

CATALOG
2026-2028

Catalog approved by Keweenaw Bay Ojibwa Community College Board of Regents
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Keweenaw Bay Ojibwa Community College is accredited by the Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411
Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462 | info@hlcommission.org

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420

Keweenaw Bay Ojibwa Community College

Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8400
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

President's Welcome



Boozhoo,

Welcome to Keweenaw Bay Ojibwa Community College. Here, we strive to uplift every learner on their unique journey and proudly promote and honor Anishinaabe culture, language, and lifeways as we work together to achieve shared goals. I joined KBOCC in December of 2025 as the President, and I'm honored to assist in moving the important work of the institution forward.

Since December, we have welcomed new administrative leadership whose fresh perspectives, expertise, and vision help strengthen resources, expand opportunities, and position the College for a dynamic and successful future. Miigwech to our staff and faculty who work hard every day with the goal of supporting our students and community.

At KBOCC, we work to open new doors as our community evolves, creating programs that help students grow and succeed. New lab spaces support nursing and science students, while articulation agreements provide clear pathways to four-year universities. Student government ensures that student voices remain central to campus life. We are proud to highlight two new degree programs, the Associate of Science in Nursing and the Associate of Science in Psychology. In addition, KBOCC provides holistic student support services that promote achievement, well-being, and professional development. Please be welcome to explore our student services as well as our degree programs at KBOCC.edu.

Choosing to further your education is a gift that benefits yourself, your family, and your community - we are honored you have chosen KBOCC. Best wishes for a great academic year!

Miigwech,

Melissa Kiesewetter
Ogimaakaan (President)

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BOARD OF REGENTS



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Executive Director of
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Catherine "Kit" Laux

Executive Director of
Community Programs

2026-2027 ACADEMIC CALENDAR

FALL SEMESTER 2026

Friday, August 28 - Last day to register for Fall 2026
Thursday, September 3 - New Student Orientation
Monday, September 7 - Labor Day, no classes
Tuesday, September 8 - First day of class
Monday, September 14 - Last day to drop/add a course
Thursday, September 17 - Constitution Day - observances, classes held
Friday, September 25 - Michigan Indian Day, no classes, campus closed
Monday, October 12 - Indigenous Peoples' Day, no classes, campus closed
Wednesday, November 25 - Thanksgiving recess begins, no classes, campus closed
Monday, November 30 - Thanksgiving recess ends, classes resume
Monday, November 30 - Last day to withdraw with a W grade
Friday, December 11 - Last day to register for Spring 2027
Friday, December 18 - Last day of classes

SPRING SEMESTER 2027

Thursday, January 7 - New Student Orientation
Monday, January 11 - First day of class
Friday, January 15 - Last day to drop/add a course
Monday, January 18 - Martin Luther King, Jr., Day - observances, classes held
Friday, March 26 - Good Friday, no classes, campus closed
Monday, March 29 - Spring break begins, no classes, campus closed
Monday, April 5 - Spring break ends, classes resume
Friday, April 16 - Last day to withdraw with a W grade
Friday April 30 - Last day of classes/Last day to register for Summer 2027
Friday, May 7 - Commencement & Honors Ceremony

SUMMER SEMESTER 2027

Monday, May 3 - First day of classes
Friday, May 7 - Last day to drop/add a course
Monday, May 31 - Memorial Day, no classes, campus closed
Friday, May 28 - Last day to withdraw from 6-week courses
Friday, June 11 - Last day of classes for 6-week courses/Last day to withdraw from 8-week courses
Friday, June 18 - Juneteenth observed, no classes, campus closed
Friday, June 25 - Last day of 8-week courses

2027-2028 ACADEMIC CALENDAR

FALL SEMESTER 2027

Friday, August 27 - Last day to register for Fall 2027
Thursday, September 2 - New Student Orientation
Monday, September 6 - Labor Day, no classes
Tuesday, September 7 - First day of class
Monday, September 13 - Last day to drop/add a course
Friday, September 17 - Constitution Day - observances, classes held
Friday, September 24 - Michigan Indian Day, no classes, campus closed
Monday, October 11 - Indigenous Peoples' Day, no classes, campus closed
Wednesday, November 24 - Thanksgiving recess begins, no classes, campus closed
Monday, November 29 - Thanksgiving recess ends, classes resume
Monday, November 29 - Last day to withdraw with a W grade
Friday, December 10 - Last day to register for Spring 2028
Friday, December 17 - Last day of classes

SPRING SEMESTER 2028

Thursday, January 6 - New Student Orientation
Monday, January 10 - First day of class
Friday, January 14 - Last day to drop/add a course
Monday, January 17 - Martin Luther King, Jr., Day - observances, classes held
Monday, March 27 - Spring break begins, no classes, campus closed
Monday, April 3 - Spring break ends, classes resume
Friday, April 14 - Good Friday, no classes, campus closed
Monday, April 17 - Last day to withdraw with a W grade
Friday, April 28 - Last day of classes/Last day to register for Summer 2028
Friday, May 5 - Commencement & Honors Ceremony

SUMMER SEMESTER 2028

Monday, May 8 - First day of classes
Friday, May 12 - Last day to drop/add a course
Monday, May 29 - Memorial Day, no classes, campus closed
Friday, June 2 - Last day to withdraw from 6-week courses
Friday, June 16 - Last day of classes for 6-week courses/Last day to withdraw from 8-week courses
Monday, June 19 – Juneteenth, no classes, campus closed
Friday, June 30 - Last day of 8-week courses



GENERAL INFORMATION



GENERAL INFORMATION

HISTORY

Keweenaw Bay Ojibwa Community College was chartered by Ordinance No. 75-1 of the Keweenaw Bay Indian Community as a non-profit educational corporation, allowing the College to establish and operate institutions granting post-secondary degrees and certificates, and to coordinate and regulate higher education on the L'Anse Indian Reservation. The College was developed upon the principle that American Indian students deserve an educational system that is responsive to their needs and concerns. Its basic purpose is to provide an educational program in which students experience success and enhance their self-image, dignity, and independence while preparing for their chosen career paths.

Programs are offered that prepare students to become gainfully employed, encourage them to pursue advanced degrees, and enable them to meet their personal aspirations. Students can find offerings for certificates, associate degrees, personal and professional enrichment, and lifelong learning.

KBOCC is a member of the American Indian Higher Education Consortium (AIHEC). Through AIHEC, the College can provide students with increased educational opportunities including scholarships from the American Indian College Fund.

KBOCC is accredited by the Higher Learning Commission, The College was approved for candidacy in October 2009, granted full initial accreditation on June 27, 2013, and renewal of accreditation in March 2017. The Department of Education approved KBOCC to receive funds under Title IV for Federal student financial aid, primarily Pell Grants, in December 2010. The Bureau of Indian Education also approved KBOCC to receive funds under the Tribally Controlled Community College Assistance Act.

