receive federal financial assistance from ED. Programs or activities that receive ED funds must provide aids, benefits or services in a nondiscriminatory manner. Such aids, benefits or services may include, but are not limited to, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment. OCR also enforces the Boy Scouts of America Equal Access Act, part of the Elementary and Secondary Education Act. Under this act, OCR can investigate complaints involving the denial of equal access or a fair opportunity to meet to, or discrimination against, any group officially affiliated with the Boy Scouts or affiliated with any other youth group listed in Title 36 of the United States Code, by a public elementary school, a public secondary school, or a state or local education agency that receives funds from ED.

## **Link for the Federal Student Aid Ombudsman Group**

<http://studentaid.ed.gov/repay-loans/disputes/prepare>

If you've completed the steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Contact the Ombudsman Group as a last resort. Make every effort to resolve your student loan problems before contacting the Ombudsman Group.

## **Link for the Office of Inspector General (OIG)**

<http://www.oig hotline.ed.gov/hotline/instruction.aspx>

To promote the efficiency, effectiveness, and integrity of the Department's programs and operations, we conduct independent and objective audits, investigations, inspections, and other activities. Anyone knowing of fraud, waste, or abuse of Department of Education funds should contact the OIG Hotline to make a confidential report.

## **U.S. Department of Education Principal Office Functional Statements**

[http://www2.ed.gov/about/offices/list/om/fs\\_po/fsa/program.html](http://www2.ed.gov/about/offices/list/om/fs_po/fsa/program.html)

Phone (202)-377-3173

The Program Compliance office is responsible for administering a program of monitoring and oversight of the institutions (i.e., schools (domestic and foreign), guarantors, lenders, and servicers) participating in the Department of Education's Federal Student Aid programs. The office establishes and maintains systems and procedures to support the eligibility, certification, and oversight of program participants. The office administers the Secretary's authority to assess liabilities, fine, suspend, terminate or take other actions against schools and serves as the initial arbitrator of such actions against guaranty agencies, lenders, and servicers. To accomplish this mission, the Program Compliance office is divided into the following Groups:

- School Eligibility Service Group
- Financial Institution Oversight Service Group
- Administrative Actions and Appeals Service Group
- Performance Improvement and Procedures Service Group
- Technical and Business Support Service Group

### **School Eligibility Service Group**

The School Eligibility Service Group (SESG) is responsible for administering a program of eligibility, certification, management improvement services, and oversight of schools, and their servicers, participating in the Department of Education Federal Student Aid Programs. This compliance program, which also includes financial analysis and audit resolution, is administered in accordance with policies and procedures established by the Performance Improvement and

Procedures Service Group and utilizing the automated systems and facilities developed and maintained by the Technical and Business Support Service Group.

To accomplish this mission, the School Eligibility Service Group is divided into the following School Participation Divisions (SPD) that specialize in the business processes necessary for managing accountability in campus administration of Federal Student Aid Programs. There are eight School Participation Divisions – seven for domestic schools and one Division that focuses on foreign schools responsibilities.

- New York/Boston School Participation Division
- Philadelphia School Participation Division
- Atlanta School Participation Division
- Chicago/Denver School Participation Division
- Dallas School Participation Division
- Kansas City School Participation Division
- San Francisco/Seattle School Participation Division
- Foreign Schools Participation Division

Each of the Regional Divisions has responsibility for the oversight and management improvement services of specific schools assigned to them. These Divisions have the following common responsibilities:

- Examines, analyzes, and makes determinations on the initial and renewal eligibility applications submitted by schools for participation in the Federal Student Aid program.
- Processes and maintains records of schools' Program Participation Agreements and notices of eligibility to participate in the Federal Student Aid program.
- Monitors schools and their agents through on-site and off-site reviews and analysis of various reports to provide early warning of program compliance problems and takes appropriate actions.
- Performs financial analyses and monitors financial status.
- Requests letters of credit and heightened cash monitoring actions.
- Manages and monitors missing/late audits and financial submissions.
- Schedules and conducts compliance initiatives reviews, as needed.
- Performs audit resolution.
- Identifies closed, bankrupt, and troubled schools and notifies appropriate Department of Education offices.
- Works with state agencies and accrediting agencies on closed schools and other issues.
- Identifies requirements for tuition recovery programs and coordinates the fulfillment of these requirements.
- Evaluates and acts upon the findings, conclusions, and recommendations produced by other FSA units, e.g., negative cash.
- Determines liabilities and/or recommends administrative actions.
- Works closely with and/or refers matters to the Office of Inspector General and Administrative Actions and Appeals Service and other offices.
- Collaborates with Performance Improvement and Procedures Service on the development and/or revision of policies and procedures.
- Reviews and updates pertinent institutional databases.

## Complaint Link to Higher Learning Commission

<http://ncahlc.org/HLC-Institutions/complaints>

Individuals interested in bringing an appropriate complaint to the attention of the Commission should take some time to compile a complete submission as outlined below. There is no complaint form.

- 1) Write a cover letter directed to the Commission containing a brief narrative of the facts of the complaint. In most cases, such a narrative need be no longer than a few pages.
- 2) Indicate in your complaint why you believe the issues raised in your complaint are accrediting issues. If possible, please review the Commission's Criteria for Accreditation on the Commission's Web site prior to writing this section. You should also indicate how you believe the Commission can assist you with this matter. Remember that the Commission cannot assist you in understanding your tuition bill, arranging for a refund of tuition, obtaining a higher grade for a course, seeking reinstatement to an academic program, etc.
- 3) Attach documentation to support your narrative wherever possible. (For example, if you make reference in your complaint to an institutional policy, include a copy of the policy with your complaint.) Helpful documentation might include relevant portions of the catalog, letters or email exchanged between you and the institution, learning agreements, etc.
- 4) A few reminders-- Please type your complaint or print very neatly.
  - i. Please do not use abbreviations or nicknames (e.g., NMS or USC or U of N).
  - ii. Sign and date the cover letter.
  - iii. Include contact information for future correspondence, with a street address.
  - iv. If you are writing on behalf of someone else (son/daughter or client), be sure to provide that person's consent in writing to allow you to communicate with the Commission on his/her behalf.
- 5) Mail the letter and its attachments to the Commission's office at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. The Commission does not have an online complaint system and does not accept complaints via email.

Please note that The Commission will not consider those complaints that are not in writing and do not contain the elements noted here. The Commission's complaint policy precludes it from considering matters more than five years old.

The Commission will acknowledge your complaint within thirty days of receiving it and let you know whether your complaint is complete and whether it raises issues that are related to accrediting requirements or whether it is an individual dispute outside the jurisdiction of the Commission's complaint policy.