

Sinte Gleska University

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STUDENT HANDBOOK



Revised: 07-2016

ADMISSIONS AND REGISTRATION

Admission Policy

Sinte Gleska University maintains an “open” admissions policy wherein any applicant who has earned a high school diploma or GED certificate may be accepted for admission. All students are required to submit a copy of a high school diploma or transcript or GED certificate prior to registration. In addition, all Indian students are required to submit an Abstract of Census Record, which is obtainable through the student’s home BIA Agency Office.

The Family Educational Rights and Privacy Act (FERPA) of 1974, Public Law 93-380 protects the above information. Under this Act the student has certain rights to privacy and the right to inspect, in summary fashion, his/her records upon reasonable request to the University officially holding those records. Students also have the right to give or withhold written consent to the release of educational records if they believe the contents are in error.

Sinte Gleska University is committed to a policy of non-discrimination in its employment practices, in the rendering of educational services to its students and its treatment of persons applying for admission to the University. The University will not discriminate on the basis of race, creed, color, national origin, sex, age or any other extraneous consideration not directly related to employment performance or students status.

Furthermore, the University will not deny access to an otherwise qualified applicant or student on the basis of the applicant’s or student’s mental or physical handicap. However, the University is a tribally-chartered higher education institution of the Rosebud Sioux Tribe and as such in the conduct of its employment program and some categorical grant programs, the University will give preference to otherwise qualified Indian applicants.

Admissions Procedure

Any person who wishes to be admitted to the University must complete and submit an enrollment application packet through the Registrar’s Office. This packet may be completed and submitted any time during the year.

Incoming freshman, high school waiver/dual enrollment students and in some cases, transfer students who demonstrate a less-than-average academic record (below 2.00 GPA), will be required to take the Accuplacer Test in order to analyze their strengths and weaknesses in the areas of English, Reading, and Math. The Accuplacer Test is not a determinant of admissions per se. Instead, the scores are utilized for student advising purposes and placement in various programs.

High School Dual Enrollment/Co-credit Policy

High school senior-level students may take Sinte Gleska University courses and receive dual credit, which is considered both high school and university credit. Sinte Gleska University credit will be granted after high school graduation. High school credit will be granted after the course is successfully completed.

A co-credit is granted when a high school senior needs the credit to complete high school graduation requirements and desires to take university courses, for university credit, during their free time. The high school senior will not be allowed to take course(s) at Sinte Gleska University if it interferes with any scheduled classes at the high school.

Upon prior approval by the high school principal and guidance counselor, a Sinte Gleska University co-credit course will count as one (1) credit towards high school graduation.

A minimum score on the Accuplacer Test in English is 77, Reading is 65, Math is 56 and Elementary Algebra is 31. The Accuplacer Placement Test will be required for enrollment in Sinte Gleska University 100-level courses. All students must take The Accuplacer Placement Test before they can register for classes. The Foundational Studies Director must sign the Sinte Gleska University permission form. This form will become part of the admission process.

All high school enrollees must follow all Sinte Gleska University policies as outlined in the Student Handbook.

Continuing Students

A continuing student shall be routinely re-admitted in consecutive semesters if: a) the student earns the minimally acceptable grade point average for his/her class standing, and b) the student demonstrates satisfactory progress toward a specific degree objective.

A continuing student who seeks re-admission on an “interrupted study” basis will not be automatically re-admitted to his/her previous degree program. In general, a continuing student must be in “Good Standing” and must be able to meet specific program’s criteria at the time of the re-admission request. (A student in **Good Standing** is defined as having “satisfactorily completed the hours enrolled for in that academic year and has an acceptable G.P.A.”)

A continuing student who is not in “Good Standing” and/or does not meet the specific program’s criteria may be accepted for re-admission on a “provisional” basis until such time when the student achieves an established set of academic requirements.

Transfer Students

Students wishing to transfer credits to Sinte Gleska University from other institutions must submit an official copy of all college transcripts to the Registrar’s Office prior to, or at the time of, admissions. If the transfer student cannot secure an official transcript, then he/she must submit a notarized statement, which explains why the academic record(s) cannot be secured; indicate the student academic status at the last institution attended; and furnish an accurate listing of all course previously completed with a letter grade of “C” or better.

A transfer student who is not in “Good Standing” and/or does not meet a specific program’s criteria may be accepted for admission or re-admission on a “provisional”

basis until such time when the student achieves an established set of academic requirements.

The Registrar and the Certification Officer evaluate official transcripts to determine which credits will transfer to a specific program. Courses with a grade of less than a “C” cannot be transferred to, or from, Sinte Gleska University.

Academic Advisement

Each student enrolled in the University must have an academic advisor from the student’s selected department and program of study. Advisors will approve student academic schedules, course loads, degree changes and help with academic problems. It is the responsibility of each Academic Advisor to acquaint students with the advisor-advisee policies of that department.

On some occasions, students may select their own advisor, and, if necessary, may change advisors by making a written request to the Department Chairperson of their program of study and to the Chairperson of the department in which they are requesting the advisor. If students do not request a specific advisor at the time of admission, then the Chairperson of the department will assign a faculty member who has the greatest expertise in the area of the student’s academic program.

It will be necessary for the students to see their advisors every semester when registering for classes in order to get approval for the courses to be taken. Each academic department has policies and procedures regarding the advising practices of that department. It is the responsibility of the students to make appointments with their advisors to discuss progress of all course work. The advisor will also be available to discuss and help solve any problems that students may encounter in attaining their educational goals.

Registration Procedure

Registration is held at the *Wayawa Ki Wicagluonihanpi Oti* (Home for Honoring Our Students) Student Services Building on the Antelope Lake campus prior to the beginning of each semester.

During registration representatives from the Registrar’s Office, Financial Aid Office, Student Support Services, Student Billing and all academic departments will be available for student consultation. With their assistance, the student must complete the following steps to register for classes.

1. Obtain registration from the Registrar’s Office
2. Contact the Student Support Services Program to arrange taking the Accuplacer Test, if so required. The test is utilized as an academic instrument tool and does not determine admission.
3. Consult with a departmental academic advisor in the field of interest or a major area of study for scheduling assistance and course approval.

4. See the Financial Aid Office staff to arrange for financial assistance possibilities, if so required. Students are encouraged to complete their financial aid applications in a timely and thorough manner.
5. See the Student Billing Office to determine the amount of tuition and fee costs and to arrange payment.
6. Return all registration materials to the Registrar's Office.

Changes in Enrollment (DROP/ADD)

Course enrollment should be carefully planned during each academic semester with the assistance of an academic advisor so that once registration has been completed, changes will not be necessary or will be kept to a minimum. After a student is enrolled in classes, changes can be made in the course enrollment by means of the DROP/ADD process. DROP/ADD forms may be obtained through the Registrar's Office. The DROP/ADD form must be signed by the instructor or the academic advisor and the student and returned to the Registrar's Office.

The DROP/ADD period extends until the end of the second week of classes for the Fall and Spring semesters. The approved Academic calendar delineates each DROP/ADD period. Courses "dropped" during this period will not be recorded on the student transcript. The courses, in which a student is enrolled following the conclusion of the late registration period, constitute the official enrollment status and semester load. The Drop/Add period for both of the summer semester sessions will be during the first week of each session.

A student may officially "drop" a course or courses following the conclusion of the DROP/ADD period and before three-fourths (the end of the twelfth week) of the semester is completed. In all cases, courses "dropped" during the designated time period will be recorded as a "W" on the student transcript.

NO STUDENT WILL BE PERMITTED TO "DROP" A COURSE OR COURSES DURING THE LAST ONE-FOURTH OF THE SEMESTER or after the end of the twelfth week.

ACADEMIC POLICY

Student Enrollment Status

A full-time student is one who is registered for 12 or more credit hours per semester; 9-11 credit hours qualifies a student at a 3/4 (three-quarters) time status; 6-8 credit hours qualifies a student at 1/2 (one-half) time status, and 3-5 credit hours qualifies a student at 1/4 (one-fourth) time status. Six (6) credit hours qualifies as full-time for graduate students for the Fall and Spring semesters. Six credit hours qualify students as full-time for the two summer semesters.

A student enrollment status of more than 18 credit hours per semester requires written approval from Vice President of Academic Affairs and the appropriate Department

Chairperson. Approval of this course load is subject to review of academic records that support student success.

Classification of Students

Students who have completed up to, and including, 31 semester hours of college credit are classified as freshman. Students who have completed 32-63 semester hours are classified as sophomores. Those with 64-95 semester hours are classified as juniors. Students with at least 96 semester hours are classified as seniors.

Classification of Courses

Courses numbered **100-199** are considered freshman level courses; courses numbered **200-299** are considered sophomore level courses; courses numbered **300-399** are considered junior level courses; and courses numbered **400-499** are considered senior level courses, depending on the specific degree program. Courses that are numbered **500-599** and **600-699** are limited to graduate program students.

