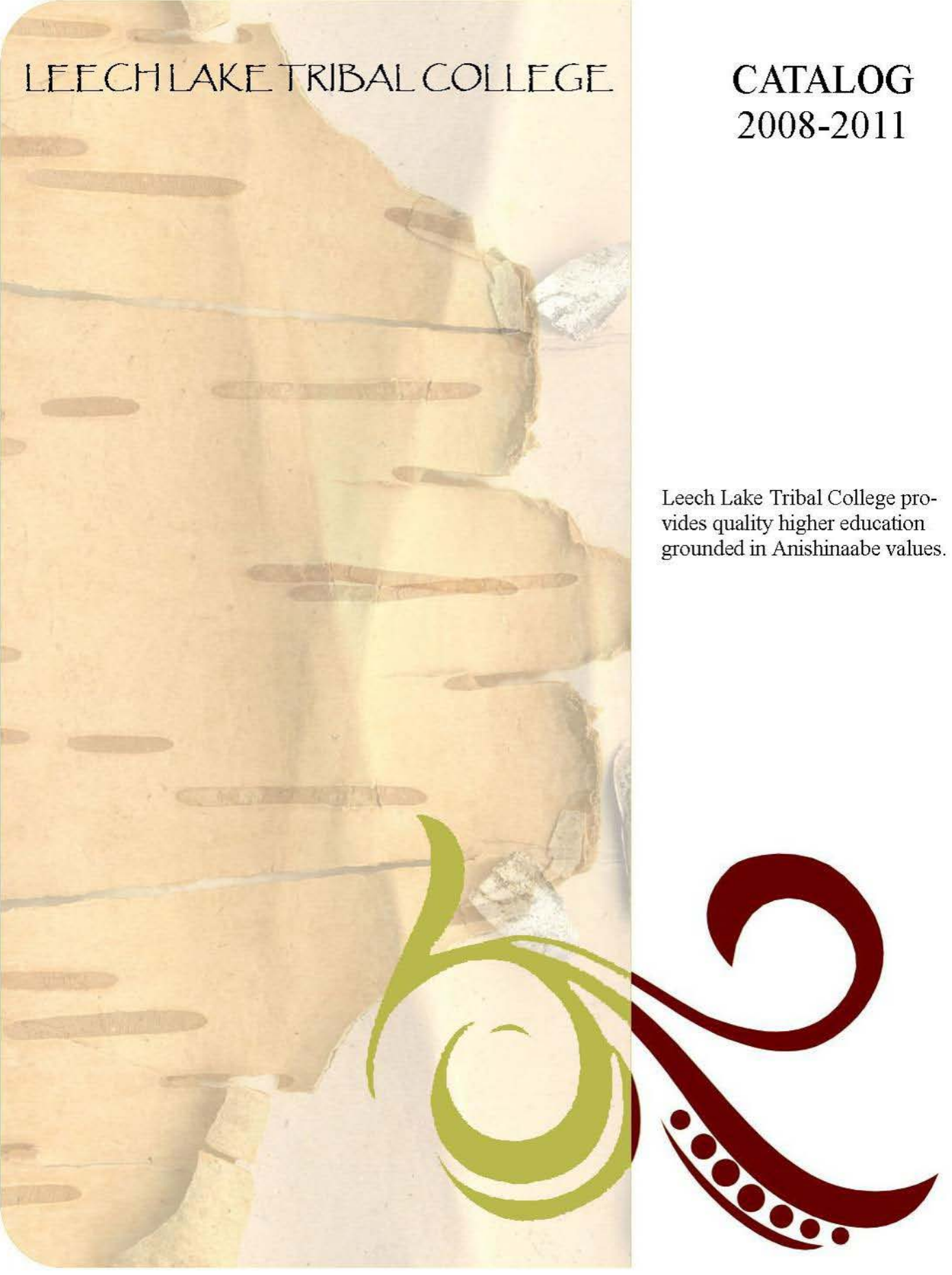




LEECH LAKE TRIBAL COLLEGE

CATALOG
2008-2011

Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

Leech Lake Tribal College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.

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Important Phone Numbers

LLTC Main Line	218-335-4200
Administration	218-335-4290
Bookstore	218-335-6062
Dean of Instruction	218-335-4253
Dean of Student Services	218-335-4221
Faculty	218-335-4210
Finance Office	218-335-4250
Learning Center	218-335-4242
Library	218-335-4240/-4241
Office of Community and Continuing Education	218-335-4210
Security	218-335-4260
Student Services	218-335-4220

BOARD OF TRUSTEES

The Leech Lake Band of Ojibwe chartered Leech Lake Tribal College in 1990. The College derives its authority from the sovereignty and constitution of the Band. The responsibility and care of the College are vested in the Board of Trustees of the College, all of whom are enrolled members of the Leech Lake Nation. Current members of the Leech Lake Tribal College Board of Trustees:

Dr. Priscilla Day.....Chair
Bonnie Rock.....Vice Chair
Muriel Crawford.....Secretary
Gary Charwood.....Treasurer
Dennis Banks.....Member
Bernice Pemberton.....Member
Jerry Morgan.....Member



PRESIDENT'S WELCOME



Aaniin! Greetings!

We are pleased that you have made Leech Lake Tribal College your college of choice.

During the past five years, Leech Lake Tribal College has built a new college campus, we have obtained accreditation through the North Central Association of the Higher Learning Commission, and our student enrollment has steadily increased.

Leech Lake Tribal College offers strong academic programs and student support services to assist you, and our dedicated faculty and staff are eager to share their knowledge with you.

LLTC's mission is to provide a quality education that is grounded in Anishinaabe values. We embrace the idea that the well-being of the community requires that those with wisdom impart their knowledge and skills through teaching; however, it is also incumbent on the student to seek out that knowledge and wisdom.

Education offers the greatest opportunity for achieving a better life for you, your family, and your community, and Leech Lake Tribal College, by providing strong academic programs and student support services, is committed to helping you succeed in that pursuit.

It is a time of growth and excitement here at Leech Lake Tribal College, and we extend a warm welcome to you as you take this important step in beginning your journey into higher education.

Sincerely,

A handwritten signature in blue ink that reads "Ginny Carney". The signature is written in a cursive, flowing style.

Ginny Carney, PhD
Interim President

ACADEMIC CALENDAR

Academic Calendar	2008-2009
Fall Semester	2008
No Classes - Labor Day Holiday	Sept. 1
Last Day to Register	Aug. 22
New Student Orientation	Sept. 2
Classes Begin	Sept. 3
Last Day to Add/Drop	Sept. 10
Last Day to Make-up Incompletes from Spring Semester	Sept. 30
Midterm Grades Due	Oct. 24
Last Day to Officially Withdraw	Oct. 24
No Classes - Veteran's Day Observed	Nov. 11
No Classes - Thanksgiving Holiday	Nov. 26-28
Classes Resume	Dec. 1
Pre-registration for Spring Semester	Dec. 8-18
Last Day of Classes	Dec. 12
Finals Week	Dec. 15-18
Fall Semester Ends	Dec. 18
Final Grades Due	Dec. 23
No Classes - Winter Holiday	Dec 22-Jan 11
Spring Semester	2009
New Student Orientation	Jan. 9
Last Day to Register	Jan. 2
Classes Begin	Jan. 12
No Classes - Martin Luther King, Jr. Day	Jan. 19
Last Day to Add/Drop	Jan. 20
Last Day to Make-up Incompletes from Fall Semester	Feb. 9
No Classes - President's Day	Feb. 16
Last Day to Officially Withdraw	Mar. 4
Midterm Grades Due	Mar. 4
No Classes - Spring Break	Mar. 16-20
Classes Resume	Mar. 23
Pre-registration for Fall Semester	Apr 20-May 1
Last Day of Classes	May 1
Finals Week	May 4-7
Spring Semester Ends	May 7
Final Grades Due	May 8
Graduation Ceremony	May 13

ACADEMIC CALENDAR

Academic Calendar	2009-2010
Fall Semester	2009
New Student Orientation	Aug. 28
Last Day to Register	Aug. 21
Classes Begin	Aug. 31
No Classes - Labor Day Holiday	Sept. 7
Last Day to Add/Drop	Sept. 8
Last Day to Make-up Incompletes from Spring Semester	Sept. 28
Midterm Grades Due	Oct. 16
Last Day to Officially Withdraw	Oct. 16
No Classes - Veteran's Day Observed	Nov. 11
No Classes - Thanksgiving Holiday	Nov. 25-27
Classes Resume	Nov. 30
Pre-registration for Spring Semester	Dec. 7-17
Last Day of Classes	Dec. 10
Finals Week	Dec. 14-17
Fall Semester Ends	Dec. 17
Final Grades Due	Dec. 23
No Classes - Winter Holiday	Dec. 21 – Jan. 8
Spring Semester	2010
New Student Orientation	Jan. 8
Last Day to Register	Dec. 30
Classes Begin	Jan. 11
No Classes - Martin Luther King, Jr. Day	Jan. 18
Last Day to Add/Drop	Jan. 19
Last Day to Make-up Incompletes from Fall Semester	Feb. 8
No Classes - President's Day	Feb. 15
Last Day to Officially Withdraw	Feb. 26
Midterm Grades Due	Feb. 26
No Classes - Spring Break	March 1-5
Classes Resume	March 8
Pre-registration for Fall Semester	Apr. 19-29
Last Day of Classes	Apr. 29
Finals Week	May 3-6
Spring Semester Ends	May 6
Final Grades Due	May 7
Graduation Ceremony	May 12

ACADEMIC CALENDAR

Academic Calendar	2010-2011
Fall Semester	2010
New Student Orientation	Aug. 27
Last Day to Register	Aug. 20
Classes Begin	Aug. 30
No Classes - Labor Day Holiday	Sept. 6
Last Day to Add/Drop	Sept. 7
Last Day to Make-up Incompletes from Spring Semester	Sept. 20
Midterm Grades Due	Oct. 15
Last Day to Officially Withdraw	Oct. 15
No Classes - Veteran's Day Observed	Nov. 11
No Classes - Thanksgiving Holiday	Nov. 24-26
Classes Resume	Nov. 29
Pre-registration for Spring Semester	Nov. 29 – Dec. 9
Last Day of Classes	Dec. 9
Finals Week	Dec. 13-16
Fall Semester Ends	Dec. 16
Final Grades Due	Dec. 22
No Classes - Winter Holiday	Dec. 20 – Jan. 10
Spring Semester	2011
New Student Orientation	Jan. 7
Last Day to Register	Dec. 30
Classes Begin	Jan. 10
No Classes - Martin Luther King, Jr. Day	Jan. 17
Last Day to Add/Drop	Jan. 18
Last Day to Make-up Incompletes from Fall Semester	Feb. 4
No Classes - President's Day	Feb. 21
Last Day to Officially Withdraw	Feb. 25
Midterm Grades Due	Feb. 25
No Classes - Spring Break	March 1-5
Classes Resume	March 7
Pre-registration for Fall Semester	Apr. 18-28
Last Day of Classes	Apr. 28
Finals Week	May 2-6
Spring Semester Ends	May 6
Final Grades Due	May 10
Graduation Ceremony	May 11

ABOUT LEECH LAKE TRIBAL COLLEGE

History and Background

The Leech Lake Band of Ojibwe established Leech Lake Tribal College by Tribal Resolution in July 1990. For two years, courses were offered in extension from the University of Minnesota at Duluth, Bemidji State University, Itasca and Brainerd Community Colleges. In the fall quarter of 1992, Leech Lake Tribal College began offering its own courses leading toward the Associate in Arts and the Associate in Applied Science Degrees.



The college had its first graduate of the Associate in Arts program in Anishinaabe Language and Culture in the spring of 1993. In 1994, the College was accorded status as a Land Grant Institution by the United States Congress. Also in 1994, seventeen

graduates completed their Associate in Arts degrees and Associate in Applied Science degrees. By the spring of 1995, the number of graduates had increased to twenty-four.

The College moved classrooms and administration to the former Cass Lake High School building in the fall of 1994, resulting in an increased student enrollment of 196. These students were enrolled in two-year Associate in Arts transfer degree programs, or in two-year technical programs leading to an Associate in Applied Science degree, or in one-year vocational programs. Today, Leech Lake Tribal College includes approximately 50 faculty, staff, administrators, and a semester average of 225 students. Most of our students come from the Leech Lake Reservation and surrounding Reservations in Northern Minnesota. Approximately 4% of the students enrolled at the College are non-Indians.

The College was accredited as a post-secondary Vocational School in 1993. The College was awarded candidacy status with the Higher Learning Commission of the North Central Association in 2002 for its associate degree programs, and continued candidacy in 2004. Full accreditation status was granted on September 26, 2006, for the maximum initial accreditation period of five years, with no focus visits required.

The College is a member of the American Indian Higher Education Consortium and the Association of Public and Land-grant Universities. The College receives its base funding from the Bureau of Indian Affairs under the authority of the Tribally Controlled Community College Act (Title I, P.L. 95-471).

Mission Statement

Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

Vision

To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers lifelong learners who are fully engaged citizens, stewards, and leaders.

Anishinaabe Philosophy and Values

According to the Anishinaabe worldview, humans did not weave the web of life, we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, *kinship* among all of creation, not the *mastery* of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:

1. *Dabasendizowin* (humility)

- To recognize oneself as a sacred and equal part of the Creation
- To be modest in one's actions
- To demonstrate sensitivity to others
- To be respectful of the thoughts and ideas of others
- To recognize one's strengths and weaknesses and acknowledge the capacity for self-growth and change
- To develop and practice good listening and observation skills

2. *Debwewin* (truth)

- To speak the most honestly one can, according to his/her perceptions
- To be loyal in all our relationships, avoiding hypocrisy

3. *Zoongide'iwini* (courage)

- To face difficult situations with bravery
- To acknowledge one's personal weaknesses and develop the strength to combat them
- To demonstrate the ability to take initiative and to speak forthrightly

4. *Gwayakwaadiziwin* (honesty)

- To maintain truthfulness, sincerity, and fairness in all one's actions
- To possess the ability to manage confidential information
- To communicate with others and transmit information fairly and truthfully

5. *Manaaji'idiwin* (respect)

- To accept cultural, religious, and gender differences
- To maintain high standards of conduct at all times
- To safeguard the dignity, individuality, and rights of others

6. *Zaagi'idiwin* (love)

- To work cooperatively and harmoniously with others
- To show kindness and compassion
- To demonstrate acceptance and the empowerment of others
- To offer hope, encouragement, and inspiration

7. *Nibwaakaawin* (wisdom)

- To take time to reflect on all our experiences
- To acknowledge the opportunity to learn from others
- To persist in acquiring knowledge and improving skills
- To strive for the accomplishment of goals and dreams
- To practice ethical behavior at all times
- To seek guidance from Elders and qualified advisors

Guiding Principles

“It is vitally important that Native people a) have a sense of history and are able to connect contemporary and historical issues; b) have a sense of values; c) acknowledge philosophical kinship and our responsibility to these relationships; and d) understand the Circle of Life as both a privilege and a responsibility.” –Dr. Henrietta Mann (Cheyenne)

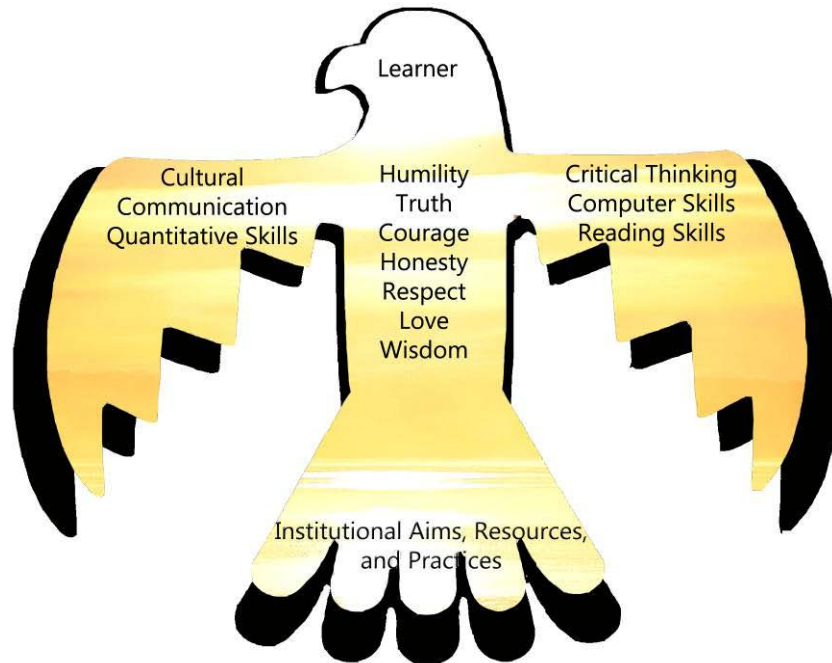
In keeping with Dr. Mann’s philosophy, Leech Lake Tribal College has established the following guiding principles:

- We will acknowledge and embody the core values inherent in Anishinaabe culture and tradition.
- We will practice conscientious stewardship of our institutional resources: fiscal, human, intellectual, physical, and natural.
- We will value employees and promote professional development and growth for faculty, staff, and administrators.
- We will serve as a seat of technological, intellectual, and cultural knowledge for the communities we serve.
- We will foster positive relationships with multiple constituents, collegial associations, and communities of service.
- We will help build a stronger community through promotion of healthy living, leadership, and dissemination of the Anishinaabe worldview.
- We will proactively promote a campus community that honors teaching, learning, and service.

To those ends, LLTC pledges to prepare its students to:

- Exemplify leadership skills, creative engagement, pride, and dedication to their chosen profession and civic and social responsibilities.

- Acquire the knowledge, skills, and abilities to achieve personal and professional goals.
- Demonstrate the ability to articulate an understanding of Anishinaabe values and worldview.
- Possess the skills to research, identify, and interpret information to inform problem-solving and to inspire life-long learning.
- Demonstrate competency in oral, written, and technological communication.
- Demonstrate competency in financial, cultural, numerical, and analytical literacy.



Thunderbird Learning Model

Assessment of Student Learning

Assessment of student learning is the systematic process of gathering, interpreting, and using information regarding student academic performance and perceptions for the purpose of improving student learning and the quality of academic programs.

Expected Student Learning Outcomes

As part of its assessment efforts, Leech Lake Tribal College has articulated six competencies, which are under continual review and updating. Students who complete a degree program at LLTC will have a solid foundation in Anishinaabe culture, values, perspectives, and history; oral and written communication; critical thinking skills; computer skills; quantitative skills; and reading skills. Each of these six competencies

will be assessed according to the following specific outcomes throughout the student's academic program:

1. **Cultural**: Students will demonstrate an understanding of
 - Sense of place.
 - What it is to be Anishinaabe.
 - How to evaluate and interpret artistic, cultural, historical, and scientific events, texts, and trends within a global context.
2. **Communication**: Students will be able to present information and ideas, both oral and written, effectively.
 - Write in standard English.
 - Write in a variety of formats, using credible sources/citations.
 - Use effective speaking skills in public presentations.
 - Demonstrate interpersonal communication skills.
3. **Critical Thinking**: Students will be able to use scientific methods and other modes of inquiry to define problems.
 - Access, evaluate, integrate, and document information.
 - Develop logical arguments with evidence.
4. **Computer skills**: Students will be able to...
 - Use word processing for essays and other communication.
 - Use spreadsheet software for communication, computation and graphic data representation.
 - Use presentation software for communication.
 - Use the Internet for research and e-mail for communication.
 - Access electronic resources for research.
5. **Quantitative skills**: Students will be able to...
 - Propose solutions to and solve real-world problems by applying the correct scientific and numerical data.
 - Use analytical and critical thinking skills to draw and interpret conclusions.
6. **Reading skills**: Students will be able to...
 - Demonstrate comprehension of college-level readings.
 - Extend their vocabulary through reading.

