



SALISH KOOTENAI COLLEGE

DIVISION OF GRADUATE STUDIES

2023-2024

Graduate Student Handbook



Table of Contents

DIRECTORY OF CAMPUS RESOURCES	4
Academic Calendar	7
Welcome to the SKC Graduate Division!	8
Introduction to Salish Kootenai College	9
SKC Graduate Division Tuition & Fees for 2023-2024	10
Graduate Program Grading System	12
New Student Orientation (NSO)	12
Registration & Advising	13
Registration Process	13
Academic Advising	13
Electronic Accounts	14
Student Email Accounts	14
JICS Account (Jenzabar Internet Campus Solution)	14
Brightspace	15
Papercut	15
Student ID	16
Graduate Division Policies	17
Graduate Non-Degree Admissions Policy	17
Provisional Admissions for Graduate Degrees Policy	17
460.90 Advancement to Candidacy Policy	18
460.91 Eligibility to Participate in Graduation Exercises Policy	18
460.92 Requirements for Graduation Policy	19
Academic and Professional Integrity Policy	19
460.01 Continuous Enrollment and Leave of Absence Policy	19
460.80 Time Limits Policy	20
460.05 Withdrawal Policy	20
460.15 Readmission Policy	20
SKC Graduate Division Procedures	21
Graduate Incomplete	21
SKC Policies & Procedures	22
Directory Information	22
Changing Student Name in College Records	22

Transcripts	23
Student Rights and Responsibilities	24
Student Code of Conduct	24
I. Student Rights and Responsibilities	24
II. Academic Misconduct	25
Plagiarism Preface	28
Plagiarism Policy	29
Consequence	29
III. General Misconduct	31
Student Complaints and Grievance Procedure	34
Graduate Division Program Contact Information	38

Disclaimer: This Guide is not a legally binding contract between students and Salish Kootenai College. The Guide is a source of information on the many services, activities, and policies of the College. Every effort has been made to provide current and accurate information in this publication; however, SKC Administration reserves the right to alter, amend, or abolish its policies, procedures, and guidelines at any time.

DIRECTORY OF CAMPUS RESOURCES

Graduate Admissions

Robert DePoe III Building, Office 131

1.406-275-4023

cammie_pablo@skc.edu

Graduate Admissions aims to support those students who are interested in applying for a Graduate degree program at SKC. Whether an individual is seriously considering one of our programs, or they just need assistance in completing the application process, Graduate Admissions is here to help.

Master of Education in Curriculum & Instruction

Contact Information

Cammié DuPuis-Pablo – Graduate Admissions: 1.406.275.4023; cammie_pablo@skc.edu

Dr. Tammy Elser – Co-Program Director: 1.406.275.4877; tammy_elsler@skc.edu

Dr. Wren Walker Robbins – Co-Program Director: 1.406.275.4780;

wren_walkerrobbins@skc.edu

Master of Science in Natural Resource Management

Contact Information

Cammié DuPuis-Pablo – Graduate Admissions: 1.406.275.4023; cammie_pablo@skc.edu

Dr. Rick Everett – Program Director: 1.406.275.4769; rick_everett@skc.edu

Financial Aid & Scholarships

Robert DePoe III Building

1.406.275.4857

financialaid@student.skc.edu

The Financial Aid Office staff will assist you with information on funding sources and processes needed in order to meet the cost of attendance for your college expenses. The Free Application for Federal Student Aid (FAFSA) is required to apply for grants, scholarships, and loans.

The FAFSA is free and located online at fafsa.ed.gov. After the FAFSA application is submitted it can take up to 3-5 business days to process. Once SKC receives the application from fafsa.ed.gov, you will receive an email notification from the SKC Financial Aid office letting you know the process and documents needed to complete your financial aid file. Your financial aid file must be completed in order to determine financial eligibility. Students will need to follow up with email notification of requested documents.

SKC FAFSA Code: 015023

<p style="text-align: center;"><u>Child Care</u> Salish Kootenai College Early Learning Center 1.406.275.4785</p> <p>The Early Learning Center provides full- and part-time programs for children 2 to 5 years of age. The center services the students, faculty, and staff of SKC.</p>
<p style="text-align: center;"><u>Disability Services</u> Robert Depoe III Building 1.406.475.4968</p> <p>Salish Kootenai College is committed to providing educational opportunities for individuals with disabilities. Reasonable accommodations are provided for eligible students with identified disabilities. Visit with Disability Services to understand your rights and responsibilities related to accommodations for disabilities.</p>
<p style="text-align: center;"><u>Library</u> D’Arcy McNickle Library Building 1.406.275.4875</p> <p>The D’Arcy McNickle Library provides services for SKC students and also houses archives of CSKT documents. Library services include assistance with reference materials, interlibrary loans, and access to online databases of articles and books.</p>
<p style="text-align: center;"><u>SKC Student Health Center</u> Agnes Vanderburg Building 1.406.675-2700 x 1630</p> <p>The SKC Student Health Center offers primary health care and acute care. For detailed information please call the clinic.</p>
<p style="text-align: center;"><u>Center for Prevention & Wellness</u> Kenmille Building 1.406.275. 4913</p> <p>The Center for Prevention & Wellness specializes in health promotion and direct services related to advocacy, mental health counseling, and public health services. All services are free and confidential for all SKC students. Services offered:</p> <ul style="list-style-type: none"> ➤ Counseling Services ➤ Advocacy and Support Services ➤ Certified Peer Education ➤ Prevention Education
<p style="text-align: center;"><u>Joe McDonald Health Facility</u> 1.406.275.4978</p> <p>The Joe McDonald Health Facility is open to students, faculty, and staff and offers a variety of workout equipment such as treadmills, bikes, bench presses, and free weights. We also offer a walking track and a collegiate basketball court. A variety of health and fitness classes are open to all students.</p>

Graduation Application – Registrar’s Office

Robert DePoe III Building
1.406.275.4864

Following Winter quarter registration in the year you will receive your degree, meet with your Committee Chair/Graduate Advisor so they can perform a degree audit and you can complete all graduation application materials prior to submitting them to the Registrar’s Office.

- ✓ A degree audit must be completed by your Committee Chair/Graduate Advisor and be attached to your graduation application showing you have or will meet all degree requirements.

Housing Services

Robert DePoe III Building
1.406.275.4827 or 1.406.275.4884

SKC Student Housing provides safe, affordable, on-campus housing options to full-time SKC students. Options are available for single students as well as students with children. Applications and information are available on the SKC Housing website.

Admissions

Robert DePoe III Building
1.406.275.4855
admission@skc.edu

Admissions is the first point of contact for prospective and new students. The Admissions staff can assist students with information about college programs, services, and enrollment.

Career Services

Robert DePoe III Building
1.406.275.4826
eva_oruste@skc.edu

Career Services is committed to providing comprehensive services that will empower students to identify and attain their educational and career goals. Career Services assists current and potential students with: writing cover letters and resumes; developing interview skills, etc.

Security

SKC Security Building
1.406.275.4751

SKC Campus Security provides crime deterrence through random patrols and watching for potentially hazardous situations and criminal activity.

