POSOH STUDENTS:

Welcome to the College of Menominee Nation. Thank you for selecting CMN to continue your education. The staff and faculty are here to be of service to you.

This handbook is designed to help you understand not only what the college expects of its students, but to ensure the students know what to expect from the college. While not every event or situation can be anticipated, we have done our best to include as much information as possible.

Inside you will find information on our educational purposes, student rights and responsibilities, admissions, registration, grades, graduation, financial aid, student life opportunities, and other general information. Student procedures are also included, as well as our academic calendar and contact information. When used alongside the college catalog, you will have a comprehensive source of information about the College of Menominee Nation and what it has to offer its students.

As CMN grows, policies and services will change and expand and you will receive updates via your student e-mail, and the CMN website. More specific details of the various policies and procedures contained in the Student Handbook are updated periodically, and circulated to students through the Student Services Office, via the CMN website, and through the appropriate offices. The most recent changes can be found on the college website www.menominee.edu.

This is a great and exciting time to learn at CMN.
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ABOUT THE COLLEGE OF MENOMINEE NATION

Vision and Mission Statements

The institutional vision is to serve as a center for lifelong learning, providing exemplary academic preparation and research.

The College of Menominee Nation’s mission is to provide opportunities in higher education to its students. As an institution of higher learning chartered by the Menominee People, the college infuses this education with American Indian culture, preparing students for leadership, careers and advanced studies in a multicultural world. As a Land Grant institution, the college is committed to research, promoting, perpetuating and nurturing American Indian culture, and providing outreach workshops and community service.

History and Governance

On September 9, 1992, the Menominee Tribal Legislature recruited S. Verna Fowler, a member of the Menominee Tribe with a doctorate in Educational Leadership and a cognate in Post-Secondary Administration. She was directed to found a college for the Menominee People and their neighbors. The first day of classes occurred on January 19, 1993. Four courses were offered that first semester to forty-two students.

On March 4, 1993, the Tribal Legislature chartered the College of Menominee Nation by Ordinance 93-2 and made provision for a Board of Directors, which was given responsibility for overseeing college operations. In the Fall of 1996, pursuant to Article VIII, Section 4, of the Menominee Constitution and By-Laws, the Menominee People initiated a revised charter that reinforced and secured CMN’s existence. The 1996 charter was unanimously approved by the Tribal Legislature on October 3, 1996.

Governing Board

The College of Menominee Nation is operated under the direction of an appointed Board of Directors drawn from among those who are enrolled in the Menominee Indian Tribe of Wisconsin:

Bernard Kaquatosh
Chairman - Term Expires 2015
Personnel Director of the Menominee Indian Tribe of Wisconsin

Virginia Nuske
Vice Chairman - Term Expires 2017
Director of Higher Education for the Menominee Indian Tribe of Wisconsin

Sarah Harkey
Secretary - Term Expires 2019
Nurse, Menominee Tribal Clinic

Lori Corn
Member - Term Expires 2020
Curriculum Coordinator, Menominee Indian School District

Georgianna Ignace
Member – Term Expires 2016
Volunteer Fundraiser

Lynnette Miller
Member – Term Expires 2018
Executive Director, Gaming Commission of the Menominee Indian Tribe of Wisconsin

Elaine Peters
Member – Term Expires 2021
Retired Education Counselor for Menominee Indian Tribe of Wisconsin

Ada Deer
Honorary Member
Retired, University of Wisconsin-Madison

Accreditations, Affiliations and Status as a Land Grant Institution

The College of Menominee Nation is accredited by the Higher Learning Commission.

The college formally applied for institutional accreditation in 1995. CMN was granted candidacy status in February 1996 following a self-study and evaluation. In August 1998, the Northcentral Association of Colleges and Schools-Higher Learning Commission, now known as the Higher Learning Commission (HLC) granted initial accreditation to the college. Ten-year accreditation was granted in 2003 under HLC’s rigorous traditional review process. In 2009 the college became the first tribal college to be approved for participation in HLC’s prestigious Academic Quality Improvement Program (AQIP), an alternative accreditation program in which the institution is entrusted with pursuing extensive documentation on process improvements in a number of categories. For further information visit hlcommission.org

CMN’s Associate of Applied Science in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). In 2009 the Nursing program gained distinction as the first CMN major to seek program-level accreditation. Accreditation was granted by the NLNAC in 2010.

Affiliations

Among other affiliations, the College of Menominee Nation is a member in good standing of the American Indian Higher Education Consortium (AIHEC) and a member institution of the American Indian College Fund. It is designated as a Tribally Controlled College by the Bureau of Indian Affairs under the Tribally Controlled Community College Assistance Act (P.L.95-471).

Land Grant Status

The College of Menominee Nation, Lac Courte Oreilles Ojibwa Community College in Hayward, and University of Wisconsin-Madison are the State of Wisconsin’s three Land Grant institutions.

The first Morrill Act of 1862 authorized the states to receive parcels of land for their respective Land Grant colleges. The land was to be used to support programs in agriculture and the mechanical arts. In 1890, Congress passed the second Morrill Act establishing 17 institutions that provided agricultural training to African-Americans. Since 1960, because land is no longer largely available, nearly every institution entering the nation’s Land Grant system has received an endowment in lieu of land.

Congress subsequently extended Land Grant program funds to colleges in Guam, the Virgin Islands, and other trust territories, as well as to Hispanic colleges in the United States. The College of Menominee Nation received Land Grant status in 1994. Today, CMN is among a total of 38 U.S. tribal colleges named as Land Grant institutions.

The bill granting Land Grant status to the nation’s tribal colleges authorized Congress to establish an endowment fund for their support. It also authorized funds for extension services and competitive grants from the U.S. Department of Agriculture. Because of their Land Grant designation, the tribal college programs of outreach and technical assistance to rural populations, for which the original Land Grant Institutions were founded, would be strengthened.
STUDENT RIGHTS AND RESPONSIBILITIES

All students attending CMN are afforded the following rights and responsibilities as a student. While the following sections list student rights on a general application, there are rights and responsibilities addressed in the handbooks of various departments here at CMN that apply specifically to students within these distinct degree programs.

Student should consult with their program administrators to see if there are any other program-specific processes regarding rights or responsibilities.

Rights

Right to Speech and Assembly

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution.

Students have the right to assemble, to select speakers, and to discuss issues of their choice. The college shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others.

In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled.

Right to a Quality Education

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as a student. Freedom to teach and freedom to learn are inseparable facts of academic freedom.

Right to be Secure in Possessions and be Free from Unreasonable Search and Seizure

CMN provides locker storage at a minimal cost for students. CMN does not take responsibility for stolen items, as it is the responsibility of the student to safeguard all personal valuables. CMN reserves the right to search students and their lockers only with valid and reasonable just cause. It is recommended that all vehicles be kept locked while on the premises.

Right to Religion and Culture

CMN understands the potential conflicts that may occur with academic requirements and a student’s observance of sincerely held religious beliefs. If a student has any concerns, contact the Dean of Student Services at 715-799-5600.

Right of Academic Freedom

Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The College of Menominee Nation offers numerous and varied academic programs. Students are expected to exercise their freedom with responsibility.

Right to a Safe and Secure Environment

Because CMN is a public facility, the public has free access during campus operating hours. Under normal circumstances, hallways and parking lots are lit for safety. Additionally, maintenance personnel make regular rounds throughout the buildings when the buildings are open.

The college also maintains a cooperative working relationship with Local County and Tribal police departments. Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.
Right to Due Process

Students have the right to use the petition, grade appeal, complaint, and grievance procedures as outlined in this handbook or as detailed in the Nursing or Teacher Education Handbooks, as well as have allegations of student CMN policy violations heard through the appropriate means established by CMN for due process concerning alleged violations.

Animals/Pets

Animals and pets are not permitted in any of the campus buildings, except when necessary for disabled/handicapped assistance or with prior approval from the Chief Academic Officer.

Crime Awareness and Campus Security Act of 1990

In compliance with the Crime Awareness and Campus Security Act, reports on crime statistics that are required by the Student Right to Know and Campus Security Act are available by contacting the Campus Safety and Security Coordinator or available on the CMN website.

Disability Services

Accommodations and support for students with documented disabilities are provided through the Office of Disability Services (ODS). It is the responsibility of the student to bring forth documentation of a disability before services can be initiated. Students with documented disabilities are asked to make requests for services prior to the start of classes. Services may include assistance with college procedures, academic and career counseling, auxiliary aids and adaptive equipment, advocacy, classroom and testing accommodations, accessibility information, and referrals. All information shared is confidential. For further information please contact Student Services to set up an appointment with the disability counselor.

Equal Opportunity and Non-Discrimination Policy

The College of Menominee Nation is committed to cultural diversity and the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, gender, sexual preference, national origin, age, or disability. In adhering to this policy, the college abides by the requirements with Title IX, Education Amendments of 1972, with Title VI and VII of the 1964 Civil Rights Act, with section 503 and 504 of the Rehabilitation Act of 1973, and with the Age Discrimination Act of 1975.

The College of Menominee Nation is in full compliance with Tribal, State and Federal equal opportunity and affirmative action laws and regulations. The institution does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislative categories in its services, employment programs and activities, including but not limited to admissions, treatment and access. Inquiries regarding the non-discrimination policies may be directed to the Dean of Student Services at 715-799-5600. Special accommodations are available for people with disabilities.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all colleges that receive funds under an applicable program of the U.S. Department of Education.

FERPA grants the following rights to adult students and gives parents certain rights with respect to their dependent children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Students have the right to inspect and review the student’s education records maintained by the
college. Colleges are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Colleges may charge a fee for copies.

Students have the right to request that the college correct records that they believe to be inaccurate or misleading. If the college decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the college must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- college officials with legitimate educational interest;
- other colleges to which a student is transferring;
- specified college officials for audit or evaluation purposes;
- accrediting organizations;
- compliance with a judicial order or lawfully issued subpoena; and
- appropriate officials in cases of health and safety emergencies

FERPA provides that the institution will maintain the confidentiality of student education records. At its discretion, the college may provide directory information in accordance with the provisions of the Act.

**Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for any given term.**

Inquiries concerning compliance may be directed to the Chief Academic Officer (715) 799-5600.

**Student Right-to-Know Act**

The “Student Right-to-Know” Act provides that colleges must disclose, upon request of current and prospective students, information concerning the completion or graduation rates of certificate or degree-seeking full-time students who enter the institution. For additional information, please visit [College Navigator](#).

**Hearings and Appeals System**

**Academic Misconduct**

Academic integrity is an essential component of teaching, learning, and research; it is fundamental to the nature of a college or university. CMN upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others to any work.

Academic misconduct is an act in which a student:

a. Uses internet or any other source and seeks to claim credit for the work or efforts of another without authorization or citation;

b. Uses unauthorized materials or fabricated data in any academic exercise;

c. Forges or falsifies academic documents or records;

d. Intentionally impedes or damages the academic work of others;

e. Engages in conduct aimed at making false representation of a student’s academic performance; or

f. Assists other students in any of these acts.

Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented contrary to the stated rules of the courses; submitting a paper or assignment as one’s own work when a part or all of the paper is the work of another; submitting a paper or assignment that contains ideas or research of other without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course;
tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is originally submitted or performed.

No disciplinary sanction may be imposed under this section unless the faculty member demonstrates, via course syllabus or otherwise, that the student was provided reasonable opportunity to be aware of the existence of this policy and promptly offers to discuss the matter with the student. The purpose of this discussion is to permit the faculty member to review with the student the basis for his or her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

A student who receives a disciplinary sanction under this section has the right to a hearing before a Disciplinary Committee to contest the determination that academic misconduct occurred, or the disciplinary sanction imposed, or both. If the student desires such a hearing, she/he must file a written request with the Departmental Dean. The Dean will appoint a committee to conduct the hearing.

Disciplinary Levels and Sanctions

Level I Violation (Faculty Discretion): If, following a preliminary investigation by the faculty member, it is determined that the violation is a first-time offense but involves a more significant portion and/or procedural element of the assignment, and/or reflects student intent to violate or subvert plagiarism and academic misconduct policy tenets, the options for that sanctions that may be imposed include a written reprimand placed in the student’s non-transferable academic records file, a tutorial on academic honesty to be completed by the student, a lower or failing grade on the particular assignment or test, a lower grade in the course, and/or a failing grade in the course.

Level II Violation (Faculty Member Discretion/Disciplinary Committee): If, following a preliminary investigation by the faculty member and subsequent investigations by a Disciplinary Committee, it is determined that the violation is a repeat offense and/or reflects student intent to violate or subvert plagiarism and academic misconduct policy tenets, the options for sanctions that may be imposed include disciplinary probation, removal of the student from the course in progress (any tuition or fees for the course to be paid by the student), removal of the student from the program, and/or suspension or expulsion from the college.