ADMISSION AND REGISTRATION

Student Admissions

(218) 335-4247

Admissions applications are available upon request via mail, phone, fax, E-mail or available for print at the college website: <http://www.lltc.edu>

Leech Lake Tribal College is committed to a policy of non-discrimination. The college does not discriminate against individuals based on race, creed, color, national origin, gender, sexual orientation, or age. The college does not deny access to an otherwise qualified student based on that applicant's mental or physical disability. If you need additional information that is not furnished in the college catalog, please call (218) 335-4220.

Leech Lake Tribal College offers programs in the following technical and academic fields of study; please refer to *Programs of Study* for details:

- Associate in Arts Degree
 - o Early Childhood Education
 - o Indigenous Leadership
 - o Liberal Education
- Associate in Applied Science Degree
 - o Business Management
 - o Law Enforcement
- Diploma
 - o Construction Electricity
 - o Residential Carpentry
- Certificate
 - o Child Development Associate

Admission Eligibility

Regular Student Eligibility

Leech Lake Tribal College has an open admissions policy. Any applicant who is 18 years of age or older and has earned a high school diploma or GED prior to admission may be admitted as a regular student. To apply, please refer to "Application Procedures – Degree Seeking Students."

Upon acceptance, all students will pay a one-time, non-refundable \$15.00 application fee; this fee will be charged to the first semester of attendance.

It is extremely important that the prospective student sign and date applications. If during the processing of applications, the Admissions Clerk discovers the student has submitted false information, the Dean of Student Affairs will be notified and appropriate action will be taken.

Elder Eligibility

Elders are welcomed for their wisdom and are encouraged to attend Leech Lake Tribal College.

- Elder students are defined as 55 years of age and older prior to admission.
- Those not eligible for regular admission and who do not qualify for financial aid will be admitted under special status on a case-by-case basis
- Elders are eligible for one free course per semester (tuition and fees are waived), but are responsible for purchasing textbook(s).

Application procedure for non-degree seeking elders who register for one free class:

Step 1: Complete and submit to Student Admissions:

- Admissions Application
 - High school diploma or GED not required for admission
- Permission to Release Form
- Registration form for the one class

To apply, please refer to “Application Procedures – Degree Seeking Students.” Degree-seeking Elders who do not wish to follow a regular program of study may earn credits towards an Honorary Degree, sixty-four (64) credits maximum.

High School Student Eligibility

Minnesota Post-Secondary Enrollment Option policy states:

- Student must be a junior or senior in high school

Application procedure:

Step 1: Complete and submit to Student Admissions:

- Admissions application
- Permission to Release form
- Tribal Enrollment form
- MN PSEO application
 - Must be completed by a High School official and signed by a parent or legal guardian, if the student is under 18 years of age
 - High School Transcript must accompany application

To help achieve academic success and avoid college/high school course overload, students are allowed to register up to a maximum of six (6) semester credits. Exceptions will be made on a rare case-by-case basis.

Student Eligibility

Applicants who have attended an accredited college prior to admission are defined as transfer students. An official transcript—which must be mailed directly from the previously attended institution to LLTC, or delivered by the student in its original, sealed envelope—is required for evaluation and transfer of credits to LLTC. The following credits will be accepted for transfer:

- Courses with letter grades of “C” or better

- Courses earned within the past ten (10) years
- 100/1000+ level courses (developmental/remedial courses will not transfer).

To apply, please refer to “Application Procedures – Degree Seeking Students.” Students are strongly encouraged to include Official College Transcripts with Admission applications; for pre-registration purposes. No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of LLTC.

Auditing Student Eligibility

Auditing students are those who wish to participate in a course without earning college credit. Students will not be required to take exams and will receive an “AU” grade at the close of the semester. Student must meet regular admissions:

- Any applicant who is 18 years of age or older
- Earned a high school diploma or GED prior to admissions

Application procedure:

Step 1: Complete and sign all Admissions applications

1. Admission application
2. Permission to Release Form
3. Tribal Enrollment/Verification Form
 - a. *Tribal enrollment card or certification letter acceptable*
4. High School/GED & College Transcript Request Forms
 - a. *To speed up the Admission process please bring high school transcript and/or GED test scores; and college transcripts*

Step 2: Submit all admissions applications and if available, required documents to Student Admissions

Step 3: Complete a Registration form for the audited course(s)

Step 4: Visit Business Office for payment arrangement of course tuition (refer to *Cost of Attendance* for tuition information); student fees will not apply. The Business Office will then forward the Registration form to the Registrar.

Application Procedures – Degree Seeking Students

New Students (first semester at LLTC) must complete the following steps:

Step 1: Complete and sign applications

- Admission application
- Permission to Release Form
- Tribal Enrollment/Verification Form
 - o *Tribal enrollment card or certification letter acceptable*
- High School/GED & College Transcript Request Forms
 - o *To speed up the Admission process please bring official high school, college transcripts and GED test scores/certificate upon submission*
- Financial Aid applications
 - o *FAFSA, Tribal Higher Education, MN Indian Scholarship*

Step 2: Submit applications

- Admission applications to Student Admissions

- Financial Aid applications to Financial Aid Clerk
 - *Income taxes will be requested*

Step 3: Visit with an Academic Advisor

- Take the writing and math placement tests
 - All new students are required to take this test upon admissions
 - Please allow one (1) hour for the test
- Register for the upcoming semester
- Complete an education plan

Readmitted Students (students who have dropped out of the College for more than two semesters) must complete the following steps:

Step 1: Visit or call the Admission's Clerk or Registrar to check academic status

Step 2: Complete and sign applications

- Admission application
- Permission to Release Form
- Tribal Enrollment/Verification Form
 - *Tribal enrollment card or certification letter acceptable*
- Financial Aid applications
 - *FAFSA, Tribal Higher Education, MN Indian Scholarship*

Step 3: Submit applications

- Admission applications to Student Admissions
- Financial Aid applications to Financial Aid Clerk
 - *Income taxes will be requested*

Step 4: Visit with an Academic Advisor

- Register for the upcoming semester
- Complete education plan

Returning Students (students who are returning from the previous semester) must complete the following steps:

Step 1: Visit with your Academic Advisor to pre-register for the upcoming semester

Step 2: Visit the Financial Aid Office

- Financial Aid is awarded for one Academic Year (Fall Semester, Spring Semester, Summer Session); students must reapply for Financial Aid each Academic Year

Student Registration

(218) 335-4222

The Registrar is responsible for admitting students and entering registrations in the student database, distributing student schedules and grade reports, preparing official and unofficial transcripts, distributing academic transcripts upon request, and monitoring Leech Lake Tribal College's Standard of Academic Progress.

It is the student's responsibility to refer to the Academic Calendar regarding:

- The Last Day to Register
- The Last Day to Add/Drop

- The Last Day to Officially Withdraw
- The Last Day to Make-up Incompletes

NOTE: No extensions will be made for these dates.

Student Financial Obligation

Signing the registration form constitutes a formal agreement on the part of the student to pay for and complete all registered courses. Students may cancel registration at any time prior to the “Last day to Add/Drop” listed on the Academic Calendar without any financial obligations. After the “Last day to Add/Drop,” a student has 100% financial obligation to pay for all tuition and fees (refer to “Financial Aid”).

Course Schedules

A new semester course schedule for the upcoming semester will be available for distribution one month before the end of the current semester. The course schedule provides a listing of courses and programs offered for the semester. The schedule also lists the number of credits for each course, days and time courses meet and, in most cases, the name of the instructor for each course. Changes to the course schedule may occur without notice. Students and their Academic Advisors will use the schedule to select the courses in which the student will enroll for the semester.

Closing of Courses

Courses with low enrollment may be closed. The Dean of Instruction determines which courses will be closed, prior to the “Last Day to Add/Drop.” The Registrar will inform students and advisors when a course is closed. In case a course closes, it is the student’s responsibility to complete an Add/Drop Form with his/her Academic Advisor to be eligible for the appropriate Financial Aid Award.

Pre-registration

Pre-registration is available for current students one month prior to the close of each semester. New and readmitted students may register after the Admissions process has been completed, and they are officially admitted into the college.

Official Registration

A student is officially registered when the Registrar enters a student’s courses into the student database. Registration forms will not be accepted without an Academic Advisor’s signature. Schedules may be picked up at the Student Services Office.

	Add/Drop	Officially Withdraw	Request an Incomplete
When to:	• Course time conflict • Desire to take another course or section	• Unavoidable circumstances that require you to withdraw from certain courses or college altogether	• Too late to officially withdraw from college or courses • Have fallen behind in course work due to unavoidable circumstances
Last day to:	One week after classes begin	Six weeks after classes begin	Last day of classes

Changes in Registration – Adding/Dropping Course(s)

Students who need to alter their course schedule due to a time conflict or desire to take another course must do so before the “Last Day to Add/Drop” listed on the Academic Calendar. Students do not have a financial obligation for courses dropped during this time. Add/Drop Forms must include Academic Advisor’s signature to be valid.

Add/Drop Procedure:

1. Complete an Add/Drop form located in the Student Services Office
2. Visit with an Academic Advisor for signature and degree planning
3. The advisor will submit the form to the Registrar’s Office

The close of the “Last Day to Add/Drop” constitutes a student’s official enrollment for that semester; students cannot make any additional changes to their schedule. These courses will permanently remain on the student academic transcript and 100% financial obligation remains for these courses. Total credits registered for the semester must reflect the status listed for financial aid eligibility.

Official Withdrawal from College

Should extenuating circumstances arise, a student may officially withdraw from a course(s) after the “Last day to Add/Drop.” All withdrawals must be officially made through the Registrar’s Office. Students are strongly encouraged to meet with their Academic Advisor before withdrawing from courses, as this affects student financial aid and academic progress. All courses from which a student has Officially Withdrawn will reflect a grade of “W” on the student academic transcript. ***The student remains responsible for paying the tuition and fees for the course(s) from which (s)he has withdrawn.***

Procedure for Officially Withdrawing

1. Student must complete an “Official Withdraw” form located at the Student Services Office.
2. Obtain signatures from all current Instructors.
3. Submit completed form to Academic Advisor on or before the “Last Day to Officially Withdraw” listed on the Academic Calendar.

Courses from which a student has not OFFICIALLY withdrawn will reflect failing grades; the student will be placed on Academic Probation or Suspension in accordance with the LLTC Standard of Academic Progress.

Official withdrawal requests after the “Last to Officially Withdraw” on the Academic Calendar will be submitted to the Dean of Instruction with the appropriate documentation. The Dean of Instruction will make the final decision. Official Withdraws will not be granted after the close of the semester.

Unofficial Withdrawal or Drop-outs

Unofficial withdrawal takes place when a student stops attending class, but does not officially withdraw by completing the necessary paperwork. All registered courses will automatically receive failing (“F”) grades, thus, placing the student on Academic Probation or Suspension for the upcoming semester. For financial aid purposes, the last date of attendance will be considered.

Students who unofficially withdraw damage their term and cumulative grade point average. Students are eligible for financial aid up to 150% of their program; the Financial Aid Office determines this based on “Total Credits Attempted”; this will not affect the student who officially withdraws. Please note the effect of officially withdrawing from classes, as opposed to unofficially withdrawing:

Official Withdraw			Unofficial Withdraw		
Course	Credits Attempted	Credits Earned	Course	Credits Attempted	Credits Earned
1	0	0	1	3	0
2	0	0	2	3	0
3	0	0	3	3	0

***** A student who unofficially withdraws is still liable for tuition and fees incurred.***

TUITION AND COST OF ATTENDANCE

Application Fee

A one-time application fee of \$15.00 must accompany each new application for admission.

Tuition

Tuition for the 2009-2010 academic year is \$140.00 per semester credit. The tuition rate for the 2010-2011 academic year is subject to change.

Required Fees in Addition to Tuition

Subject to change without notice

Type of Fee	Per semester
Student Activity Fee	\$25
Technology Fee	\$6.00/ semester credit
Transcript Fee	\$1
Carpentry Trades Courses	\$150
Electrical Trades Courses	\$75
Art Fee- ART 100, 104, 113, 114, 116	\$60/ course
Art Fee- ART 107, 108, 109, 110, 180, 207, 208, 210, 281	\$50/ course
Law Enforcement- MMPI Testing- \$150 Background Check- \$8	

NOTE: Students receiving financial aid should be aware that the Business Office collects all tuition and fees due from the first available funding source.

Example: A student receives a Tribal scholarship, a Pell grant, and a FSEOG grant. If the Tribal scholarship comes in first, the Business Office will draw the student's tuition and fees from the Tribal scholarship first, rather than waiting for the Federal Pell grant or SEOG disbursement during the ninth week of classes.

Textbooks

Textbooks for courses are available for purchase from the College Bookstore. Students with financial aid awards may charge books and supplies at the bookstore up to the date posted by the bookstore. After the posted date, book and supply bills are closed and submitted to the Financial Aid office. After this time, students must pay for all textbooks at the time of purchase. The Bookstore has posted hours of operation.

I.D. Cards

All students are issued a Leech Lake Tribal College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a \$10.00 fee. Application for duplicates must be made in the Student Services office. The \$10.00 fee must be paid at the Business office before the student is issued the new card. All cards must be validated each semester based on the student's class schedule. The Registrar will validate student identification cards with a new sticker for each semester (See Student Services for Identification Cards).

Tuition Credit Schedule

Students dropping individual courses or withdrawing from enrollment up to the ADD/DROP date will receive a 100% refund of tuition and fees (except application fee) for the credit hours and fees associated with the courses from which they have withdrawn or dropped. A credit will be issued to the student account if (s)he has not paid the bill at the time of withdrawal.

After the ADD/DROP date, the student will be held liable for all tuition and fees. Failure to pay the amount owed may prevent future attendance at the College.

Students who drop and/or withdraw from the College, and who have received a Pell grant, may also jeopardize future attendance if the College has to reimburse the Department of Education for all or part of the Pell award. This amount then becomes the student responsibility to pay back to the school.

Students are encouraged to contact the registrar, financial aid office, or business office **at any time** there is a question or problem related to their bill.

FINANCIAL AID

(218) 335-4224/4228

The Financial Aid Office assists students in obtaining financial resources necessary to attend college. The primary responsibility for paying college expenses, however, lies with the student.

It is strongly recommended that students begin the financial aid process in January, or at least four months prior to the start of the semester for which they are seeking aid. Some funds are on a first-come, first-serve basis and may not be available to students who do not apply early. Students who apply for financial aid late will receive their funding late. Students must re-apply for financial aid each year.

Financial Aid Application Process

The required Free Application for Federal Student Aid (FAFSA) may be submitted after January 1st, or after income taxes have been filed. All other Financial Aid sources may depend on the amount the student receives from the Federal Pell Grant Program. We strongly recommend that you contact the Financial Aid staff when starting this process.

The Financial Aid process includes the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) form. *The FAFSA school code for Leech Lake Tribal College is 03096400.*
2. Complete the Minnesota Indian Scholarship Application, tribal scholarship applications, and other supplemental applications.
3. Submit any other information requested by the financial aid office.

Eligibility for Title IV Aid (Federal Pell Grant, FSEOG, Federal Work Study)

The Student:

1. Must be admitted as a regular student, enrolled in an approved program of study.
2. Must meet the required LLTC Standard of Academic Progress.
3. Be a U.S. citizen or eligible non-citizen.
4. Who is in default on a Title IV education loan will not be eligible for Title IV Funds.
5. Must have a completed Financial Aid file and must submit other documentation requested by the Financial Aid staff.
6. Must register with Selective Service if required (males between the ages of 18-25).
7. Must be determined eligible on the Free Application for Federal Student Aid (FAFSA).

Repayment requirements for students who stop attending all their classes:

Financial aid recipients, who withdraw from or stop attending classes prior to completing 60 percent of the term (including courses with a grade of “F” for non-attendance), are subject to Return of Title IV funds, as well as Minnesota State Grant funds.

The percentage of unearned aid is equal to the number of calendar days remaining in the term, divided by the total number of calendar days in the term. The calculation of Title IV funds unearned has no relationship to the student’s incurred institutional charges as determined by LLTC’s refund schedule for students who officially withdraw from a term. The Records Office is LLTC’s designated office to accept notification of official withdrawals. In the event that the last date of attendance cannot be determined, the mid-date (50 percent) of the semester will be used.

The Financial Aid Office will determine the repayment based upon federal and state procedures, the last date of attendance, type of aid awarded, and charges for tuition, and fees. The repayment amount is considered unearned aid that a student was not eligible to receive because of not completing the term, necessitating the repayment of funds.

LLTC may have an obligation to return funds to an aid program that was previously applied to the student’s account. The student may have an obligation to repay funds that were paid directly to him/her. If LLTC returns funds that were applied to the student’s account, a balance due to LLTC by the student will result. Federal student aid may not cover all unpaid institutional charges due to the LLTC upon withdrawal. Failure to repay will prevent future registration at LLTC and withholding of official student records.

Actual Sample Withdrawal Case: (1) Student received \$2,365 Federal Pell Grant. (2) Student completed only 27 percent of the semester. (3) Student was required to repay \$1727 of the total aid received. A student may contact the Financial Aid Office in Student Services to receive an estimation of the required financial aid repayment, if any.

Special Note: A majority of Financial Aid assistance programs are based on the financial need of the student and/or parents. Students seeking need-based aid must complete and submit the Free Application for Federal Student Aid (FAFSA) form.

Satisfactory Academic Progress for Financial Aid (Cumulative)

To be continued on financial aid, a student must meet all the following satisfactory academic progress standards at the end of each term. All credits indicated are semester credits.

1. Qualitative Standard: The Financial Aid Office utilizes the institution's cumulative Grade Point Average, probation, suspension, and readmission policies.
2. Quantitative Standard: A student must successfully complete 70 percent of the total course work attempted at Leech Lake Tribal College.
3. Maximum Time Frame: Credits attempted at LLTC and credits accepted from other institutions are counted for determining this standard. A student who reaches or exceeds the maximum number of credits below will have aid terminated at the end of that term.
 - a. 150% of the program's required credits
 - b. For example, the Associate of Arts degree in Liberal Education requires a minimum of 64 credits, so up to 96 credits are eligible

Appeal: A student terminated from financial aid for failure to meet the satisfactory academic progress standards may appeal the decision. Reasons for an appeal include undue hardship based on the death of a relative, injury or illness, or special circumstances as determined by the Dean of Instruction and documentation provided by the student.

If you have questions regarding financial aid, or wish to know how to apply, contact the Financial Aid office at **218-335-4224**.

