Table of Contents

Mission, Goals and Objectives

The Registrar's Office performs the essential role of supporting, facilitating, and promoting the mission of United Tribes Technical College (UTTC):

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

The Registrar's Office staff contribute to this mission by providing administrative and logistical support for UTTC's curriculum, reinforcing its academic policies, and maintaining the integrity of institutional and educational records on a continuum of services from enrollment to graduation and beyond.

The UTTC Registrar's Office has four primary goals:
1. Administer an efficient registration and scheduling process to deliver the College's curriculum in accordance with its policies and regulations.
2. Provide timely, precise guidance and support to students as they work toward degree completion, as well as to faculty and staff involved in the graduation process.
3. Ensure the College maintains accurate personal, academic and enrollment records for its entire student population, past and present, and provide access to data derived from these records only when appropriate.
4. Demonstrate a philosophy of proactive leadership, collaboration and continual assessment that improves outcomes within the Registrar's Office and throughout the College.

Academic Advising

All academic departments have academic advisors who are readily available to assist students with questions pertaining to academic regulations and procedures, selection of courses that satisfy degree requirements, major options, and alternatives. Academic advisors confer with students about overall degree requirements, academic difficulty, program planning, or assistance with anything related to academics. All department chairs and faculty serve as academic advisors for student in their programs.

Academic Probation

A student will be placed on probation (and will remain on probation) at the end of a semester if either the term Grade Point Average (GPA) or the cumulative GPA is below 2.00. When a student is on academic probation, the student must achieve a term and cumulative GPA of at least 2.00 during the semester to be removed from probation. If these conditions are not met by the end of the semester in which the student is on probation, the student will be academically suspended.

Academic Suspension

A student is suspended at the end of the semester if the student does not successfully maintain a minimum term GPA of 2.0 at the end of the semester during which the

student is on probation. While on suspension, a student cannot register for any courses for at least one full academic year from the semester in which they were suspended (e.g. fall to fall, spring to spring, summer to summer).

Students may appeal the suspension directly to the Vice President of Academic Affairs (VPAA) within ten (10) days after the grades are due for the semester. The appeal is a written document (email or letter) detailing what the student will do differently in an effort to increase his or her GPA if allowed to continue. The VPAA will respond within three (3) business days with what is considered the final decision.

A student seeking re-admission after a period of suspension must re-apply for admission and meet all typical institutional admission requirements. This process will be completed through the UTTC Admissions Office.

Accuplacer Placement Exam

The Accuplacer is a computer-based placement tool designed to provide placement and advising information for students entering college and is required for placement in all courses requiring *Reading, Math, or English*. Students who have been accepted for admissions to UTTC will complete the Accuplacer tests prior to registering for courses for their first semester. For more information regarding the Accuplacer testing processes, go to http://uttc.edu/academics/accuplacer.

Accuplacer Testing Exemption

Students will be exempt from the testing requirement if they meet a minimum of one of the following criteria:

- Students who have taken the ACT within the past five (5) years, and can provide a copy of the scores
- Students who are registering for certificate programs (Welding, HEO and Medical Billing & Coding)
- Transfer students who have successfully completed ("C" or higher) a college level writing course (ENG 110) or a college level math course (MTH 103 or MTH 104) within the past five (5) years, and have documentation of these courses on an official transcript
- Students who have taken the Accuplacer test(s) within the past three (3) years and can provide a copy of the results.
- Students who are taking all of their courses online.

The cut scores for the Accuplacer tests are posted on the UTTC website at http://uttc.edu/academics/accuplacer.

Auditing a Class

Auditing classes (attending classes without being required to take written tests and final exam and without earning college credit) is permitted, but requires permission from the instructor for the course and a $50 audit fee per credit hour. The audit fee is payable

prior to the start of the course. Full-time students may audit a course with no additional charge, if their total course load (including audit class) is 18 credits or less.

Students who audit courses are expected to participate in all course activities other than tests and final examinations. Students registering for audit may not register later in that same course for credit. Audited courses do not apply toward degree requirements.

Concurrent and Sequential Degrees

Concurrent majors and sequential majors allow a baccalaureate or associate degree candidate to earn degrees in more than one UTTC academic program.

Concurrent Majors Entrance Requirements

When completing concurrent majors, the student simultaneously completes all academic requirements for his or her majors and graduates with two degrees in the same semester. Students must meet the entrance requirements for each major.

Levels of Study

Concurrent majors must be at the same level of study. Baccalaureate degree candidates may only combine baccalaureate majors; associate degree candidates may only combine associate majors.

Graduation Requirements

- Degree requirements in effect at the time of entrance to each degree program must be met.
- With approval from the departments involved, courses may be used to meet the requirements for both majors.
- The student must take courses in both majors every semester to qualify as concurrent majors.
- The student will have two academic advisors, one for each concurrent major.
- The two co-advisors will jointly recommend courses from each major when registering for courses.
- A student graduates from both concurrent majors in the same semester.

