



**Takoda Institute of Higher Education**  
*A Division of AIOIC*

# **STUDENT HANDBOOK**

**2020-2021**



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THE TAKODA INSTITUTE OF HIGHER EDUCATION (*A DIVISION OF AIOIC*) IS LICENSED AS A PRIVATE CAREER SCHOOL WITH THE OFFICE OF HIGHER EDUCATION PURSUANT TO MINNESOTA STATUTES, SECTIONS 136A.821 TO 136A.832. LICENSURE IS NOT AN ENDORSEMENT OF THE INSTITUTION. CREDITS EARNED AT THE INSTITUTION MAY NOT TRANSFER TO ALL OTHER INSTITUTIONS. THE OHE IS LOCATED AT 1450 ENERGY PARK DRIVE, SUITE 350, ST. PAUL, MN 55108-5227. THEIR PHONE NUMBER IS 651-259-3975.

**THE COURSE CATALOG AND STUDENT HANDBOOK  
WORK IN TANDEM AND SERVE AS ADDENDA TO EACH OTHER.**

## MISSION STATEMENT

The mission of the American Indian OIC is to empower American Indians – as well as all other students - to pursue career opportunities by providing individualized education, training, and employment services in a culturally sensitive and supportive environment. In so doing, the AIOIC will have provided the committed individual with the tools needed to procure gainful employment and financial independence.

## INTRODUCTION

The American Indian OIC was established in 1979 in response to the high unemployment and poverty rates that were plaguing the Minneapolis American Indian community. At that time, the Phillips Neighborhood of South Minneapolis was the largest urban concentration of Native Americans in the nation as a result of the federal relocation policies of the 1950's and 1960's. In an effort to provide real economic assistance for the community, the AIOIC was created as a means to provide training and employment preparation for the people to use as a pathway out of poverty.

Since its inception, the American Indian OIC has been an anti-poverty agency providing public secondary education, vocational training, post-secondary education, job placement support services, and opportunities for leadership development for an estimated 1,500 people per year. The programs offered at the AIOIC are rooted within the rich traditions of the Native American people and are administered by both community leaders as well as by trained and licensed instructors. All programs are based on the following values:

- Multiple generations learning together to promote equality, education, employment and training to empower all;
- Building partnerships that remove barriers to employment, education, and economic development;
- Training individuals to become self-sufficient, to learn the value of diverse cultures, and gain self-esteem and self-confidence in order to be able compete in today's job market.

Over its history, the AIOIC has built a workforce consisting of well over 14,300 adults - of which 89% of them were Native Americans living within the Phillips Neighborhood community. This accomplishment was achieved through the continued efforts of our agency to work closely with clients to further develop their professional credentials while simultaneously increasing their occupational skill needed to maintain meaningful employment. Such efforts have repeatedly served to enable our clientele to earn an income commensurate with their family's needs - as well as to dramatically uplift their overall standard of living.

The Takoda Institute of Higher Education is the educational training arm of the AIOIC. An accredited post-secondary institution, the Takoda Institute specializes in providing economically viable training programs in an expedited fashion for all eligible students. All programming at the Takoda Institute has durations of no longer than one year. In addition, students within these programs are provided with “wrap-around” services that include student support in addition to employment counseling.

When clientele of the American Indian OIC successfully complete their programs and leave the agency to pursue their careers, they bring with them more than job skills and education. They carry a sense of self, place, history, and of current social realities with them as well.

A Board of Directors governs the American Indian OIC, which includes community leaders, persons from the public and private sectors, and representatives from post-secondary educational training institutions.



# TAKODA INSTITUTE OF HIGHER EDUCATION

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# I. Building Usage

The American Indian OIC prides itself on its appearance, cleanliness, and general functionality. The agency has invested a great deal towards maintaining the overall aesthetic beauty of the campus for both student and staff comfort.

The AIOIC maintenance staff depends upon student assistance and respect for property to help keep our environment safe and comfortable for all who come here.

## **Entrances & Exits:**

There are two (2) major entrances/exits on the north side of the building, and one exit on the south. All staff, students, clients and guest are required to enter through the main entrance on a daily basis. All doors open from the inside according to fire code.

## **Emergency Evacuation:**

In the event of an emergency, which requires the evacuation of the building, the fire alarm will sound. The Institute holds periodic fire drills to ensure proper compliance with state-mandated emergency codes and policies.

## **Cancellation of Classes Due to Weather:**

It is possible that Institute may close because of a snowstorm or other inclement weather conditions. Announcements of Institute closing will be aired on local television channels. When the Minneapolis Public Schools are closed due to inclement weather, American Indian OIC will be closed.

## **Use of Tobacco Products:**

The Takoda Institute of Higher Education – along with the AIOIC as a whole - is a Tobacco-Free facility. Smoking is NOT allowed within any of the campus buildings. Please respect our building and grounds and do not litter. A trash bin and ash tray has been set out for trash, litter, and cigarette butts.

## **Use of Food and Drink Products:**

The use of food or drink (coffee included) is allowed within campus buildings with one exception: Food and drink are strictly prohibited in the computer rooms. Out of respect for our facilities personnel and for fellow clientele, please clean up after yourself and properly dispose of all trash and recyclables upon completion of their use.

## **Cell Phones Usage and the Courtesy Telephone:**

All Cell Phones are strictly forbidden within classrooms and/or during class times (including texting). If a student must take a call on their cell phone (in the event of an emergency), they are to exit the classroom immediately and refrain from using excessively loud or course language while on the call. This is to be done

out of respect for fellow clientele who are there tending to their business. There is a Courtesy Phone located near the reception area for students and clients to use - however you are asked to respect the needs of others and not have extended phone calls or speak at an excessive volume.

### **Accidents and Incidents:**

In the event of an accident occurring on AIOIC grounds that result in any injury or property damage must be reported immediately to the Director of Takoda Institute via the completion of an Incident Report (these report forms can be found at the reception desk upon request). Director of Takoda Institute, working in concert with the Executive Director, will complete the submitted Incident Report after conducting a follow-up investigation of the events in question. Copies of this completed report will be maintained by the agency and will be made available to all parties involved.

### **Security:**

\*(See section on security, starting on page 51.)

## **II. Student Affairs**

### **Class Scheduling, the Academic School Year:**

The Academic School Year at the Takoda Institute is divided into four (4) Quarters that last 11 or 12 weeks in length (Summer, Fall, Winter, and Spring). All classes are held during the length of each quarter and run for only the duration of that quarter. Once a new quarter begins, all classes begin anew as well. Class schedules vary and are determined by each individual program.

All official reporting of student records (grades, attendance, etc.) are formally submitted and recorded at the conclusion of the academic quarter. Therefore the end of each academic quarter is the final deadline for materials to be submitted by students to faculty in order to receive academic credit. It is the responsibility of the student to ensure that all required materials are turned in prior to this deadline.

### **Instructor Availability:**

All full-time instructors are available for academic discussions relating to their classes during their established office hours. Adjunct faculty are available by appointment only. All instructors are also available for tutoring and/or follow-up instruction during non-class hours by appointment only.

### **Student Lockers:**

Student lockers and a combination lock are available for student use through Student Services. Only locks issued by the American Indian OIC may be used with the lockers. Any locks brought in by students are forbidden and will be forcibly removed. The AIOIC is not responsible for stolen or lost goods, or for

any materials that are left behind by the students within their lockers after the conclusion of an academic quarter.

### **Student Email Accounts:**

As a means of transferring important information from staff to students, as well as amongst the student body itself, all enrolled students are provided with an aioic.edu email account. These accounts will come pre-established with a username and password. If you have trouble initiating or accessing your account, please seek assistances from your instructor and the IT department.

### **Student Email Policy:**

#### **I. Purpose**

Any computer or network resource provided for use to AIOIC clients is AIOIC property and all uses of AIOIC resources are a matter of AIOIC record. Therefore, they are subject to internal review, auditing, and recall as provided by law.

The email function, like any AIOIC resource, must be used for Official Business only. Toward that end, AIOIC reserves the right to designate person(s), position(s), and/or committees(s) which have authority to monitor all Electronic Mail Systems and Mail Distribution resources to ensure that the email system is being used for its intended purpose. The AIOIC IT Director monitors the overall use of its network system and has the right and responsibility to identify misuse of the email system.

#### **II. Definitions**

**Sensitive Data:** Protected Health Information, Social Security Numbers, Credit Card Numbers, Financial Account Numbers, and other information protected by HIPAA, FERPA, Gramm Leach Bliley, Pennsylvania Breach of Personal Information Notification Act and other laws and regulation

#### **III. Policy**

1. Any email message found to contain discriminatory remarks based upon a person's race, creed, color, national origin, gender, disability, marital status, appearance, sexual orientation, age, or forgery or attempt to forge email document(s) will subject the sender and or author to discipline up to and including revocation of system usage rights and privileges.
2. Since email messages cannot be controlled once they have been transmitted, AIOIC strongly recommends that confidential communications and matters of high sensitivity be handled through FAX, personal meetings or hard copy documentation.
3. Automatic forwarding of email to an outside third party email system is prohibited for any correspondence that contains Sensitive Data.
4. When critical email is sent, users should verify the receipt of the email by contacting the recipient to verify the email was received.
5. When critical email is expected, users should verify with the sender that the email was sent. It is the user's responsibility to check the spam filter to see if the expected email may have been quarantined.

6. AIOIC reserves the right to amend this policy to include language concerning encryption or authentication schemes or keys.
7. Students may keep their email accounts for 30 days after graduation, after which time the account will be closed, and all emails deleted. It is the student's responsibility to copy any emails they wish to keep. I have read, understood and have agreed to abide by the policy as stated above.
8. Students asked to leave AIOIC "for cause" or withdraw voluntarily will have all email and accounts privileges terminated immediately.

### **Insurance:**

Except for building coverage, the Takoda Institute of Higher Education and the AIOIC does NOT provide health or accident insurance for students. Therefore both of these institutions assume NO responsibility for medical expenses.

### **Public Transportation Services:**

Our agency is easily accessible by public transportation – including by MTC Bus and Light Rail routes. Bus schedules are found at [www.metrotransit.org](http://www.metrotransit.org)

### **Lost and Found:**

Any lost or found articles should be left at the receptionist's desk in the front lobby. Student and staff are asked to report theft of personal property to the front desk.

**(See security policy, starting on page 51.)**

### **The Learning Resource System:**

The Takoda Institute encourages all students to access and utilize the various components of its Learning Resource System (LRS). Students will find that individual classes will require them from time-to-time to utilize the LRS as a required component for successful completion of the assigned coursework. Resources included within the LRS include program-related content stored within classrooms, electronic media and internet resources such as Questia.com, as well as current periodicals (magazines, journals, etc.), newspapers, and various other texts that have been used in prior classes. If a student is having trouble locating any of these materials, they may consult with their instructor or with their Academic Advisor.

The Minneapolis Public Library system is another integral component of the LRS and may also be utilized for any additional research that they may be required for the successful completion of coursework. The Franklin Avenue Branch of the Hennepin County library system is located nearest to our campus – a mere 4½ blocks west of the 1845 E. Franklin Avenue location (*1314 East Franklin Avenue, Minneapolis, MN 55404*). In addition, the Minneapolis Central Library is located just two blocks east of the Nicollet Mall Light Rail stop (*Minneapolis Central Library - 300 Nicollet Mall, Minneapolis, MN 55401*).