Sample Student Budget:

Number of Credits	12 credits	13 credits	14 credits	15 credits
Tuition (\$140 per credit)	\$1,680.00	\$1,820.00	\$1,960.00	\$2,100.00
Transcript Fee	\$1.00	\$1.00	\$1.00	\$1.00
Technology fee (\$6 per credit)	\$72.00	\$78.00	\$84.00	\$90.00
Books & Supplies (depending on courses taken)	\$197.00	\$248.000	\$296.00	\$323.00
Student Activity Fee \$25 (assessed to all students)	\$25.00	\$25.00	\$25.00	\$25.00
Art Fee	\$60.00	\$60.00	\$60.00	\$60.00

Sources of Financial Aid:

Applications for all financial aid are available in the Office of Student Services.

The College participates in the following financial aid programs to assist students with the payment of tuition and fees and to assist with living expenses:

Federal PELL Grant Program

The Federal Pell Grant program is a federally-funded financial aid program that provides grants to eligible students. Income and other variables, such as family size, determine eligibility. These grants do not have to be repaid if a student completes the award period in which the Federal Pell is awarded. The Federal Pell program provides the foundation for all other financial aid programs available to the student. Eligibility for Federal Pell is based on guidelines established by the U.S. Department of Education. Students may submit a completed Free Application for Federal Student Aid (FAFSA) form to the Financial Aid Office, or they may choose to complete the free application on line at www.fafsa.ed.gov. Assistance with completing these forms is available in the Financial Aid office. ***The FAFSA school code for Leech Lake Tribal College is 03096400.***

Federal Supplementary Educational Opportunity Grant (FSEOG)

The FSEOG program provides additional funding to students with exceptional financial need. A student must be Federal Pell eligible to qualify for these funds. Funds available for FSEOG are very limited and are awarded on a first-come, first-serve basis.

Federal Work Study

The Federal Work-Study program is a federally funded program that provides part-time employment opportunities for students who have demonstrated financial need. Work schedules are arranged in accordance with each student's academic class schedule. Applications are made through the Financial Aid office; a limited number of work-study positions are available.

Leech Lake Tribal Grants and Other Tribal Scholarship Programs

The Leech Lake Band of Ojibwe manages its own scholarship sources for members of the Leech Lake Band. Many other tribes also manage their own scholarship programs. Applications are available in the Financial Aid office.

American Indian College Fund

Unless otherwise specified by the donor, the American Indian College Fund provides scholarships to all students whose eligibility has been pre-determined by LLTC. The College administers this scholarship; see the Financial Aid Office for applications and additional information.

Veterans Benefits

Leech Lake Tribal College is approved by the Minnesota State Approving Agency for Veterans Educational Benefits.

Additional Sources

Additional private sources are available by direct application of the student to the scholarship sources. Information about these opportunities may be obtained from the Financial Aid office, and links to other automated scholarship search agents are provided on our web page.

BUSINESS OFFICE

The Business Office—not the Financial Aid Office—provides student fee statements, issues financial aid checks, maintains student account records, and determines the collection of extra fee items, library fees for material damages, etc. All financial aid funds are disbursed through the Business office.

Note: Federal Pell Grant funding is “Time Limited.” Students who transfer into a four-year degree program at another school may run out of Pell funding unless they adhere closely to the timelines established for various degree programs in this catalog.

Please Take Financial Aid Regulations Seriously and Maintain Satisfactory Academic Progress in Order to Remain Eligible for Federal Aid.

ACADEMIC POLICIES AND PROCEDURES

Academic Year

Leech Lake Tribal College functions on an academic semester system. An academic year is two semesters in length. Each semester is approximately 15 weeks in length. The College may or may not have a summer session. When summer sessions are held, the semester credits earned may be applied toward the fulfillment of a student’s degree requirements.

Academic Status

The number of credit hours for which a student is officially registered during a semester determines the student’s enrollment status. Following is the enrollment status listing:

1. Full-time – 12 or more credit hours
2. Three-quarters time – 9 to 11 credit hours
3. Half-time – 6 to 8 credit hours
4. Less than half-time – 1 to 5 credit hours

Any student registered for less than 12 credit hours is considered a part-time student. For financial aid purposes, a student is considered full-time if (s)he enrolls in 12 or more credits each semester. For academic purposes, however, students should note that an average of 16 credits must be completed in each semester for four semesters if a 64-credit degree is to be completed in two years (4 semesters) of enrollment. To register for 18 or more credits, the student must make application through the Registrar. The student will also be required seek the approval of the Dean of Instruction.

Academic Advising

Each new degree-seeking student will be assigned an academic advisor during the first semester of enrollment in the College. The academic advisor will approve the student’s registration form each semester. The advisor must also sign drop/add forms. No student

will be allowed to register for classes at Leech Lake Tribal College until the registration form is completed and signed by both the student registering and his/her academic advisor.

Students are strongly encouraged to meet with advisors during each semester to discuss their academic performance and progress toward degree completion, to discuss and review degree and career consideration, and to select appropriate courses. Advisors are also available to discuss and help solve any problems students may encounter in achieving their educational goals. Academic Advisors will have posted office hours.

Classification of Students

Resident Students. Students who have completed up to, and including, 29 semester credits are classified as first-year students. Students who have completed 30 or more semester credits are classified as second-year students.

Transfer Students. LLTC will accept credits earned at other accredited two-year or four-year colleges; however, the Registrar and/or the Dean of Instruction will determine whether particular transfer credits may be used to meet requirements of specific degree programs at LLTC. Of the 64-66 credits required for degrees at LLTC, at least 30 credits must be completed in residence.

NOTE: Students enrolled in Construction Trades courses may be granted advanced standing, based on previously gained knowledge and skills that are equivalent to courses offered at LLTC. For further details, see the Professional Studies section of this catalog.

Classification of Courses

Courses numbered below 100 are developmental courses, and do not count towards graduation or a degree and are not transferable to another institution. Courses numbered 100-199 are first-year courses. Students should try to select these classes in their first year of study, because these courses often provide the knowledge and skills necessary to complete courses that are more advanced. Courses numbered 200-299 are second-year courses. Some of the second-year courses may require the completion of 100-level courses before enrollment. Recommended or required pre-requisites are noted in the course descriptions.

Definition of a Credit Hour

Leech Lake Tribal College utilizes the semester system. Semester credits are earned for the completion of a course covering one semester (15 weeks). Each course the college offers has a determined number of credit hours assigned to it. A course credit can range from one to four credits. A credit hour is defined as the contact time or the time a student spends in class. A three-credit course would have three contact hours. A three-credit course might be offered one hour a day, three days per week, or one and a half hours, two days a week, or three hours in one day. In addition to the credit contact hour requirements, some courses have a laboratory time requirement. A rule of thumb is that each hour of in-class time requires two hours of study, reading, or research outside of class (for lecture courses).

Class Attendance

To pursue college work successfully, students are expected to attend all classes. Students have a personal responsibility to themselves and to the course instructor to attend class and complete all assignments. If a student is unable to attend class, it is his/her responsibility to notify the instructor, preferably in advance. Missing more than 6 hours of class for a three-credit course, or 8 hours of class for a four-credit course may lead to being administratively dropped from the course, and may be grounds for failure. Reinstatement after an administrative drop requires written approval from the instructor and the Dean of Instruction.

Daily attendance is important for student success and is also used to determine eligibility for in-house scholarship(s). Instructors update and enter attendance into the student database weekly; this is done for retention and financial aid purposes. Students who must miss a class are encouraged to inform the Instructor as early as possible.

NOTE: Due to the nature of their courses, the Construction Trades (Carpentry and Electrical Construction) have instituted their own attendance policy. Please consult the Professional Studies section of this catalog for details.

Grading Scale

Quality of work and grade points assigned are:

- A Superior (4 grade points per credit hour)
- B Good (3 grade points per credit hour)
- C Average (2 grade points per credit hour)
- D Passing (1 grade point per credit hour)
- F Failing (0 grade points)

- I Incomplete (no credit is earned; automatically becomes an “F” if course work is not completed by date published in Academic Calendar)
- W Withdrawal (does not affect grade point average)
- Au Audit (does not affect grade point average)
- R Replaces the grade assigned if a student repeats a course (a student’s grade point average is calculated using the second grade).

Grade Point Average (GPA) Calculation

Scholastic averages are derived from grade points as follows:

Grade Earned	Equals Grade Point of
A	4
B	3
C	2
D	1
E	0

Grade Earned	G.P. listed above	x	Credit per Course	Total Grade Points
A	4	x	3	12
A	4	x	3	12
B	3	x	3	9
B	3	x	3	9
Total Credits Earned:			12	42

Calculate term GPA: 42 (total grade points) / 12 (credits per course) = 3.5 GPA

A Cumulative GPA of 2.0 for all course work at the college is required for graduation. Students are encouraged to practice GPA calculation for future reference. Note that some majors at four-year colleges may require higher than 2.0 GPA for admissions.

Independent Study

Independent study is very limited. Students seeking independent study must have approval from the Dean of Instruction and the course instructor. Independent study is approved on a case-by-case basis, with the following conditions:

1. The student must have completed the freshmen year requirements of 30 semester hours/credits with a “C” average.
2. Students on Academic Probation are not eligible for Independent Study.
3. Only one course per semester may be taken for independent study.
4. The student must complete an independent study contract.

Incomplete Grade Policy

Incomplete Contracts are discouraged; however, an instructor may assign a grade of “I” (incomplete) if the instructor believes that the student has been unable to complete course assignments and/or exams on time because of unavoidable circumstances, occurring after the official withdraw date. **Note:** *Students on Academic Probation are not eligible for Incompletes.*

To be considered for an Incomplete:

- Students must have been in attendance during the semester, and must have satisfactorily completed **70%** of the semester’s course work – this is determined by your Instructor.
- “I” grades will be given for Incomplete courses; however, note that *students with “I”(s) on their Final Grade Report may have funding issues with their tribal agency.*
- The student must fulfill the course requirements by the date indicated on the academic calendar. If the student does not do so, the “I” automatically becomes an “F.” This may result in Academic Probation.

Procedure for requesting Incomplete(s):

1. It is the student’s responsibility to consult with his/her Instructor and to initiate an Incomplete Contract.
2. Obtain an “Incomplete Contract”(s) from the Student Services Office.

3. Meet with your Instructor(s) to agree on incomplete course work, due dates and signatures.
4. Instructor will submit the contract to the Registrar when grades are due.

***** The Incomplete Policy does not apply to the Summer Session, nor to students on Academic Probation/Suspension.***

Repetition of a Course

A student may repeat a course to raise a grade to "C" or better only with the consent of the instructor and the Dean of Instruction.

Change of Assigned Grade

There must be accountability when an instructor, because of mitigating circumstances, changes a student's assigned grade. In many cases, grade changes result from a discussion between the student and the instructor or the instructor's allowing the student to turn in additional work. The reason for the grade changes must be stated on the Change of Grade form by the instructor. The grade change form must be properly completed, signed by the instructor, and delivered to the Registrar's Office by the instructor. Care should be taken to see that there are not abuses in grade changing; any abuse will be reported to the Dean of Instruction. The deadline for submission of a completed grade change form to the Registrar's office is four weeks after the end of the semester or summer session in which the student took the class. No grade change will be accepted by the Registrar after the deadline without the written approval of the Dean of Instruction.

Course Substitution or Course Waiver

If a student wishes to apply for a course substitution or waiver, the student must request the substitutions or waiver in writing to the Registrar's Office. The request must provide the student's rationale and documentation to support his/her request. The Registrar will evaluate the request and forward it to the Dean of Instruction. The Dean of Instruction will make the final decision on the request and will inform the Registrar. Extreme care must be taken when granting course substitutes or waivers, especially in courses for degree programs.

Second Degree Requirements

A student wishing to seek a second degree must be admitted to the second-degree program through the readmission process. To apply for a second degree, visit the Admission's Office to complete the appropriate application. The student must be informed that a minimum of 12 credit hours must be earned in one semester on campus as a requirement for the second degree.

A student seeking a second associate degree will be referred to the Registrar's Office. Approval for a second degree must be obtained from both the Registrar and Financial Aid Director. The Registrar will determine number of credits needed for the second degree.

and the Financial Aid Director will determine the number of eligible financial aid credits. The student will be admitted if eligible for financial aid; if not eligible, the student must set-up a payment plan with the Business Office.

Changing a Program of Study

All students should declare a Program of Study by the beginning of their second semester at LLTC. A student wishing to change his/her program of study must complete the following:

1. Submit program of study form.
2. Obtain approval signature from current advisor.
3. Submit program of study form to the Financial Aid office.
4. Submit completed form must be submitted to the Registrar by the end of the first week of class.

The Registrar will review the change of program form. If it is complete and correct, the Registrar will determine if the student is academically eligible for the new program. If so, the Registrar will issue the student a new program of study reflecting the program change. The student's advisor will also be provided with a copy of the study plan.

Continuing students who change majors or fail to earn at least twelve semester hours during a two-year period must meet graduation requirements as listed in the catalog at the time of the major change, or upon re-enrolling at Leech Lake Tribal College. The catalog contains information important to your career at Leech Lake Tribal College.

Earning Academic or Vocational Credit

Successfully completed credits are credits that are registered for and completed with a passing grade ("D" or better). Credits that will not count as successfully completed include "F" grades, withdrawals, audits and incompletes. Incompletes will be counted once a course has been successfully completed. It is the student's responsibility to notify the Financial Aid office when an incomplete is made up so that financial aid can be re-evaluated.

Progress Grades: The instructors at mid-point of the semester will submit mid-term grades to the Registrar's office. These grades indicate the progress of the student midway through the semester and are not computed in the grade point average. The student Academic Counselor/Advisor may contact students receiving grades below a "C". Students are encouraged to seek assistance from their Academic Counselor/Advisor or their instructor when needed.

The date of Final Exam week is posted on the Academic Calendar, located near the beginning of this catalog. Student clubs and organizations are urged to keep the final exam week schedule in mind when planning activities.

Exemption from Requirements by Examination

If a student has work experience in certain disciplines (for example, business or technology), (s)he may test out of a course at LLTC and earn credit through advanced placement examination with the following guidelines:

1. The department Chair and the Dean of Instruction both approve the examination.
2. The course can be properly evaluated on the basis of such examination.
3. The fee for the examination has been prepaid and the student can show proof of current enrollment. Contact the Student Services office for the appropriate fee amount.

Advanced placement exams will not be given to students who have previously or are currently enrolled for an equivalent course.

Students must obtain an “Examination for Credit” form from the Student Services office. This form must have signatures from both the department Chair and the Dean of Instruction. The Registrar will verify that the student is enrolled and will sign the form at that time. The student will then submit the completed form to the Business office and will pay the appropriate fee, depending on the amount of credit hours sought. The form will be used as an admissions slip at the time of the examination.

After the student completes the examination, the instructor indicates with a grade of Pass or Fail (“P” or “F”) whether or not the student has passed the test, and the number of credits attempted will be placed on the form. The instructor will submit the form to the Registrar, and the form will be placed in the student’s permanent academic file. If the student has passed, the Registrar will enter a grade of “P” on the student’s transcript. Should the student fail the exam, no grade will be placed on the student’s transcript. Once a student elects to challenge a course and fails, however, (s)he will not be able to challenge the same course again while at LLTC.

Auditing a Class

Anyone who wishes to attend a class without officially enrolling in the class and without receiving any record of attendance from the College may do so.

Individuals who are interested in a particular subject, but who do not wish to earn credit for it, may audit the course. Auditing gives students the privilege of attending all classes and receiving all course materials. Students may audit courses with the permission of the instructor only. Full tuition for the course must be paid. Audited courses are not considered in calculation of a student’s full-time load and are not eligible for financial aid assistance. Once students have enrolled in a course on an audit basis, they may not change their registration to a credit basis after the fifth day of classes.

Honorary Degree for Elders

The College will consider presenting an Honorary Degree for Elders (HDE) to elders who pursue a separate track of study analogous to the regular two-year liberal arts program. The first semester is open to allow the student time to decide whether he/she

wishes to declare a regular course study, or to pursue the Honorary Degree for Elders program. The HDE program, once declared by a student participant, has its own criteria, none of which requires financial aid conditions or demands.



HDE study is an entirely new approach to academics and is intended to place greater emphasis on practical benefits for elders who wish to pursue life-long learning aspirations, and to enrich the role of elders in contemporary society. Achievement of the HDE is based on attendance, initiative, traditional mentoring/cultural infusion of junior peers, and the fulfillment of an annual education plan. The regular advisory services of the College will assist each elder in preparing an Annual Education Plan (AEP). Elders enrolled in the HDE program will be exempted from the usual rigors of western assessment methods; however, 64 credit hours of study—in any discipline—must be completed in order to qualify for this degree.

Standard of Academic Progress

I. MINIMUM GRADE POINT AVERAGE REQUIREMENT

A student will be suspended if the following grade point average (GPA) is not attained:

Semester Hours Attempted *	Minimum GPA Required**
0-15	1.50
16-30	1.65
31-60	1.80
61 & above	2.00

* Credits transferred from other institutions as well as credits attempted at LLTC, excluding repeated credits.

****Cumulative GPA at LLTC (excludes grades earned at previously attended institutions).**

II. MINIMUM PERCENT COMPLETION

A student is required to progress toward the completion of an academic program by successfully completing 70 percent of **all** credits attempted at LLTC. LLTC uses cumulative credits successfully completed, divided by credits attempted at LLTC to measure a student's completion percentage. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal or incomplete grades, and failed classes.

III. PROCESS

Cumulative values are used in determining if academic progress has been met. Students not meeting the minimum grade point average and/or the minimum percent completion requirements will be notified of their academic progress standing. Academic progress standings include Academic Warning, Academic Probation, and Academic Suspension. See information below for the criteria for each academic progress standing.

IV. DETERMINATION OF ACADEMIC PROGRESS STANDING

Academic Probation: Students failing **ONLY** the percent completion requirement are allowed one academic warning notification and may continue attending LLTC. Students failing the percent completion requirement after one academic warning will be suspended and must follow the 'Academic Suspension' policy below.

Academic Suspension

A. First Time Suspension

The action taken the first time a student fails the minimum grade point average requirement or the second time a student fails the minimum percent completion requirement depends on the **initial admission status** of the student. Please see the appropriate paragraph based on your initial admission status.

- o **Regular Admitted Students** – Regular admitted students have met LLTC admission requirements. All students who are suspended for the first time shall be readmitted on probation without submitting a petition. This results in an academic progress standing of **ACADEMIC PROBATION**. Students are encouraged to work closely with their academic advisor to discuss academic deficiencies and appropriate subsequent registration.
- o **Admitted on Probation** – Students admitted on probation enter LLTC with the academic progress standing of **ACADEMIC PROBATION**. All students admitted on probation will be

suspended for the minimum time period indicated below. This results in an academic progress standing of **ACADEMIC SUSPENSION**. Students who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Registrar and Dean of Instruction.

B. Suspension Following the First Term of Probation - Students who have already been placed on Academic Probation and do not meet the minimum GPA or minimum percent completion requirement will be suspended for the minimum time period indicated below. This results in an academic progress standing of **ACADEMIC SUSPENSION**.

V. PERIOD OF SUSPENSION

# of Suspensions Following First Term of Probation	Period of Suspension
1	One semester
2	One calendar year
3 or more	Two calendar years

Students suspended from LLTC who wish to return following the period of suspension must submit a petition to the Records Office to be reviewed by the Registrar and Dean of Instruction. The petition should include information on the circumstances that affected past performance and a plan to be successful in achieving future academic goals. Readmission will be considered provided that certain conditions regarding academic deficiencies are agreed to in advance and reflected in the subsequent registration.