Academic Records

Degree Audit: At the time a student is admitted to each major, the major and program year are listed on the degree audit. Up to two majors can be listed. A separate degree audit is generated for each major.

Transcript: The student has one transcript, regardless of having concurrent majors. At the time the student is admitted to each major, the major is listed on the transcript.

Diploma: Student receives a diploma for each degree earned.

Student Action
The student will:
1. Meet with academic advisors from both degree programs to discuss rationale for combining majors.
2. Complete an application for approval of concurrent majors form.
3. Brainstorm possibilities for courses that can meet requirements for both majors, and discuss possibilities for course substitutions.
4. Consider the work that will be demanded in each course and determine the combination of courses that will be compatible in a semester-by-semester plan.
5. List all the courses needed to complete the concurrent majors and obtain the advisors' signatures.
6. Obtain approval and signatures from the department chair of both majors.
7. Submit the completed form to Vice President of Academic Affairs (VPAA) for approval and signature.

Application Deadline and Approval Notification
When a request is approved, the VPAA's office reproduces the form and sends a copy to the student, the Registrar's office, and the department chairs for both majors. The Registrar's office must receive the completed application form, including all approval signatures (step 7 above), by the end of the first semester in which the student declares intent for concurrent majors.

Adviser Assignment
When a request is approved, the student is assigned to two academic advisors, one for each major. The student is responsible for consulting with both assigned advisers to ensure that requirements for each major are met on a semester basis.

Cancellation of an Approved Concurrent Major
To cancel an approved concurrent major, the student must provide written notification to the department chair for the cancelled major. When the department chair receives this notification, the chair will notify the chair for the student's other major and the Registrar's Office.

Sequential Majors Program

A graduate from a UTTC baccalaureate or associate degree program who desired another baccalaureate or associate degree may seek re-enrollment in order to meet the requirements for the additional "sequential" degree.

Entry Requirements
Students must meet the entrance requirements for the sequential major. Approval for admission to the sequential major must be obtained from the Admissions Office

Some academic departments have additional entrance requirements. Students should contact the appropriate department chair for specific information.

Levels of Study
In the sequential majors program, different levels of study can be combined. A student who has earned a baccalaureate degree may seek an associate degree or another baccalaureate degree; a student who has earned a associate degree may seek another associate degree or a baccalaureate degree.

Graduation Requirements
Degree requirements in effect at the time of entrance to the sequential major must be met. With approval from the department and the Registrar, credits earned prior to re-enrollment in the sequential degree may be used to meet the requirements for the sequential major.

Academic Records
Degree Audit: Only the student's sequential major will be listed on the degree audit.

Transcript: Each student has only one undergraduate transcript, regardless of the number of degrees earned. At the time the student is admitted to a sequential major, the major is listed on the transcript.

Cumulative Grade-Point Average: When a student re-enrolls for a sequential degree, the student's cumulative grade-point average is computed using the grades earned in all courses on the student's transcript.

Diploma: Upon completion of the sequential major, the student receives another diploma.

Student Action
The student will:
1. Contact the Financial Aid Office about the availability of funding for a sequential degree. It the student is eligible for continued funding, the student will proceed to the next step.
2. Obtain information on entrance requirements from the Admissions Office. The Admissions Office will refer the student to the appropriate department advisor.
3. Meet with the recommended department advisor to discuss requirements that must be satisfied to earn the sequential degree.
4. Create a semester-by-semester plan to fulfill these requirements.
5. To officially apply for the sequential major, follow the Admissions process for UTTC on the UTTC website.

Adviser Assignment

When a re-enrollment is approved, the student is assigned an advisor for the sequential major.

Continuing Education Units

The UTTC Office of Extended Learning works collaboratively with the Registrar's Office on the process for awarding Continuing Education Units (CEUs) for professional development activities. These units are offered through workshops, institutes, and a variety of other training formats. All training for CEUs must be pre-approved through the Office of Extended Learning.

Course Changes

Students wishing to add or drop a course must do so on or before the tenth (10) instructional class day (Census Date) of the fall and spring semesters and the fourth (4) instructional class day (Census Date) for the summer semester. The academic advisor initiates the Add/Drop form for the student and forwards it to the Registrar's Office. The Registrar will make the change in the Jenzabar system. The form is available on the UTTC website.

Adding classes is not allowed after the last day to add classes has passed on the Academic Calendar. Courses that are dropped may be noted as "Dropped" or "Withdrawn" depending on the date of the actual withdrawal from the course. It is the student's responsibility to know these dates and make the appropriate decision regarding this process.

Course Overload

Any student wishing to register for 20 or more credit hours in a fall or spring semester, or 9 credits for the summer semester, must have approval from the VPAA. The academic advisor will submit an email on behalf of the student to the VPAA requesting approval to register the student for an overload. The VPAA will consider the student's prior course completion history before replying to the email, either granting or denying approval.