The staff at Takoda Institute can provide guidance for students as to how they can procure a library card



for the Hennepin County system and the process for maintaining a clean lending record. However, Student Services CANNOT pay for fines or late fees on behalf of students. Library fines and/or late fees are the sole responsibilities of the borrower – in this case the student.

Other materials are available in limited quantities on campus. These materials include access to Questia.com, encyclopedia sets, current periodicals (magazines, journals, etc.), newspapers, and various other texts that have been used in prior classes. Students are encouraged to use these resources as well whenever needed.

### **Financial Aid:**

Takoda Institute provides one on one financial aid counseling to assist prospective and enrolled students through the financial aid process. The financial aid program is designed to provide financial assistance to eligible students in order to meet the expenses of attending AIOIC. Federal and some state financial aid applications are filed electronically and may have a submission deadline. Processing can take as little as one day and as long as several months. Students are encouraged to apply *early* for assistance. All financial aid recipients must be making satisfactory progress to have their financial aid continued in subsequent quarters.

If a student has any questions regarding their Financial Aid status, disbursements, etc., they are encouraged to make an appointment with the Financial Aid Coordinator.

## **III. The Office of Student Services:**

The Office of Student Services is a resource for all students to use while they are attending the Takoda Institute of Higher Education. Within the Student Service prevue is employment (Career Navigator), scheduling, grades and transcripts (Registrar), financial aid (Financial Aid Coordinator), academic counseling (Academic Advising) and other duties. The purpose of Student Services is twofold. First, it is to ensure that all Takoda students are able to make a smooth transition back into the world of academia when they first enroll. Second, the office is to provide assistance to students to begin seeking training-related employment and remedy any outside obstacles that may be prohibiting that student from progressing academically. In short, the Office of Student Services is there to ensure that each student can successfully complete the requirements established for their program in a timely fashion with the highest level of academic achievement and gain employment.

The Office of Services has been designed to help facilitate the student experience at the Takoda Institute from the very beginning of the student's enrollment all the way through job assistance at the completion of their program. Through the efforts of this office, students are engaged immediately during the orientation process which establishes a welcoming, informative environment at the outset; and then continues to work with each student throughout the duration of their enrollment to ensure that their time at Takoda is as productive as possible.

In addition, Takoda Institute understands that for many who attend our post-secondary institution they are non-traditional students confronted with the daily challenges of balancing work, home-life, and school within a tight schedule. In light of such challenges, Student Services can work with students to make sure that they have access to any additional support within the community that they might need in order to be successful students at Takoda Institute.

As a career college, our outcome is graduation, leading to employment. Each student will be required to maintain contact with their Career Navigator from the beginning of their academic career through their alumni status. It is important for all students to take the time to communicate with and to get to know their Career Navigator. This relationship will serve the student well in aiding their overall academic progress.

The Registrar must be notified by each student of any name, address, or phone number changes. Delivery of mail to the last address on record constitutes official notification to students.

The Registrar is responsible for monitoring, recording, and reporting student academic performance each quarter. Additional services include:

- Student Welcome Events and overview sessions
- Assistance in procuring High School transcripts, GED records, and Diplomas required for initial enrollment within the Takoda Institute
- Issuance of individualized class schedules for enrolled students
- Assistance in procuring books for registered classes
- All communications between the AIOIC, Takoda Institute and students regarding upcoming events (i.e.: feasts, upcoming ceremonies, guest speakers, etc.)
- Maintenance of all student academic records and student files – including transcripts – for all enrolled Takoda students and former students.
- Maintenance of Takoda Student Attendance
- Archives of all class syllabi
- Referral to outside agencies for personal emergencies and/or health crises (these outside agency referrals would include: daycare facilities, employment programs, legal counsel, local health clinics, etc.)

The Career Navigator and Registrar CANNOT directly provide the following (including but not exclusive to the following list):

- CANNOT provide money to help with student finances
- CANNOT pay for tuition
- CANNOT provide Bus Tokens for students
- CANNOT provide any kind of therapy sessions for students
- CANNOT directly provide daycare for students

- CANNOT directly provide transportation for students
- CANNOT provide food or meals for students
- CANNOT directly provide shelter for students
- CANNOT provide legal aid for students

## IV. Academic Affairs

### **ATTENDANCE**

#### **Attendance as Part of Enrollment:**

The Takoda Institute of Higher Education recognizes the direct relationship between attendance and achievement. The main goal of Takoda Institute is to prepare all of our students for a successful entry into the world of work. The Takoda Institute of Higher Education, therefore, accepts the responsibility to teach not only subject matter, but also to promote the development of good habits in punctuality, self-discipline, and responsibility – what is commonly referred to by employers as “soft skills.”

We firmly believe that attendance is a **student responsibility and something that is absolutely integral to academic success**. It is the expectation of the Takoda Institute of Higher Education that all enrolled students attend class every day the Institute is in session. The intent of this attendance expectation is to provide a structure within which students can gain maximum benefit from their instructional programs. Regular attendance in class is necessary if students are to receive adequate guidance through their course work and benefit from the discussions and lectures that are conducted during those times.

The Takoda Institute values high attendance as a necessary component to achieving satisfactory academic progress. Instructors will incorporate an attendance policy into each course and each course syllabus, and these policies will state minimum attendance standards acceptable for that class. Attendance and tardiness are directly related to progress.

Every student should try to be at the Institute 15 minutes prior to the start of their scheduled classes. Also, each student should be in class on time and arrive without causing a distraction for their classmates. Please arrive on time, prepared with all required materials for that class, and take your seats quietly out of respect for your colleagues and instructor.

#### **The 70% Attendance Mandate:**

The Takoda Institute of Higher Education mandates that all students attend a minimum of 70% of the allotted class time for each course they are enrolled in during the academic quarter that the class is convening in. Attendance below 70% at the end of the quarter will result in an F grade for the course regardless of academic progress. It should be noted here that instructors may require even more stringent attendance requirements that are significantly higher than 70%.

Being late or missing a portion of a class may be marked as minutes absent and count towards total time

absent. The following lists some, but not all, examples of missed class time: 1. Arriving late, 2. Leaving early, 3. Leaving for a large portion of class without instructor consent.

If it is determined that a student cannot meet the 70% attendance at any point in the quarter, the student will be withdrawn from the class.

### **Make-up Hours:**

In certain circumstances a student may make up hours in order to allow them to meet the required 70% threshold for attendance – usually as a result of a prolonged, approved, and documented absence.

The ability for pursuing “make-up hours” is wholly dependent upon the instructor – who reserves the right to allow - or not allow - such a practice within their class. If an instructor does NOT allow for “make-up hours” then it remains the student’s sole responsibility for maintaining the required attendance levels on a daily basis as the quarter progresses. In the event of a prolonged and approved absence, the student will then have to seek out other alternative measures working in concert with the instructor in question as well as their Academic Advisor.

If an instructor does allow for the pursuit of make-up hours, the student is then responsible for establishing a workable schedule during regular building hours, Monday through Friday, when they do not have a scheduled class. The student must then gain approval for their schedule by the instructor who is awarding the make-up hours, and all earned make-up hours must be documented and verified by the instructor. Again, make-up hours are only permissible *with and only with* their instructor’s express permission to do so.

### **Clock Hours, Credits, and “Outside of Class” Work:**

One-quarter credit is earned for 20 to 24 clock hours of classroom training (see each syllabus for hours). In order to meet our Accreditation requirement of convening a class for 25 hours for every one 1 academic credit that is awarded, a 3 credit class such as those that are offered at Takoda Institute are required to be comprised of a total of 75 clock hours in actual running length. Due to the structure of our classes, the amount of time spent “in class” varies and will include a set amount of required work time to be executed by the student “outside” of class as a means for ensuring that the 75 hours are completed. Specifically, for those classes that meet only twice per week, their running length will be comprised of two sessions each that will last 2.5 hours each session – thus providing a weekly “in-class” time total of 10 clock hours per week. When extrapolated over the course of an entire 12 week academic quarter, this twice-a-week class structure would only total 60 clock hours – thus falling 15 hours short of the required 75. As a result, these classes will require all students to complete no less than 15 hours of independent work outside of class (totaling roughly 75 minutes per week) in order to account for the hourly shortfall. As such, students are expected to use this outside of class time to work germane to the overall course objectives for each class – including various presentation assignments, long-term projects, research papers, etc.

In order to maintain the mandated 70% attendance rate, a student can only achieve this through their attending the actual “in class” portions of the course. All clock hours designated as “outside of class” will not be included in the overall calculation of a student’s attendance rate. In short, the successful

student will be the one who attends all regularly scheduled classes.

### **Service Learning Experience (SLE):**

Students must attend their SLE on the days and hours designated by the site. Days or times of the SLE may not be rearranged without permission the site supervisor. In the event a student will be absent from a site, the student must call the site and the appropriate school official in advance. If the site supervisor or the school/program official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses six or more consecutive days of their SLE assignment, the student may be dismissed from the SLE assignment. Students are required to complete 100% of required SLE hours. Students will not be considered to have completed their SLE until the site supervisor and appropriate school official has certifies all required attendance hours. A SLE is required for graduation for all programs.

SLE sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform their duties in a reliable and responsible manner. Students may not substitute or replace paid staff members. Students are expected to obey the rules and regulations of the SLE site and program. The site has the right to remove any student who demonstrates disregard for the program and/or site policies and procedures.

### **Student Academic Progress Expectations:**

Students must take an active role in their own education. They will need to study diligently, attend classes regularly, participate in all learning activities, meet all deadlines, engage instructors on a regular basis, and above all – finish what they started.

Takoda Institute is considered a full-time school and it is the hope that all students will be able to complete their chosen programs in the time allotted for each (six or nine months). If obstacles should arise for a student that might challenge their ability to accomplish their academic goals, it is important to note that the administration of Takoda Institute is always willing to work with students to find a pathway that will allow them to finish.

### **SATISFACTORY ACADEMIC PROGRESS Policy—SAP**

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Director of Takoda Institute or Registrar Office.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Director of Takoda Institute or Registrar. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Dismissal, a student may appeal the Academic/Financial Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at Takoda.

The Satisfactory Academic Progress Policy contains the following information:

- Honors Designation at Graduation
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Academic/Financial Aid Warning Chart
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
- Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or veterans education benefits and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program without attempting more than 150% of the credits in the program. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ICR and MTF.

While the terms Academic/Financial Warning, Academic/Financial Dismissal, and Academic/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

The College has the right to modify the Satisfactory Academic Progress Policy at any time.