Note: Students returning to LLTC after suspension shall always be subject to the minimum percent completion rate and GPA requirements stated above. At any time a student falls below the minimum requirements, he/she will be suspended for the minimum time period stated above.

Academic Suspension Appeal

A student who has been placed on Academic suspension may appeal (in writing) such action to the Dean of Instruction, who will, in turn, approve or deny (in writing) the appeal. An appeal shall be based solely upon errors or extenuating circumstances that the student believes have affected his or her academic performance at Leech Lake Tribal College.

Error shall mean a false or mistaken application of a student's academic record of performance at Leech Lake Tribal College. Extenuating circumstances shall mean any conditions out of the ordinary, such as an accident, unusual personal crises, or the occurrence of risk beyond the student's control that directly contributed to that student's being placed on academic and financial aid suspension.

The Dean of Instruction has the final decision and authority on all academic suspension appeals.

Academic Appeals

If a student believes that an incorrect, incomplete or capricious action has been taken regarding an academic matter affecting his/her program (such as an inaccurate or unfair grade), that student must follow the procedural steps below to appeal the action.

1. Consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.
2. If the student still has questions after discussing the academic matter with his/her instructor, that student should submit a letter documenting his/her concerns to the Chair of that instructor's department/division. It is the student's responsibility to make an appointment with the Chair, who will review the allegations, discuss his/her findings with the student, and provide a written response to the student's appeal.
3. If the problem remains unresolved after following Steps 1 and 2, a student may petition (in writing) the Dean of Instruction, who has the final decision and authority in all academic appeals.

Academic Integrity

Honesty in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. Acts of academic dishonesty include, but are not limited to:

- Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, an examination paper or an assignment.
- Unauthorized collaboration with another student in completing an assignment.
- Submitting as your own work that of another student or allowing your work to be submitted for credit by someone else.
- Copying from another student's paper or an assignment.
- Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of the college resources (computer facilities, network, software, etc.) for financial gain.
- **PLAGIARISM:** The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in-text credit, quotation marks, etc.).

Student dishonesty will not be ignored. In situations where dishonesty is suspected, the faculty member will meet with the student, state the charge and action to be taken, and will refer him or her to the academic appeals section of the College catalog. Copies of this notice will be sent to the appropriate Department Chair and to the Dean of Instruction. Cheating on an exam, plagiarizing, or committing other forms of dishonesty can result in an "F" for the course, or academic suspension.

Academic Honors

The Dean's List recognizes full-time students who earn a GPA between 3.0 and 3.9. Full-time students who earn a GPA of 4.0 have their names placed on the President's List. Academic honor lists are published at the end of each semester.

Official Transcripts from Leech Lake Tribal College

Transcript Request forms are available in the Student Services Office. No fee is charged for LLTC college transcripts. No official transcript will be released, however, if the student has a financial obligation to Leech Lake Tribal College; that student will be referred to the Business Office.

Academic Transcripts will reflect the following:

- Record of all courses completed, grades earned, term and cumulative grade point averages
- Record of other college name and credits transferred from that college
- Notation of Leech Lake Tribal College degree earned.

Transfer to Other Colleges or Universities

Leech Lake Tribal College courses leading to the Associate in Arts in Liberal Education, the Associate in Arts in Indigenous Leadership, the Associate in Arts in Early Childhood, and the Associate in Science in Natural Science are designed to be transferable to many four-year colleges and universities. The College will assist students in transferring their credits to another school.

Students who wish to attend a four-year college or university must work with their assigned advisors to ensure that they will complete courses of study appropriate to the specific requirements of the particular school or department to which they wish to transfer. Students are strongly encouraged to contact the particular school well in advance to coordinate and prepare for their transfer of credits.

Students completing the Associate in Applied Science Degree in Business or Law Enforcement, and the Diploma or Certification programs in a vocational area, should note that their programs may not primarily be designed as transfer programs, but as terminal vocational education programs. Many of the credits vocational students are completing can transfer, but the number that can transfer may be more limited. Please consult your advisor or the Dean of Instruction with any questions.

Graduation

At the beginning of their final semester, students intending to graduate must complete a formal "Intent to Graduate" form in consultation with their advisor. Students will receive their diplomas and officially graduate at the time they complete all degree requirements. Formal graduation ceremonies are held once each year in the spring.

Requirements for Graduation

1. Must earn a minimum grade point average of 2.0.

2. Must satisfy at least the number of credits required for specific degree/certificate/diploma, as outlined in the catalog curriculum.
3. Must complete the Graduation Application and Summary at the Student Services office during registration for the final semester of a student's attendance at LLTC.
4. Must fulfill all financial and academic obligations prior to the date of graduation.
5. Must fulfill the residency requirements of LLTC (see "Classification of Students").

Academic Records

Leech Lake Tribal College Office of the Registrar is responsible for and maintains information regarding the student's academic progress at LLTC, including grade reports and permanent academic records.

The Office of the Registrar collects and maintains current and accurate student information, such as tribal enrollment status, address, program of study, and academic advisor names. This information is required by the federal government for determination of funding and also for maintaining accurate mailing addresses for the student body. Personal data changes, such as change of address, change of program, or change of advisor, should be reported to this office.

The release of student grades, transcripts and other data requires written authorization by the student. The following directory type of information/data may be given to any inquirer without written authorization from the student:

1. Name
2. Program of enrollment
3. Period of enrollment
4. Diplomas/Certificates awarded
5. Honors
6. Date of Program completion

Any student requesting that any or all of this information remain confidential must inform the Registrar's Office in writing. Forms are available for this purpose. Requests for denial of the release of information are only valid for the semester in which the request was made.

LIBERAL EDUCATION

The Mission Statement

The mission of Leech Lake Tribal College's Liberal Education curriculum is to establish and maintain an environment where students—both Native and non-Native—can acquire the knowledge, skills, values, and self-confidence needed for participation and leadership in our changing world.

Minnesota Transfer Curriculum

Completion of the Minnesota Transfer Curriculum fulfills the liberal education requirement for any Minnesota public institution. Students transferring from LLTC to another Minnesota public institution of higher education will have fulfilled the Minnesota Transfer Curriculum if they have completed required courses in the following ten categories: Communication, Critical Thinking, Natural Science, Mathematics, History and the Social/ Behavioral Sciences, Humanities & Arts, Human Diversity, Global Perspectives, Ethical and Civic Responsibility, and People and the Environment.

LLTC Liberal Education Guidelines

1. A total of 50 credits must be completed to satisfy the Liberal Education requirements for an Associate in Arts degree at Leech Lake Tribal College.
2. A single course may be placed in one or two categories. Each credit in any of these courses, however, may be counted only once in meeting the 51-credit requirement.
3. The Critical Thinking category may be satisfied by completing the rest of the Liberal Education program. In each category where two or more courses are required (i.e., #3, 5, and 6), students are encouraged to take courses with different departmental prefixes.

Liberal Education - Associate in Arts (A.A.)

Leech Lake Tribal College offers a curriculum (64 credits minimum) that leads to a two-year Associate in Arts (A.A.) degree in Liberal Education. The 64 credits include 50 credit hours of Liberal Education requirements, plus 14 credit hours of electives. With proper advising, most credits from this program may be transferred into a four-year bachelor's degree program at other institutions.



Minnesota Transfer Curriculum

NOTE: Completion of MNTC requires a minimum of 50 credits. Developmental courses do not count toward a degree, nor are they transferable to another institution.

		Credits
Category 1: Communications—9 credits minimum		
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
SPCH 201	Speech & Communications	3
Category 2: Critical Thinking (Satisfied by completing MNTC requirements)		
Category 3: Natural Science—7 credits minimum		
BIO 101	General Biology I	3
BIO 101 L	General Biology I Lab	1
BIO 102	General Biology II	3
BIO 102L	General Biology II Lab	1
CHEM 101	General Chemistry	3
CHEM 101L	General Chemistry Lab	1
PHYS SC 100	Introduction to Physical Science	3
PHYS SC 100L	Introduction to Physical Science Lab	1
Category 4: Mathematical/Logical Reasoning—3 credits minimum		
MATH 140	Concepts in Mathematics (suggested for non-math majors)	4
or MATH 150	College Algebra	3
or MATH 155	Advanced College Algebra (required for meeting transfer requirements at many 4-year colleges)	3
ITECH 100	Computer Applications I	3

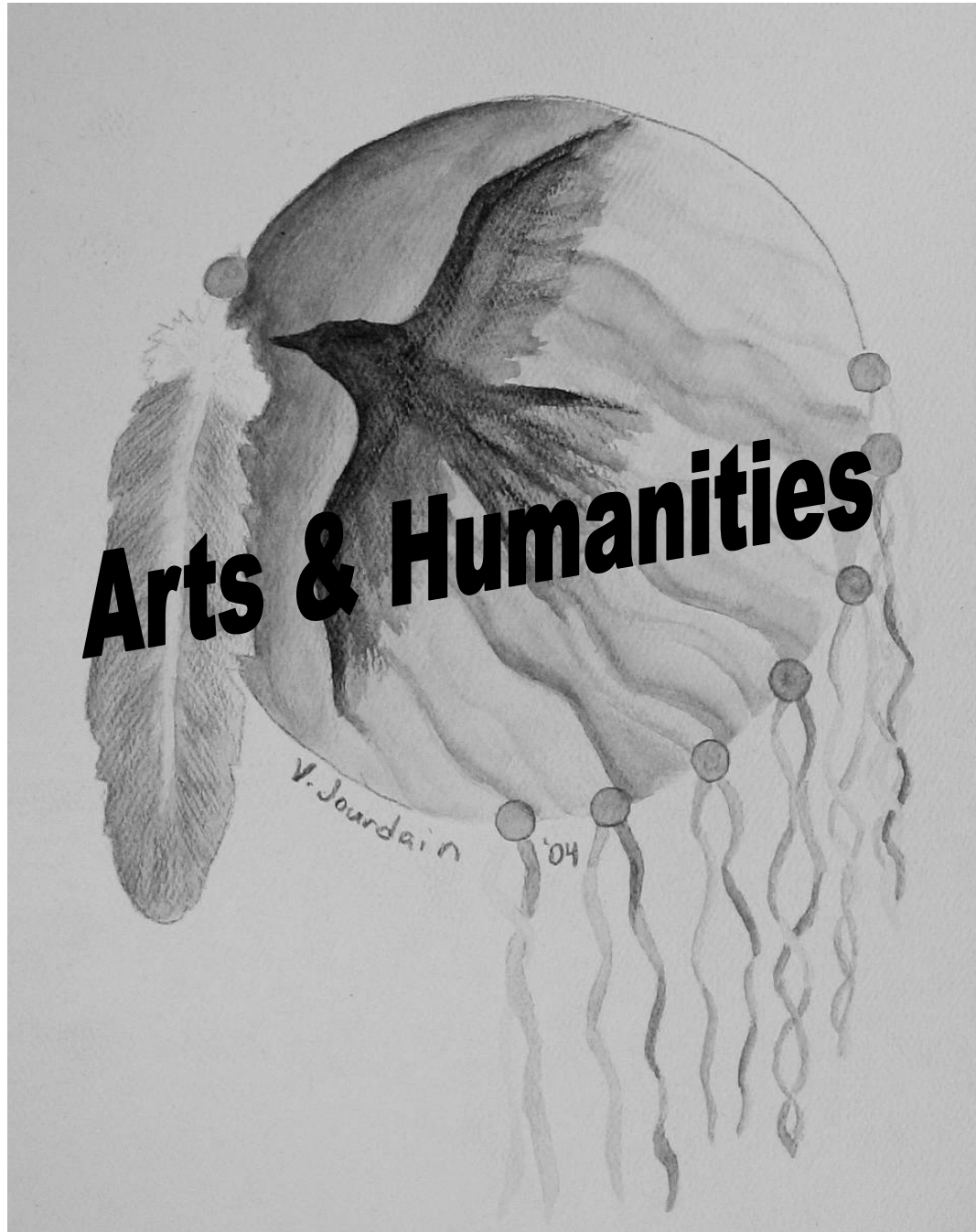
Category 5: History and Social Sciences—9 credits minimum		
ANI 100	Introduction to Anishinaabe Studies	3
HIS 101	US History	3
PSYCH 101	General Psychology	3
or Elective	from Social Sciences (PSYCH 180, PSYCH 220, SOC 101, SOC 200)	3
Category 6: Humanities and Arts—9 credits minimum		
ENGL 250	Contemporary American Indian Literature	3
MUS 250	History of Anishinaabe Music and Dance	3
or ART 100	Introduction to Traditional and Contemporary Art	3
PHIL 200	Indigenous American Philosophy	3
Category 7: Human Diversity—4 credits minimum <u>Note:</u> LLTC requires 8 credits of Ojibwe Language for A.A. Degree in Liberal Education		
OJI 101	Speaking Ojibwe I	4
OJI 102	Speaking Ojibwe II	4
Category 8: Global Perspective—3 credits minimum		
GEO 200	Cultural Geography	3
or SOC 101	Introduction to Sociology	3
Category 9: Ethical and Civic Responsibility—3 credits minimum		
ANI 200	Indigenous Leadership	3
HLTH 100	CPR/First Aid and Healthy Lifestyles	3
POL SC 225	Treaty Law and Tribal Sovereignty	3

Category 10: People and the Environment—3 credits minimum		
BIO 200 or	Ethnobiology	3
BIO 204	Environmental Science	3
Electives – 14 credits		



Suggested Study Plan

A. A. Degree in Liberal Education SUGGESTED STUDY PLAN									
First Year									
Semester 1					Semester 2				
Class Number, Name, and Credits			Class Number, Name, and Credits						
ANI 100	Intro to Anishinaabe Studies	3	ART 100		Intro to Traditional & Contemporary Art	3			
			or MUS 250		or History of Anishinaabe Music & Dance				
EDU 100	College Study Skills	1	ENG 102		English Composition II	3			
ENG 101	English Composition I	3	MATH 140		Concepts in Math	4			
			or MATH 150		or College Alegebra	or 3			
ITECH 100	Computer Applications I	3	OJI 102		Speaking Ojibwe II	4			
OJI 101	Speaking Ojibwe I	4	Elective		General Elective	3			
Elective	General elective	3	TOTAL CREDIT HOURS			16 or 17			
TOTAL CREDIT HOURS		17							
Second Year									
Semester 3					Semester 4				
Class Number, Name, and Credits			Class Number, Name, and Credits						
BIO 101	General Biology I	3	ANI 200		Indigenous American Leadership	3			
or CHEM 101	or General Chemistry		or POL SC 225		or Treaty Law and Tribal Sovereignty				
or PHYS 100	or Intro to Physical Science		BIO 102		General Biology II	3			
BIO 101L	General Biology I Lab	1	or CHEM 101		or General Chemistry				
or CHEM 101L	or General Chemistry Lab		or PHYS 100		or Intro to Physical Science				
or PHYS 100L	or Physical Science Lab		BIO 102L		General Biology II Lab	1			
BIO 200	Ethnobiology	3	or CHEM 101L		or General Chemistry Lab				
or BIO 204	or Environmental Science		or PHYS 100L		or Physical Science Lab				
GEO 200	Cultural Geography	3	ENG 205	Contemporary Indigenous American Literature	3				
PHIL 200	Indigenous American Philosophy	3	HIS 101	U.S. History	3				
PSYCH 101	General Psychology	3	SPCH 201	Speech Communications	3				
TOTAL CREDIT HOURS		16	TOTAL CREDIT HOURS			16			



ARTS & HUMANITIES

FACULTY:

Nicole Beaulieu, Ojibwe Language

Elaine Fleming, English

Duane (Dewey) Goodwin, Art

Bob Jourdain, English/Ojibwe Language

Richard Kaiser, English

David Northbird, Drum & Dance



DISCIPLINES:

Art ■ English ■ History ■ Music ■ Ojibwemowin ■ Philosophy ■ Speech

The Department of Arts & Humanities supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing opportunities for students to realize their personal and professional potential, and by fostering a desire for life-long learning.

In order to fulfill this mission, our goals are to:

- Equip students with exceptional communication and critical thinking skills.
- Develop and refine aesthetic awareness and artistic expression.
- Cultivate an appreciation for diversity and global consciousness.
- Encourage a commitment to ethical thought and conduct.
- Enable students to better understand themselves, their cultural traditions, and their place within the universe.
- Explore the similarities and differences between Anishinaabe and Western thought.

Indigenous Leadership - Associate in Arts Degree (A.A.)

Leech Lake Tribal College offers a curriculum (64 credits minimum) that leads to a two-year Associate in Arts (A.A.) degree in Indigenous Leadership. The 64 credits include 54 credit hours of Liberal Education requirements, plus 10 credit hours of electives. The 54 credit hours of Liberal Education are designed to meet Liberal Education requirements at four-year colleges. With proper advising, **most credits from this program may be transferred into a four-year bachelor's degree program at other institutions.** This degree provides study in Anishinaabe language and culture.

Requirements

Students completing the requirements for this degree are not required to complete Ojibwe language studies beyond the one-year required of all students at the college who seek any Associate in Arts Degree. This concentration requires 10 credits selected from the Indigenous Studies/Language courses described in this section or from other relevant courses with Anishinaabe cultural content. Relevant courses must be approved by advisors.

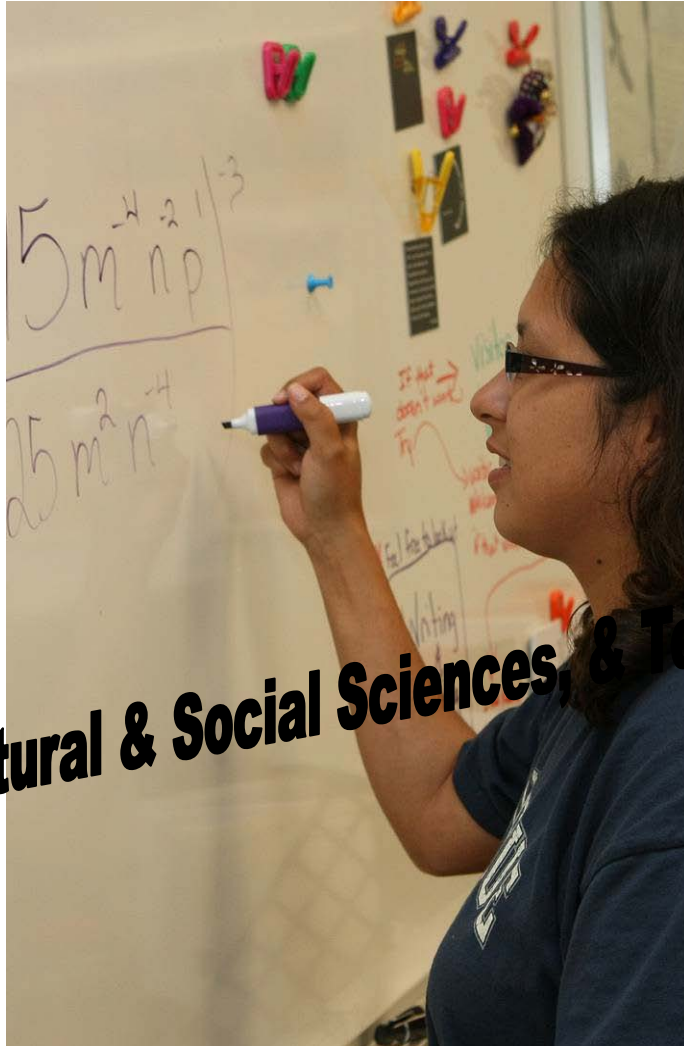
The basic requirement for the degree is the completion of 64 semester hours of credits. Of the 64 credits for the A.A., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 34 credits may be accepted in transfer from other institutions.