Course Substitution

The Course Substitution policy is designed to maintain the integrity and comprehensiveness of the academic degree programs and curriculum. Students may apply to the department chair of their academic program for substitution of a course (required or elective) within their program of study. All course substitutions must ensure the maintenance of academic program integrity and should be in the same area as the required course or in a closely related field. Additionally, course substitutions have direct academic impact on other UTTC courses as pre-requisites or co-requisites so academic impact must be considered when a request for course substitution is made.

Course Substitution Guidelines
- Course substitutions are considered as exceptional circumstances.

- Course substitutions are limited to two 3-credit courses.
- Substitutions may not be granted for developmental courses.
- Students may not apply for course substitutions prior to completing 45 credits unless special circumstances require, such as when the department chair is aware of an unresolved scheduling matter or there is an unanticipated change to planned or scheduled course offerings that will impede the student's progress to graduation.
- Special study courses, in which the student may enroll more than once for credit, are not subject to the course substitution policy.
- General education core courses are not subject to the course substitution policy.
- Failure to enroll in a course in a timely manner when the course is offered on a cycle, failing to achieve the grade required by the program, and/or failing the course are not grounds for being granted a substitution.
- Substitution requests will be reviewed on a case by case basis by the department chair and reasonable effort will be made to address the student's need.
- The decision to initiate the substitution is at the discretion of the department chair who may consult the program faculty.
- The Course Substitution Form must be fully completed, signed by the student, department chair, and approved by the Vice President of Academic Affairs before it is submitted to the Registrar's Office for final approval.
- If the department chair denies the student's request for a course substitution, the student may appeal that decision by writing a statement within 15 business days to the Vice President of Academic Affairs who will have the final decision.

Substitution requests must be made within the semester in which the student is currently enrolled and may only be applied within the three-semester academic year (fall, spring or summer). Substitution requests that are approved will take effect within the same semester.

<div align="center">**Course Syllabus**</div>

The syllabus is considered a contract between the institution and the student. The Registrar's Office mandates every course for every semester will have a syllabus in a manner compliant with identified best practices. A template will be provided with components that are the minimum requirement for the syllabi and that cannot be removed. Instructors may choose to include additional information that is relevant to their courses in addition to the information on the template.

Each syllabus will have a minimum of the following components:
- Instructor contact information, office hours and office location
- Class name, number, location, credit hours, days of the week, and time of day
- Required textbooks: author, title, edition, publisher, and ISBN number
- Listing of all supplemental materials, required and suggested

- Course description, course learner objectives, and assessment measures for each objective as approved by the Curriculum Committee
- Program assessment information
- Course calendar: unit topics, assigned reading, major assignments, due dates
- Evaluation/grading system: descriptions of performance assessments and scoring guides, grading criteria for individual assignments and the course
- Course policies: attendance, late work, academic integrity, student conduct, course procedures, professionalism, and other information on the syllabus template
- Disabilities services statement

Degree Change Form

A Degree Change Form must be completed in the following situations:

1. A student intends to change from one academic program to another.
2. A returning student graduates with a certificate or AAS degree and intends to move onto the next degree level within their program (from an AAS to a BS).

The student's current academic advisor will initiate the Degree Change form if the student is choosing to change programs. The form is available on the UTTC website. The new advisor and a representative from the Financial Aid Office will also sign this form. After the form is signed, it is forwarded to the Registrar, who will record the change in the Jenzabar system.

Degree Plans

When a student registers as a first time student at UTTC, the degree plan that is approved and in effect at that time will be the degree plan the student will remain on until the student graduates, changes programs, or withdraws from the college. If the student returns to college, or changes programs, and a revised degree plan has been approved during the student's absence, the new degree plan will be in effect upon the date of the student's return.

Enrollment Verification

Enrollment verification proves to third parties that a student is enrolled at UTTC. Instances in which enrollment verification may be requested include applying for a job, deferring student loans or seeking insurance discounts. The student must submit the completed Enrollment Verification Form to the Registrar. The form is available on the UTTC website. The Registrar will respond to the request within five (5) business days.

FERPA (Family Education Rights and Privacy Act)

Under the terms of FERPA, United Tribes Technical College has established the following information as Directory Information that may be released to those requesting it unless the student specifically requests otherwise by submitting written notification to the Registrar's Office:

Directory Information:

- Student Name
- Local Address
- Permanent Address
- Email Address
- Hometown
- Degrees and Awards Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-time Enrollment Status
- Participation in Officially Recognized Activities
- Participation in Officially Recognized Sports
- Weight/Height of Member of Athletic Teams
- Most Recently Attended Education Institute
- Major Field of Study
- Academic Level
- Residency Status
- Photographs

Any other information about a student that is not considered Directory Information may not be released without written consent of the student. Grades, social security numbers, ethnic background, and student schedules may not be released to anyone other than by the student and NEVER over the phone. If a student signs a FERPA release form, the information can be shared and remains in effect until that student is no longer enrolled and unless that student states otherwise on the form. If a student discontinues to be enrolled as a student for any period of time, the FERPA release form becomes null and void and the student will need to sign a new FERPA release form when they return.

