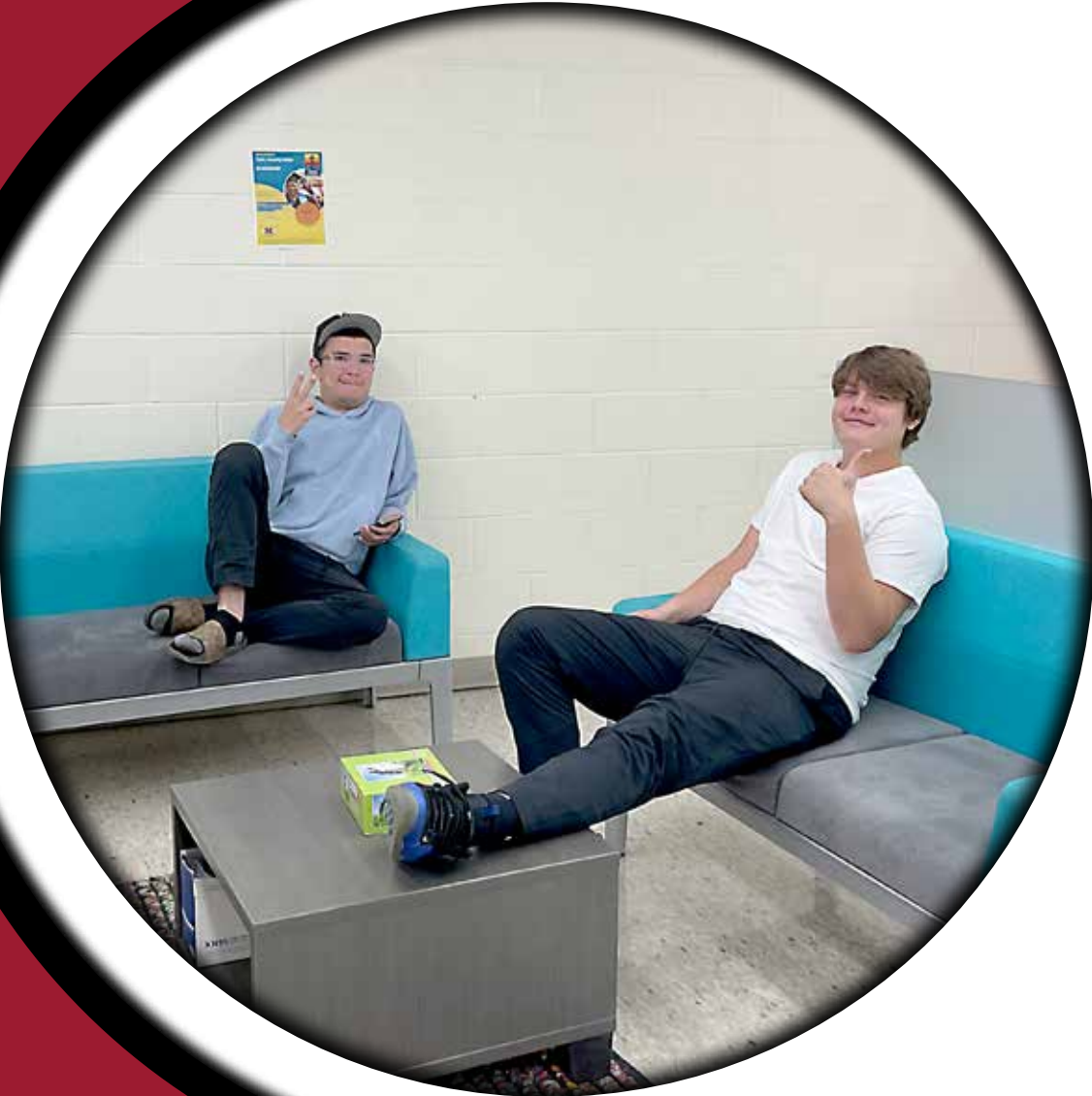




UNITED TRIBES
TECHNICAL COLLEGE

Student Handbook and Planner



2024-2025

Leadership Begins Here



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Message from the President

Leadership Begins Here

Hau' Mikodapi na Mitakuyapi!
(Hello Friends and Relatives)



The United Tribes Technical College (UTTC) staff, faculty, Board of Directors, and myself, are all excited and honored that you chose UTTC to further your higher education aspirations! Students are an exceptionally talented multi-culturally diverse campus community that has been providing higher education for more than 55 years. We are pleased to see the intellectualism, creativity, innovativeness, athleticism, and creativity of the incoming student body.

The UTTC Student Handbook will familiarize all new and returning students about resources and guidelines that will help to achieve academic success. The Student Code of Conduct (SCC) provides guidelines for academic life and what is expected regarding student interactions and campus culture. The SCC establishes the responsibilities that students have in making this a campus that values integrity, professionalism, respect, fairness, and most importantly, safety and security. I respectfully request that you review the SCC and abide by them.

UTTC offers exceptional opportunities for enhancing your academic experience inside the classroom by making the annual Tribal Leaders Summit a part of the overall course curriculum. The goal for this effort is to expose our students to real life scenarios and discussion provided by national, regional, and local, experts in each of their respective fields. Outside of the classroom activities such as Student Government Association, Student Clubs, student research, or cultural events, will further

provide you with networking opportunities that will help to make lifelong friends and relatives. UTTC also participates in the American Indian Higher Education Consortium (AIHEC) Annual Student Conference, and we encourage students to compete in these events.

We believe UTTC has something to offer for everyone regardless of your interests. Thank you for choosing United Tribes Technical College!

Sincerely,

Leander R. McDonald, PhD
President



History of UTTC

The start of United Tribes Technical College is rooted in the vision and activism of tribal leaders in the 1960s. Faced with threats to their tribal sovereignty and the need for training and jobs development, the tribes of North Dakota incorporated in 1968 and obtained the fort for education and training. Classes began in September 1969. Thus, it became the second tribal college in the nation and one of the founding institutions of the nationwide American Indian Higher Education Consortium.

Because several tribes were involved, UTTC holds the distinction of being the first intertribally controlled and operated postsecondary vocational school in the country. The governing tribes are located wholly or in part in North Dakota: Mandan/Hidatsa/Arikara Nation, Spirit Lake Tribe, Sisseton-Wahpeton Oyaté, Standing Rock Sioux Tribe and Turtle Mountain Band of Chippewa Indians.

Setting the Pace

United Tribes was developed as a supportive campus-community, where students could maintain their culture and build on their experience as tribal people, as they acquire an education leading to employment and life-long opportunities. A hallmark has been the ability to identify and respond to the changing needs for jobs training and education. In 1982 UTTC attained full membership accreditation with the Higher Learning Commission of the North Central Association of Colleges and Schools, maintaining its good standing ever since. UTTC's first associate degrees were offered in 1987. Accreditation followed for all of UTTC's associate level programs in 1993. Tribal College Land Grant status was conferred in 1994. UTTC was the first tribal college in the nation to receive accreditation to offer associate degrees online.

Now, bachelor's degree programs round out the offerings that make UTTC one of the leading tribal colleges in the nation.

Transformation

Today, the UTTC campus is a learning environment with modern educational buildings and equipment. The historic setting is transformed, serving students from tribes all across the country and non-Native students.

Thousands have been successful, demonstrating that educating students at United Tribes Technical College is the highest and best use of a one-time military fort in the tribal homeland.

Mission and Vision

Mission

United Tribes Technical College provides quality post-secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

Vision

United Tribes Technical College strives to build cultural, educated, and healthy leaders who empower and serve their communities.

Accreditation

Accreditation is a voluntary process of external review that evaluates programs, colleges and universities to ensure they provide high-quality education and services and continuously seek to improve. This process provides assurance to the public that United Tribes Technical College (UTTC) meets, and will continue to meet, clearly communicated criteria and regulations. Accreditation also ensures that faculty and students are eligible for federal grants and other funding. UTTC was granted candidacy status for accreditation by the North Central Association of Colleges and Schools in 1978. In 1982, UTTC was granted full accreditation status and has maintained continuous accreditation status since that time. The most recent comprehensive evaluations was November 2020. The next reaffirmation of accreditation is scheduled for 2030-2031.

UTTC also has programs that are individually accredited by the following discipline-specific accrediting bodies:

- National Automotive Technicians Education Foundation (NAETF)
- North Dakota Education Standards and Practices Board (ND ESPB)





Directory

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Heavy Equipment Operations 1571
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Indigenous Leadership 1410
Social Work 1379
Paralegal 1553
Pre-Engineering 1395
Sustainable Agriculture and Food Systems 1734
Welding Technology 1303

Emergency Telephone Numbers

Emergency 911
UTTC Security 701-255-3285 x1700
Ambulance 911
Fire and Rescue 911
Bismarck Police Department 911
Bismarck Police Department
(non-emergency) 701-223-1212
Burleigh County Sheriff's Dept 701-222-6651
Poison Control 800-222-1222

Other Resources

Abused Adult Resource Center 701-222-8370 or 866-341-7009
BeWell@UTTC (telehealth) 701-221-1764
Burleigh County Housing Authority 701-255-2540
Burleigh County Social Services 701-222-6670
Campus Cupboard 701-221-1764
CHI St. Alexius Medical Center 701-530-7000
Community Action 701-258-2240
Legal Assistance of North Dakota 1-800-634-5263
Sanford Hospital 701-323-6000
Mid Dakota Clinic 701-530-6000
Road Conditions 866-696-3511
Weather Service 701-250-4224
West Central Human Service Center 701-328-8888
National Suicide Prevention Line 1-800-273-8255 or 988



Diversity Statement

United Tribes Technical College values diversity because it enriches the community and wealth of experiences that characterize a post-secondary education. Our students, faculty, and staff come from Tribal lands throughout the United States and Canada. The majority of our students come from the northern plains region of the country, with 70% representing the North Dakota tribes.

UTTC recognizes that diversity is about much more than race, ethnicity or geography. Because students from many Tribal nations are represented at UTTC, from a wide range of cultural and ethnic backgrounds, students are encouraged to share their own cultural practices, traditions, and beliefs in the classroom in

an effort to build an inclusive and welcoming community for all individuals and one from which we can learn from one another. We believe engagement with diverse perspectives and ideas is critical to the education and growth of all people, and we value the unique experiences and viewpoints of all of our community members.

Equity Statement

United Tribes Technical College (UTTC) believes that access to a high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. Equity is ensuring that all students receive what they need to be successful through the intentional design of the college experience.



UTTC Quick Facts

- UTTC was founded in 1968 as an intertribal organization, the United Tribes of North Dakota Development Corporation.
• The nonprofit corporation is chartered in the State of North Dakota by the five North Dakota tribal nations to include: Three Affiliated Tribes of the Mandan/Hidatsa/Arikara Nations, Sisseton Wahpeton Oyate, Spirit Lake Tribe, Standing Rock Sioux Tribe, and Turtle Mountain Band of Chippewa Indians.
• The ten member UTTC Board of Directors provides governance and is comprised of the chairperson and one delegate from each of the five North Dakota Tribal Nations.
• UTTC is accredited through the Higher Learning Commission. The 230-acre campus along Bismarck's University Drive is a place of historic significance, owned and governed by the tribes of North Dakota to serve education.



