

## **SEMESTER DESCRIPTION**

Sitting Bull College operates on a semester basis, which is a term averaging fifteen (15) weeks of instruction and one (1) week for final exams for a total of sixteen (16) weeks. A Summer Session is approximately six (6) weeks in length and the classes offered during the Summer Session vary. (See the Academic Calendar for starting and ending semester dates).

## **CREDIT HOUR DESCRIPTION**

A credit is the unit used in computing the amount of work required for a course. Credits given for the course are listed after the course title in the course description

In a lecture course, one (1) semester hour of credit represents one (1) contact hour per week for one (1) semester; in a laboratory course, one (1) semester hour of credit represents two (2) contact hours per week; and internships and practicum courses, one (1) semester hour of credit represents three (3) hours of practical work experience per week for one (1) semester.

Some practicum hours are defined by certification requirements and are so noted in the degree plan. Laboratory courses are identified in the course description.

## **COURSE**

A course is a unit of instruction in a subject area offered during the Fall or Spring semesters and during the Summer session.

## **NUMBERING**

000 level courses are foundation courses to prepare students for Freshman level course work and are not designed to transfer.

100 level courses are equal to Freshman level.

200 level courses are equal to Sophomore level.

300 level courses are equal to Junior level and offered for the Business Administration and Elementary Education programs at SBC; other 300 level courses are available for degrees offered through articulation agreements.

400 level courses are equal to Senior level and offered for the Business Administration and Elementary Education programs at SBC; other 400 level courses are available for degrees offered through articulation agreements.

500 and 600 level courses are equal to Graduate level and offered through articulation agreements.

## **PREREQUISITES**

Courses with prerequisites require prior course work, which must be completed satisfactorily. In some courses students must seek the approval of the instructor or academic advisor before they can enroll in specific classes. Courses that require prerequisites are designated in the course description.

## **CURRICULUM**

Curriculum is a combination of courses required to complete a program of study leading to a certificate or degree. All programs of study require general education and core requirements.

## **ELECTIVE**

An elective is a course opening in the designated curriculum, which can be filled, by a course of the student's choice.

## **AUDITING A COURSE**

Students who wish to audit courses at SBC must apply for and receive the permission of the Vice President of Academics. A student may not request such permission until after the regular registration period as regular enrollees have a priority in filing the class.

The following conditions apply:

1. Only lecture type course may be audited. Audits will not be permitted in activity, laboratory, or classes requiring special equipment (example: computers).
2. No academic credit will be granted.
3. Student must follow SBC's registration process.
4. The student may not switch from the audit to regular registration or vice versa after the last day to add a class.
5. The audit registration will appear on the student's transcript.
6. Students will be required to pay for the cost of the book, the registration fee, and one-half of the tuition rates.

## **DISTANT LEARNING**

SBC currently offers methods of instruction through distant learning, which includes the following methods:

### **INTERACTIVE VIDEO NETWORK (IVN)**

This method of delivery is an alternative to the regular classroom instruction methods. This two-way interactive communication system uses cameras and microphones at one site. Participants at other sites can watch and listen to an instructor or presenter on a television monitor.

The following features make the Interactive Video Network a highly flexible system:

1. Every site can serve as either a sending or receiving site.
2. Several different events can be held simultaneously.
3. The network can be easily reconfigured several times each day.

### **SATELLITE DELIVERY**

The satellite delivery system is a one-way video with possibility of two way audio via telephone.

### **INTERNET COURSES**

This method of delivery is an alternative to the regular classroom instruction methods. Only those student that have successfully completed their most recent semester of college courses (12 or more credits) with a 2.00 grade point average will be allowed to register for on-line Internet course(s). No first-time, first-year freshman will be allowed to register for on-line Internet course(s). Transfer students must provide transcripts prior to registering for on-line Internet course(s), and must have successfully completed college level coursework with a 2.00 grade point or higher in their most recent semester.

A student's academic advisor will assist in determining a student's "readiness" for on-line Internet course(s) through discussion with the student in regards to previous computer experience prior to registration.