Disciplinary Rights and Responsibilities

Within this process, student rights and faculty responsibilities include:

1. Closely related or immediate family members of the parties will not be involved in the process.

2. If any faculty member concludes that proceedings under this section are warranted, the faculty member shall promptly in writing offer to discuss the matter with the student.

3. The purpose of the written notification is to allow the faculty member to review with the student the basis for his/her belief that the student engaged in academic misconduct, and to afford the student an opportunity to respond.

4. If, as a result of student and faculty member discussions, the faculty member determines
that academic misconduct did not in fact occur or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action or a written report.

5. If, as a result of student and faculty discussion the faculty member determines that academic misconduct did occur and that one or more disciplinary sanctions should be recommended, the faculty member shall prepare a written report so informing the student, which shall contain the following:

a. A description of the misconduct;

b. Specification of the sanction recommended; and

c. Notice of the student’s right to request a hearing before a Disciplinary Committee.

6. The written report shall be delivered personally to the student via email at the student’s CMN email address and/or via regular first class US mail at his or her current address as it appears in the institutional records. Copies of the report shall be provided to the Departmental Dean and a Disciplinary Committee, if appropriate.

Disciplinary Hearing

1. A student who receives a written report has the right to a hearing before a Disciplinary Committee to contest the determination that academic misconduct occurred, or the choice of disciplinary sanction, or both. If the student desires the hearing before the Disciplinary Committee, the student must file a written request with the Departmental Dean within 10 days of personal delivery, via email or US first class mail, of the written report. If the student does not request a hearing within this period, the determination of academic misconduct shall be regarded as final, and the disciplinary sanction recommended shall be imposed.

2. If a student requests a hearing, or a hearing is required to be scheduled, the Departmental Dean shall appoint a Disciplinary Committee. The Disciplinary Committee shall take the necessary steps to convene the academic misconduct hearing and shall schedule the hearing within 10 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the student, faculty member or investigating officer, and the members of the Disciplinary Committee.

3. Reasonably in advance of the hearing, a Disciplinary Committee shall obtain from the faculty member a written report detailing the facts upon which the determination of misconduct was based.

4. The hearing before a Disciplinary Committee shall be conducted in accordance with the following requirements:

a. The student shall have the right to question adverse witnesses, the right to present evidence and witnesses, and to be heard on his or her own behalf, and the right to be accompanied by a representative of his or her choice.

b. A Disciplinary Committee shall not be bound by common law or statutory rules of evidence and may admit evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.

c. A Disciplinary Committee shall make a record of the hearing.

d. A Disciplinary Committee shall prepare written findings of fact and written statement of its decision based upon the record of the hearing.

e. A Disciplinary Committee may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In either case, a finding of misconduct must be based on a preponderance of the credible evidence.

f. A Disciplinary Committee may impose a disciplinary sanction that differs from the recommendation of the faculty member.

g. The faculty member may be witness at the hearing conducted by a Disciplinary
The decision of a Disciplinary Committee shall be served upon the student by personal delivery, via email and/or US first class mail, and shall become final within 10 days of the date of service, unless an appeal is taken to the President.

**Appeal to the President**

When the sanction prescribed by a Disciplinary Committee is suspension or expulsion, the student may appeal to the President (or his/her designee) to review the decision of a Disciplinary Committee on the record. In such a case, the President shall sustain the decision of a Disciplinary Committee unless the President finds:

1. The evidence of record does not support the findings and recommendations of a Disciplinary Committee;
2. Established procedures were not followed by a Disciplinary Committee and material prejudice to the student resulted; or
3. If the President finds she/he may remand the matter for consideration by a different hearing committee, or, in the alternative, may invoke an appropriate remedy of his or her own.

**Complaints**

A complaint is an informal claim by a student, group of students, CMN employee, or the student government regarding alleged improper, unfair, arbitrary, or discriminatory treatment. A student complaint may become a grievance if it is not mutually resolved and if the complaint falls within the definition of a grievance. This complaint process applies to claims by any CMN employee only when regarding alleged improper, unfair, arbitrary, or discriminatory treatment from any CMN student.

Any student or group of students may present or discuss a complaint. All complaints should be made within the same semester for it to be acted on. There are several ways a student can approach concerns regarding a complaint:

**If the complaint is regarding another student, the student should:**

1. First discuss the concern with the student. If it is not resolved at that level, the student should then…
2. Complete a Complaint Form from the Student Services Department and take the complaint to the Dean of Student Services. The Dean will discuss the issue with the student to determine the next step.

**If the complaint is regarding a CMN employee, the student should:**

1. First try to meet with the employee to discuss and resolve the issue. If a meeting is undesirable or does not resolve the issue, the student should…
2. Complete a Complaint Form and then meet with the employee and the employee’s supervisor or just the employee’s supervisor. The employee and/or supervisor will then respond as necessary or the supervisor will forward the complaint further to the appropriate party.

**If a student wants to lodge a complaint but does not want to meet and discuss the concern with the person(s) involved, the student may:**

1. Present the completed Complaint Form to the Dean of Student Services. It is recommended that the student meet with the supervisor of the person of which the student has the complaint first, but may first opt to discuss the complaint with the Dean of Student Services, or
2. Present the completed Complaint Form to the Student Services Department, the Student Services Department will forward the complaint form to the Dean of Student Services.

**If the complaint is by a CMN employee regarding alleged mistreatment by a student, the employee should:**
1. First discuss the concern with the student. If a meeting with the student is undesirable or does not resolve the issue, the employee should

2. Take the completed Complaint Form to the Dean of Student Services, the Dean will set up a meeting among the Dean, the student, and the employee, if the employee wishes to be at the meeting.

All completed Complaint Forms received by the Dean of Student Services will be acted on by the Dean within ten (10) working days barring extenuating circumstances. If the complaint is not satisfactorily resolved within a reasonable amount of time after following the above steps, the complaint may be given by the Dean or complainant to the Disciplinary Committee, Judicial Council, or Chief Academic Officer for final resolution.

These procedures are to be used when a student has a concern about his/her treatment at the college. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so that student progress can continue. The student may have a representative in attendance for any and all such meetings. Please see Student Services for a Complaint Form.

Nothing within this process precludes a student from seeking legal counsel at any step.

**Disciplinary Records**

All disciplinary records are confidential and must not be disclosed in whole or in part unless required under law, including but not limited to the Family Education Rights and Privacy Act (FERPA), the U.S. Patriot Act, and lawful court order. Except in cases involving suspension or expulsion, a student’s disciplinary record shall be separate from a student’s academic records.

All student disciplinary records resulting from academic misconduct shall be retained by the Chief Academic Officer. All student disciplinary records resulting from non-academic misconduct shall be retained by the Dean of Student Services. Records in which a student received a sanction of less than suspension or expulsion will be kept for a reasonable period of time, depending on the student’s status and then destroyed.

Suspension and expulsion actions may be reflected on a student’s official academic transcript by the words “May not register for non-academic reason,” and the registrar may remove the notation when the penalty expires, all at the discretion of the Chief Academic Officer. Sanctions of suspension or expulsion are permanent records. No student will be permitted to graduate or officially withdraw from CMN while disciplinary action is pending except at the discretion of the Chief Academic Officer.

**Grievance**

Any CMN student has the right to file a grievance. A student may file a grievance, which is a written claim raised by a student, a group of students or the student government, alleging improper, unfair, arbitrary, or discriminatory action by an employee, involving the application of a specific provision of an approved college rule, regulation or a board policy or procedure.

In all instances that follow, the term “days” does not include Saturdays, Sundays, holidays or breaks in the academic year.

**Grievance Step Procedures and Timelines**

1. A student may file a grievance at any time after any alleged improper, unfair, arbitrary, or discriminatory action has been committed by any CMN employee.

2. A student can obtain a grievance form in the Student Services office. Each student has the right to be represented by a student government representative or other designee.

3. A student must complete the form. Be very specific, listing person(s) involved, time(s), date(s), and location(s) of the incident(s) alleging any improper, unfair, arbitrary, or discriminatory action by any employee involving the application of a specific provision of a college rule/regulation or board policy or procedure.

4. If a student chooses to have a designee, the student must sign the release of information
form attached to the grievance form. Return the completed form or forms to the office of the Dean of Student Services. The Dean of Student Services has seven days to provide a first written response to the student regarding the grievance, citing action or additional research needed to be taken. Within seven days following the first response to the student, another written response will be given to the student, and if appropriate, the student designee, giving notice of the decision. If not resolved to the satisfaction of all parties involved, the grievance will proceed to the next step.

5. The Dean of Student Services will schedule a meeting(s) to talk to the grievant, student designee if appropriate, and the person who is the subject of the complaint.

6. Records and minutes agreed upon by all parties involved will be kept on all meetings and discussions and may be consulted for future reference.

7. Written summaries/agreements of the parties involved will follow any discussion.

8. The grievance procedure includes an opportunity to appeal a grievance decision. A student may appeal an official grievance within ten days of receiving the decision to the President or the President’s designee. The President or designee, at his or her discretion, may appoint an ad hoc grievance committee to hear the appeal and render an advisory opinion to the President or designee. The decision of the President or designee is final and binding.

College students are expected to be mature individuals. Their conduct both in and out of the college is expected to be that of a responsible adult. CMN strives to instill the values to help our students grow and mature in a positive manner, providing a positive role model to all. Under these circumstances it is expected that the student will remember the reputation of this institution is affected at all times by his or her conduct.

Remember these responsibilities listed below are of a general nature, and apply to all. There may be further responsibilities within degree programs that students must also be aware of and adhere to. Please see the appropriate program administrator or Student Achievement Specialist to see if there are other responsibilities.

**Judicial Council and Reporting Violations**

An alleged incident of non-academic misconduct shall be reported to the Dean of Student Services as soon as possible following the discovery of the alleged inappropriate behavior. The complaint may be initiated by any member of the CMN community, students, staff, faculty or campus guest. Any immediate potential life-threatening or uncontrolled behavior will be reported immediately to the local law enforcement authorities. The Dean of Student Services, upon receipt of a complaint, may refer the complaint to the CMN Judicial Council, a team of three CMN staff members, for resolution, or may, depending upon circumstances and severity, resolve the matter without a hearing.

In any disciplinary matter before the Judicial Council, written charges and notice of hearing shall be sent via CMN student email address as well as by certified mail to the student’s home address at least five business days prior to the hearing date. The notice shall contain a statement of the rule or policy alleged to have been violated, a summary of the facts and notice of date, time and place of hearing. The accused student has the right to present his or her defense or to choose a CMN student or staff member to speak on his or her behalf. In the event an accused student fails to appear at the time of the hearing, the hearing will proceed as scheduled.

All Judicial Council hearings shall be recorded up to the time of deliberations. The standard of proof is “more likely than not,” that a code of student conduct has been violated. Judicial Council hearings are closed unless both sides agree to an open hearing. The Council will generally render a written decision within ten working days of the hearing.

Five CMN staff members shall be selected annually by the Dean of Student Services for service to the Judicial Council. Three will be chosen by the Dean of Student Services to hear a particular case. Two out of three members chosen constitute a quorum and may hear a case.
The Judicial Council hearing does not prohibit or prevent civil or criminal proceedings. Each member of the Judicial Council will receive formal instructions on the hearing process before being allowed to adjudicate a case.

The Judicial Council decision of action may include, but is not limited to the following:

a. No action;

b. Official warning – written or oral;

c. Educational sanction/project;

d. Probation;

e. Suspension;

f. Loss of privileges;

g. Registration/Graduation hold;

h. Restitution;

i. Referral to appropriate legal authorities;

j. Community service;

k. Program participation;

l. Expulsion.

Appeal of Judicial Council Sanction

A student may file a written appeal with the Chief Academic Officer. The appeal must be filed no later than seven working days after the notice of decision and sanction is mailed to the student. Grounds for appeal are:

a. Newly disclosed and relevant evidence;

b. Unreasonable sanctions;

c. Failure to follow procedure;

d. Other substantial, relevant material.

Appeal must specifically state in writing the reason(s) for the appeal. An appeal does not delay the imposition of sanctions.

The appeal will be reviewed by the Chief Academic Officer. His/her decision will generally be issued within ten days of receiving the appeal. His/her decision is final.

Non-Academic Misconduct

The behaviors outlined below are not intended to be all-inclusive and are applicable to any CMN sponsored activity on or off campus. These are behaviors that, if violated, generally, may be handled by the Dean of Student Services or forwarded to the CMN Judicial Council for resolution. Local law enforcement may be called to handle misconduct as it occurs on campus or violations reported may also be given over to the jurisdiction of appropriate local law enforcement officials. In the event there is some ambiguity, inconsistency or need for clarification of this policy, such clarification will be determined by the Chief Academic Officer.