Acceptance of transfer credits from KBOCC continues to improve. Michigan Technological University and Northern Michigan University are among the Michigan and regional colleges and universities to have established equivalences for transfer credit from KBOCC. The College joined the Michigan Association of Collegiate Registrars and Admissions Officers in 2013 and became a signatory to the Michigan Transfer Agreement in 2014. KBOCC has established numerous articulation agreements to assist students with seamless transfer opportunities.

The Agricultural Act of 2014 (Public Law 113-79—FEB. 7, 2014, Sec. 7402 Equity in Educational Land-Grant Status Act of 1994) gave KBOCC status as a 1994 land grant institution. Land grant programs support community outreach education (extension programs), educational equity, and research projects.

VISION

KBOCC aspires to be an intergenerational center of educational excellence and innovation grounded in Anishinaabe values for community advancement and well-being.

MISSION

As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.

VALUES

We hold steadfast to the guiding values of our ancestors, the Seven Grandfather Teachings, to help us with the concerns of today as we look forward to preparing the following seven generations:

- Dabasendizowin - We embrace **humility**, fostering a culture of continuous learning and openness to new perspectives.
- Debwewin - We prioritize **truth** in our academic integrity and pursuit of knowledge, ensuring transparency and authenticity.
- Zoongide'iwin - With **courage**, we support bold innovation, critical thinking, and advocacy for social justice.
- Gwayakwaadiziwin - We uphold **honesty**, promoting integrity and trust in all interactions and scholarship.
- Manaaji'idiwin - We honor **respect**, valuing diverse cultures, perspectives, and fostering inclusive dialogue and collaboration.
- Zaagi'idiwin - We practice **love**, creating a compassionate and supportive community where everyone feels valued.
- Nibwaakaawin - We cultivate **wisdom**, integrating knowledge and experience for thoughtful and ethical decision-making.

Through these values, KBOCC prepares students to be thoughtful, compassionate, responsible leaders and achieve Mino-Bimaadiziwin.

COLLEGE LEARNING GOALS

Keweenaw Bay Ojibwa Community College is committed to providing a holistic, culturally grounded education that prepares students to thrive in their communities and the world. The College Learner Goals express the essential knowledge, skills, and values that all learners are supported to develop at KBOCC. These goals guide the design of our academic curriculum, general education, co-curricular activities, and lifelong learning programs.

Through their educational journey at KBOCC, learners will apply the Seven Grandfather Teachings to advance leadership in their own lives and their families, communities, and/or Tribal Nations through:

- **Bezhig (1). Culture:** Think Anishinaabe by applying the Anishinaabek ways of knowing and being.
- **Niizh (2). Community-Minded:** Build community by committing to service with and for others.
- **Niswi (3). Growth Mindset:** Be prepared for lifelong learning by developing and applying new knowledge, skills, and abilities to adapt to evolving challenges.
- **Niiwin (4). Balance & Wellbeing:** Seek Mino-Bimaadiziwin through holistic balance.

FREEDOM OF EXPRESSION

At KBOCC, freedom of expression is of the utmost importance. Such freedom is felt to be critical to the growth, learning and development of the individual because it allows for the exchange of knowledge and ideas. This right is applied equally to all individuals in the college community. KBOCC expects communication to take place in a manner that is respectful of divergent perspectives and opinions. Any form of disrespect will not be tolerated.

PROGRAM DIRECTION

Consistent with the mission and beliefs, Keweenaw Bay Ojibwa Community College sets forth these purposes:

1. Promote and preserve the Ojibwa culture by offering courses in Ojibwa language, history, and culture and an array of cultural activities.
2. Provide educational opportunities leading to certificates and associate degrees.
3. Encourage and prepare students to pursue advanced degrees.
4. Offer assistance for transfer to four-year colleges or universities.
5. Provide occupational/career programs for employment opportunities in tribal organizations, governmental agencies, and the private sector.
6. Provide instruction for students who desire to upgrade or enhance their skills.
7. Provide community educational programs that meet the changing needs of the Keweenaw Bay Indian Community and surrounding area.
8. Prepare and encourage students through guidance, advising, and counseling to meet their personal, academic, and career aspirations.
9. Offer students job placement assistance.

ACCREDITATION

Keweenaw Bay Ojibwa Community College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, Telephone: 800.621.7440. Accreditation allows the College to participate in a wide range of educational programs and opportunities, including Federal Student Financial Aid, as well as in a community of higher education institutions focused on educational quality. Maintaining accreditation is an ongoing process of planning, assessment, evaluation, improvement, and interaction with the Commission.

ASSESSMENT OF STUDENT LEARNING

KBOCC is committed to understanding and improving the quality of student learning at the course, program, and institutional levels. As part of its responsibilities as an accredited institution, KBOCC systematically assesses how well students are collectively achieving learning goals and outcomes, and uses that information to strengthen academic programs and educational effectiveness.

Assessment activities include collection of student work samples, course-level assessments, capstone projects, and other measures aligned with course, program, and college-wide learning outcomes. Faculty lead the design and implementation of assessment processes within their courses and programs. Assessment results are reported in aggregate form and are not used to evaluate individual student performance beyond the normal grading process. Individual student work collected for assessment purposes is kept confidential and is not identified by name in any institutional reporting.

KBOCC utilizes a Course Review process to ensure consistency, rigor, accessibility, and alignment of course learning outcomes across all instructional modalities. Prior to course delivery, courses are reviewed to verify the presence of clearly defined learning outcomes, appropriate assessment methods, regular and substantive interaction, accessibility considerations, technology requirements, and alignment with institutional policies and academic standards. The Course Review process supports continuous improvement and helps ensure a consistent, high-quality learning experience for all students.

1994 LAND GRANT INSTITUTION

KBOCC is one of four Land Grant Colleges and Universities in the state of Michigan. Michigan State University, originally chartered in 1855 as a state land-grant agricultural college, served as the model for the Morrill Act of 1862 which funded new colleges through grants of federally controlled lands to states and was redesignated as a federal land-grant institution in 1863. Bay Mills Community College, Saginaw Chippewa Community College, and KBOCC gained designation under the Equity in Educational Land-Grant Status Act of 1994.