Audit

Students may audit a course (take a course without receiving credit). Registration for the audited course is still required if the student wishes to be appear on the class list and grade sheet ensuring the course is properly coded on the transcript. The student must adhere to all course requirements and must pay the same tuition rate and applicable fees for the “Audit” as assessed when a course is taken for full credit.

“Audit” enrollment cannot be changed for credit hour enrollment after the conclusion of the designated DROP/ADD period. Veterans and financial aid recipients will not receive benefits for “Audit” courses.

Credit by Examination (Test-Out)

Students may be eligible for Credit by Examination under the following special circumstances:

1. Students who receive written approval from the appropriate Department Chairperson and/or academic advisor – depending on department protocol.
2. Students must earn at least a grade of “C” on the written examination to have the grade recorded on the student transcript as a “**P**” (**Pass**) grade. If the student scores below the grade of “C”, then the instructor is required to submit a grade of “**F**” (**Fail**) and the student must register for the course in the usual manner.
3. Students cannot receive Credit by Examination if they have previously registered for the course or have taken the course on an “Audit” basis.
4. A fee of \$35.00 is required for Credit by Examination
5. Test-Outs are not considered for financial aid purposes; and letter grades of A, B, C or D cannot be recorded.

Individually Guided Instruction

Individually Guided contracts are developed for students who need a particular course to graduate, and the course is not being offered the semester prior to graduation. There is a

limit of one contract per semester. The contract requires formal approval and specifies responsibilities of the student (per the attached syllabus) and the instructor. The contract requires signatures of the student, instructor, the department chairperson, the student's advisor, the Academic Vice President and the certification officer. This contract can be obtained from the student's respective Department Chair or the Academic Affairs Office, and it must be on file in the Registrar's office within one week before classes begin. A copy must be placed in the student's file.

Grading Scale

The quality of academic work accomplished is signified by the following grades:

A	Exceptionally High
B	Superior
C	Average
D	Passing
F	Failure
W	Withdrawal
P	Pass

The grades of "P" (pass) and "F" (fail) assigned for Credit by Examination are not used in computing the student grade point average.

Withdrawal

Prior to the last one-fourth of the semester, an instructor can assign a grade of "W" to the transcript record when the student chooses to officially drop a course or courses or when the student is dropped by the instructor from a course or courses due to noncompliance with the attendance policy.

Grade Points

Scholastic averages are indicated by grade points. Only the higher grade will be computed in the grade point average in cases where courses are repeated. Grades will carry points for each credit hour earned, as follows:

A	– 4 grade points
B	– 3 grade points
C	– 2 grade points
D	– 1 grade point
F	– 0 grade points
W	– Not computed in the grade point average
P	– Credit is earned through Credit by Examination and is not computed in the grade point average
NP	– No credit earned

Grade Point Average Requirements

The Registrar and the Department Chair of the Department in which the student is enrolled will place students who fail to earn a cumulative grade point average, which is acceptable for successful class standing, on either Academic Probation or Academic Suspension as determined. The minimum grade point average requirements for each class standing are as follows:

Class Standing	Minimum GPA
Freshman	1.5
Sophomore	2.0
Junior	2.0
Senior	2.0

A cumulative grade point average (GPA) of 2.0 is required to graduate at Sinte Gleska University except in those academic programs that have otherwise established higher grade point average requirements for student graduation.

Academic Probation

Students will be placed on Academic Probation due to failure to earn the minimum grade point average requirements determined for successful class standing and the academic program. Students who are subject to Academic Probation may not register for more than 12 credit hours (or four courses) per semester. If placed on Academic Probation, students will remain on Academic Probation status until they meet the minimum cumulative grade point average requirements determined for successful class standing.

Students who make satisfactory progress, but fail to earn the minimum cumulative grade point average requirements for successful class standing, will continue to be on Academic Probation for one semester. Students who do not make satisfactory progress while placed on Academic Probation will be subject to Academic Suspension. Please refer to the Financial Aid section of this handbook for information on how being placed on Academic Probation affects funding.

Academic Suspension

Academic Suspension is defined as the repeated failure to earn the minimum grade point average requirements for a given class standing and/or the repeated failure to demonstrate satisfactory progress toward a specific degree objective. Students may be placed on Academic Suspension due to failure to earn the minimum grade point average requirements or any other academic requirements set forth by the appropriate Department Chairperson.

Once placed on Academic Suspension, students are required to write to the Vice President of Academic Affairs seeking approval to resume classes at Sinte Gleska University. This letter of request should outline a specific educational plan for accomplishing academic goals and meeting academic requirements. If so approved by the Vice President of Academic Affairs, the student may be allowed to resume classes provided that the minimum established grade point average requirements are met for successful class standing and satisfactory progress toward a specific degree objective at Sinte Gleska University is made. Please refer to the Financial Aid section of this handbook for information on how being placed on Academic Suspension affects funding.

Class Attendance

Students who miss the number of consecutive classes or the total hours of attendance listed below may be “dropped” from a course by the instructor.

Students seeking to be re-instated to a course after they have been “dropped” must obtain a written authorization of re-instatement from the instructor at the end of the semester and after all coursework has been successfully completed.

- 1 credit-hour course 3 consecutive classes or 5 total hours of attendance
- 2 credit-hour course 3 consecutive classes or 10 total hours of attendance
- 3 credit-hour course 3 consecutive classes or 15 total hours of attendance
- 4 credit-hour course 3 consecutive classes or 20 total hours of attendance

Transcripts

Student transcript records are maintained for all students who have attended classes at Sinte Gleska University.

Official transcripts can be obtained, **for a \$5.00 fee for each official transcript**, at the Registrar’s Office on the Antelope Campus or by writing to the Registrar at the following address:

**Office of the Registrar
Sinte Gleska University
PO Box 105
Mission, SD 57555**

Transcripts will not be issued to students that do not have a complete file in the Registrar’s Office, and official transcripts will not be released if a financial hold is placed on the student’s record due to monies being owed to the University.

Graduation

Applications for graduation must be submitted to the Registrar’s Office at least three months prior to the completion of students’ attainment of associate, baccalaureate or graduate degree program requirements. Applications must include the signature of the appropriate Department Chairperson attesting that all degree requirements should be successfully completed before the scheduled graduation date. Any changes in the student graduation status must be reported to the Registrar’s Office no later than May 1 of a given academic year.

Students who have outstanding bills will be permitted to graduate; however, a financial hold will be placed on official transcripts until such time as a payment plan is established or the bill is paid in full.

STUDENT RIGHTS

Privacy

Sinte Gleska University observes the regulations set forth in the Family Education and Privacy Act (FERPA) as amended June 19, 1976, in respect to the privacy rights of students.

Disclosure of Information

To the student:

1. Students are entitled to copies of unofficial transcripts.
2. Students have the right to inspect academic records through the procedure established at Sinte Gleska University.

To University Faculty and Staff:

1. University faculty and staff who have a legitimate educational need to examine academic records are permitted to do so consistent with the procedure established at Sinte Gleska University.

To Parents, Educational Agencies, and other Institutions:

1. Parents and guardians may obtain information only with the approval of the student
2. Educational agencies and other institutions may obtain information such as transcripts and other academic information only with prior consent of the student.

To Government Agencies:

1. Federal, State or local government agencies, through their properly identified representatives may obtain directory information and academic information with prior consent of the student
2. Government investigative agencies do not have inherent legal right to obtain information and normally require written permission of the student. If the student does not grant this permission, then the information can only be released through proper subpoena or court order; and, in this event, the student will be notified of such action.

To Other Persons:

1. Written consent from the student is required before any academic records are released to any other person.

Directory Information

As defined by the Family Education and Privacy Act (FERPA) as amended June 19, 1976, directory information consists of:

The name of the student; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and athletics; weight and height of member of athletic teams; dates of attendance; degrees and awards received; and the most recent educational agency or institution attended.

The Student Right-To-Know and Campus Security Act

This act requires institutions to produce and make readily available to current students, and to teach prospective students enrolling or entering into any financial obligations, the completion or graduation rate of certificate or degree-seeking, full-time undergraduate students entering Sinte Gleska University.

This act also requires institutions to prepare, publish and distribute information to all current students and employees, and to any applicant for enrollment, upon request, as follows:

1. Statement(s) of policies and procedures regarding criminal actions or other emergencies occurring on campus, security and access to campus facilities, and campus law enforcement.
2. Description(s) of programs designed to inform the students and employees about campus security procedures and the prevention of crimes.
3. Statistics concerning the occurrence of the following criminal offenses on campus:
 - Murder
 - Rape
 - Robbery
 - Aggravated assault
 - Burglary
 - Motor vehicle theft
4. Statistics concerning the number of arrests for the following crimes on campus:
 - Liquor law violations
 - Drug abuse violations
 - Weapons violations
5. Statement(s) of policy regarding possession, use and sale of alcohol and illegal drugs at Sinte Gleska University.
6. **Smoking Policy:**

It is the policy of SGU to comply with all applicable federal and tribal regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.

Procedure:

(1) SGU recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking is restricted to designated areas.