Responsibilities

Assessment of Student Learning

All students participate in various assessment activities. Results are reported to our stakeholders-the people who care about CMN-such as the Menominee People, CMN Board of Directors, administration, faculty, and students. CMN also reports these results to an agency responsible for accrediting CMN. Accreditation is what gives diploma standing with academic, professional, and government institutions outside of CMN. For these reasons, the completion of an ePortfolio, along with the Collegiate Assessment of Academic Proficiency (CAAP) is a graduation requirement for CMN associate-degree seeking students. The Global Perspectives Inventory is also administered to all associate and baccalaureate students.

Student ePortfolio

An ePortfolio is a collection of assessments and reflections providing evidence of student personal, academic, and professional growth while engaged in a program of study at CMN. When assessments are placed within a portfolio, they become artifacts. These artifacts document student achievement of program outcomes and their effectiveness in realizing CMN’s mission. Most students begin the process in their first semester in Student Success Strategies and complete the process in Student Portfolio Seminar prior to graduation. Nursing students complete their portfolios in NUR260.

Collegiate Assessment Of Academic Proficiency (CAAP)

The CAAP exam measures students’ writing and critical thinking skills at time of degree completion. The results allow CMN faculty to
identify improvements in their teaching based on CMN student historical trends and national comparisons. The CAAP is a course requirement that is administered to students who are enrolled in Student Portfolio Seminar and Nursing Management and Professional Concepts. Students pay a fee to cover material and administrative costs.

**Global Perspectives Inventory (GPI)**

The GPI is designed to measure student growth and development in four areas: critical reflection, values integration, global citizenship, and social responsibility. Students participate in the web-based survey as they progress through their programs – starting in Student Success Strategies or Nursing Fundamentals and then again in Student Portfolio Seminar or Nursing Management and Professional Concepts. Baccalaureate degree students also take the GPI for a final time in Student Teaching Seminar or Sustainable Economics. CMN students generally exceed national averages on the GPI, a testament to CMN’s mission of preparing students for a multicultural world.

Additional assessments include pre- and post-tests, instructor evaluations, job placement information, and various surveys.

**Unattended Children**

Children are not allowed to attend class. However, the instructor may allow for an exception to this rule, as long as the child does not disrupt learning for other students. When on campus, children must be accompanied and supervised by an adult who has responsibility for the child’s welfare.

**Standards of Student Conduct**

The College of Menominee Nation promotes the integration of traditional Native American values with all of its programs. CMN expects students to respect the rights and property of the College of Menominee Nation, the Menominee Indian Tribe and other tribes as appropriate, the community and its students, and to know and observe Tribal, State, and Federal laws.

Traditional Native American teachings charge all with seeking the virtues of honesty, respect, bravery, wisdom, cooperation, humility, and truth.

In keeping with this spirit, students are expected to conduct themselves in a manner which is a credit to themselves, College of Menominee Nation, their families and community.

CMN students accept responsibility to comply with the college’s policies and expectations. Students are responsible for becoming familiar with these policies and the Standards of Student Conduct.

Inappropriate behavior by anyone on campus or at campus-related events will not be tolerated. Failure to be informed will not excuse inappropriate behavior as it relates to the policies. Inappropriate behaviors include, but are not limited to the following: swearing, threatening, physical aggression, verbal aggression, or other actions that make others feel uncomfortable. The Standards of Student Conduct apply to inappropriate student behavior on campus and at college activities. It may also apply to student actions off campus that adversely affect the college community or CMN educational goals and objectives. This includes inappropriate behavior on or off campus at times when classes are not in session. In addition, students must also abide by Tribal, State, and Federal laws. Failure to meet standards of conduct may result in disciplinary action. CMN reserves the right to ask a student to leave the premises if they refuse to alter their behavior. Law enforcement will be called in as necessary for non-compliance.

**Deception**

Dishonest behavior is prohibited. This includes, but is not limited to falsely accusing an individual of inappropriate behavior, possessing, using or furnishing false identification and forgery, financial aid fraud or abuse, and alteration or misuse of any CMN documents, records, or identification.

**Disorderly Conduct, Physical or Verbal**
Intentionally or recklessly creating a substantial classroom disturbance or public inconvenience – examples include, but are not limited to the following: fighting or threatening behavior, unreasonable noise, obscene language or gesture; creating a physically offensive condition by any means which serves no legitimate purpose.

**Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that each institution of higher education shall annually distribute to each student and employee information that clearly sets forth institutional policy regarding the prohibition of illicit drugs and alcohol. CMN subscribes to the goals of the Drug Free Schools and Communities Act and takes this opportunity to alert students and employees to our expectations.

The College of Menominee Nation prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs and alcohol by students and employees on campus property or as part of campus activities.

CMN reports any alleged non-academic misconduct to the Dean of Student Services for potential action by Dean or referral to a hearing process through the CMN Judicial Council. Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion. Please see Judicial Council and Reporting Violations section for additional details. Referral for prosecution under criminal law is also possible.

**AODA Effects on Health and Prevention Strategies**

CMN recognizes that drug and alcohol dependency or abuse can cause major health problems, as well as safety and security problems.

Alcohol or drug abuse means that the use of a substance has caused a problem in the life of either the user or a significant other. Dependency means that the person is using to feel normal and has no ability to abstain. Students are encouraged to address problems due to alcohol or other drug use as soon as possible.

Students are expected to become familiar with the materials related to the Drug Free Schools and Communities Act.

A student in need of assistance to work through such problems is encouraged to contact their Student Achievement Specialist (SAS). Student Achievement Specialist or other program advisors will provide students with AODA assistance via general information regarding outside agency referral resources available for assessment, counseling, and treatment options. Conscientious efforts to seek such help shall not in themselves jeopardize any student’s enrollment and will not be noted in the student’s educational record. Any assistance provided can be done anonymously and is kept completely confidential within legal guidelines. If needed, this could include referral to agencies providing AODA treatment.

**Student Resources for Drug & Alcohol Abuse Treatment**

The Menominee Tribe, and other tribal agencies serving native-member students at CMN, provides AODA services. These locally include Maehnowesekiyah Wellness Center (715-799-3835), and for Menominee County residents (native and non-native) the Menominee County Health and Human Services Department (715-799-3861).

Additionally, the Wisconsin Department of Health and Social Services, through its Division of Community Services, provides an on-point summary of the numerous facilities that provide treatment for all students for drug and alcohol addiction. Their Alcohol and Other Drug Abuse Office will send a pamphlet detailing the statewide and local resources for drug and alcohol abuse treatment. Students can request a pamphlet by calling (608) 266-2717 or writing:

Wisconsin Clearinghouse
315 North Henry Street
Madison, WI 53703
Students may not distribute, transport, serve, possess or consume alcoholic beverages anywhere on college grounds. Intoxication by alcohol or drugs on campus, campus grounds, or at any CMN-sponsored activity is a violation of college policy. The possession or use of illegal or harmful drugs, hallucinogens or harmful narcotics is also prohibited.

Also, actions by students under the influence may put the safety of others around them at risk. Students in possession of or under the influence of alcohol or drugs will be reported to CMN authorities immediately and law enforcement may be called depending on the circumstances.

**Tribal Sanctions**

The Menominee Tribe of Wisconsin has recently revised the penalties against drug possession and trafficking through tribal ordinance, Tribal Code Chapter 306 which reduces the discretion that tribal judges may use in sentencing offenders of tribal drug statutes. Under these guidelines, offenders can be sentenced to up to one (1) year tribal incarceration and up to $5,000 in fines or the offense may be referred for federal prosecution based on factors surrounding the offense. Additionally, Tribal Code Chapter 250 adopts many similar State of Wisconsin penalties for alcohol abuse violations.

**State of Wisconsin Sanctions**

The laws of Wisconsin prohibit drug possession and delivery through the Uniform Controlled Substances Act, Wis. Stat. 161, and mandate stiff penalties that include up to 15 years of prison and fines up to $500,000. A person with a first-time conviction for possession of a controlled substance can be sentenced to up to one year in prison and fined up to $5,000, under Wis. Stat. 161.41(2r)(b). The penalties vary according to the amount of drug confiscated, the type of drug found, the number of previous offenses by the individual, and whether the individual intended to manufacture the drug, sell the drug, or use the drug. See Wis. Stat. 161.41. In addition to the stringent penalties for possession or delivery, the sentences can be doubled when exacerbating factors are present, such as when a person distributes a controlled substance to a minor, Wis. Stat. 161.46(1).

Substantial restrictions against alcohol abuse also exist in Wisconsin. It is against the law to sell alcohol to anyone who has not reached the legal drinking age of 21, and there is a concurrent duty on the part of an adult to prevent the illegal consumption of alcohol on his premises, Wis. Stat. 125.07 (1)(a)(1). Violation of this statute can result in a $500 fine. It is against the law for an underage person to attempt to buy an alcoholic beverage, falsely represent his age, or enter a licensed premises, and that person can be fined $500, ordered to participate in a supervised work program, and have his/her driver’s license suspended, Wis. Stat. 125.07(4)(3). Harsher penalties exist for the retailers of alcoholic beverages, including up to 90 days in jail and revocation of the retail liquor permit.

**Federal Sanctions**

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines which reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person to up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison, U.S.S.G. s. 2D2.1(b)(1).

**Firearms, Explosives, Other Weapons**

Unauthorized possession or use of weapons on CMN property (owned or controlled) is strictly prohibited. Weapons include, but are not limited to: firearms, ammunition, knives (except for small pocket knives), BB guns, pellet guns, fireworks, or other dangerous objects or substances. Law enforcement officials may be exempt from this rule. Students, staff, faculty, and employees are allowed to keep firearms in their vehicles in the parking areas ONLY if consistent
with their legal status (licensed or unlicensed) and consistent with Tribal, State, and Federal laws. No firearms or weapons are allowed in any buildings or job-sites with any exceptions. Members of our campus should report potential violations to law enforcement authorities and notify campus personnel to ensure the safety of others.

**Harassment**

Harassment is a form of discrimination and includes verbal or physical conduct that creates an intimidating, hostile or offensive academic environment which substantially interferes with an individual’s academic performance or substantially and adversely affects an individual’s academic progress. Harassment includes unwelcome verbal or physical conduct of a sexual nature that is severe enough to interfere substantially with an individual’s academic progress or creates an intimidating, hostile, or offensive academic environment. Individuals who believe that harassment or discrimination has occurred should contact the Dean of Student Services to file a complaint. An investigation will be completed. CMN will take appropriate corrective action when it has been determined that a discrimination or harassment situation has occurred.

**Property**

Theft, destruction or vandalism of anyone’s property or CMN property is prohibited. This includes all CMN students, employees, guests and visitors, and includes all CMN-sponsored functions on or off campus. Littering on campus or in a campus building is also prohibited.

**Sexual Harassment / Sexual Violence**

CMN is committed to ensuring an educational environment free of sexual harassment, sexual violence and harassment based on sexual orientation. Sexual harassment in any form is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972 (42 U.S.C. S 200e. et.seq.), and Title IX of the Education Amendments (20 U.S.C. 1681, et.seq.).

If a student believes that they are a victim of sexual harassment, please contact the Dean of Student Services to file a complaint. An immediate investigation and appropriate corrective actions will follow. If a student believes they are a victim of sexual abuse, contact local law enforcement and/or domestic abuse shelter.

**Smoking**

CMN supports people who care about their health and encourages people to stop smoking. In addition, CMN recognizes not only the health hazards, smoking and smokeless tobacco use contribute to institutional cost in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance.

Therefore, this policy bans the use of all tobacco products; (with the exception for use in ceremonial purposes) including cigarettes, smokeless tobacco (i.e., “e-cigarettes”) cigars, chewing tobacco and any snuff on both CMN campuses and in CMN owned and leased vehicles. Because, there is no safe tobacco product, the only logical action is to promote a campus that is tobacco-free.

Violating this policy could result in sanctions and fines. It is the policy of the College of Menominee Nation to promote the health, well-being and safety of students, faculty, staff and visitors while on CMN campuses.

**Solicitation**

Students, community members, and student organizations may not advertise, sell any type of food products or other items, conduct a business, or raise funds on campus without first notifying and receiving written permission from the Office of the Chief Academic Officer. All postings such as posters, flyers or announcements posted on any CMN bulletin board or on CMN property, must first be approved through the Main Receptionist desk or through the President’s Office. At the Green Bay campus the Vice President or designee will approve requests.
Stalking

No person may stalk another person. Stalk means to engage in the intentional course of behavior directed at a specific person that frightens, intimidates, or harasses that person, and that serves no legitimate purpose.

Violations of Law

CMN reserves the right to address any alleged violations of Tribal, State, and Federal law occurring on or off campus.