SKC Campus Security offers the following:

- Campus Information
- Jumpstarts
- Loaner Gas Can
- Assistance with After-Hour Building/Office Lockouts

General Information

Academic Calendar 2023-2024

<u>Fall (2023-10)</u>	
Classes Begin	September 11
Last Day to Change Registration (Drop/Add Classes)	September 18
Indigenous People's Day	October 9
Midterm	October 9-13
Last Day to Withdraw from Classes	October 27
Veteran's Day Holiday	November 10
Last Day of Classes	November 17
Grades Due	November 29

<u>Winter (2023-20)</u>	
Christmas Holiday	December 22-26 (2023)
New Year's Holiday	December 29-January 2 (2023/24)
Employee Inservice	January 4
Classes Begin	January 8
MLK Jr, Holiday	January 15
Last Day to Change Registration (Drop/Add Classes)	January 15
Last Day to Apply for M.S. NRM Spring Term	January 26
Midterm	February 5-9
Last Day to Withdraw from Classes	February 23
Last Day of Classes	March 15
Grades Due	March 20
Spring Break	March 18-29

<u>Spring (2023-30)</u>	
Classes Begin	April 1 (2024)
Last Day to Change Registration (Drop/Add Classes)	April 8
Midterm	April 29-May 3
Graduation Pow-Wow	May 10-11
Last Day to Withdraw from Classes	May 17
Last Day to Apply for M.S. NRM Fall Term	May 17
Community Service Day	May 17
Memorial Day Holiday	May 27
Last of Classes	June 7
Graduation Day	June 8
Grades Due	June 12

Welcome to the SKC Graduate Division!

We are thrilled to have you as a part of our SKC family as you step into this significant moment in your life! With all the excitement of beginning Graduate School, come questions about what steps to take next. Here are some of our top suggestions:

- Consider applying for Financial Aid—this can include applying for loans or scholarships; *NOTE: Pell Grant cannot be used toward graduate degrees.
Fin-Aid Link: <https://www.skc.edu/financial-aid/#>
- Sign up for Rave Alert—this is SKC’s emergency notification system. This will keep you informed of any emergencies on campus, as well as non-emergencies such as cancelled classes, etc. Rave Alert link: <https://www.getrave.com/login/skc>
- Add SKC Security to your contact list—just in case!
 - 1.406.275.4751; 1.406.239.6267; 211 from On-Campus Landline
- Become acquainted with the campus.
 - SKC map link: <https://www.skc.edu/skc-campus-map/>
- Be in touch with your Program Director to ensure timely registration for classes.
- Complete your “Alcohol Education & Sexual Assault Prevention” training modules online. The link for these will be sent directly to your Student Email with instructions.
 - *These training modules are a **requirement** as a Graduate student

Do work hard—Remember to have FUN!



Introduction to Salish Kootenai College

Salish Kootenai College Mission and Vision Statement

The mission of Salish Kootenai College is to provide quality post-secondary educational opportunities and support for Native Americans, locally and from throughout the United States, to achieve their academic and career goals. The College will perpetuate the cultures of the Sèliš, Ksanka, and Qlispé peoples. The College will impact its community through service and research.

Vision Statement

Salish Kootenai College aspires to be the preeminent educational center of excellence for American Indian students, grounded in the cultures and traditions of the Sèliš, Ksanka, and Qlispé people of the Flathead Nation. The College will empower students to improve the lives of their families and communities through research, leadership, and service.

Mission Objectives

Salish Kootenai College identifies four Mission Objectives that encompass the mission and vision of the College. These Mission Objectives provide a focus for all activities at SKC.

1. Provide Access to Higher Education for American Indians;
2. Maintain Quality Education for Workforce or Further Education;
3. Perpetuate the Cultures of the Sèliš, Ksanka, and Qlispé peoples; and
4. Impact the Community through Service and Research.

Accreditation

Salish Kootenai College (SKC) is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicated that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is sustainability doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Additionally, information about the Northwest Commission on College and Universities can be located at www.nwccu.org

SKC Graduate Division Tuition & Fees for 2023-2024

Tuition Per Quarter	Enrolled Member	Tribal Descendant	MT Resident	Out of State
1 Credits	\$143.00	\$163.00	\$183.00	\$329.00
2 Credits	\$286.00	\$326.00	\$366.00	\$658.00
3 Credits	\$429.00	\$489.00	\$549.00	\$987.00
4 Credits	\$572.00	\$652.00	\$732.00	\$1,316.00
5 Credits	\$715.00	\$815.00	\$915.00	\$1,645.00
6 Credits	\$858.00	\$978.00	\$1,098.00	\$1,974.00
7 Credits	\$1,001.00	\$1,141.00	\$1,281.00	\$2,303.00
8 Credits	\$1,144.00	\$1,304.00	\$1,464.00	\$2,632.00
9 Credits (Full-time)	\$1287.00	\$1,467.00	\$1,647.00	\$2,961.00
1 Year (3 quarters)	\$3,861.00	\$4,401.00	\$4,941.00	\$8,883.00

Fees Charged Per Student Per Quarter:

Registration (non-refundable)	\$75.00
Technology (non-refundable)	\$50.00
Library	\$20.00
Per Credit Fee	\$20.00
Thesis/Project	\$100.00 (charged each quarter a student registers for thesis or project course)
Graduation Fee	\$100.00 (one-time charge per degree)

Federal Financial Aid Enrollment Status for Graduate Students

Full-time	9+ Credits
Half-time	5-8 Credits
Less than half-time	1-4

Refunds

1 st Week	90%
2 nd Week	80%
3 rd Week	70%
4 th Week	60%

A student who withdraws in the first week of the quarter without attending class may receive a 100% refund, less registration fee, technology fee, and \$10 for the student identification card. For students on financial aid, refunds are applied first to student loans, then to other government or foundation aid and lastly refunded to the students. Students paying their own tuition and fees receive the refund directly.

Graduate Program Grading System

Students enrolled in a Graduate Program are required to maintain a 3.0, and all courses are to be passed with a “B” grade or higher. Failure to pass a course with at least a “B” average will require taking the class over.

Grade	Grade Interpretation	Points/Credits
A	High Degree of Excellence	4
B	Above Average	3
C	Average	2
D	Minimum	1
F	Failure	0

*Yellow above indicates grades that are considered “not-passing” at the Graduate-level.

Pass/Fail Grading Options		Points/Credits
P	Pass	0
I	Incomplete	(See Graduate Division Procedures – pg. 21)
W	Withdrawal from Course	0

New Student Orientation (NSO)

New Student Orientation will be scheduled by each Graduate degree program and offered prior to the first quarter of classes. New Student Orientation is designed to introduce:

- Student Email
- Student Accounts
- Financial Aid
- RAVE Alert
- Alcohol Education & Sexual Assault Prevention required trainings
- Course Books / Library information

Registration & Advising

Registration Process

Graduate students can register on-line or in-person. Meet with your Advisor; you will discuss recommended courses for the upcoming quarter's registration.

Your Advisor will then have you register in one of three ways:

- 1) your Advisor will contact the Registrar's Office to register you; or
- 2) your Advisor will ask you to be in contact with the Registrar's Office to register in-person or via email; or
- 3) your Advisor will ask you to register via your JICS account.