### **Honors Designation at Graduation**

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. *Transitional studies courses are not considered when evaluating honors designations.*

### **Milestones and Evaluation Points for Satisfactory Academic Progress**

*Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate programs.*

### **Certificate Programs:**

1. At the end of the first quarter, students must attain a minimum CGPA of 1.75 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Warning for one quarter.
2. At the end of the second quarter and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Warning for one quarter unless the student was on Academic/Financial Warning in his or her previous quarter. If the student was on Academic/Financial Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Dismissal**.
3. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.
4. *Reentries*: To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**
5. Bridging courses are based on the result of the academic assessment tool (TABE). Students must successfully complete such courses in order to progress in the program. Bridging courses are to be completed in the first quarter of the student's program. Bridging course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.
6. Bridging courses do not have credit hours assigned to them for enrollment and tuition charging purposes. While Bridging courses are not included in the CGPA, a student who attempts but does not pass or withdraws from Bridging courses will not be allowed to register for the next quarter. Bridging courses must be completed before progression into quarter two of the program. See Office of Student Services on passing and completed requirements.
7. Students on Academic/Financial Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and if eligible, may receive financial aid.
8. The grades, grade point average, cumulative data for all courses a student attempted at Takoda, as well as courses successfully transferred in from prior postsecondary education, are available by request in the Registrar office for review. There is also an indication in the file if a student is

on Academic/Financial Warning, on Academic/Financial Probation, or on Academic/Financial Dismissal.

Compliance with SAP is reviewed every quarter for Certificate programs.

<u>Evaluation Point</u>	<u>Milestones (CGPA and ICR)</u>	<u>Required Action</u>
End of First Quarter	< 1.75 and/or 66.67%	Academic/Financial Warning
End of Second Quarter and every quarter thereafter	<2.0 and/or 66.67%	Academic/Financial Warning (1st time) Academic/Financial Dismissal (if on Academic/Financial Warning)
At Any Time	> 150% MTF	Academic/Financial Dismissal

Unless otherwise noted, **Academic/Financial Dismissals** can be appealed. Please see the Appeal Process below.

### **Procedure for Appealing Academic/Financial Aid Dismissal**

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Director of Takoda Institute for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Director of Takoda Institute or an Appeals Committee will review the student's appeal and will determine by the end of week one of the quarter of reentry whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Director of Takoda Institute or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Director of Takoda Institute or Registrar both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor



- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student sufficiently provided documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to reenter and if otherwise eligible, receive financial aid for one quarter; however, the student will be placed on Academic/Financial Probation at the start of the academic quarter. A student on Academic/Financial Probation may receive financial aid (if otherwise eligible) for one quarter. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have an appeal denied can reapply after a period of six months however the passage of time by itself does not impact the Appeal Committee's decision.

The Director of Takoda Institute is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the mitigating circumstance, and for determining whether the student's situation has changed that would allow the student to demonstrate satisfactory academic progress at the end of the Academic/Financial Probation or the end of the period of the Academic Plan. Any consideration of the conditions outside of the list provided should be discussed with Appeals Committee. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from Takoda.

If a student's appeal is successful, the student will be placed on **Academic/Financial Probation** for one quarter following re-admittance. The student will be eligible for financial aid during the Academic/Financial Probation period. Academic Advisors, Registrars, and the Director of Takoda Institute must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of the Academic/Financial Probation period. The Academic Plan must detail specific time frames and student success measures and can be greater than one quarter if by graduation, the measures are met. The Academic Plan must be reviewed with the student at midquarter and/or each quarter to verify that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. Failure to meet the established

goals included in the Academic Plan will result in Academic/Financial Dismissal

**Registrars will ensure that students have been notified in writing that they are in Academic Warning/Financial Warning, Academic Probation/Financial Probation, or Academic/Financial Dismissal.**

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Registrar both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic/Financial Dismissal can no longer attend school nor get Title IV at the Takoda Institute.

**Additional Appeal Procedures:**

If a student who has successfully appealed an Academic/Financial Dismissal is later again dismissed, the student can file one additional appeal as long as the appeal is based on different mitigating circumstances from any previous appeal, the new mitigating circumstance occurred after the previous successful appeal, the student is showing significant Satisfactory Academic Progress and mathematically the student can meet the next SAP evaluation points requirements.

**Explanations of Related Issues**

***Calculation of CGPA***

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Institute uses a 4.0 scale in assigning grade points. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

***Repeated Courses and Grades***

If a student chooses, they may re-enroll in a class (a repeat attempt) if they have received a grade of an "F". A student may re-enroll as many times as they need to in order to achieve a passing grade – so long as these repeated attempts do not violate the maximum allowable timeframe. A student may also retake a class if they wish to improve a passing grade that they had already received – however, these particular attempts (to improve a standing grade) may only be attempted once and also cannot violate the maximum allowable timeframe. The grade *Incomplete (I)* is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

***Remediation of Academic Deficiencies***

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

### ***Transfer Credits from another Postsecondary Institution***

Credits from transfer courses are calculated in the maximum allowable credits and incremental completion rate requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as *Transfer In/Test Out Credit (TI/TO)* and will not be calculated in the student's CGPA.

### ***Change of Program***

Students will be allowed one change of program. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's financial aid file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in Takoda then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

### ***Grading System***

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered also in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

### **The Metrics of SAP**

#### **Academic Grading System**

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

#### Letter Grade Quality Points

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0 *

\*F does compute in GPA and CGPA and does count as credit attempted.

#### **Other Grade Codes worth Zero Quality Points:**

<b>I = Incomplete</b>	Affects ICR/MTF/CGPA( Computes as an F)
<b>T = Termination from course</b>	Affects ICR/MTF/CGPA (Computes as an F)
<b>TI/TO = Transfer In/Test Out</b>	Grade designation utilize for transfer credits or test out. This does not affect CGPA. They do impact ICR and MTF.
<b>WD= Withdrawal</b>	When a student withdraws from the total program of study or from individual classes after drop/add. The “WD” is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.
<b>WF = Course was registered for but never attended</b>	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

### **Repeating Courses**

Grades earned in repeated courses will replace grades of ‘F’, or ‘WD’. Course credits with grades of ‘F’, or ‘WD’ are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘F’ if a grade change is not submitted by the end extension. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

### **Changed Grade**

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Director of Takoda Institute. Only the final grade (not the original grade) will be computed in the grade point average. The final grade is the one that counts in the calculation.

### **Calculations**

Takoda Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at Takoda Institute. Transitional study courses do not count in this calculation.

**Incremental completion rate** is determined as follows (transitional study credits do not count in this calculation):

**(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)**

**(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)**

**The 150% MTF:** Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

**The 150% MTF is determined as follows:**

**TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =  
TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**

## **STUDENT STATUS CHANGES AND SAP**

### **Transfer Students**

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 6 credits to a program consisting of 30 credits, the calculation would be  $30 \times 1.5 = 45$  credits. Therefore, the 6 transfer credits would be considered attempted and earned so only 39 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution will be recorded as "TI/TO" in the Student Information System and will not affect the student's CGPA.

## **CONDUCT UNBECOMING A TAKODA INSTITUTE STUDENT**

(aka: BEHAVIORAL WARNING)\*:

If a student fails to meet the established requirements for proper and professional behavior for a Takoda Institute student – that student will be placed on a Behavioral Warning status for ONE FULL QUARTER immediately following the assignment of that status. This warning status will be determined by the professional judgment of the Takoda Institute staff – and may include first offenses if the circumstances

of such situation are deemed a “flagrant” violation.\* Warnings regarding student behavior will be issued by the Director of Takoda Institute.

Conduct unbecoming a Takoda Institute Student includes but is not limited to:

1. Disorderly or disruptive behavior anywhere on campus;
2. Trespass or failure to heed a lawful order;
3. Academic dishonesty including plagiarism, cheating, or collusion to commit academic fraud;
4. Fraud or willful misrepresentation;
5. Possession of a weapon;
6. Being under the influence of a controlled, illegal substance (narcotics and/or illegally obtained prescription drugs); or being under the influence of alcohol while on the AIOIC campus;
7. Possession of alcohol or a controlled, illegal substance (narcotics and/or illegally obtained prescription drugs) while on the AIOIC campus;
8. Verbal threats and/or endangerment of life to either oneself or to others;
9. Defiance of a lawful request made on behalf of the agency by an instructor, a staff member, or any other employee of the AIOIC.
10. Any form of violent behavior and/or sexual harassment exhibited upon any other person while on the AIOIC campus;

**\*The American Indian OIC and the Takoda Institute of Higher Education reserves the right to “Fast Track” any situation to invoke an immediate expulsion of the student if their actions are deemed so flagrant that the safety of staff and other students are believed to be in jeopardy. In such cases the student responsible for the behavioral violation will be immediately expelled and physically removed from campus. Furthermore, the expelled student will be summarily banned from returning to campus in order to ensure the ongoing safety of the staff and remaining students. In addition, the expelled student WILL NOT be eligible for redress through the Grievance Policy – as their expulsion and subsequent banning from campus will prohibit them from enacting the grievance policy - as well as to prohibit the expelled student from having any future interactions with staff due to ongoing safety concerns. In the event of an expulsion, term enrollment is subject to be null and void depending on the circumstance surrounding the expulsion.**

#### REMOVAL OF A BEHAVIORAL WARNING

Upon the successful completion of a Student Corrective Action Plan (*with assistance provided by the student’s Academic Advisor*) – the warning status is summarily dropped and the student is returned immediately to a reinstated position of GOOD STANDING within Takoda Institute of Higher Education.

#### **PROBATIONS AND APPEALS OF BEHAVIORAL WARNINGS:**

If a student fails to remedy their Warning Status, they will summarily placed on Probation Status – thus prohibiting that student from continued enrollment. The award of the Probation Status may be delayed and/or deferred through a successful Appeal of Probation Status by the student. An Appeal of Probation Status can be initiated through the Student Services Office. All Appeals shall be weighed on merit and adjudicated on a case-by-case basis by the Academic Affairs Committee. A student is limited to only one Appeal of Probation Status per Academic Quarter. However, there are no limits to how many times a student may initiate an appeal during the course of their academic career at the Takoda Institute of

Higher Education. Probation Status is awarded for only one quarter.

All Appeals must be initiated by the student. To do this, the student in question must fill out in its entirety an Intent To Appeal Student Status Form. These forms relating to the Appeals process can be found at Office of Student Services. For any Appeal to be considered by the Academic Affairs Committee, all forms relating to the process must be completed in full as a requirement.

## **ACADEMIC ADVISING:**

### **Purpose**

The purpose of Academic Advising within the Takoda Institute of Higher Education is to ensure that all enrolled students are progressing towards program completion in a timely fashion while maintaining the highest level of academic achievement. Working together with their advisor, the student will be empowered to accomplish the academic goals that they have established for themselves from the outset of their enrollment until they have completed their program.

In addition, the Academic Advising component will also work with enrolled students regarding the following items:

- To assist students in developing educational plans that are consistent with their life goals.
- To provide students with accurate information about their academic progression and program requirements.
- To assist students in evaluating their Individual Education Plan, submitted in initial enrollment event. This document is designed to engage the student by having them take an active role in establishing both long-term and short-term academic goals for themselves.
- To assist students in understanding academic policies and procedures to be adhered to while attending the Takoda Institute.
- To help students access campus resources that will enhance their ability to be academically successful (i.e.: Career Services).
- To assist students in overcoming educational problems while attending the Takoda Institute.
- To increase student retention by providing a personal contact often needed by students - thereby connecting them personally to the institution.

### **Process**

Each student enrolled within a long-term program at the Takoda Institute will be assigned a specific Academic Advisor determined by the program that they selected. At the beginning of each new quarter, all Academic Advisors will be issued a comprehensive list detailing all the students who they will be advising for the duration of their enrollment.