The original Land Grant Act of 1862 and the Land Grant Act of 1890 established institutions of higher learning across the nation to teach practical subjects, summarized as “agriculture and the mechanic arts.” That summary now includes science, nutrition, leadership, youth activities, rural businesses, and other areas. Land grant status was extended to include historically Black colleges and universities in 1890 and to tribal colleges and universities in 1994. Instead of a grant of federal land, the 1994 institutions receive endowment funds. All land-grant institutions have a three-part charge, to

- Democratize higher education and expand its opportunities based on merit, not social class or ethnicity (equity)
- Find practical applications for scientific research and technological innovations (research)
- Make public service an essential part of higher education's mandate (extension)

DISCLAIMER

The information in this catalog is meant to provide the reader with an overview of the policies, procedures, programs, and courses at KBOCC. Every attempt has been made to provide current accurate information. However, this catalog does not constitute a contract or agreement between KBOCC and the student. All information is subject to change without notice.

NOTICE OF NON-DISCRIMINATION

KBOCC does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. The notice of nondiscrimination is located at www.kbocc.edu/notice-of-nondiscrimination.

Inquiries about Title IX may be referred to KBOCC's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. KBOCC's Title IX Coordinator is Brittany Gates, brittany@icslawyer.com, 423-667-1838. For in-person inquiries, please contact Deputy Title IX Coordinator Corey Pietila, titleix@kbocc.edu, 906-524-8402, Wabanung Campus, Room 402W.



ADMISSIONS AND NEW STUDENTS



ADMISSIONS AND NEW STUDENTS

ADMISSION REQUIREMENTS

Admission to Keweenaw Bay Ojibwa Community College is open to all eligible applicants regardless of age, race, color, religion, sex, marital status, disability, or national or ethnic origin. KBOCC will serve as the principal higher educational institution for the L'Anse Indian Reservation and surrounding communities by providing quality academic and vocational programs rich in Ojibwa culture that empower students to fulfill their dreams of a superior education. As a proud member of the American Indian Higher Education Consortium (AIHEC), KBOCC strives to provide Native American students with increased educational opportunity, scholarships, and career development. In order to receive funding that allows us to achieve this mission, KBOCC will work to ensure that a majority of its full-time student population are American Indian or Alaska Native Students.

To be eligible for admission to any of our certificate or degree programs, an applicant must have earned a high school diploma or have successfully passed a high school equivalency exam (such as the GED). Adult students without a high school diploma or GED may enroll as Non-Degree-Seeking students (see "Admission as Non-Degree-Seeking").

ADMISSION ONLINE OR IN-PERSON PROCEDURES

Admission to the college can be completed in person or online. Students may apply at kbocc.edu/apply or submit forms directly to the admission office. Admission materials are due in the Admissions Office before the start of each semester.

Students must provide a completed KBOCC enrollment form, official high school transcripts, GED, or transcripts from colleges previously attended. A tribal ID or descendant certification should also be submitted, if applicable. Once these documents are received and reviewed, the Admissions Office shall send the applicant a welcome email with instructions and a letter of acceptance. New students may obtain their official KBOCC Student ID from the Student Success Center.

Admission as a Degree Candidate

All students enrolled as Degree-Seeking candidates must arrange for official high school or equivalency transcripts to arrive at the College prior to registering for courses. If students register as Degree-Seeking candidates and their transcripts are not received before the start of the semester, they must be reclassified as Non-Degree-Seeking students (see "Admission as Non-Degree-Seeking Student" for impact on financial aid) or have their registration cancelled.

High School Graduate or GED:

- Complete and submit an application for admission.
- Have official high school transcripts or GED certificates indicating the date of graduation or completion sent directly from the issuing institution to the Admissions Office.

Transfer:

- Complete and submit an application for admission.
- Have official transcripts from the high school/testing center which granted the diploma/high school completion certification and all previous colleges sent directly to the Admissions Office.

Readmission

If returning after a voluntary absence from KBOCC for two or more semesters:

- Submit an application for readmission.
- Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.
- Contact the Bursar/Registrar regarding any potential academic or financial holds.

If reapplying following an academic suspension:

- Submit an application for readmission.
- Submit a letter of appeal for reinstatement to the Faculty Council at least 30 days before the start of the semester of intended enrollment.
- Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

Students who are readmitted to KBOCC after two or more consecutive semesters of non-enrollment must complete their degrees using the program requirements of the catalog current at the time of their readmission, when they subsequently declare a major, or at the time of their graduation

Admission as a Non-Degree-Seeking Student

Non-Degree-Seeking Students:

Applicants who wish to take specific courses may enroll as Non-Degree-Seeking students. Non-degree - seeking students are not required to provide a high school diploma or GED and are not eligible for federal financial aid. Non-Degree-Seeking students who later decide to seek regular admission may apply all credits earned and must meet regular admission requirements. Each of the three types of Non-Degree-Seeking students - Guest Students, Advanced Secondary Students, and Lifelong Learners -- has a specific admissions process, as described in the following sections.

Guest Student:

Students who are enrolled as Degree-Seeking students at another college or university may apply to take courses as guest students. The following stipulations must be met for admission as a guest student:

1. Students must submit a guest student application (available from their home institution) to the Admissions Office. Transcripts from the home institution are not required.
2. Guest students may not register as degree candidates at KBOCC.
3. Guest students should have their KBOCC course selections approved in advance by the Registrar at their home institutions.
4. Guest students must arrange to have any credit earned as guest students sent from KBOCC to their home institutions.

Financial aid for guest students may be available from their home institutions. The student will be responsible for payment of institutional expenses incurred at KBOCC.

Advanced Secondary Enrollment:

Michigan high school students who wish to take college courses with support from their school under PA 160 of 1996: Postsecondary Enrollment Options Act (PSEOA) must be determined to be eligible for dual enrollment by their school district, which will provide an eligibility letter for the college. Students and their parents must coordinate with their school districts to receive high school credit. The school districts determine which college courses may be applied toward high school graduation requirements. For more information about dual enrollment, please follow the links from the “College and Career Ready” section of the Michigan Department of Education Website, http://www.michigan.gov/mde/. Similarly, high school students from other states should get information about dual enrollment requirements from their local school districts and state education departments.

High school students who wish to take classes independently for college credit only must have parental or guardian’s consent unless they are emancipated minors. Students or their families are responsible for tuition and fees. They must have a "B" average (3.0 on a 4.0 scale) or better or recommendation from

their high school counselor to be admitted as advanced secondary students. The advanced secondary admissions process requires approval from the students' high school to take courses that meet during the secondary school year to help ensure that students' combined course loads are reasonable for them. They may enroll in up to three courses totaling no more than 8 credits per semester and may choose any courses for which they meet the prerequisites. In appropriate circumstances (for example, an unusually light secondary course load) and with the recommendation of the high school, high school seniors may be granted special permission to take more than eight credits.