(2) Smoking is prohibited inside all SGU facilities except for areas where it is specifically authorized. Management is responsible for implementing and monitoring smoking regulations, and supervisors are expected to enforce the regulations. The smoking policy applies to employees during working time and to customers and visitors while on SGU's premises.

(3) Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through SGU's dispute resolution procedure. Employees who violate the policy will be subject to disciplinary action.

(4) SGU does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during nonworking time and off of SGU's premises.

Information relating to the Student Right-To-Know and Campus Security Act is compiled and reported annually and is available through the Registrar's Office and Financial Aid Office.

Due Process

All students are automatically afforded due process in matters for which the student may be subject to suspension or dismissal from Sinte Gleska University.

Due process includes:

1. Written notice of any changes stemming from an alleged violation within a reasonable time after such violation
2. A fair and impartial hearing prior to the imposition of any disciplinary action except in emergency situations wherein lives are endangered.
3. The right to representation by legal counsel of student choice (at personal expense).
4. The right to produce relevant evidence or testimony.
5. The right to pronounce concluding remarks prior to adjournment of any hearing.
6. The right to appeal.
7. The right to have all allegations and/or information surrounding the allegations erased from the official student record if found not guilty of the charge(s).

STUDENT GRIEVANCES-ACADEMIC AFFAIRS DIVISION

Pre-Grievance

Students seeking information regarding the academic grievance policy and procedure or considering a formal grievance action are Vice President of Student Services will discuss the various steps and requirements involved in initiating an academic grievance and, if so requested, will recommend alternatives for possible resolution of the matter.

This policy and procedure is designed to address student grievances in the following areas:

Policy

1. Grades: any academic circumstances in which the student can document that he/she warrants a change of grade.
2. Harassment by an instructor including abusive language or sexual harassment.
3. Other unlawful discrimination such as racial discrimination.
4. Violations by the instructor of an academic contract (syllabus or Individually-Guided Contract) entered into by a student and the instructor.
5. Appeals by the students of an allegation of academic cheating, plagiarism or dishonesty.
6. Retaliation by an instructor against a student because a student has filed a grievance against the instructor.

7. Any other disputes between an instructor and student in which the student Standards and Conduct Committee decide, in its discretion, to consider according to these procedures.

Procedure

1. The student must complete all actions in this step within thirty (30) calendar days of the instructor's alleged misconduct, not including faculty holidays or leave. Actions include:
 - a. The student will go to the instructor to discuss the matter.
 - b. If the student is dissatisfied with the results of the discussion, the student must present a written complaint outlining the specific details of the complaint to the Chairperson of the department involved.
2. The Chairperson will render his/her findings on the complaint to all parties (student/instructor) within 10 days of his/her receipt of the student complaint.
3. If either party is dissatisfied with the results of the finding of the Chairperson, the party will file a formal written appeal including the initial complaint and response by the Chairperson, with the Student Standards and Conduct Committee outlining the specific details of the appeal. The Chairperson must do this within 30 days of the response. In the event that the complaint is against the Department Chairperson, the student should go to the Vice President of Academic Affairs with a written complaint outlining specific details of the complaint within 30 days of the alleged misconduct of the Department Chairperson.

The Student Standards and Conduct Committee will consist of three faculty members who are not Faculty Council representatives and three students as appointed by the Director of Student Services. This committee will hear appeals and will render its findings and determination within 15 days of the appeal hearing.

STUDENTS WITH DISABILITIES

Accommodations for Individuals with Disabilities

It is the policy of Sinte Gleska University, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to ensure that no qualified person shall, solely by reason of disability, be denied access to, participate in, or the benefits of, any program or activity operated by the institution. Each person meeting the academic and technical standards for admission to, participation in, university programs shall receive the reasonable and appropriate accommodations necessary to ensure equal access to educational programs and activities in the most appropriate integrated setting. Reasonable accommodations are defined as those that do not fundamentally alter the nature of a program that can be provided without lowering academic and other performance standards. Further Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Americans with Disabilities Act

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act clearly states that information regarding disabilities is to be treated as strictly confidential. Sinte Gleska University adheres to guidelines set forth by the U.S Department of Education's policy, which stipulates that documentation of disability should be held, separate from other records, by a single source within the institution in order to protect confidentiality. This policy also states that disability-related information is considered to be medical information and is not subject to the Family Educational Rights and Privacy Act (FERPA) of 1974.

Responsibility

It is the student's responsibility to provide medical and other diagnostic documentation of disability and limitations to the Director of Student Support Services. If documentation is deemed inadequate, students may be asked to participate in additional evaluation(s) prior to receiving requested accommodations. Each student will be responsible for making timely and appropriate disclosures and requests for accommodations. Students will also be responsible for actively participating in the securing of their own accommodations and/or auxiliary aids. Students with disabilities are not exempt from following established SGU policies and procedures.

STUDENT RESPONSIBILITIES

Name Change

Any change of name resulting from marriage, court action or personal reasons should be promptly reported to the Registrar's Office and the Financial Aid Office in order for all official records to accurately reflect such change. The student will be required to submit required documentation, available at the Registrar's Office, for the name change. Name changes on official documents that occur between semesters will be reported at the next registration period.

Student Activities

Individual and group requests for University-sponsored student activities will be channeled through the Student Service Director and must include a narrative of proposed program functions and anticipated budget. In order to be approved to participate in student activities, including athletics, a student must:

1. Be in "Good Standing" both on an academic and student conduct basis at Sinte Gleska University. A student in Good Standing is defined as having "satisfactorily completed the hours enrolled for in that academic year and has an acceptable G.P.A."
2. Owe no outstanding student debts to Sinte Gleska University.

Students selected to represent Sinte Gleska University will be expected to maintain positive conduct and character while participating in University-sponsored activities.

Student Conduct

Sinte Gleska University seeks to operate a post-secondary institution on Rosebud Reservation for the benefit of its students and local community members. Sinte Gleska University, as a chartered entity of the Rosebud Sioux Tribe, abides by the legal standards and procedures stated in the Rosebud Sioux Tribal Law and Order Code whenever violations of the law occur in the following areas:

1. Alcohol
2. Assault
3. Disorderly Conduct
4. Illegal Substance Possession
5. Weapons
6. Other violations of the Tribal law and Order Code, which take place on University premises or at University sponsored activities.

A deliberate action that violates existing Student Conduct Code standards at Sinte Gleska University may constitute grounds for either suspension or dismissal from the University. When a breach of regulations involves a group of students, all participants may be held equally responsible.

Non-Payment of Student Bills

Any student who has outstanding bills, loans or overdue library books with Sinte Gleska University, including tuition and fee expenses and SGU Bookstore expenses, will not be allowed to obtain official transcripts. A Financial Hold will be placed on student's transcripts until a payment plan is established or the bill is paid in full. A student can register for classes if a repayment agreement is made and actively followed. Any student with an outstanding bookstore bill will not be allowed bookstore credit.

FINANCIAL AID

Definition

Financial aid is money or some other form of financial help that is available to help students pay for a college education. This financial assistance is awarded to students to allow them to have a choice in deciding which school they want to attend and to make it possible to complete a selected program of study. Money may be awarded in the form of scholarships, grants, or employment, and is sponsored by federal and state governments, some local business, civic clubs and community agencies.

Eligibility for Financial Assistance

Free Application for Federal Student Aid (FAFSA), is a systematic method of gathering information on the students' and their families' current financial situation. The FAFSA is available to all students. The information gathered is entered into a computer and analyzed according to federal, state, and institutional guidelines. This method insures that all applicants are treated fairly and equally. Information requested includes all taxable and non-taxable income, assets, family size, marital status, number of family members in college, medical and dental expenses not covered by insurance, and tuition

paid for elementary and secondary education. Married students must include their spouse's income and assets.

The results of this needs analysis indicate Expected Family Contribution (EFC); this is the difference between what can be expected from the family and the cost of education (the need). It shows the ability, not the willingness, of students and their families to pay for an education.

Students use the FAFSA when applying for financial aid from the four student assistance programs offered by the U.S. Department of Education listed below:

1) Federal Pell Grant (FPG)

Federal Pell Grants are awarded to students who need money to pay for their education or training after high school. A Federal Pell Grant is not a loan, which means the money does not have to be repaid.

To be eligible for a Federal Pell Grant, students, who have not previously received a baccalaureate degree, must be enrolling in an initial undergraduate program. Students must also be registered as a regular student at an eligible institution. Students are eligible to receive a Federal Pell Grant on the condition that they are maintaining satisfactory academic progress during the time it takes to earn an initial baccalaureate degree.

2) Federal Supplemental Educational Opportunity Grants (FSEOG)

Like Federal Pell Grants, Federal Supplementary Educational Opportunity Grants (FSEOG) are also grants that do not have to be paid back. To be eligible for an FSEOG, students, who have not previously received a baccalaureate degree, must be enrolling in an initial undergraduate program. These grants are usually awarded to students who are at a half-time status. In certain situations, institutions may award FSEOGs to students who are less than half time. **Refer to Student Enrollment Status to determine status.**

3) Federal College Work Study (FCWS)

Federal College Work Study (FCWS) jobs allow students to earn money to pay for educational expenses. Work-study jobs are available for both undergraduate and graduate students.