Faculty and staff have access to a student's educational records for the sole purpose of performing their job responsibly. Faculty and staff are granted this access as school officials with "legitimate educational interest." This is defined as:

- Performing a task specified in a position description or contract
- Performing a task related to a student's education or discipline
- Providing a service to a student
- Maintaining safety and security on campus

Faculty and Staff Responsibilities

- UTTC employees have a responsibility to protect the confidentiality of a student's educational records, regardless of the medium in which those records are presented.
- Grades and attendance cannot be disclosed to a student's family members without written permission from the student on the signed release form.
- Grades and attendance for dual credit students can be provided to the parent/guardian or the school advocate if the student is under the age of 18.

- Posting grades using the student's name, student ID number or any portion of the social security number violates FERPA.
- Faculty and staff are prohibited from disclosing personally identifiable information about a student or permitting inspection of a student's educational records without that student's written consent (signed release form).
- Reference letters written on behalf of a student do not give authorization to disclose that student's records or performance details without that student's written consent (i.e., a signed release form).
- In general, student information may only be shared with the student's consent, in a health or safety emergency, or pursuant to another FERPA exception

The Registrar's Office is responsible for providing annual FERPA training to faculty and staff during the fall in-service and to provide a copy of the FERPA regulations to all faculty and staff. Any questions about FERPA may be referred to the Registrar's Office.

Final Examinations

UTTC holds that evaluation of student achievement is required in all courses. Deciding the need and nature of final examinations as a means of evaluation is the responsibility of the instructor in each course. Final examinations for traditional semester courses are scheduled during a special examination period after the regular session of classes at the end of each semester.

First Year Experience Course Exemption Policy

Transfer students who have successfully completed 12 or more credits with a letter grade of C or higher within the past three (3) years from a regionally accredited institution are exempt from the FND 106 First Year Experience & Healthy Living course requirement. The Registrar's Office will enter the FND 106 requirement as "met" after completing the transcript evaluation for the transfer students who meet the criteria for the exemption. The student's official transcript will serve as evidence of completion of the credits.

Students exempted from FND 106 must earn the minimum number of credits in their degree, diploma or certificate programs, typically by substituting elective hours for the 2-credit FND course.

The only exemptions for FND 106 are for **transfer** students who enter with 12 credits or more. All students coded as freshmen (first year) students who are not transfer students will be required to take FND 106. Students who were enrolled in UTTC dual credit courses in high school and then matriculate to campus will be required to take the course as degree-seeking students.

Full and Part-Time Students

Twelve (12) credits is considered full time for the 16-week fall and spring semesters. A student enrolled in less than 12 credits is considered part-time. Full time for the summer

semester is six (6) credits for an 8-week semester. A student enrolled in less than six (6) credits for the summer semester is considered part-time.

Good Standing

A student in good standing must have successfully completed a minimum of one semester at UTTC, have a minimum of a 2.0 cumulative GPA, and currently be enrolled as a full-time student. First semester students are considered to be in good academic standing by default until grades are reported at the end of their first semester. Only students in good standing may represent the college at authorized academic, vocational, and athletic events.

Grade Appeals

A student may appeal a final grade in any course by discussing the grade with the instructor who assigned the grade. If the result of the discussion is not satisfactory, the student may formally appeal the grade by submitting a written letter of appeal to the department chair. The written letter of appeal must be submitted to the department chair within three (3) business days after the semester grades are reported. The department chair will forward the documentation to the VPAA. The VPAA will respond to the appeal within three (3) business days with the final decision.

The instructor can correct grade entry errors by contacting the Registrar's Office by email within three (3) business days after final grades are due.

Grading

UTTC uses letter grades to evaluate student work in each class. Students earn grades and credit by meeting course requirements. A student is required to earn a grade of 'C', or higher, in every course required for the degree, diploma or certificate that he or she is seeking. Any grade lower than a "C" will not fulfill the requirements for any course listed on any degree plan at United Tribes Technical College.

Once a grade is reported, only the faculty member who reported it may change it. If an error is detected, or if other circumstances warrant a change in the grade issued, the correction should be made no later than 10 days after the start of the next semester.

Instructors are responsible for determining final grades and submitting the final grades to the Registrar's Office. The Registrar then determines the student's term GPA by dividing the number of points earned each semester by the total semester hours attempted. The cumulative GPA is determined by the same formula. Grades of Incomplete and withdrawn semester hours are not used in calculating the GPA. The most recent grade will be used to calculate GPA when a course is repeated.