All Advanced Secondary Students must submit an advanced secondary application form showing parental consent and dual-enrollment eligibility or high school guidance counselor's recommendation to the Admissions Office for each semester of enrollment at KBOCC as an Advanced Secondary Student. The student must fill out a KBOCC application and request for official preliminary high school transcripts from their home institution. Once all forms are received in the Admissions Office, an official Acceptance letter will be mailed to the student.

High school students enrolled in the Career and Technical Education (CTE) programming will be required to complete and submit an advanced secondary application form showing parental consent and CTE Director recommendation to the Admissions Office at the beginning of the academic year to KBOCC. The Copper Country Intermediate School District, in consultation with local school districts, will determine eligibility for dual enrollment based on standards established by their states' Department of Education. The student must fill out a KBOCC application and request for official preliminary high school transcripts from their home institution. Once all forms are received in the Admissions Office, an official Acceptance letter will be mailed to the student.

Lifelong Learners

Lifelong Learners are adult students who take courses for career advancement, specific skills, or personal enrichment with no plans to earn a degree or certificate. They must complete an admissions application but do not need to provide a high school or GED transcript.

PLACEMENT

All newly admitted Degree-Seeking students may enroll directly into college-level mathematics and college-level composition. Placement testing is not required for course entry.

KBOCC utilizes a Guided Self-Placement process in which students work with an advisor to determine appropriate course placement. Multiple measures may be considered, including high school GPA, time since high school attendance, prior coursework, educational and career goals, and student comfort level and confidence in the subject area.

Math: Students work with an advisor to select an appropriate mathematics course based on academic background, program requirements, prior math coursework, and self-assessed readiness. Students may enroll directly into college-level mathematics courses and may choose additional support coursework when appropriate.

English: Students work with an advisor to select an appropriate English course based on prior academic experience, writing and reading confidence, educational goals, and self-assessed readiness. Students may enroll directly into college-level composition courses and may choose additional support coursework when appropriate.

COLLEGE READINESS AND SUCCESS

Student success is a top priority at KBOCC. Faculty and staff support student success with academic coaching, advising, and courses focused on preparing students for college-level work. All new students are required to take LS103 College Success or LS133 Online College Success within their first two semesters.

KBOCC is committed to increasing the number and percentage of students, particularly those from historically underserved populations, who successfully complete gateway college-level courses in English

and mathematics within their first two semesters through the redesign of developmental education and placement processes. In support of this commitment, KBOCC has adopted a corequisite model that places all students directly into college-level gateway courses while providing integrated academic support during the same semester. This approach eliminates prerequisite developmental coursework as a barrier to college-level study.

FIRST YEAR EXPERIENCE (FYE)

The First Year Experience program is designed to focus on students in their first-year transition to college life. The goals of the program, accomplished through attendance at the required College Success course (LS103 or LS133), are to help students develop attitudes and strategies that maximize the likelihood of academic success, to familiarize students with campus resources and their utilization, and to assist students in developing positive relationships with faculty, staff, and peers. In addition, this program offers students an excellent opportunity to strengthen their campus connections, develop friendships, form study groups, and experience college life with others who are making the same transition. Ideally, students will leave First Year Experience with an active support network that will last throughout their college careers.

NEW STUDENT VIRTUAL OR IN-PERSON ORIENTATION

All new students and students readmitted after being away from the College for two years or more are required to attend orientation. Student Services conducts a virtual or in-person orientation the week prior to the first day of the fall, spring, and semesters. The purpose of virtual or in-person orientation is to provide information to assist students with a successful transition into college. The virtual orientation that is provided has proven to be more convenient for online learners.

ADVISING

All students are assigned academic advisors based on their declared majors or programs. Academic advisors monitor students' academic progress, assist them in program planning and course selection, provide information concerning additional educational opportunities, and assist with transfer to other institutions. Students meet with their academic advisors to register for courses each semester.

New first-time students work with their advisors to determine appropriate course placement through KBOCC's Guided Self-Placement process. KBOCC recommends that all new students take LS103 College Success or LS133 Online College Success, and composition, mathematics, or both. Students who complete these courses early in their college careers have better success rates than students who delay taking them. If their assigned advisors are not available, new students may meet with the Student Success Coordinator to register for LS103/LS133, composition, mathematics, and an introductory course in their proposed majors. Students who register with an alternate advisor should also meet with their primary advisor before the beginning of the first week of classes.



REGISTRATION



REGISTRATION

Open registration is held prior to the beginning of the semester. Current students are strongly encouraged to register for the coming semester before the present semester ends. Students meet with their advisors to review their degree progress, make course selections, and complete a registration card or register online via their student portal.

In order to register, students must have completed the following:

- Admissions forms on paper or online
- Online or paper registration card approved and signed by advisor

Returning students with account holds must reconcile issues prior to registration. Students may check their account statuses through the web portal or by contacting the Registrar. Student bills are available electronically through the KBOCC web portal following the end of add-drop week.

Course Schedules

Students may not enroll for credit in courses with conflicting schedules.

Adding Courses

Registered students may add courses through the end of the first week of the semester with the advisor's approval. An official drop/add form must be submitted to the Registrar. Students may add courses via their student portals.

Dropping Courses

Registered students may drop courses through the end of the first week of the semester without accruing charges or transcript notation by completing a drop/add form with advisor's signature. Students may drop courses via their student portals.

Registration Cancellation

Students who fail to establish attendance or academic engagement during the first week will have that course enrollment canceled. Students who are unable to attend due to an emergency may maintain their enrollment by contacting their course instructors or notifying the Dean of Student Services immediately.

Course Audit

Students wishing to audit a course must complete the registration card and application form and pay the audit fee. Students registering online are responsible for contacting the registrar and indicating their intentions to audit a course. Students taking a course for credit will have priority over students auditing a course if classroom space is limited. Students may change enrollment from audit to credit or credit to audit only through the end of the first week of the semester.

Repeated Courses

When students register to repeat a course for which a grade was issued and complete the course to earn a grade, the first grade earned will be converted to an "R", and the second grade will be recorded on the permanent transcript regardless of which grade is higher. When students withdraw from repeat courses, the "W" designation does not replace the original grade. Students may not repeat a course in which they have received a grade of "B-" or better. No prerequisite course may be repeated if a more advanced

course has been completed with a grade of "C" or better. When students have special circumstances, they may petition Faculty Council to repeat an otherwise prohibited course. Financial aid is not available for courses repeated more than once.

Students who wish to review previous courses may register as auditors without restriction. Auditing a course will not replace a prior grade.