Regardless of how you are registered, it is highly recommended that you verify your registration by logging into your JICS account to view your class schedule.

Academic Advising

Upon enrollment, all degree seeking students are assigned an academic Advisor. Advisors can assist students with information on campus resources and will advise students on program requirements, as well as additional program requirements needed for successful completion of their degree. Students should expect to meet with their Advisor prior to each academic quarter and must have their Advisor's signature for registration.

The approval of a student's Academic Advisor is required before completing registration. Students should plan to meet with their Academic Advisor prior to each academic term, either in-person or virtually.

Academic Advisors must be contacted in the following situations:

- Prior to withdrawing from any course or withdrawing from the college, as there may be consequences for the students' plan of study.
- Questions or concerns about Graduate policies, procedures and deadlines.
- Advice about career goals

Important: SKC places full responsibility upon the student for registering for the proper courses and fulfilling all requirements for a degree as set forth in the catalog. While Academic Advisors provide advice and guidance, students are ultimately responsible for their own academic progress, which includes following the curriculum plan as outlined in the SKC Catalog. Students who do not follow the curriculum plan may not be able to complete their degree program in the expected length of time and may need more time to complete requirements for graduation.

Electronic Accounts

The Graduate program will guide students on how to gain access to their personal SKC student email, JICS account (a Resource Planning system), Brightspace (an online Learning Platform), and Papercut (a Managed Print System).

Student Email Accounts

How to access your SKC student email account:

1. Go to: <https://www.skc.edu/>
2. Locate: “MySKC” dropdown menu
3. Select: “MySKC Student”
4. Select: “Email” button
5. You will then enter your login and password information.

Once your student email is set up and verified, you will receive instructions and log-in information for JICS, Brightspace, and Papercut.

JICS Account (Jenzabar Internet Campus Solution)

JICS is the Enterprise resource planning (ERP) system which SKC uses to manage and integrate different aspects of student and business account.

JICS student accounts provide access to see academic, advising, and student accounts, i.e. current class schedule, academic history, quarterly grade report, financial aid, account balances & account payments, announcement, course history, online registration, degree progress, and unofficial transcripts.

How to access your JICS account:

1. Go to: <https://www.skc.edu/>
2. Locate: “MySKC” dropdown menu
3. Select: “MySKC Student”
4. Select: “JICS” button
5. You will then enter your login and password information.

Brightspace

Brightspace is an online learning platform utilized by SKC where students may have online learning courses/content for which they are registered. Faculty may have course assignments, videos, files, or other content related to their online course. Students may be required to upload assignments, discussions, quizzes, etc. to Brightspace to receive credit for their work.

There are two ways in which you can log into your Brightspace account:

The first way to log in to your Brightspace account:

1. Go to: <https://www.skc.edu/>
2. Locate: “MySKC” dropdown menu
3. Select: “MySKC Student”
4. Select: “Brightspace” button
5. You will then enter your login and password information.

The second way to log in to your Brightspace account:

1. Go to: <https://brightspace.skc.edu/>
2. Click: “Login with your Student Account”

Directions on how to get to your Brightspace account via mobile app.

1. Go to your app store and search “Pulse” then download the app
2. Login with the same information you would use on your desktop.

Papercut

“Papercut” is a print management system software that is designed to minimize paper waste and allow for a secure printing experience. In order to print from a school computer, you will need a “Papercut print account.” You must first deposit money into your account by visiting the Business Office located in the Big Knife Building.

How to access your Papercut account:

1. Go to: <https://www.skc.edu/>
2. Locate: “MySKC” dropdown menu
3. Select: “MySKC Student”
4. Select: “Papercut” button
5. You will then enter your login and password information.

Student ID

A “Student ID” is required for multiple purposes—including access to your Papercut account—as well as to access the Joe McDonald Health & Fitness facilities.

To obtain your Student ID:

1. Follow the link to the SKC Help Desk Page: <https://helpdesk.skc.edu/new> (you will need to ensure that you are logged in to your SKC Student Account)
2. Within the “Category” dropdown, select “Digital Account Support”
3. Within the “Subject Line,” input something to the effect of “New Student ID”
4. Upload a JPEG of the picture you wish to have displayed on ID card
5. Fill out Contact information
6. Submit your request (“Create Ticket” tab)
7. Go pick up your new Student ID at the A. Mathias building (**be sure to bring a photo ID with you**).

Graduate Division Policies

Graduate Non-Degree Admissions Policy

Students who wish to take Graduate courses and do not intend to pursue a Graduate degree may register as a non-degree Graduate student for professional or personal development. Graduate non-degree students do not qualify for financial aid. Graduate tuition & fees schedule applies.

- Procedure: Verification of baccalaureate degree from an accredited institution;
- Permission from the Program Director of the program;
- Instructor approval required;
- A completed “Post-Baccalaureate Non-Degree Admissions Application” form and required documents;
- Post-Baccalaureate non-degree students can select enrolling in courses for “audit” or “letter” grade (must be done at the time of registration; grade type cannot be changed after registration);
- No more than 14 quarter credit hours (aligned with transfer credits) of graded Graduate coursework accumulated while in this non-degree classification may be applied toward the Graduate degree for those students wanting to apply for the Graduate degree program (credits earned as “Audit” type grade do not qualify);
- Post-Baccalaureate non-degree students are bound by all relevant Salish Kootenai College Policies and Procedures.

Provisional Admissions for Graduate Degrees Policy

The Program Director of the Graduate degree programs may recommend to the Dean of Graduate Studies that a student be recommended for provisional admissions to the Graduate Division for as little as one quarter but not to exceed one academic year. Provisional admissions can be issued by the Dean of Graduate Studies when a student may not be competitive in one or more admissions criteria but shows promise of success in the degree program. The provisional admissions status provides a trial period for the student to demonstrate they can be successful in the Graduate program for which they are applying.

- Procedure: A student may not be considered for provisional admissions until after their Graduate admissions file is complete and has been fully evaluated;
- The Program Director of the Graduate degree program must provide in writing to the Dean of Graduate Studies specific deficiencies or prerequisite courses the student must satisfy during the provisional period; specific outcomes for those deficiencies/prerequisites; and when those deficiencies/prerequisites will be evaluated for determination of admissions acceptance. Further, the expectations required during the provisional admissions period are to meet the same minimum performance requirements as indicated for the Graduate degree programs;

- A student who is provisionally accepted will be notified by the Dean of Graduate Studies of the conditions of this acceptance classification;
- Provisional status will only be removed by the Dean of Graduate Studies on recommendation of the Program Director of the Graduate degree program;
- A student who is provisionally admitted to the Graduate degree program and successfully completes all conditions is then considered to be “fully-admitted” to the degree program. Students who do not successfully complete provisional admissions requirements can reapply for admissions for a future term;
- Provisional admissions status carries no restrictions for financial aid or credit load.