2024-2025 Student Handbook

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ACADEMIC CALENDAR 2024-2025

Fall 2024

- August 1 Family Housing Check-In
- August 19 UTTC Employee Family Fun Day
- August 20-21 UTTC All Campus Professional Development
- August 21 FAFSA Deadline for Continuing Students for Native American Tuition Waiver
- August 21 Admission Deadline for Fall 2024 Semester - 12 Noon CST
- August 21 New Student Orientation and Accuplacer Testing Due - 12 Noon CST
- August 22 Daycares Open for the Semester
- August 22 Dorm Check-In
- August 22 TJES First Day of School
- August 23 Registration Deadline for 2024 Fall Semester
- August 26 Self-Pay or Proof of Payment for Fall Semester Due - 5 pm CST
- August 26-30 New Student Welcome Week
- August 27 First Day of Classes
- September 2 Labor Day Holiday (College Closed)
- September 4 .. Last day to add courses or drop without a record (Census Date) - 5 pm CST
- September 4 Last day to change degree programs (Census Date) - 5 pm CST
- September 3-5 Tribal Leaders Summit
- September 6 Family Day at Powwow (No Classes) (Daycares close at noon)
- September 6-8 UTTC International Powwow
- September 9 Founders Day Holiday (College Closed)
- September 17 U.S. Constitution Day
- September 25 Career Festival
- October 14 Indigenous Day Holiday (College Closed)
- October 18 Midterm Grades Due
- October 18 Spring Registration Hold for Student Accounts Exceeding \$750
- October 21 Registration Opens for Spring Semester
- November 8 Last day to withdraw from term or course with a 'W' grade on transcript
- November 11 Veterans Day Holiday (College Closed)
- November 27 No Afternoon Classes Daycares Close at Noon
- November 28-29 Thanksgiving Break (College Closed - Nov. 28, No Classes - Nov. 29)
- December 9-13 Last Week of Classes/Final Exams
- December 16 Final Grades Due - 5 pm CST
- December 16 Family Housing Check-In for Spring Semester
- December 17-18 .. UTTC All Campus Professional Development
- December 18 Daycares Close for Holiday Break
- December 18 Last day of school at TJES for Holiday Break

- December 20 Academic Suspension Appeals for Fall Semester Due
- December 20 Dorm Check Out
- December 25 Christmas Day Holiday (College Closed)

Spring 2025

- January 6 TJES Starts School
- January 7 Daycares Open for the Semester
- January 7-8 UTTC All Campus Professional Development
- January 8 Admission Deadline for 2025 Spring Semester - 12 Noon CST
- January 8 New Student Orientation and Accuplacer Testing Due - 12 Noon CST
- January 9 Dorm Check-In
- January 10 Registration Deadline for 2025 Spring Semester
- January 13 Self-Pay or Proof of Payment for Spring Semester Due - 5 pm CST
- January 13-17 New Student Welcome Week
- January 14 First Day of Classes
- January 20 Martin Luther King Day Holiday (College Closed) - No School for TJES
- January 22 Last day to add courses or drop without a record (Census Date) - 5 pm CST
- January 22 Last day to change degree programs (Census Date) - 5 pm CST
- February 17 President's Day Holiday Observed (College Closed)
- March 7 Mid-term Grades Due
- March 10-14 Spring Break (Daycares closed)
- March 14 Summer and Fall Registration Hold for Student Accounts Exceeding \$750
- March 17 Registration Opens for Summer and Fall Semesters
- April 18 Good Friday Holiday (College Closed)
- TBD 2025 AIHEC Student Conference
- April 16 Career Festival
- April 4 Last day to withdraw from term or course with a 'W' grade on transcript
- April 25 Spring Graduation Applications Due
- April 26 UTTC Sobriety 2024-2025 Graduation Honoring Powwow
- April 28 Family Housing Check-In for Summer Semester
- April 28 - May 2 Last Week of Classes/Final Exams
- May 5 Final Grades Due - 5 pm CST
- May 6-7 UTTC All Campus Professional Development
- May 9 UTTC Spring Commencement - 10 am CST (Daycares closed)
- May 9 Academic Suspension Appeals for Spring Semester Due
- May 12 Dorm Check-Out
- May 16 TJES Last Day of School



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Leadership Begins Here

Student Responsibilities

The most important student responsibility is ACCOUNTABILITY. The UTTC campus community is designed to aid students in taking the initiative to correct matters that affect their academic and personal success. UTTC is a stepping stone for students looking for academic and personal growth. Students are given the opportunity to build self-confidence and gain the tools necessary to secure meaningful employment. However, attendance alone is not a promise of success, students must strive to be their best and work in conjunction with the faculty and staff of UTTC to ensure a successful outcome.

In order to maintain the integrity and values of their community and to promote the high ideals of education, students enrolling at UTTC are expected to maintain high standards of personal conduct. It is necessary for students to conduct themselves as responsible citizens at all times. Students who fail to conduct themselves in a responsible manner will be subject to disciplinary action that may include suspension and/or dismissal from UTTC. By your enrollment at UTTC, you have agreed to work toward the betterment of yourself and your community, and to willingly abide by the rules and regulations, embodied in this document.

Bookstore

Monday – Friday..... 8:00 a.m. – 5:00 p.m. and closed on all school holidays.

The bookstore is located in Building 10 on Sisseton Street. It sells school supplies, backpacks, apparel, Pendleton merchandise, star quilts, handmade beadwork and a variety of other gift items. All new, used and rental course materials are now available via the virtual bookstore at <https://bncvirtual.com/uttcbookstore>. You will need a copy of your course schedule to order your materials. Please feel free to stop in for assistance or call 701-221-1460.



ENROLLMENT MANAGEMENT

Admissions & Recruitment

United Tribes Technical College (UTTC) maintains an “open door” admissions policy and welcomes all qualified applicants. UTTC believes that every person who has a sincere interest in learning should be given the opportunity to do so; however, the general policy does not ensure admittance to a particular course of study or to all applicants. Some programs have limited enrollment and also may have more stringent academic, medical and legal requirements. Applicants must have earned a high school diploma or GED. Admittance priority is given to those who are members of a federally recognized tribe and who have demonstrated the ability to pay for their education.

All applicants, including those returning to UTTC after an absence or following graduation, may be subject to a criminal background check. The complete Admissions procedure and requirements can be found online at the UTTC website.

Financial Aid

The Financial Aid Office maintains a program of financial assistance and scholarship information to assist students in meeting their education cost. To determine eligibility for all financial aid programs and scholarships available at UTTC, students must complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov/h/apply-for-aid/fafsa. Applicants are encouraged to apply early in order to meet state and tribal funding deadlines. Information and assistance regarding Financial Aid policies and procedures is available in the academic catalog and on our website at www.uttc.edu.

Registrar

The Registrar's Office is responsible for maintaining the records of both past and current students. All students must officially register with their advisors prior to attending class. Registration deadlines are listed on the academic calendar and all students must register within the dates specified. The Registrar's Office also maintains any documents specific to a student's academic record including schedules, transcripts, grades, and graduation requirements. For more information about Registrar's Office policies and procedures, refer to the academic catalog or the UTTC website at www.uttc.edu.

Transfer Coordinator

The Transfer Coordinator conducts transcript evaluations and provides students with information about transferring to other institutions after graduation. The Transfer Coordinator's office is located on the second floor of the Jack Barden Center.



FERPA

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students of United Tribes Technical College are eligible students and are protected under the FERPA law. For more information regarding FERPA, please contact the Registrar's Office.

Career Services

UTTC's Career Services office provides a variety of services with the primary purpose of educating and assisting students in reaching their career and educational goals.

The Career Services office assists students with career assessments, employment search, resume and cover letter writing and proofing, and mock interviews. Current career opportunities are made available to students as they are received by the Career Services office. The Career Services office also hosts a career fair twice a year on campus.

The Career Services office is located in the upper level of the Jack Barden Center; appointments may be scheduled with the Career Services Director by calling 701-221-1863.

Student Government Association (SGA)

UTTC recognizes the importance of student voice and encourages the participation of students in the SGA. The SGA is comprised of student representatives from each of the student clubs. Elections from the membership at large are held annually for the offices. The offices include: President, Vice President, Secretary, and Treasurer. The SGA is provided with a budget and staff advisors provides great leadership opportunities for all of the student body. For more information, go to <https://uttc.edu/student-government/>.

ACADEMICS

Academic advising is designed to assist students in their academic pursuits at United Tribes Technical College. Students are assigned advisors according to the degree or certificate program they are pursuing. The academic advisors are knowledgeable of their program areas as well as UTTC policies relevant to graduation and transfer.

All of the academic advisors are also faculty members who teach

in their degree or certificate program. Students are expected to keep in regular contact with their academic advisors. It is recommended that students meet with their advisors a minimum of 2-3 times per semester, more often if necessary.

The advisors will assist students with registering for courses, monitor attendance and grades, answer general questions about classes and academic due dates, and refer students to other services on campus that will help them be successful as college students. The student is responsible for knowing the requirements of a particular degree or certificate as outlined in the academic catalog and fulfilling those requirements, but the academic advisor is available to assist in the process.



Attendance Policy

Students at UTTC are expected to actively engage in all of their class sessions. Expectations for attendance are shared by faculty at the beginning of each semester and included in course syllabi. Instructors set up the grade book in their courses in My.UTTC.edu to report absences as "hourly", which is the standard at UTTC for tracking attendance. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at My.UTTC.edu.



It is the student's responsibility to communicate with their instructors regarding any emergencies that cause them to miss class. Regardless of the circumstances, the student is responsible for obtaining any information missed because of the absence and completing any outstanding assignments. The student may refer to the course assignments in My.UTTC.edu, contact another student enrolled in the course, or meet with the course instructor during office hours to get the missing information.

Instructors enter student attendance into My.UTTC.edu on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and on a weekly basis throughout the academic semester. Attendance is entered as "Present", "Absent-Unexcused", or "Excused" (college-sanctioned absences).

Absent-Unexcused Absences

All absences, with the exception of those referred to as college-sanctioned, are reported in the Jenzabar system (My.UTTC.edu) as "Absent-Unexcused". Students are still able to obtain information about any missed assignments and complete those assignments according to the criteria for late assignments that is detailed in the course syllabi.

Excused: College-Sanctioned Absences

College-sanctioned absences are reported as "Excused". College-sanctioned absences include mandatory military obligation, cultural events, religious observances, mandatory court appearances, and participation in college activities at the request of college authorities, such as academic and athletic events. Instructors may request third party documentation and may consult with the Vice President of Academic Affairs regarding what constitutes college-sanctioned events.

Students are responsible for notifying their instructors of expected college-sanctioned absences prior to the event. If the student does not notify the instructor in advance, the absence will be reported as "Absent-Unexcused".

College-Initiated Withdrawal

The following circumstances will initiate a college-initiated (involuntary) withdrawal from the institution:

- If a student is registered and has not attended any of his or her classes within the Census period, which is the first two weeks of the fall or spring semester and the first week of the summer semester.
- A student who misses two consecutive weeks of all current courses without any communication with the academic advisor or Wellness Counselor.

OR the student has less than 60% as a grade in all courses.

In the case of a college-initiated withdrawal due to excessive

absences and unsatisfactory academic progress, the primary academic advisor will initiate the Official Institutional Withdrawal form, indicating a college-initiated withdrawal for the student. The last date the student attended class must be indicated on the withdrawal form. The form is then emailed to the Wellness Counselor.

The Wellness Counselor signs the form and forwards it to the appropriate Vice President for final signature. In the case of excessive absences, the form is signed by the Vice President of Academic Affairs (VPAA). It is then returned to the Wellness Counselor who is responsible for emailing the completed form to the academic advisor, Financial Aid, Registrar's Office, Housing, Safety and Security, Student Accounts, and others as necessary. The academic advisor will notify the student that he or she has been withdrawn and of the right to appeal via email by sending said notification and explanation of rights to the student's UTTC email address.

Appeal Process

The student has the right to appeal the withdrawal action within 3 business days of the date that they are emailed the notification of withdrawal and explanation of appeal rights. Appeals for withdrawals due to excessive absences and lack of academic progress are submitted to the VPAA. Any information that may support the student's appeal should be included in the email, such as circumstances outside of the student's control. The VPAA will respond to the student's email within two (2) business days.

If the appeal is successful, the VPAA will notify the student, the primary academic advisor, Wellness Counselor, Financial Aid, the Registrar's Office, Housing, Security and Vice President of Campus Services. If the appeal is not supported, the VPAA will notify the same parties and the Registrar's Office will record the official institutional withdrawal on the student's official record.

The student submitting the appeal assumes all responsibility for filing appropriate documentation in a timely manner. The decision by the VPAA is final.





Library/Archive

The UTTC library is located on the first floor, east side of the Education Building. The library's approximately 10,000 volumes are an integral part of the academic life of UTTC, supporting the vocational and academic programs through reference and research. It has a sizable Native American Collection. The library services offered to students and staff are the print collection, subscription databases, computer use and printing. Resources not available at the library may be requested through interLibrary loan. Helpful library staff offer professional guidance to library needs for study, research and recreational reading. The library has extended hours to meet the needs of students.

UTTC Archive is located in the lower level of the Education Building. UTTC invites students, staff, researchers and the public to make use of the resource materials available. The UTTC Archive is a division of the United Tribes Technical College Library. Items posted are for educational purposes only, including history research, student projects, family and tribal history, and the like. Contact the library staff for archive information.