The college maintains a cooperative working relationship with local police departments. Law enforcement officers will be called in for violations of law as needed or at the discretion of CMN administration. Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.
CAMPUS LIFE

Student life at CMN is growing at both campuses as the college grows. Activities are planned to provide a social, cultural, and physical complement to the formal academic aspect of the college. A variety of speakers, field trips, conferences, social gatherings and special interest clubs are available to students. Check the CMN Facebook, CMN website, student e-mails, and campus bulletin boards for postings.

AIHEC Student Conference

The American Indian Higher Education Consortium (AIHEC) offers students from tribal colleges across the country the chance to participate in the knowledge bowl, science bowl, business bowl, critical inquiry, film, hand games, speech, website design, writing, Mr. & Mrs. AIHEC, American Indian College Fund (AICF) Student of the Year, sports and art competitions through the Annual AIHEC Student Conferences. In previous years CMN students have consistently placed high in various events and competitions. Students will be encouraged to participate in this annual event.

Class Cancellations / Campus Closings

Notification of class cancellations will be posted on campus. If no announcement/posting is made, students should remain for 10 minutes after class is scheduled to begin.

Closures resulting from severe weather conditions, natural disasters, or mechanical failure will be announced by the President or her designee.

Campus closings will be announced on WTCH-AM 960 radio and Green Bay TV stations.

When in doubt, a student should call (715) 799-5600 or (800) 567-2344, where a recorded message will be posted indicating any cancellations.

Students are encouraged to opt in to the free electronic communications service provided by CMN called School Messenger. Please see the Campus Security or Emergency headings in this section of the Handbook for more information on School Messenger. The student is responsible to contact the instructor to determine what the make-up work is or to arrange for taking a make-up test. The course instructor will determine make-up work.

Enrichment Opportunities

Enrichment opportunities are held from time to time on Keshena and Green Bay campus. Guest speakers are invited to give presentations on a variety of topics. Guest speakers and topics are sponsored by CMN, tribal, community, or student groups.

Student Powwow and Feast

The CMN student powwow is representative of our student body including Menominee, Ho-Chunk, Ojibwe, Oneida, Stockbridge-Munsee, Potawatomi, Mohican, and other tribal members attending CMN from other tribes. In the months leading up to the powwow, a community-wide event held each April, CMN students and staff work to ensure an evening that honors and celebrates our students and higher education. If interested in volunteering, please contact Student Services.

Student Government and Clubs

Student government and other student organizations provide opportunities for learning outside of the classroom. Students have the ability to form student groups formally recognized by CMN using Student Government for assistance. Current groups include the following listed below:

Student Government

Student government provides a venue for student ideas, input, and participation in CMN. This is a great way to develop leadership skills as well as learn how initiatives grow from planned ideas to actual events.

American Indian Business Leaders (AIBL)
Supports and promotes the education and development of future business leaders in Indian Country. AIBL is designed to engage students in activities that stimulate, enhance and expand educational experiences beyond the classroom. All students are encouraged to participate regardless of race, academic major or career objectives.

**American Indian Science and Engineering Society (AISES)**

Promotes and supports students in engineering, science, and other related technological disciplines. Participation provides potential eligibility for scholarships and conference participation. Students from any program of study are welcome and encouraged to join.

**College of Menominee Nation Student Nursing Association**

Promotes transcultural nursing, lifelong learning, clinical nursing practice, research utilization, and leadership in the community of local and global healthcare.

**Strategies for Ecology, Education, Development, and Sustainability (SEEDS)**

Members are active in grassroots education about nuclear waste, sustainable energy initiatives, other sustainable development initiatives, and other ecological issues. Issues and activities researched are decided by the group and range from local to global issues.

**Feather Chronicles**

The College of Menominee Nation's literary magazine has been published since 2008. Feather Chronicles publishes a variety of creative work (stories, poems, essays, drawings, paintings, photographs) by CMN students, faculty, staff or anyone from the CMN communities.
CAMPUS FACILITIES

Keshena Main Campus

Campus Commons

This multi-purpose structure provides academic and recreational space for all students. “Where We Share” is a relaxed area where all CMN students can receive free tutoring from peer and professional tutors in all subjects, meet with friends, use computers/laptops for checking emails and doing homework, recharge gadgets, and take the Accuplacer test.

In addition, a pool table, vending machine, lounge area, as well as an outside volleyball court, horse shoe pits, and basketball hoop area are available. The Commons is open Monday-Friday.

Glen Miller Hall

In January 1999, Glen Miller Hall was dedicated to the late Glen T. Miller. Mr. Miller served as Menominee Tribal Chairman from 1991 – 1994, and was instrumental in creating the College of Menominee Nation. He worked diligently to improve educational opportunities for the Menominee People.

First constructed in 1994 with Menominee Tribal funding, Glen Miller Hall is home to administrative offices, including second-floor offices of the President, Chief Academic Officer, and the Chief Financial Officer. The first floor serves as a one-stop-shop to meet a variety of student needs including advising, admissions, financial aid, and also bursar and registrar services. The lower level is dedicated to the Nursing Department.

Library

The CMN library opened as a standalone building in fall 2008 on the south side of Shirley Daly Hall. The library has computers, books, periodicals, local newspapers, audiovisual materials with a viewing room, and a special collections room for non-circulating American Indian and Menominee materials. Quiet study areas, computers for students and guests, printers, a photocopier, and a lounge area are all a part of the library. There are two study rooms and a classroom available for large student meetings or presentations.

The library also has a website that provides online resources that can assist with research needs. Some sites are available on campus only. The library director and library staff are available to assist with research, how to access other libraries, interlibrary loan, and any other questions.

The CMN library also provides access for all CMN students and staff to the academic libraries of most northeast Wisconsin universities. Through CMN’s membership in a consortium of northeast Wisconsin colleges and universities, CMN students can go to participating libraries for resource material and check the material out after identifying themselves with their CMN student ID card and applying for a NEW-ERA library card. See a CMN librarian for further details.

Omaeqnomenewak Pematesenewak Center (Cultural Learning Center)

The Cultural Learning Center on the Keshena campus is a centralized training and meeting facility for community and outreach programs. The Cultural Learning Center hosts the Department of Continuing Education department. The Department of Continuing Education is focused on providing non-credit learning opportunities for the community. Many of the workshop sessions held in the Cultural Center include job training, career exploration, youth development, and native language programs. In addition, the local UW-Extension is also housed in this building. The UW-Extension works collaboratively with College of Menominee Nation on youth development, food and nutrition, family education and community development programming. The Cultural Learning Center is where many activities related to the College’s mission occur.
Shirley Daly was a valued member of the Menominee Nation devoting much of her life to the Menominee People with pride and dignity. Shirley was an Executive Director of Determination of Rights and Unity of Menominee Shareholders (DRUMS). Her work was vital in organizing community members during a critical time in their history. Working diligently for the restoration of the Menominee Indian Tribe to secure federal status, Ms. Daly served as Chairperson of the Menominee Restoration Committee and was instrumental in the re-establishment of governmental services on the Menominee Reservation.

Shirley Daly Hall (SDH) has computer labs, biological science, physics, chemistry and digital media labs, classrooms, vending, student lockers and student study areas. The lower level of SDH contains CMN faculty offices.

Trades Center

The Trades Center is a stand-alone facility to provide technical training that addresses the need for a broad range of technical education and training. Because CMN is a key contributor to the economic development of the Menominee Reservation and the surrounding communities, this facility plays a critical role in career and technical skill development needed to address local workforce demands. New and expanded career and technical programs at CMN are driven by current local and regional economic and workforce needs, as well as by the unique education and employment needs of the community. Programs are designed to develop the academic and career/technical skills that will lead to employment in high demand, high paying positions. These currently include Electricity, Business Office Technician, Sustainable Residential Building Systems, and Welding. Additional courses such as CNC Machining and Home Health Aide are short-term courses that will help with more immediate employment. CMN is proactively building the capacity in our career and technical education programs to not only educate and train students, but to provide a setting where students can earn credentials to ensure their continued employability.

Sustainable Development Institute

In 1993, the Sustainable Development Institute (SDI) was established at CMN to encourage, promote, and build upon the Menominee approach to sustainable development. SDI works within the College of Menominee Nation to preserve and communicate the concepts of a more than 12,000 year-old tribal value of sustainability. Pristine rivers and sustainably managed forests are a shining example of this successful model, though the principles lie much deeper in cultural history and tradition.

Today, SDI continues to follow its mission to implement outreach, education, and research and is located on the south end of the Keshena campus. SDI offers workshops, student internships, and fosters partnerships with sustainable leaders on a local, national, and global scale.

Green Bay / Oneida Campus

The Green Bay/Oneida campus is located at 2733 South Ridge Road, in the Green Bay metropolitan area. Entrance to the campus is from Allied Street (east side of building). Green Bay area classes first started in 2003, with most of the early students enrolling in Associate Degree programs in Education or Business. During the early years, the CMN guiding principle of “challenging students to set high expectations for themselves and their community” was best exemplified by former Green Bay/Oneida campus Instructor and Site Manager, Sister Mary Ramone Blahnik (1937-2004). CMN staff is proud to continue the personalized, nurturing efforts of Sister Ramone.

Currently, Green Bay/Oneida students are enrolled in Business Administration, Education, Accounting, Liberal Studies, Sustainable Development, Natural Resources, Computer Science, Criminal Justice, Mathematics, Humanities, Public Administration, and Biological Sciences degree courses and diploma programs in Practical Nurse and Sustainable Residential Building Systems.
RESOURCES AT CMN

Alumni Relations

Staff who are supportive of the College’s alumni and future alumni may be found in the Advancement Office located in Glen Miller Hall Room 205. Facebook entries and the CMN website provide news and features about the College’s graduates.

AODA Counseling

Initial referral services for drug and alcohol abuse are available through Student Services in Keshena. Students at the Green Bay campus can contact their respective SAS. CMN students may receive drug and alcohol counseling, treatment, rehabilitation, or reentry programs through various community resources. These resources are listed in local telephone directories. The financial responsibility for receiving services from these community service agencies rests upon the person receiving the services.

Automated Teller Machine

An Automated Teller Machine (ATM) is located on the Keshena campus, main building. There is a small charge for transactions.

Bursar’s Office

The Bursar’s Office is located in the Student Services Suite and handles all student financial transactions, including the payment of tuition, fees, printing and textbooks charges as well as the disbursement of financial aid.

Checks should be written to the College of Menominee Nation.

For all questions and information regarding student billing, the student must see the Bursar or call 715-799-5600. At the Green Bay campus, payments are accepted at the reception desk and are forwarded to the Bursar’s Office in Keshena.

Campus Security

CMN provides campus security officers at both campus locations for safety. An e-contact notice system is provided through a service called School Messenger, which is a communications service that CMN uses to stay in touch with staff, faculty and students. This service helps us to send emergency and non-emergency announcements via email, phone, or text. Students have the option to “opt in” or “opt out” of the service at any time by texting subscribe, opt-in, yes, or stop to 68453. Students can find more information under MyEmpower on the college website, www.menominee.edu. CMN is committed to safety and security at its campus sites. For immediate assistance, on the Keshena campus call or see the Dean of Student Services or the main receptionist desk during the work day, or call or see the main receptionist or any instructor if after 4:30 p.m. At the Green Bay campus, call or see the receptionist or any staff member or instructor.

For all emergency matters call 911 immediately as appropriate.

To report a crime, students should report to or contact the Dean of Student Services or reception desk at 715-799-5600 in Keshena, or the reception desk on the Green Bay campus at 920-965-0070.

Career Services

All CMN students have access to career counseling through the Job Center Department located in the Community Technology Center (CTC) on the Keshena campus. Information on career exploration, labor market information, internships available, transfer requirements and job search techniques are available. Individualized career counseling is also available. Please see the Student Services department or CTC for more information.

Computer Usage

All students must abide by the Computer Resources Acceptable Use Policies, procedures, and guidelines.
Students who violate these policies and guidelines are subject to removal of their network ID, password, and email address from the servers without notice and/or be referred to legal authorities if deemed necessary.

CMN computer resources are for educational purposes. Students, as well as visitors to campus using public access computers, are not allowed to link to or visit sites utilized for pornographic or illegal purposes or containing pornographic or illegal content.

- Passwords and password policies may vary by each term. These passwords should be protected. Students are not allowed to share passwords or login sessions with anyone, including family or friends.
- All student accounts, except for graduates, will be disabled five days after the end of semester. Students are solely responsible for saving any files they do not want deleted. Students who are graduating will have accounts deleted five days after graduation.
- All student accounts for students not registered for current term will be deleted after last day of add/drop.
- All students will be allowed 150MB of server space. More will be made available by petition signed by Student Achievement Specialist (SAS) and department chair. In any case no more than 500 MB will be assigned.
- Work study students who need computer access for their job will be given special logins for the Faculty server which will limit access to specific work stations during work hours only.
- Email messages will not be forwarded after termination of student status or work study employment.