460.90 Advancement to Candidacy Policy

Upon successfully completing a program of required coursework and other requirements as defined by their Graduate program of study, and in consultation with their Graduate Advisor, a student is ready to advance to the thesis or project phase. After a student has successfully completed the requirements below, the student can enroll in thesis or project courses. In order to be advanced to candidacy, the student must have:

- Completed coursework and other specific degree requirements as defined by each Graduate Advisor and Graduate program of study;
- Completed required coursework with a minimum grade point average of 3.0 ("B");
- All grades earned must be a minimum “B” grade or 3.0 grade;
- Received a recommendation for advancement to candidacy from the Graduate Program Director/Advisor;
- Received final approval of being advanced to Candidacy as determined by the Graduate Program Director and Dean of Graduate Studies.
- Students can only enroll in thesis and project credits after approval by the Graduate Committee advancement to candidacy.

460.91 Eligibility to Participate in Graduation Exercises Policy

Candidates within the Graduate Division who have completed all coursework, the thesis defense or professional project presentation, and who have a final approved thesis or project, are eligible to participate in the graduation ceremony.

All candidates for degrees must fully satisfy their financial obligation to the College or arrange for doing so as a condition for completion of the degree. Candidates with outstanding financial obligations are not eligible for graduation.

460.92 Requirements for Graduation Policy

Below are the requirements for graduation with a Master's degree for all Graduate programs:

- The required minimum quarter credits as specific by the degree program;
- All grades earned in required coursework must be a minimum of "B" grade;
- Completion of all program requirements that culminates in acceptance by the students Graduate Committee of a thesis or final project;
- The graduation writing requirement is met through acceptance of the thesis or project by the Graduate Committee.

Academic and Professional Integrity Policy

Absolute integrity is expected of every Salish Kootenai College Graduate student in all academic undertakings. Integrity entails a firm adherence to a set of values. At SKC, values include honesty, fairness, and respect. Students and faculty of SKC assume the responsibility of maintaining and furthering these values.

Individuals enrolled in SKC's Graduate programs are members of a profession and students in an academic program. Academic integrity is expected not only in formal coursework situations but in all college relationships and interactions connected to the educational process, including the use of college resources, participation in internships or other learning opportunities, and research.

Violations of academic integrity may result in disciplinary procedures as outlined in the SKC Catalog. SKC Graduate Students have access to complaint and grievance procedures as provided in the SKC Catalog. If fellow students, staff, or faculty suspect a violation of Academic Integrity, the violation should be reported to the Dean of Graduate Studies.

460.01 Continuous Enrollment and Leave of Absence Policy

Graduate students must register for a minimum of 2 credits each fall, winter, and spring term. Leaves from the program may be approved by the Dean of Graduate Studies under the following circumstances:

1. Parental leave or major illness (documented by physician, psychologist, etc);
2. Extended family-leave due to illness (documented by physician, psychologist, etc);
3. Significant off-campus field assignment (documented by department chair);
4. Post-defense periods in which there is thesis, dissertation, or professional paper clean-up only; after one semester, one-credit registration is required for one semester; beyond one semester, three-credits continuous registration is required.

The Dean of Graduate Studies allows a leave of absence up to one-year with approval of the Program Director (e.g. for parental, major illness or personal need). Because leave of absence presumes the student is not engaged in college activities, no college resources (except those available to the general public) are available during the leave-of-absence and students will not be charged tuition.

All students who are approved for a leave will be informed of any conditions for continuing in the program. Students returning after a leave of absence should contact their Program Director and Advisor one academic term prior to return to discuss a plan for progression and completion. An exception to the two-credit mandatory continuous registration policy should occur using the following procedures:

1. All exceptions must be approved by the Dean of Graduate Studies;
2. All requests for an exception should be submitted to the Dean of Graduate Studies before the first day of classes for the academic term for which an exception is requested;
3. Parental or major illness and extended family leave exception requests should be in the form of a memorandum from the student's Advisor, or Program Director, to the Dean of Graduate Studies, and suitable documentation (from physician, psychologist, other medical professional, etc.) may be included as an attachment;
4. Significant off-campus field assignment (domestic or foreign) exception requests for each student should be in the form of a memorandum to the Graduate Dean from their Advisor and endorsed by the Program Director. This memorandum will constitute suitable documentation.
5. Exception request memorandum need not be lengthy, but should include the specific request including the student's name and student identification number, the reason for the request, and any supporting documentation. In addition to this continuous registration policy, the Division of Graduate Studies allows a one-quarter leave of absence with no penalty, with approval by the Dean of Graduate Studies.

460.80 Time Limits Policy

All degree requirements for the master's degree must be completed within five academic years (fifteen academic quarters). Students who do not complete the degree within the five-year time period must apply for readmissions and may be required to repeat courses or take additional coursework specified by the curriculum changes.

460.05 Withdrawal Policy

Students who wish to withdraw from their Graduate program must notify their Advisor and/or Program Director in writing. The Committee Chair will notify the student's Committee Members and the Dean of Graduate Studies.

460.15 Readmission Policy

Students who step out of their Graduate programs and who do not maintain continuous registration will be dropped from their program's roster and will need to petition their program for readmission with a written request submitted to the Graduate Program Director. The petition for readmission will require an evaluation of the student's progress and a plan with time-table for completing the degree. Readmission is not guaranteed.

SKC Graduate Division Procedures

Graduate Incomplete

Students requesting “Incomplete” status for a course or courses in a term must meet the following conditions:

- can be requested by the student under medical circumstances/family emergencies;
- consult with the instructor for approval;
- passing with a “B” or better by the last day to withdraw for the quarter;
- must be resolved within a reasonable timeframe based on a written plan approved by the instructor and signed by the candidate.
- prior incomplete grade(s) must be completed prior to requesting further incomplete grade(s);
- terms of condition(s) are agreed upon between the instructor and the student;
- signature approval is required by the Program Director and the Dean of Graduate Studies.

SKC Policies & Procedures

Directory Information

Salish Kootenai College considers the following to be student directory information which may be made available to the public if the student has not restricted release:

- Name
- Dates of attendance
- Academic major or program of study
- Number of credits for current enrollment period
- Class standing (Freshman, Sophomore, etc.)
- Degrees, certificates, certifications, or endorsements awarded
- Honors awarded and the GPA of students recognized for honors
- Date(s) of completion
- Participation in college-recognized sports
- Student's college email address
- Photographic, video or electronic images of students taken and maintained by the College

Changing Student Name in College Records

If a student's legal name changes, the student must present legal documentation of the name change in order to have the change made in student records. A Social Security card is required for name changes.

Transcripts

All transcript fees are paid through the Business Office, upon which a receipt is then issued. This receipt must then be presented at the Enrollment Services Department for printing of transcripts. Request for transcripts should be directed to the Records Manager. Transcripts are processed on Tuesdays and Thursdays and can be picked up after 3 p.m. on these designated days or are mailed out the next business day. A driver's license or photo identification with signature is required with transcript requests. **Signature and photo ID needed.** A student can pick up a "Transcript Request" form in the Enrollment Services Department or submit a written request. The written request must include **all** of the following information in order to be processed:

- Full Name
- Other names used
- Mailing Address
- Social Security Number
- Birth date
- Whether currently enrolled or dates when previously enrolled
- Address where transcript(s) is to be mailed
- Enclose a check or money order at \$5.00 per transcript
- Signature (to be verified with SKC records)
- Phone number
- Clear copy of driver's license or photo identification with signature

*The first transcript request is free, after which a \$5.00 charge for each official and unofficial transcript is collected, prior to its release.