It is required for each and every student to meet with their Academic Advisor at least once (1) per academic quarter. These advising sessions will consist of several required components that must be fulfilled in order for the student to retain their eligibility to register for each successive quarter. Once the student has successfully completed their Academic Advising session, they are then required to submit proof of the completed session to Registrar to be kept within their student files.

Advising sessions are to be scheduled by appointment with the student's assigned Academic Advisor. These appointments can be scheduled any time during non-class sessions or at the Academic Advisor's earliest convenience. It is the responsibility of the student to arrange appointments for an Academic Advising session and to be at their scheduled appointment ON TIME. If a student fails to make a scheduled appointment on time they will be responsible for rescheduling a new appointment as soon as possible.

Students are REQUIRED to have documentation for all classes that they are currently enrolled in for presentation to their Academic Advisor prior to their appointment. This documentation is in the form of completed and signed Progress Report Forms. Failure to meet these required Academic Advising sessions could result in the denial of the program completion certificate (students will not be able to graduate).

### **Progress Report Forms**

Before the student can attend their Academic Advising session, they must first have Progress Report Forms for every one of their enrolled courses completed in its entirety to hand over to their Advisor at the outset of their meeting. These Progress Report Forms will be available to students by their classroom instructor. The Progress Report Forms will include all academic information relevant to the student's overall progress within each class – including current grades and up-to-the-minute attendance records for all courses that the student is currently enrolled in. IT IS THE SOLE RESPONSIBILITY OF THE STUDENTS TO HAVE EACH PROGRESS REPORT FORM COMPLETED BY THEIR INSTRUCTORS IN PREPARATION FOR THEIR ACADEMIC ADVISING SESSION.

Once the student has met with each of their instructors to have them update the each one of their Progress Report Forms the student is then ready to meet with their Academic Advisor.

### **Academic Advising Sessions**

During the Advising session, all discussion will be centered on the academic progress being exhibited by the student at that particular time – including measuring the progress the student is making towards program completion. If problems are evident within the student's Progress Report Form (i.e. failing grades, attendance below 70%, etc.) the Academic Advisor will then work with the student to create a plan so as to rectify these problems prior to the end of the quarter. If a student fails to rectify any academic problems identified during their advising session they have until the end of the quarter to remedy any issues brought up in the meeting before further action is taken.

At the conclusion of the session, the Academic Advisor shall retain a copy of both the student's Progress Report Form for their own files, while simultaneously issuing additional copies of the form to be included within the student's official Academic File (*A set of copies can be provided for the student upon request.*).

### **The Add/Drop Period:**

Adding or dropping classes is allowed only during the Add/Drop period. The Add/Drop period lasts for the first two weeks of every quarter. During this time, the student may drop their enrollment from a class – or add an additional class to their schedule – with no questions asked and without any repercussion regarding their overall GPA.



### **Refund Policy Prior to Class Start**

The effective date of termination for refund purposes will be the last day of attendance.

Applicants may cancel their enrollment in person, in writing, or by phone before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. The applicant may cancel the contract and receive a full refund of all monies paid if cancellation is requested by the applicant prior to the beginning of classes or within five (5) business days after signing the enrollment agreement regardless of whether the program has started, whichever is later, and making an initial payment.
3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by applicants will be refunded if requested within three (3) business days after their first tour of the school and inspection of equipment or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
4. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

### **Refund Policy after Class Start**

In the event of withdrawal by the student or termination by the school during any quarter of study:

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The student may officially withdraw from school by notifying the Registrar in person, by phone or in writing. The termination date will be the student's last date of attendance. If the student stops attending without notifying the Registrar, the school shall determine the date of withdrawal, using the late date of attendance. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.
4. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.
5. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
6. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the school may modify the tuition refund policy as deemed appropriate to the circumstances.
7. Each academic quarter is twelve (12) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges and the start date of the

### **Official and Unofficial Withdrawals:**

To officially withdraw, the student can complete a Withdrawal Form and submit it to the registrar in person,

writing or over the phone. The registrar will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. The last date of attendance will be used for Return of Title IV funds.

For students who unofficially withdraw, the Registrar will determine the last date of attendance using attendance records. The refund policies (see above refund policy re: prior start or after start) shall apply in the event that the student withdraws is suspended or is terminated from school. Withdrawal Forms are available in the Registrar. Oral notification of withdrawal is also allowed. See the Enrollment Agreement and the catalog for the process.

If a student enrolls for a class and fails to attend, this situation will be considered a voluntary withdrawal occurring during the Add/Drop period and will therefore have no bearing on the student's academic record. (The "WF" code is not used in the computation of the student's grade point average.)

With the exception of Certification Preparation course, a student who is absent for three cumulative weeks (three classes for those that meet once a week or six classes for those that meet twice a week) in a 12 week term will be withdrawn from the course. For the Certification Preparation course, four consecutive absences will result in a withdrawal from the course. A student whose last day of attendance is during week 1 or 2 will be assigned a WF and a WD if the last day of attendance is during week 3 through 12. If the student returns after the three full weeks of absences, they may appeal their Administrative Withdrawal status by completing an *Administrative Withdrawal – Student Appeal Form* (this form is found within the Office of the Registrar) and by also supplying appropriate documentation explaining the reasons behind their extended absence. **(See page 16 for a list of possible mitigating circumstances.)** If approved by the Takoda Institute administration, the student will then need to complete an academic plan with the instructor of each impacted class – as well as with their Academic Advisor – prior to returning to class. This academic plan requirement is to ensure the student's successful reintegration back within their courses, and to ensure the student's ability to successfully complete each course that they have enrolled in for that academic quarter. All appeals of Administrative Withdrawals must be submitted no later than one (1) week after the student has returned to class. Any appeal beyond the one week submission deadline will not be considered.

If a student withdraws two quarters consecutively they will be required to complete a personal statement of intent outlining how circumstances in their life have changed for the better to allow them to complete the program successfully. Items that should be addressed in the statement, if applicable, are; Is childcare in order for children, How the student will handle getting to school on time, How the student will balance their work/life situations. This list is not all inclusive and any relevant information pertaining to reenrollment should be in the personal statement. If the student has been out for over a year, they will be required to take the admission exam again. Readmission into the program will be decided after review from the Director of Takoda Institute, Registrar, and the Academic Advisor.

### **Refund Policy/Buyer's Right to Cancel (Refund Policy)**

Each student will be notified of acceptance/ rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student

gives notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

If a student gives a notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00.)

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. Notice is effective of the date it is given. If you do not withdraw or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Cancellation shall take place on the date notice is hand carried, it shall occur on the date the notice is given to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Short-term programs. Licensed schools conducting programs not exceeding 40 hours in length shall not be required to make a full refund once a program has commenced and shall be allowed to prorate any refund based on the actual length of the program as stated in the school catalog or advertisements and the number of hours attended by the student.

### **ADDITIONAL TERMS**

Additionally, students that have never been on campus may withdraw orally or in writing from their program with a full refund up to three days after having been on campus to tour the facilities.

Takoda Institute conforms with all state and federal guidelines.

The effective date of termination for refund purposes will be the last day of attendance. Notification of withdrawal from the student shall not be required for refund.

### **RETURN OF FEDERAL TITLE IV AID**

In compliance with Federal regulations, Takoda Institute will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

Takoda Institute will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term or session. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The date used for an official and unofficial withdrawal will be the last date of attendance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, Takoda Institute will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five or more days, it will reduce the term length and if the scheduled break is before the student's last day of attendance (LDA), it will also reduce the calendar days completed.

If the students received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Pell Grant. Funds will be returned to the aid source within 30 days of the date that Takoda Institute determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. Takoda Institute will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. Takoda Institute will notify the student as to the amount owed and how and where it should be returned.

#### NON FEDERAL REFUND POLICY

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy.

Charges are adjusted proportionately up to the 75% point in the quarter. After the 75% point, Takoda Institute will retain 100% of the charges. Funds will be returned to the aid source within 30 days of the date that Takoda Institute determines that the student has withdrawn.

To calculate the minimum refund due to the Minnesota State Grant program and other Aid Programs the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

### NON-PAYMENT OF CHARGES

Non-payment of tuition, fees and/or other charges due to Takoda Institute will result in you being obligated for additional collection costs, collection agency costs and legal costs. In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

### Extended Absence Policy:

An *Extended Absence* is an excused leave from scheduled class time ranging from 2 to 4 weeks. Anything beyond 4 weeks (roughly 1/3 of an entire academic quarter) has been deemed unallowable by the Takoda Institute for such a length of time would permanently compromise the student's ability to successfully complete their coursework for that quarter – at which point the withdrawal process should be pursued.

Any student in need of an Extended Absence must be approved by the Takoda Institute - during which the student is not in attendance but is still considered to be enrolled. Approval for an Extended Absence must be procured from the instructor of each impacted class, as well as from the student's Academic Advisor. These approvals must be documented with the completion of an *Extended Absence Request Form* for each impacted class. This form can be found within the Office of the Registrar.

Students are responsible for all assignments during the approved absence and are required to work out an academic plan prior to the absence with the instructor of each impacted class to ensure academic progression. Not all classes are eligible for an extended absence. If a student needs to extend the absence further he or she may submit another request with a new date. Requests are not guarantees; student situations will be evaluated on a case by case basis to ensure that the best outcome for the student is agreed upon.

Extended Absences may be granted for documented illnesses, family emergencies, jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993. Students requesting an Extended Absence need to schedule an appointment with their Academic Advisor first in order to determine their eligibility.

If a student does not return at the expiration of an approved Extended Absence, nor requests an extension, the student will then be considered to have withdrawn on the day that the student began their approved Extended Absence.

### **Student Academic Issues:**

If a student disputes a final grade, that issue should be resolved through discussions with the course instructor.

In the event of an impasse, a formal procedure will be available to the students to ensure that the grade was fairly and objectively awarded.

The following section pertains to only the process for appealing the quarterly grade.

When a student has a disagreement with an instructor over a quarterly grade the procedure is as follows:

1. The student should contact the instructor and discuss the issue directly with them. The context of this discussion will be centered upon the expectations of the course laid out within the course syllabus and student's performance within the class during the academic quarter. Student performance pertains to in-class participation, their attendance rate, and the quality of work submitted.
2. The student must contact the instructor within six (6) days of the student's notification of the quarterly grade. If this does not resolve the matter, or if the student is unsuccessful in contacting the instructor, the Director of Takoda Institute should be informed and should make arrangements for the student and the instructor to meet.
3. The Director of Takoda Institute will try to resolve the dispute within four (4) days.
4. If the dispute cannot be resolved, the student must request in writing a meeting of the Academic Advisory Committee. Within ten (10) days, the Committee will review all the evidence. If - through the presentation of documentation and evidence - the Committee finds that the grade was assigned unfairly the Committee will recommend a grade change for the instructor to implement.
5. The decision of the Committee shall be submitted to all parties in writing within (30) days.

### **Children and Non-Students in the Classroom:**

Children of staff or students are not permitted in the classrooms unless they have received prior approval from the instructor and other class members. Adult visitors must gain permission before attending a class from each instructor. Non-students are prohibited from using equipment or materials, except by permission of the course instructor.