All students must have their student ID to use CMN student computers. All CMN students are given an e-mail address and are assigned a username and password for PC use.

**Windows Login:**
1. Student username is the first six letters of last name, followed by first name initial, then an underscore (_), and then the month and day of birth (Using 2 digit for month and day)

For example, John Smith, born on May 3 would have the following username login: smithj_0503
2. Use all lower case and no spaces.
3. Enter full student ID number for password.

**Checking email:**
1. Once logged in, there is a Gmail icon on the desktop.
2. Double click the Gmail icon.
3. Students will use the same username as Windows Login followed by @students.menominee.edu
4. Password will be cmn + entire student ID. (i.e., cmn1010###)

For example: User Name: smithj_0503@students.menominee.edu
Password: cmn1010###

**Checking email when off Campus:**
1. Start the Web Browser and go to www.menominee.edu
2. Click on the “CMN Email” link on the left side of CMN home page
3. The username will be the same username as Windows Login followed by @students.menominee.edu
4. Password will be cmn + entire student ID. (i.e., cmn1010###)

For example: User Name: smithj_0503@students.menominee.edu
Password: cmn1010###

**Student email address:**

Student email address is the first six letters of last name, followed by first name initial, then an underscore (_), and then the month and date of birth, followed by @students.menominee.edu.

For example, John Smith, born on May 3rd would have the following email address: smithj_0503@students.menominee.edu

If students have questions or problems, call the IT Department.
Counseling Services

Information and referral regarding counseling is available to students through the Student Services Office in Keshena and by contacting a Student Achievement Specialist at the Green Bay campus. In-depth services are available at local agencies or the Menominee Tribal Clinic. Appointments may be made at the Menominee Tribal Clinic by calling (715) 799-3361.

Department of Continuing Education

The Department of Continuing Education is dedicated to meeting the continuing education needs of the community. Serving as a catalyst for positive change in the community, the office provides a variety of noncredit educational opportunities to community members which build and strengthen the human resource capacity of the community.

The Department of Continuing Education includes the Center for Cultural Research (CCR). The Center offers a full range of cultural resource management services including archival and literature searches and phase one, two, and three archaeological research.

Emergency

CMN provides emergency contact notice and drills periodically during the school year. The e-contact notice is provided through a service called School Messenger, which is a communications service that CMN uses to stay in touch with staff, faculty and students. This service helps to send emergency and non-emergency announcements via email, phone, or text. Students have the option to “opt in” or “opt out” of the service at any time by texting subscribe, opt-in, yes, or stop to 68453. Students can find more information under MyEmpower on the college website; www.menominee.edu. Several typical procedures are listed below.

In the event of a fire alarm, evacuate the building as quickly and as cautiously as possible. Do not use elevators. Leave the building using the nearest exit and stay away from the building in case of explosions or flying glass.

In case of a tornado, stay away from windows and any interior locations that contain glass. Take shelter in the lowest level of the building in an interior hallway, closet or other designated area.

In the event of a “lock-down” please follow the direction of appropriate CMN staff and the “Emergency Procedures” chart posted in each classroom.

Faculty and Program Advising

The Nursing program, Teacher Education program, Criminal Justice certificate provide additional advising services, commonly referred to as “faculty advising”. Faculty advisors assist with appropriate program-specific issues and course selections for students. Students in these programs must first have their faculty advisor help them select classes then have their faculty advisor sign a “pre-registration for classes form” before setting an appointment to complete registration with their Student Achievement Specialist.

Financial Aid Advances

Financial Aid Advances (FAA) are available to CMN students on a per semester basis, based on awarded but not yet received federal and tribal financial aid. FAA will only be given out for the semester the student is currently enrolled in. The maximum that will be advanced is $500.

Applications are available in the Finance Office. As these are FAA, documentation of need (e.g., rent notice, utility bill, repair quote, etc.) and a financial aid award letter must be attached to the FAA application.

Situations will be reviewed on a case-by-case basis. All decisions are final.

First Aid / Accidents

All emergencies, accidents or incidents should be immediately reported to the main reception desk. The receptionist will notify the emergency response team, the administrator in charge and 911 as appropriate. Emergency response
information sheets are posted in each room. Emergency response kits (first aid) are available in every building on each campus. Staff trained in first aid and CPR is on site at all times. An accident/incident report must be completed within 24 hours of the event. Forms are available from Human Resources or at the main reception desk at each campus.

**Fees, Tuition, and Refunds**

Tuition and fees are paid at the Bursar’s Office each semester. Registration is complete only when a student has submitted a completed Student Payment Contract and has paid or made arrangements to pay tuition and fees. Tuition refunds for students who totally withdraw from all classes will be in accordance with policy. Students should consult the Business Office regarding any refunds. Financial aid recipients should refer to the refund and repayment policy.

**Food Services**

Vending machines are available on the first floor in Shirley Daly Hall and in the Campus Commons. A variety of coffee and snacks are also available at the Daily Grind.

**Health Services**

Information and referral regarding health services are available to students through the Student Services Office. Except for referrals, the college does not provide medical services. Therefore, it is the student’s responsibility to make his or her own medical arrangements.

**Housing**

CMN does not offer on-campus housing.

**Lockers**

A limited number of lockers are available for students in Shirley Daly Hall on a first come-first served basis. A limited number of lockers are also reserved for students with disabilities, also on a first come-first served basis. Please call or see Student Services for more information.

**Lost and Found**

Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost articles. A lost and found service is located at the information desk in the main lobby in Keshena and at the reception area in Green Bay.

**My Empower**

Students have access to many of their individual records via web access. Records available online include unofficial transcripts, course schedule, detailed billing statement, term billing statement, Financial Aid award letter by year, and unofficial grade reports.

**Parking**

Free parking is available to all students and the general public between 6 a.m. and 5 p.m. with no permits required in the large General Parking lots at the south and east end of the campus and the Trades Facility lot. Handicapped parking is available in all parking areas. After hours (after 5 p.m.) and weekend use of the Employee / Visitors lot is also available for student use without a permit. All lots are closed from midnight to 6 a.m.

The Green Bay / Oneida Campus offers student parking in the large lower-level parking lot.

**Skill Builder Lab**

Skill Builder Lab services supported through a partnership with North Central Technical College – Wausau, Northeast Wisconsin Technical College – Green Bay, and the College of Menominee Nation. Students may explore a new career or enhance employability skills, strengthen basic skills, or receive learning assistance for program courses. The Skill Builder Lab offers flexible instruction for specific needs. Individualized and group instructions are offered. Students may enroll at any time during the year and arrange a self-paced schedule that works best for them. There are no admission requirements for these Basic Education Services.
Student Achievement Specialists

Student Achievement Specialists (SAS) are available through Student Services and are an integral part of student success at CMN. Students have opportunities to discuss education, career, and personal goals with Student Achievement Specialists. Please see the website for information about additional services.

Sustainable Development Institute

The Sustainable Development Institute (SDI) was established in 1993 by Menominee Tribal community leaders to reflect upon and disseminate Menominee expertise in sustainable forestry and sustainable development. SDI, located in the southernmost part of the Keshena Campus, is organized to enhance the College of Menominee Nation’s role as a globally recognized center of excellence in sustainable development and sustainable education. SDI works with college leadership, departments, and Menominee community to create a holistic interdisciplinary approach to sustainability for staff, faculty, and students throughout the College of Menominee Nation, the Menominee community, and beyond. Through its mission of education, research, outreach, and engagement, SDI contributes to the college’s efforts and activities in being a more sustainable, environmentally responsible, and culturally appropriate institution.

Students of the College of Menominee Nation have a number of opportunities to become involved in sustainable development, from courses and special events, to research assistantships and participation in student organizations. SDI has forged links with many educational institutions, research centers, and federal agencies, and has built a substantial profile of partners to expand the importance of sustainability values and practices within the college, Menominee community, region, nation, and world. The Sustainable Development Institute connects students with these opportunities and creates new ways for them to connect with other indigenous peoples, other educational institutions, and organizations to work towards our goal for a more sustainable just world.

Website: www.sustainabledevelopmentinstitute.org

Student Identification Cards

All students enrolled at CMN are issued an official college identification card with a unique student ID number. All students must have an official college identification card. These cards are issued to the student at no initial cost. A replacement card can be issued at a cost of $5. I.D. cards are issued to new students during regular office hours. This ID card is required to:

- Pick up financial aid checks
- Order textbooks on-line
- Copying charges
- Ride the Transit bus
- Computer lab usage
- Library services

For more information contact the Community Technology Center at (715) 799-5600 or the Green Bay receptionist at 920-965-0070.

Student Support Services Program (SSS)

Funded under Department of Education, Student Support Services helps first-generation and low-income students to stay in college until they can earn their baccalaureate degrees. Participants receive learning assistance and counseling. The program provides opportunities for academic development, campus visits, assists students with basic college requirements and serves to motivate students toward the successful completion of their post-secondary education. The goal of Student Support Services is to increase the college retention and graduation rates of its participants and facilitate transition to the next level of higher education. If interested in the program, please contact a Student Achievement Specialist at either campus to determine eligibility.

Textbooks
Textbooks for classes can be ordered on-line starting two weeks before the start of classes. The CMN web page contains a link to an on-line textbook service where students can follow simple steps and procedures for ordering textbooks. The site also includes an end-of-term buy-back procedure. Students will need their class schedule and a computer (or students can phone, fax, or e-mail their orders). Payment can be with credit or debit card, check, money order, or student CMN charge account if the student has completed the student payment plan and provides student ID information.

If students have problems understanding the procedure, Student Achievement Specialists at the Keshena Campus are available for assistance. At the Green Bay/Oneida campus, students can contact receptionist for information on the computers and staff designated to provide assistance.

Transcripts

Students can request their official CMN transcripts by completing a transcript request form (available in Student Services Office or on CMN’s website) and submitting it to the Registrar’s office. Students will be required to pay the current transcript request fee (see current fee schedule in the Bursar’s Office to verify bill and present the receipt). At the Green Bay/Oneida campus, requests and payment are submitted to the receptionist, and then forwarded to the Registrar’s Office in Keshena by CMN staff. Transcript requests are processed on Fridays. Transcripts will not be released if a student has an outstanding bill with the college. Faxing transcripts to other institutions is prohibited at this time. Student transcript requests for internal CMN department or program use will not be assessed a fee. This must be noted on form.

Transit Bus Service

CMN has entered into an agreement with the Menominee Department of Transit Services (DOTS) to offer CMN students, staff and faculty free transportation on all existing routes to or from CMN, including stops at Menominee Tribal Daycare. These routes also include daily trips between the Keshena and Green Bay/Oneida campuses. A current CMN ID card must be presented for free use of this service. Call the Transit Department at 799-3222 (1-800-MITWBUS toll-free) for available route times. All service is wheelchair accessible.

Vocational Rehabilitation for Native Americans Project

Vocational Rehabilitation for Native Americans delivers vocational support to eligible Native Americans/ Alaskan Native with disabilities living in the defined service area. The program staff is sensitive to participant’s individual cultural beliefs, strengths, resources, priorities, concerns, and abilities so each may engage in gainful employment.

Eligible participants in Vocational Rehabilitation for Native Americans may receive support in the following:

- Vocational counseling
- Vocational evaluation and/or career exploration
- Job seeking skills
- Job development
- Transition from high school to post-secondary education or immediate employment
- Physical or technical aids needed to accommodate a disability in the workplace
- Tools and equipment
- Other federally approved services need to find, keep or advance at a job

For more information contact the Director of the Vocational Rehabilitation for Native Americans Project. The program is funded through a grant provided by the US Department of Education.

Walking / Nature Trail

Dedicated in December 2004, the CMN walking trail was conceived to provide a variety of physical activity options for students and staff to enjoy. The trail is used by many community members and various community wellness programs. A brisk walk for exercise, a leisurely stroll to enjoy can be done on this beautiful half-mile trail.
ADMISSIONS

The College of Menominee Nation admits students in a manner to best meet their educational needs, to ensure success, and to allow students to grow in a holistic manner.

CMN offers a variety of programs that require all students to complete the Standard Admission process. Students may apply for admission to the college at any time throughout the year.

There is no application fee in the Standard Admissions process. However, specific programs do require an application fee. A non-refundable late admission fee is assessed to those who apply after the admission period deadline.