A. A. Degree in Indigenous Leadership SUGGESTED STUDY PLAN									
First Year									
Semester 1					Semester 2				
Class Number, Name, and Credits			Class Number, Name, and Credits						
ANI 100	Intro to Anishinaabe Studies	3	ANI XXX		Elective		3		
BIO 101 or CHEM 101 or PHYS 100	General Biology I or General Chemistry or Intro to Physical Science	3	BIO 102 or CHEM 101 or PHYS 100		General Biology II or General Chemistry or Intro to Physical Science		3		
EDU 100	College Study Skills	1	BIO 101L or CHEM 101L or PHYS 100L		General Biology II Lab or General Chemistry Lab or Physical Science Lab		1		
ENG 101	English Composition I	3	ENG 102		English Composition II		3		
ITECH 100	Computer Applications I	3	MATH 140 or MATH 150 or MATH 155		Concepts in Math or College Algebra or Advanced College Algebra	4 or 3 or 3			
OJI 101	Speaking Ojibwe I	4	OJI 102		Speaking Ojibwe II		4		
TOTAL CREDIT HOURS		17	TOTAL CREDIT HOURS				17 or 18		
Second Year									
Semester 3					Semester 4				
Class Number, Name, and Credits			Class Number, Name, and Credits						
ANI XXX	Elective	3	ANI 200		Indigenous Leadership		3		
ART 100 or MUS 250	Intro to Traditional & Contemporary Art or History of Anishinaabe Music & Dance	3	BIO 200 or BIO 204		Ethnobiology or Environmental Science		3		
GEO 200	Cultural Geography	3	ENG 250		Contemporary Indigenous American Literature		3		
HIS 101	U.S. History	3	PHIL 200 or POL SC 225		Indigenous American Philosophy or Treaty Law and Tribal Sovereignty		3		
PSYCH 101 or SOC 101	General Psychology or Intro to Sociology	3	SPCH 201		Speech Communications		3		
TOTAL CREDIT HOURS		15	TOTAL CREDIT HOURS				15		



Teaching Model Based on Anishinaabe Clan System

Math, Natural & Social Sciences, & Technology



MATH, SCIENCE & TECHNOLOGY



FACULTY:

Elaine Fleming, Social Sciences
Jeff Everhart, Technology
Richard Kaiser, Social Sciences
Philip Leen, Math
Harold Lueck, Natural Science
Dennis Montgomery, Social Sciences
Kelly Nipp, Math
Steve Smith, Natural Science

DISCIPLINES: Math, Natural & Social Sciences, & Informational Technology

The Department of Math, Science and Technology supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing students with the basic knowledge of indigenous/western science and technology necessary to enter a Bachelor's Degree program, and by exposing students to the benefits of science and technology in their lives.

In order to fulfill this mission, our goals are to:

- Promote creative and critical thinking within the classroom.
- Incorporate indigenous knowledge and views into the classrooms.
- Utilize current technology to update classroom information and teaching.
- Incorporate an awareness of global and community concerns into classroom teaching.
- Encourage an attitude of academic responsibility in students.
- Assure that student learning outcomes for each class support departmental and institutional goals.
- Support the employment of qualified instructors who support the department's educational and assessment goals.

Natural Science – Associate in Science Degree (A.S.)

Beginning in 2009, Leech Lake Tribal College will offer an Associate in Science degree in Natural Science. Students wishing to pursue an A.S. degree in Science should follow the suggested Plan of Study below:

Suggested Study Plan

A.S. Degree in Natural Science									
SUGGESTED STUDY PLAN									
First Year Students									
Semester 1					Semester 2				
	ANI 100	Intro. to Anishinaabe Studies	3			OJI 101	Speaking Ojibwe I		4
	ENGL 101	English Composition I	3			ENGL 102	English Composition II		3
	BIO 101	General Biology I	3			BIO 102	General Biology II		3
	BIO 101L	General Biology I Lab	1			CHEM 101	General Chemistry		3
	EDU 100	College Study Skills	1			CHEM 101L	General Chemistry Lab		1
	* MATH 155	Advanced College Algebra	3			ITECH 100	Computer Applications		3
	BIO 140	Ecology	3						
	TOTAL CREDIT HOURS		17			TOTAL CREDIT HOURS			17
Second Year Students									
Semester 3					Semester 4				
	BIO 200	Ethnobiology	3			HLTH 100	CPR/First Aid & Healthy Lifestyles		3
	ART 100 OR MUS 250	Introduction to Traditional/ Contemporary Art OR History of Anishinaabe Music and Dance	3			MATH 170 OR MATH 210	Statistics OR Pre-Calculus I		3
	BIO 204	Environmental Science	3			Elective	STEM Elective		3
	Elective	STEM Elective	3			SOC 101	Intro. to Sociology		3
	BIO 294 OR BIO 299	Research Project or Internship	3			Elective	STEM Elective		3
	TOTAL CREDIT HOURS		15			TOTAL CREDIT HOURS			15

* Students unable to test into MATH 155 will first be required to take lower-level math course(s).

Liberal Education, STEM Emphasis – Associate of Arts Degree (A.A.)

The College also offers the option of a STEM (Science, Technology, Engineering, Math) emphasis within the Associate in Arts Degree in Liberal Education. Students wishing to complete an A.A. degree with a STEM emphasis, in four semesters, should adhere to the following course of study:

Suggested Study Plan

A.A. Degree in Liberal Education, STEM Emphasis									
SUGGESTED STUDY PLAN									
First Year Students									
Semester 1					Semester 2				
	ANI 100	Intro. to Anishinaabe Studies	3			HIS 101	US History		3
	ENGL 101	English Composition I	3			ENGL 102	English Composition II		3
	ITECH 100	Computer Applications I	3			PHYS SC 100	Physical Science		3
	BIO 101	General Biology I	3			PHYS SC 100L	Physical Science Lab		1
	BIO 101L	General Biology I Lab	1			BIO 200	Ethnobiology		3
	EDU 100	College Study Skills	1			* MATH 155	Advanced College Algebra		3
	Elective	STEM Elective	3						
	TOTAL CREDIT HOURS		17			TOTAL CREDIT HOURS			16
Second Year Students									
Semester 3					Semester 4				
	OJI 101	Speaking Ojibwe I	4			OJI 102	Speaking Ojibwe II		4
	PSYCH 101	General Psychology	3			SPCH 201	Speech and Communications		3
	GEO 200	Cultural Geography	3			ENGL 250	Contemporary American Indian Literature		3
	ART 100 OR MUS 250	Introduction to Traditional/ Contemporary Art OR History of Anishinaabe Music and Dance	3			ANI 200 OR POL SC 225	Indigenous Leadership OR Treaty Law and Tribal Sovereignty		3
	Elective	STEM Elective	3			Elective	STEM Elective		3
	TOTAL CREDIT HOURS		16			TOTAL CREDIT HOURS			16

*** Students unable to test into MATH 155 will first be required to take lower-level math course(s).**



Professional Studies

PROFESSIONAL STUDIES



FACULTY:

Karen Cary, Business
Rochell Carpenter, Carpentry
Jeffrey Everhart, Business
Martha Fairbanks, Law Enforcement
Bonnie Holmes, Early Childhood Ed.
Saul Saucedo, Carpentry
Russ Schoeck, Electrical Construction

DISCIPLINES: Business, Construction Trades, Early Childhood Education, Law Enforcement

The Department of Professional Studies supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by providing opportunities for students to increase their knowledge about a variety of professions, and by providing students with a quality of technical and general education that will enable them to enter the workforce successfully.

In order to fulfill this mission, our goals are to:

- Practice the critical thinking skills used in history and the social and behavioral sciences.
- Employ methods and data that historians and social behavioral scientists gather to investigate issues facing them in a multi-cultural world and the world at large.
- Examine social institutions historically, in the present time, and theorize about the future.
- Develop and communicate explanations and solutions from the perspective of indigenous peoples of North America and the world.
- Maintain and measure quality learning in all courses.
- Promote respect for American Indian women as leaders.

Business Management - Associate in Applied Science Degree (A.A.S.)

This degree provides a more limited study of the history, culture, and language of the Anishinaabeg and of the liberal arts and sciences than is possible through the Associate in Arts degree. In exchange, the Associate in Applied Science degree provides opportunities for a student to begin to study more in-depth in one subject area.

Students who choose this option are not primarily interested in transferring into a four-year degree program, but in entering the job market immediately upon completion of the A.A.S. degree.

The degree includes a concentration (major) of 31 semester credits in the Business Management Program. Twenty-two (22) credits are Business Management Core Courses. Nine (9) credits are Business Management Elective Courses.

Requirements:

The basic requirement for the degree is the completion of 65 semester hours of credits. Of the 65 credits for the A.A.S., at least 30 must be completed in residency at Leech Lake Tribal College. Therefore, no more than 36 credits may be accepted in transfer from other institutions.

Mission:

The Business Management Program supports the institutional mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, and by providing course subject and content for students that:

- *is culturally responsive to the changing academic, vocational, and personal enrichment goals of its diverse community*
- *strives to incorporate best practices that will ensure that the highest standards are maintained for earning the Associate in Applied Science Degree*
- *provides students with quality technical and general education necessary to enter the workforce as a business manager or business owner upon graduation.*

In order to fulfill this mission, our goals are to:

- ❖ *Introduce students to and require students to practice the critical thinking skills used in business management field.*
- ❖ *Employ methods and data that business managers use in national, tribal and global business settings.*
- ❖ *Examine business institutions for lessons learned and to ensure best practices in the present, as well as opportunities for the future.*
- ❖ *Understand business from indigenous perspectives.*

- ❖ *Employ the best and most current teaching techniques to maximize student learning.*
- ❖ *Promote opportunities for students to become leaders.*

Suggested Study Plan

A. A. S. Degree in Business Management SUGGESTED STUDY PLAN							
First Year Students							
Semester 1				Semester 2			
	BUS 100	Introduction to Business	3		ACCT 150	Financial Accounting	4
	ANI 100	Intro. to Anishinaabe Studies	3		BUS 160	Human Resource Management	3
	ENGL 101	English Composition I	3		BUS 190	Marketing	3
	ITECH 100	Computer Applications I	3		OJI 101	Speaking Ojibwe I	4
	MATH 140 OR MATH 150	Concepts in Math OR College Algebra	4 3			Gen. Ed. Elective	3
	EDU 100	College Study Skills	1				
	TOTAL CREDIT HOURS		16 - 17		TOTAL CREDIT HOURS		17
Second Year Students							
Semester 3				Semester 4			
	BUS 205	Business Research	3		BUS 295	Special Topics	3
	BUS 230	Mgmt / Leadership	3		BUS 299	Internship	3
	BUS 250	Business Law	3		BIO 204	Environmental Science	3
	BUS 260	Business Communication	3		POL SC 225	Treaty Law and Tribal Sovereignty	3
	GEO 200	Cultural Geography	3		TA 210	Tribal Administration	3
	TOTAL CREDIT HOURS		15		TOTAL CREDIT HOURS		15

Carpentry, One-Year Diploma; Electrical, Two-Year Diploma

The Construction Trades Department supports the mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture, by preparing students to enter the workforce in a variety of career choices upon completion of a two-year diploma, by enabling students to acquire a high level of skills and competencies that will meet the needs of industry and business, and by contributing to local, regional and global economic growth through the development of a workforce trained in the latest technology.

In order to fulfill this mission, our goals are to:

- Recruit and encourage non-traditional students.
- Continuously assess student learning outcomes.
- Continuously improve student learning.
- Assure that learning objectives/goals for each course support these program goals.
- Provide students with the quality technical and general education necessary to pass the Minnesota State Electrical Board test or to be hired into a Carpenter's Union.

Construction Trades Advanced Standing Policy

Advanced standing refers to standing acquired when the College grants a student up to 30% of the total credits required for a one-year diploma, based on previously gained knowledge and skills that are equivalent to courses offered at the College. Such credit may be granted through various means: direct transfer of courses of an equivalent nature (at least 80%) that were completed at other regionally accredited institutions of higher education; by examination for a maximum of 25% of the courses; and/or through evaluation of credit for experiential learning by passing the final examinations for courses the student wishes to waive. The College's Student Services personnel and appropriate faculty will assess applications for advanced standing at the student's request. It is the student's responsibility to provide documentation to support such a request.

Construction Trades Attendance Policy:

Evaluation and Attendance: Two times tardy (more than 15 minutes late) for any class will equal one absence, and each absence, up to three, will result in your grade being dropped by one grade-level for that class. More than three absences—excused or unexcused—for any class will result in an F. The vocational programs require that students attend a minimum of 95 percent of each required program course. Attendance is documented during each class period and kept on file in the Registrar's office. Student Services advisors are given referrals for students who have missed 3 classes or more. When a student does not attend 95 percent of the class, the following steps may be taken to permit a student to retake courses or make-up portions of courses missed: (1) meeting with the student's advisor and instructor; (2) contacting the department chair for advising; and (3) designing a plan of course work that incorporates the skills needed through evaluation, assessment and testing, as well as fulfilling the contact/clock hours needed to satisfy requirements for the completion of a course. Reinstatement after an instructor-initiated drop requires approval from both the instructor and the Vice President of Academic & Student Affairs.

Residential Carpentry – One-Year Diploma

One-Year Diploma in Residential Carpentry SUGGESTED STUDY PLAN – Cohort-Based								
Fall					Spring			
	Course Number	Course Name	Credits	Hours per Week		Course Number	Course Name	Credits Hours per Week
	BLTD 100	Construction Codes	1	1		CARP 124	Commercial Design and Installation Techniques	2 2
	BLTD 112	Construction Estimating	2	2		ENG 150	Technical and Professional Writing	3 3
	BLTD 114	Construction Safety	1	1		ITECH 100	Computer Applications I	3 3
	CARP 110	Framing Principles	2	2		MATH 100	Technical Math	4 4
	CARP 114	Framing Sustainable Design	4	8			TOTAL	12 12
	CARP 122	Roofing Design	2	4				
		TOTAL	12	18				
Summer								
	BLTD 110	Blueprint Plans and Specs	2	2				
	CARP 116	Foundations and Footing Design	2	2				
	CARP 118	Interior Environmental Design	4	8				
	CARP 120	Exterior Environmental Design	3	6				
	HEALTH 100	CPR and First Aid	1	1				
		TOTAL	12	19				

Construction Electricity - Two Year Diploma Program

**Residential * Commercial *
Industrial**

*LLTC's Electrical Program is a Minnesota
State Electrical Board Certified Program.*



Diploma in Construction Electricity SUGGESTED STUDY PLAN- Cohort-Based							
First-Year Students							
Semester 1				Semester 2			
	EDU 100	College Study Skills	1		ITECH 100	Computer Applications I	3
					ELEC 124	Electrical Blueprints	2
	MATH 100 OR MATH 140	Technical Math OR Concepts in Math	4		ELEC 120L	Residential Wiring/ National Electrical Code (NEC)	4
	ELEC 110	Intro. to Electrical Circuit Theory	4		ELEC 122	Electrical Services	3
	ELEC 118L	Electrical Circuit Theory Lab/Lecture	4		ELEC 114	Materials and Codes	2
	ELEC 116	Intro. to Residential Wiring	2		ENGL 095 OR ENGL 150	Writing & Reading Skills OR Technical Writing	3
	TOTAL CREDIT HOURS		15		TOTAL CREDIT HOURS		17
Second-Year Students							
Semester 3				Semester 4			
	MATH 150* OR Elective	College Algebra * OR General Elective	3		HLTH 100	CPR/First Aid	1
	ELEC 208	Electrical Commercial Wiring	4		ELEC 210	Industrial Wiring I	4
	ELEC 208L	Electrical Commercial Wiring Lab	8		ELEC 210L	Industrial Wiring Lab	8
	ELEC 212	Electrical Blueprints II	2		ELEC 216	Motors and Controls	3
	TOTAL CREDIT HOURS		17		TOTAL CREDIT HOURS		16

* **Note:** A high school or college algebra course is a Union requirement for those students who will be applying for a Union apprenticeship upon completion of studies.

Early Childhood Education - Associate in Arts Degree (A.A.)



The Department of Education supports the mission and goals of Leech Lake Tribal College by seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture and by promoting healthy life-styles and life-long learning. We honor children as precious gifts from the Creator.

In order to fulfill this mission, our goals are to:

- Prepare students to receive CDA certification from the Council of Early Childhood Recognition and/or the Associate in Arts Degree in Early Childhood Education.
- Offer education courses that develop quality Early Childhood Educators who provide a culturally rich and nurturing environment, understand how children learn and develop, help each child to build creative and critical thinking skills, and build positive relationships with families.
- Promote the integration of current theories, active learning methods, developmentally appropriate practices and classroom management techniques into all early childhood environments.
- Maintain and measure quality learning in all courses and continue on-going program assessment and development.
- Provide a foundation of liberal education course-work to facilitate student learning from multiple perspectives.

This degree prepares students to work as Lead Teachers in Head Start Classrooms or other early childhood settings. It also provides an appropriate foundation for paraprofessionals in elementary education settings. Leech Lake Tribal College offers a combination of culturally relevant course work, general liberal arts courses, interactive education classes, and practical experience with young children. Instructors provide individual assistance and classroom experiences that address many learning styles.

Many of the classes required for this degree will transfer to four-year institutions for students who may be interested in pursuing a bachelor's degree in Elementary Education with specialization in Early Childhood.

Suggested Study Plan

A. A. Degree in Early Childhood Education SUGGESTED STUDY PLAN								
First Year Students								
Semester 1					Semester 2			
	EDU 100	College Study Skills	1			ART 100 OR Elective	Intro. to Traditional/ Contemporary Art OR Elective in Liberal Arts	3
	ENGL 101	English Composition I	3			ENGL 102	English Composition II	3
	ANI 100	Intro. to Anishinaabe Studies	3			OJI 101	Speaking Ojibwe I	4
	PSYCH 101	General Psychology	3			GEO 200	Cultural Geography	3
	ECE 180/ PSYCH 180	Child Growth & Development	3			ECE 170	The Exceptional Child	3
	ECE 220	Relations/Management of Child Development	3					
	TOTAL CREDIT HOURS		16		TOTAL CREDIT HOURS		16	
Second Year Students								
Semester 3					Semester 4			
	MATH 140	Concepts in Math	4			SPCH 201	Speech and Communications	3
	BIO 101	General Biology I	3			OJI 111	Speaking Ojibwe with Children	3
	BIO 101L	Biology I Lab	1			Elective	Science Elective	3
	ECE 240	Children, Families, and Communities	3			HLTH 100	CPR/First Aid/Healthy Lifestyles	3
	ECE 222	Infant/Toddler Development	4			ECE 299	Preschool Practicum	4
	EDU 101	Pre-professional Skills Test Preparation	1					
	TOTAL CREDIT HOURS		16		TOTAL CREDIT HOURS		16	

Child Development Associate (CDA)

The Early Childhood Education Department may approve up to 10 credits earned through CDA training from an accredited institution to be applied toward required ECE credits. Students who have received their CDA from Leech Lake Tribal College and are taking courses toward an A.A. degree are NOT required to take ECE 180 – 3 credits (Child Growth and Development), or ECE 220 – 3 credits (Relation & Management).