### **ACADEMIC TERMS AND DEFINITIONS**

Grades and Potential Grading Assignments: (The grade chart and points earned information is found in the catalog.)

#### **Grade Point Averages:**

The Grade Point Average (GPA) is calculated by multiplying the number of awarded credits by the number of grade points for each course taken that quarter. These are then added and divided by the number of total awarded credits for the quarter.

To determine Cumulative Grade Point Average (CGPA), multiply the grade for each course taken up to that time by the number of awarded credits earned for that course. Divide the total of these grade

points by the total awarded credits. The result is the Cumulative Grade Point Average. The Institute will provide the GPA and CGPA results to the students as they complete their quarter.

### **Policy on Incompletes:**

The grade of incomplete (“I”) may be assigned when a student’s work is of passing quality and represents a significant portion of the requirement for a final grade, but is incomplete for a good cause as determined by the instructor: good cause may include any item listed in the mitigating section (see page 16). Incompletes must be approved by the course instructor and the Registrar before they will be issued. To initiate a request for an incomplete grade, the student is required to complete a Request for a Grade of Incomplete Form that will require the instructor’s signature. These forms can be found with the instructor or Registrar. Upon completion, the Request for a Grade of Incomplete Form must be turned into the Office of the Registrar as soon as possible. Without the submission of this completed form, the student will not be awarded an incomplete – irrespective of having instructor approval or not. Students in their last quarter may be limited in the number of requests of incompletes for that quarter.

Upon receipt of the incomplete status, the student will then have no more than 20 calendar days from the end of the quarter for which it was issued to complete any outstanding work for that class. If the student manages to complete this work to the satisfaction of the instructor (as detailed within the formal request form for an incomplete status) the student will then earn a passing grade for that class. If the student fails to meet the requirements for the completion of an incomplete grade, their incomplete status will automatically be turned into the letter grade of an F for that class.

A student receiving an F will then be subject to all negative consequences of failing a course – including the lowering of their quarterly and cumulative GPA, having to retake the failed class if it is required for the program they are enrolled in, or if it is an elective, chose to retake that class or another of their choice to reach the total required credits to complete their program. Incompletes and repeated courses may affect the student’s financial aid via Satisfactory Academic Progress (see SAP Policy), so please contact the Office of the Financial Aid Coordinator or the Office of the Registrar for further details if this particular scenario pertains to you.

### **Course Syllabus:**

All instructors are required to issue a syllabus for each of their courses on the first day of class, and all syllabi must at the very least possess the following components (as determined by previous experience, Accreditation requirements, etc.)

1. *Basic Information:* Title of Course, Name of Instructor, Current Academic Quarter, Dates of the Course Duration, as well as the days and times class sessions will be convening
2. *Contact Information:* The instructor must include some means for the students to communicate with them. The preferred vehicle for communication is the AIOIC email system through Gmail (the aioic.net accounts). It is the policy of the AIOIC that all phone numbers used by faculty – either home or cell (with the exception of official office lines) remain PRIVATE and not be distributed to students under any circumstances.
3. *Materials Used:* This includes assigned textbooks, workbooks, and any additional media (including websites, CD/DVD ROMS, etc.) By listing such resources it affords the student an opportunity to try to procure these materials on their own if a more affordable option beyond our institution’s offerings can be found.

4. *Purpose of Course*: This is a brief explanation (one to two paragraphs at most) explaining the relevance of the course within the current labor market and how it fits into the overall program of which it is a part.
5. *Course Objectives*: This is the most important part of the syllabus. It is here where the specific standards and/or skills that are to be mastered by the students at the conclusion of the course are to be outlined and itemized. The course objectives are the driving force behind the entire class and its purpose.
6. *Grading Scale*: This is the portion of the syllabus where the student is informed as to how letter grades are to be assigned. Traditional grading scales are established using a 10 percentage point separation between letters based on points earned during the duration of the class (e.g. 70% - 80% is a "C"; 80% - 90% is a "B", and 90% - 100% is an "A"). No A+ are ever to be awarded, however "+" and "-" can be awarded from letters "D" through "B", as well as an "A -".
7. *Assignments*: The instructor has discretion as to how much detail is given in this section. Some elect to enumerate all assignments for the duration of the class, while others give examples of assignments that may be issued. It is recommended that some idea is given to the students so that they may be given time to prepare. Attendance has also been used by instructors as a method of earning points that can impact the overall grade of the student within the class – but this is not required.
8. *Attendance*: Our institution maintains a minimum threshold of a 70% attendance rate in order for a student to earn credit within a class. There must be mention of this policy within the syllabus. (See section on "Incomplete Grading Status and Make-Up Hours")
9. *Behavior Expectations*: Although our students are adults, it is always important and strongly urged to establish a code of conduct for one's class at the outset. For many specific occurrences, there are no Institute-wide policies to govern particular instructor preferences regarding behavior expectations within their class, therefore the syllabus becomes the principle vehicle for this (e.g.: talking aloud in class, lateness, working in pairs or groups, testing procedures, make-up work, late assignments, etc.). Some instructors are more lenient than others, and therefore it behooves each instructor to establish how they personally would like their classrooms to function at the outset. We must always remember to remind students through our syllabi that much like the content being taught, instructor allowances will vary from classroom to classroom and that the expectations laid down in the syllabus is what is to be followed by students during the class.
10. *"Outside of Class Work"*: As per our Accreditation requirements, our institution must abide by a credit-to-clock hour conversion rate established for the express purposes of anchoring every earned academic credit in a time-in-class ratio. For every 1 credit earned, 25 hours of class time must have been held. For a 3 credit course (of which all of our courses at this time currently are), a total of 75 hours must have been accrued for each class over the duration of a 12 week academic quarter.

Having to abide by this requirement, our institution – as is the case with many others – found it difficult to account for these 75 hours in their entirety through the sole application of classroom time. Limiting factors that work against this include (but are not limited to) instructor availability, classroom availability, the scheduling and sequencing of courses for institution and student alike, etc. As such, our Accreditation agency (ACCSC) has created an alternative method by which this required time can be accounted for in full. This allowable modification reduces the amount of time spent in class and instead substitutes work that is to be pursued by students independently and outside of class in its stead. Termed "Outside-of-Class-Work", this arrangement can be used when determining the amount of time a



class is in operation in relation to the amount of academic credits it is worth. Our accrediting agency has established a secondary credit-to-clock hour conversion rate where “outside-of-class work” can comprise no more than 5 hours of the required time per every 1 credit earned. In other words, 1 credit can be earned with 20 hours spent in class and an additional 5 hours spent outside of class by the student pursuing independent projects related to the stated objectives of each course. For our 3 credit courses, this allows a minimum of 60 hours spent in class with a maximum of 15 hours spent by students on “outside-of-class work” per an academic quarter (roughly 75 minutes per week per quarter). At our institution, every class that convenes only two times a week is functioning with the 60/15 hour split. Those classes that meet three times a week operate on a 72/3 hour split (establishing the need for roughly 15 minutes of “outside-of-class work” each week for a 12 week quarter).

With regards to the syllabus, each instructor must account for the established need for “outside-of-class work” for each one of their assigned courses. The “outside-of-class work” must account for the time needed to fully account for the three credit course, and the assignments must be anchored within the core course objectives as stated earlier within the syllabus. Beyond these requirements, instructors possess discretionary powers as to what this work would entail. From research papers, to preparation for presentations, the instructor must merely provide a brief summary of the type of work that students will pursue outside of class time and how this work is related to the course objectives in order to be compliant with this accreditation requirement.

### **Completion Requirements:**

Students must earn all required academic credits assigned within their program in order to complete their enrolled program. Academic credits are earned when a student satisfactorily completes each required course listed within their chosen program with a passing grade. Students must also complete their program with a Cumulative Grade Point Average of 2.0 to receive a certificate of completion, and must also meet all other graduation requirements listed for their program. Further information regarding particular program requirements can be found with the Registrar or with the Academic Advisors for each program offered at the Takoda Institute.

**Successful graduation or completion of a course or program requires that all enrollment criteria have been met, all required assignments and/or testing has been completed, and all tuition and registration fees have been paid in full.**

### **Credit Transfer Policy:**

If a student has attended another post-secondary institution prior to their enrollment at the Takoda Institute and believes that they have earned academic credits relevant to their chosen program that could be substituted in place of having to enroll in a similar class – they may be eligible to transfer those credits in. If a transfer of credits is allowed, those credits earned from a previous school in effect supplant the required program credits and fulfill those credit requirement for program completion.

The limit to the amount of credits that can be transferred in by a student into any given program cannot be in excess of 75% of the total amount of credits needed for completion for that program.

In order for outside credits to be transferred in and placed within the student’s academic transcripts here at the Takoda Institute, the student must submit their unofficial or official transcripts from their previous post-secondary institution to Registrar and inform the office that they would like to substitute previously earned credits in place of course required by their program. The allowance of transfer credits

will be determined by the Registrar (in consultation with the Director of Takoda Institute's office as well as with all relevant instructional staff). The criteria that will be used in determining the eligibility of transfer credits will be based on the following:

1. Relevancy of the course in question in relation to the required Takoda Institute course that it will supplant:

With regards to relevancy, the course material of the class credits being transferred in must be similar to the class it is replacing. Although curriculum does not have to be an exact match to what is being taught at Takoda Institute, our institution requires that it be vastly more similar in content than it is dissimilar. To establish this, the Registrar will contact the institution from where the outside credits have originated from so as to inquire about the curriculum and topics covered within the class in question (this is done via procurement of the class syllabus, consultation with instructional staff, researching course catalogues from that particular post-secondary institution, etc.) If it is deemed more similar than dissimilar, the credits will be allowed to be transferred in.

2. Number of credits earned and assessing individual credit value:

If a student is attempting to transfer in credits to supplant a required course here at Takoda Institute, the credit value must equal or surpass the credit totals for the course in question. We do not allow for a pro-rated or reduction of class credits (i.e.: transferring in 1 credit and thus reducing a 3 credit course to a 2 credit course). An example of a proper transfer would be the inclusion of a 4 credit Composition course to supplant a required 3 credit writing course here.

In addition, due to the differing nature in which post-secondary institutions award academic credits, Takoda Institute will utilize its own accreditation requirements as the sole metric to assess the credit value of the classes being sought as transfers. This metric is based on the amount of clock hour time devoted to the content of the curriculum of the class being transferred in. For instance a 1 credit mathematics course – at face value – may not seem a congruent option in order to supplant a 3 credit math course offered at Takoda Institute. However, if the 1 credit class met for an entire year and totaled 75 clock hours or more – then it could be transferred in for it would have met our own accreditation requirements for a 3 credit course here at Takoda Institute. Again, the information for the incoming credits will be determined by the Registrar as they will contact the institution from where the outside credits have originated from via procurement of the class syllabus, consultation with instructional staff from that school, and/or researching course catalogues from that particular post-secondary institution in question.