4) Bureau of Indian Affairs Higher Education Scholarship Grants

The Bureau of Indian Affairs (BIA) Higher Educational Grant provides financial assistance to American Indian students (who are enrolled/or eligible for enrollment in a federally recognized Indian tribe) through supplemental awards to help students with unmet needs after all other financial aid possibilities have been exhausted. Full-time students may be eligible for certain subsistence allowances including room and board, transportation, daycare services and personal expenses.

Eligibility Requirements

To receive financial aid from these four Federal Financial Aid Programs, students must:

1. Be a U.S. citizen or an eligible non-citizen
2. Be registered with the Selective Service
3. Have financial need (The U.S. Department of Education and the institution will use the information entered on the FAFSA to determine need.)
4. Attend an institution that takes part in one or more of the programs
5. Be enrolled at an eligible institution
6. Be working toward a degree or certificate
7. Be making satisfactory progress, and
8. Present a certified statement that they do not owe a refund on any educational grant, whether state or federal, and that they are not in default on any educational loans at a post-secondary institution.

Students can contact the Sinte Gleska University Financial Aid Director to inquire about which Federal programs are available and which they are eligible for.

Verification

All information provided on financial aid forms is subject to verification, which is the term that applies to the review process. A percentage of all applicants will be selected for this review process. If a student's form is selected, the student and/or parents or spouse must provide documents (such as federal income tax returns for the previous year, documents certifying household members enrolled in the post-secondary schools) to prove that the information on the FAFSA is correct.

Definitions

Before students complete the FAFSA form, they should know whether they are considered to be a "dependent" or an "independent" student. The determination is based on the following definition of the term, parent: "A parent is the student's biological or adoptive mother and/or father." Foster parents, guardians, or relatives are not considered to be parents according to the definition used for financial aid purposes.

Independent Student Definition

If a student answers "yes" to any of the following questions, then he/she will be considered an independent student and must fill out the appropriate forms:

1. Were you 24 years old before January 1st for the upcoming academic year that you are applying for financial aid?
2. Are you a veteran of the U.S. Armed Forces?
3. Are you a graduate or professional student?
4. Do you have children who receive more than half of their support from you?
5. Are you married?
6. Are you a ward of the court or are both of your parents deceased?
7. Do you have legal dependents other than your spouse?

If a student answers "no" to every question listed above, he/she will be considered a dependent student.

Required Financial Aid Forms

Before students will be considered for financial aid, they must complete the following required forms that are available from the Sinte Gleska University Financial Aid Office:

1. **Student Aid Report (SAR)** - the results from the Fee Application for Federal Student Aid (FAFSA);
2. **BIA Higher Education Grant Application** – (Native American students are defined as an enrolled member of, or are eligible for enrollment in, a federally recognized tribe);
3. **Census Abstract** (Native American students);
4. **A high school diploma or GED certificate** must be on file in the Registrar's Office prior to receiving any type of financial aid;
5. **Statement of Registration Compliance** for all males who are at least 18 years old and born after December 31, 1959;
6. **Statement of Non-filing of tax returns** (if applicable);
7. **Statement of Acknowledgement** (Academic Good Standing and Progress Standards);
8. **Information Release Form**;
9. **Attendance certifications** signed by instructors for all classes the student is attending.

Financial Aid Package

Different types of financial aid programs may be combined for a financial aid package. The package may include any of the following:

1. **Grants** – free money awarded based on need;
2. **Entitlements** – money from such programs as Social Security, GI Bill, vocational rehabilitation and Federal Pell Grants;
3. **Scholarships** – money awarded on a basis of grades, community service, or other requirements set forth by the individual scholarship.
4. **Employment** – part-time jobs awarded to students on the basis of financial need. Student receive a paycheck every two weeks; the amount is based on the number of hours worked

Priority Date for Financial Aid

Financial aid awards are determined according to student needs, enrollment status and the date the FAFSA application was received in the Financial Aid Office at Sinte Gleska University. When the FAFSA application is received in the Financial Aid Office, then the Student Aid Report (SAR) is also on file. It is important that students apply early for financial aid. Students whose files are completed by February, March or April, should receive the maximum assistance based on eligibility and request.

Satisfactory Academic Progress (SAP)

Beginning with the 2012-2013 academic years, the SGU FAO recognized the following set of institutional guidelines relative to the evaluation of SAP standards at SGU.

Federal regulations governing the administration of Federal Student Financial Aid Funds provide that: “No payments of funds may be made unless the institution determines that the student is maintaining satisfactory progress in the course of studies he/she is pursuing (PACE), according to the standards and practices of the institution at which the student is in attendance...” Except that, “if an institution at the beginning of a payment period determines that the student is not making satisfactory progress, but is able, at the close of that period, to reverse the determination, it may make grant payments for that period to the student”.

A student will be required to complete 67% of credit hours attempted and maintain a CGPA per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her official enrollment status to determine whether he/she is in “good standing” or should be placed on “financial aid warning”, “financial aid ineligible “Educational Plan or financial aid PROBATION.

Satisfactory completion of a course for financial aid purposes is letter grade of an A, B, C, D, P or sometimes an “F”. A “W” is not acceptance for completion of a course.

Grade Point Average Standards

Freshman	(0-31)	credit hours earned	1.5
Sophomore	(32-64)	credit hours earned	2.0
Junior	(65-95)	credit hours earned	2.0
Senior	(96-128)	credit hours earned	2.0

Financial Aid Warning

If a student fails to complete 67% of the courses they have registered for or if the student fails to earn an acceptable CGPA in one semester, they will be on WARNING status; they can receive financial aid when they are on warning status and will receive a notice from the Financial Aid Office (FAO).

A student who has been placed on **Financial Aid Warning**, because of “incomplete” grades may reverse this condition by completing the necessary course work, by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA standards.

To regain approved financial aid status in “Good Standing”, a student must satisfactorily complete a total 67% of credits enrolled within an academic year based on your enrollment status with an acceptable CGPA, an exception may be an Educational Plan that may run into another academic year.

Financial Aid Ineligible

If a student fails to complete 67% of the course work they have registered for or if the student fails to earn an acceptable CGPA in two consecutive semesters or more, they will be on ineligible status and will NOT be eligible to receive Title IV aid.

A student who has been placed on **Financial Aid Ineligible** because of “incomplete” grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA Standards.

To regain an approved financial aid status, (Good Standing) a student must earn at least 67% credit hours, attempted utilizing his/her own resources plus earn a minimum CGPA, which corresponds to his/her class level.

Appeals

Federal regulations allow for certain cases in which the school may waive the standards. Specifically, if a student’s failure to be in compliance with one or more arrears of SAP is due to events beyond the students’ control, such as a student’s extended illness, or serious illness or death in the family or other significant problems a student might encounter during their educational endeavors. The circumstance that caused the student’s deficiency to occur must be documented. The appeal should address and document these extenuating circumstances, why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. Appeals must be typed and submitted to the financial aid department, not hand written. A student may have multiple appeals-but must be for different reasons. Students may appeal qualitative or quantitative or both (including 150%). (See FAO Form 09 pg. 41. Student Appeal Form)

Academic Plan

If the FA committee grants an appeal, the Financial Aid Department, Advisor and student will compile an agreement with the student that will get the student in compliance with SAP. (See FAO Form-09 pg. 42)

Probation

If, after a successful appeal a student may receive financial aid under probationary status.

Lifetime Eligibility Used (LEU)

Students are eligible to receive full time Pell Grants for up to 600% or a total number semester of full time equivalent and or 150%.

Academic Year

An academic year at Sinte Gleska University consists of the Fall, Spring, and Summer sessions:

1. A full-time student at Sinte Gleska University is required to complete 12 hours or more per semester and/or 18 credit hours in an academic year; 6 credit hours is considered full-time for graduate students and 6 credit hours is considered full-time for the summer session.
2. A three-quarter time student at Sinte Gleska University is required to complete 9-11 hours per semester or 15 credit hours in an academic year.
3. A half time student at Sinte Gleska University is required to complete 6 to 8 hours per semester or 10 credit hours in an academic year.

4. A student that attends Sinte Gleska University less than half time (1 to 5 credit hours per semester) is required to complete all classes with passing grades. If the student does not complete all these classes and decides to go half time or more, he/she may be placed on Financial Aid Probation the first semester. If the student does not successfully complete the required credits established for the enrollment status, the student may be placed on Financial Aid Suspension after the semester.

Satisfactory Completion of a Course

To satisfactorily complete a course at Sinte Gleska University, the student must earn a letter grade of A, B, C, D or pass. A “W” withdrawal, “INC” incomplete, “NP” no pass or “F” fail is unacceptable.