The CDA program is designed for students who are currently employed in an Early Childhood setting (Pre-school, Infant/Toddler, Family Child Care or Home Visitor). CDA certification is the basic training recommended for everyone employed in early childhood environments. Students who successfully complete 10 semester credits of CDA training have fulfilled the requirements necessary to apply for the Child Development Associate certification from the Council for Professional Recognition.

NOTE: CDA courses will be offered each Spring semester ONLY.

ECE 111 (3 credits) – CDA I
ECE 112 (3 credits) – CDA II
ECE 299 Preschool Practicum (4 credits)

Students who have taken CDA courses from Leech Lake Tribal College, and have chosen to pursue an A.A. degree in Early Childhood Education from Leech Lake Tribal College, will have six credits applied toward their Early Childhood A.A. requirements.

Law Enforcement - Associate in Applied Science Degree (A.A.S.)



This degree provides a more limited study of the history, culture, and language of the Anishinaabeg and of the liberal arts and sciences than is possible through the Associate in Arts degree. In exchange, the Associate in Applied Science degree provides opportunities for a student to begin a more in-depth study in one subject area.

Students who elect this option are not primarily interested in transferring to a four-year degree program but instead, wish to enter the job market upon completion of an A.A.S. degree and Peace Officer Standards and Training (POST) certification.

Students pursuing a degree in Law Enforcement are assessed two fees:

- MMPI Testing – \$150.00
- Background Check – \$8.00

Requirements

The Law Enforcement courses offered by Leech Lake Tribal College apply to P.O.S.T. Board Certification. However, all Law Enforcement students must also complete skills courses, which are not presently offered by Leech Lake Tribal College. At this time, Leech Lake Tribal College has an agreement with Hibbing Community College regarding the transfer of all Law Enforcement credits for future attendance in the Skills courses. ***Please note that the skills courses are required before students are eligible to sit for the P.O.S.T. Board Examination.***

POST Skills Training (Hibbing Community College)

LE 300.1	Defensive Tactics
LE 300.2	Traffic Enforcement
LE 300.3	Defensive Driving
LE 300.4	Firearms Training
LE 300.5	Night Patrol & Field Operations
HEA 140	First Responder (3 credits) or HEA 145 EMT (6 credits)

Students considering this program should be aware that no person will be admitted to the Professional Peace Officer Program who:

1. Poses a serious threat to the health and safety of themselves or others.
2. Has been convicted of a felony.
3. Has been convicted under MN Stat. 609.221-224 (assault) or 609.52 (theft).
4. Has been convicted of a crime for which the penalty was enhanced under MN Stat. 626.5531 (Bias Crime).
5. Has been convicted of any other specific crime which would preclude licensure.
6. Has been convicted of misconduct by an officer under MN Stat. 609.43.

7. Has been convicted of any of the above crimes in other state or federal jurisdictions, or under a local ordinance, that would be a conviction if committed.

Upon entrance and registration for Law Enforcement classes, all students are asked to complete a criminal background check with the State of Minnesota. Students are not *required* to complete the criminal background check; however, for students planning to complete the Peace Officer Standards and Training (POST) for law enforcement licensure, a background check must be filed. If a student's criminal background check puts him/her at risk of being ineligible for POST certification, that student will be informed of such by the Chair of the Law Enforcement Department. If necessary, other program options will be recommended.

Mission:

The Law Enforcement Program supports the institutional mission and goals of Leech Lake Tribal College by...

1. *Seeking to promote and facilitate respect and appreciation for Anishinaabe heritage and culture;*
2. *Providing course subject and content for students that*
 - *is culturally-responsive to the changing academic, vocational, and personal enrichment goals of its diverse community*
 - *strives to incorporate best practices that will ensure the highest standards are maintained for the Associate in Applied Science Degree offered, and thereby*
 - *provides students with the quality technical and general education necessary to enter the workforce as a law enforcement or criminal justice professional after graduation*
 - *provides for life-long learning by maintaining articulation agreements with four-year institutions.*

In order to fulfill this mission, our goals are to:

- ❖ *Introduce students require students to practice the critical thinking skills used in law enforcement field.*
- ❖ *Examine and learn from historically lessons and apply those in the present time for best practices, opportunities , the future and current trends.*
- ❖ *Provide students with the quality technical and general education necessary to pass the Minnesota POST licensure exam.*
- ❖ *Provide a program that adheres to traditional police policy, rules, regulations and a defined disciplinary process.*
- ❖ *Maintain Minnesota POST Certification*

A. A. S. Degree in Law Enforcement SUGGESTED STUDY PLAN								
First Year Students								
Semester 1					Semester 2			
	LE 105	Introduction to Criminal Justice	3			LE 100	Physical Conditioning	3
	LE 210	Juvenile Delinquency and Justice	3			LE 111	Minnesota Selected Statutes	3
	ITECH 100	Computer Applications I	3			LE 150	Report Writing	3
	EDU 100	College Study Skills	1			ANI 100 Or ANI 200	Intro to Anishinaabe Studies Or Indigenous Leadership	3
	ENGL 101	English Composition I	3			BIO 101	General Biology I	3
	SPCH 201	Speech/ Communication	3			BIO 101L	General Biology I Lab	1
	TOTAL CREDIT HOURS		16			TOTAL CREDIT HOURS		16
Second Year Students								
Semester 3					Semester 4			
	LE 110	Minnesota Traffic Law	3			LE 223	Controlled Substances: Identification and Investigation	3
	LE 280	Police Ethics	3			LE 221	Evidence and Procedure	3
	LE 122	Constitution Law & Civil Liability	3			LE 211	Community Policing	3
	SOC 101	Introduction to Sociology	3			POL SC 225	Treaty Law and Tribal Sovereignty	3
	PSYCH 101	General Psychology	3			PSYCH 220	Abnormal Psychology	3
	TOTAL CREDIT HOURS		15			TOTAL CREDIT HOURS		15

COURSE DESCRIPTIONS

ACCT 150

Financial Accounting (4 credits)

Introduction to the fundamentals of accounting. Topics include the general accounting cycle, the balance sheet, and the income statement.

Prerequisite: MATH 140 (equivalent or higher).

ANI 100 (3 credits)

Introduction to Anishinaabe Studies

Introduction to the content areas of the Indigenous Leadership curriculum, including an overview of Anishinaabe culture, history, and philosophy, federal Indian policy, land and environment, Anishinaabe gender roles, and contemporary social issues.

ANI 200 (3 credits)

Indigenous Leadership

In this course, each student will build a personal vision of and commitment to community engagement. Students will explore concepts of “leadership” in society and in Anishinaabe communities. Through several active learning modules, students will gain confidence through achievement in identifying community concerns, developing and doing service-related projects, and reflecting actively on their experience. Emphasis will be on Anishinaabe thought, communication and behavior.

ANI 290 (2 credits)

Knowledge Bowl Preparation

Students will study for and answer trivia-type questions, based on information gleaned from select books and videos, in preparation for the Knowledge Bowl competition at the annual AIHEC Student Conference. Questions may pertain to various Indigenous cultures, languages, histories, and literatures. The final team will consist of four members, plus an alternate, who will travel to the spring AIHEC Conference. Total commitment and a willingness to engage in extra hours of outside study are essential for making the team. **This course may be taken only once for credit.**

ART 100 (3 credits)

Introduction to Traditional/Contemporary Art

A studio art course teaching students an appreciation for, and skills in, both traditional and contemporary art media, design, beadwork, and techniques of basic drawing, painting, three-dimensional art, carving and pottery. *Course Fee: \$60.*

ART 102 (3 credits)**Introduction to Pottery**

This studio art class introduces students to traditional and contemporary pottery techniques. Hand-building will be the main focus. Videos and demonstrations will help students understand the methods of various hand-building techniques. All students will be required to produce a project in each of these methods: pinch pot, coil, slab, press mold, and function sculpture. *Course fee: \$50.*

ART 104 (3 credits)**Moccasin Making**

A studio art class introducing students to the traditional practice and history of Ojibwe-style puckered, round-toe moccasin making. Students will have opportunity to work with smoke-tanned moose hide (a traditional material), with a selection of seed beads. They will learn the traditional practice of designing an Anishinaabe floral pattern, as well as appliqué stitch beadwork and hand-stitching of the moccasin. Documentary notes and diagrams of each stage of the process will be required. Prerequisite: Art 100. *Course fee: \$60.*

ART 107 (3 credits)**Drawing I**

A studio course emphasizing basic drawing techniques such as how to hold a pencil when drawing and shading or putting tone into a drawing. Some drawing vocabulary must be learned, and students will explore a variety of drawing subjects (squares, cones, circles, and cylinders). From these basic shapes, students will advance to landscapes and many other natural subjects. *Course fee: \$50.*

ART 108 (3 credits)**Sculpture**

A studio art class focusing on Native American imagery with a 3-dimensional objective. Students will be expected to research Native imagery from a legendary point of view. Learning basic carving techniques and the use of electric and hand tools, taking appropriate safety precautions, will be a primary objective. Carving-rock suitable for the beginning stone carver will be used. *Course fee: \$50.*

ART 109 (3 credits)**Water Color Painting**

A studio course teaching basic water color techniques and fundamentals. Students will learn the simplicity and dynamics of water and color combined to create uncontrolled translucent washes. Control of the techniques will be acquired with repetition and practice. Prerequisite: Art 107. *Course fee: \$50.*

ART 110 (3 credits)**Acrylic and Oil Painting**

This course will provide a foundation in painting. Students will learn basic fundamentals, as well as technical skills. Creativity and composition, along with the

study of traditional painting, will be strongly emphasized. Students will also learn of the contributions of great Native American painters who paved the way for painting enthusiasts of the 20th Century. Prerequisite: Art 107. *Course fee*: \$50.

ART 113 (2 credits)

Jingle Dress

This studio fabric art course will introduce students to the history and making of Anishinaabe jingle dresses. Students will learn design, jingle-making, color-coordinating, and hand-stitching, along with various techniques on the sewing machine. *Course fee*: \$60.

ART 114 (2 credits)

Star Quilt-Making

This course provides the foundation for successful star quilt-making. All traditional aspects will be covered, including technical skills such as quilt-layout design, color schemes, sewing machine operation, and hand-stitching. *Course fee*: \$60.

ART 116 (2 credits)

Introduction to Beadwork

This course provides a foundation for successful beadwork. All technical aspects will be covered, including appliqué techniques, various beadwork characteristics and origins, and thread/needle sizes appropriate for different materials. The course is designed to enhance confidence in beading and stitching. *Course fee*: \$60.

ART 180 (3 credits)

Video Production

Introduction to photographic and digital imaging techniques, with special emphasis on design and communication areas. *Course fee*: \$50.

ART 207 (3 credits)

Drawing II

This course will focus on increasing the student's knowledge of drawing techniques and principles. Students will have opportunity to pursue their own individual drawing interests. Students will begin working with thematic drawings and experimental techniques in order to communicate personal solutions to given assignments. Prerequisite: ART 107. *Course fee*: \$50.

ART 208 (3 credits)

Sculpture II

This course focuses on sculptural intuition and technical skills. Students will have opportunity to explore and develop their interest in sculpture, with an emphasis on individual design and technique. Students will also examine and use various types of stone and other sculpting materials. Prerequisite: ART 108. *Course fee*: \$50.

ART 210 (3 credits)**Photography**

Introduction to photography and use of adjustable cameras. Principles of photography, lenses, film, lighting, composition. Introduction to developing and printing of black and white negatives. *Course fee: \$50.*

ART 281 (3 credits)**Advanced Studio Art**

Advanced study in a studio art medium, including beadwork, painting, pottery, and textiles. Students will have the freedom to explore their individual gifts and to create one or more works of art during the semester. Prerequisite: Any ART course. *Course fee: \$50.*

BIO 101 (3 credits)**General Biology I**

Introduction to animal and plant biology, including traditional herbs and plants used by the Anishinaabeg people. Emphasis of this course is on studies from a whole system perspective. It includes principles of biodiversity and ecology and their relationship to humans. Both Indigenous and Western scientific views will be explored.

BIO 101L (1 credit)**General Biology Lab**

Laboratory for General Biology I. Concurrent enrollment with Biology 101 required.

BIO 102 (3 credits)**General Biology II**

Introduction to cell structure, cell function, genetics and reproduction.

BIO 102L (1 credit)**General Biology II Laboratory**

Laboratory for General Biology II. Concurrent enrollment in Biology 102 required.

BIO 104 (2 credits)**Science Bowl Preparation**

Students will study for and participate in jeopardy-style competitions in preparation for the Science Bowl competition at the annual AIHEC Student Conference. Questions will pertain to general science, as well as the following specific sciences: biology, physics, chemistry, math, astronomy, and earth science. The final team will consist of three members, plus an alternate, who will travel to the spring AIHEC Conference. Total commitment and a willingness to engage in outside study are essential for making the team. This course may be taken only once for credit.

BIO 125 (3 credits)**Wildlife Management**

Introduction to wildlife management practices of species of wildlife within the bio-region of Leech Lake Reservation and Northern Minnesota. Stresses the cultural significance of animal life and compares different understandings and economic practices of wildlife management expressed through modern wildlife management and tribal practices.

BIO 130 (3 credits)**Wildlife Biology**

Study of common animals of Northern Minnesota and their interaction with the environment and other animals of the region. The cultural significance of animals to indigenous peoples will also be addressed.

BIO 130L (1 credit)**Wildlife Biology Lab**

Concurrent enrollment in Biology 130 required.

BIO 140 (3 credits)**Ecology**

Study of the relationship between living and non-living things that make up the natural world. Includes natural biochemical processes, interaction between plants and animals, predator-prey relationships, and seasonal cycles.

BIO 140L (1 credit)**Ecology Lab**

Concurrent enrollment in Biology 140 required.

BIO 200 (3 credits)**Ethnobiology**

This course examines two worldviews of understanding the natural world: western scientific analysis and the Anishinaabe perspective. Laboratory and empirical analysis will be integrated with cultural values, traditions, and techniques to deliver a holistic and intimate knowledge of the natural world. This course will explore the cycles of the natural world and how all living things are related and maintain balance in their respective communities.

BIO 202 (3 credits)**Human Anatomy & Physiology**

An elementary course in the structure and physiology of the human body.

BIO 202L (1 credit)**Human Anatomy & Physiology Laboratory**

Concurrent enrollment in Biology 202 required.

BIO 204 (3 credits)**Environmental Science**

This course is a study of basic interrelationships of organisms and their environment. Special emphasis will be placed on Indigenous values pertaining to the environment, and to the effects of modern technology on the environment.

BIO 210 (3 credits)**Botany I: Plant Form and Function**

This course will focus on the anatomy and physiology of plants, fungi, and mosses with particular emphasis on the flora of the bioregion of Leech Lake and Northern Minnesota. Emphasis on plant growth and development, photosynthesis, respiration, nutrition and reproduction.

BIO 210L (1 credit)**Botany I Laboratory**

Concurrent enrollment in Biology 210 required.

BIO 285 (3 credit)**Remote Sensing**

Introduction to Remote Sensing principles and interpretation through the use of satellite imagery. Students will use Remote Sensing techniques to study the Leech Lake area. Interpretation and significance of images will be discussed.

BIO 291 (3 credits)**Indigenous Science**

Students will develop a dualistic understanding, both cultural and Western scientific, of the natural world. A study of the ecological phenomenon or natural processes reflected in many Anishinaabe traditions and ceremonies. Cultural values, integrated with science, will allow students to critically analyze, from an evolved indigenous world view, contemporary environmental problems such as deforestation, ozone depletion, genetic engineering, climate change, and biodiversity.

BIO 294 (3 credits)**Science Research Project I**

Students have the opportunity to explore and work on scientific research either locally or abroad. Students will be exposed to the scientific method as defined and excepted within the scientific community. Progress reports and a final report required for completion. Research project and time frame arranged by science faculty. Instructor approval is required for enrollment in this course.

BIO 295 (3 credits)**Science Research Project II**

Students have the opportunity to explore and work on scientific research either locally or abroad. Students will be exposed to the scientific method as defined and excepted within the scientific community. Progress reports and a final report required for completion. Research project and time frame arranged by science faculty. Instructor approval is required for enrollment in this course. Prerequisite: Successful completion of BIO 294.

BIO 299 (3 credits)**Biology Internship**

Opportunity to work in government or private industrial scientific research programs, either locally or abroad. Progress reports and final report required for completion. Arranged by faculty.

BLTD 100 (1 credit)**Construction Codes**

This course teaches students to use research materials related to local, national, and international building codes.

BLTD 110 (2 credits)**Blueprint Plans & Specifications**

This course provides the student with a general knowledge of blueprints, terminology and symbols to be interpreted into building specifications.

BLTD 112 (2 Credits)**Construction Estimating**

This course covers the process, techniques and mathematical equations used in materials cost and quantity estimating building projects.

BLTD 114 (1 Credit)**Construction Safety**

This course provides students with an understanding of occupational safety practices, basic requirements, purpose and enforcement of general safety rules.

BUS 100 (3 credits)**Introduction to Business**

Introduction to the internal and external business environment, organization and operations, the business functions of marketing, financial and human resource management with an emphasis on social responsibility and ethics.

Prerequisite: none. However, this course is recommended prior to taking other business courses.

BUS 160 (3 credits)**Human Resource Management**

A study of the roles of human resources management functions: principles and practices in selection, staffing, wage and salary administration, training, motivating, collective bargaining, and human resource development.

Prerequisite: none; however, BUS 100 is recommended.

BUS 190 (3 credits)**Principles of Marketing**

Focus is on key marketing concepts and terminology, emerging markets and awareness of the diverse and cultural issues in marketing, and strategies/best practices engaged in response to socio/cultural changes in the domestic and international marketplace.

BUS 205 (3 credits)**Business Research Writing**

Traditional principles of writing /speaking with focus on the development of business research/reporting skills, ethical aspects of reporting, and successful collaborative writing. Prerequisite: ENG 101 – English Composition, and completion of 100-level Business Management core courses.

BUS 230 (3 credits)**Management/Leadership**

An overview of the principal functions of management, a study of effective leadership and successful supervisory principles and the difference between management and leadership. Topics covered include critical-thinking exercises for solving management dilemmas. Prerequisite: Completion of 100-level Business Management core courses.

BUS 250 (3 credits)**Business Law**

A study of the principles of law in the American legal system. Topics include: contracts, sales, negotiable instruments, bank deposits and collections, secured transactions, and bankruptcy. This course is designed to help students understand the legal system and apply it to the business world. Prerequisite: Completion of 100-level Business Management core courses.

BUS 260 (3 credits)**Business Communications**

The course assists students in gaining an understanding of the communication process, writing and organization methods, and oral aspects of communication in business. Emphasis is also placed on new technology in business communications.

Prerequisite: ENG 101 – English Composition, and completion of 100-level Business Management core courses.

Prerequisite: ENG 101 – English Composition, and completion of 100-level Business Management core courses.