## **CONTINUING EDUCATION UNITS**

The College offers Continuing Education Units (CEU's) to improve professional development. These are units offered through a workshop format. Fifteen (15) contact hours equal one (1) CEU. Each student enrolled in a learning experience will receive a CEU certificate, indicating the number of CEU's awarded. A student may request a CEU certificate from SBC.

## **PERSONALIZED SYSTEM OF INSTRUCTION (PSI) POLICIES AND PROCEDURES**

The Personalized System of Instruction (PSI) was developed from a direct need for Sitting Bull College to provide an alternative method of instruction for college courses in the district sites and for students who work during the class hours. This alternative method of instruction does not require students to attend classes in a normal setting; rather students meet with the Faculty of Record on an as-needed basis for completion of course work.

Students who enroll in a PSI will receive a packet containing a course syllabus, which includes a description, introduction, objectives of the course, and method of grading. It also contains specific instructions and time lines concerning assignments, quizzes, and tests. The packet must be picked up from the Faculty of Record for the course.

The Faculty of Record are available to assist students in the completion of the PSI assignments, quizzes, and tests. The Faculty of Record is available for students in the Fort Yates area and by appointment basis for students in the district sites.

Requirements for PSI courses are just as stringent as attending regular classes. Students who do not adhere to the timeline provided for the course will be referred to the Academic Counselor. Freshman students are not allowed to take PSI courses during their first semester, unless special permission is granted by the Vice President of Academics.

### **PROCEDURE FOR ENROLLMENT IN A PSI COURSE**

1. Meet with advisor to plan program of study.
2. It is highly recommended that first year students take only one (1) PSI course per semester.
  1. Secure permission from Faculty of Record to enroll in PSI course.
  4. Complete enrollment forms.
  5. Check out PSI packet from Faculty of Record.
  6. Meet with Faculty of Record regularly and follow timelines as stated in the PSI packet.
  7. Upon completion of the PSI course students will be required to complete an Instructional Evaluation Form.
8. A student on probation is not allowed to enroll in a PSI course(s), unless permission is granted by the Vice President of Academics. An exception will be made for a student who has 12 or more transfer credits of a 2.00 or greater (minimum 12 credits) in the most recent semester attended, at any institution.

### **INDEPENDENT STUDY POLICY**

A student at Sitting Bull College may need to take a course independently in order to satisfy graduation requirements in the student's major. An Independent Study course offers a student the opportunity to make an in-depth study of a topic in the student's regular curriculum but at a time not offered by the college. (Please note that any class requiring a lab and/or hands-on activities, and any education methods course cannot be taken as an independent study course.)

No more than three (3) credit hours from an independent study may be earned in any one semester, and no more than nine (9) credit hours of independent study credit may count toward satisfying the minimum requirements for a degree at Sitting Bull College\*.

The student assumes the major responsibility for conducting the independent study with the guidance of the program advisor and faculty of record. All independent studies are expected to include readings and assignments commonly found in the course outline plus include a reflective journal and/or final presentation of coursework. Final presentations in whatever agreed upon format must meet professional standards. While there is no official independent study class meeting time, regular class meetings may be scheduled to facilitate faculty-student conferences and reporting. Use of email communication is encouraged.

Sitting Bull College reserves the right to deny independent study for any course to any student at any time.

### **PROCEDURES**

1. A student wishing to enroll in independent study should begin by completing the Independent Study Application Form at least one week before the first day of class for the semester. The student should confer with the Program Advisor for justification for the Independent Study course.
2. The student must meet the following requirements before taking an Independent Study course:
  - a. The student needs to be making satisfactory progress in the student's degree plan and have a 2.00 cumulative GPA at the time of requested independent study course;
  - b. The student must have completed 12 credits of college with a minimum GPA of 2.00 or above;
  - c. The application must present a convincing rationale for the intended independent study and must provide evidence of a genuine desire to work independently.
3. The student should then submit the Application Form to the approved faculty of record to agree to the Independent Study.
4. If the faculty of record agrees to the Independent Study course, the student will then submit the approved application form to the Vice-President of Academics for final approval. Copies of the application should be kept by the student, the program advisor, and the faculty of record.
5. The assigned faculty of record will layout the required coursework, the format of the reflective journal and/or final presentation/product, necessary meeting times, and the timeline to the student. Communication may be in person, by phone, or electronic means.
6. To register, the student should complete regular registration materials for the course.