Retake Policy

The retake policy for financial aid purposes at Sinte Gleska University was established to govern a reasonable number of classes a student is allowed to retake and still receive financial assistance to cover the cost of retakes.

Any student regardless of enrollment status who is in compliance with the satisfactory progress policy will not be affected by the retake policy.

Probation

If a student at Sinte Gleska University is placed on financial aid probation due to the satisfactory progress policy, the student will be required, at his/her earliest convenience, to retake the course or courses, which initially placed the student on financial aid probation. (Students on financial aid probation are still eligible to receive financial aid).

Suspension

If a student at Sinte Gleska University is placed on Financial Aid Suspension, the student will be required to retake as many of the courses that placed the student on financial aid suspension during the ensuing semester in which the courses are offered and at the individuals own expense. The only exception is the student is allowed to change majors. Students on financial aid suspension will not receive any Title IV financial aid.

This policy is contingent upon the fact the Sinte Gleska University Financial Aid Director has the authority to waive the policy, with proper documentation based on the following exceptions:

- Death in family
- Transportation problems
- Illness that would result in the student being absent in excess of the number of allowable absenteeism’s.
- Illness to family members that would result in the student providing care and assistance to the recovery of such individual.
- Change in degree program
- In an event of a natural disaster

Good Standing

Students at Sinte Gleska University will be considered to be on good standing for financial aid purpose if they have satisfactorily completed the hours enrolled for in that academic year and has an acceptable GPA (See Satisfactory Progress).

Study Skills Program/Basic Skills Policy

Beginning Freshman at Sinte Gleska University are required to take the Accuplacer Placement test, the results of which will be used as a counseling tool to direct the student in the degree programs that will best suit the student's ability.

If a student scores less than a 65 on the reading, 77 on the sentence skills, 56 on the math or 31 on the elementary algebra test, the Director of Foundational Studies will advise the student to take basic skills classes which will aid the student in any, or all, of the basic skills content areas.

Once students have completed the freshman year, or 32 credit hours, they will not receive financial aid for these basic skills classes.

Statement of Educational Purpose

Federal regulation requires that all students receiving financial aid must sign an affidavit or statement of educational purpose. The following is Sinte Gleska University's Statement of Educational Purpose:

"I affirm that I will use any funds receive under the Federal Pell Grant (FPG), Federal Supplemental Opportunity Grant, Federal Work Study solely for expenses related to attendance at Sinte Gleska University. I understand that I am responsible for repaying any funds that cannot be reasonably attributed to meeting my educational expenses at Sinte Gleska University. I further understand that the amount of any repayment is based on regulations published by the Secretary of education. I declare under penalty of perjury that the foregoing is true and correct."

Awarding of Monies

Federal Pell Grants, Federal Work Study, Federal Supplemental Educational Grants are processed and awarded after the DROP/ADD period each semester on the basis of need and the number of credit hours a student is registered for at that date. Higher Education Grant (BIA Subsistence) funds are awarded on the basis of need, date the Student Aid Report (SAR) is received in the Financial Aid Office and disbursed to students on a schedule monthly system. BIA students must maintain twelve credit hours of active enrollment for continued eligibility.

Over Award of Financial Aid

Anytime a student receives more financial assistance than he/she is eligible to receive, an over award occurs. This financial assistance includes money from grants, scholarship, work-study, social security, waivers of tuition or any type of financial help.

Federal regulations restrict the total amount of money you are eligible to receive. Students who have an over award will receive a letter from the Financial Aid Office indicating an over award has occurred and informing them of what must be repaid. To avoid this situation, students must:

1. Notify the Financial Aid Office when financial assistance from an outside source such as a scholarship is awarded;
2. List all available resources on the FAFSA; and
3. Check with the Financial Aid Director before applying for additional aid to see if the maximum assistance has been reached.

Refund Policy

The policy for tuition and fees refunds is as follows:

1. If classes are dropped before the end of the DROP/ADD period, one hundred percent (100%) of the money will be refunded with no charge.
2. If classes are dropped after the DROP/ADD period, one hundred percent (100%) of the charges will be assessed and there is no refund.

Financial Aid Refunds

When a student has received financial aid, and withdraws from Sinte Gleska University after 60% of the semester had been completed, no refund will be assessed.

If a student withdraws prior to 60% of the semester being completed, a refund may be due. If a refund is due, the Financial Aid Director will calculate the amount of the refund. The money will be refunded to the program from which the student received the money.

According to federal regulations, any student who owes a repayment on previous grants, or is in default on a loan at any post-secondary institution, is ineligible to receive additional financial aid.

Educational Expenses

Sinte Gleska University's Financial Aid office establishes standard budgets that reflect average costs of students during an academic year (nine months) or twelve months whichever is applicable. Budgets used by the Financial Aid office include "Direct Educational Costs" such as tuition, fees, books, and supplies. "Indirect Costs" associated with personal maintenance including housing, food, transportation and personal expenses like clothes and laundry are also considered.

Budget figures are based on dependency status, marital status, number of dependents and the direct educational costs. Budget amounts are designed to provide a modest but adequate lifestyle. Costs are researched annually so the budget figures are up to date and realistic. Budget figures are published and made available each year by the Financial Aid Director as soon as the direct educational costs are known.

Student Rights

Students have the right to know:

- What financial aid programs are available at the institution and to know the deadlines for submitting applications for each of the programs?
- How financial aid will be distributed; how decisions on distributions are made; and the basis for these decisions.
- How their financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, and personal miscellaneous expenses are considered in their budget.
- How their financial need has been met as determined by the Financial Aid Director at the institution.
- What resources (such as parental contributions, their assets, other financial aid, etc.) were considered in the calculation of their need?
- The various programs included in a student aid package.
- The institution's refund policy and academic standards.
- What portion of the financial aid they received must be repaid, and what portion is grant aid.

Student Responsibility

It is the responsibility of the student to:

- Complete all applications forms accurately and submit them on time and to the right place.
- Provide correct information. In most instances misreporting information on financial aid applications is a violation of the law and may be considered a federal offense.
- Return all documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which they submitted applications.
- Read and understand all forms that they are asked to sign and maintain copies of them.
- Accept responsibility for all agreements they sign.
- Perform the work agreed upon in accepting a federal work-study award.
- Be aware of, and comply with, deadlines for applications or re-applications of aid.
- Be aware of the institution's refund policy and academic progress standards.
- Maintain Satisfactory Academic progress

If a student has been a recipient of Federal Perkins or Federal Stafford Loans, they must notify the lender if any of the following occur:

- Change of address
- Graduation
- Withdrawal from the institution or less than half time attendance
- Name Change (e.g., maiden name to married name)
- Transfer to other institution

Institutional Responsibility

All institutions must provide information to prospective students about the institution's programs and performance. Students should consider this information very carefully before deciding to attend.

The Packaging Philosophy

The Sinte Gleska University Financial Aid office, through the daily operation and maintenance of its available student financial assistance programs, attempts to identify and recommend potential funding sources for students requiring financial assistance funds to attend Sinte Gleska University. Students must satisfy the minimum program eligibility requirements plus demonstrate an institutionally documented need.

Given this philosophy, yet governed by the realities of specific funding sources restrictions, the Sinte Gleska University Financial Aid office seeks to offer the most equitable assistance "package" to each individual student while at the same time, strives to provide funds to as many students during a designated award period as financially possible.

STUDENT CONDUCT CODE

Mission and Mutual Respect Statement

The Student Conduct Code serves to document the major institutional regulations, standards, policies and procedures that have been established for governance purposes in terms of academic programs and certain areas of student life at Sinte Gleska University.

By delineating the various rights, responsibilities and general provisions which help to define appropriate student conduct in both the academic and non-academic realms, Sinte Gleska University seeks to describe the student-to-institution relationship so as to maximize post-secondary development on the Rosebud Reservation. The code protects the students, staff and faculty of the University, and their rights. The code also protects the property of the University (buildings, land, vehicles, equipment, and facilities owned and operated by the University) as well as the property of the faculty, staff, and students on the University premises.

Wolakota (Peace)

The term Wolakota is an old term that was created and implemented out of dire necessity. It was conceived during the turbulent era of intertribal wars based on emerging tribal nations and the armed contest over resources. It was during the times when the tribal family systems were beginning to experience hardship and internal fighting because of the rapid expansion of their population and struggle over resources. Elders of the tribe began to set down rules and concepts of how to address this problem. After many years of trial and error of implementing the behavioral rules and concepts, Wolakota was finally achieved.

The term Wolakota can be broken down into two words or concepts, **wo** and **lakota**. **Wo**

is a noun prefix and **lakota** means associates, allies, or friends. The term **lakota** can be further analyzed into two concepts, **la** and **kota**, **la** is a term of endearment, usually placed at the suffix. However, **la** is placed at the prefix to add emphasis. **Kota** is an older word for friend. It is still used by the northern group, the Assiniboine and some Yanktonai members who were the original members of the Wazi Kute division and who broke away in the mid seventeenth century.