BUS 295 (3 credits)**Special Topics**

Guided study of emerging business-related issues or that reflects student, reservation, or community interests. Prerequisite: Completion of 100-level Business Management core courses and Business Management Program approval.

BUS 299 (3 credits)**Business Internship**

This is an opportunity for the student to apply classroom theory to hands-on learning experiences. Prerequisite: Completion of 100-level Business Management core courses, and instructor approval.

CARP 110 (2 Credits)**Framing Principles**

This course is designed to provide a general understanding of the principles of floor, wall, stair and roof framing.

CARP 114 (4 Credits)**Framing Sustainable Design**

This course is designed to provide hands-on experience in constructing basic floor frames, wall frames, stair frames, ceiling and roof frames.

CARP 116 (2 Credits)**Foundation & Footing Design**

This course provides basic skills and knowledge to prepare site layout, footings, and foundations for home construction.

CARP 118 (4 Credits)**Interior Environmental Design**

This course provides hands-on experience in the application and materials of drywall, trim and cabinetry. Prerequisite: CARP104.

CARP 120 (3 Credits)**Exterior Environmental Design**

This course provides a basic knowledge of and hands-on experience in exterior finishes such as siding, soffits and fascia coverings.

CARP 122 (2 Credits)**Roofing Design**

This course continues to expand on the student's proficiency in the application and knowledge of exterior finishes to include windows, doors, and roofing.

CARP 124 (2 Credits)**Commercial Design & Installation Techniques**

This course provides the student with the opportunity to apply the knowledge and techniques necessary to select materials and construct decks, railings and stairs according to a predetermined plan. Prerequisite: CARP112.

CHEM 100 (3 credits)**Foundations of Chemistry**

This course will cover the basic principles and concepts of inorganic, organic, and biological chemistry. Topics will include states of matter, measurements, elements, atoms and the periodic table, chemical bonding, chemical equations, gases, liquids and solids, energy and equilibrium reaction, acid-base and oxidation reduction.

CHEM 100L (1 credit)**Foundations of Chemistry Lab**

Must be taken concurrently with CHEM 100.

CHEM 101 (3 credits)**General Chemistry**

An in-depth survey of inorganic chemistry. This course stresses the concepts and language of chemistry, including periodic properties, reactions, mathematics and algebraic manipulation of existing formulas, physical chemistry, and environmental issues dealing with the topic of atmospheric gases and surface groundwater.

Prerequisite: CHEM 100 or equivalent.

CHEM 101L (1 credit)**General Chemistry Laboratory.**

Concurrent enrollment in Chemistry 101 required.

CHEM 102 (3 credits)**General Chemistry**

An advanced study of inorganic chemistry. Topics include in-depth mathematical formulas of chemistry and their manipulation, acid-base chemistry, complex reactions and their prediction, thermodynamics, nuclear chemistry, metallurgy, and an introduction to organic chemistry. Prerequisite: CHEM 101 or equivalent.

CHEM 102L (1 credit)**General Chemistry Laboratory.**

Concurrent enrollment in Chemistry 102 required.

ECE 111 (3 credits) – CDA I

Orientation to the process of CDA credentialing. Development of CDA written requirements. Introduction to theme-based teaching. Students will meet with instructor independently three times each month and attend monthly group meetings.

ECE 112 (3 credits) – CDA II

Continuation of training offered in ECE 111. Observation and individual assessment of students in their work environment. Development and presentation of appropriate final projects. Completion of CDA written requirements. Students will meet with instructor independently twice a month and attend three group meetings. Students will also be observed by the instructor at least two times during the semester.

ECE 113 (1 credit) - CDA Renewal

This course assists students in receiving their CDA renewal. Initial CDA certification needs to be renewed in three years, and then every five years after that. Students are also required to verify having taken a three-credit course in Early Childhood Education in addition to the original CDA training.

ECE 114 (1 credit) – CDA Second Setting

This course is designed for students who have a CDA in one setting (Preschool, Infant & Toddler, or Family Child Care) and wish to receive a CDA in another setting.

ECE 170 (3 credits)**The Exceptional Child**

This course explores the development of children with special needs and focuses on integrating children with special needs into child care and educational settings. Prerequisite (or concurrent enrollment): PSY 101.

ECE 175**Independent Study**

A course, to be arranged individually with the instructor, for students who have earned 6 credits in CDA, but who need further assistance in preparing for the CDA verification visit.

ECE 180 (3 credits)**Child Growth and Development**

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. Prerequisite (or concurrent enrollment): Psychology 101. **Cross listed as Psychology 180.**

ECE 200 (3 credits)**Preschool Curriculum**

This course focuses on the development of enrichment curriculum. Students will create lesson plans and thematic units concerning culturally appropriate and/or regionally appropriate and/or developmentally appropriate topics. Students will be required to establish rationale and assessment for all activities.

ECE 205 (3 credits)**Children and Literature**

This course prepares students to create early childhood environments that appropriately support emergent literacy. Students will learn to use multicultural books, props and materials to engage children in a variety of singing, speaking, listening, pre-reading and pre-writing activities that develop hand-eye coordination and early literacy.

ECE 220 (3 credits)**Relations & Management of Child Development**

Students will explore and develop skills in relations with young children, parents, and co-workers. Guidance and anti-bias techniques for building and maintaining an encouraging classroom are addressed. A practicum in pre-primary settings is required.

ECE 222 (4 credits)**Infant/Toddler Development**

This course provides an overview of infant/toddler learning experiences in home or center-based settings through the arrangement of physical setting, provision of materials, construction of curriculum, and implementation of learning experiences. Learners will integrate knowledge of developmental needs, developmentally appropriate environments, and effective care-giving and teaching methods in an approved lab setting. **(3 lecture credits, 1 lab credit)**

ECE 240 (3 credits)**Children, Families and Communities**

This course is designed to increase the student's capacity to build positive relationships with parents and other family members. A variety of issues, such as providing a culturally sensitive environment, parent involvement in the classroom, emotional /social development of young children, communication with difficult families, and working with diverse communities, will be addressed.

ECE 285 (1 -3 credits)**Topics in Education**

Students who wish to pursue a specific topic of interest may register for this course as an independent study with faculty permission.

ECE 299 (4 credits)**Preschool Practicum**

This course provides the student with field experience in an early childhood setting. Observations and evaluations will be conducted by the tribal college education faculty. Student presentations will be observed. Application of theories and techniques discussed in the classroom will be emphasized. Individual student portfolios will be completed.

EDU 100 (1 credit)**Introduction to College–Study Skills**

This course is designed to help students negotiate the complexities of college—from selecting classes and completing degree requirements to finding one's way through the financial aid maze. Study skills such as effective reading strategies, note-taking, and time management will be taught.

EDU 101 (1 credit)**Pre-Professional Skills Test (PPST) Preparation**

This course is designed to help students prepare for the Pre-Professional Skills Test (PPST), which measures basic proficiency in reading, writing, and mathematics. All individuals seeking teacher certification in the state of Minnesota must successfully complete all sections of the PPST, and four-year colleges require that an individual pass all sections of the test prior to applying for admission to a teacher preparation program.

ELEC 110 (4 Credits)**Introduction to Electrical Circuit Theory (lab & lecture)**

This introductory course provides the student with the knowledge of electrical theory including, Ohm's Law, complex circuits, inductive and capacitive circuits as it relates to the National Electrical Code.

ELEC 114 (2 Credits)**Materials and Codes**

This course covers the materials used in construction electricity and an understanding in the use of the National Electrical Code book and how it applies to electrical applications on the job.

ELEC 116 (2 Credits)**Introduction to Residential Wiring**

This course covers a basic understanding and the applied skills for residential wiring in compliance with the National Electrical Code. Co- or Prerequisite: BLDG114.

ELEC 118 (4 Credits)**Electrical Circuit Theory, lab & lecture**

This course provides the student with an understanding of complex RLC circuits, single-phase and three-phase transformer connections and calculations.

ELEC 120 (4 Credits)**Residential Wiring – National Electric Code**

This course covers branch and general circuits in residences. Topics include the calculation of various electrical cables, special and general outlets, calculations for service-entrance equipment, ground-fault circuit interrupters. Lab is included for practical application and skills building.

ELEC 122 (3 Credits)**Electrical Services**

This course covers requirements and installation of service entrance equipment. Topics included are service materials, installation procedures, meters, service and conduit sizes, panel types, bonding, grounding and over current protection.

ELEC 124 (3 Credits)**Electrical Blueprints**

This course covers the construction and design of residential buildings. Topics include terminology, different types of plans, symbols, specifications, and the requirements for installing electrical cables, special, and general outlets, based on the National Electrical Code.

ELEC 208 (4 credits)**Commercial Wiring I**

This course will introduce the student to the commercial aspect of the wiring industry. What the industry considers as commercial jobs and the basic knowledge needed to do commercial work. The math, material identification, tools used, and code references will be presented to the student.

ELEC 208 L (8 credits)**Commercial Wiring I Lab**

This course will allow the student to utilize the tools, materials, and techniques used in commercial work. This class will be making field trips to commercial job sites to see how using these skills results in completed projects.

ELEC 210 (4 credits)**Industrial Wiring I**

This course will introduce the student to the industrial construction field. During the semester the student will learn to use the tools, materials, and techniques used in the industrial construction field. Field trips will be used to show students the results of the training they receive.

ELEC 210L (8 credits)**Industrial Wiring I Lab**

This course will teach the student to use the tools, materials, and techniques to build industrial electrical systems in the class room. Field trips will be used to show the student how the systems are used on the actual projects in the field. Control systems will be demonstrated during the semester.

ELEC 212 (2 credits)**Electrical Blueprints II**

In this class, students will continue learning to use blueprints as associated with the commercial construction field. Students will utilize prints and specification books from actual projects to see how commercial jobs are completed.

ELEC 216 (3 credits)**Motors and Controls**

Introduces the fundamental concepts, principles, and control devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include principles of motor control, control devices, symbols and schematic diagrams, and Article 430 N.E.C.

ENGL 096 (3 credits)**Writing and Reading Skills**

This course emphasizes integration of skills and strategies for academic reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing coherent paragraphs. *Note: This course does not count toward graduation and is not transferable to another institution.*

ENGL 101 (3 credits)**English Composition I**

A writing course reviewing the basics of sentence construction and essay development; emphasis on style, organization, coherence, and persuasion in written discourse; extensive practice in communication skills: reading, critical thinking, speaking, listening, and writing. College Placement Test required (students not scoring a passing grade on the exam will be placed in ENGL 096).

ENGL 102 (3 credits)**English Composition II**

A writing course reviewing components of ENGL 101 and refining general composition skills; emphasis on expository and argumentative writing, including researched, documented essay; study of research methods and sources, with emphasis on analytical reading. Prerequisite: ENGL 101.

ENGL 150 (3 credits)**Technical and Professional Writing**

A course in principles of effective writing for career and technical fields. Experience in writing for various purposes and audiences relevant to students' career interests. Special sections may be arranged in cooperation with specific professional programs. Prerequisite: ENGL 096 or passing score on entrance exam.

ENGL 200 (3 credits)**Literature and the Environment**

This course explores the concept of "environment" through different literary modes and examines the historical development of the environmentalist movement in North America. Emphasis will be placed upon writing and critical thinking, as well as reading. Prerequisites: ENGL 101 and 102.

ENGL 220 (3 credits)**Creative Writing**

Workshop course in the techniques of writing drama, the short story, the novel, poetry, and creative non-fiction. Prerequisites: ENGL 101 and 102.

ENGL 250 (3 credits)**Contemporary American Indian Literature**

A critical study of selected works of contemporary American Indian writers, including novels, short stories, autobiographies, plays, and poetry. Prerequisites: ENGL 101 and 102.

ENGL 299 (3 credits)**Special Topics in Literature**

An intensive study of a particular genre of literature such as autobiography, science fiction, the novel, poetry, short story, travel narratives, etc. Prerequisites: ENGL 101 and 102.

FOR 101 (3 credits)**Introduction to Forestry**

A broad overview of forests located around the world, with special emphasis placed on the forests of the Leech Lake bio-region. The history of forest management, with an emphasis on the Leech Lake bio-region, will be covered.

GEOG 200 (3 credits)**Cultural Geography**

Exploration of the interaction of the earth, plants, animals, and people as they create the web of life. Examination of the cultural meanings of place as developed by indigenous peoples and how those ideas compare to and conflict with modern ideas of place.

HIS 101 (3 credits)**US History**

A survey of American/United States history from an indigenous perspective. Includes history of indigenous cultures in pre-contact America; the interaction of Euro-American, African, and Indigenous peoples during exploration and colonization; development of new blended cultures; founding of a new nation; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of the indigenous population and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

HIS 150 (3 credits)**History of Leech Lake**

A survey of Leech Lake history from an Indigenous perspective; includes history of the land and people of pre-contact America; the interaction of Americans, Europeans, and indigenous peoples during exploration and colonization; development of Ojibwe culture and philosophy; founding of the reservation and the Minnesota Chippewa Tribe, Inc.; and growth of cultural tensions. Includes discussions of the increasingly diverse make-up of the Leech Lake population and communities, and emphasizes the development of analytical skills focusing on reading, oral presentation, and writing.

HLTH 100 (1-3 credits)**CPR/First Aid and Healthy Lifestyles**

Students will become certified in basic first-aid measures and in adult and pediatric CPR techniques. Students will be introduced to the components of holistic health, with special emphasis on nutrition, exercise, and weight control.

HLTH 240 (3 credits)**Contemporary Health Issues**

Students will examine personal lifestyle choices related to physical, mental, emotional, social, and spiritual health. Wellness is viewed as holistic, encompassing one's entire lifestyle. Cross listed as NUTR 240.

ITECH 090 (3 credits)**Computing Skills**

This course is a basic introduction to the use of personal computers for the novice. Topics covered include keyboarding, computer basics, using the operating system, elementary word processing, e-mail, and browsing the World-Wide Web. Note: *This course does not count toward graduation and is not transferable to another institution.*

ITECH 100 (3 credits)**Computer Applications I**

This course will cover the basic use of computers. Topics include the history and impact of computers, computer systems, and an introduction to hardware and software applications, such as operating systems, e-mail, World-Wide Web browsers, search engines, word processing, spreadsheets, databases, and presentation graphics. Prerequisite: ITECH 090 or passing score on entrance exam.

ITECH 101 (3 credits)**Intermediate Keyboarding**

Development of keyboarding speed and accuracy and proofreading skills. Students will begin to learn how to format and produce documents such as memos, letters, envelopes, forms, tables, and reports.

ITECH 108 (3 credits)**Professional Office Procedures**

Topics covered include typical office tasks such as telephoning, mailing, filing, making meeting arrangements, making travel arrangements, caring for office equipment, ordering office supplies, managing time and producing documents.

ITECH 150 (3 credits)**Computer Applications II**

Topics will focus on expanding the student's understanding, use, and integration of office productivity tools and integrating those tools into projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. Prerequisite: ITECH 100.

ITECH 190 (3 credits)**Introduction to Computer Science**

This course provides a broad introduction to computer science. Topics include programming, hardware, artificial intelligence, and the history and impact of computers. Prerequisite: ITECH 150.

ITECH 205 (3 credits)**Computerized Video Production**

Students will create a video presentation using digital video camcorder, still camera, and Adobe Premiere software. Prerequisite: ITECH 150, or instructor's permission.

ITECH 210 (3 credits)**Introduction to Programming**

An introduction to programming (algorithmic problem solving), using one or more programming languages. Topics include assembler language, structured, object-oriented, functional, and declarative programming. Students will acquire skills in designing and writing programs. Prerequisite: ITECH 150.

ITECH 224 (3 credits)**Spreadsheet Concepts Using Excel**

Expansion on the introduction to Excel offered in Iech150. Prerequisite: ITECH 150.

ITECH 225 (3 credits)**Advanced Computer Applications**

This course will focus on expanding the student's understanding, use, and integration of office productivity tools, by integrating them into complex projects. Emphasis will be on word processing, spreadsheets, databases, and presentation graphics software, but may also include other relevant topics. Prerequisite: ITECH 150.

ITECH 230 (3 credits)**Database Concepts Using Access**

Introduces database concepts, records management and database microcomputer software. Topics include database structure and maintenance, file and report generation.

ITECH 270 (3 credits)**Web Page Design**

Creating interactive Web Pages with HTML, Javascript, PERL scripts and Web Page authoring software. Prerequisite: ITECH 150.

ITECH 280 (3 credits)**Desktop Publishing**

Introduction to desktop publishing. Covers the creation of brochures, newsletters, advertisements, and reports. Includes the use of graphics in documents for both paper and electronic documents. Prerequisite: ITECH 150, or instructor's permission.

ITECH 282 (3 credits)**A+ Certification Hardware Core**

Preparation for the CompTia A+ Certification Hardware Core Exam.

Prerequisite: ITECH 150.

ITECH 283 (3 credits)**A+ Certification Operating Systems Core**

Preparation for the CompTia A+ Certification Operating Systems Core Exam.

Prerequisite: ITECH 150.

ITECH 292 (1-3 credits)**Information Technology Internship**

This course is a practicum experience in the college computer lab or in a local workplace environment. Students who wish to do a specific internship should seek out their advisor and the instructor early enough to allow arrangements to be made.

ITECH 299 (1-3 credits)

Special Topics in Information Technology Independent study of advanced topics in Information Technology. Arranged by faculty.

LE 100 (3 credits)**Physical Conditioning**

Physical fitness designed specifically for job-related strength, agility, flexibility, speed, and cardiovascular endurance.

LE 105 (3 credits)**Introduction to Criminal Justice**

Study of the agencies and processes involved in the criminal justice system: the police, courts and corrections. Overview and analysis of operational practices and innovative programs in policing, court administration, diversion, sentencing, and community corrections.

LE 110 (3 credits)**Minnesota Traffic Law**

Detailed study of the Minnesota Traffic Enforcement code, including selected definitions of traffic enforcement, vehicle registration and insurance requirements, licenses and permits, driving conduct statutes, required equipment and proper functioning mandates, and selected statutes regarding commercial vehicles and loading. Complete coverage of DWI statutes, detecting violations consistent with impaired driving, and processing of impaired drivers.

LE 111 (3 credits)**Minnesota Selected Statutes**

Study of Minnesota statutory law to include criminal code, sentencing, selected statutes for peace officers, and peace officer duties as related to Minnesota state law.

LE 122 (3 credits)**Constitutional Law & Civil Liability**

Comprehensive study of the general principles of the US Constitution, its Amendments, and legal requirements governing enforcement of the criminal code. Prerequisites: LE10, LE111.

LE 150 (3 Credits)**Report Writing**

A course in principles of effective writing for professions and technical fields. Experience in writing for various purposes and audiences relevant to students' career interests. Prerequisite: ENGL 101.

LE 210 (3 credits)**Juvenile Delinquency and Justice**

Examination of juvenile delinquency and the juvenile justice system including its history, definitions, and explanations of delinquency. The application of philosophical, legal, and procedural principles to issues in juvenile justice. Analysis of the juvenile court system with a focus on specific requirements for the processing of juvenile offenders. Includes concepts and issues of status offenses, diversion and placements for juveniles, gang membership, and intervention strategies. Prerequisites: LE105, LE111, LE122.