CAMPUS SERVICES

Wellness Center

Monday-Friday8:00 a.m. - 5:00 p.m.
Administrative Assistant 701-221-1764

The Lewis Goodhouse Wellness Center houses UTTC's Wellness services. UTTC has made a major commitment to the health and wellness of our students, staff, and visitors within the campus community. UTTC promotes a safe environment to experience diverse cultures, sample the mainstream, and focus on building students' futures in a good way on their

path of "Life Learning." The Wellness Center believes in a holistic approach, blending cultural practices with the best physical, emotional, mental and spiritual care. The Wellness Center provides students and staff with state of the art exercise equipment, supportive counseling services, and healthy guidance -- all with the support of spiritual growth using traditional methods. The Wellness Center provides a multi-disciplinary approach enhanced by professionally trained staff. Services include: Wellness Counseling, Student Health, Chemical Health/Addiction Services, Domestic Violence Advocacy, Health Promotions, Cultural Wellness and Nutrition Education.

Cancellation/No Show Policy

We understand that situations arise that may cause you to cancel your appointment. Therefore, we kindly ask that if you must cancel your appointment you try to provide at least 24 hours' notice. This will allow for another person to be scheduled in that appointment slot.

Office appointments including medical, vision, dental or mental health which are cancelled with less than 24-hour notification may be subject to a cancellation fee. Students/clients who do not show up for their scheduled appointments will be considered as "no-show." Students/clients who "no-show" two (2) or more times in a semester may be denied any future appointments.

We understand that special, unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived, but only with the Wellness Center Director's approval.

The Wellness Center firmly believes that a good student/client relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to the Wellness Center Department (701-221-1764).

Disabilities Support Services

Disabilities Support Services works with any student that has a disability to arrange appropriate and reasonable accommodations for their classes. One of our main goals is to encourage self-advocacy for students with disabilities. We also work with students who may have not yet been diagnosed and are in need of support, resources or a referral.

Our office provides equal access and opportunity for all academic programs and campus activities for students with disabilities at UTTC. We will work with students to coordinate services with other campus resources, offer guidance and support to students, and provide services in a confidential and culturally appropriate manner.

Students wishing to be considered for accommodations that are offered through Disabilities Services (DS), must complete: Intake Form, provide documentation of disability, and maintain contact



with a Wellness Counselor during the semester. Students will have to work with DS to update their accommodations each semester as their class schedule changes.

Disability Support Services follows the rules outlined in Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Disability Support Services is located in the Wellness Center (Building 69). Our hours of operation: Monday-Friday 8 a.m. - 5 p.m., or you can call to schedule an appointment at 701-221-1456.

Accessibility Policy

Student facilities, dorms and instructional buildings at UTTC are accessible to those who are physically challenged. When services or instruction is provided in buildings that are not physically accessible, reasonable arrangements will be made to assure that the needs of individual students are met. Please contact a Wellness Counselor at 701-221-1764 or 701-221-1456.



Wellness Counseling Services

The Wellness Counseling Department is committed to providing support services to enhance life-long learning and personal growth of UTTC students. The Wellness Counselors offer a variety of services which include: behavioral health support, therapeutic interventions, assistance in the transition to college life, referral services, and campus educational programs. A holistic approach is utilized to promote the overall well-being of all UTTC students and their immediate family members. The Wellness Counseling Department hours are Monday through Friday, 8:00 am to 5:00 pm, during the academic school year (fall, spring, and

summer semester). After hours emergency on-call services are available by contacting the UTTC Security Department.

Laura Leingang Heilman, LBSW
701-221-1456 or lleingang@uttc.edu

Programs:

- Business Administration
• Computer Information Technology
• Elementary Education
• Graphic Design
• Health, Physical Education, & Recreation
• Human & Social Services
• Paralegal
• Sustainable Agriculture & Food Systems

Katy Thomas, MSW, LMSW
701-221-1383 or kthomas@uttc.edu

Programs:

- Automotive Technology
• Commercial Vehicle Operations
• Criminal Justice
• Environmental Engineering
• Environmental Science & Research
• General Studies
• Heavy Equipment Operations (HEO)
• Pre-Engineering
• Welding Technology



Domestic Violence Advocate

Monday-Friday8:00 a.m. - 5:00 p.m.
701- 221-1776 and on-call services through the Security Department

Domestic violence can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together, or who are dating. Domestic violence affects people of all socioeconomic backgrounds and educational levels. STAY SAFE, STAY ALIVE. Talk with someone; do not think you have to go through this alone. There



are options. NO ONE DESERVES TO BE HIT OR VERBALLY ABUSED.

Violence was never our Native way of life. Services include, but are not limited to:

- Crisis intervention, emotional support, and advocacy for victims of domestic violence, sexual assault and stalking and dating violence
• Advocacy and support to victims who witness violence
• Information and referral to appropriate agencies including legal services, medical, mental health, counseling, victim/witness, law enforcement, social and employment agencies
• Provide public prevention education and awareness to various groups – UTTC faculty, staff, students, resident life and athletics, schools and organizations both on and off campus
• Notary Services

Important Numbers

Table with 2 columns: Service Name and Phone Number. Includes UTTC Wellness Center, UTTC Security, Burleigh County Sheriff's Department, Firstlink 2-1-1 Helpline, Abused Adult Resource Center, and Suicide and Crisis Line.

Chemical Health Center

Monday-Friday 8:00 a.m. to 5:00 p.m.
Chemical Health 701-255-1764 or 701-221-1776

The Chemical Health Center provides substance abuse related services. The Center recognizes client diversity in providing services and integrates cultural teachings into services provided. The Center provides on-going services to students. Services include but are not limited to: alcohol and drug education, prevention services, support group meetings, substance evaluations, alcohol and drug free activities, video library, ND DUI program, and referral for services.

Weekly open support groups are available for students and employees for Alcoholics Anonymous (AA), EA (Emotions Anonymous/Holding Hope), and NA (Narcotics Anonymous). Call 701-221-1776 for more information.

Student Health Center

Monday-Friday 8:00 a.m. - 5:00 p.m.
Student Health 701-221-1331

The Student Health Center administers health care services to UTTC students and their dependents who are affiliated with a Federally Recognized Tribe. The Student Health Center

recognizes the cultural diversity of all clients, in particular those of American Indian and Alaskan Native descent. Services include, but are not limited to:

- General medical exams and sports physicals for UTTC student athletes
• Medical services provided weekly by nurse practitioner (delete "weekly" at end of entry)
• Referrals to area medical, dental and vision clinics
• Emergency First Aid
• Influenza vaccine
• COVID-19 vaccine
• Pharmacy referrals
• WIC services bi-weekly
• Confidential STD testing and treatment medication
• Help with Medicaid applications

BeWell@UTTC telehealth services after hours 24-7

Students' well-being is of utmost importance to the college's Wellness staff team. We are committed to making sure that students have mental health support any time and any place. With BeWell@UTTC, the college's telehealth service, students have access to mental health resources 24/7.

UTTC's telehealth partnership with Christie Campus Health and BeWell@UTTC provides access to:

- A 24/7/365 mental health support line for in-the-moment support from counselors, regardless of time of day or student's location. Students can call 701-221-1764 after hours to reach our 24/7 support line.
• Meditation and Mindfulness App – Students have access to a Headspace subscription for free. It can help students build coping and resiliency skills and offers more than 1,000 hours of mindfulness and mental well-being content.
• Self-guided online mental health and wellness program – With SilverCloud, students can learn to manage stress and handle unexpected challenges with greater support. This online tool teaches better coping skills, helps with managing emotions and more! You even have the option to work with a coach if you prefer.
• The Wellness Hub includes articles and videos on mental health and wellness topics: Mental and Emotional Health, Fitness and Nutrition, Academic Performance, Stress Management, Healthy Relationships and more. To access the Wellness Hub, go to BeWell@UTTC.com or download the CampusWell app at campuswell.com/get-the-app.

College academics, along with daily living and family responsibilities, can bring challenges and increased stress, especially during mid-terms exams and finals. If you ever need some support,



know that these free telehealth services are here for you any time, whether you are on or off campus. BeWell@UTTC and UTTC's licensed Wellness counselors are here to support our students and their families. For more information, contact Wellness at: 701-221-1764 during daytime hours.

Health Promotion Center

The Health Promotion Center (HPC) takes great pride in providing quality service to UTTC students and staff. The HPC is committed to the development and implementation of strategies, activities, and resources, to engage students and their dependents in positive and healthy lifestyle choices and behaviors. The HPC's focus in student life encompasses comprehensive wellness activities by providing many different opportunities. See the monthly activity schedule on my.uttc.edu for more details. Services include, but are not limited to:

- Fully equipped exercise facility
• Exercise and fitness classes
• Personal training
• Family focused events and activities
• Traditional and cultural activities
• Health Promotions Coordinator: 221-1355
• Health and Fitness Specialist: 221-1492
• Spring Thunderbird Run (April)
• Powwow Thunderbird Run (September)

- Hours of operation (Monday-Friday 7:00 am - 9:00 pm; Saturday 9:00 am - 6:00 pm; Sunday 12:00 pm - 6:00 pm)

Nutrition Education

Healthful nutrition is important to physical, mental, emotional and spiritual wellness. Nutrition education is available to students through the Wellness Center, as well as UTTC's Land Grant Extension program. Staff can assist students with:

- Current eating habits and nutrition options
• Healthy alternatives to non-healthy "junk" foods
• Food facts and labels
• How to shop on a limited budget and still have great food

For more information on nutrition education, contact the Health and Wellness Director at: 701-221-1707

Athletics

UTTC is home to the Thunderbird Athletic Program. The mission of the UTTC Athletic Department is to provide students who meet National Junior College Athletic Association (NJCAA) guidelines the opportunity to compete in intercollegiate athletics with other Region XIII teams. Since 1985, the Thunderbirds have competed at the highest level of the NJCAA. UTTC is a member of Region XIII and the Mon-Dak Athletic Conference.

Student-athletes come from across the United States and



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around the world to compete for the Thunderbirds. The pride of the Thunderbirds is in its commitment to compete against the best junior college and university teams in the region and country. UTTC's goal is to recruit the very best Native American student-athletes from around the country and to showcase their athletic skills in the spotlight of competition.

UTTC is committed to growing the Thunderbird Athletic Program. Thunderbird student-athletes must be committed in the classroom as well as on the court. To learn more about Thunderbird Athletics and the inquire with the UTTC Athletic Director.



Cafeteria

The cafeteria serves three meals a day Monday through Friday and two brunch style meals on weekends and holidays during the academic school year. Meals are provided for students in dormitory as part of their housing contract. The general public, single parents, married students and staff are also welcome to eat in the cafeteria but will pay for their meals through cash, debit card, checks or with meal tickets that can purchase at the Finance Office in the administration building.

Monday through Friday

Breakfast: 8:30 a.m. until 9:30 a.m.
Lunch:..... 11:30 a.m. until 12:30 p.m.
Dinner: 4:00 p.m. until 5:00 p.m.

Saturday and Sunday

Weekend Brunch:..... 11:00 a.m. until 12:00 p.m.
Weekend Dinner: 4:00 p.m. until 5:00 p.m.
Hours are subject to change without prior notice.

Cozy Creek

Cozy Creek is located in the James Henry Gymnasium. Offering a variety of menu items from sandwiches and burgers to salads and soups, as well as hot/cold coffee beverages, smoothies, and various sodas. Available for dine in or

take out. We accept student meal plans, flex dollars, credit, debit, and cash.

Hours: 8:00 a.m. – 9:00 p.m. weekdays.

Closing early on game days at 3 p.m. to allow for Concession setup.

Technology

Internet

All students will be required to sign a "User Agreement" which will contain the following terms:

The benefits and rights of this agreement are nontransferable. Use of UTTC accounts are expressly limited to the individual whose name appears on the Account. If individual is less than 18 years of age, this Agreement must be signed by a parent or guardian, who is responsible for all charges, related to the individual's use of this service. Individuals agree to use the service in a manner consistent with any and all applicable laws.

Transmission of any materials in violation of any U.S. or state regulations is prohibited. This includes but is not limited to: Copyright material, material legally judged to be threatening or obscene, or material protected by trade secret. Individuals agree to indemnify and hold harmless UTTC from any claim resulting from individual's use of the service which damages another party. Use of UTTC Internet service for advertising or promotion of a commercial product is prohibited without the express, written consent of UTTC.

Individual is responsible for all use and confidentiality of password(s). UTTC must be notified immediately if individual suspects their password has been misused, lost, stolen or otherwise compromised. UTTC Internet service is provided on an "as is, as available" basis.

Student E-mail and myuttc.edu

All students receive an e-mail account. Students are required to use their e-mail for important information related to their education. If students have lost their e-mail or my.uttc.edu login information they can see IT in the Skills Center.

Ownership/Copyright

Individuals submitting information owned by individual for publication on UTTC Internet service grants UTTC nonexclusive permission to distribute the information worldwide. Shareware works are available via the Internet. Downloading of shareware is the express responsibility of the individual, and individual shall ensure that all Shareware is used in a legal fashion.