When **kota** is analyzed, the picture becomes cleared. **Kota** is closer to **Koda**, the dialect of the Santee. Eventually all of the speakers began to use their own distinct dialect by converting **kota** to **koda**, **kona**, and **kola**. **Kota** was retained and utilized to unite the extended family systems that tended to become more distant. Each dialect added **da**, **na**, and **la** to **kota** so that each clan could still retain its close ties and yet is an autonomous entity with all privileges that all the members shared.

The article that ultimately cemented the close relation of these clan groups was **wo**. When **wo** is added to **lakota**, then the expected behavior among the Oceti Sakowin members was complete. The expected behavior of a Dakota, Nakota, and Lakota is one of wolakota. Wolakota means to act and behave with ultimate respect, harmony, peace, and friendship. Wolakota is a powerful deterrent to arguing, fighting, and making enemies, jealousy, squabbling among relatives, and belittling people in public.

Perhaps, the ultimate symbol of wolakota is the pipe. The actual use of the pipe began with the creation of wolakota. The old traditional Lakota used to have a ceremony called **tiognaka** that formally established a household of their daughter or son who married and brought in their mates to live with. The procedure called for taking a live coal from the parents fireplace and placing it in the newly established fireplace of the household. The smoking of the pipe sealed the official established of the **tiognakapi**. Moreover, the smoking of the pipe between the parents and their sons or daughters and their mates meant that the new household occupants accepted the authority of the parents regarding respect based on the rules of kinship behavior. It also meant that the new household was autonomous. The original head of household, the father, could no longer count and treat the newly established household as part of his direct membership and yet still maintain the status of a parent. This is how the Oceti Sakowin was initiated and how the pipe was used to create peace and allies of former enemies.

Wolakota and the Codes of Behavior

The Lakota society is mutual and reciprocal when behavior towards another member is carried out on a daily basis. This means that when someone gives something physical or abstract, they expect something in return immediately or later in life. Thus one had to mirror or gauge his or her reaction to another person giving a gift or something of value to another person requires that the recipient give something in return, immediately or later on. Doing a kind deed for a person requires that the recipient of this kind deed will return the gesture at an appropriate time. Sometimes persons giving something of value or doing a kind deed to another person do not always expect to be paid back directly; their close relatives or friends might be the recipients and that is good enough. The end

purpose of this mutual and reciprocal relationship is to promote peace, goodwill and harmony among the Lakota people.

The most significant part of this mutually and reciprocal relationship is the kinship system. This involves kin terming and kin behavioral relationships. The objective of the kin terming is to know all relatives, the lineal, the biological, the collateral and the affinal. The purpose of kin behavior is to achieve respect for relatives and others who are associated with relatives.

The premise of the Lakota society is based on respect or waohola. Respect is demonstrated as observing and maintaining integrity by reacting to eye contact or excessive and inappropriate talking, and behavioral displays lacking reserveness and warmth, respect is to avoid these reactions completely or gauge them in accordance to age, gender, relations, and generation.

The following are some ways of promoting respect according to the traditional ways.

- Respect is to hold all people (especially the elders) in high esteem, honor them, venerate them, and to praise them for their probity (wisdom and integrity).
- When ideas and concepts are expressed in meetings, honor them or build on them if they seem good, especially if they came from elders or learned people.
- Never insist that your ideas are better or argue this point.
- Never speak negatively about people in public because this tends to hurt people. When you hurt people it affects their heart. The heart is a sensitive organ and negative elements tend to build up and this poisons the mind. Decisions should be made from the mind and the heart.
- Do not walk between people who are talking in public and the audience or people who are talking to each other. Do not interfere with people talking or people who have the floor. Non-interference is a virtue.
- Steer clear of confrontation as much as possible. There are ways of settling differences and diplomacy is one way. If people are persistent walk away. This is especially true when the people around you know that a person doing the confronting is wrong.
- Do not get up and walk out while someone is talking, except in an emergency. Apologize if it is appropriate to do so.
- Allow all speakers to speak their mind without interrupting them. Listen to people or pay attention to them as a courtesy.
- Do not spread rumors; always try to present facts or truths. Rumors will eventually become well known to people and will be taken care of in time.
- Traditional values should always be upheld because the youth look up to the older generations as models.
- Never correct, challenge or yell at an elder in public. To do so is a sign of disrespect.
- Always treat the youth or younger generation as one of your own relatives and with respect because they look up to you and emulate what you teach.

- When in company of elders never speak out of turn, unless you are asked something.
- Never point at someone. To do so is a sign of disrespect. Remember the story of the two who pointed at the stars.
- Never threaten anyone with a pipe or ceremony. To do so will bring hurt to you or your family. Never use the pipe in public if there is negativity or potential negativity.
- As a leader, you are a spokesperson for the people and you should always trust in the people to help you make important decisions.
- Respect your leader and leaders because they deserve the respect they have earned.
- Leaders should always look for a compromise between two irreconcilable forces. Never take sides because a leader must be able to mediate in order to make the best decision for the people.
- Have compassion for people who experience hurt.

Respect is a significant component of Wolakota and really is the unifying force that helps the people to be in harmony and at peace with each other. Without Wolakota, the results would be catastrophic and would lead our society to decadence. This is why the leaders, especially the elders of the past, conceived of Wolakota and thus insured that the Lakota way of life would prevail. Today, like in the past when our society faced a similar ordeal or a collapse, our society is facing similar melt down because our society is moving away from the traditional respect of Wolakota. Our people must go back to the center of our traditional ways by reinstalling appropriate values of woahola and wolakota hecel oyate kin kipi kte.

General Institutional Policies

1. Sinte Gleska University distinguishes its student's discipline role from laws and functions of the larger society, particularly those prescribed by the Rosebud Sioux Tribe Law and Order Code. Students, however, are by no means insulated from the law or relieved of the responsibilities of citizenship as a result of their student enrollment status at Sinte Gleska University.
2. In general, off-campus activities of students are viewed as their own personal affairs. However, in the event that a student violates the Sinte Gleska University Student Conduct Code, either on or off campus, Sinte Gleska University reserves the option of initiating action of its own accord.
3. Procedural fairness is basic to the proper enforcement of all University regulations. Accordingly, no disciplinary action shall be imposed against a student or student organization until they have been notified, in writing, of the charges against them and their rights under this Code and given the opportunity to be heard.
4. The Student Services Department shall ensure that the best interest of students and student organizations are maintained, regardless of whether disciplinary action is taken, by making full use of appropriate medical, counseling or other professional services available and to assure a fair disposition of the case so that the student may be allowed, in the future, to continue his/her educational pursuits.

5. Students shall have an opportunity to participate in the formulation of all regulations and policies pertaining to student disciplinary matters at Sinte Gleska University.
6. All University regulations and policies pertaining to discipline are to be published, distributed or posted in such a manner as to furnish adequate notice of their contents to students or student organizations.
7. Regulations and disciplinary sanctions affecting the conduct of male and female students shall be based upon fundamental premises of equal treatment.

Scope

For the purpose of enforcing this Code, a student is defined as: one who is currently in any special program or otherwise entered into a contractual relationship with the University to take instruction; and lasts until the individual formally withdraws or is withdrawn, expelled, or excluded from the University.

The Sinte Gleska University Student Association or Sinte Gleska University Board of Regents defines student organization as any group of Sinte Gleska University students who have been officially recognized.

Sinte Gleska University shall initiate disciplinary or other appropriate action against students or student organizations only when their conduct materially interferes with the University's:

1. Primary educational responsibility of assuring an opportunity for all members of the Sinte Gleska University service population to attain their respective educational objectives, or
2. Subsidiary institutional responsibilities of protecting the health and safety of members of the Sinte Gleska University service population and campus visitors, maintaining and protecting the University property or personal property located on campus, records maintenance, providing transportation assistance and sponsoring or supervising non-classroom activities such as athletic events and social/cultural functions.

The disciplinary jurisdiction over students and student organizations extends one year beyond the last date of enrollment, registration or recognition. The jurisdiction applies to all cases except plagiarism or fraudulently obtaining a degree, which have no termination date.

In all cases except plagiarism or fraudulently obtaining a degree, which have no termination date, service of, or attempted service or, written notification of the charges against the student or student organization must be executed within six months of the discovery of the alleged violation.

Student Standards and Conduct Committee

The Student Standards and Conduct Committee shall be comprised of two faculty members (who are not representatives of the Faculty Council Committee), one academic

support staff member as appointed by the Vice President Student Services. In addition, the Faculty Council Committee and the Vice President Student Services will identify one alternate faculty member, one alternate support staff member and one alternate student member. All members will serve for a one-year term, but may be re-appointed to ensure full Committee membership during semesters or other such times as necessary. The Vice President of Academic Affairs will designate one of the Committee members as pro-term Chairperson.

The Committee shall elect its Chairperson from among Committee members during its first meeting and thereafter, at a regular meeting, held in the fall semester of each year.

The Student Standards and Conduct Committee shall be responsible for the formulation of, prior to implementation, policies and procedures, regarding student disciplinary consideration at Sinte Gleska University, for recommending changes and/or amendments to the Student Conduct Code and for hearing case and/or grievances stemming from alleged violation of this code.