LE 211 (3 credits)**Community Policing**

Analysis of the function and role of the local police in the U.S. from three perspectives: police-citizen interaction, agency-community relations, and legal-ethical issues of policing in a diverse, democratic society. Special emphasis on problem-solving, conflict management, mediation, and community policing methods in the prevention of crime and civic disorder. Prerequisites: LE105, LE111, LE122.

LE 212 (3 credits)**Victims and Victims' Rights**

Examines victim-offender relationships, interactions between victims and the criminal justice system, and the connections between victims and other social groups and institutions (such as the media, social movements, advocacy groups, legislatures and the state). Explores victims' rights and compensation, fear of crime, measurement of victimization and the impact of victimization on the individual.

LE 221 (3 credits)**Evidence and Procedure**

Comprehensive study of the lawful gathering and evaluation of information concerning criminal acts. Focus on the fundamentals and rules of investigation and evidence collection, including the knowledge and skills necessary for criminal investigation, crime scene management and the collection of evidence.

LE 223 (3 credits)**Controlled Substances: Identification and Investigation**

Study of controlled substance identification, effects on the body and methods of concealment. Analysis of the manufacture, acquisition and distribution patterns of illegal drugs, and the dangers to officers in the handling of both substances and investigations.

LE 225 (3 credits)**Policing Tribal Lands**

Overview of the development of tribal law enforcement from pre-contact to present with a focus on the changing loci of criminal jurisdiction on Indian land in relation to tribal sovereignty. Includes introductory analysis of sovereignty issues and PL280. Prerequisites: LE105, LE111.

LE 280 (3 Credits)**Police Ethics**

An exploration of Police Ethics, including definitions, perceptions, concerns, and the history of police deviance and/or corruption. Police brutality, abuse of authority, police prejudice, and discrimination will be discussed.

MATH 093 (3 credits)**Basic Math Skills**

Topics include integers, decimals, fractions, ratios, exponential numbers, and conversion of decimals, percents, and fractions. *Note: This course does not count toward graduation and is not transferable to another institution.*

MATH 094 (3 credits)**Algebra Skills**

Topics include integers, fractions, exponential numbers, conversion of decimals and percents, fractions, solving equations using the Order of Operations, using the Law of Distribution, solving one-variable equations, interest problems and word problems. *Note: This course does not count toward graduation and is not transferable to another institution.*

MATH 100 (4 credits)**Technical Math**

This course presents basic mathematical topics as they are applied in a technical program. It includes a review of basic mathematical operations, and continues with the development of algebraic and trigonometric skills in a technical setting. Most concepts will be applied through course specific problems. *Note: This course is not intended for transfer.* Prerequisite: MATH 093 or passing score on entrance exam.

MATH 140 (4 credits)**Concepts in Mathematics**

Topics include ancient and modern number systems, history of mathematical development, integers, fractions, exponents, algebraic equations, decimals, statistics, probability, interest, geometry, and graphing. Recommended prerequisite: Math 093 or equivalent.

MATH 150 (3 credits)**College Algebra**

Topics include adding, subtracting, multiplying, dividing, and factoring polynomials; adding, subtracting, multiplying, and dividing rational expressions; complex fractions, algebraic equations, ratio and proportions, graph lines, inequalities, parabolas, midpoint, slope, intercepts, quadratic equations, and completing the square. Recommended prerequisite: Math 094 or equivalent.

MATH 155 (3 credits)**Advanced College Algebra**

Topics include complex numbers, polynomial and rational inequalities, one-to-one functions, inverse functions, exponential functions, logarithmic functions, properties of logarithms, compound interest, growth and decay, parabolas, ellipses, hyperbolas, systems of linear equations, and partial fractional decomposition. Prerequisite: Math 150 or equivalent.

MATH 170 (3 credits)**Statistics**

Topics include introduction to basic terms, data collection, graphs, pareto diagrams, stem and leaf displays, frequency distributions, histograms, measures of central tendency, mean, standard deviation, linear regression, box and whiskers plot, probability, probability distributions, normal probability distributions, sampling distributions, application of the Central Limit Theorem, nature of estimation, hypothesis testing, and confidence intervals. Prerequisite: Math 150 or equivalent.

MATH 210 (3 credits)**Pre-Calculus I**

Topics include algebraic functions (polynomial, rational, exponential and logarithmic), and discrete algebra topics. Prerequisite: Math 155 or equivalent.

MATH 215 (3 credits)**Trigonometry**

This course will cover right triangles, oblique triangles(Law of Sine and Cosine), trigonometric functions, identities, equations, vector operations, polar coordinates and equations and applications of trigonometry in depth. Prerequisite: Successful completion of MATH 155 or equivalent.

MATH 250 (3 credits)**Calculus I**

Topics include review of functions, with emphasis on the graphing and behavior of functions. Limits are introduced and developed. The derivative of a function is defined and applied to algebraic and trigonometric functions. Applications involving maximum, minimum, related rates, curve plotting, and the mean value theorem are presented.

Prerequisite: Math 210 or equivalent.

MUS 105 (3 credits)**Music Appreciation**

This is a survey course designed to help students understand the basic principles of music, the importance of music in peoples' lives, how to listen to music, the value of self-expression, and how music can communicate our ideas and feelings.

MUS 140 (2 credits)**Performance Study: Instrumental or Voice**

Individualized and group instruction in (1) guitar, piano, autoharp, electric guitar, or in (2) development of the voice as the most versatile and natural of human instruments.

MUS 151 (2 credits)**Native American Flute I**

An introduction to the musical history and playing of the indigenous flute. Basic music theory and sight-reading are taught in this class.

MUS 152 (2 credits)**Native American Flute II**

Continuation of Native Flute I. Prerequisite: Music 151.

MUS 160 (2 credits)**Chorus**

Open to anyone who wishes to sing. Emphasis is on learning how human beings use music to express their feelings in ways words alone cannot. Students develop singing skills and the appreciation of quality music from traditional as well as modern sources.

MUS 250 (3 credits)**History of Anishinaabe Music and Dance**

Study of the historical relationship of Anishinaabe music to the life of the Anishinaabe people. Provides practice in singing, drumming, and dancing, and an appreciation of Anishinaabe music. Men and women are invited to participate in this course—men at the drum and women as backup singers.

MUS 299 (1-3 credits)**Individual Topics in Music**

Performance, research, or composition projects designed by the student in consultation with the assisting faculty member (may include recitals).

NUTR 100 (3 credits)**Introduction to Health Professions**

This course will give a broad view of the opportunities for employment in the food and nutrition-related health fields. We will explore career options and develop personal career goals.

NUTR 140 (3 credits)**Food & Nutrition**

An introductory course to nutrition that emphasizes disease prevention and the traditional Ojibwe perspectives that encourage good health.

NUTR 200 (3 credits)**Food Safety**

Principles of safe food handling practices will be taught in this course. We will be using the Serve Safe curriculum that provides students with a marketable job skill when finished with the course.

NUTR 200L (1 credit)**Food Safety Lab**

Must be taken concurrently with Food & Nutrition 200.

NUTR 240 (3 credits)**Contemporary Health Issues**

Students will examine personal and family lifestyle choices related to physical, mental, emotional, social, and spiritual health. Wellness is viewed as holistic, encompassing one's entire lifestyle. Cross listed as HEALTH 240.

NUTR 250 (1-3 credits)**Special Topic Series**

Special topics may include: gardening, maple sugar camp, wild ricing, language immersion camp, wellness conferences, nutrition education assistant practice or student exchange program.

OJI 101 (4 credits)**Speaking Ojibwe I**

The emphasis in this course is on learning the syllabic sounds of Ojibwe and to develop conversational skills in the language, with a goal of using the language in everyday life in Anishinaabe communities.

OJI 102 (4 credits)**Speaking Ojibwe II**

A continuation of Ojibwe I, placing emphasis on vocabulary development and more complex conversation. Prerequisite: OJI 101.

OJI 111 (3 credits)**Speaking Ojibwe with Children**

Students will learn various methods for teaching the Ojibwe language to children, as well as the study of language concepts and storytelling.

OJI 201 (4 credits)**Speaking Ojibwe III**

A course designed to teach advanced grammar and Ojibwe literacy. Verbal skills will be emphasized through storytelling and literacy through composition and media. Prerequisites: OJI 101/102.

OJI 202 (4 credits)**Speaking Ojibwe IV**

A course designed to continue teaching advanced grammar and Ojibwe literacy. The major emphasis of this course will be on public speaking and on writing an Ojibwe composition. Prerequisites: OJI 101/102/201.

OJI 220 (3 credits)**Teaching & Learning Ojibwe**

Students will study various methods for teaching the Ojibwe language for grades K-College. The students will also learn about the oral and written expression of the Ojibwe language from a linguistic perspective and through Ojibwe storytelling, as well as elements of effective teaching and Ojibwe learning styles. Prerequisites: OJI 101/102.

OJI 291 (3 credits)**Special Topics in Ojibwe/Anishinaabe Studies (3 credits)**

Advanced research in Anishinaabe Studies or language topics. May be repeated with different content for credit.

PHIL 200 (3 credits)**Indigenous American Philosophy**

Introduction to the philosophical worldview of the people of Leech Lake and other Indigenous peoples of Turtle Island (North America). Content area includes study of ontology, epistemology, and ethics; creation stories and myths; how Indian philosophy is affected by historical events; and how indigenous Americans have tried to solve philosophical issues, past and present.

PHY ED 101 (1 credit)**Introduction to Golf**

Fundamental skills of golf are taught, including grip, stance, swing patterns, and putting, as well as rules of course play.

PHY ED 103 (1 credit)**Walking for Fitness**

This course promotes a healthy lifestyle through the daily exercise of walking. Special considerations will be made for students with medical limitations.

PHYS SC 100 (3 credits)**Introduction to Physical Science**

Introduction to the general principles of physics examining natural forces in nature such as gravity, velocity, acceleration, mass, density, temperature, heat, magnetic and electricity. Also included is the analysis of atoms, elements, compounds, solar system, geological forces, and the universe.

PHYS SC 100L (1 credit)**Introduction to Physical Science Laboratory**

Laboratory for Physical Science 100. Concurrent enrollment in Physical Science 100 required.

PHYS SC 150 (3 credits)**Indigenous Astronomy**

This course will examine the scientific and cultural knowledge of astronomy relative to various indigenous groups of the Americas, including Ojibwe, Lakota, Pawnee, Maya, and other indigenous nations.

POL SC 150 (3 credits)**American Government**

The structure, development, and function of federal, state, and local governments, their relationship to each other, and their relationship to Indian Nations.

POL SC 225 (3 credits)**Treaty Law and Tribal Sovereignty**

Introduction to treaty law and history and analysis of major treaties affecting the Anishinaabe nation. Draws on actual treaty documents and on case law, which explicates those documents. Theory and practice of self-determination for indigenous peoples and tribal sovereignty.

POL SC 250**Special Topics**

Special topics of current interest, depending upon demand and staff.

PSYCH 101 (3 credits)**General Psychology**

Introduction to the study of human behavior, personality development, and individual differences. Background in the development of psychology as a field of study in western culture.

PSYCH 180 (3 credits)**Child Growth and Development**

This course introduces students to the fundamental psychological principles of children's physical, social, emotional, and intellectual growth and development, and how these principles can be applied to facilitate learning. Multi-cultural and traditional Anishinaabe viewpoints will be explored. Students will begin to develop an individual portfolio of educational materials. Prerequisite (or concurrent enrollment): Psychology 101. **Cross listed as ECE 180.**

PSYCH 220 (3 credits)**Abnormal Psychology**

The study of various mental disorders and behavioral deviations, including causes, symptoms, and treatments. Prerequisite: Psychology 101.

PSYCH 200 (3 credits) Indigenous American Psychology

The concept of holistic lifestyles, society and worldview as practiced and perceived by Indigenous American leaders and Anishinaabe scroll documents. Examination of indigenous behavior, medicine, ceremonies, rituals, and the definition of metaphysical psychology.

SOC 101 (3 credits)**Introduction to Sociology**

The study of society and human behavior as influenced by culture, human interaction, and social structures. Examination of family, education, religion, class, and other phenomena characteristic of world cultures.

SOC 200 (3 credits)**Indigenous American Women**

Study of the role of Indigenous women in traditional and contemporary society and the consequences of colonization on the lives of women. Examination of Indigenous female gender roles and spiritual relationship to family and community, with special emphasis on social change and interpretations of indigenous femininity in American society.

SPCH 201 (3 credits)**Speech and Communications**

In this course students will explore the oral tradition and ways that historical, cultural, and social issues impact the lives of indigenous peoples. They will gain experience in critical thinking, reading, and writing, as well as in public speaking. Prerequisite: ENGL 101.

TA 210**Tribal Administration/Policy (3 credits)**

Special topics in political, legal, social, economic, and sovereignty issues in tribal management. Emphasis on tribal perspective in organization and implementing business strategies. Prerequisite: Completion of 100-level Business Management core courses.

LEECH LAKE TRIBAL COLLEGE PERSONNEL

Administrative Team

Ginny Carney, *President*

B.A., English, Tennessee Temple University, 1969

A.A.S., Nursing, Cleveland (TN) State College, 1978

M.A., English, University of Alaska Anchorage, 1990

Ph.D., English, University of Kentucky, 2000

Eastern Cherokee

Kyle Erickson, *Director of Institutional Advancement*

B.A., Secondary Education, Crown Collette, 1999

B.S., Christian Studies, Crown Collette, 1999

Shelly Pemberton, *Director of Finance*

A.A.S., Business Management, Leech Lake Tribal College, 1998

B.S., Accounting, Bemidji State University, 2004

Member, Leech Lake Band of Ojibwe

Academic Deans & Directors

Robert (Bob) Jourdain, *Director, Learning Center*

B.A., English and American Indian Studies, Bemidji State University, 1992

M.A., English, Bemidji State University, 2008

Member, Couchiching First Nation

Deborah LeClaire, *Dean of Instruction*

B.A., French, Eastern Illinois University, 1990

M.A., English, Eastern Illinois University, 1992

Camille Naslund, *Dean of Student Services*

B.S., Criminal Justice, Bemidji State University, 1990

M.A., Organizational Leadership, College of St. Catherine, 2005

Member, Leech Lake Band of Ojibwe

Melissa Pond, *Director of Library Services*

B.S., English, Minnesota State University, Mankato, 2003

M.A., Library & Information Studies, University of Wisconsin-Madison, 2006

Juanita Wiley-Reopelle, *Director, Office of Community & Continuing Education*

B.S., Elementary Education, Bemidji State University, 2003

Staff

Sidney Bjelland, *Maintenance*

Boiler's License; Diesel Mechanic Certification, Moorhead Tech

Shelly Braford, *Financial Aid Assistant/Recruiter*

A.A., Business Administration, InterContinental University, 2006

Susan Butler, *Director, Information Technology*

B.S., Elementary Education, Eastern Illinois University, 1988

Barbara Carlson, *Financial Aid Director*

Diploma, Information Technology, LLTC, 1997

Member, White Earth Band of Ojibwe

Hazel Chase-Zimpel, *Administrative Assistant*

A.A., Secondary Elementary Education, Northland Community College, 1992

Member, Leech Lake Band of Ojibwe

Amy Erickson, *Administrative Assistant, OCCE*

Christine Fineday, *TRiO Director*

A.A., Business, Leech Lake Tribal College, 1997

B.S., Business Administration, Bemidji State University, 2002

Member, Sisseton/Wahpeton Sioux Tribe

Bill Frederickson, *Desktop Technician/Network Support*

Linda Goggleye, *Executive Administrative Assistant*

Member, Leech Lake Band of Ojibwe

Lori Hilmer, *Retention Counselor*

B.S., Human Services, University of WI, Oshkosh

M.S., Student Personnel Services, Eastern KY University, 1990

Susan Imdieke, *Administrative Assistant, Institutional Advancement*

Anthony (Tony) Jenkins, *Facilities Director*

Member, Leech Lake Band of Ojibwe

Liz Jenkins, *Accounting Clerk*

A.A., Liberal Education, Leech Lake Tribal College, 2007

Member, Leech Lake Band of Ojibwe

Maxine Johnston, *Senior Accountant*

Member, Leech Lake Band of Ojibwe

Roselynn Jones, *Academic Advisor*
B.A., Business Management, University of MN, Morris, 2006
White Earth Band of Ojibwe

Dawn Kingbird, *Human Resources Director*
LPN, Northwest Community College, 1998
A.A., Leech Lake Tribal College, 2002
B.S., Business Administration Management, BSU, 2004
Member, Leech Lake Band of Ojibwe

Flower Kingbird, *OCCE Administrative Assistant*
Member, Red Lake Nation of Ojibwe

Rick Kraker, *Security Officer*
A.S., Sales/Marketing, Bemidji Technical Institute
Diploma, Small Business Management, Detroit Lakes Vocational Technical Institute
White Earth Band of Ojibwe

Mark Lewer, *STEM Multimedia Recruitment Specialist*
A.A.S., Library/Information Technology, Northwest Technical College, 2001

Florenstine (Flossie) Morgan, *Custodian*
Diploma, Carpentry, Leech Lake Tribal College, 2008
Member, Leech Lake Band of Ojibwe

Rebecca Pennington, *Library Assistant/Archivist*
A.A., Liberal Education, Leech Lake Tribal College, 2008
B.A., American Indian Studies, Bemidji State University, 2010
Member, Red Lake Band of Ojibwe

Dawn Plumer, *DETS Recruitment/Professional Developer*, OCCE
B.S., Community Health, Bemidji State University, 2009

Jessica Saucedo, *Receptionist*

Sara Seeyle, *Accounts Payable Office*
Member, Red Lake Band of Ojibwe

Beverly Swan, *Custodian*
A.A., Anishinaabe Studies, Leech Lake Tribal College, 1997
Member, White Earth Band of Ojibwe

Veronica Veaux, *Registrar*
B.S., Business Administration, Bemidji State University, 2008
Member, Leech Lake Band of Ojibwe

Fabian Wind, *Network Support/IT*
A.A., Computer Network Management, Anne Arundel Community College, 2006
Member, Leech Lake Band of Ojibwe

Faculty

Rochell (Rocky) Carpenter, *Carpentry Instructor*
Minnesota Licensed Contractor
White Earth Band of Ojibwe

Karen Cary, *Business Instructor*
B.S., Career and Technical Education, Bemidji State University, 2006

Jeffrey Everhart, *Business Instructor*
B.S., Business Marketing, State University of New York College, Brockport, NY, 2003
MBA, Accounting and Business Administration, Canisius College, Buffalo, NY, 2007

Martha Fairbanks, *Chair, Professional Studies/Law Enforcement Program Director*
B.S., Elementary Education, Bemidji State University, 1999
Professional Peace Officer Education, Central Lakes College, 2004

Elaine Fleming, *Dept. Chair, Arts & Humanities*
B.A., History, Methodist College, Fayetteville, NC, 1985
M.S., Educational Curriculum and Instruction, Bemidji State University, 1999
MFA, Creative Writing, Antioch University, Los Angeles, 2003
Member, Leech Lake Band of Ojibwe

Duane (Dewey) Goodwin, *Art Instructor*
Studies at Institute of American Indian Arts, Santa Fe
Member, White Earth Band of Ojibwe

Bonnie Holmes, *Early Childhood Education Instructor*
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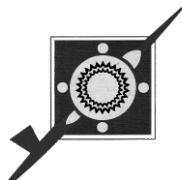
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