WITHDRAWAL

Student-initiated Withdrawal

After the Drop/Add Period has ended, students may withdraw from the college or individual courses. For full-semester courses, the withdrawal period is after the first week and until the second to last week of the semester. For courses lasting less than a full semester, the deadline to withdraw is the Friday of the week preceding the last scheduled week of the course. Courses from which students have withdrawn will appear on their grade reports and transcripts with a “W” grade. In order to withdraw, students should meet with their advisors to complete the necessary withdrawal form. In urgent circumstances, students may meet with the Dean of Academic Affairs or Dean of Student Services. Failure to complete a formal withdrawal may result in the students receiving “F” grades in their courses.

Student-initiated Withdrawal Under Extenuating Circumstances

If a student is legitimately unable to come to campus to fill out the withdrawal form in person, special accommodations may be made to allow for a phone or other alternatively initiated withdrawal through Student Services. Students are responsible for contacting Student Services before the withdrawal deadline.

Administrative Withdrawal

Administrative withdrawal is the termination of a student’s enrollment in a course by the College. It is used to correct registration errors or for disciplinary reasons. Student actions that might lead to administrative withdrawal include plagiarism, persistent disruption of classes, harassment, violence, or copying of another student’s work.

NOTE: Tuition and fees are assessed on the number of credits for which students are enrolled at the end of the second week of the semester. Withdrawing from a course after the second week will not result in a tuition reduction. Certain student financial aid grants and scholarships require students to refund all or part of the award(s) received for courses from which they withdraw.

Refer to the Student Handbook for additional withdrawal information.



TUITION AND FEES



TUITION AND FEES

Tuition and fees will be assessed on the number of credits for which the student is enrolled at the end of the drop/add period. There will be no tuition reduction for courses dropped after that date.
The following semester charges are subject to change:

Tuition	$190.00 per credit hour
Other fees and charges:	
Lab/Course Fee	Based on course needs
Technology Fee	$100.00
Course Audit	$100.00 per credit hour
Endowment Fee	$25.00
Student Activity and Services Fee:**	
Part time students - 5 or fewer credits	$100.00
Part-time students - 6-11 credits	$125.00
Full-time students - 12+ credits	$150.00
One-Time Fees	
Official Transcript Fee	$5.00
ID Fee	$15.00
Replacement ID Fee	$20.00
Graduation Fee*	$100.00

*Due at time of application for graduation
**These charges include printing, fitness center use, and special events

Fees for nursing program, community enrichment classes and workshops are established independently.

PAYMENTS

Students must pay tuition and fees or have payment arrangements in place by the start of classes. Payment arrangements often include work-related scholarships which require a letter from the organization responsible for payment. Under special circumstances, students may arrange a payment plan to be specified by contract. Student accounts must be in good standing prior to registering for the following semester or receiving transcripts, diplomas, or certificates.

REFUND POLICY

Tuition and fees will not be refunded for schedule changes following the drop/add period. This may be appealed in exceptional circumstances, such as medical emergencies. If a class is canceled, students will receive a full refund for that class.

ACADEMIC AND FINANCIAL HOLD

A hold may be placed on your account to prevent you from doing one or more of the following: being admitted or readmitted, enrolling, registering, or receiving your diploma or certificate. To resolve or clear a hold, you must contact the Bursar who placed it. If you have a hold that prevents enrollment, you will not be able to register through the student portal, including enrolling in courses, adding, changing, or

dropping courses. Enrollment holds will be listed on your monthly and Registration Billing Statements and can be reviewed on your student account portal.

TEXTBOOK & BOOKSTORE POLICY

Bookstore

The KBOCC Bookstore, located at the Wabanung Campus, has textbooks and merchandise for sale. Students with a FAFSA on file may charge their student accounts until the eighth week of the fall and spring semesters.

Textbooks

Students can purchase books or obtain textbook information from the Bookstore at Wabanung.

The textbook list is posted on the college website and available in the bookstore so that students can use on-line price comparison websites to search for the best prices and purchase books at any bookseller or from students who have previously taken the course.

To buy textbooks from the KBOCC bookstore, a student must complete a book purchase form listing the books being purchased. Students can check the “charge my account” box on the book purchase form and sign the form or pay for books with cash or a check made payable to the KBOCC. When students charge books to their accounts, the costs are included in their college bills. If students receive financial aid, the book charges will be paid out of their financial aid awards.

Students can return books purchased from the College if they drop a class during the first week of the semester. Books must be in new condition to receive a full refund or account credit. Students must bring in their drop cards and the books within three business days of dropping the class to receive a full refund or account credit.

FINANCIAL AID

The Financial Aid Office is constantly seeking opportunities that would specifically benefit KBOCC students. Scholarships will be posted on the scholarship bulletin board and, when appropriate, throughout the building. Students are encouraged to utilize the financial aid staff in preparing applications.

ADMISSIONS POLICY

Degree-Seeking

- Students must have official high school or GED transcripts on file.

Transfer

- Students must have official transcripts from previous institutions on file.
- Satisfactory degree progress will be determined by the number of credits transferred into an eligible program.

Non-Degree-Seeking (Advanced Secondary Students/ Guest Students)

- Not eligible for Federal Student Aid

** Guest students may be eligible for financial aid through their home institution.*

Final Transcripts and Proof of Graduation Policy

KBOCC requires all admitted students to present proof of high school graduation and final transcripts from all institutions attended before enrolling at KBOCC. Admitted first year and transfer students must provide the Office of Admissions with these documents in advance of their start date at KBOCC.

Proof of High School Graduation

Proof of high school graduation must be provided before beginning the first semester of classes at KBOCC. KBOCC considers the following documents to serve as proof of secondary school graduation:

A final high school transcript submitted directly from the student's school. We will not accept a high school transcript submitted by the student. The final high school transcript must show the date of graduation.

Results from the General Education Development (GED) Test. Students may submit GED results instead of a final high school transcript. Students can take the GED Test almost anywhere in the United States.
Original or officially certified copies of **nationally recognized high school graduation examination results**. KBOCC reserves the right to request that a student submit an evaluation or authentication of their final transcript or examination results by an educational credential evaluation service.

Admitted homeschooled students must either be able to provide evidence of a homeschool diploma, a certificate of completion that is considered the equivalent of a high school diploma in the applicant's home state, or they must complete and submit results of their GED test before enrollment at KBOCC.
For students who graduated from high school in the United States, final transcripts may be submitted in the following ways:

- Sent directly to KBOCC through an electronic delivery service such as Parchment or National Student Clearinghouse.
- Mailed to Keweenaw Bay Ojibwa Community College, Office of Admissions,770 N. Main Street, L'Anse MI. 49946. All mailed transcripts and other proof of graduation documents, however, should bear an official stamp and signature and be mailed from a student's school in a sealed envelope.
- Emailed to admissions@kbocc.edu. Emailed documents must come from a school official and must be sent from an official school email address.