Students who are admitted to CMN enter into one of the following classifications:

• High School Student
• First Time Freshman Student
• Returning Student
• Transfer Student
• Special/Non-Degree Seeking Student

Standard Admission
In order to be admitted, applicants must meet the following Standard Admission requirements:

High School, New First-Time Freshman, and Transfer Student
• Complete Part I of the online Admission Application
• Complete ACCUPLACER Placement Test (if applicable—see admissions procedure for details)
• Request official high school Diploma, High School Equivalency Diploma (HSED), or General Educational Development (GED), Home School Transcript Certificate if a high school or new First-Time Freshman
• Request official college transcript(s) if transfer credit is requested
• Submitted if applicable Certificate of Indian Blood (CIB) or copy of Tribal Identification Card

Returning Student
• Complete Part I of the online Admission Application
• Complete ACCUPLACER Placement Test (if applicable—see admissions procedure for details)
• Submitted if applicable Certificate of Indian Blood (CIB) or copy of Tribal Identification Card

Non-Degree Seeking Student
• Complete Part I of the online Admission Application
• Submitted if applicable Certificate of Indian Blood (CIB) or copy of Tribal Identification Card

Transcript
CMN will allow the submission of an unofficial transcript up to the first class of the second semester. It is the prospective student’s responsibility to request that his/her General Education transcript be sent to the College of Menominee Nation Admissions Office, P.O. Box 1179, Keshena, WI, 54135.

College Transcript
The CMN Admissions Office accepts only official college transcripts directly sent from accredited and active institutions. To learn more about the accreditation status of other colleges visit www.chea.org.

Electronic Transcript
Official transcripts submitted through an electronic transcript service (for example, Transcript Network) should be directed to the Admissions Office email address: admissions@menominee.edu.

Tribal Enrollment Verification
Students claiming American Indian status as an enrolled member or a direct descendant of a federally recognized tribe are required to submit a copy of their Tribal Identification Card or an official Certificate of Indian Blood (CIB).

Prospective students may send their official CIB document or copy of Tribal Identification Card by FAX to 715-799-4392 or by mail to College of Menominee Nation Admissions Office, P.O. Box 1179, Keshena, WI 54135.

ACCUPLACER Placement Test
All New, Transfer, Returning, and High School
students are required to take the ACCUPLACER placement test to gauge students’ skill levels in math, reading and writing. Results indicate the appropriate starting point or pathway for each student enrolling in CMN. The college has established three (3) pathways based on ACCUPLACER results:

1. Entry into Associate Degree or Technical Diploma programs with no additional requirements.

2. Entry into Associate Degree Foundational Studies or Technical Diploma programs, which allows students who wish to pursue an Associate Degree to enroll in College Algebra Foundations and/or Introduction to College English Foundations. In addition to class time, students are required to participate in instructor-led discussion sections for each Foundations course.

3. Entry into the Supporting Opportunities and Academic Readiness (or SOAR) program, which combines basic skills instruction in math, reading, and writing with certain technical diploma course work. Following completion of a technical diploma program, students must re-test and obtain appropriate ACCUPLACER scores to pursue either Associate Degree pathway.

If minimum ACCUPLACER scores are not met for a student’s desired pathway, the student is encouraged to discuss options, including additional assessment and re-testing options, with academic support staff.

Degree seeking students are exempt from placement testing under the following circumstances:

- Completed both College Algebra or College Algebra Foundations and Introduction to College English or Introduction to College English Foundations with a “C” or above from one of CMN’s Technical Diploma programs, or
- Completed both college-level Algebra and college-level introductory English with a “C” or above at an accredited college or university, or
- Obtained an Associate Degree or above, or
- Submitted ACCUPLACER test scores obtained at another accredited higher education institution; test scores are valid for one year.

Graduates who have earned a CMN Certificate of Mastery or a Technical Diploma are treated as continuing students if registered for classes within one year of graduation. If the graduate does not register for classes within one year, then the student is required to comply with the Returning Student Admission Procedure, including placement testing.

**Transfer Credit Policy**
Transfer students will receive an official credit evaluation after the Transfer Credit Request Form and official transcripts for which transfer credit is being requested have been received by the Admissions Office.

This credit evaluation process may take 6 to 8 weeks to complete. Students will be informed by e-mail when the official credit evaluation is complete. Specific programs at CMN may have different transfer requirements. To obtain a copy of the Credit Evaluation Policy or to discuss transfer credits contact the Admissions and Enrollment Manager directly at 715-799-6226, ext. 3053.

**Readmission requirements for members of military service**
Under Subpart B - Standards for Participation in Title IV, HEA Programs Sec. 668.18, and a school must promptly re-admit a service member with the same academic status as she/he had when last attending the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service. Additional information is available from the Admissions Office at admission@menominee.edu or by calling 715-799-6226, ext. 3051.

**Program-specific Admission**
Prospective students seeking admittance into certain programs such as the Nursing Program, Materials Science and Pre-Engineering, or
Bachelor’s Degree programs are first required to complete the standard admission procedure and be accepted into CMN.

Students seeking admission into a program-specific degree program are required to contact the Admissions Office at 715 799-6226, ext. 3051, to discuss program-specific admission procedures and requirements.

**International Students**
CMN does not accept international students at this time.

**Undocumented Students**
CMN will admit undocumented students as Degree or Non-Degree seeking students. According to current federal and state laws, undocumented students are ineligible for federal or state aid.

**Late Fees and Deadline Dates**
Apply early to avoid late fees. Current late fees after the admission deadline are $25.00 for the first week after the deadline and $50.00 for the second week after the admission deadline.

Deadline dates are ongoing and scheduled on the Academic Calendar. To view the Academic Calendar go to [www.menominee.edu](http://www.menominee.edu) or request a copy from a Student Achievement Specialist (SAS).

**Orientation**
New and re-entry students are required to attend an orientation session which takes place at the start of each semester. Students receive valuable information to enable them to make appropriate choices in their academic, transfer and career planning processes. Academic policies, computer and website usage and tools, Student Support Services, student procedures and the financial aid process are explained. Students also have the opportunity to tour the campus, obtain their student IDs and meet other new students and CMN support staff.
**FINANCIAL AID**

What is Financial Aid?

Financial Aid is financial assistance for those who are eligible. It is provided to help cover college expenses such as tuition and fees, room and board, books and supplies, and transportation.

It is very important that students apply for financial aid as early as possible prior to the beginning of their first semester of enrollment. Some grants are offered on a first-come first-served basis. The priority date to apply for financial aid is April 15. Meeting this deadline reasonably assures the student the maximum amount of financial aid available.

**Student Eligibility Requirements**

To qualify for federal or state aid programs, students must:

- Be a U.S. citizen or eligible non-citizen (permanent resident);
- Be a Wisconsin resident for state funds;
- Have a valid Social Security number;
- Have a high school diploma or a General Education Development Certificate or a High School Equivalency Diploma (GED/HSED);
- Be accepted, admitted and enrolled in an eligible degree program;
- Demonstrate financial need for programs as determined by the Free Application for Federal Student Aid (FAFSA);
- Be neither in default on a Title IV loan nor owe a repayment on a student grant;
- Have registered for Selective Service, if required to do so;
- Maintain satisfactory academic progress as defined by CMN.

**Students admitted as Non-Degree or Special Student admission status are not eligible for financial aid.**

**Application process**

The application process includes the following steps:

- Apply for a federal pin number at www.fafsa.ed.gov.
- Apply online at www.fafsa.ed.gov for a Free Application for Federal Student Aid (FAFSA). Students may contact the CMN Financial Aid Office or their tribal education office for assistance with completion or review of the FAFSA.
- CMN students must include the College of Menominee Nation’s school code, 031251, on their FAFSA at www.fafsa.ed.gov.
- Keep copies of all paperwork used for the FAFSA application.
- After submitting the FAFSA, make sure to print and review a copy of the SAR (Student Aid Report).
- Provide all additional information requested by the Financial Aid Office.
- Complete and submit an Indian Scholarship Application to the appropriate tribe, if applicable.
- Based on financial need, the Financial Aid Office will determine the amount of aid in grants students may receive. A financial aid award offer will be e-mailed to each student with his or her information.

Transfer students should contact the Financial Aid Office if they have already filed for financial aid. Otherwise, the procedure to follow is the same as above.

**Types of financial aid**

When a student completes the FAFSA, he/she is considered for the following financial aid assistance:

**Grants**

The U.S. Department of Education and the State of Wisconsin provide gift aid. Grants are awarded based on financial need.

**Scholarships**

Scholarships are also a form of assistance and are awarded based on the student’s achievement and/or on the basis of need. It is the student’s
responsibility to notify the Financial Aid Office of any outside scholarships, stipends, internships, and/or fellowships received. Failure to report outside awards may result in total loss of aid from CMN.

Bureau of Indian Affairs Grant Program

Native American students (enrolled tribal members) may receive aid from the Bureau of Indian Affairs. To be considered for this grant students must contact their tribal education office for an Indian Scholarship Application and for any additional eligibility requirements.

Loans

CMN does not participate in federal loan programs.

Award letters

The student’s financial information is packaged for aid and an award letter is made available to the student detailing eligibility. Once the student accepts the aid the listed funds will be processed. The award letter is only an estimate. This aid is based on the availability of funds. There is no liability for any agency or CMN to pay these awards.

Financial aid disbursement

Once a student file is completed and the award letter acceptance is received by the Financial Aid Office, monies will be requested from the appropriate funding agencies.

The Bursar’s Office disburses all financial aid. Funds will first be applied toward direct educational costs. The balance, if any, is given to the student to meet other expenses related to his/her educational pursuits. Financial Aid is not applied until after the add/drop period and the last day to charge textbooks.

Standards of Satisfactory Academic Progress and Financial Aid

If a student receives financial aid, government regulations require that the student makes Satisfactory Academic Progress (SAP) and maintains good standing in his/her courses. Students who do not meet this criterion are ineligible to continue receiving financial aid. Reinstatement may occur when CMN’s SAP standards are met.

For financial aid purposes, SAP is measured in two ways: GPA and Completion Ratio. Failure to meet the academic progress standards for one semester results in financial aid warning. Results of a warning and further possible actions are described below.

Warning

A student on financial aid warning is eligible for Title IV Funds, such as PELL awards. Failure to meet the academic progress standards for two consecutive semesters may result in financial aid suspension.

Suspension

A student on financial aid suspension is not eligible for Title IV Funds, unless an appeal was successful.

Probation

A student who has appealed and has had eligibility for financial aid reinstated will be put on financial aid probation. A student on financial aid probation is only eligible to receive one payment period of financial aid while on financial aid probation.

Appeal process

If extenuating circumstances exist which caused a student to fail to meet one of the above standards a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to injury or illness, the death of a relative, or other special circumstances. The appeal should address and document these extenuating circumstances: why the student failed to make Satisfactory Academic Progress and what has changed that will allow the student to make SAP at the next evaluation.

Withdrawals and change of enrollment status

Any student receiving financial aid (grants or scholarships) must notify the Financial Aid
Office if he/she withdraws from courses or totally withdraws from CMN. It may be necessary for the student to repay a portion of the aid received.

Return of Title IV Federal Student Aid

If a student withdraws or stops attending before completing the semester, or does not complete all modules (classes which are not scheduled for the entire term) for which he/she has registered at the time those modules began, or receives all “F” and “W” grades (or a combination of both) for all classes in any semester during a term, CMN is required to perform a calculation called Return to Title IV. This calculation determines the amount of financial aid earned and, quite possibly, the amount of financial aid that may need to be returned and/or repaid. The return formula is a calculation based on the percentage of earned aid based on the amount of course completion (attendance).

Federal Title IV aid funds include Pell Grants and Federal Supplemental Educational Opportunity Grants. Funds are not returned to the Federal Work-Study Program.

State grant funds, with the exception of the Talent Incentive Grant, are not considered Title IV Funds. However, the return of state grant funds will be calculated using the same formula as applied to federal funds.

Date of withdrawal

To determine the percent of the term not completed, the number of days the student attended is divided by the number of days in the enrollment period. This number is subtracted from 100%. The Financial Aid Director will use the last date of attendance.

Repayment

When a student withdraws, the Bursar’s Office will use all or a portion of the student’s institutional refund as payment toward the amount that must be returned to the Title IV programs and state grants. The student may also be required to repay a portion of the aid funds that were disbursed to him/her after the student’s charges had been paid. The student will be notified and billed for any additional grant funds that must be repaid.

Duration of Eligibility for Federal Pell Grant

Public Law 112-74, which was announced in late 2011, amended HEA section 401(c)(5) to reduce the duration of a student’s eligibility to receive a Federal Pell Grant from 18 to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-13 award year. The calculation of the duration of a student’s eligibility includes all years in which the student receives Federal Pell Grant funding.

Rights and Responsibilities of Students Receiving Financial Aid

All students receiving federal and/or state financial aid must comply with the intent of the regulations and statutes.

Drug-related convictions and student eligibility

Students filing FAFSA are required to respond to a question regarding drug-related convictions. The response determines whether or not a student is eligible for federal student financial aid.