Offenses

Disciplinary action may be initiated by Sinte Gleska University and sanctions imposed against any student or student organization found guilty of committing, attempting to commit or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. Dishonesty, academic cheating, academic plagiarism or knowingly furnishing false information to, or about, Sinte Gleska University faculty, staff or administration. Plagiarism includes, but is not limited to, the submission or presentation of work or an idea of others for academic credit, which is derived from an existing source (whether intentional or not), submitting assignments, copied from another student or copied from another source.
2. Abusive behavior or conduct directed at or toward students, staff, faculty or other University personnel that threatens imminent physical harm or endangers the health or safety of any persons at Sinte Gleska University sponsored activities or in classrooms, including:
 - Infliction of bodily harm, physical abuse
 - Emotional harm
 - Battery
 - Verbal abuse including defamation, threats, intimidation, coercion, use of fighting words, extreme profanity and other forms of harassment.Non-students on campus, engaging in the above activities, will be subject to Rosebud Sioux Tribal Law Enforcement.
3. Intentional disruption, obstruction, harassment or interference with the process of instruction, research, administration of student discipline or any other services or activity provided by Sinte Gleska University.

4. Disorderly conduct (including that resulting from alcohol or substance abuse), disorderly activities and disorderly or unlawful behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, misuse of University resources (i.e. e-mail, computer services, copier, etc.) or violation of any civil, tribal, state or federal law in University buildings or on campus or failure to identify upon request or comply with directives of campus security or any University official while performing their duties is prohibited.
5. Forgery, alteration or unauthorized use of University documents, records, keys or student identification cards.
6. Damage, destruction, arson, theft, unauthorized entry into or use of personal property of students, staff, faculty or visitors that are located on the Sinte Gleska University campuses or any property including facilities, vehicles, equipment or resources, owned or controlled by Sinte Gleska University.
7. Breach of Peace Conduct, defined as a disturbance of public peace or order, including disorderly, disruptive, lewd or indecent conduct, fighting words (words by their very utterance that are likely to inflict harm or provoke breach of the peace by the average person to whom they are directed) or aiding or abetting or procuring another person to breach the peace on University premises, functions sponsored by, or participating in by the University.
8. Possession or consumption of alcoholic beverages by students on Sinte Gleska University owned or controlled property or at University sponsored or supervised activities or intoxication on University owned or controlled property or at University sponsored activities, including in-class or any other University related situations. Students who are intoxicated on University owned or controlled property or at University sponsored or supervised activities will be requested to leave the property or activity. Failure to leave the University property or activity upon request will serve as cause for the police to be summoned and may result in the subsequent detention or arrest of the student.
9. Illegal creation, processing, cultivation, brokering or possession of alcohol or other illegal drugs on Sinte Gleska University owned or controlled property or at University or sponsored activities.
10. Possession, use or threatened use of dangerous weapons, firearms, ammunition, devices, or harmful substances (including biological), explosives, dangerous chemicals or any other objects as weapons on Sinte Gleska University owned or controlled property or at any University sponsored or supervised activity. This includes any type of firearm, BB, pellet, paint gun or facsimile of a gun or any counterfeit item, switchblade, knives (other than a pocket knife), explosive devices, ammunition, dangerous chemicals, martial art weapons, and any other weapons considered dangerous.

11. Sexual misconduct - University policy prohibits sexual misconduct. For the purposes of this policy and related procedures, sexual misconduct includes: sexual assault, sexual harassment, relationship violence and stalking. Sexual misconduct can affect student, faculty or staff. Both men and women can be victims of sexual misconduct, and both men and women can be perpetrators of sexual misconduct.

Sinte Gleska University, as a standard for the Student Conduct Code, defines sexual assault, sexual harassment, relationship violence, and stalking as follows:

A. Sexual Assault includes:

1. Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral or vaginal), however slight with any object by a man or a woman upon a man or woman without effective consent.
2. Non-consensual sexual contact, which includes any sexual touching; however slight with any object, by a man or a woman upon a man or a woman without effective consent.
3. Sexual exploitation, occurs when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or take advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual contact, non-consensual sexual intercourse or sexual harassment. Examples of sexual exploitation include, but are not limited to prostitution, videotaping consensual sex without a partner's knowledge, peeping tommery, knowingly transmitting sexually transmitted infections (e.g. HIV, herpes, etc.) without a partner's knowledge, and inducing incapacitation with the intent to rape or sexually assault.

Pertaining to the aforementioned definition, relating to sexual assault, effective consent and physically incapacitated person are defined as follows:

Consent: Healthy sexual activities involve mutually expressed consent.

Consent is defined as follows:

- Both individuals are physically free and capable to act.
- Both are clear about their intent to engage in sexual activities and their desire to do so willingly.
- Silence may not in and of itself constitute consent.
- Past consent of sexual activities does not imply ongoing future consent.

Physically Incapacitated Person: One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another who one knows or should reasonably know to be physically incapacitated.

B. Sexual Harassment is defined as:

1. Verbal, psychological or physical sexual behavior that is unwanted and unwelcome;
2. Prohibited sexual harassment includes: unwelcome sexual advances or requests for sexual favors; unwelcome verbal or physical conduct of a sexual nature; making submission to such conduct an explicit or implicit term or condition of an individual's employment, making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting the student or employee; permitting such conduct to unreasonably interfere with student or employee's work performance or;
3. To create a hostile, intimidating or offensive work or school environment.

C. Relationship Violence is defined as:

1. Physical abuse, which can include but is not limited to: slapping, pulling hair, punching, and pushing.
2. Threats of abuse, which can include but is not limited to: threatening to hit, harm, or use a weapon on another or other forms of verbal threats.
3. Emotional abuse which can include but is not limited to: damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's children or pets, humiliating one in public, or harassment directed toward a current or former partner or spouse.

These behaviors often occur in a pattern that instills fear and is an attempt to exercise power and control over the victim.

D. Stalking is defined as:

Any behavior or activities occurring on more than one occasion that collectively instill fear in the victim and/or threatens his/her safety, mental health, and/or physical health.

Such behavior and activities may include but are not limited to the following:

- Threatening or obscene gestures.
 - Non-consensual communications, including face-to-face communications, phone calls, voice mail, messages, electronic mail, written letters, unwanted gifts, etc.
 - Pursuing or following.
 - Showing up outside the victim's place of employment or classroom.
 - Surveillance or other types of observation.
 - Trespassing.
 - Vandalism.
 - Non-consensual touching.
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1. Violations of the code of the ethics for computing and Internet use. The faculty, students and staff of Sinte Gleska University honor intellectual property, respect the privacy of data and recognize the rights of others. Individuals who are given access to University computing resources incur the responsibility to use those resources in an ethical manner. Computer and telecommunications resources have been allocated only for computing and Internet activities that support

research, education, administrative processes, University sponsored community services and other legitimate purposes. All computing and Internet activities must be consistent with this purpose. The code of ethics requires all computing activities performed on Sinte Gleska University equipment to be legal and ethical. The code is based on adherence to U.S. copyright laws, and respect for intellectual labor and creativity as vital elements of the academic enterprise. Use of University computers constitutes acceptance of the conditions specified by this code/policy.

The following list of violations expresses the essence of the ethics code. It is a violation of the Sinte Gleska University Code of Ethics for Computing to:

- Steal passwords or log onto someone else's account.
 - Attempt to gain access to computing resources for which you are not authorized or via means not authorized.
 - Give others access (via password or other means) to computing resources to which they are not entitled.
 - Read, execute, modify or delete any file belonging to someone else without explicit permission from the owner, even if they file is unprotected.
 - Gain privileges or resources beyond your authorized limits.
 - Use a system for unauthorized purpose, such as advertising for a commercial organization or running a business.
 - Introduce damaging software such as viruses.
 - Damage hardware, such as pounding, kicking or moving it to another location.
 - Send mass electronic mailings, any distribution to more than 5 recipients must be cleared in advance with the University Librarian.
 - Harass others by sending annoying, obscene, libelous or threatening messages.
 - Slow down any system by deliberately running wasteful jobs or playing games at unauthorized times.
 - Attempt to crash a system or exploit weakness in security.
 - Make unauthorized copies of software.
 - Display pornographic or racist jokes or materials.
13. Failure to comply with the directives of Sinte Gleska University or public officials acting in the performance of their duties on University owned or controlled property or at University sponsored or supervised activities when such conduct constitutes a danger to personal safety, property or educational objectives or other appropriate institutional activities on such premises.
 14. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code.
 15. Violation or regulations or other conditions of conduct approved by the Student Standards and Conduct Committee or other institutional committee recognized by the Sinte Gleska University Board of Regents provided they have been published, distributed or posted in such a manner as to constitute adequate notice to students.
 16. Contempt of formal proceeding by impairing or interrupting the due course of proceedings as established by this code.