College Transcripts

Final college/university transcripts must be submitted directly to KBOCC through an approved service. Transcripts must be provided for all institutions attended, regardless of credit count or potential course evaluation. Exceptions may be considered on a case-by-case basis.

College/university transcripts from institutions in the United States must be submitted directly to KBOCC through a digital transcript service such as Parchment or National Student Clearinghouse.
Transcripts will not be accepted by email, fax, or postal mail. If an institution does not send electronic transcripts, mailed transcripts may be accepted on a case-by-case basis. If a transcript is received via postal mail, it will receive an enhanced review using anti-fraud measures provided by the institution to ensure validity.
If your college or university does not send transcripts through an approved digital transcript service, please contact admissions@kbocc.edu.

FINANCIAL AID PROGRAMS

FEDERAL

Federal Pell Grant (Pell)
Pell is designed to help needy undergraduate students pay for their educational costs. For many students, it provides a foundation for financial aid to which other forms of federal and non-federal aid may be added. Pell is a grant entitlement program and does not require repayment as long as the student completes the period in which it was awarded. Eligibility for Pell is determined by the Department of Education (DoED). Funding for the academic year is based on the student's cost of attendance (COA), Student Aid Index (SAI), and enrollment status. Students must re-apply for a Federal Pell Grant each academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is awarded to undergraduate students with exceptional financial need. Eligible students have the lowest EFCs as determined by the Free Application for Federal Student Aid (FAFSA) who have not yet earned a baccalaureate degree. The DoED determines the amount of FSEOG funds awarded to the College each year. The Financial Aid Office is responsible for awarding the funds allocated to students.

Federal Work-Study (FWS)
Federal Work-Study (FWS) provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. The DoED determines the annual funding allocated to KBOCC for work-study. The Financial Aid Office is responsible for awarding work-study funding to eligible students.

Bureau of Indian Affairs Grant Program (BIA)
Native American students who are enrolled members of a federally recognized tribe may receive aid from the Bureau of Indian Affairs. To be considered for this grant, students must contact their tribal education offices for a BIA Scholarship Application and learn about other specific eligibility requirements and deadlines.

Veterans' Assistance
Veterans Affairs educational benefits are available to students who are eligible veterans or military family members.

TRIBAL

American Indian College Fund TCU Scholarship Program
KBOCC students who maintain 2.0 GPAs may be eligible for Fall and Spring semester scholarships. Recipients and award amounts will be chosen based on financial need and individual scholarship requirements. Deadlines will be posted each semester.

American Indian College Fund Full Circle Scholarship Program
Native students and descendants can be considered for special scholarships as determined by the American Indian College Fund. Each scholarship has different requirements based on GPA, essay, and need. All students are encouraged to apply for the upcoming year; the annual deadline for applying is May 31st.

STATE

Michigan Indian Tuition Waiver (MITW)
The Michigan Indian Tuition Waiver is a program enacted by Public Act 174 of 1976, which waives the tuition costs for eligible Native Americans in public community colleges or universities within Michigan. To apply for the MITW, complete an online application at www.michigan.gov/mistudentaid/programs/indian-tuition-waiver.

Michigan Reconnect
Michigan Reconnect is a scholarship program that covers in district tuition, mandatory fees, and contact hour fees for eligible students. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include institutional fees, information technology fees, facility fees, and student services fees. No college admission or course-specific fees are eligible. It is a last-dollar program after Pell, TIP, and any other tuition-restricted financial aid.

To be eligible, a student must:

- Be at least 25 years old when you apply
- Have lived in Michigan for a year or more
- Have a high school diploma or equivalent
- Have not yet completed a college degree (associate or bachelor's)

To apply for Michigan Reconnect, complete an online application at michigan.gov/reconnect. Students are not required to be in good SAP status at the time that they first receive the scholarship. In order to continue receiving the Michigan Reconnect scholarship, recipients must:

- Continue to be a resident of this state
- Earn at least 12 credits in a 12-month period
- Maintain a 2.0 grade point average in the courses you take towards your associate degree or certificate as a Michigan Reconnect student
- Participate in any academic coaching programs or other college success services your college offers to Reconnect students
- Submit your Free Application for Student Aid (FAFSA) annually
- Students can continue to receive this scholarship until one of the following happens, whichever occurs first:
- They earn an associate degree, or
- Four years have passed since first taking classes as part of Reconnect

A Michigan Reconnect Grant student who takes a leave of absence from KBOCC due to a medical or family hardship, will be subject to approval by the Financial Aid Department, students will continue to receive the grant upon resuming the student's education at KBOCC if the student continues to meet all applicable eligibility requirements.

MI Reconnect is a new program and these criteria are subject to change. Visit michigan.gov/reconnect for the most current information about the program.

Tuition Incentive Program (TIP)
TIP is an incentive program encouraging students to complete high school by providing tuition assistance for the first two years of college and beyond. Students are identified annually by the Department of Health and Human Services (DHHS) as having met the Medicaid eligibility requirement. A person needs to be Medicaid eligible for 24 months within 36 consecutive months before application. (The Medicaid benefits received only while in Michigan and only from DHHS are eligible.) Once identified, the Michigan Office of Student Scholarships and Grants (SSG) will send students a notification of eligibility. SSG sends reminder notifications to students during their senior year of high school. Students must complete the application by logging into the MISSG Student Portal or by calling 888-447-2687. Students must file a FAFSA.

To be eligible for TIP, the student must: **complete the application via the MISSG Student Portal (www.michigan.gov/missg) or by phone at 888-447-2687 no later than August 31** of the academic year in which the student graduates from high school or completes the recognized high school equivalent: graduate with a high school diploma, certificate of completion, or its recognized equivalent prior to age 20; not be incarcerated; meet the institutional SAP policy; not he in default on a federal/state student loan; and be enrolled in at least six credit hours within the degree program during any period of enrollment. TIP will pay up to a maximum of 24 semester credits per academic year and mandatory fees up to $250 per semester. Mandatory fees are defined as only those fees charged to all students across the board as a requirement for enrollment. Eligible fees include student activity fees and registration fees. No college admission or course-specific fees are eligible. KBOCC will award the TIP Grant for the number of credits the student is enrolled in for the first semester. This number will be subtracted from 24 to determine the amount of the student's second semester TIP award.

Students must also file a FAFSA. To be eligible, students must initiate the TIP benefits within four years and one fall semester of high school graduation or GED or certificate completion. (Example: June 2013 graduates must initiate by Fall of 2017.) TIP benefits expire six years after high school graduation.