Operation

UTTC reserves the right in its sole discretion to delete, move, or edit any information entered into UTTC's Internet Service by



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any individual.

UTTC shall have the right, but is not obligated, to edit publicly viewable information.

Individual agrees that any material submitted via Internet or electronic mail does not violate or infringe any copyright, trademark, patent, statutory, common law, or proprietary right of others.

Individual agrees not to behave disruptively while online or transmit anything obscene or libelous.

Individual shall not post or transmit any information that in any way infringes upon the right of others, is unlawful, threatening, abusive, vulgar, profane, or otherwise objectionable.

UTTC, at its sole discretion may terminate this Users Agreement immediately or suspend an individual's access to the service.

UTTC may modify these terms and conditions at any time without prior notice.

Use of UTTC's Internet Service constitutes individual's acceptance of this Agreement.



Mailroom

UTTC provides mail services for students and staff. The mail room is open from 8:00 a.m. to 5:00 p.m., Monday through Friday and Saturday 8:00 a.m. to 12:00 noon. Mail is received and processed throughout the day; mail is brought to the Bismarck Post Office at 4:00 p.m. daily. Postal stamps and envelopes can be purchased at the mail room. Federal express and delivery services are available. UPS delivery services are designated through Property and Supply.

Housing/Dorms

Dormitories

The residence staff at UTTC welcomes students with the hope that each year brings them many opportunities for growth for themselves and their family. Students are expected to respect and honor the rights of others. (At the same time students are expected to adhere to rules and regulations pertaining to housing assignments and to the exposition or demonstration of sexual behavior in student housing situations.) What does this mean? Single residents are required to sign a Dormitory Rules and Regulations Agreement prior to room assignment.

Single students are housed in three main residence halls on campus. Two or three students are assigned to a room depending on room size. A commons area with a TV, chairs, and a sofa is provided for dorm students. Laundry facilities and showers are provided. All students are required to bring their own personal hygiene items, linens, blankets, pillows and alarm clocks. Students are responsible for cleaning their rooms and the commons area of their respective dorm.

Sitting Bull Hall

Sixty single men can be housed in this dormitory. Dorm Resident Assistants are on duty twenty-four (24) hours per day, seven (7) days a week. All college and dormitory rules and regulations are observed. See Resident Hall Handbook for further information.

Sakakawea Hall

Fifty-six women can be housed in this dormitory. Dorm Resident Assistants are on duty twenty-four (24) hours per day, seven (7) days a week. All college and dormitory rules and regulations are observed. See Resident Hall Handbook for further information.

Itan'can Oyanké Leadership Lodge

The top floor of our new Coed Dormitory can house forty-three (43) single women and the bottom floor can house forty-three (43) single men. We have cable television, telephone access, regulated cooling and heating, and Internet accessibility in the rooms. The commons area provides a television, DVD/VCR combo, and cable access. A microwave and refrigerator are provided for students use. Dorm Resident Assistants are on duty twenty-four (24) hours per day, seven (7) days a week. All college and dormitory rules and regulations are observed. See Resident Hall Handbook for further information.

Family Housing

Family housing consists of one, two, and three bedroom units. UTTC housing entails ranch style homes, duplexes, and one quadplex.



Touchstone Lodge

Touchstone Lodge is for single student dwelling designed to house short term training programs. It consists of 14 rooms with two students per room. The building has an entertainment room, common living room, two bathrooms, and a free communal laundry facility.

Solo Dorm

Solo Dorm consists of 16 efficiency units with a communal laundry facility. These units are designated for single parents with one child and married couples.



August Little Soldier (ALS)

ALS is a garden style complex which consists of 24 two bedroom units. Included in the apartment is central air, built in microwave, large bathroom, and free communal laundry facility. Applicants must incomes qualify to reside on this property.

Safety and Security

Campus Safety Is Our Priority

The United Tribes Technical College Safety and Security Department is dedicated to keeping our campus and community safe. We offer educational and awareness programs on crime prevention, safety, and emergency response for students, faculty, and staff. We are also continually making safety enhancements and develop precautionary measures that touch every aspect of life, work, and study at UTTC.

The Safety and Security Office is located north of the cafeteria and office hours are from 8:00 a.m. - 5:00 p.m. for your convenience. 24 hour security is provided at UTTC with UTTC Security Officers providing vehicle patrols and foot patrols to ensure safety and security on campus. Security personnel can be reached at all times by calling (701) 221-1700.

Speed Limit and Parking at UTTC

The maximum speed limit throughout UTTC is 15mph and 25mph on Burleigh Avenue. The streets near the Theodore Jameson Elementary School are posted at 5mph for the safety of the children at TJES.

Parking permits are available at the Safety and Security Offices from 8:00 a.m. - 5:00 p.m.; please provide a copy of your insurance, vehicle registration and student I.D. when requesting a parking permit. Two parking permits per student will be available.

The Safety and Security Department will issue tickets for the following violations. All fines will need to be paid within 10 business days on campus at finance in the administration building #9. If the ticket is not paid, a hold will be placed on your financial account. In certain instances unpaid fines will be turned over for collections.

Fire Lane Parking Violation.....	\$25.00
Parked in Unauthorized Parking Area.....	\$25.00
Parking along Yellow Curb	\$25.00
Speeding (between 20 and 30 mph)	\$25.00
Speeding (between 30-40 mph).....	\$50.00
Speeding (above 40 mph).....	\$100.00



Emergency Notification Alert Sign Up

In the event of a campus emergency, weather related delay or closing, UTTC will activate the emergency notification tool. This system gives UTTC the ability to reach students, faculty, and staff on and off campus via text messages, email, Facebook, Twitter, and voice alerts.

How to sign up for Alerts:

1. Go to www.uttc.edu
2. Click on the Alert Icon
3. Follow the easy to use instructions to set up your account

TEXT-A-TIP How To Report A Crime

If you see a crime on campus and would like to anonymously report it, please describe the event giving as much details as possible to Text-A-Tip by texting your crime report to 50911.



Emergency Call Boxes

UTTC has specifically marked outdoor emergency call boxes. By picking up the phone you are immediately connected to UTTC Security Patrol. These are quick and easy ways of get ahold of a UTTC Security Officer if you feel your safety is in jeopardy or to report a crime. Call Boxes located at:

- Sakakawea Hall North Entrance
- Sitting Bull Hall North Entrance
- Itan'can Oyanke Leadership Lodge East Entrance
- Itan'can Oyanke Leadership Lodge West Entrance
- Touchstone Lodge Front Entrance



Annual Security and Fire Report

In keeping with the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, UTTC's Annual Report contains statistical compilations of reported crimes that occurred on campus, in certain off campus buildings owned or controlled by UTTC, and on public property within or immediately adjacent to and accessible from the campus for the three most calendar years.

Also included are campus security policies, including those related to missing student notifications, alcohol and drug use, sexual assault, crime prevention, and the reporting of crimes.

The UTTC Annual Security Report is available at <http://www.uttc.edu/security>

For more information on the Clery Act, visit <http://clerycenter.org/>

In Case of an Active Shooter

In general, how you respond to an active shooter will be dictated by the specific circumstances of the situation/ or encounter. If you find yourself involved in an active shooter situation, try to remain calm and call 911 as soon as possible. (If possible UTTC Security 701-221-1700)

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Silence cell phones. Turn off radios or other devices that emit sound.
- Turn off lights. Close blinds.
- Keep yourself out of sight. Stay away from windows and take adequate cover/protection.
- When taking cover/protection consider concrete walls, thick desks, filing cabinets, etc.
- Wait patiently until a uniformed police officer/Sheriff's Deputy, or a UTTC Campus Official known to you, provides an "all clear".
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer/deputy or UTTC Campus official.

If an active shooter enters your office or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911.
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection (example: brick walls, retaining walls, large trees, parked vehicles).
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911.



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What to expect from responding police officers/Sheriff's Deputies

- The objectives of responding police officers/Sheriff's Deputies are:
- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosives devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation.

Tornado/Severe Summer Weather

- Stay calm and remain inside.
- Seek shelter immediately in the lower level or an interior room of the building you are in.
- Get under something sturdy.
- If no lower level is available, some safe areas are:
 - Basements
 - Interior halls
 - Bathrooms
 - Hallways against walls and away from glass
- Remain on the lower level until an ALL CLEAR bulletin from UTTC or the National Weather Service is announced.

Note: Thunder Alert (Emergency Notification System) will be utilized in the event of an emergency.

Definitions:

Tornado Watch: Conditions are favorable for tornado development. Stay tuned to any local radio or TV station. **Tornado Warning:** A tornado has been spotted in the area.

Media Alerts

Radio Stations:

- KFYZ 550 AM
- KFYZ 99.7 FM
- KBMR 1130 a.m.

Television:

- KFYZ TV
- KXMB TV

Emergency Action Guide

The UTTC Emergency Action Guide is an easy to understand guide on what to do in the event of an emergency. The UTTC Emergency Action Guide offers important safety information and what procedures to take in response to a wide variety of emergency situations that might occur on campus. To download the UTTC

Emergency Action Guide, go to <http://www.uttc.edu/security> or you can pick up a copy at the UTTC Safety and Security Department, located north of the cafeteria.



Clery Act

In compliance with the US Department of Education's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) UTTC annually submits a crime and fire report to the U.S. Department of Education. This report is also published on the UTTC Security website (<http://www.uttc.edu/resources/security.asp>). Also, as a part of this we will also provide timely warning of any crimes that pose a threat to our community via our Emergency Notification System (ENS).

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at United Tribes Technical College for employees and students whether the information is electronic, paper, or spoken.

Student Code of Conduct (SCC)

SECTION I: SCOPE

United Tribes Technical College (UTTC) expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. Any violations of established policy may lead to various sanctions, up to and including expulsion. Students shall be provided a copy of the Student Code of Conduct (SCC) as part of the Student Handbook that is available as a hard copy and on the UTTC website. Students are responsible for having read and abiding by the provisions of the SCC in the Student Handbook.

The SCC process applies to the conduct of UTTC's students on the UTTC campus or at UTTC sponsored events. The SCC also applies to student's conduct online, via email or other



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electronic medium. Students should be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. If UTTC becomes aware of postings made in violation of the SCC, UTTC shall be authorized to take action against the violating student in accordance with the SCC.

SECTION II: GUIDING PRINCIPLES

- UTTC seeks an environment that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests; does not threaten the physical or mental health or safety of members of the campus community; and serves the educational mission of the College.
- UTTC is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- UTTC supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- The College is dedicated to the rational and orderly resolution of conflict.
- Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

SECTION III: DEFINITIONS

- Academic Environment shall mean any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to online courses and field trips.
- Campus shall mean all UTTC premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by UTTC, and adjacent streets and sidewalks.
- Student shall mean any person taking courses at UTTC or enrolled in a UTTC program; any person participating as a student in UTTC activities prior to the start of classes; any student who is not enrolled or registered for a particular term but has a continuing relationship with UTTC (in between semesters); any student who withdraws, transfers, or graduates after an alleged violation of the SCC; and any already graduated student when the conduct at issue implicates the student's UTTC degree, certificate, or diploma.
- Student Code of Conduct (SCC) Hearing Officers consists

of a three-member team including the Career and Technical Education Director, or designee; the Director of Security and Safety, or designee; and the Director of Housing, or designee. The Administrative Assistant for the Vice President of Campus Services will serve as administrative support for the Hearing Officers.

- Student Group shall mean any group of students that is a UTTC student group, such as a student vocational club or Student Government.
- UTTC (or College) Sponsored Activities means any program or event sponsored by UTTC, including but not limited to those sponsored by students group or athletics.
- Medical Amnesty: North Dakota (ND) has a medical amnesty law for alcohol-related emergencies. ND Century Code states: "An individual under twenty-one years of age is immune from criminal prosecution under this section if that individual contacted law enforcement or emergency medical services and reported that another individual under twenty-one years of age was in need of medical assistance due to alcohol consumption, provided assistance to the individual in need of medical assistance until assistance arrived and remained on the scene, or was the individual in need of medical assistance and cooperated with medical assistance and law enforcement personnel on the scene. The maximum number of individuals that may be immune for any one occurrence is five individuals."