Grade	Explanation	Honor Points Per Credit	Percentage
A	Excellent	4	100% - 90%

B	Good	3	89% - 80%
C	Satisfactory	2	79% - 70%
D	Unsatisfactory	1	69% - 60%
F	Failure	0	59% - below
I	Incomplete	0	
W	Withdraw	0	

Graduation

UTTC has two formal graduation ceremonies, the fall commencement in December and the spring commencement in May. All potential graduates are required to submit a graduation application the semester they intend to graduate on or before the date indicated on the academic calendar. The Registrar's Office verifies the students have met the graduation requirements for their program of study by conducting a degree audit for each potential graduate. The degree audit should be completed prior to the last day to add a class for the semester in which the student is scheduled to graduate. Completing the audit early allows the student to add any course(s) the student may be required to complete to fulfill graduation requirements.

Once the degree audit is complete, the Registrar adds the student to the list of graduates for the semester. This list is used for planning the commencement ceremony, the graduation program, and to prepare the diplomas. All students must fulfill all college and departmental requirements before graduation can take place. The commencement ceremony does not guarantee degree completion.

The Registrar's Office mails the signed diplomas to the graduates within 30 days following the date of commencement, after the degree has been conferred and all financial obligations have been met. Students who do not attend the ceremony will receive the diploma and a copy of the commencement program in the mail.

Graduation Requirements

Each candidate for graduation must fulfill the following requirements for a certificate of completion, an associate degree, or baccalaureate degree:

1. Complete a graduation application and submit it to the Registrar's Office no later than 14 calendar days before the ceremony, as indicated on the academic calendar. Students are encouraged to complete and submit the application immediately following enrollment in their final semester courses.
2. Review the advising worksheet (also referred to as the graduation report) with the academic advisor to make sure all program requirements are met. This should be completed prior to the last day to add/drop courses for the semester the student intends to graduate.
3. Verify all personal information is correct in my.uttc.edu and on the graduation application. The name entered on the diploma, and the address to which it will be mailed, will be taken from the graduation application.

4. Courses considered for meeting graduation requirements must have been completed with a minimum grade of 2.0 ("C", or higher"). Courses that resulted in a grade of less than 2.0 will not meet graduation requirements.
5. Students who are enrolled in the summer semester, and will have fulfilled the graduation requirements for their program of study at the end of the summer semester, will be allowed to participate in the preceding May commencement ceremony. The degree will not be conferred until the end of the summer semester, after grades are posted and the student has met the minimum requirements. The diploma will be mailed within 30 after the grades are posted for the summer semester if the student meets the criteria for the release of the diploma.

Honors

Full time students who were registered for 12 or more credits during the semester, and maintain a cumulative grade point average of 3.5 – 4.0 at the end of each semester, are recognized on the President's List. Full-time students who were registered for 12 or more credits during the semester, and maintain a cumulative grade point average of 3.0 – 3.49 at the end of each semester, are recognized on the Vice President's List. These lists are publicized to give recognition to the students.

Incomplete Grade Request

A grade of I (Incomplete) will be recorded when a student is making progress in classes, but is unable to complete course requirements for reasons beyond his/her control and after negotiation between the teacher and the student about how the course can be completed. Except for emergencies, such as exceptional personal illness, a death in the family, or other unforeseeable emergencies, a student must contact their instructor within two weeks prior to an event or events that they feel would interfere with their ability to attend class and finish the semester successfully. A minimum of a current letter grade of "C" is required for the student to be considered for an Incomplete. Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two (2) weeks into the succeeding semester to complete the necessary work.

The instructor may report an incomplete grade when the student is unable to complete the course because of reasons beyond his/her control. Such reasons constitute personal illness, a death in the family, or other unforeseeable emergencies. A "last-ditch effort" by the student to complete the course with a history of poor attendance or poor performance is not a viable reason to report an incomplete grade. The student is responsible to request an incomplete grade. The advisor is responsible to make sure the student understands this option. Students must contact their instructors within two weeks of other circumstances they feel would interfere with their ability to attend class and finish the course successfully. The student must have a minimum of a 'C' grade at the time the Incomplete is requested. The incomplete grade must change to a grade by the date announced by the Registrar or else it converts to an "F."

Independent Study Request

The College recognizes there may be instances when a student needs to take a course that is currently not being offered according to the master course schedule. In these exceptional cases, the course or courses may be offered as independent study, providing the following steps have been taken:

1. When the need for an independent study for a student is determined, the student's primary advisor will submit an email to the VPAA and request approval to offer a course as an independent study course provided there is a legitimate student need (i.e. extenuating circumstances). The advisor will complete the Independent Study Contract form that is available on the UTTC website and from the Registrar's Office.

2. The VPAA will approve, on a case-by-case basis, the independent study course request based on student course need and availability of instructional resources. NOTE: The instructor of the independent study course must be made aware of, and agree to, teaching the course according to the **Independent Study Instructor Fee Schedule.**

3. Provided there is a legitimate student need, approval will be given by the VPAA to offer the course as an independent study.