3. "Au Courant" status for transfer credits:

For some courses to be eligible for transfer, the time between when the class was originally taken by the student and when the transfer is to occur must not be of any great period in length. If a significant amount of time has elapsed from when the student originally completed the course in question, the Takoda Institute may not allow those credits from being transferred in. The decision disallow the transfer would be based on two possible reasons: either the evolving nature or technological changes experienced within the program field have been so dramatic that the previous coursework is no longer relevant, or due to the high likelihood that there has been a deterioration of the skill sets possessed by the student due to the length of time that has passes that would most likely prohibit them from being academically successful here.

For Computer courses, due to the high rate of change within the IT industry, the allowable length of time from when the previous course has been taken cannot be in excess of 5 years.

For all other courses, the allowable length of time from when the previous course has been taken cannot be in excess of 10 years.

4. The Post-Secondary Institution from which the credits to be transferred from is accredited:

To ensure compliance with all regulatory bodies that the Takoda Institute is responsible for reporting to (including Title IV of the U.S. Department of Education), it is preferred that the credit being transferred also originates from an accredited, Title IV eligible Post- Secondary Institution.

#### **Acceptable Documentation:**

##### *College Transcripts:*

Although not required for enrollment, the Takoda Institute prefers to maintain records regarding all previous collegiate credits earned by students within their current Academic File. As such, unofficial transcripts for all previous college experiences will be needed for submission to the Office of Student Services.

If the prospective student wishes to transfer in previously earned college credits for inclusion within their Takoda Institute academic record, a copy of their college transcripts, unofficial or official, must be provided.

#### **Certificate of Completion:**

An official Certificate of Completion shall be bestowed upon each student once they have successfully completed all academic requirements for the program they are enrolled - including finishing their studies with a CGPA of 2.0 or better. A student who withdraws before successful completion of the program will be issued copies of their transcripts upon request.

#### **Transcript Requests:**

Transcripts are available through the Registrar on appointment. There will be no charge for transcripts. Transcript requests can take up to two weeks.

# V. Students Rights and Responsibilities

## Rights and Responsibilities, and the Goals of the Institute:

The goal of American Indian OIC is to provide relevant business or health and human services-industry education and customer service skills so that, upon course completion, each student will have marketable skills to enter the job market and begin a career, and for all students to have the skills to continue their education.

Because of this goal, certain policies simulate the rules and regulations of the workplace. Once given this information, each student is expected to assume the responsibilities and make use of any rights that apply. Students are also expected to take responsibility for their career development and to progress toward meaningful employment throughout their program.

Although the staff of the Takoda Institute understands that occasional problems can arise which may interfere with participation in program activities, it is essential to remember AIOIC is the place to become accustomed to the attitudes and behavior necessary to advance in employment and education. AIOIC wants to help each individual learn how to make his or her heritage work for him or her to be successful on the job or successfully transition to advanced education.

As such the following are stated behavioral expectations for all students to follow, and are included within the Student Social Contract that all enrolled students are required to sign and abide by:

1. All students are entitled to a classroom that is safe and free from distraction.
2. All students reserve the right – so long as they are polite and respectful – to request a fellow student to refrain from distracting or disturbing the learning environment of which they are a part. This includes – but is not exclusive to - the following: Asking a fellow student to lower their voice when talking, to refrain from talking during the class, to refrain from using their cell phone, to refrain from playing music during class (either through a radio or through overly loud earphones), or to refrain from moving about the classroom in a disruptive fashion.
3. If a polite and respectful request goes unheeded by the disruptive person, the student who made the request is then to take the matter *directly to the instructor* – at which point the student will return to their studies and allow the instructor and/or all other Takoda Institute or AIOIC staff resolve the matter on their behalf.
4. Under no circumstances are any students allowed to act in a confrontational or disrespectful manner - either with another student or with a member of the Takoda Institute or AIOIC staff. Confrontational and disrespectful behaviors that are prohibited include (but are not exclusive to) the following: Swearing, challenges and/or threats of violence, prolonged staring or leering at a particular person, or verbal insults or inflammatory comments about a person's body and/or intelligence.

5. The ultimate priority for all members of the Takoda Institute of Higher Education and of the American Indian OIC (including all clients, students, and staff) is maintain the utmost adherence to maintaining professional decorum in all spaces, as well as to maintain respectful interactions amongst all members of the learning community and work environment. As such, all members (including all clients, students, and staff) pledge themselves to adhere to these principles.
6. All students possess a copy of the Student Handbook where all behavior policies are outlined in detail. if the need for further review should arise the student understands that the Student Handbook is their resource for such information.

### **Change of Address/Name/Phone Number:**

Please notify Student Services/Registrar immediately if you have a change of name, address or telephone number. Some granting agencies also require notification of change of address or phone number.

### **Enrollment Requirements:**

All fully-enrolled students must meet the guidelines by providing the following documentation for their file:

1. A high school diploma or GED **are required** for enrollment. International transcripts must be evaluated by a 3<sup>rd</sup> party and equal a high school diploma
2. Completing a FAFSA and an appointment with the Financial Aid Coordinator
3. A current Immunization Record of the student must be on file unless the student has formally completed the "Conscientious Objector" requirements and forms or graduated after 1997.
4. Completing the Test of Adult Basic Education (TABE) with a passing score and all required intake paperwork, including but not limited to a copy of a valid Social Security card and state id, tribal id or driver's license.
5. Students applying for programs requiring a Keyboarding class must also complete a TypeMaster assessment at 35 words per minute and an accuracy rate of 92% percent to be exempt from that requirement.
6. Because of employment requirements, a background check is required to enroll in the Patient Services Specialist program. Takoda Institute will pay for the first fingerprint session only.

***When students do not meet the above stated requirements, they will not be able to enroll for classes.***

### **Financial Requirements**

Accrualment of debt via unpaid tuition will restrict the student from enrolling in a succeeding term unless payment is made.

### **Immunization:**

Minnesota Law (M.S. 135A.14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions.

Students wishing to file an exemption to any or all required immunization(s) must complete a medical exemption or a conscientious exemption.

### **Data Privacy Policy:**

Takoda Institute collects school data and maintains educational records on all students in order to comply with state regulations, facilitate the educational program, and provide for student communication. State and federal legislation has guaranteed students access to these student educational records and control over the release of this information to others.

### **Privacy and Release of Information:**

Students agree to allow the Institute to release to student aid programs and to potential employers the dates of their entrance and exit, their progress, and whether or not they completed the course or program.

Students have the right to read all information kept in their files, at reasonable times during working hours. Some requests for dated information prior to 2010 may take up to 10 business days to secure from our off-site storage facilities.

### **Access to Student Records:**

A student's records may be seen or reviewed under the following circumstances:

1. Employees of the Institute have access to school records in connection with their school functions and responsibilities.
2. Student records will be forwarded to other public schools and post-secondary educational institutions to which a student transfers or applies for admission, or in which he or she enrolls.
3. Student records will be forwarded to scholarship and financial aid sponsors to whom the student is making or has made application for aid.
4. Researchers, with the permission of the Director of Takoda Institute, may examine Institute records and report information that does not identify individual students.

In addition, federal and state statutes and regulations permit certain individuals and agencies to see educational records without student permission. Accordingly, student records may be shown to the following:

1. To state and federal agencies as required by law or in connection with auditing of federal and state grant-in-aid programs – including the federal Departments of Labor and Education.

2. To individuals in compliance with a court order or lawfully issued subpoena. The Institute attempts to notify the student of such order or subpoena prior to release of the information.
3. To accrediting agencies.
4. To appropriate persons in a health or safety emergency.

All student records can be reviewed by and shared with the student. A student who is interested in seeing their record should make an appointment with an appropriate Institute official, upon presenting proper identification, the student will be given the opportunity to review the records and to receive interpretations and explanations of these records. If there is incorrect, inaccurate, or misleading information in the student's records, the student has the right to challenge the content of the records and to make a written request to the Director of Takoda Institute to have the material corrected or removed. If the correction is not made within 30 days, the Director of Takoda Institute must notify the student. The student may ask for a hearing and resolution on the matter before the Director of Takoda Institute or designated representative. The student has the right to obtain copies of these records upon payment of a fee not to exceed the actual cost of reproduction.

#### **Academic Dishonesty:**

The Takoda Institute expects students to be honest in all of their academic work. By enrolling within this Institute, students agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the Takoda Institute. As members of the post-secondary community, students also have an ethical obligation to report violations of academic dishonesty that they may witness.

Academic Dishonesty includes the following (but is not exclusive to): plagiarism, cheating, theft of work, falsifying documents, falsifying student identity in order to achieve a grade. All other instances of academic dishonesty not specifically mentioned here is reserved for identification by the Takoda Institute's Academic Advisory Council.

#### **Cancellation Policy:**

The Institute reserves the right to cancel classes or programs due to insufficient enrollment, established as a minimum of 5 students enrolled within a single class. Efforts will be made to enroll those students in the same or equivalent classes in the event of a cancellation. Tuition for courses will be recalculated if no alternatives are available.

# VI. Grievances and Appeals

Takoda Institute is a member of the Accrediting Commission of Career Schools and Colleges.

## **STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**

[ACCSC Complaint Process](#)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Takoda Institute, or online at [www.accsc.org](http://www.accsc.org).

Students may also contact the Minnesota Office of Higher Education should they still feel dissatisfied with the results by sending a written copy of the complaint to:

**Minnesota Office of Higher Education**  
**1450 Energy Park Drive, Suite 350**  
**St. Paul, MN 55108-5227**

[Minnesota Office of Higher Education Complaint Process](#)

## **Grievance Policy and Procedure:**

It is the policy of American Indian OIC and the Takoda Institute of Higher Education that students shall be afforded Due Process. Accordingly, in the event students believe they have been aggrieved as a result of inappropriate, improper, arbitrary, or discriminatory treatment, they may seek redress through the Grievance Policy as detailed by the procedures provided herein. However, if a student has been summarily expelled and banned from campus through the invocation of the "Fast Track" Behavioral Violation protocol, the expelled student has forfeited their ability to enact the procedures of the Grievance Policy and must adhere to their subsequent ban from campus in order to ensure the ongoing safety and security of staff and remaining students. The expelled student will also be prohibited from seeking any form of redress through our organization's Due Process procedures, and their enrollment and involvement at our institution will be considered permanently terminated.



**Definition of Grievance:** A grievance is a charge filed by a student or a group of students over alleged inappropriate, improper arbitrary or discriminatory treatment or the application of a rule regulation or policy. Please note there are separate appeal processes for transfer of credits, quarterly grades, satisfactory academic progress, financial aid status and sexual harassment.

**Grievance Procedure:**

The student, the applicable staff person or their designee, and other appropriate persons, shall discuss the disagreement, and an effort shall be made to settle all differences informally, and quickly. Students are encouraged to use the services of the Institute staff in an effort to resolve the matter informally. If the disagreement is not resolved through the foregoing informal means of discussion, the student must file a formal grievance in written form using any type of medium. The grievance must be submitted to the Director of Takoda Institute's office within ten (10) school days after the first event giving rise to the grievance. The written grievance will set forth the nature of the grievance, the facts on which it is based, the alleged violation, and the remedy requested. The Director of Takoda Institute and a team of staff representatives (selected by the Director of Takoda Institute) will then meet and discuss the grievance with the student within five (5) school days after filing. Within five (5) school days following said meeting, the Director of Takoda Institute shall provide a written response to the student with their formal findings as related to the filed grievance.