SECTION IV: DISCIPLINARY OFFENSES

Violations, or assisting or encouraging others in the violation of the College's policies, are subject to disciplinary action through the appropriate process. The following behaviors violate UTTC's Student Code of Conduct:

1. Disruption of the Academic Environment is engaging in behavior, either in the classroom or online discussion forums, which substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn.
2. Falsification means willfully providing false, misleading, or incomplete information; forging or altering official College



records or documents or conspiring with or inducing others to forge or alter without proper authorization academic records or documents; misusing, altering, forging, falsifying, or transferring to another person College-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a College official or an emergency service agency.

3. Refusal to Identify and Comply is willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by campus security, law enforcement personnel, by emergency medical staff responding to an emergency, or by a UTTC employee acting within the purview of his or her job responsibilities.
4. Attempt to Injure or Defraud is making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by UTTC when done with intent to injure, defraud, or misinform.
5. Harm to Person means engaging in conduct that endangers or threatens to endanger the physical and/or mental health, safety, or welfare of another person, including, but not limited to, threatening, stalking, harassing, intimidating, or assaulting behavior.
6. Bullying is aggressive behavior directed at another person that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.
7. Sexual Misconduct is any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. Sexual misconduct includes the following behaviors: sexual assault, relationship violence, stalking, and sexual or gender-based harassment.
8. Disorderly Conduct is engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized College activities.
9. Illegal or Unauthorized Possession or Use of Weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper UTTC authority.
10. Illegal or Unauthorized Possession or Use of Drugs or Alcohol means possessing or using drugs or alcohol on campus or at any UTTC sponsored or supported events.
11. Unauthorized Use of Campus Facilities or Services means wrongfully using UTTC campus properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety

devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently—through deceit, unauthorized procedures, bad checks, or misrepresentation—goods, quarters, services, or funds from UTTC departments or student groups or individuals acting on their behalf.

12. Theft, Property Damage, or Vandalism means theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
13. Unauthorized Access means accessing UTTC property, facilities, services, or information systems without authorization, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing keys, access cards, or access codes without authorization.
14. Disruptive Behavior means willfully disrupting UTTC campus events, or UTTC sponsored events; participating in a campus demonstration that disrupts the normal operations of the College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the College; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized UTTC activities or functions.
15. Violation of Rules is engaging in conduct that violates National Junior College Athletic Association (NJCAA), collegiate, or departmental regulations that have been posted or publicized, including provisions contained in academic contracts with students.
16. Violation of Local, State, or Federal Laws or Ordinances means engaging in conduct that violates a local, state, or federal law, or ordinance, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.
17. Persistent Violations means engaging in repeated conduct or action in violation of this Code.

**Academic dishonesty violations processes (e.g. plagiarism and cheating) are excluded from the SCC and included in the Academic Affairs Policies Handbook and cited on course syllabi.*

SECTION V: SANCTIONS

Students found responsible for disciplinary offenses under the SCC are subject to sanctions. Factors to consider in determining appropriate sanctions include:

- Nature of the offense,
- Severity of the offense,



- Culpability of the student or student group,
- Impact on other students or members of the campus community, and
- Opportunity for student growth and development based on appropriate interventions.

Separation from the College through suspension or expulsion is a serious sanction that may be appropriate for:

- Repeated violations of the SCC, and
- Misconduct that constitutes a threat to community safety or well-being (including, but not limited to harm to person and sexual assault), or significantly disrupts the rights of others or the operations of the College.

UTTC seeks to provide a safe, secure, and healthy environment for all students. Recognizing that the potential application of disciplinary sanctions could deter students from seeking medical attention for themselves or others, UTTC will provide medical amnesty as defined in Section III. However, a student requiring emergency evaluation or treatment at a medical facility will be required to complete an alcohol assessment or education program. This is not considered a disciplinary response. Amnesty is granted only for violations of illegal or unauthorized possession or use of drugs or alcohol, and does not apply to other possible violations of the SCC (e.g., property damage or assault) that may have occurred during the time of intoxication. In circumstances involving a student group, the willingness of the student group's members to seek medical assistance for a member or a guest will be viewed as a mitigating factor in the review process for any possible violations.

The following sanctions, which are listed in order of least severe to most severe, may be imposed upon students or student groups who have violated the SCC. The Hearing Officers reserve the right to assign any sanction depending on each situation and the severity of the offense.

Typical sanction for first offense:

- Warning means the issuance of an oral or written warning or reprimand.

Typical sanction for second offense:

- Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student or student group is found to violate any institutional regulation during the probationary period.

Typical sanctions for third offense or for first or second offense, based on severity:

- Required Compliance means satisfying evaluation, counseling, and after-care requirements; work assignments; community service; participating in a restorative justice process; or other discretionary assignments.

- Confiscation means confiscation of goods used or possessed in violation of campus regulations or confiscation of falsified identification or identification wrongly used.
- Restitution means making compensation for loss, injury, or damage.
- Restriction of Privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Typical sanction for domestic violence offense:

- Campus Housing Suspension means separation of the student from campus housing for a defined period of time.
- Campus Housing Expulsion means permanent separation of the student from campus housing.
- Suspension means separation of the student or student group from UTTC for a defined period of time, after which the student is eligible to return. Suspension may include conditions for readmission. The suspension may be deferred when an offense is serious enough to warrant separation from UTTC, but where the specific circumstances of the case justify special consideration.

Typical sanctions for sexual misconduct, weapons violations, possession of Class A and B drugs (excluding marijuana), and sale and distribution of any illegal or unauthorized substance:

- Expulsion means the permanent separation of the student from the College. This will be matter of permanent record.
- Withholding of Diploma or Degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.



Alcohol and Illegal Drug Sanctions

Students at United Tribes Technical College are required to abide by all federal, state and local laws regarding the possession, sale, use and consumption of alcoholic beverages. UTTC also considers the use, possession, distribution, or sale of those drugs (hallucinogens, narcotics, stimulants, and depressants) that are illegal except when taken under a physician's prescription as contrary to the welfare of the campus community. Students involved in such activities are subject to disciplinary action and will be prosecuted according to the law.



UTTC recognizes the serious problems created by the use and abuse of alcohol and drugs. In response to this awareness, UTTC is an alcohol, drug and tobacco free campus and has an alcohol and drug prevention program that is committed to providing resources and referral services for students who experience alcohol and/or drug abuse.

SECTION VI: INTERIM SUSPENSION

The President or delegate may impose an immediate suspension on a student pending a hearing before the appropriate disciplinary committee to:

1. Ensure the safety and well-being of members of the campus community or to preserve campus property,
2. Ensure the student's own physical or emotional safety and well-being, or
3. Ensure the student or student group does not pose an ongoing threat of disrupting or interfering with the operations of the College.

During the interim suspension, the student or student group may be denied access to all College activities or privileges for which the student or student group might otherwise be eligible, including access to campus housing or property. The student or student group has a right to a prompt hearing before the President or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.



SECTION VII: NOTIFICATION, HEARING, AND APPEALS OF STUDENT DISCIPLINARY OFFENSES

Notification

All potential violations of the SCC are reported by UTTC Safety and Security to the chair for the Hearing Officers team within 3 business days of the alleged violation. The Hearing Officers review the violation report and determine if there is reasonable cause for an administrative hearing.

Students subject to an administrative hearing shall receive the following:

- a. Written email notice of the alleged SCC violation at least 3 business days in advance of the administrative hearing. UTTC uses email as the means of delivering the written notice.
- b. The Academic and Wellness Counselors will contact the student to ensure the student is informed of the hearing.
- c. An opportunity to address the case before the SCC Hearing Officers not more than ten business days after the student has been notified in writing.

If the Hearing Officers determine the alleged violation does not warrant an administrative hearing, the Safety and Security report will be retained and the student will be notified.

Administrative Hearing Procedure: conducted by the three-member SCC Hearing Officers team. The Vice Presidents of Campus Services and Academic Affairs grant authority to the SCC Hearing Officers to adjudicate and determine whether the involved student violated the policy, and to determine appropriate outcomes as necessary.

- A. The hearings will be conducted once per week, as needed, at a date and time determined by the SCC Hearing Officers.
- B. SCC Hearing Officers shall officiate all administrative hearings. The Hearing Officers will select one member to chair the meeting.
- C. All email correspondence will be sent and received through the HearingOfficers@uttc.edu email account.
- D. The Administrative Assistant for the Vice President of Campus Services will keep minutes for the meetings that include all actions taken by the Hearing Officers.
- E. Administrative hearings are held privately with the exception of the Hearing Officers, the student(s), and one additional person to attend the hearing (e.g. advisor, coach, counselor) to speak on behalf of the student.
- F. Administrative hearings may be held with all involved students or individually.
- G. Students subject to an administrative hearing shall receive the following:
 - a. Maximum time limits for scheduling of conduct hearings may be extended at the discretion of the Vice President of Campus Services or designee.
 - b. A written decision and explanation of any outcomes within 5 business days of hearing will be sent to the email address the student has on file in the Registrar's Office.
 - c. An opportunity to appeal the decision as outlined in the following "Appeals Process".
- H. A summary of the Administrative Hearing, including the violation and resulting sanction, is recorded in the JICS Retention Module if it is determined the student violated the SCC.



- I. Administrative hearings are not recorded.
- J. If a student, or student group, fails to attend the administrative hearing, it will be assumed the student has violated the SCC and the appropriate sanction for the violation will be applied.

In regard to sexual misconduct and domestic abuse cases, both the reporting party and the accused student have the opportunity to request a formal hearing and appeal as part of due process.



Appeals Process

Appeals may only be made by:

- The student who allegedly violated the SCC in the original hearing, or
- The complainant in the original hearing, when such is present.

If one of the above chooses to appeal a decision, they must submit their appeal in writing to the Vice President of Campus Services within five business days of the date of the outcome letter. To receive consideration, a student's appeal must be full and complete upon its submission, including the basis for appeal and any supporting documentation.

The receipt of the appeal will be acknowledged in writing (which can include email). In cases involving opposing parties, when an appeal is filed the other party will be given the opportunity to review and respond in writing to the appeal. Any response by the opposing party must be submitted to the Vice President of Campus Services within five (5) business days from receipt of the appeal. The appeals documents from each party will be considered together in one appeal review process.

No appeal hearing will be held. The Vice President of Campus Services and the Vice President of Academic Services will render a

joint decision on the appeal based solely on the student's written appeal, any response from the other party, and the record of the original hearing. The decision is final, and will be rendered within five business days of the receipt of the written appeal.

In cases where suspension or expulsion is assigned as an outcome, the disciplinary action will go into effect at the conclusion of the appeal process. During the appeals process, a student who was issued suspension or expulsion may continue to attend class, unless otherwise directed by the Vice President of Campus Services, but is prohibited from participating in, representing the College in, or attending extra-curricular, co-curricular, and official College activities, if it is determined that the health or safety of a student or the community is at risk. Additional interim measures, such as those to ensure the safety of community members, may be put in place until the conclusion of the appeal process, as deemed appropriate by the Vice President of Campus Services or designee.

SECTION VIII: JURISDICTION

The Student Code of Conduct shall apply to student and student group conduct that occurs on campus or at UTTC sponsored activities. The SCC shall also apply to off-campus student and student group conduct when the conduct, as alleged, adversely affects a substantial College interest and either:

1. Constitutes a criminal offense as defined by local, state, or federal law or ordinance, regardless of the existence or outcome of any criminal proceeding; or
2. Indicates that a student or student group may present a danger or threat to the health or safety of the student or others.

The conduct of a student who is a member of a student group will not be considered to be conduct of the student group unless the facts and circumstances surrounding the conduct suggest that the student group sponsored, organized, or otherwise endorsed the conduct.

SECTION IX: RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of the campus community and of the state. Students are responsible to the community of which they are a part, and they are responsible to the academic community of UTTC. By enforcing the SCC, UTTC neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the SCC Hearing Officers will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer actions. Determinations made or sanctions imposed under the SCC will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.



SECTION X: INTERPRETATION AND REVISION

UTTC publishes the SCC to provide students with general notice of prohibited conduct. Since this SCC is not written with the specificity of a criminal statute it is open to interpretation and application by students, College administrators, faculty members, committees, and organizations acting in an official capacity. Any question of interpretation regarding this SCC must be referred to the Vice President of Campus Services or designee for final determination.

The SCC is reviewed as needed under the direction of the Vice President of Campus Services, or designee, who consults with stakeholders as appropriate. The SCC in place at the time an alleged violation occurs shall be the procedures against which the conduct is resolved in any subsequent conduct hearing or resolution process.

References

Bismarck State College Student Conduct Policy, September 2016.

Lewis and Clark College Student Code of Conduct, Amended: March 20, 2015.

University of Minnesota Board of Regents Student Conduct Code, Amended: June 10, 2016.