*Rush Transcripts: A request for a "Rush Transcript," or same-day transcript, must meet the same requirements as above; however, the cost is \$25.00.

*Transcripts will not be released if a student has a remaining financial obligation to SKC.

Student Rights and Responsibilities

Student Code of Conduct

The Student Code of Conduct embodies and promotes honesty, integrity, accountability, rights, and responsibilities associated with citizenship in our academic community at Salish Kootenai College (“the College” or “SKC”). This Code of Conduct describes expected standards of behavior for all students. The Code of Conduct includes both academic conduct and general conduct and outlines students’ rights and responsibilities as well as college processes for adjudicating alleged violations.

When students register for classes at the College, they agree to abide by the stated student policies and the Code of Conduct.

I. Student Rights and Responsibilities

Students have rights and responsibilities established to ensure fairness and protection while they are students at SKC.

A. Students have the RIGHT to:

1. Receive the educational program as outlined in the SKC Catalog.
2. Positively gain from college experiences through academics and extra-curricular activities.
3. Use SKC facilities.
4. Participate in college governance.
5. Access academic records as provided by the Family Educational Rights and Privacy Act (FERPA).
6. Request transcripts (providing all accounts have been settled).
7. Obtain a grade report in the event that an official transcript may not be released due to financial obligation to the College.
8. Be informed of disciplinary actions and resulting consequences. A copy of any disciplinary action is filed in the student’s permanent record.
9. Be notified of any changes in college policies and procedures that impact students, program and course requirements, and/or tuition or fees.
10. Understand rights, responsibilities, and disciplinary procedures.
11. Be afforded due process and access the student grievance procedure.
12. Exercise academic freedom within the framework of college policies, procedures, goals, and philosophy.
13. Participate in learning environments free from harassment and physical harm.

B. Students have the RESPONSIBILITY to:

1. Abide by the policies and procedures of SKC.
2. Attend classes regularly, inform instructors of absences, and follow course attendance policies.
3. Complete all course and program requirements as stated in the SKC Catalog.
4. File any grievance according to specified procedures.
5. Report any accident or injury occurring on SKC facilities or resulting from college activities to the appropriate college personnel in a timely manner.

6. Be active participants in the educational process.
7. Learn about the culture and history of the Salish, Kootenai, and Pend d'Oreille people.
8. Embrace the value of citizenship and service.
9. Approach educational opportunities with an open mind and heart and a positive attitude.
10. Treat all college personnel and resources with respect, honesty and integrity.

C. Right to Due Process

Any student charged with violating the Student Code of Conduct has certain rights as follows:

1. The right to be advised that a charge is being investigated and the right to be advised of the potential charges.
2. The right to review the evidence.
3. The right to decline to make statements.
4. The right to submit a written account related to the alleged charges.
5. The right to have a person of choice, including legal counsel, present throughout any and all proceedings provided for in this Code.
6. The right to a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for urgent circumstances.
7. The right to hear and question witnesses and the accuser.
8. The right to present relevant evidence and witnesses.

❖ Students with Disabilities

Reasonable accommodations are provided for eligible students with identified disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Students may contact the Disability Services Coordinator, Silas Perez, at 275-4968, silas_perez@skc.edu or consult the SKC web page for Students with Disabilities for more information.

II. Academic Misconduct

Academic Misconduct is defined as all forms of academic dishonesty, including but not limited to:

- a. **Plagiarism:** See specific Plagiarism Policy on page 29.
- b. Misconduct during an examination or academic exercise.
- c. Unauthorized possession of examination or other course materials.
- d. Tampering with course materials.
- e. Submitting false information: Knowingly submitting false, altered, or invented information, data, quotations, citations, or documentation in connection with an academic exercise.
- f. Submitting work previously presented in another course.
- g. Improperly influencing conduct: Acting calculatedly to influence an instructor to assign a grade other than the grade actually earned.
- h. Substituting or arranging substitution for another student during an examination or other academic exercise, including but not limited to substituting for another student in an online class or assignment.
- i. Facilitating academic dishonesty: Knowingly helping or attempting to help another person commit an act of academic dishonestly.
- j. Altering transcripts, grades, examinations, or other academically-related documents.

A. Investigation of Charge of Academic Misconduct

The focus of inquiry in disciplinary proceedings is to determine if a violation of the Student Code of Conduct has occurred and, if so, to decide an appropriate academic penalty and/or college sanction. Student Code of Conduct proceedings are administrative proceedings and do not follow formal rules of evidence applicable in judicial proceedings. However, the accused student must receive due process, and the College is to establish violations by a preponderance of evidence. It is assumed unless shown otherwise that the faculty make impartial judgments concerning academic misconduct and fairly impose an appropriate academic penalty and/or college sanction. Minor deviations from prescribed procedures will not invalidate a decision or proceeding, provided they do not significantly prejudice the student or the University. The adjudication of any alleged misconduct must be initiated within two years of discovery.

B. Investigation by the Course Instructor

In all cases where academic misconduct is discovered or suspected, the course instructor should consult with the Department Head and/or the Vice President of Academic Affairs to report the incident and to determine whether any record of prior academic misconduct is in the student's disciplinary file.

- a. When an incident of alleged academic misconduct is discovered by or brought to the attention of the course instructor during the course, the instructor will personally contact the accused student within five (5) working days to arrange a meeting. The course instructor and the student may each have one person of choice present at this meeting.
- b. When academic misconduct is alleged or suspected after the conclusion of the course, or after a student has withdrawn from the course, the course instructor will notify the student in writing within five (5) working days. The instructor documents evidence of academic misconduct in writing. Additionally, the instructor informs the student that a "X" grade will be given for the course or the assigned grade will be revoked and replaced by a "X" grade until there is a final resolution of the charge(s). The instructor will also request that the student contacts the instructor to schedule a time for a meeting.
- c. Resolution of the charge by the instructor when the student does not appear for the meeting. If the student does not appear for the meeting with the course instructor, the course instructor informs the student in writing of:
 - Inform the student of the alleged academic misconduct and present the evidence supporting the allegation.
 - Inform the student of the Student Code of Conduct rules of procedure.
 - Allow the student an opportunity to respond to the charge(s) and evidence.
 - The student is not required to respond.
 - Discuss the academic penalty and possible sanctions and allow the student to respond.
 - If the student is willing to admit to the infraction and accepts the academic penalty, the instructor will notify the Vice President for Academic Affairs. Documentation of the infraction and penalty will become part of the student's permanent record at the institution. The College reserves the right to impose further sanctions as described below in Section E. The student also may provide a written statement to be placed in the file.

- The academic penalty recommended. The academic penalty is not formally imposed until final resolution of the charge(s) or until the deadline for an appeal has passed. If a grade is required before final resolution of the charge(s) or before the deadline for an appeal has passed, an “X” grade is assigned.
- The Student Code of Conduct rules of procedure and appeal. (A copy of this code will suffice).
- The fact that a written summary of the case has been sent to the student, the student’s Advisor, and the Vice President of Academic Affairs with a copy placed in the student’s permanent file.
- The student also may provide a written statement to be placed in the file.