Having had a drug conviction does not necessarily make a student ineligible for aid. A student may contact the U.S. Department of Education at 1-800-4FED-AID (1-800-433-3243) with questions on how to regain financial aid eligibility.

Veterans

Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these benefits while pursuing a course of study at CMN. Veterans should submit a Certificate of Eligibility and copy of DD/214 to the Financial Aid Director for enrollment certification and transmittal to the Veterans Administration Regional Office.
REGISTRATION

Students register for courses during the designated registration periods each semester (See Academic Calendar). A non-refundable late fee will be added to late registrations processed after deadline.

The College of Menominee Nation places full responsibility upon the student to register for the proper courses and fulfill all degree requirements as set forth in this catalog and its addenda.

Eligibility for Registration

Every student must have applied for admission or re-entry and must hold a current acceptance letter before he/she will be permitted to register.

If a student has an outstanding obligation, e.g. owes a bill, fees, money, material, or financial aid, a “hold” will be placed on the student’s educational records. The hold will prohibit the student from registering.

Registration Procedures

To complete the registration process, the student must:

1. Complete the admissions process.
2. Receive the letter of acceptance.
3. Submit a Student Payment Contract to the Bursar once per academic year.
4. Make an appointment with a Faculty Advisor or Student Achievement Specialist to complete a Registration Form.
5. Complete and sign a Registration Form.
6. Complete the Financial Aid form (FAFSA). All students are encouraged to complete a FAFSA application; other scholarships/grants may require this.

Course Adds:

Once enrolled, students may add other courses to their term schedule by the designated deadline listed on the Administrative Calendar. Student Achievement Specialist (SAS) assistance is required. Complete forms must be submitted to the Registrar’s Office by the appropriate deadline.

Course Drops:

Students may drop courses by the designated deadline listed on the Administrative Calendar. Courses dropped within the drop period do not appear on the student’s transcript. Students are not charged for courses dropped by the designated session/term deadline. Student Achievement Specialist assistance is required. Complete forms must be submitted to the Registrar’s Office by the appropriate deadline.

Withdrawal from Courses

Partial Withdrawal
Students who withdraw from courses by the designated deadline listed on the Administrative Calendar will receive a grade of “W” for the course. Student Achievement Specialist assistance is required. Completed forms must be submitted to the Registrar’s Office by the appropriate deadline.

Total Withdrawal
Students who withdraw from all courses by the designated deadline listed on the Administrative Calendar will receive a grade of “W” for those courses. A student who wishes to withdraw completely from the college must do so officially by meeting with his or her Student Achievement Specialist for assistance. The “W” has no effect on GPA but will be considered for financial aid purposes. Students should consult the Financial Aid Office before withdrawing.

A decision to withdraw should be evaluated in terms of veteran’s benefits, financial aid, potential repayment of financial aid (full or partial), family health insurance coverage, student loan repayment deferral and other situations which may have adverse consequences.
from withdrawal. If a student plans to withdraw from coursework and has received financial aid, the student should discuss the situation with his/her tribal higher education department, if applicable, and CMN’s Financial Aid Office.

Students will assume all responsibility for adds/drops and withdrawals from courses including the completion and submission of signed forms by the appropriate deadlines. Add/Drop and Withdrawal dates for each session are listed by semester on the Administrative Calendar.

Refunds for Withdrawal

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the requirements of federal regulations. Financial aid recipients should refer to the refund and repayment policy.

Withdrawal Period Refund
1st – 5th business day of term 100%
6th – 10th business day of term 50%
After the 10th day of term - None

Partial Withdrawal
Refunds are not given to students for Partial Withdrawals or to those who exchange classes after the drop date for a course which has fewer semester hours of credit. If a student’s schedule is reduced for the convenience of CMN, as in the cancellation of classes for insufficient enrollment, the tuition shall be adjusted without penalty.

Administrative Drop
Administrative drops will occur when the student has not attended the first five days of a session/term.

Students may request course re-entry if an administrative drop occurred in error by submitting a course Add Form with instructor approval to the Registrar’s Office by Administrative Calendar deadlines.

It is the responsibility of the student to ensure he/she is dropped from any course by the appropriate deadline.

Change in major, emphasis, certificate, or technical diploma

Students who change their major, emphasis, certificate, or technical diploma are subject to the current catalog requirements in effect at the time of the change. A credit evaluation may be completed when students effect the change. Student Achievement Specialist assistance is required.

Records

Grades, transcripts and enrollment verification may be obtained through the Registrar’s Office.

Transcripts

Students may request CMN transcripts by completing a Transcript Request Form and submitting it to the Registrar’s Office. Transcript requests are processed on Fridays and will not be released if a student has an outstanding bill with the college. Faxing transcripts to other institutions is prohibited at this time, with the exception of faxing to funding sources. Students should refer to the current fee schedule for cost information. The Transcript Request Form is available for download from the Registrar’s page on CMN’s website www.menominee.edu.

Tuition and Fees

All tuition and fees are set by the college’s Board of Directors on an annual basis. The Finance Office publishes an annual report on the College of Menominee Nation website detailing specific tuition and fee information.

There are various tuition and fees payment options:

1. Financial Aid
2. Sponsored Programs (grants)
3. Employer Pay

4. Wage Assignment Self Pay

5. Self-Pay

6. Payment Plan

All tuition and fees payment options have specific requirements and processes. For more information, consult with a Student Achievement Specialist and/or refer to the Student Handbook.

All applicable late fees for admission and registration will be billed to the student and must be paid before admission or registration can take place.

See the CMN website for the current fee schedule.

Class Wait List

When classes are full to capacity, students can request to be put on a prioritized class wait list through their Student Achievement Specialist (SAS). Class wait lists allow students to reserve registration in a course should a spot become available or another course section be offered. A completed course “ADD” form must be submitted to the Registrar. The following priority is designated for wait list. Prospective graduates receive first priority. Degree seeking students have priority over non-degree and special status students. Students are encouraged to inform his/her instructor of the wait listed status and to attend the class regularly until the course becomes available or until advised otherwise. CMN does not guarantee placement in wait listed courses. Contact Student Services Office for complete priority list or for further information.

Requisites

Certain courses have designated requisites identified in course descriptions contained in the Course Index chapter of the Academic Catalog and on audit sheets.

Prerequisite
This is a course that must be taken prior to a given course. Prerequisite courses are required for certain classes. A student must achieve a “C” or better in the prerequisite prior to registering for the subsequent course.

Co-Requisite

This is a course that may be taken before or at the same time as a given course.

Concurrent Requisite

This is a course that must be taken at the same time as the course in question.

Incompletes

An incomplete (“I”) grade is a temporary grade that an instructor can award a passing student who, for reasons outside his or her control, cannot complete all coursework and assignments in a given term. A grade of “I” can be awarded at the discretion of the instructor consistent with the following conditions:

a. At least 75 percent of all course requirements to date are complete;

b. The instructor determines the student's work to date is satisfactory;

c. Attendance has been satisfactory;

d. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date (Written verification by the medical practitioner is required); and

e. The incomplete grade is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time.

Students and/or their Student Achievement Specialist (SAS) may initiate an incomplete grade from the instructor. If the instructor agrees to assign an “I” grade, several steps must be taken:

1. The instructor and student shall complete the Incomplete Grade Agreement.

2. The instructor shall provide an electronic or paper copy of the Incomplete Grade
Agreement to the student, the appropriate Dean, and the Registrar.

3. The Registrar will record a temporary grade of “I” until the stated completion deadline on the Incomplete Grade Agreement, not to exceed 60 days from the semester in which the incomplete was issued or 180 days for a CAAP extension. A request for a CAAP extension may delay graduation.

4. Following completion of course requirements, the instructor submits the new grade to the Registrar who will then change the grade electronically. When a student does not complete course requirements by the deadline, the terms of the Incomplete Grade Agreement determine if:

a. The grade will lapse to an “F”; or
b. The instructor will calculate a final grade based on the work submitted or submit a grade of “F” if the CAAP requirement is not met.

A student does not need to be registered at CMN in order to complete the work necessary to convert an “I” to a grade with credit in the time and manner previously agreed upon between the student and the instructor.

Avoiding the need for an incomplete grade

Students who encounter unexpected or extraordinary circumstances that interfere with completion of course requirements during the semester are encouraged to discuss their situation with their instructor as soon as possible. Alternatives include withdrawing from the course or negotiating assignment due dates with the instructor so that all work can be completed by the end of the semester. With early communication of unexpected circumstances, instructors may agree to accept assignments turned in late during the semester without penalty.

Independent Study

The purpose of Independent Study is to allow the student to explore a topic of scholarly interest which is not available through traditional CMN coursework.

Eligibility for independent study requires that a student 1) be in good standing 2) possess a minimum GPA of 3.00 and 3) have sophomore status. Students may not seek more than 6 credits worth of Independent Study credits to satisfy any degree requirements. Also, Independent Studies may not be used to substitute for a General Education requirement. As Independent Study courses do not count toward degree requirements they are not covered by financial aid.

To register for an independent study course, a student confers with his or her Student Achievement Specialist (SAS) to obtain the “Request for Independent Study” form. If the request meets the eligibility criteria, the Student Achievement Specialist (SAS) then signs the form. Next, the student takes the form to the appropriate instructor. The student and instructor then create a written agreement of course expectations, including timelines, as outlined on the “Request for Independent Study” form. After the instructor signs the request form, the student returns the form to his/her Student Achievement Specialist (SAS), who then forwards the request to the Dean of Letters and Science for final approval.

The academic calendar and deadlines for an Independent Study course will be the same as the CMN academic calendar for the semester in which the Independent Study is conducted. In an Independent Study course, the instructor and the student will meet at least once every two weeks, and the instructor will keep a record of the student’s attendance at such meetings. If the student is absent for more than two of the scheduled meetings, he or she will not pass the course.

For all Independent Study courses, the instructor must provide the student with an approved course evaluation form. Before the instructor submits a grade for Independent Study to the Registrar, the student must turn in a course evaluation form to the Dean of Letters and Science.

Alternative Course Delivery
CMN may have the need to cancel scheduled classes for which a student has already registered. CMN may offer some of these classes on an alternative delivery or individualized basis.

Eligibility for alternative course delivery requires:

1) A minimum GPA of 2.00 and
2) Sophomore status

To register, a student confers with his or her Student Achievement Specialist (SAS) to obtain the “Request for Alternative Course Delivery” form. If the request meets the eligibility criteria, the student and Student Achievement Specialist (SAS) then sign the “Request for Alternative Delivery” form and an “Add/Drop” form. Next, the Student Achievement Specialist (SAS) collaborates with the Departmental Dean to determine appropriate faculty member to request and alternative delivery available. Next, the student must set a meeting with the recommended instructor to create objectives, activities, and evaluation timelines as outlined on the form. After the instructor signs the request form, the instructor attaches the course syllabus along with the Add/Drop form and submits the request to the Departmental Dean for final approval.

The academic calendar and deadlines for an Alternative Course Delivery will be the same as the CMN academic calendar for the semester in which the individualized course is conducted. In an Alternative Course Delivery, the instructor and the student will meet at least once every two weeks, and the instructor will keep a record of the student’s attendance at such meetings. If the student is absent for more than two of the scheduled meetings, he or she will not pass the course.

For all Alternative Course Delivery, the instructor must provide the student with an approved course evaluation form. Before the instructor submits a grade for an Alternative Course Delivery to the registrar, the student must turn in a course evaluation form to the Dean of Letters and Science.

Contact a Student Achievement Specialist (SAS) regarding which courses can be taken through the Alternative Course Delivery method if a course is in danger of being cancelled, or is cancelled.

Repeating Courses

Students who have received a grade “C” or below in a course may repeat that course up to two times. See catalog for current information. Students should discuss their intentions with their Student Achievement Specialist (SAS) and complete the proper form(s). Both the old and new grades remain on the student transcripts, with the most recent grade used to compute the grade point average. For SAP purposes, Units/Hours attempted includes repeated courses. Please be aware that some colleges count repeated coursework when transferring.

The college does not guarantee the right to repeat any course. Courses may be deactivated, discontinued, or offered on a different schedule. A student may repeat previously passed course once and receive financial aid. A student may repeat a failed course until it is passed and receive financial aid. Please see the Financial Aid Office for more information.
GRADES AND GRADE APPEAL

At the mid-term and end of each semester or session, each student shall receive a grade from the instructor. Instructors are to forward final grades for each course to the Registrar’s Office no later than 72 hours after final examination week has ended. Final grades are posted to Student Information System (SIS) for student access. Students will also be emailed notice of their final grades via their CMN email address which can be accessed through the CMN website, www.menominee.edu. Students can access their grades via My EMPOWER. Please see Student Enrollment Services for details on this easy and convenient process.