\* Students may request a waiver of the maximum credit policy from the Vice-President of Academics. Waivers will be granted only with support from the student's advisor.

## **STUDENT CREDIT LOAD**

The maximum student credit load per semester is 18 credit hours. The College does not encourage students to take over the 18 credit hours; however, it is possible if a student petitions to do so. The student, with the assistance of their advisor, will complete the petition to overload form and give to the Registrar, who will refer it to the Admissions Committee for approval. First semester students will not be eligible for petition of an overload unless they are transferring in with a satisfactory transcript (cumulative GPA of 2.00 or higher).

## **PSY 100 PSYCHOLOGY OF STUDENT SUCCESS**

All degree-seeking students will be required to take PSY 100 Psychology of Student Success as either a one or three credit course. Both of which will include a career assessment.

Students who must take the three credit course:

- All new students.
- Returning/transfer students who have been out of school for seven years or more and have not earned a degree from SBC.

Students who must take the one credit course:

- Any transfer student who has taken a comparable course for at least two (2) credits.
- The one credit course will be offered as a separate course.

Students who have earned a Bachelor's degree from an accredited institution of higher learning will not be required to take a PSY100 course.

## **SOC 100 JOB SEEKING SKILLS**

All two-year degree-seeking students will be required to take SOC 100 Job Seeking Skills in their sophomore year (preferably their graduation semester). This course provides tools for the students as they seek jobs and work to enhance their skills and careers.

Students who have a Bachelor's degree are not required to take this course.

## **TRANSFER CREDITS**

Students who have attended college elsewhere must notify Sitting Bull College of all previous enrollments. Students are required to have all official transcripts sent to the Registrar.

Transfer credits of "C", or better will be accepted if they apply to the student's degree plan. Students must contact their Advisor for specific information about what core credits may be transferred and how these credits fulfill any degree requirements.

Students who transfer from an accredited institution of higher learning and are short credits in a particular general education or core requirement course will require the following:

- Associate of Arts students will be required to repeat the course. If a student has taken courses such as Eng 101 and Eng 102 and is short from the six (6) hour requirements of English at Sitting Bull College, they can combine the credits for 101 and will only need to repeat 102.
- Associate of Science and Associate of Applied Science students, if they are less than one credit short, will not be required to repeat the general education or core requirement course. If they are more than one credit short the student will be required to repeat the course.
- Associate of Science and Associate of Applied Science students planning to transfer into a Bachelors program must repeat the courses if they are short credit hours.

## **CREDITS NOT ACCEPTED INTO SBC DEGREE PROGRAMS**

The College will not accept credits into core requirements of a degree plan that are seven years old or older. This includes credits from Sitting Bull College and or accredited institutions of higher learning. Exceptions will be made in the Associate of Arts degree programs of General Studies and Native American Studies, or with approval of advisor.

## **REPEATING COURSES**

Students have the option to repeat a course, but for courses, in which the student received a C or better, the cost for the course will not be covered under financial aid and the student will be required to pay on their own. Repeated courses will be noted on a student's academic transcript and only the higher of the grades will be used to compute the grade point average. However, repeating a course more than once will result in the removal of only one previous grade from the GPA computation.

## **ATTENDANCE**

Students are expected to attend classes regularly. The instructor will announce attendance requirements for each class and has final authority in excusing students from classes.

The student alone assumes responsibility for all absences, and must make arrangements with his/her instructor to make-up work. Conflicts about excused and unexcused absence must be resolved between the student and instructor. Permission to make-up the work is at the discretion of the individual instructor.

The instructor will refer students with excess absences or PSI students who are not following the timeline to the Academic Counselor.

## **NAS 101 LAKOTA/DAKOTA LANGUAGE I AND NAS 105 LAKOTA/DAKOTA CULTURE I CHALLENGE TESTS**

Sitting Bull College recognizes that some students may be fluent speakers of the Lakota/Dakota Language and possess a proficient knowledge of the culture. A challenge test may be taken for either the NAS 101 Lakota/Dakota Language I or NAS 105 Lakota/Dakota Culture I courses.