Alcohol and Other Drug Emergency

Transport Policy

UTTC considers the safety and personal well-being of the student body a priority. UTTC recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others.

Students who are transported to a local hospital as a result of the abuse of alcohol or other drugs will be required to meet with a member of Student Health and Wellness within twenty-four (24) hours of the incident. Failure to schedule and attend the session may result in judicial action.

When a student aids an extremely intoxicated or impaired individual whose life may be in danger by contacting Security or Residential Life staff, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to disciplinary action.

Notice: UTTC in its sole discretion may notify parents or guardians if a student is in violation of campus alcohol and drug policies without the student's consent if the student is under the age of 21 years old.

Tobacco Free Campus Policy Tobacco Definition

“Commercial Tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Sacred Use of Tobacco

We recognize the importance of ceremonial tobacco and have developed the following procedure: An organization or group that wants to use sacred tobacco for an event is required to submit their request in writing, describing the event in advance and submit the request to the Vice President of Student and Campus Services. The vice president will approve or deny the request.

UTTC Tobacco Free Policy

Commercial tobacco is defined above as all tobacco- derived products sold commercially, including, but not limited to cigarettes, cigars, hookah-smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks, cigarillos, e-cigarettes, hookahs and dissolvable products.

Tobacco use is prohibited on all campus grounds, in all campus-owned properties, and in all campus-owned vehicles.

Tobacco use is also prohibited at all institution sponsored off-campus functions.

Tobacco sales, industry promotions, advertising, marketing, and distribution are prohibited.

Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment.

The tobacco policy is clearly posted in employee and student handbooks, on the campus website, and in other relevant publications.



Tobacco Cessation Services

Students seeking assistance to deal with their tobacco addiction are urged to contact the Wellness Center where medicine, support and peer mentoring may be available at no cost. The state of North Dakota provides an online program NDQuits, a toll-free number 1.800.784.8669 or web based program all free of charge.



Enforcement

All individuals on campus property or at an off-campus, school-sponsored event share in the responsibility for adhering to and enforcing this policy. All members of the United Tribes Technical College campus community are expected to support this policy and cooperate in its implementation and enforcement. Students, staff and visitors violating this policy should be reminded of the policy and asked to comply.

Violations of this policy by students may be cause for disciplinary action in accordance with student code of conduct.

UTTC considers the safety and personal well-being of the student body a priority. UTTC recognizes that there may be emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others.

When a student aids an extremely intoxicated or impaired individual whose life may be in danger by contacting Security or Residential Life staff, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to disciplinary action

Communicating Policy to Students, Staff, and Public

This policy will be printed in the employee and the student handbooks. The United Tribes Technical College shall post signs indicating that the campus property is tobacco-free in all locations and in the manner identified in NDCC 23- 12- 10.4.1(a) and (b). In addition, notices should be posted in other highly visible places on campus property including, but not limited to, walkways,

athletic fields, parking lots and at all off-campus, school-sponsored events. Students, faculty and staff will be notified of this policy in writing, and the local media will be asked to communicate this tobacco- free policy communitywide.

Campus Regulations

1. A student who possesses or consumes intoxicating liquors, alcoholic beverages or illegal drugs on campus is subject to disciplinary action.
2. A student who attends class under the influence of alcohol or illegal drugs is subject to disciplinary action.
3. Faculty and staff are justified in contacting appropriate campus security or law enforcement authorities in the event a student is under the influence.
4. Students who are involved in illegal drug usage, off the premises of the campus, may also face disciplinary action.
5. Student organizations are not allowed to sponsor on-campus or off-campus events at which alcohol or illegal drugs are consumed.
6. Sale of alcoholic beverages or drugs by student organizations is strictly forbidden.
7. In addition to campus disciplinary sanctions, the College may report drug violations to the appropriate law enforcement authorities.
8. Since involvement with drugs may be associated with medical and/or psychological problems, students may be referred or may refer themselves to counseling or medical services.
9. Each student will be held responsible for his or her own behavior and it will not be regarded as “double jeopardy” for both civil authorities and the College to initiate disciplinary sanctions against a student who violates the SCC.
10. A federal or state drug conviction can disqualify a student from Federal Student Aid eligibility. If a student is convicted of possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal financial aid, the student will lose eligibility for federal student aid funding. The student can lose federal financial aid eligibility of one year from the date of the first conviction, two years from the date of the second conviction and indefinitely for a third offense for the possession of illegal drugs. A student can lose federal financial aid eligibility for two years from the date of the first conviction and indefinitely for the second conviction for the sale of illegal drugs. A student can regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program.

Students may initiate help for themselves or others by contacting any of the following:



On Campus:

- Wellness Center number 221-1764

Community Resources

- “211” – 24 hour referral and crisis management hotline for North Dakota.
- West Central Human Services – (701) 328-8888
- Heartview Foundation – (701) 222-0386
- Alcoholics Anonymous – (701) 222-2100

National Numbers

- The National Drug and Alcohol Hotline: 1-800-711-6375 or 1-800-711-6402

Records and Reinstatement

- Suspension and expulsion from the College are matters of permanent record.
- Reinstatement after suspension: The Registrar may permit reinstatement after suspension; however, the Registrar may do so only after the student has completed the terms of the suspension.
- Reinstatement after expulsion: A student who has been expelled from the College may petition the Vice President of Academic Affairs to be considered for re-admissions no sooner than one year after being expelled. Each case will be addressed individually.



Housing Policies and Procedures

Students are responsible to review the campus wide policies and procedures of the UTTC Student handbook. All reports documented by campus officials will be up for review by the UTTC Violations Committee. Violations of state and local laws will be referred to the proper law enforcement officials as well as follow up from the UTTC judicial system. Please see the section titled “Disciplinary Procedures for Students and Residents”.

Guest Policy

The Guest Policy is intended to protect the rights, safety, and property of the members of the UTTC community and to endeavor to keep the campus secure. A guest includes, but is not limited to any person(s) a student invites to UTTC property or to UTTC sponsored events or activities. It is the sole responsibility of the host to inform their guests of the details of the Guest Policy. All guests are expected to observe the rules and regulations of campus conduct during their visit. Students are held strictly responsible for the conduct and actions of their guests. This also means financial responsibility for any expenses incurred. Hosts are expected to escort their guests at all times. All guests must present valid photo identification when requested to do so by any UTTC official. Failure to observe this policy will result in campus judicial action and/or criminal prosecution by UTTC.

Lock Out Policy

The Housing Director and staff are responsible for monitoring property and individuals residing in all dorms as well as the daily monitoring of empty dorm rooms.

Housing staff are responsible for handling all “Lock Out” situations in the event a student misplaces his or her key. Lost or misplaced keys must be reported to Housing staff and replaced immediately. There is a fee associated with lost or missing keys. UTTC identification will be required for admittance, no exceptions.

The Housing Department is responsible for monitoring property and individuals/ families residing in campus housing as well as the daily monitoring of empty housing units or complexes.

Housing staff from 8:00 a.m. to 5:00 p.m. M-F are responsible for handling all “Lock Out” situations in the event a student misplaces his or her key. The security department will handle lock out situations after 5:00 p.m. M-F and weekends. Lost or misplaced keys must be reported to housing staff and replaced immediately. There is a fee associated with lost or missing keys. UTTC identification will be required for admittance, no exceptions.

UTTC is not responsible for lost, stolen, or damaged items. Students are encouraged to purchase renter’s insurance to help reduce the cost of replacing lost or stolen items.

Additional Guidelines

- Students are responsible for informing their guests of UTTC’s Drug and Alcohol Policy prior to any campus visit. The student will be held strictly accountable for an alcohol violation when their guest violates the alcohol policy. Guests are defined as any person visiting the student whether or not the guest has signed-in to the residence halls through official procedures. Guests, regardless of their age, are not permitted to bring alcohol onto the UTTC campus.



Campus Building and Residence Entry

The Security Department is responsible for the security and monitoring of office and campus buildings. All buildings on campus are locked after hours. Access to campus buildings is permitted only to authorized employees and students of UTTC. Any person requesting after-hours entry to any of the buildings must have written approval from the appropriate department head or Vice President. Notice of authorization must be turned into the Security Department. UTTC identification will be required for admittance, no exceptions.

The Housing Director and staff are responsible for monitoring property and individuals residing in all dorms as well as monitoring empty dorm rooms. The Housing Department is responsible for monitoring property and individuals/ families residing in campus housing as well as monitoring empty housing units.

Security Personnel may enter dormitory rooms or residences if they have a reasonable suspicion that individuals are violating laws or UTTC regulations. They may also enter at times when there appears to be an emergency. All residents of dormitory rooms or residences on UTTC’s campus are placed on notice that they should not have an expectation of absolute privacy should there be reasonable suspicion that misconduct is occurring within the residential unit.

Lost and Found Policy

Property found by members of the UTTC community may be turned in at any time to Lost and Found Services at the UTTC Security Department. Items considered contraband or of high dollar value shall be turned over to the security department immediately upon receipt.

Items Include:

- Weapons such as guns, switchblade knives, knives with blades longer than four inches, etc. This also includes illegal substances such as marijuana, found prescription drugs, fireworks, and items of a high dollar value. You can call the security department to inquire about lost items at ext. 1200, Monday through Friday, 8:00 a.m. to 4:00 p.m. unclaimed items are stored for six months. If you have questions about whether security will accept an item, please call UTTC College Security Department at (701- 255-3285 ext. 1200.

Accepted Items:

- Cell phones, laptops, MP3 players, iPod, wallets, purses, eyeglasses, backpacks, keys, jewelry, textbooks, items having ownership information.

- Any backpack, bag or similar container that anyone carries onto campus shall be subject to inspection and search by a member of the UTTC staff whenever there exists reasonable suspicion to believe that the container is being used to bring onto campus any alcoholic beverage, illegal drugs or other material in violation of UTTC Policy.
- Students are encouraged and expected to seek help from Security or other UTTC staff when they witness others who are incapacitated due to alcohol or other drug use.
- Residency in a bedroom, dorm suite, apartment or housing unit in which any alcohol containers, (empty or full to include decorative containers) are present is a violation of the Policy. This includes the bedroom to which the person is assigned or in an adjacent common area.
- Visitation in a bedroom, dorm suite, apartment or housing unit of in which any alcohol containers, (empty or full to include decorative containers) are present, with reasonable opportunity to be aware of the presence of said item is a violation.

Weapons and Hazardous Materials Policy

The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to replica weapons, stiletto, dagger, dirk knife, any knife having a double-edged blade or a switch blade, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a sling shot, knuckles, black jack, metallic buckles or any item which could be used as a weapon, is strictly prohibited on college property or off campus where UTTC jurisdiction applies.

The use or possession of pepper spray and/or other dangerous propellants or apparatus capable of launching projectiles such as bow or compound bow is prohibited. The possession, use or storage of firecrackers, fireworks, pyrotechnics or other explosives and hazardous chemicals is strictly prohibited. In addition, no paintball guns are allowed on UTTC property, including the Residence Halls. Violators of the above will be subject to immediate legal and UTTC judicial action.

The possession, use or storage of firecrackers, fireworks, pyrotechnics or other explosives and hazardous chemicals is strictly prohibited. In addition, no paintball guns are allowed on UTTC property, including the Residence Halls. Violators of the above will be subject to immediate legal and UTTC judicial action.





Not Accepted Items

- Clothing items, dancing regalia, perishable items / Food, Flammable Items (lighters, etc), Small recreational items (soccer balls, frisbees, baseballs, etc), Personal grooming items (combs, brushes, bows, ribbons, scrunchies, etc), Intentionally abandoned property (electronic equipment that obviously does not work, damaged furniture, items placed by trash containers for disposal, etc), Office supplies (individual notebooks, pens, etc), Umbrellas.



Sexual Assault and Rape Policy

UTTC has an active, ongoing training program for its security officers and all personnel. In particular, security officers and any administrative or teaching personnel are specifically cautioned to be alert for incidents of rape, acquaintance or date rape, and other forcible and nonforcible sex offenses and to report them immediately to the proper authorities. Each student is provided a copy of this policy and is encouraged to report promptly all incidents of rape, acquaintance or date rape, or other forcible and nonforcible sex offenses to which they are witness or of which they are a victim.

Students are encouraged to provide suggestions to improve campus awareness of the problems associated with sexual offenses. Recommendations may be referred to appropriate administration officials, including the President of the College, the Vice President of Student and Campus Services, Security Officers or Counseling Department. Incidents of a sensitive nature may be referred to a member of the counseling department.