C. Process for Student Appeal of the Academic Penalty and/or College Sanction for Academic Misconduct

1. If the student does not appeal the decision to impose the academic penalty and/or college sanction within ten (10) working days, the allegation in the notice of college sanction will be considered accepted by both parties. The Vice President of Academic Affairs will instruct the appropriate college officials to implement the sanction. A written summary of the case will be placed in the student’s permanent file.
2. No academic penalty by the instructor and/or college sanction is imposed until final resolution of the charge(s) or until the deadline for an appeal has passed. If the accused student chooses to waive the option to appeal and instead accepts the academic penalty and/or the college sanction then the issue is considered resolved.
3. If the student denies the charge(s) and/or does not accept the academic penalty imposed by the course instructor, the student may appeal to the Vice President of Academic Affairs. A student’s request for appeal with supporting evidence must be presented in writing to the Vice President of Academic Affairs within ten (10) working days after the student is informed by the instructor of the imposed academic penalty or within ten (10) working days after the student received the notice of a college sanction, whichever occurs later. The Vice President of Academic Affairs shall have ten (10) working days to render a written decision.
4. If within five (5) working days the student does not accept the written decision of the Vice President of Academic Affairs, the student may appeal the decision by submitting a written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will convene an Academic Conduct Board consisting of up to three students, three faculty members, and an administrative designee other than the Vice President of Academic Affairs who will act as Board Chair. The course faculty member and the student will attend the hearing. The hearing will be private if requested by the accused student. An accused student has the right to be represented by an SKC Advisor of his or her choosing. Any party to the proceedings may request the privilege of presenting witnesses subject to cross examination by the other parties. Production of records or other exhibits may be required and a record will be kept of the proceedings and filed in the Office of the Vice President for Academic Affairs. The recommendation of the Academic Conduct Board is final.
5. The student’s Academic Advisor will be notified of the outcome of the academic misconduct procedures. A summary of the procedures will be placed into the student file.

D. Possible Consequences or Penalties for Academic Misconduct

The following consequences or sanctions may be the result of academic misconduct.

1. Academic Penalty by the course instructor. The student may receive a failing or reduced grade in an academic exercise, examination, or course, and/or be assigned additional work which may include re-examination.
2. College Sanctions: The College may also impose a sanction that exceeds the academic penalty. Sanctions (a) through (f) require administrative review by the Vice President of Academic Affairs.
 - a. Disciplinary Warning: The student is warned that further misconduct may result in more severe disciplinary sanctions.
 - b. Disciplinary Probation: The student is warned that further misconduct may result in suspension or expulsion. Conditions may be placed on continued enrollment for a specified period of time.
 - c. Suspension: The student is separated from the College for a specified period of time and may also be excluded from participation in any college-sponsored activity.
 - d. Expulsion: The student is permanently separated from the College and may also be excluded from any college-owned and/or college-controlled property or events.
 - e. Denial of a Degree: A degree is not awarded.
 - f. Revocation of a Degree: A previously awarded degree is rescinded.
 - g. Other Sanctions: In addition to or in place of the above, other sanctions may be imposed, such as eviction from college housing, requirements to attend and complete classes, programs, workshops, tutoring, and/or counseling sessions, and/or restriction or prohibitions from attending campus events or participating in campus activities.
 - h. Details of the terms of the penalty or sanction will be provided in writing to the student and placed in the summary in the student's file.

Plagiarism Preface

Salish Kootenai College places a high value on academic honesty within its campus community. It is expected that students, faculty, staff, and administration work to uphold academic integrity by avoiding acts of plagiarism, as defined within the SKC Plagiarism Policy. Plagiarism is defined as presenting the work of others, whether it be direct quotes, phrases, ideas, or a body of work, such as visual or audio media, as one's own work, without proper acknowledgement of the original source. This includes presenting one's own previous work, whether submitted for academic purposes or other informal or formal publication, without proper citation.

Students must strive to meet the expectations of honesty in their academic work. SKC employees, faculty in particular, must strive to create an educational atmosphere that fosters academic integrity through the communication of clear expectations, maintaining the values of honesty in the classroom, and reporting violations of the plagiarism policy.

The SKC Plagiarism Policy defines levels of plagiarism, possible consequences, and procedures used by the College in cases of alleged plagiarism. Students and SKC employees are encouraged to utilize the SKC Writing Center in regard to questions, support, and further education to avoid plagiarism.

Plagiarism Policy

The SKC Plagiarism Policy defines levels of plagiarism, possible consequences, and procedures used by the college in cases of alleged plagiarism.

Mild Level
<p>Definition</p> <ul style="list-style-type: none"> • Minimal plagiarism • Has not completed plagiarism module (minimal awareness) • Genuine mistake / misunderstanding (i.e. poor use of citations or incorrect paraphrase); Procrastination (i.e. in a hurry and/or forgetting to complete citation) • Self-plagiarism • Isolated to a specific instance (i.e. most citations are correct but there are holes that need to be fixed)
<p>Consequence</p> <ul style="list-style-type: none"> • Edit or rewrite section or assignment to correct plagiarism errors; otherwise, failure of assignment • As appropriate to the situation: schedule one-on-one tutoring with a Writing Center tutor and/or attend a plagiarism/citation workshop to practice proper techniques, depending on instructor and Department Chair consensus • Written explanation by the student reflecting on what led to the plagiarism and the steps necessary to avoid future plagiarism issues—submitted to the instructor
<p>Procedure</p> <ul style="list-style-type: none"> • Mild incidences of plagiarism may be resolved between the class instructor and the student. Formal write-up optional, depending on the situation. • The instructor shall notify their Department Chair of the name of the student, nature of the violation, the substance of the conversation between the instructor and the student, along with the action taken. The instructor will provide a copy of the student explanation to the Department Chair • The Department Chair of the student’s major shall also be notified. In the case of a formal write-up, a copy of the incident report and the student explanation will be placed in the student’s file with the Vice President of Academic Affairs’ office

Moderate Level	
Definition	<ul style="list-style-type: none"> • Moderate plagiarism • Completed plagiarism module • Self-plagiarism (2nd offense) • Student demonstrates awareness of citation requirements but the work reflects a need for further understanding of related expectations and skill development, or need for closer attention to detail • Moderate amount of word-for-word and “patchwork” copying that is unquoted; approx. 15-20% • Cutting, pasting, or copying segments from printed or internet sources • Copying ideas or word-for-word segments from another student—1st offense • Procrastination—not having sources properly cited • Knowingly supplying work to another student—1st offense • Turning in work completed by someone else or co-authoring class work that is meant to be individual work—1st offense • Submission of work from another course and/or quarter, without instructor permission—1st offense • Repeatedly ignoring or not attending to correction of details when edit/citations problems have been pointed out
Consequence	<ul style="list-style-type: none"> • Rewrite assignment, correcting plagiarism errors; otherwise, receive a lower grade or failure of course • Mandatory participation in plagiarism and citation workshops and/or tutoring from Writing Center tutor, depending on Department Chair and Academic Vice President consensus • Mentoring by a Writing Center tutor • Written explanation by the student, reflecting on what led to the plagiarism and steps necessary to avoid future plagiarism issues, submitted to the instructor
Procedure	<ul style="list-style-type: none"> • If the violation is of moderate seriousness, the student will receive a formal write-up. The instructor shall inform the student and refer the incident to the Department Chair and/or Division Dean for resolution. The instructor will provide a copy of the student to the Department Chair and/or Division Dean • The Department Chair / Division Dean shall notify the Vice President of Academic Affairs of the name of the student, the nature of the violation, the substance of the conversation between the Department Chair and the student, along with action taken • The Department Chair of the student’s major shall be notified. A copy of the formal write-up will be placed in the student’s file with the Vice President of Academic Affairs’ office • If a 2nd moderate offense, the student is required to meet with the Vice President of Academic Affairs to discuss implications on academic progress