Students must enroll for either course during the registration process and will be required to pay the per credit hour tuition rate. The test will be administered and scored at the beginning of the semester the student enrolled. If the student earns the minimum required score on the challenge test they will receive credit for the course and will not be required to attend the class. If the student does not receive the minimum required score on the challenge test they will be required to attend and participate in the regular class.

A student will only be allowed to take the challenge test once.

## CONDUCTING RESEARCH AT SITTING BULL COLLEGE

As an institution of higher education that intends to conduct and/or sponsor research, Sitting Bull College recognizes the importance of research in the generation of new knowledge. Such research is often sponsored by a federal department or agency. Title 45 Code of Federal Regulations Part 46 (45 CFR 46) Protection of Human Subjects specifies federal regulations for the conduct of research involving human subjects.

Sitting Bull College recognizes the importance of having in place a set of principles and guidelines that govern the institution, its faculty, and staff, in the discharge of its responsibilities for protecting the rights and welfare of human subjects taking part in research conducted at, or sponsored by the institution, regardless of the source of funding [Federal Policy §\_\_103(b)(1)].

The federal regulations and the history of research involving American Indian people serve as compelling reasons that human subjects must be protected in the conduct of research. Language and cultural differences caused misunderstanding about the intent and content of the research in which Native people were engaged. In sometimes intimidating situations, subjects were not informed, nor were they given the opportunity to decline participation. Sacred knowledge, objects, and sites were all too often violated in the name of research and the generation of new knowledge about indigenous peoples and their cultures. While Sitting Bull College must and will demonstrate research compliance, it is also committed to the protection of the citizens of Standing Rock so as not to repeat the history that took advantage of them. Therefore, research at, or sponsored by, Sitting Bull College will be well-designed and properly executed according to the following principles, policy, and guidelines.

### STATEMENT OF PRINCIPLES

The ethical principles that govern acceptable conduct of research involving human subjects at or sponsored by Sitting Bull College are found in *The Belmont Report*. The ethical principles are:

- Respect for persons
- Beneficence
- Justice

**Respect for persons** involves recognition of the personal dignity and autonomy of individuals, and special protection of those persons with diminished autonomy. This principle underlies the need to obtain informed consent.

**Beneficence** entails an obligation to protect persons from harm by maximizing anticipated benefits and minimizing possible risks of harm. This principle underlies the need to engage in a risk/benefit analysis and to minimize risks.

**Justice** requires that the benefits and burdens of research be distributed fairly. This principle requires that subjects be fairly selected.

### RESEARCH POLICY

Research at, or sponsored by Sitting Bull College will be well designed and properly executed. All researchers will abide by ethical principles of respect for persons, beneficence, and justice. All researchers will respect the culture of the residents of the Standing Rock Reservation when designing and carrying out proposed research. All researchers will follow the guidelines and procedures for protection of human subjects outlined by SBC and carried out by the Institutional Review Board (IRB). Data collection cannot begin without IRB approval. Research results will be shared with Sitting Bull College.

## **IRB REVIEW AND APPROVAL PROCEDURES**

Sitting Bull College requires that all research projects and particularly those involving human subjects be approved by the Sitting Bull College IRB. The IRB meets quarterly during the academic year and as needed during the summer.

Any employee, adjunct faculty member, or student, who on behalf of SBC conducts research using human subjects, must receive IRB approval prior to any data collection. The necessary forms for approval must be submitted to the IRB before a research proposal is submitted to a sponsor for funding. Faculty, adjunct faculty, or staff who wish to undertake research involving human subjects as part of their duties, and students who wish to conduct research as part of class requirements shall be subject to the same rules regarding IRB submission of their research proposal. Adjunct faculty and students must have a full-time faculty member as a co-principal investigator (PI).