Procedures for reporting a sexual assault or other sexual offense:

- Any student, administrator, faculty member or other employee of UTTC who witnesses or is a victim of any sex related offense, including any such offense involving a child, is requested to immediately report such incident to the Burleigh County Sheriff's Office, or dial 911 and request assistance, or to call Campus Security ext. 1200, who will assist in notifying the appropriate authorities.

- Any student, administrator, faculty member or other employee of UTTC who is a victim of a sexual assault is encouraged to use the services of the Rape- Incest Crisis Center, in Bismarck, whose telephone number is 222-8370.
- Any person who is the victim of a sexual assault is urged to be careful to preserve evidence of the sexual assault for use by any criminal investigator or police officer in the prosecution of the offense and to follow all instructions given to him or her by any police officer investigating the alleged crime.
- All students are hereby notified that if the student is a victim of an alleged sexual assault, alternate living arrangements will be made available to the student as funds and the availability of alternate living arrangements permit.

The following are the procedures to be followed in addition to those provided in the Student Handbook or Employee Handbook provided by UTTC to students or staff of the College:

- Any employee of UTTC or student at UTTC who is the alleged perpetrator of a sexual offense and the victim of such an offense are entitled to have the same opportunities for having others present during any disciplinary proceeding brought concerning the alleged offense.
- The victim and the perpetrator shall each be provided a statement indicating the outcome of any disciplinary proceeding brought against the alleged perpetrator of a sexual offense.
- If a finding is made following a disciplinary hearing that a sexual offense has been committed, UTTC may impose the following sanctions as recommended by the Hearing Panel:
- For any student found to have committed a sexual offense: Suspension or termination from the educational facility, including, but not limited to, being removed from the campus; and not being granted permission to return to the campus for any reason.
- For any employee of UTTC found to have committed a sexual offense, suspension or termination from employment, including, but not limited to, being removed from the campus and not being granted permission to return to the campus for any reason.

Student Sexual Harassment Policy and Procedures

UTTC in compliance with state and federal regulations will not tolerate sexual harassment of its students by anyone; including supervisors, faculty, customers, employees, visitors, or other students. Sexual harassment is defined as:

- Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.



- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor.
- Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's appearance where such comments go beyond mere courtesy; telling 'dirty jokes' that are clearly unwanted or considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Engaging in any type of sexually-oriented conduct that would interfere with another's regular day-to-day performance.
- Creating a college environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.
- Normal, courteous, mutually respectful, pleasant, non-coercive interactions between men and women that are acceptable to both parties are not considered to be sexual harassment.
- Student Reporting – Complaints and reports of sexual harassment, by or of any student of this institution, shall be immediately brought to the attention of UTTC Campus Security, a member of the counseling department or the Vice President Campus Services.

Student Complaint

The administration, faculty and staff at UTTC do everything they can to make sure services are provided to students in a prompt, courteous, and consistent manner. If a student feels this is not happening, and has tried to resolve the issue with those involved, he or she can file a student complaint. The link to file a complaint can be found by logging into my.uttc.edu and clicking on the Student Information tab. On the bottom of that page, there is a Student Complaints box. The student will complete the form and hit "submit". A response will be provided within 3-5 days.

Physical and Domestic Violence

Violence of any kind is prohibited. Any person who commits an assault, with or without using a dangerous weapon, is subject to arrest and prosecution by local law enforcement authorities, immediate expulsion from campus, loss of the student's residence and loss of student status. This includes but is not limited to:

- Physical violence
- Domestic violence
- Verbal abuse or any threat of imminent physical or domestic violence



Child Abuse and Neglect

All individuals on campus are encouraged to report suspected child abuse or neglect. Speak with professionals such as Wellness Center staff, teachers or advisors, or other campus officials if help is needed to help file a report.

A person mandated to report, or any person wanting to report suspected child abuse or neglect, should contact the Burleigh County Social Service Department. Professionals having knowledge of or reasonable cause to suspect that a child is abused or neglected, or has died as a result of abuse or neglect, must make a report of the circumstances.

- Reports of suspected child abuse or neglect may be made verbally or in writing
- If requested by the county social service office, a verbal report must be followed by a written report
- The state's reporting form SFN 960, is available at Burleigh County Social Service offices or Burleigh county website at www.nd.gov/eforms/doc/sfn00960.pdf

Traffic Regulations

Students, staff, faculty and visitors are subject to the rules of the road while on UTTC campus. We ask that you obey all local, state and federal law including traffic laws on and off campus. Your compliance is needed to ensure the security and wellbeing of all on campus.

All drivers must provide a valid driver's license, registration and proof of insurance upon demand. Drivers must obey all traffic signs, use turn signals, and park with the flow of traffic. Seatbelts need to be worn and children need to be buckled or in a car seat. Texting and driving is prohibited. Warning tickets and fines will be issued to violators.

The maximum speed limit throughout the UTTC campus is 15 miles per hour. However there is a 5 mile per hour school zone in effect on Sisseton Street between Ft. Berthold Ave and Ft. Totten Way. Speed bumps have been placed at various points on the campus to control the speed of motor vehicles. Please use caution



when approaching these speed bumps and observe the restricted speed limit. Car surfing on hoods, roofs, or bumpers is strictly prohibited on campus.

Please Note: Your driver's license or permit is proof that you are aware of rules of the road.

Parking and Speeding Fines

Security department will issue tickets for the following violations. All fines will need to be paid within 10 business days on campus at finance in the administration building #9. If the ticket is not paid, a hold will be placed on your financial account. In certain instances, unpaid fines will be turned over for collections.

Fire Lane Parking Violation.....	\$25.00
Parked in Unauthorized Parking Area.....	\$25.00
Parking Along Yellow Curb	\$25.00
Speeding (between 20 and 30 mph)	\$25.00
Speeding (between 30-40 mph).....	\$50.00
Speeding (above 40 mph).....	\$100.00



Parking Regulations

All student vehicles need to be registered with security. Register vehicles you will utilize while on campus (vehicles you own, use, borrow etc). Unknown vehicles will be towed at owner's expense without notice. You will be asked to show registration, proof of insurance and a valid driver's license upon demand.

- State issued handicap tag is needed to park in handicap parking (no exceptions)
- The parking permit must be clearly visible, hanging from the rear view mirror or placed on the dashboard.
- No parking in areas marked "NO PARKING"
- No parking in areas such as cross walks or school bus drop off
- No parking in front of any fire hydrant
- Any vehicle parked illegally, e.g., in the disabled parking areas without the proper documentation, or in a no parking zone will be cited.
- Non-payment of parking citations will result in a hold on your financial account or turned over to collections.

Student Identification Cards

United Tribes Technical College issues student IDs to all students attending UTTC. Please go to the lower level of Building 61 Safety & Security.

To receive a UTTC student ID, new and returning students need to bring in a picture ID, and class schedule to receive a student ID. Students will need to turn in expired IDs to receive a new one at no cost. Each card is valid until the expiration date stated on the card.

Each student who receives a UTTC student ID is responsible for the loss, theft, or destruction (accidental or otherwise) of the card. If at any time a replacement ID is needed, they are free of charge up to five cards. If a student needs to receive a replacement ID after the specified amount listed, you will have to first go to the Finance Department in building 5 and pay \$25.00 per any additional replacement IDs. It is mandatory that students always carry their ID card as it may be requested by Security, Faculty, or staff to verify your identity.

Grievance Procedures for Students

Reporting the Grievance

1. If you have a grievance with staff, faculty or another student, talk directly to the person with whom there is conflict. If the conflict is not resolved at this level, here are the next steps:
2. If the grievance is against another UTTC student, submit a written (email) grievance to the Vice President of Campus Services (VPCS). The VPCS will respond to your complaint with a final decision.

Parental Guidelines for UTTC Campus

"Children are Sacred"

The UTTC community is designed to educate everyone from birth to adulthood and has a wealth of support to aid college students with children. Parents are expected to care for their children in a respectful and responsible manner while living on and off campus. Parents who fail to obey the guidelines set forth in this manual will be subject to disciplinary action including loss of student housing or dismissal from UTTC.

The following guidelines are for the benefit and wellbeing of all children affiliated with UTTC:

1. School attendance is mandatory.
2. Burleigh County Social Services will be contacted for suspected child abuse, neglect, or other reports.
3. Curfew for all children under the age of 18 is 9 p.m. Children must be supervised at all times.
4. Guidelines for babysitting on UTTC campus: See below.



No child under age 18 should ever be responsible for more than 6 children.

Housing Department must know when a babysitter will be in charge of your home or when you have your children at another home. Babysitting is not allowed in UTTC dorms. Babysitting forms are available and need to be completed and left at the Housing Department before 4 p.m., Monday – Friday. Please have EMERGENCY numbers visible before you leave home.

Security will not open doors for any child under 18, unless the child is in need of assistance.



North Dakota Child and Youth Supervision Guidelines

North Dakota does not have a law regulating the age at which a child may be left unsupervised. Child and youth supervision guidelines provided by the North Dakota Department of Human Services, Children and Family Services, Child Protection Programs are used by county social services agencies in North Dakota.

Answers to the most commonly asked questions about supervising children and self-care. There are both risks and opportunities associated with self-care. Parents need to carefully decide whether self-care is appropriate for their children.

Most parents are aware of threats from accidents, fire, or harm from strangers and make special efforts to deal with them. There are also dangers to children's emotional well-being. Children in self-care must deal with feelings of loneliness, boredom, fear, rejection, and insecurity. The increased responsibility for chores and caring for younger siblings may be more than a child is ready to handle. Sometime, older siblings physically or sexually abuse a young child left in their care. Teenagers can turn their fear and loneliness inward, leading to depression. Experimenting with sex, drugs, tobacco and alcohol are much more likely with teens in self-care. Peer pressure, too, can be a negative influence, which a child may not have the confidence to overcome.

When parents invest time and energy to make the right decision about self-care for their children, the potential benefits increase. Children can gain an increased sense of self-confidence, responsibility, and independence.

Who is responsible?

The ultimate responsibility for the safety, care, well-being and behavior of children remains with the parent or caregiver, whether they are there to personally supervise them or not.

What does the law say about child supervision?

North Dakota does not have a law which provides an age when children can be left alone. However, guidelines have been developed by the Department of Human Services and are used by county social services agencies in North Dakota. These guidelines are subject to change, so please refer to the website: www.nd.gov/dhs.

What are the age guidelines?

Children left home alone should be able to demonstrate knowledge of where their parents or other responsible adults are, how to reach them, and the length of time caregivers will be absent. Children should also know emergency procedures and arrangements for emergency situations.

Ages 0-4

The guidelines state that all children under age 4 years be in view of their caregiver at all times while outside of the home. Inside the home, the caregiver should be available and able to respond to the child to provide immediate care and protection from harm. Children of this age should not be left in vehicles unless they are in proper restraints (unable to put the vehicle in gear) and in direct view of the caregiver at all times.

Ages 4-17

Children 8 years and under should be supervised at all times with a caregiver available. An 8-year-old should not be left in charge of other children.

Children who are 9 years old should not be left unsupervised for periods greater than two hours during the daytime. A child of this age should not be unsupervised during sleeping hours. Children this age should not be responsible for younger children.

Children who are the age of 12 years and older may be permitted to act as baby-sitters. It is recommended that they successfully complete an approved child care training course.

Caution is advised on the number of children left in care, length of time for caregiving responsibility, factors regarding special needs of children left in care and resources available to the child providing care.

Teens

Children under 15 years of age should be attended overnight. Caution should be taken in leaving 15– 17 year olds alone overnight. Extended absences of caregivers (such as over a weekend) are not recommended.



Is age the only factor to consider?

The age of the child is not the only factor that should be considered when children are left alone.

Other factors include:

- The maturity of the child
- Emotional health factors
- The child's physical or mental limitation
- Length of time alone
- Time of day or night
- Other children present to be supervised
- Location and environmental conditions
- Frequency of being left alone
- The accessibility of a parent or other adult

Using the guidelines and other factors mentioned, consider the following questions:

- How does your child feel about the situation?
- Look at the child's age in relationship to growth, behavior and judgment.
- What are the responsibilities your child will be left with?
- Will the child be able to handle those responsibilities?
- How long will the child be left alone? The first few times should be quite short.
- You will be able to stay away longer once the child is confident about safety.
- What are the safety risks if your child is alone? (fires, accidents, burglaries, etc.)
- Can your child say no to peer pressure if friends encourage the child to break rules in your absence?