Severe Level
<p>Definition</p> <ul style="list-style-type: none"> • Full plagiarism • Completed plagiarism module • Moderate level plagiarism—3rd documented offense • Large amount of word-for-word copying or patchwork copying; 20% or more • Copying ideas or word-for-word segments from another student—2nd offense • Copying entire work from another student or outside resource • Purchasing or copying work from the internet or paying someone else to compose the work in accordance with the SKC Student Handbook • Knowingly supplying work to another student—2nd offense • Turning in work completed by someone else or co-authoring class work that is meant to be individual work—2nd offense • Submission of work from another course and/or quarter, without instructor permission—2nd offense • Repeatedly ignoring or not attending to correcting details when edit/citations problems have been pointed out
<p>Consequence</p> <ul style="list-style-type: none"> • Failure of class • Monitoring by a faculty member, within the student’s major, as agreed to by the Department Chair and Division Dean • Suspension/expulsion, unless mitigating circumstances
<p>Procedure</p> <ul style="list-style-type: none"> • Severe violations shall be referred to the Vice President of Academic Affairs for resolution. The Department Chair and/or Division Dean may include in the referral any relevant information including previous violations, the results of any conversations with the student, and any recommended consequences. • The Department Chair of the student’s major shall also be notified. A copy of the formal write-up will be placed in the student’s file with the Vice President of Academic Affairs’ office.

III. General Misconduct

A. The following forms of student misconduct are subject to disciplinary action.

1. Knowingly furnishing false information to the College, forgery, and/or alteration or use of SKC documents as instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SKC activities.
3. Physical, verbal, or sexual harassment/abuse of any person on campus or at sponsored events.
4. Theft or damage to SKC property or the property of an SKC community member while on campus.
5. Failure to comply with directions of SKC officials acting in the performance of their duties.

6. Violation of any published SKC policies or procedures, codes of conduct, or other regulations.
7. Use of alcohol or illicit/illegal drugs on campus or at college-sponsored activities or appearing on campus under the influence as demonstrated by impaired or inappropriate conduct.
8. Unauthorized entry, use, or occupancy of college facilities.
9. Illegal or unauthorized possession and/or use of firearms, explosives, other weapons, dangerous chemicals, or noxious substances on college premises or at college-sponsored activities.

NOTE: Policies and procedures related to violations related to sexual harassment or misconduct are provided in the SKC Title IX Policy.

B. Interim Restrictions

The Vice President of Academic Affairs or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury or interference with persons or property. The Vice President of Academic Affairs will inform the student in writing of the interim sanction(s) and may request an explanation from the student. The Vice President for Academic Affairs may adjust the interim restriction as indicated.

If a student is charged with general misconduct as defined above, the Vice President of Academic Affairs or Vice President of Enrollment Management and Enrollment Services will notify the student in writing and within five (5) working days of the following:

1. The alleged misconduct and the evidence supporting the allegation.
2. The Student Conduct Code rules of procedure.

Investigation by the Vice President of Enrollment Management and Enrollment Services.

The Vice President of Enrollment Management and Enrollment Services should, in all cases where misconduct is discovered, consult with all parties witness to the alleged misconduct and determine whether any record of prior misconduct is in the student's permanent file. When an incident of alleged misconduct is discovered by or brought to the attention of the Vice President of Enrollment Management and Enrollment Services, the Vice President of Enrollment Management and Enrollment Services will personally contact the accused student within five (5) working days to arrange a meeting. The Vice President of Enrollment Management and Enrollment Services and the student may each have a person of choice present at this meeting.

1. At this meeting the Vice President of Enrollment Management and Enrollment Services will:

- Inform student of the alleged misconduct; present evidence supporting the allegation.
- Inform the student of the Student Conduct Code rules of procedure.
- Allow the student an opportunity to respond to the charge(s) and evidence.
- The student is not required to respond.
- Discuss the possible sanctions and allow the student to respond.

2. If the student is willing to admit to this infraction and accepts the sanctions, the Vice President of Enrollment Management and Enrollment Services will notify the Vice President for Academic Affairs. Documentation of the infraction and sanction(s) will become part of the student's permanent record at the institution. The College reserves the right to impose further sanctions as described above in section IV.E.2. The student also may provide a written statement to be placed in the file.

3. If the student does not appear for the hearing, the student will be notified of the following:

- The sanction(s) recommended. The sanction(s) is not formally imposed until final resolution of the charge(s) or until the deadline for an appeal has passed.
- The Student Conduct Code of Conduct rules of procedure and appeal. (A copy of this code will suffice).
- The fact that a written summary of the case has been sent to the student, the student's Advisor, and the Vice President of Academic Affairs with a copy placed in the student's permanent file.
- The student also may provide a written statement to be placed in the file.

4. Student Appeal of the College Sanction

a. If the student does not appeal the decision to impose the college sanction within ten (10) working days, the allegation in the notice of college sanction will be considered accepted by the parties. The Vice President of Academic Affairs will instruct the appropriate college officials to implement the sanction. A written summary of the case will be placed in the student's permanent file.

b. If within five (5) working days the student does not accept the written decision of the Vice President of Academic Affairs or Vice President of Enrollment Management and Enrollment Services, the student may appeal the decision by submitting a written appeal to the Vice President of Academic Affairs. The Vice President of Academic Affairs will convene a Student Conduct Board consisting of up to three students, three faculty or staff members, and an administrative designee other than the Vice President of Academic Affairs or Vice President of Enrollment Management and Enrollment Services who will act as Board Chair. The hearing will be private if requested by the accused student. An accused student has the right to be represented by an individual of their choice. Should the student choose legal representation, the College must be notified in writing three (3) days in advance. Any party to the proceedings may request the privilege of presenting witnesses subject to cross examination by the other parties. Production of records or other exhibits may be required and a record will be kept of the proceedings and filed in the Office of the Vice President of Academic Affairs.

Student Complaints and Grievance Procedure

It is hoped that minor differences may be resolved without use of the formal grievance process provided below. Given the size and culture of the SKC community, informal resolution is most desirable. However, there may be situations where a more formal grievance process may be necessary. This Student Complaint and Grievance Procedure is intended to allow students an opportunity to present an issue that they feel warrants action.