### **APPLICANT RESPONSIBILITY:**

1. Obtain application packet and Institutional Review Board Guidebook from the Office of the Academic Vice President or online at [www.sittingbull.edu](http://www.sittingbull.edu).
2. Complete PI training at <http://ohsr.od.nih.gov/cbt/nonNIHpeople.html>.
3. Determine type of IRB review application to be used (see section on Types of IRB Review).
4. Complete the appropriate IRB review application. Any required parts of the protocol such as an informed consent form or an interview instrument must be attached to the application.
5. Submit the complete application, with attachments, to the IRB Chair for review; indicate what will happen with the research results.
6. Secure IRB approval before data collection can begin.

## **CHILDREN IN THE CLASSROOM**

Sitting Bull College has established a daycare facility for use by students. For safety and liability issues, students should not bring their children to classes and should make use of the daycare facility. A student who constantly brings their children to classes will be in violation of SBC's policies and will be referred to the Vice President of Student Services to resolve the issue.

## GRADING

The evaluation of a student's work is based upon a system of grade reports and is issued at the end of each term.

GRADE	STANDARD INTERPRETATION	POINTS
A	High degree of excellence	4
B	Above Average	3
C	Average	2
D	Completion of minimum requirement	1
F	Failure to satisfactorily complete	0
P	Passed	0
W	Withdrawal done by the student prior to the deadline	0
I	Incomplete	0
IP	In Progress	0

Pass (P) grade may be given for workshops, internships, and practicums.

## GRADE POINT AVERAGE (GPA)

A student's scholastic standing of Grand Point Average (GPA) is obtained by the total number of grade points earned for the semester divided by the total number of semester hours attempted for the semester.

Example:

<u>Course</u>	<u>Grades</u>	<u>Credits</u>	<u>Honor Points</u>	<u>Points Earned</u>
English I	B	3	x	9
Algebra	A	4	x	16
Language		A	4	16
Psychology	B	3	x	9
<b>Total</b>		<b>14</b>		<b>50</b>

Semester GPA:  $50/14 = 3.57$

The cumulative or total grade point averages are obtained by the same method using overall semester hours attempted and overall honor points earned. Grades of (P), (W), (I) are disregarded when figuring grade point averages.

## INCOMPLETE

A grade of "I" (Incomplete) may be issued only in special circumstances. Special circumstances include:

1. If the student has completed at least three-fourths (75%) of the assigned coursework, and
2. If the student was unable to complete the necessary coursework for a valid and documented reason, and
3. If the student can execute a plan to complete the work.

The student and instructor must complete an "Incomplete Grade Report Form" indicating the course work to be completed; the deadline date for completion; and the grade assigned if the student does not complete the work as indicated. Students will have **three** weeks from the end of the semester to complete the course work unless the instructor indicates an earlier date. If the course work is not finished, the grade will be changed from an "I" to the grade the instructor indicated on the "Incomplete Grade Report Form".

No credits are earned for this course unless the Incomplete grade is changed to a passing grade. Students receiving an "I" are not eligible for the Honor Roll or Graduation and may lose their eligibility for Financial Aid.

## WITHDRAWAL POLICY

Change of schedule forms may be obtained from either of the Counselors, and must be completed within the date allowed to withdraw from classes. The student must sign the form provided by the Counselor. If the student is unable to personally come to Main Campus, then he/she must provide a signed notice of intent\* that states the reason for withdrawing and includes the name(s) of the class or classes from which the student will withdraw and have it delivered before the allowed date to withdraw or, if mailed, to have it postmarked no later than the date allowed to withdraw from classes. Upon obtaining a signature from a student or letter of intent, the Counselor will forward the original withdraw form to the Registrar's office. The student's instructor(s), advisor, SBC Librarian (only if dropping all courses), business office and CAMS Database Manager will be notified of the student drop.

\*Faxes will be accepted with the student's signature and information clearly written. Signatures will be compared with the student's signature on the admissions application on file.

Any tuition refund or credit will be determined by the date of the change of schedule form.

A student who withdraws from all their courses will not meet minimum academic standards and will be placed on academic warning, academic probation, or academic suspension. (See Academic Probation and Academic Suspension for more information.)

If a course is completed before the last date to withdraw from classes, the student will not be allowed to withdraw from this course (i.e. First Aid).