Means of Expression

1. Sinte Gleska University may establish, promulgate and enforce rules and regulations, regarding rallies, demonstrations, or other assemblies to assure the safety of personnel and property to prevent disruption of the educational process. The University must make rules and regulations available to the students.
2. No written materials or other items may be attached by any method to the premises or property without name identification.

Group Offenses

Upon satisfactory proof that a member of a group or organization at Sinte Gleska University, with a knowledge and consent of group officers or in concert with at least four other members of a group, has violated this Code, the group or individual members of the group may be subject to the following sanctions:

- Denial of the use of University facilities.
- Making restitution for damaged, stolen or misappropriated property or stolen or misappropriated money.
- Temporary or permanent suspension of the group's charter, recognition or registration.
- Other appropriate sanctions as may be authorized by this Code.

Sanctions

- **Expulsion** - student status is severed permanently. Any student who has been expelled from Sinte Gleska University as a result of disciplinary action will not be permitted to participate in any recognized University function.
- **Suspension** - student status is severed for a specific period. Any student who has been suspended from Sinte Gleska University as a result of disciplinary action will not be permitted to participate in any recognized University function during the suspension period. With regard to student organizations, this action is equivalent to loss of Sinte Gleska University recognition and all privileges associated with such recognition.
- **Negative Notation on Transcript** - entry of the fact of violation on the student's permanent academic record as a separate or additional sanction may be imposed at the discretion of the expiration of the time set by the Student Standards, Scholarship and Conduct Committee; the notation shall be removed upon the request of the student.
- **Revocation of Degree** - an academic degree previously awarded by Sinte Gleska University may be revoked upon proof of the work submitted in fulfillment of, an indispensable to, the requirements for such a degree was plagiarized or may be revoked upon proof that such degree was otherwise obtained by false means. The Student Standards, Scholarship and Conduct Committee may, upon repeal of a Sinte Gleska University graduate subject to degree revocation, stipulate the requirements for re-obtaining the degree.

- **Disciplinary Probation** - participation in Sinte Gleska University life by individual students or student organizations is placed on probation status, with or without loss of designated privileges.
- **Restitution** - the student or student organization is required to replace or restore damaged, stolen or misappropriated student, staff, faculty, administration or University property.
- **Community Service** - the student or student organization is required to render a designated number of hours of labor in the service of Sinte Gleska University or the reservation community.
- **Loss of Privilege** - the student or student organization is denied specific privileges normally associated with student status, such as participation in or sponsorship of Sinte Gleska University recognized activities or use of University facilities or services.
- **Conduct reprimand** -the student or student organization is given written notice that the conduct engaged in, is inconsistent with Sinte Gleska University regulations or policies and informed that future violations may result in the imposition of more serious sanctions.
- **Suspended Sanction**-the execution of any sanction under this code may be suspended. When suspending a sanction, a time limit for the suspension period shall be determined and subsequent violations of this Code that will terminate the suspension and result in the imposition of the original sanction will be specified. In the absence of such violation(s), the original sanction shall be deemed completed at the end of the suspension period.

Procedures

Complaint: Any Sinte Gleska University student or employee (either full-time or part-time) or member of the Board of Regents may initiate a complaint under this Code. Such complaint must be submitted, in writing, to the Student Services Director as quickly as prudently possible.

Upon receiving a complaint or notice that a student has violated this Code, the Student Services Director shall notify the student within five days, in writing, of:

- The alleged Code violation.
- The opportunity for the student to meet with the Vice President of Student Services for purposes of discussing options for disposition of the case.
- The student's right to representation. A student may conduct his/her defense personally or with the assistance of a representative who may attend the hearing but not participate in the proceedings. Another student, faculty member or staff employee of Sinte Gleska University or an attorney or advocate of his/her choice who is licensed to practice with the Rosebud Sioux Tribal Court or the State of South Dakota may assist the student. The representative (advisor) role is specifically limited to conferring with his/her advisee.
- The student shall be informed that he/she may be responsible for bearing the cost of representation.

Informal Hearing by the Vice President of Academic Affairs

Students or student organizations charged with a violation of this Code may have his/her case heard in an informal procedure headed by the Vice President of Academic Affairs.

The Vice President of Academic Affairs will meet with the student or student organization and inform the student(s) of their various rights and options. The Vice President of Academic Affairs is empowered to:

- Make findings of facts and determine whether or not the student(s) violated the Code.
- Dismiss the case.
- Refer the student(s) for counseling.
- Refer the case to the Student Standards and Conduct Committee for a formal hearing.
- Impose any sanction listed in this Code except expulsion, suspension, or negative notation on transcripts.

Formal Hearing by the Student Standards and Conduct Committee

A student or student organization may prefer a hearing before the Student Standards and Conduct Committee. In the event that a student or student organization chooses this option, the Student Standards and Conduct Committee shall hear the matter within fifteen days of the request as transmitted through the Vice President of Student Services.

The Student Standards and Conduct Committee are empowered to:

- Make findings of facts.
- Determine whether or not the student(s) have violated this code.
- Impose any sanction listed within this code.
- A determination of responsibility is made when the preponderance of evidence supports the charge(s).

All hearing, informal or formal, shall be scheduled within fifteen days following the written notice of the complaint to the student(s) from the Vice President of Student Services. Failure to appear for the hearing may result in disposition of the case under the authority of this Code.

Appeal of the Hearing Decision

An appeal may be made, in writing, to the Sinte Gleska University Board of Regents within ten days following the hearing decision. The Sinte Gleska University Board of Regents may choose to hear an appeal of the earlier decision, restricted to review of the sanctions imposed by the Vice President of Academic Affairs or the Student Standards and Conduct Committee and to the procedural grounds listed.

- The decision is unlawful in substance or procedure, but error in procedure shall not be cause for reversal or remand unless the Board shall find that substantial rights of the petitioner were prejudiced in the whole record.
- The decision is not supported by substantial evidence in the whole record.
- The sanction is not warranted.

No appeal shall be allowed unless the student appealing cited specifically to the hearing record (tape and minutes) and states with specificity the grounds under which the appeal shall be allowed.

Contempt

The Vice President of Academic Affairs, the Chairperson of the Student Standards and Conduct Committee, or the Chairperson of the Sinte Gleska University Board of Regents, shall make a determination of contempt alone or summarily. In case involving a determination of contempt, a written notification of such determination shall be sent the Vice President of Student Services describing the facts that constituted the contempt and the sanction imposed therefore. Individuals so charged with contempt shall have the same right to appeal as is afforded in any other case.

Special Procedure for Academic Dishonesty Cases

Complaint

Members of the faculty are required to file a written report of each academic dishonesty incident with their Department Chairperson, the Vice President of Academic Affairs and the Vice President of Student Services.

Student/Faculty Conference

Upon the discovery of a suspended academic dishonesty incident, plagiarism, cheating or knowingly furnished false information to a faculty or staff member, the faculty member in whose course the incident originated shall promptly notify the Department Chairperson of the incident (if originating in a course taught by a Department Chair, he/she should directly notify the Vice President of Academic Affairs) and as soon as practical thereafter schedule a conference with the student. This conference shall include a discussion of the alleged incident and a recommendation of one of the following student options:

- Repeat the assigned work with no penalty.
- Repeat the assignment with a punitive grade for the assigned work.
- Refuse to accept the work.
- Reduce grade for the work.
- Fail the course.

In the event that a student is unwilling to confer with the faculty member or is unable to do so within a reasonable time period, the case may be referred directly to the Vice President of Academic Affairs for resolution. If, for some reason, the faculty member is not available for a conference with the student, then the conference may be conducted by the faculty member's Department Chairperson or referred directly to the Vice President of Academic Affairs for resolution.

Non-Contested Cases

If the student admits to the academic dishonesty incident or chooses to accept one of the recommended student options, the faculty member may impose, within the context of the course in which the incident originated an appropriate academic sanction up to and including a grade of "F". Written notice of the sanction or resolution without sanction

shall be given to the student. If, in judgment of the faculty member, further disciplinary action is warranted, a report to the Student Services Director shall so indicate. A student who has admitted to an academic dishonesty incident may appeal the sanction to the faculty's Department Chairperson and ultimately to the Vice President of Academic Affairs.

Disposition of Contested Cases

If the student denies involvement in the academic dishonesty case or choose not to accept one of the recommended student options, then the faculty member shall refer the case to the Student Standards and Conduct Committee. The case will then be conducted in accordance with procedures established by this Code.

Dropping or Withdrawing from Course

The Department Chairperson, upon receiving notice of an incident involving suspected academic dishonesty, shall take such steps as appropriate to prevent the student from dropping or withdrawing from the course pending disposition of the incident as provided by this Code. If the incident results in the issuance of the grade of "F" as a final grade for the course, the student shall not be permitted to drop or withdraw from the course. If no sanction results, or if the incident does not result in the issuance of the grade of "F" as a final grade, the student shall be free to drop or withdraw from the course provided such drop or withdrawal can be officially recognized by the Sinte Gleska University Registrar's Office.

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