4. The advisor will inform the student that the course will be offered as an independent study course, and:
   a. Inform the student the standard tuition rates and applicable fees apply to independent study courses.
   b. Discuss with the student the dynamics of an independent study course, including limited face-to-face instructional time, adherence to student learning objectives and assessment processes, self-directed learning, timeframe and deadlines, adherence to the other course syllabus requirements, etc.

5. The student requesting the independent study must agree to attend scheduled meetings with the instructor, with a mandatory face-to-face meeting with the independent study instructor at the beginning of the course and at the end of the term.

6. The student must sign the Independent Study Student Contract, a copy of which will be given to the student and the VPAA.

7. Once the advisor has a signed Independent Study Student Contract, the advisor will contact the Registrar's Office to have the course scheduled as an independent study course. The advisor will provide the Registrar's Office with the course, name of the instructor, and name of the student. The Registrar's Office will add the course to the schedule and permit registration for the student. The course will then be closed to additional registrations to ensure other students are not inadvertently enrolled. Independent study courses will be scheduled to run for the same number of weeks as other courses in the term, and maintain established course codes, names and numbers. For ease of identification, these courses will be coded as an "I" section.

The independent study course student and instructor will adhere to established instructional policies, including regular tracking of satisfactory academic progress, grading procedures, and submitting mid-term and final grades as scheduled. The instructor has the responsibility of maintaining the integrity and high expectations for the independent learning process and its outcomes.

Name and Address Change Request

A student who chooses to change or correct his or her name on academic records will need to complete and submit the Name Change Form (available on the UTTC website) and provide the following documentation:
- A student ID card or driver's license with the former name, and
- At least two of the following documents, with one having a photograph for verification purposes:
    - Driver's license
    - Passport
    - Birth certificate
    - Tribal ID
    - State ID
    - Social security card

The student will bring the completed form and required documents to the Registrar's Office or mail them to the following address:

> United Tribes Technical College
> Registrar's Office
> 3315 University Drive
> Bismarck, ND 58504

All requests for changes or corrections of name must be accompanied by the required legal documentation. Photocopies are sufficient if the student is mailing the request.

A student can change his or her local or permanent address, email address or phone number by contacting the Admissions and Recruitment Office. The majority of communications from UTTC are provided to students by email. This includes notifications regarding billing and instructions related to registration. If a student is expecting a refund, or waiting for information from any of the departments on campus, the address on file will be used for mailing purposes. The email address and telephone number provided when the student applied for admissions to UTTC will be used unless the student requests it changed.

It is important to make sure the permanent mailing address is accurate when the student graduates. The diploma and any alumni information will be mailed by the Registrar's Office to the permanent address on file at the time of graduation.

Preferred First Name Procedure

In an effort to accommodate students who are known by a first name that is different from their legal first name, UTTC has created a preferred first name option for student information as it appears in select locations. Students will be able to request adding a preferred first name to their student information profile by submitting the completed Preferred First Name Form to the Registrar's Office that includes the circumstances for the request. The completed form will be maintained in the student's confidential file. The form is available on the UTTC website.

The Registrar will consult with the student's Academic & Personal Counselor and respond to the student within five days of receiving the request. If approved, the preferred first name would replace the student's legal name as it appears on course lists, student email, and the directory.

UTTC endeavors to display preferred first names to the UTTC community where feasible and has made a good faith effort to update the systems that are designated to use a preferred name. In the event the student's preferred first name is not displaying correctly, they must contact the Registrar's Office.

Disclaimer:

UTTC reserves the right to approve or disapprove preferred first name change requests.

Required Use of Legal First Name

In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system. Legal names will always appear on all external use reports and documents including, but not limited to, hiring paper work, paychecks, student billing, financial aid forms, tax forms, official transcripts, official diplomas, and any other documents required by law. Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Registrar's Office. If students are using a preferred name in the campus systems they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary.

Registration

All students must meet with their academic advisor to register for classes. Registration deadlines are listed on the academic calendar and all students must register within the dates specified prior to beginning classes. A course schedule is published each semester on the UTTC website with specific days, time, instructor and location for each class.

Repeating Courses

Students may repeat courses to improve grades and grade-point averages; however, the last grade received following each repetition becomes the grade of record. In all instances, the transcript will show the previous registration(s) and grade(s) received.

Any UTTC courses repeated to improve a grade must be taken (repeated) at UTTC. Courses repeated elsewhere will not affect the UTTC grade point average. Repeating courses may affect athletic and financial aid eligibility.

Satisfactory Academic Progress

All UTTC students are required to maintain certain academic standards. At the end of each semester, credit hours completed and grade point averages are reviewed to determine if a student is making satisfactory progress toward completion of his or her program of study. Students must maintain a minimum of a 2.0 cumulative grade point average to be considered as making satisfactory progress.