## MIDTERM GRADES

Mid-term grades are reported during the Fall and Spring semesters and are mailed to all students by the Registrar. Incomplete grades are not allowed at mid-term. Midterm grades are used to assist students in determining their academic progress. They are not recorded grades and therefore a grade appeal cannot be filed.

Mid-term grades are not reported during the Summer term. Instructors will notify one of the counselors of any student(s) who are failing. The counselor will then contact the student(s).

## FINAL GRADES

The instructor submits final grades at the end of the semester. Final grade reports will be mailed by the Registrar's Office.

## GRADE APPEAL

Occasions arise when a student is convinced that a final course grade is in error. A course grade is considered final unless the student files an appropriate appeal. For the student who has reason to believe the grade issued is incorrect, the SBC Student Grievance Policy must be followed. See pages 50 for the policy and procedures to follow.

A student has up to three (3) weeks from the end of the semester from which the final grades were awarded to file a grade appeal. **Unless an appeal has been made to the Vice President of Academics within three weeks from the end of the semester, no grade changes will be made.**

## SCHOLASTIC HONORS

Sitting Bull College acknowledges the importance of dedication, determination and discipline in academic endeavors. It awards deserving students who have distinguished themselves by their high scholastic achievement. In order for a student to be eligible, students must have been enrolled full time and have no incomplete grades.

PRESIDENT'S HONOR LIST - Any full time student who has achieved a 4.00 GPA is placed on the President's Honor List.

DEAN'S HONOR LIST - Any full time student who attains a 3.50-3.99 GPA for any one semester is placed on the Dean's Honor List.

HONOR'S LIST - Any full time student who attains a GPA in the Range of 3.00-3.49 is placed on the Honor List.

A student who receives a final grade of a "D" or an "F" in a course(s) is not eligible for scholastic honors for the semester.

## ACADEMIC PROBATION

At the end of the semester, students whose current grade point average falls below 2.00

will receive an academic probation statement on their grade report. The effect of the academic probation is to serve notice to students that the quality of their work is below an acceptable level and that continuation of unsatisfactory work during their next semester of enrollment will result in academic suspension. Students who receive an academic probation letter will be required to contact their advisor before registering for next semester.

#### WITHDRAWAL FROM ALL COURSES

- First occurrence student will be placed on academic warning.
- Withdrawal from all courses during next term of enrollment will cause the student to be placed on academic probation.
- Withdrawal from all courses following academic probation will cause the student to be placed on academic suspension.

## **ACADEMIC SUSPENSION**

Any student on academic probation, who fails to maintain a 2.00 GPA on their next term of enrollment, will be placed on academic suspension for one semester (Suspension #1). If, after petition to reenter the institution, the student fails to maintain a 2.00 GPA, the student will need to sit out one academic year (Suspension #2). When returning after the second suspension the student must maintain a 2.00 GPA or the student will be placed on the third suspension, which will result in the student sitting out three academic years. Any further suspensions beyond the third suspension will result in a student sitting out three academic years.

#### Examples

A student who is placed on suspension at the end of the fall semester will be required to sit out the spring semester before s/he can reapply for admissions. A student who is placed on academic suspension at the end of the spring semester will be required to sit out the summer session and fall session before s/he can reapply for admissions. The student will receive an academic suspension statement on his/her grade report.

## **TRANSCRIPT/DIPLOMA HOLD POLICY**

Sitting Bull College reserves the right to place a transcript and/or diploma hold on a student for one or more of the following reasons:

- a) past due financial obligations to any department, office, or unit of the college\*;
- b) need to obtain official documents such as high school or GED transcripts;
- c) need to fulfill graduation requirements;
- d) as a result of judicial actions.

In order to resolve, or clear a hold, a student must contact the college/department/office which placed the hold and correct the issue accordingly.

*\* Students who are enrolled at Sitting Bull College for the semester and have an outstanding bill may apply for scholarship opportunities. If the scholarship requires an official transcript, the Registrar may issue the transcript directly to the scholarship organization. In addition, the Registrar or Director of Financial Aid may send letters of enrollment and GPA information to funding sources directly for registered SBC students as requested.*

## **RE-ADMISSION**

A student, who has been placed on suspension, will need the approval of the Admissions Committee for re-admission.