Michigan Achievement Scholarship
The Michigan Achievement Scholarship is designed to help recent high school graduates in Michigan receive funds for continuing education. Eligible students could receive financial aid to attend a college or university with the Michigan Achievement Scholarship, or for a career training program with the Michigan Achievement Skills Scholarship.

All students are eligible for the Community College Guarantee (regardless of family income), which includes: Earning a skills certificate or associate degree tuition-free at their in-district community college An additional $1,000 Michigan Achievement Bonus for Pell-eligible students to use toward additional college costs.

Eligibility Criteria
All recent Michigan high school graduates are eligible! Here's how to claim your award and enroll at a Community College or Tribal College:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Be a Michigan resident since July 1 of the previous calendar year.
    - If you're a dependent student, your parent(s) must also be a Michigan resident since July 1 of the previous calendar year.
    - We'll confirm this based on your FAFSA.
- Be a U.S. citizen, permanent resident, or approved refugee.
- Graduate from a Michigan high school.
    - You're eligible if you earn a diploma or certificate of completion.
    - You're also eligible if you earned a high school equivalency certificate in 2023 or after.
- Enroll in college. You must be:
    - Enrolled full time. Your college will confirm how many credits are needed to be full-time.
    - Be an undergraduate student.
    - Enrolled within 15 months of your high school graduation.
    - Class of 2023 spring graduates: Must enroll by Fall semester 2024.
    - Class of 2024 spring graduates: Must enroll by Fall semester 2025.
    - If you graduated at a different time of year, and are concerned about initiating in time, contact your school's financial aid office.

Board of Nursing Scholarship
Public Act 368 of 1978, Sec. 333.16315 established a Nurse Professional Fund Nurse Scholarship Program supported by nursing licensing fees. One of the uses of the fund is to operate a Nurse Scholarship Program. The goal of the nurse scholarship program is to promote nursing pre-licensure LPN, ADN, traditional BSN; RN to BSN completion; and graduate MSN and DNP education programs in Michigan among individuals who plan to practice in an underserved area, with an underserved population, or in a health professional shortage area (all of Michigan qualifies). Scholarship funding will be disbursed to eligible schools on an annual basis offering nursing programs. The schools will then award scholarships to eligible students

Eligibility Criteria
An eligible school shall award a scholarship to a student who:

- Is a resident in the State of Michigan.
- If licensed as a nurse, holds an unencumbered Michigan license to practice nursing.
- Intends to practice within the State of Michigan in an underserved area, with an underserved population, or in a health professional shortage area as identified by the Board. Currently, all of Michigan qualifies as underserved.
- Is not in receipt of a full scholarship from another source

TEACH Early Childhood® MICHIGAN
TEACH Early Childhood® MICHIGAN links education, compensation and commitment to improving the quality of early education. TEACH Early Childhood® MICHIGAN is a statewide scholarship program designed to help child care center teaching staff, preschool teachers, family child care providers, group home owners, center directors, early childhood professionals and administrators meet their professional development goals, while continuing their current employment in regulated early childhood and school age care settings TEACH Early Childhood® MICHIGAN addresses two major challenges in the early education and care field – low wages and high turnover. The scholarship helps increase compensation and the retention of skilled teachers. The education level of childcare providers is one of the most critical indicators of the quality of a child's experiences in childcare.

Who is eligible?
You may be eligible for a TEACH Early Childhood® Michigan scholarship if you:

- Work in a licensed, tribal, Early Childhood Special Education (ECSE), or Developmental Kindergarten (DK) setting at least 20 hours/week directly with children.
- Are pursuing coursework in early childhood education, a CDA, MiYDA, associate's degree, or bachelor's degree in early childhood education including ZN and ZO endorsements.
- Meet the following income eligibility requirements:
    - Earn no more than $29.90/hour if pursuing credits in ECE, CDA, associate degree, or bachelor's degree coursework
    - Work in a program willing to sponsor you on scholarship or are employed in a stipend scholarship approved program.

GI BILL®
GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

INSTITUTIONAL

KBOCC Family Scholarship
KBOCC Scholarships provide tuition funding for students who are ineligible for or receiving minimal assistance from other programs. Eligible students must be an enrolled KBIC member, tribal descendants, and children of KBOCC or KBIC employees attending KBOCC. Award amounts are determined by students' course loads. Students must re-apply each academic year.

Elder Scholarship
Students aged 62 or older who are not eligible for other sources of financial aid will be eligible for a tuition scholarship through KBOCC for one course per semester. To show eligibility for this scholarship, students should submit an Elder Financial Aid Application and provide proof of age.

Timothy W. Shanahan Memorial Scholarship
The Timothy W. Shanahan Memorial Scholarship was created in memory of a dear friend who dedicated sixteen years of service as Chairman of the Board of Regents for KBOCC. One student will be awarded this competition-based scholarship in recognition of creative, outstanding, and positive impact on the community and commitment to excellence.

Hemlock Scholarship
The Hemlock Scholarship is a need-based scholarship available to Environmental Science majors. Priority is given to students who have limited options for funding their KBOCC education. Three awards are offered annually (one each in fall, spring, and summer semesters).

Additional Scholarships
The Financial Aid Office distributes any other scholarships designated specifically for KBOCC students as they are available. To learn more about these opportunities, check the KBOCC scholarship bulletin board or visit the Financial Aid Office.

FINANCIAL AID ELIGIBILITY

Admission Status Affects Financial Aid Eligibility

Regular or New Admission:

- Student must have an official high school or GED transcript on file.

Transfer:

- Student must have official transcripts from previous institutions on file.
- Satisfactory degree progress will be affected by the number of credits transferred into an eligible program.

Non-Degree-Seeking Students/ Advanced Secondary Students/ Guest Students:

- Not eligible for Federal Student Aid.

Students must meet the following requirements to be eligible for Federal Financial Aid:

- Be admitted to an eligible program of study (degree program)
- Maintain satisfactory academic progress
- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service, if required (see www.sss.gov for more information)
- Must not owe the U.S. Department of Education a refund on a federal grant or be in default on a federal education loan
- Must not have any drug convictions or must meet the eligibility criteria of the drug conviction worksheet
- Have a valid social security number

To maintain eligibility, students must successfully complete a minimum percentage of their required degree credits (see below). Students earning an associate degree must complete the minimum credits listed in the catalog and may receive funding for up to 150% of the average credits (typically about 93 credits). Students will not receive financial aid for credits exceeding 93 credits unless an extension due to special circumstances has been approved by the Financial Aid Office.

Changing Degree Programs or Additional Degrees

If a student changes degree programs or graduates and requests a second degree, his or her transcript will be evaluated by the Dean of Academic Affairs and the new advisor to determine what portion of the requirements for the new program has been satisfied. The student may be eligible for Federal Aid provided that the student has not yet received a higher degree.