Safety tips:

- Encourage the child to discuss feelings about being alone. If a child seems afraid, help her to talk about it and help her feel safe.
- Establish ground rules. This avoids confusion about what you expect and adds to the child's own sense of security. Careful planning can help insure physical safety and emotional well-being for your child.
- Remove fire hazards and install smoke detectors. Hold fire drills with each child "practicing" what to do and where to go in case of fire.
- Teach children basic first aid and have a first aid kit available.
- Have children practice emergency (911) calls with you, giving their full address and directions if necessary.
- Review safety rules such as not playing with matches, knives, and scissors.

- Teach children when and if to answer the door and phone. Warn children to never let strangers into the house.
- Instruct children to never tell callers that they are alone. They should say that the parent is busy and offer to take a message. If a call seems suspicious, they should call you or another adult.
- Have a clear understanding about use of ovens, stoves and other appliances.
- Provide projects and materials as well as juice and nutritious snacks.
- Set up an emergency plan with a relative, friend or neighbor who may be unable to care for your child but who will be willing to be called by the child for advice or reassurance in "small emergencies" when you are unavailable by phone.
- When you leave, post your house address and important numbers near the telephone.
- Establish a daily routine in which your child calls you or a designated person when she arrives home.
- If your child comes home after school, give her keys and perhaps an attractive key chain. The keys should be carried out of sight so that the child isn't easily identified as one on his own.
- Arrange some after school activities such as clubs, scouts, sports or the library. If you need help with transportation, arrange to trade weekend driving or child care with other parents.
- When you return home, praise your child for doing a good job. You may be pleasantly surprised at how readily and how well your child assumes responsibility when fully prepared and given the opportunity.
- For more information, please call your local county social service agency.



Equal Opportunity/Affirmative Action Policy

United Tribes Technical College is an equal opportunity, affirmative action institution that does not discriminate in its admissions, participation in its educational activities, including housing, and all other programs which it sponsors or offers, on the basis of race, color, religion, sexual orientation, national origin, age, the presence of mental or physical disability, or status with regard to marriage or public assistance, except as allowed by the Indian preference provision of the Civil Rights Act of 1964 or where Indian preference is otherwise allowed by law. The following person has been designated to receive inquiries about UTTC's Equal Opportunity policy and coordinate responses to those inquiries: Human Resource Director, 701-255-3285, ext. 1721.

Sexual Misconduct, Prevention and Reporting

UTTC is dedicated to maintaining a positive learning, working and living environment. UTTC will not tolerate acts of sexual misconduct or related retaliation against or by any employee or student. UTTC is committed to: (1) taking action to prevent sexual misconduct; (2) providing awareness by educating individuals on abuse and violence; (2) conducting unbiased investigations of all reports of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations, but may be coordinated with local law enforcement investigations should the need arise.

This policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights.

- Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion and sexual harassment are examples of sexual misconduct, and all are prohibited.
- Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior's sex/gender which is severe enough to cause a discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence and stalking.)

UTTC encourages all community members to seek support for and report sexual misconduct directly to the UTTC Safety and Security department, Domestic Violence Advocate or the Title IX Coordinator. These individuals will assist in eliminating the misconduct, preventing its recurrence and addressing the effects.

Human Resource Director, is the Title IX Coordinator at

UTTC. Her job is to oversee UTTC's compliance with Title IX.

Human Resources Director/Title IX Coordinator
Human Resources
3315 University Drive
221-1721
fncdonald@uttc.edu

If you need immediate confidential counseling, the Abused Adult Resource Center and West Central Human Services provide confidential rape crisis counseling to men and women, 24 hours a day.

- Domestic Violence Advocate On Campus

(crisis intervention, emotional support, and advocacy for victims of domestic violence, sexual assault, stalking and dating violence)

701-221-1776 and on-call services through the UTTC Safety and Security department

- Abused Adult Resource Center

(assistance with sexual assault, dating violence, domestic violence, neglect or abuse)

222-8370 or 1-866-341-7009

aarc@aarcd.com

218 W. Broadway Ave., Bismarck

Social Media Guidelines

Members of the UTTC community who are accessing social media sites such as Facebook, SnapChat, and Twitter are cautioned to do so using the guidelines set forth in the student handbook and not engage in any conduct that would violate Federal, State and local law. Violators will be subject to disciplinary action through the UTTC judicial system. Please note that users of these sites are subject to legal consequences if State or Federal Laws are violated and may be subject to prosecution.

Also be advised that these sites are frequented by predators, law enforcement agencies, employment agencies and entities as a means to uncover background information and/or evidence. Use discretion when posting information on these or similar websites.





AUGUST

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19 UTTC Employee Family Fun Day	20 UTTC All Campus Professional Development	21 UTTC All Campus Professional Development FAFSA Deadline for Continuing Students for Native American Tuition Waiver Admission Deadline for Fall 2024 Semester – 12 Noon CST New Student Orientation and Accuplacer Testing Due – 12 Noon CST
25 Self-Pay or Proof of Payment for Fall Semester Due – 5 pm CST New Student Welcome Week	26 New Student Welcome Week First Day of Classes	27 New Student Welcome Week First Day of Classes	28 New Student Welcome Week

Dates are subject to change for unforeseen circumstances



2024

Leadership Begins Here

Thursday	Friday	Saturday	Notes
1 Family Housing Check-In	2	3	
8	9	10	
15	16	17	
22 Daycares Open for the Semester Dorm Check-In TJES First Day of School	23 Registration Deadline for 2024 Fall Semester	24	
29 New Student Welcome Week	30 New Student Welcome Week	31	

To do

Dates are subject to change for unforeseen circumstances



SEPTEMBER

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
1	2 Labor Day Holiday (College Closed)	3 Tribal Leaders Summit	4 Last day to add courses or drop without a record (Census Date) – 5 pm CST Last day to change degree programs (Census Date) – 5 pm CST Tribal Leaders Summit
8 UTTC International Powwow	9 Founders Day Holiday (College Closed)	10	11
15	16	17 U.S. Constitution Day	18
22	23	24	25 Career Festival
29	30		

Dates are subject to change for unforeseen circumstances



2024

Leadership Begins Here

Thursday	Friday	Saturday	Notes
5 Tribal Leaders Summit	6 Family Day at Powwow (No Classes) (Daycares close at noon) UTTC International Powwow	7 UTTC International Powwow	
12	13	14	
19	20	21	
26	27	28	

To do

Dates are subject to change for unforeseen circumstances



OCTOBER

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14 <small>Indigenous Day Holiday (College Closed)</small>	15	16
20	21 <small>Registration Opens for Spring Semester</small>	22	23
27	28	29	30

Dates are subject to change for unforeseen circumstances



2024

Leadership Begins Here

Thursday	Friday	Saturday	Notes
3	4	5	
10	11	12	
17	18 <small>Midterm Grades Due Spring Registration Hold for Student Accounts Exceeding \$750</small>	19	
24	25	26	<i>To do</i>
31			

Dates are subject to change for unforeseen circumstances



NOVEMBER

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11 <small>Veterans Day Holiday (College Closed)</small>	12	13
17	18	19	20
24	25	26	27 <small>No Afternoon Classes - Daycares Close at Noon</small>

Dates are subject to change for unforeseen circumstances



2024

Leadership Begins Here

Thursday	Friday	Saturday	Notes
	1	2	
7	8 <small>Last day to withdraw from term or course with a 'W' grade on transcript</small>	9	
14	15	16	
21	22	23	
28 <small>Thanksgiving Break (College Closed – Nov. 28, No Classes – Nov. 29)</small>	29 <small>Thanksgiving Break (College Closed – Nov. 28, No Classes – Nov. 29)</small>	30	

To do

Dates are subject to change for unforeseen circumstances



DECEMBER

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
	Last Week of Classes/Final Exams	Last Week of Classes/Final Exams	Last Week of Classes/Final Exams
15	16	17	18
	Final Grades Due – 5 pm CST Family Housing Check-In for Spring Semester	UTTC All Campus Professional Development	UTTC All Campus Professional Development Daycares Close for Holiday Break
22	23	24	25
			Christmas Day Holiday (College Closed)
29	30	31	

Dates are subject to change for unforeseen circumstances



2024

Leadership Begins Here

Thursday	Friday	Saturday	Notes
5	6	7	
12	13	14	
Last Week of Classes/Final Exams	Last Week of Classes/Final Exams		
19	20	21	
	Academic Suspension Appeals for Fall Semester Due Dorm Check out Last day of school at TJES for Holiday Break		<i>To do</i>
26	27	28	

Dates are subject to change for unforeseen circumstances



JANUARY

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
	TJES Starts School	Daycares Open for the Semester UTTC All Campus Professional Development	UTTC All Campus Professional Development Admission Deadline for 2025 Spring Semester – 12 Noon CST New Student Orientation and Accuplacer Testing Due – 12 Noon CST
12	13	14	15
	Self-Pay or Proof of Payment for Spring Semester Due – 5 pm CST New Student Welcome Week	New Student Welcome Week First Day of Classes	New Student Welcome Week
19	20	21	22
	Martin Luther King Day Holiday (College Closed)– No School for TJES		Last day to add courses or drop without a record (Census Date) – 5 pm CST Last day to change degree programs (Census Date) – 5 pm CST
26	27	28	29

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
2	3	4	
9	10	11	
Dorm Check-In	Registration Deadline for 2025 Spring Semester		
16	17	18	
New Student Welcome Week	New Student Welcome Week		
23	24	25	
30	31		

To do

Dates are subject to change for unforeseen circumstances



FEBRUARY

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
	President's Day Holiday (College Closed)		
23	24	25	26

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
		1	
6	7	8	
13	14	15	
20	21	22	
27	28		

To do

Dates are subject to change for unforeseen circumstances



MARCH

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
	Spring Break	Spring Break	Spring Break
16	17	18	19
	Registration Opens for Summer and Fall Semesters		
23	24	25	26
30	31		

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
		1	
6	7	8	
	Mid-term Grades Due		
13	14	15	
Spring Break	Spring Break Summer and Fall Registration Hold for Student Accounts Exceeding \$750		
20	21	22	To do
27	28	29	

Dates are subject to change for unforeseen circumstances



APRIL

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14	15	16
20	21	22	23 Career Festival
27	28 Family Housing Check-In for Summer Semester Last Week of Classes/Final Exams	29 Last Week of Classes/Final Exams	30 Last Week of Classes/Final Exams

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
3	4 Last day to withdraw from term or course with a 'W' grade on transcript	5	
10	11	12	
17	18	19	
24	25 Good Friday Holiday (College Closed)	26	
	Spring Graduation Applications Due	UTTC Sobriety 2024-2025 Graduation Honoring Powwow	
	TBD 2025 AIHEC Student Conference		

To do

Dates are subject to change for unforeseen circumstances



MAY

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
4	5 Final Grades Due – 5 pm CST	6 UTTC All Campus Professional Development	7 UTTC All Campus Professional Development Admission Deadline for 2025 Summer Semester New Student Orientation and Accuplacer Testing Due – 5 pm CST
11	12 Dorm Check-Out Self-Pay or Proof of Payment for Summer Semester Due – 5 pm CST 5-10:UTTC	13 Daycares Open for Summer Semester Summer 2025 Classes Begin	14
18	19	20	21
25	26 Memorial Day Holiday (College Closed)	27 Summer School Begins at TJES	28

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
1 Last Week of Classes/Final Exams	2 Last Week of Classes/Final Exams	3	
8 Dorm Check-In	9 UTTC Spring Commencement – 10 am CST (Daycares closed) Academic Suspension Appeals for Spring Semester Due Registration Deadline for 2025 Summer Semester	10	
15	16 TJES Last Day of School Last day to add courses or drop without a record (Census Date) Last day to change degree programs (Census Date) – 5 pm CST	17	
22	23	24	
29	30	31	

To do

Dates are subject to change for unforeseen circumstances



JUNE

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
5	6	7	
12	13	14	
19	20	21	
26	27	28	

Last day to withdraw from term or course with a 'W' grade on transcript

Juneteenth Holiday (College Closed)

To do

Dates are subject to change for unforeseen circumstances



JULY

Leadership Begins Here

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
	Final Grades Due – 5 pm CST		
13	14	15	16
20	21	22	23
27	28	29	30

Dates are subject to change for unforeseen circumstances



2025

Leadership Begins Here

Thursday	Friday	Saturday	Notes
3	4	5	
Last day of class for UTTC and TJES Summer School Daycares Close for the Semester	4th of July Holiday (College Closed)		
10	11	12	
	Academic Suspension Appeals for Summer Semester Due Dorm Check-Out		
17	18	19	
			<i>To do</i>
24	25	26	
31			

Dates are subject to change for unforeseen circumstances