**Appeals in Instances of Withdrawal from a course or program because of consecutive days absent:**

Students who are administratively withdrawn from school for violating the consecutive days absence attendance policy may submit an appeal to the Director of Takoda Institute for reinstatement into their course(s) in the active term based on mitigating circumstances. Students, who appeal, must do so in writing and must include documentation of mitigating circumstances. **Mitigating circumstances can be found on page 16.**

**Appeals of Suspension:**

If a student feels there are extenuating reasons for not maintaining satisfactory academic progress, the Director of Takoda Institute may be petitioned in writing within ten (10) working days after a written academic verification is mailed or presented to the student. The petition must then document in detail these circumstances. A decision on the appeal will be made in writing within ten (10) working days of receipt of the appeal. If the student wishes to appeal this decision, he or she has five (5) working days to inform the Director of Takoda Institute, in writing, and a further hearing will be arranged with the Financial Aid Review Committee, followed by a final decision in another five (5) working days. If approved, the student will be reinstated for one quarter and expected to achieve grades averaging 2.0 or better and complete 70% of credits to remain in the Institute.

# VII. Verbal and or Sexual Harassment and Sexual Violence Policy

## **NO HARASSMENT POLICY**

Takoda Institute is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

## **SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY; PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS**

Takoda Institute values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student or employee and how Takoda Institute will proceed once it is made aware of any such report.

### **I. Preliminary Issues & Important Definitions**

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student or employee when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a University-sponsored program or activity, in student housing, or at any other property owned or leased by the School; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student or employee reasonably believes that the off-campus conduct has created a hostile educational environment.

#### **A. What is “Sexual Misconduct”? Sexual Misconduct includes:**

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

- **Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- **Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another individual; inducing another individual into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.
- **Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

**B. What is "Relationship Violence"?**

**Relationship Violence includes:**

- **Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- **Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

**The following also constitute violations of this Policy:**

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.
  - **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Retaliation against a

Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

**C. Who are “Complainants” and “Respondents”?**

Takoda Institute is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

**D. Defining Consent**

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s ability to give Consent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

**II. Resources and Contact Information**

Victims of Sexual Misconduct and Relationship Violence (including sexual harassment and sexual assault) have rights under the crime victims bill of rights, including the right to assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety. *See MN Stat. 611A.01, et seq.*

For more information, please visit the Minnesota Department of Public Safety’s website at: <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/default.aspx>

Victims of sexual violence possess rights under Minnesota State Statutes section 135A.15. These rights include the following:

1. The victim has the right to file criminal charges with local law enforcement officials.
2. Local Takoda Institute authorities, at the request of the victim, will provide assistance in notifying the appropriate law enforcement officials and disciplinary authorities of any incident of sexual assault.
3. At the direction of law enforcement authorities, Takoda Institute will provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with an incident of sexual assault.
4. Takoda Institute authorities will provide assistance to the sexual assault victim or complainant in preserving materials relevant to a campus disciplinary proceeding.
5. All sexual assault complaints will be investigated and resolved consistent with the standards in this policy.
6. The victim may be accompanied by an attorney or other support person at, and may participate in, any campus disciplinary proceeding concerning the sexual assault complaint.
7. The victim will be informed of the outcome of any campus disciplinary proceeding concerning the sexual assault complaint, consistent with laws relating to data practices.
8. At the request of the sexual assault victim, Takoda Institute authorities in cooperation with appropriate law enforcement authorities will provide assistance in shielding the victim from unwanted contact with the alleged assailant, including transferring the victim to alternative classes if alternative classes are available and feasible.
9. Takoda Institute authorities will inform sexual assault victims of their rights to assistance from the office of the Crime Victim Ombudsman and the Crime Victims Reparations Board and will provide assistance in contacting these offices.

The following local organizations provide victim / survivor services:

- Cornerstone Advocacy Crisis Line  
952-884-0330
- Alexandra House, in partnership with the Minnesota Coalition for Battered Women  
866-223-1111
- Crisis Connection  
612-379-6363
- Hennepin County Mental Health - COPE  
612-596-1223
- Boynton Health Service (after hours recorded info) 612-625-7800 or 612-625-8400
- Fairview-University Medical Center Emergency Room  
612-273-3000

If a student who reported a violation of the Sexual Misconduct & Relationship Violence Policy decides to transfer to another postsecondary institution after making a report under this policy, Takoda Institute will provide the student with information regarding available resources for victims of sexual assault at their new institution.

### **III. Reporting & Confidentiality**

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so Takoda Institute can respond appropriately. Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counselors, most other employees and contractors are required to report all the details of an incident. A report to these employees (called “responsible employees”) constitutes a report to Takoda Institute and generally obligates Takoda Institute to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: President, Director of Student Services, other Student Services staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

Except as required by Title IX, Takoda Institute will only disclose data collected under this Policy to the victim of Sexual Misconduct and Relationship Violence, persons whose work assignments reasonably requires access, and, at a sexual assault victim’s request, to police conducting a criminal investigation or to the victim’s legal representative or support person.

Takoda Institute will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Director of Takoda Institute will evaluate any request for confidentiality in the context of Takoda Institute’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

Takoda Institute will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, Takoda Institute strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement.

A report may be made to the Minneapolis Police Department’s Sex Crimes Unit. Those wishing to make a report may contact the Sex Crimes Unit at Sex Crimes Unit at 612-871-5111 or on their website at: [http://www.minneapolis.gov/police/about/investigations/police\\_about\\_sexcrimes](http://www.minneapolis.gov/police/about/investigations/police_about_sexcrimes). Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical.

Designated school staff will promptly, upon request, assist an individual in making a report to the appropriate law enforcement should the individual choose to do so.. Further, school staff, at the direction of

law enforcement, will assist with obtaining, securing and maintaining evidence in connection with a sexual assault incident, when requested.

Although Takoda Institute strongly encourages complainants to report to local law enforcement, such a report is not a prerequisite to the school's review and investigation of any complaint covered by this Policy. The school will honor a Complainant's request not to report the matter to local law enforcement

Takoda Institute does not limit the time frame for reporting under this Policy, although a delay in reporting may impact Takoda Institute's ability to take certain actions.

Throughout the reporting process, a victim may be asked to repeat their description of the incident numerous times in order to fully and fairly investigate the allegations raised, but Takoda Institute will endeavor to limit the number of times this occurs. It is the victim's decision when to elect to repeat their description of the incident.

If the victim decides to provide Takoda Institute with a description of the incident, the school will provide that statement to the victim of Sexual Misconduct and Relationship Violence or, if the victim transfers to another post-secondary institution, to that post-secondary institution. In disclosing this information, the school will comply with all state and federal laws governing access to student records, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Amnesty for Drug and Alcohol Violations:** Takoda Institute encourages victims and witnesses of Sexual Misconduct or Relationship Violence to come forward. Victims and witnesses should not be discouraged from reporting such incidents because they fear discipline for their own violations of Takoda Institute policies regarding the use of alcohol or drugs. Therefore, the school will not sanction a witness or victim of an incident of Sexual Misconduct or Relationship Violence whose good faith report of the incident includes an admission to using drugs or alcohol in violation of school policies.

#### **IV. Response Procedure**

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Director of Takoda Institute or the President. If a report is made verbally, Takoda Institute will request a written statement by the student.

When receiving a report, all school authorities will treat the victim with dignity. At no time will school authorities suggest that a victim is at fault for the crime or violation that occurred, or that the victim should have acted in a different manner to avoid the crime.

The school will preserve, to the extent possible and practicable, information related to all stages of the complaint process.

Upon receipt of a report, the school will generally proceed as described below.

##### **A. Investigation Commencement**

The school will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

**B. Initial Response**

Once the school is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources (including fair and respectful health care, counseling services or provide referrals to such services) and will be notified of applicable policies and procedures. Accommodations include the ability to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

**C. Interim Intervention**

During and after the investigation and disciplinary procedure, school authorities, in cooperation with law enforcement as appropriate and at the victim's request, the school will shield the victim from unwanted contact from the accused. These measures may include transferring the victim to alternative classes if alternative classes are available and feasible.

Furthermore, pending a final determination, Student Services staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Services staff may limit a student or organization's access to certain school facilities or activities pending resolution of the matter. The school may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the school determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

**D. Decision to Proceed to Investigation**

If the Complainant is willing to participate in the review and investigation process, the school will proceed as described below in Section IV (E).

If the Complainant requests a confidential investigation, the school will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Director of Takoda Institute will evaluate any request for confidentiality in the context of the school's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the school will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the University will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. Takoda Institute will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

**E. Investigation Procedure**

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.



The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Director of Takoda Institute) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews.

If the Complainant or Respondent elects, they may have an attorney or other support person who is not a fact witness to the sexual assault present during their own interview, but said attorney may not advocate during the interview.

#### **F. Determinations**

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Director of Takoda Institute. In all cases, the Director of Takoda Institute will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Director of Takoda Institute will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Director of Takoda Institute will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

Takoda Institute reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the President, CEO and Executive Director of American Indian OIC. The committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

#### **G. Standard of Proof**

In all cases under the Sexual Misconduct policy, the Director of Takoda Institute or the committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

#### **H. Potential Sanctions**

If a violation of policy has been found, the Director of Takoda Institute or the committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

#### **I. Outcome Notifications**

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

#### **J. Appeals**

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President, or their designee, is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

#### **V. No Retaliation**

The President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

Takoda Institute expressly forbids retaliation against victims of sexual assault by campus authorities, the accused, organizations affiliated with the accused, other students and other employees.

Complaints of retaliation will be investigated in accordance with Takoda Institute Student Handbook and/or AIOIC's Employee Handbook, depending on the circumstances and parties involved in the alleged retaliatory conduct.

# VIII. CAMPUS SAFETY & SECURITY

## **Campus Security**

Takoda Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on the College website at [www.takoda.org](http://www.takoda.org).

Takoda Institute reports to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Takoda Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## **STUDENT CONDUCT POLICY**

### **SECTION I. GUIDING PRINCIPLES.**

Takoda Institute recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the Takoda Institute community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Takoda Institute provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

### **SECTION II. SCOPE.**

This Student Conduct Policy applies to all students and student organizations at Takoda Institute.

### **SECTION III. REACH.**

The Student Conduct Policy shall apply to student conduct that occurs on Takoda Institute premises **including online platforms**, at Takoda Institute -sponsored activities, or student organization sponsored events. At the discretion of the Director of Takoda Institute the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### **SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.**

Students are both members of the Takoda Institute community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of Takoda Institute and to other individuals who make up the community. By enforcing its

Student Conduct Policy, Takoda Institute neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, Takoda Institute 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 action.

#### **SECTION V. DISCIPLINARY OFFENSES.**

The offenses listed below are given as examples only. Takoda Institute may sanction other conduct not specifically included on this list.

##### Scholastic Dishonesty

- Plagiarism
- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a college academic record
- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving Takoda Institute and/or its officials

##### Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on institute property, or at institute and AIOIC sponsored functions, except where possession is required by law.

##### Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

##### Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or institute employee.
- Fighting or physical altercation.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy institute property or the property of other students or institute employees.
- Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

##### Theft, Property Damage and Vandalism

- Theft, attempted theft, vandalism/damage, or defacing of institute property, institute controlled property or the property of another student, faculty, staff member or guest.
- Extortion.
- Setting fires, tampering with fire safety and/or fire fighting equipment.