Mid-term grades are issued to inform students of their current progress and are not reflected on transcripts. Midterm grades cannot be appealed. No final grade will be changed after the current academic year.

Change of Grade

After grades are submitted to the Registrar’s Office, all grades are considered final. Potential changes may occur only within four weeks after the end of any respective term or session. Only the instructor within the designated time frame may change a grade once issued. A student must first contact his/her instructor on any grade discrepancies or concerns.

Grade Appeal

If a student believes the final grade given them does not match the earned grade, the student should first speak immediately with the instructor to present their concerns.
If a student is still dissatisfied and wishes to appeal a particular course grade(s), he/she may appeal further to the Departmental Dean. A student must request any Grade Appeal within 60 days after the end of the term in which the course was taken. The Departmental Dean, in turn, consults with the appropriate instructor and the instructor may make a decision on changing or keeping the initial grade. If the student is still dissatisfied, the Dean will then appoint a three-member faculty team to the Grade Appeal Committee (GAC) to review the appeal. The GAC will make their determination and forward a written recommendation to the Dean who will give the student the final determination. The decision of the GAC is final.

Grading System

Semester and mid-term grades are recorded by letter only. Each letter grade equals a certain number of grade points per credit. For example, a grade of “B” in a three-credit course equals three grade points per credit or nine total grade points for the course as illustrated by the following scale of grades and grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (excellent)</td>
<td>4.00</td>
</tr>
<tr>
<td>AB</td>
<td>3.50</td>
</tr>
<tr>
<td>B (above average)</td>
<td>3.00</td>
</tr>
<tr>
<td>BC</td>
<td>2.50</td>
</tr>
<tr>
<td>C (average)</td>
<td>2.00</td>
</tr>
<tr>
<td>CD</td>
<td>1.50</td>
</tr>
<tr>
<td>D (poor)</td>
<td>1.00</td>
</tr>
<tr>
<td>F (fail)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following symbols appear on grade reports for which grade points are not assigned:

- AU - Audited course
- I - Incomplete
- W - Withdrawal
- AW - Amnesty Withdrawal
- UK - Unknown

These grades are recorded opposite the course number and title on the academic transcript.

Academic Honors

Academic honors are awarded to students with outstanding grade point averages based on term GPA. Full-time students who have completed at least 12 graded credit hours will be eligible for academic honors at the end of each semester. Students must be in good academic standing to qualify for academic honors. Students with outstanding GPA’s are eligible for the following:

- Highest Honors: 4.00
- High Honors: 3.75-3.99
- Honors: 3.50-3.74
Satisfactory Academic Progress (SAP)

CMN requires that all students meet the CMN standards of Satisfactory Academic Progress (SAP) and maintain good standing in his/her courses.

NOTE: Please remember, the SAP for remaining eligible for federal financial aid is different from the CMN academic SAP. CMN’s academic SAP is based on 1 criteria - grade point average (GPA). The financial aid SAP includes 2 criteria - GPA, and a 67% successful completion ratio of classes attempted.

CMN’s Satisfactory Academic Progress (SAP) is measured by Grade Point Average (GPA).

To remain in good standing, the GPA required of a student is 2.0 or above as a cumulative, or overall. Failure to meet the cumulative GPA academic progress standard for any one semester results in academic probation. Failure to meet the academic progress standard for two consecutive semesters may result in academic suspension. The SAP calculation does not include grades from any courses transferred to CMN.

Academic Probation

A student who fails to meet the cumulative GPA standard will be placed on academic probation for one term. (While on probation, a student may still receive financial aid.) To be removed from probation, a student must meet the cumulative SAP standard at the end of the probation period. If a student fails to meet the standard, the student will be suspended at the end of the probation period for a period of one semester.

Academic Suspension

A student on academic suspension will be prohibited from participation at CMN and denied the privileges of the institution, with the exception of attending some counseling services and/or remedial workshops (such as the Skill Builder Lab). Students attending for the summer term must be aware that their cumulative GPA will be impacted by any courses taken during summer. Because the SAP standards are calculated on a cumulative basis, the summer session can help or hurt a student, so it is advised to use the summer sessions to improve academic standing. A student on academic suspension has two options:

Option 1, petition for reinstatement

A student who has mitigating circumstances may appeal academic suspension. Examples of mitigating circumstances may be: Serious medical problems, death in family, etc... The appeal must include a written explanation and documentation explaining why the student was not able to meet the standards. A student must also include in their appeal a written plan to produce improved academic performance, or an individual academic plan. Continued academic probation may be granted based on the circumstances. Appeals are reviewed by the Petition Committee. Appeals must be filed at least four weeks before the first day of class.

Option 2, complete a suspension period of the next spring or fall term (excluding summer)

While on suspension the student is denied the privileges of the institution, with the exception of attending some counseling services and/or remedial workshops. After completing the suspension period, a student who has been suspended may register for classes after meeting with their Student Achievement Specialist (SAS). If the student sits out two or more semesters before coming back after suspension, regular admission rules apply and the student must reapply for admission to CMN. In either case, he or she will be placed on academic probation and must create and follow an individual academic plan in coordination with their Student Achievement Specialist (SAS).

Any student who has been academically suspended more than once must first petition the Petition Committee for readmission.

Reinstatement

Reinstatement means that a student will again be eligible via options 1 or 2 above for registration and participation in courses. Students reinstated for eligibility will typically still be placed under the academic probation status.
conditions, which may include an **individual academic plan** and a reduced credit load, may apply to reinstatement.

☑ Additional SAP Standards

- Incomplete grades (I) are counted as uncompleted courses until the Registrar’s office posts the final grade on the transcript.
- Audit credits are not considered attempted or earned.
- Credits attempted include grades of I and W, A, AB, B, BC, C, CD, D, F.
- Only the most recent grade received in a repeated course is used to calculate GPA.
- Grades of A, AB, B, BC, C, CD, D, and S are considered passing grades or earned credits.
- Transfer credits and credits forgiven via the Academic Amnesty policy are included when calculating credit completion ratio and maximum time frame, but not GPA.
- SAP is reviewed at the end of each fall, spring and summer semester.
- Units/Hours attempted includes repeated courses.

**Academic Amnesty**

The Academic Amnesty Policy is designed to avoid placing an unnecessary burden on students who previously made an unsatisfactory start at CMN. Because a low cumulative grade point average earned at the beginning of an academic career can adversely affect a student’s academic record for his or her entire stay at CMN, this policy allows forgiveness, or the exclusion from grade point calculation of a maximum of twenty-one (21) credits. The Academic Amnesty form can be picked up in the Student Services Office and must be completed with his/her Student Achievement Specialist (SAS) and turned in to the Chief of Academic Affairs for his/her determination. Academic Amnesty does not apply to nursing courses. Academic forgiveness is granted only once to students under the following conditions:

- A student must be currently enrolled at CMN.
- Up to twenty-one (21) credits may be forgiven from the student’s previous work at CMN. Credits to be forgiven need not all are from the same semester’s work. Only grades lower than a “C” may be forgiven.
- Only courses taken at CMN will be considered for forgiveness.
- All credits to be forgiven (maximum of 21) must be applied for at the same time.
- The original academic record remains on file. An Amnesty Withdrawal (AW) is issued on the current transcript with a notation that academic forgiveness was granted. The AW grade will not be included in GPA calculation. However, the credits are included in completion ratio for financial aid.
- Credits excluded as a result of academic forgiveness cannot be used to meet course or program prerequisites or requirements. Any forgiven courses, if needed for completion of a degree or certificate, must be re-taken.
- Students granted academic forgiveness may achieve semester honors but may not graduate with honors.
- If academic forgiveness is granted, the Financial Aid Office will use the recalculated cumulative grade point average in evaluating compliance with the GPA component of the satisfactory academic progress policy for financial aid.
- Credits forgiven are still included when calculating SAP standard credit completion ratio, as well as maximum time frame for financial aid eligibility.
- This policy applies to CMN records only. In the event of transfer to another institution, students will be bound by that college’s terms and conditions for accepting transfer credits.
- Students must complete an Academic Amnesty application and meet with their Student Achievement Specialist (SAS) to create an individual academic plan.
- Students may apply for Academic Amnesty for a course or courses only after a period of two (2) consecutive semesters have passed, excluding summer, and the grades being considered for amnesty must have been received by the student six months prior to the request for amnesty.
- Any academic probations, suspensions, or dismissals from previous semesters are not forgiven. SAP standards will count towards the current semester when the SAP policy is applied to the student’s record after Academic Amnesty is granted.
- Students will be notified in writing as to the results of their application.
GRADUATION

Degree Requirements

All students must consult with his/her Student Achievement Specialist (SAS) for specific graduation requirements per degree and/or program. All students must have a minimum cumulative 2.0 GPA and have all requirements completed to graduate. Please refer to the CMN Academic Catalog for further details.

Core requirements

Core requirements (CR), or essential college-level knowledge and skills, prepare students to meet faculty expectations throughout their programs of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>Introduction to Oral Communication</td>
</tr>
<tr>
<td>EDU100*</td>
<td>Student Success Strategies</td>
</tr>
<tr>
<td>EDU295**</td>
<td>Student Portfolio Seminar</td>
</tr>
<tr>
<td>ENG100</td>
<td>Introduction to College</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Foundations or</td>
</tr>
<tr>
<td>ENG102</td>
<td>College English and Research</td>
</tr>
<tr>
<td>MAT104</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT106</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SDE100***</td>
<td>Introduction to Sustainable Development</td>
</tr>
</tbody>
</table>

* EDU100 is required for all Associate Degree programs excluding nursing and must be taken during the first semester. Students who have earned an associate’s degree or higher from an accredited college or university are exempt. An official transcript that shows the degree(s) earned must be submitted to the Admissions Office prior to registering for first-semester courses. Students may check AT Missing Documents under the Admissions tab in their MyEmpower to ensure the official transcript was received by the Admissions Office.

**EDU295 is required of all Associate of Arts and Sciences degree-seeking students and must be taken during the student’s final semester.

***SDE100 also meets a Social Sciences requirement.

Deadline for Grades

Students cannot graduate or participate in the commencement ceremony with incomplete grades or pending transfer credits. If transferring credits from another school, please request that transcripts be sent to the Admissions Office for official credit evaluation prior to the final degree audit review or by the end of the graduating term.

Timeline at a Glance

Student will file “Application to Graduate” form with the Registrar’s Office upon registering for their last semester. All waivers/substitutions must be approved with copies attached.

Graduation applications submitted prior to the start of the final semester will get priority for final degree audit reviews. Those students not meeting requirements will be notified.

Students should notify the Registrar’s Office if credits are being completed at another institution and plan to transfer the credits toward their CMN degree. Do not delay. See a Student Achievement Specialist (SAS) if any questions remain about completing degree requirements prior to last term.

Names are submitted for the commencement program in March. At this time, potential graduates are sent information regarding the ceremony, diplomas, caps and gowns, and final transcripts.

Applicable graduation fees will be applied to student accounts upon student submitting each graduation application.

Diplomas are distributed at the June commencement ceremony provided all financial obligations have been satisfied and degree requirements have been completed. Remaining diplomas will be distributed once financial obligation is met.
Where, When and How to Apply for Graduation

Although the Registrar’s Office requires students to submit the “Application for Graduation” it is also required upon registering for the final semester. These forms should be completed with a Student Achievement Specialist (SAS) and submitted to the Registrar’s Office by the preferred timeline listed below to ensure timely degree audit review:

- Fall Graduates – Last business day in October
- Spring Graduates – Last business day in March.
- Summer Graduates – Last business day in June.

It is in the student’s best interest to complete these forms during priority registration to ensure inclusion in the commencement ceremony and program.

Graduation Honors
Students will be recognized at the commencement ceremony with honor cords. Graduation, Graduation honors are different than term honors, and are based on the final cumulative GPA. See Registrar for more information.

Graduation Ceremony, Attire, and Announcements

Caps and gowns as well as printed announcements generally go on sale one month prior to the commencement ceremony.

Students must notify the Registrar’s Office if they plan to participate in the ceremony by March 31.

Current graduation fee information can be obtained at the Bursar’s Office. Standard graduation attire will be required when participating in the commencement ceremony. Any special requests must be preapproved by the Dean of Students Services.
Academic Calendar

For 2014-2015 please go to the website
www.menominee.edu, then go to
Quick link “Academic Calendar ’14-‘15.”

Or go to “ABOUT” tab, then to
“Academics” drop-down menu, then to
“Academic Calendar ’14-’15.”

Staff and Faulty Listing

For 2014-2015 please go to our website
www.menominee.edu, and then go to
“Faculty/Staff” tab for “Employee Directory.”
Or go to “Find Us” on quick link then to
“Faculty/Staff” tab to “Employee Directory.”
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