I. Informal Complaint Procedures

Informal complaints are defined as academic or non-academic issues that a student or students has/have with a SKC faculty member, staff member, administrator, or department or program at the College.

Please Note: The requirement to attempt informal resolution of a complaint does not apply in cases of alleged discrimination, violence, sexual harassment, or sexual misconduct. In those cases, the student should contact the Title IX Officer or the Vice President of Enrollment Management and Enrollment Services for guidance. It is expected that if the nature of a complaint involves criminal or illegal activity, campus security and CSKT Law Enforcement should be contacted immediately.

A. Resolving a Non-Academic Informal Complaint.

The student(s) should first discuss and attempt to resolve the issue with whomever the issue arose ("the respondent") if at all possible. In the event that such an informal discussion is not possible or the issue is not resolved, the student should contact the Vice President of Enrollment Management and Enrollment Services to try to reach an informal resolution. The student must initiate the complaint no later than thirty (30) work days after the alleged incident. The Vice President of Enrollment Management and Enrollment Services receiving the complaint shall attempt to resolve the matter and report the decision in writing to the student(s) and the respondent(s) via their SKC email address within fifteen (15) work days of receiving the complaint.

Note: If the complaint is about a course grade, please see the section on Resolving an Academic Informal Complaint below.

B. Resolving an Academic Informal Complaint

Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances students will first address the issue with the faculty/instructor. In the event that such an informal discussion is not feasible, or the student and faculty/instructor are not able to resolve the issue, the student should contact the Department Head/Division Dean of the instructor within thirty (30) work days after the alleged issue. In instances where the issue is with the Department Head/Division Dean, the student should contact the Vice President of Academic Affairs within thirty (30) work days after the alleged issue. The Department Head/Division Dean or Vice President of Academic Affairs will attempt to meet with both parties to resolve the matter, and will report the decision in writing to the student(s) and respondent(s) via their SKC email address within fifteen (15) work days of receiving the complaint.

II. Formal Grievance Procedure

If the complaint is not resolved informally and the student(s) wishes to continue to a formal grievance, the student(s) must submit a Grievance Petition Form to the Vice President of Academic Affairs within sixty (60) days after the alleged issue.

A. Definitions

Grievance: Action taken because a student or students believes that the student(s) has been dealt with arbitrarily, unfairly, or in ways which violate college policies or procedures or established laws or rules, and/or the written procedures of any unit of the College, AND which has caused actual harm to the student.

Non-grievable matters: The following matters are not grievable under this procedure except as noted:

- a. Matters over which the College is without authority to act.
- b. Grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination or harassment. If there is an allegation that an academic decision was motivated by discrimination or harassment, the student should contact the Title IX Officer in the Big Knife Building.

B. Steps to Submit a Formal Grievance

Step 1: Complete the Formal Grievance Petition within thirty (30) days of the alleged incident. The petition must include the following information:

- The student name(s), student identification number(s), and contact information including student SKC email address(es).
- A detailed description of the nature of the grievance.
- Information concerning informal attempts to resolve the issue, including dates of meetings.
- Supporting documents or evidence, such as a copy of the policy or procedure which the student believes was arbitrarily or unfairly applied.
- A detailed description of the relief or resolution sought.
- Students(s) signature(s).
- Date of grievance submission.

Step 2: The Vice President of Academic Affairs will conduct an investigation within ten (10) work days of receipt of the Formal Grievance Petition. The Vice President of Academic Affairs will determine whether the issue is grievable. If the issue is grievable, the Vice President of Academic Affairs will then speak with both the student(s) and the individual (2) cited in the Grievance. If a resolution can be reached, the grievance and its outcome will be recorded in the student file and a copy of the grievance maintained in the Office of the Vice President of Enrollment Management and Enrollment Services.

Step 3: If a resolution is not reached, the Vice President of Academic Affairs will convene a formal hearing within twenty-one (21) work days of receipt of the Grievance. A Hearing Board will be convened, consisting of at least one SKC faculty member and two SKC staff members.

- All hearings will be private if requested by the student(s).
- The student(s) has/have the right to be represented by an SKC Advisor of their own choosing.
- Any party to the proceedings may request the privilege of presenting witnesses, subject to cross-examination by the other parties.
- The College maintains the right to record the hearing and retain records and other exhibits submitted as part of the hearing. These materials will be confidential to the members of the Hearing Board and SKC administration. A written record of the proceedings will be kept by one of the Hearing Board members.

The Hearing Board will present its findings and suggested remediation or relief, if any, in writing to the Vice President of Academic Affairs.

Step 4: In the case of probation or suspension, the student may appear before the Vice President of Academic Affairs or request that the Vice President of Academic Affairs convene a Hearing Board. A potential recommendation for the imposition of sanctions is based upon evidence in support of the charges, and not on the failure of the student to answer charges or appear at the hearing.

Upon receiving recommendations from the Hearing Board, the decision will be made by the Vice President of Academic Affairs. The decision will be sent to the student(s) and respondent(s) via their SKC email address. This decision is final.

C. Appeal Process

If the student(s) believes that exceptional circumstances justify reconsideration of the decision of the Vice President of Academic Affairs, the student(s) may file an appeal. An appeal should not be pursued if the student simply disagrees with the decision made. Discovery of new evidence, allegation of serious bias or discrimination, and/or documentation showing that the College did not adhere to the Grievance Procedure are allowable exceptional circumstances.

Step 1: To file an appeal, the student must submit a written letter of appeal to the Salish Kootenai College President within fifteen (15) work days of receipt of the decision by the Vice President of Academic Affairs. The appeal must provide a clear explanation for what qualifies the grievance for an appeal, based on the above definition of exceptional circumstances. The student(s) should be as specific as possible and provide documentation as available. The student(s) may seek the assistance of the Vice President of Enrollment Management and Enrollment Services or a Success Coach in completing the appeal request.

Step 2: The President will notify the student(s), respondent(s) and the appropriate college department head or administrator of receipt of the Appeal. Within ten (10) working days, the President will convene an Appeal Committee consisting of no less than five (5) members. A written record of the appeal hearing will be kept by one of the Committee members. The student(s) has/have the right to have one individual representing them present at the hearing.

The review of the Appeal by the Appeal Committee is limited to the following areas:

- To determine if the grievance procedures and investigation were conducted fairly in light of the complaint and grievance made as well as information presented, and that the student(s) had a reasonable opportunity to present information. A deviation from procedures will not be a basis for sustaining an appeal unless significant prejudice or impartial consideration is found.
- To determine whether the decision reached was based on substantial information - that is, whether there were facts that were sufficient to support the grievance decision.
- To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the student(s) at the time of presenting the grievance.

Step 3: The Appeal Committee may recommend the following:

1. Overrule of the decision in whole or in part, modifying the decision.
2. Maintain the original decision.

Step 4: The President will consider the findings of the Appeals Committee and make a final decision concerning the Appeal. The President will notify the student(s), respondent(s), and the relevant department head(s) of the decision. A written record of the Appeal, the Appeal Procedures, and the final decision will be maintained by the Vice President of Enrollment Management and Enrollment Services. There is no further appeal process.

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Welcome to the SKC Graduate Studies Program! We look forward to supporting you throughout your continued academic journey.