##### Disruptive or Disorderly Conduct

- Disruptive Behavior, such as, Interference with the normal operations of the institute (i.e.,

disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other institute activities)

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.
- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- Breach of peace on institute property or at any institute -sponsored or supervised program; or
- Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the Institute and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on institute property or at any function sponsored or supervised by the Institute.
- Being under the influence of illegal or controlled substances on institute property, or at any institute function.
- Use, sale, possession or distribution of alcoholic beverages on institute property or at any function sponsored or supervised by the Institute.
- Being under the influence of alcohol on institute property or at any institute function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or Institute Employee.

- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

- Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the Institute.

Falsification

- Willfully providing institute officials with false, misleading or incomplete information.
- Forgery, falsification, alteration or misuse of institute documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the Institute's Disciplinary System, including but not limited to:

- Failure to obey the summons of a disciplinary body or institute official.
- Falsification, distortion, or misrepresentation of information before a disciplinary body or institute official.
- Disruption or interference with the orderly conduct of a disciplinary proceeding.
- Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/ or after the disciplinary proceeding.
- Failure to comply with the sanction(s) imposed under the student conduct policy.
- Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of Institute Facilities

- Unauthorized entry into, unauthorized use of, or misuse of institute property, including computers and data and voice communication networks.

Violation of Federal or State Laws

- Violation of federal, state or local laws and college rules and regulations on institute property or at institute -sanctioned or institute -sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Takoda Institute within 5 days of the conviction.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward institute personnel.
- Failure to comply with direction of institute officials, faculty, staff or security officers who are acting in the performance of their duties.
- Failure to exit during fire drill.
- Failure to identify oneself when on institute property or at a institute - sponsored or supervised functions, upon request of institute official acting in the performance of his/her duties.

Violations of Institute Rules

- Violations by guest of a student on institute property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.

Any violation of the institution's policies on the responsible use of technology including but not limited to:

- The theft or abuse of computer, email, Internet or Intranet resources
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file
- Unauthorized downloading of copyrighted materials in violation of law
- Unauthorized use of another individual's identification and/or password
- Use of computing facilities to interfere with the work of another student, faculty member, or school official
- Use of computing facilities to send obscene or abusive messages

- Use of computing facilities to interfere with normal operation of the school's computing system
- Failure to satisfy school financial obligations.

The above list is illustrative only, and Takoda Institute may sanction other conduct not specifically included on this list.

## **SECTION VI. SANCTIONS.**

Takoda Institute may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Takoda Institute reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Director of Takoda Institute or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit institute-sponsored housing, use school facilities, participate in or attend institute activities, or be employed by the school during his/her suspension.
5. Expulsion: The student will be expelled from Takoda Institute immediately. The student will not be permitted to continue his or her studies at the institute and may not return to the institute or to institute -sponsored housing or activities at any time or for any reason.
6. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## **SECTION VII. DISCIPLINARY PROCEDURES:**

### **Complaint**

Any member of Takoda Institute community may file a complaint against any student for misconduct or for otherwise being in violation of Takoda Institute policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Director of Takoda Institute or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Director of Takoda Institute or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless Takoda Institute determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. Takoda Institute reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Director of Takoda Institute or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Director of Takoda Institute or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Director of Takoda Institute or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Director of Takoda Institute determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a STUDENT fails to appear for the meeting, the Director of Takoda Institute or his/her delegate may make a determination of violations of Takoda Institute policies on the basis of the information available, and impose sanctions for such violations.

### **Notification and Determination of violations that warrant Disciplinary Hearing**

In some cases, involving serious violations, the Director of Takoda Institute or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc.) to provide support.



The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

### **Disciplinary Panel**

A Disciplinary Panel may consist of members of the institutes Leadership Circle, Institute Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

- (1) serious allegations are being investigated
- (2) serious allegations are pending before a disciplinary panel
- (3) in advance of a disciplinary panel hearing; or
- (4) when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Director of Takoda Institute or designee may determine to be appropriate. This interim suspension period should last no longer than three business days.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

### **SECTION VIII. Appeal Procedures.**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to Takoda Institute policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property,
- The student must write a letter of appeal in the student's own words, addressed to the President of American Indian OIC or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to Takoda Institutes policies and procedures, and provide any supporting documentation. It must be delivered to the Director or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

### **ACADEMIC INTEGRITY POLICY**

Consistent with its mission and values, Takoda Institute seeks to guide students to develop ideas and concepts that are their own. Any student who engages in conduct that violates principles of academic integrity and honesty is subject to disciplinary proceedings under the Student Code of Conduct.

Academic integrity includes the following expectations:

1. Students shall allow others to receive credit for their work by:
  - a) Refraining from intentionally or inadvertently presenting the ideas of others as their own;
  - b) Refraining from assisting others in presenting the work of someone else as his/her own.
2. Students shall refrain from receiving or giving assistance on course assignments or tests beyond the guidelines established by the course instructor.
3. Students shall refrain from falsifying, fabricating, or distorting data through omission.
4. Students shall refrain from misrepresenting his/her personal accomplishments. Violations of the Academic Integrity policy include:

Plagiarism: the act of representing someone else's work as the student's own regardless of the intent. The presentation of written documents, still or moving images, original ideas, research information, audio samples and music clips that are not the student's own work without proper citation is plagiarism.

Cheating: the act of receiving or giving assistance on written or electronic assignments, exams, or documents submitted as original pieces of work. This includes bringing unauthorized written notes, programmed material in watches, calculators, PDAs, cell phones, or laptops to in-class assignments, tests or exams, or take-home assignment or exams that exceed the guidelines set by the course instructor.

Aiding and abetting another individual in cheating and plagiarism is considered a violation of the Academic Integrity policy.

### **DISCIPLINARY SANCTIONS**

At Takoda Institute, violations of the Academic Integrity policy are cumulative offenses throughout the student's career at the school: each act of plagiarism or cheating is documented in the student's judicial record, held in the Office of Student Services, and the student's academic record. Violations of this policy will be handled in accordance with the disciplinary procedures outlined in the Student Conduct policy.

#### **1ST OFFENSE:**

- Failure of the assignment or examination (0 points) with no opportunity to re-do or make up work that has been plagiarized or produced as a result of cheating. The faculty member should calculate a course grade as if the assignment had been submitted but received no points. Depending on the weight and timing of the assignment or exam, this may result in the student's failure of the course.
- Documentation of the plagiarism or cheating is filed in the student's judicial record in the registrar office.

#### **2ND OFFENSE:**

- Failure of the course.
- A letter of Academic Warning is sent by the Director of Takoda Institute.
- Documentation of the plagiarism or cheating is filed in the student's judicial and academic record in the office of the Registrar.

#### **3RD OFFENSE:**

- Failure of the course.
- Documentation of the plagiarism or cheating is filed in the student's judicial and academic record in the office of the Registrar.
- Possible suspension/termination from Takoda Institute with right to appeal as per procedures set forth in the Student Code of Conduct.

**Note:** The President reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students.

## **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether Takoda Institute Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the Director of Takoda Institute or with AIOIC's President. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. Takoda Institute will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Takoda Institute's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Investigator may be appealed by petitioning American Indian OIC's President. The written appeal must be made within 20 calendar days of receipt of the determination letter. The Director, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. Takoda Institute will not retaliate against persons bringing forward allegations of harassment or discrimination.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the [Office for Civil Rights at the U.S. Department of Education](#).

**Security Report:**

**CAMPUS SECURITY REPORT  
CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990  
(PL 101-226)**

**I. Statistics on on-campus criminal incidence.**

Incidence of offenses occurring during the past reporting period from January 1, 2018 through December 31, 2018 is as follows:

ON-CAMPUS CRIME REPORT - 2018

OFFENSE	2017	2018	2019
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	1	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
	0	0	0
ARRESTS:			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY REFERRALS:			
WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

Data does not include off campus incidents on public property immediately adjacent to and accessible from the Campus

## The Native American Code of Ethics

1. Each morning upon rising, and each evening before sleeping, give thanks for the life within you and for all life, for the good things the Creator has given you and for the opportunity to grow a little more each day. Consider your thoughts and actions of the past day and seek for the courage and strength to be a better person. Seek for the things that will benefit others (everyone).
  2. Respect. Respect means "To feel or show honor or esteem for someone or something; to consider the well-being of, or to treat someone or something with deference or courtesy". Showing respect is a basic law of life.
    - a. Treat every person from the tiniest child to the oldest elder with respect at all times.
    - b. Special respect should be given to Elders, Parents, Teachers, and Community Leaders.
    - c. No person should be made to feel "put down" by you; avoid hurting other hearts as you would avoid a deadly poison.
    - d. Touch nothing that belongs to someone else (especially Sacred Objects) without permission, or an without an understanding between you and the that person.
    - e. Respect the privacy of every person - never intrude on a person's quiet moment or personal space.
    - f. Never walk between people that are conversing.
    - g. Never interrupt people who are conversing.
    - h. Speak in a soft voice, especially when you are in the presence of Elders, strangers or others to whom special respect is due.
    - i. Do not speak unless invited to do so at gatherings where Elders are present (except to ask what is expected of you, should you be in doubt).
    - j. Never speak about others in a negative way, whether they are present or not.
    - k. Treat the earth and all of her aspects as your mother. Show deep respect for the mineral world, the plant world, and the animal world. Do nothing to pollute our Mother, rise up with wisdom to defend her.
    - l. Show deep respect for the beliefs and religion of others.
    - m. Listen with courtesy to what others say, even if you feel that what they are saying is worthless. Listen with your heart.
    - n. Respect the wisdom of the people in council. Once you give an idea to a council meeting it no longer belongs to you. It belongs to the people. Respect demands that you listen intently to the ideas of others in council and that you do not insist that your idea prevail. Indeed you should freely support the ideas of others if they are true and good, even if those ideas are quite different from the ones you have contributed. The clash of ideas brings forth the Spark of Truth.
  3. Once a council has decided something in unity, respect demands that no one speak secretly against what has been decided. If the council has made an error, that error will become apparent to everyone in its own time.
  4. Be truthful at all times, and under all conditions.
  5. Always treat your guests with honor and consideration. Give of your best food, your best blankets, the best part of your house, and your best service to your guests.
  6. The hurt of one is the hurt of all, the honor of one is the honor of all.
  7. Receive strangers and outsiders with a loving heart and as members of the human family.
  8. All the races and tribes in the world are like the different colored flowers of one meadow. All are beautiful. As children of the Creator they must all be respected.
  9. To serve others, to be of some use to family, community, nation, and the world is one of the main purposes for which human beings have been created. Do not fill yourself with your own affairs and forget your most important talks. True happiness comes only to those who dedicate their lives to the service of others.
  10. Observe moderation and balance in all things.
  11. Know those things that lead to your well-being, and those things that lead to your destruction.
  12. Listen to and follow the guidance given to your heart. Expect guidance to come in many forms; in prayer, in dreams, in times of quiet solitude, and in the words and deeds of wise Elders and friends.
- From the book *The Sacred Tree* by the Four Worlds Development Project, 1982



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