Semester Description

UTTC operates on a semester schedule, averaging sixteen (16) weeks each for the fall and spring semesters. The summer semester is eight (8) weeks. (See the Academic Calendar for starting and ending semester dates.)

Transcript Requests

The first official transcript is furnished to the student at no charge. To request a transcript, the requester must submit the Transcript Request Form (found on the UTTC website, under the Academics tab) to the Registrar's Office. Transcripts will not be issued as a result of telephone requests.

All transcript requests must include the student's name, date of birth or social security number, the address where the transcript will be sent, and the signature of the person (student) requesting the transcript. A request form is available on the UTTC website. Any request from a student with an outstanding debt to the College will not be honored.

There is a $2 charge for each additional official transcript. The fee can be paid at the Finance office on campus or by calling ext. 1423 to pay over the phone. Transcripts are processed and mailed on Friday of each week.

Transfer Credits and Transcript Evaluations

Students who have attended colleges elsewhere must notify UTTC of all previous enrollments. Students are required to have all official transcripts from other colleges sent to the UTTC Registrar's Office. UTTC accepts credits from institutions that were regionally accredited by at the time the credits were earned.

The initial evaluation of transfer credit is conducted by the Registrar's Office to determine acceptance of credit. The applicability of transfer credits to a specific degree program is determined by Registrar and through consultation with the department chair or primary advisor. Some academic programs require certain courses be completed at UTTC, regardless of if the student has previously taken the course.

Transfer credits for courses with grades of a "C" or better may be accepted if they apply directly to the student's degree plan. Credits from other institutions will not be considered for transfer if more than five (5) years old, unless the student has completed a degree. Students should refer questions about transferring courses into degree programs to the Registrar's Office.

The number of credits approved for transfer from other institutions may not exceed 50% of the degree requirements for an AAS degree, diploma or certificate. The number of credits approved for transfer from other institutions for students seeking a bachelors degree may exceed 50% of the degree requirements per the approval of the Registrar and department chair for the program.

Once completed, the official evaluation of credits can be viewed in the Registrar's Office folder on the s/drive. The evaluation will list all courses that have transferred into UTTC and which UTTC course requirements they will fulfill. Courses listed with no UTTC course number are considered transferable, but a course equivalency could not be assigned by the Registrar.

Courses taken at the freshman and sophomore level (courses at the 100 and 200 level) at two-year colleges may not be counted for transfer credit as upper-level courses (courses numbered 300 and above). For more information regarding transfer of credits or transfer equivalencies, please contact the Registrar's Office.

Converting Quarter Credit Hours to Semester Credit Hours

The majority of colleges and universities in the United States utilize semester credits; however, a small number of institutions continue to operate on the quarter system. A quarter is three (3) months (1/4 of a calendar year) and a typical semester is 16 weeks. If a transfer student has completed courses at an institution that uses the quarter system, a formula will be used to convert the quarter credit hours to semester credit hours before they are accepted for transfer. The formula is as follows:

- One-quarter hour equals .6667 semester credit hours. To convert quarter hours into semester credit hours, multiply the semester credit hours by .6667. The conversion for the typical UTTC course credit requirements is identified in the following table:

Quarter Credit Hour	=	Semester Credit Hour
1.5		1
3.0		2
4.5		3
6.0		4

The quarter credit hours transferred by a student must meet the minimum semester credit hour requirement for UTTC. If the quarter hours do not meet the minimum semester credits, the courses on the quarter system do not fulfill the course transfer requirement. An exception may be if two quarter hour courses are used to fulfill one semester credit hour course, such as 2 – 3.0 quarter hour college level English courses meeting the requirement for 1 – 3.0 semester credit hour college level English course at UTTC.

Transfer Credit Policy

United Tribes Technical College (UTTC) accepts transfer credit from regionally accredited institutions of postsecondary education. Before transfer credits are evaluated for specific course equivalencies or program requirements, the credits must be accepted by the Registrar's Office according to policies and procedures. A decision concerning the acceptance of transfer credits will not be made until an official transcript has been received from the institution the student previously attended.

Transfer courses are first reviewed to determine if the credits are accepted as a course equivalent to a UTTC course or applied toward a general education or program requirement. College-level credits that do not have a direct course equivalent or do not meet a specific program requirement will be accepted as general electives and count toward total credits required for graduation. UTTC will transcript all coursework from all regionally accredited institutions previously attended.

Transfer students who are dissatisfied with the course equivalency determinations may consult the Registrar's Office or the appropriate Department Chair, in an attempt to more precisely define equivalencies or identify appropriate substitutions. If necessary for transfer evaluation, students are responsible for providing course descriptions and course syllabi.

Total hours earned from all transfer institutions are entered on the UTTC transcript. If necessary, credits will be converted to semester hours. Transfer courses and grades appear on the official UTTC transcript and are used in the calculation of cumulative grade point average.