## **CANCELLATION OF COURSES/CLASSES**

The Vice President of Academics reserves the right to cancel any course for which there is not sufficient student enrollment.

The Vice President of Academics reserves the right to cancel classes due to inclement weather or for college participation in activities.

## **FINAL EXAM POLICY**

Students are required to take their finals during the scheduled time. A make up final will be granted when students are unable to take the regularly scheduled final for reasons beyond their control or by circumstances created by the College. If a make-up final is granted the student will receive an incomplete (I) grade. The procedures outlined in the Incomplete section will be followed.

## **GRADUATION REQUIREMENTS**

1. Graduation application should be completed the semester of anticipated graduation.
2. Student must have achieved a cumulative grade point average of 2.00 within their degree plan. The Bachelor's of Science in Elementary Education requires a 2.75 cumulative grade point average.
3. The student must do exit interviews with the following offices: Financial Aid, Career Planning and Placement, Business Office, Registrar's Office, and Library.
4. The student must complete the following post assessment requirements: COMPASS test, e-portfolio, Tribal knowledge test and exit surveys.
5. The student must also complete job placement information, which includes: resume, and three (3) letters of recommendation.
6. Transfer students must earn a minimum of fifteen (15) credits at SBC prior to graduation for an Associate degree and (30) credits for a Bachelor's degree and must be enrolled at SBC during the final semester of anticipated graduation.
7. Student must complete payment of all fees and financial obligations to the College.
8. In order to participate in graduation the student must have completed all coursework (no incompletes).
9. Graduation dates include: May, July, and December. The college only holds one commencement ceremony in May.

## **DISPERSING OF DIPLOMAS**

Diplomas will not be dispersed until 30 days after graduation; at the time of graduation, students will receive the diploma cover.

## **PARTICIPATION IN SITTING BULL COLLEGE'S ASSESSMENT PROGRAM**

All new/returning and graduating students are required to participate in SBC's assessment program. The assessment program consists of several pre and posttests, general departmental evaluations, job placement information, satisfaction surveys, and college and community activities. Several programs require the completion of an electronic portfolio, research project, or PowerPoint presentation as a graduation requirement. A student should consult their academic advisor on program assessment requirements for graduation.

## **SCHOLASTIC HONORS AT GRADUATION**

Students who complete all degree requirements for a Certificate or Associate Program of Study may graduate with the following honors:

### **Summa Cum Laude**

Representing a cumulative grade point average of 4.00 through 3.90.

### **Magna Cum Laude**

Representing a cumulative grade point average of 3.89 through 3.75.

### **Cum Laude**

Representing a cumulative grade point average of 3.74 through 3.50.

## **TRANSFERABILITY**

Credits earned at SBC are transferable to other colleges and universities. The student intending to transfer to a four-year institution should consult the catalog of that institution, since requirements vary. Regardless of the number of credits earned, the credits accepted for transfers toward a degree are determined solely by the institution to which the student transfers.

A student who plans to transfer to a four-year college or university should follow these four steps:

1. Obtain a current catalog of the institution to which he/she wishes to transfer and study the entrance requirements and suggestions for freshman and sophomore programs in the major field of interest.
2. Talk with a SBC Counselor or Academic Advisor about fulfilling these requirements.
3. Confer either by letter or by personal interview, with an admissions officer of the institution for further information about the curriculum and transfer regulations.
4. Check carefully a semester or two before transferring to be certain all requirements will be met and all regulations observed to the satisfaction of the four-year college or university.

## **TRANSCRIPTS**

The release of a transcript and other data requires written authorization by the student. A student who needs to request a transcript should contact the Registrar's Office. Transcripts will not be released if a student owes a financial obligation to the College. Beginning the Fall 2008 semester there will be a \$5.00 fee for each transcript requested by all students.

Students in need of official transcripts for courses taken prior to SBC's accreditation (fall 1984) should contact Bismarck State College, Bismarck, North Dakota for needed

documentation.