Limitations on Transfer Credit

- Developmental Credit: Credit for developmental courses is not accepted in transfer if the course is developmental by definition of the transferring institution or if it is equivalent to a developmental course at UTTC. Transfer credit earned at the developmental level will be transcribed on the official UTTC transcript; however, these credits will not count toward earned credit or be calculated in the cumulative grade point average.

- Credit by Examination or Life Experience: Credit earned by institutional examination or life experience is not accepted for transfer.
- Military Credit: Basic training courses are accepted in transfer and fulfill the Foundations & Fitness category of the General Education requirement at UTTC. All other military credit is evaluated using the most recent ACE Guide recommendations. Military work experience will not be accepted.

Transferring to Other Institutions

UTTC makes every attempt to align courses with other colleges and universities to increase transferability of course credits between institutions; however, UTTC cannot guarantee courses will transfer. If a student intends to transfer to another institution, it is the responsibility of the student to contact the Registrar's Office at the selected college or university and inquire about which UTTC courses they will accept. This process should be started as early as possible.

Withdrawing from a Course

A student will have a grade of W (Withdrawal) recorded for the semester if the student chooses to withdraw from a course *after* the Census date and *prior* to the last day to withdraw from the term, as published in the academic calendar. The student will meet with the academic advisor to initiate the Add/Drop form that is signed by the academic advisor and submitted to the Registrar's Office.

Students who withdraw from a course *after* the last day to withdraw identified on the academic calendar will have a failing grade ("F") recorded on the transcript. Students who do not complete the withdrawal forms, but discontinue attending and/or participating, will have the grade they earned recorded as their final grade.

Withdrawal from College – Student Initiated or College Initiated

UTTC is firmly committed to assisting students in exploring all alternatives to formally withdrawing from college. If a student decides to withdraw, a Withdrawal Form will be completed and submitted to the Registrar's Office. The student's academic advisor or Academic & Personal Counselor will initiate the withdrawal process for students, for both student initiated (voluntary) and college initiated (involuntary) withdrawals. The form is available on the UTTC website.

- Student initiated withdrawal forms are processed by the Registrar's Office within two (2) days of being received from the Academic & Personal Counselor.
- College initiated withdrawal forms are initiated by the academic advisor and Academic & Personal Counselor. The student is notified about the withdrawal by the counselor and has ten (10) days to appeal directly to the VPAA. The VPAA will make a determination on the appeal and contact the student, the Registrar's Office, Financial Aid, and the Academic & Personal Counselor within two (2) days of receiving the written appeal. The Academic & Personal Counselor will inform all interested parties of the results and the Registrar's Office will process the appeal.

- A student who has withdrawn from UTTC for any reason, including medical, is no longer enrolled. Consequently, as of the date of the withdrawal, the student cannot continue to attend classes or complete work that was assigned in the term in which the withdrawal occurred, even if the deadline for such assignments was previously extended. A student who decides to return to UTTC in the future will be required to re-apply for admission.

Withdrawal Prior to Census Date

Any students who have not attended class within the first two (2) weeks of the semester will be dropped from the course(s). If the student has not attended one or more courses, the academic advisor will complete an Add/Drop Form to withdraw the student from the course(s). If the student has not attended any courses during the first two (2) weeks of class, the Academic & Personal Counselor will complete a Withdrawal Form based on a recommendation from the student's academic advisor.

Every effort will be made to verify the student has not attended class. If this has been determined, the Add/Drop Form must be completed no later than two (2) weeks after the semester start, on the Census date for the semester. If the student is withdrawn on or before Census date, there will be no academic record for the student for that semester and no charges will be incurred. The Academic & Personal Counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

In the event a student is allowed to register for courses but is not able to meet the requirements for payment by the date due, Student Accounts will submit a request to the student's Academic & Personal Counselor to depart the student based on non-payment. The Academic & Personal Counselor will complete the Add/Drop Form for the student's courses and submit it to the Registrar's Office on or before Census date and the student will be withdrawn. The Academic & Personal Counselor will notify all interested parties on campus regarding the student's status.

The date on the Add/Drop Form or the Withdrawal Form is the last day the student attends classes. If the withdrawal is the result of a college initiated withdrawal form process, and the student intends to appeal, the student will continue to attend classes until a decision has been rendered regarding the appeal (within five (5) days of the initial withdrawal date). This extended time period allows two (2) days for the student to file an appeal with the VPAA and for a decision to be made regarding that appeal. The VPAA will contact the student, the Registrar's Office, Financial Aid, and the Academic & Personal Counselor within two (2) days of receiving the written appeal when a decision has been made. The Academic & Personal Counselor will relay the results of the appeal to all interested parties, including Housing, Student Accounts and others.

The decision by the VPAA is final. The student will not attend classes any day after the final decision.