Students can attempt a maximum of 93 credits, which is approximately the equivalent of two associate degree programs, utilizing Federal Student Aid if eligible.

VERIFICATION

One in every three financial aid applications are randomly chosen for verification by the Central Processing System. Students whose applications were selected have a '*' indicator following their Student Aid Index (SAI) on their institutional student information records (ISIRs). KBOCC will verify all ISIRs flagged for verification. Students may also be selected for verification by the Financial Aid Office if conflicting information is suspected.

The following information must be verified:

- Family size - Verification worksheet
- Number enrolled in college - Verification worksheet
- Adjusted gross income (AGI) - IRS Tax Return Transcript
- U.S. income tax paid - IRS Tax Return Transcript
- Untaxed income and benefits - W2s or proof from appropriate agency
- Supplemental Nutrition Assistance Program (SNAP) Benefits -copy of card or appropriate documentation
- Child support paid or received

The Financial Aid Office will send students whose applications were chosen an initial letter indicating that they were chosen and listing the required documentation. Students will be given 30 days to submit:

- Verification Worksheet
- Student/Spouse/Parent IRS Tax Return Transcripts (if applicable)
- Proof of SNAP benefits

In some cases, other documents may be required. Common examples include but are not limited to:

- Driver's License
- IRS W2s from employers
- Proof of separation or divorce
- Proof of Selective Service registration
- Social Security Card
- Tribal ID and Blood Quantum (Jay Treaty Students)
- National Student Loan Database System (NSLDS) default resolution

Students may bring these documents to the Financial Aid Office if they are taking classes on campus or a Notary if they are online students away from the area.

Applicants not selected for verification

Students whose applications were not selected for verification may still be required to submit documentation. If there is reason to believe that any information on the application used to calculate the SAI is discrepant or inaccurate (or if any supporting documentation is discrepant or inaccurate), the applicant will be required to provide adequate documentation to resolve the conflict.

Applicants selected for verification

Students whose applications were selected for verification are required to complete a verification worksheet and submit requested documents within 30 days. Students are responsible for obtaining documents to verify that all comment codes (C Codes) on their ISIRs are resolved. All verifications will be reviewed by the Financial Aid Office.

Other applicant information received by the school

All information on file in any College department will be used for verification whether the student was selected for verification or not.

Conflicting Information

If verification documents contain conflicting information, student aid will be suspended immediately until the conflict is resolved. If an overpayment is discovered, the student will be notified, and the Financial Aid Director will conduct an investigation to determine liability. Repayment of Title IV funds will be made initially by KBOCC through G5, the U.S. Department of Education's grant management system. If found liable, the student will be given 30 days to repay before further action is taken. The Director has the right to verify and file that a student failed to provide requested documentation.

Examples of conflicting information which requires resolution include:

- A student was not selected for verification; however, her tax return is on file and information conflicts with items on the FAFSA.
- IRS 1040 shows a parent as single head of household and the FAFSA/ISIR shows the same person as married.
- Parent or student reported on the FAFSA and signed a verification worksheet that he will not file an IRS 1040. However, the amount of reported income is greater than the minimum amount required to file as indicated in the instructions provided on the IRS 1040.
- Statements or information that suggests that the copy of the Income Tax Return submitted is not the return actually filed with the IRS.
- Veterans Affairs (VA) benefits verified by the certifying official in the Registrar's Office don't match the FAFSA.
- Admissions information received affects student eligibility (i.e., student accepted into a non-degree program, student received scholarship from high school, etc.)
- A student's academic progress or enrollment status on file in the Financial Aid Office doesn't agree with the information from the Registar's Office.

Fraud and Abuse

Fraud is the intent to deceive as opposed to a mistake. Suspected fraud or abuse should be reported to the Financial Aid Office or the Business Office. These offices will consult with the College's legal counsel prior to referring a report of fraud or abuse for investigation to the Office of the Inspector General (OIG) of the Department of Education or any agency outside the school.

When making a referral for investigation, all credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct will be provided. In addition, any third party who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving Federal Student Aid (FSA) Programs will be reported for investigation.

OIG Address and Phone Numbers

Office of Inspector General
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-1510

1-800-MIS-USED
Email: oig.hotline@ed.gov
Web: http://www.ed.gov/about/offices/list/oig/hotline.html
Regional Offices Telephone No. National Hotline
Denver, CO (303) 844-0058

OIG referrals

34 CFR 668.16(g)
IRS Publication 17

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

To maintain their eligibility for federal financial aid, students must maintain satisfactory academic progress (SAP). Satisfactory academic progress is based on attempted credits, which include all credits enrolled in

at the end of the drop-add period, and course grades. Progress will be monitored each semester and has two components:

1.) Satisfactory grade point average, as described below:
    a. Students must maintain a minimum 2.0 GPA at the end of each semester.

Number of Credits Attempted	Minimum Cumulative GPA
1-14	1.5
15- 29	1.7
30-44	1.9
45 or more	2.0

2.) Maintain satisfactory degree progress, as described below:
    a. Students must maintain progress of at least 67% of credits attempted at KBOCC.
        a. Must complete, with passing grades, completing at least two-thirds of all credit hours, rounded to the nearest number each semester.
    b. Completion percentage calculation
        a. Earned Credits/Attempted credits x 100

Federal law requires students to make satisfactory academic progress to receive financial aid, and they must be in courses leading to a degree or certificate.

Maximum Timeframe for Completion

- Students must complete their Certificate or Degree within 150 percent of the credit hours for their specific program.
    - If a program requires 60 credit hours, students must complete it within 90 attempted credit hours (60 x 1.5= 90).
    - If a certificate program requires 30 credit hours, students must complete it within 45 attempted credit hours (30 x 1.5= 45).
- All attempted credit hours, including withdrawals, failing grades, repeated courses, and transfer credits applicable to the program of study, count towards the maximum timeframe.

Grades (for financial aid purposes)

1. Grades of A, B, C, D, F, W, I, are hours attempted.
2. Only grades of A, B, C, and D count as successfully completed.
3. Audit classes are not eligible for financial aid and are not counted as hours attempted.
4. Remedial coursework will not be included as hours attempted or completed for maximum total hours.
5. Transfer credits from other institutions count towards credit hour limits and are used in the SAP calculation.

Courses

1. Repeated courses may count for financial aid purposes when calculating SAP.
2. Federal regulation stipulates that Federal Financial Aid will cover **one** course repeat for any previously **passed** course. This regulation does not apply to repeating a previously failed course and receiving Financial Aid.
3. Selection of courses that do not count towards the student's declared degree will not be eligible for funding, except for remedial courses that prepare a student for college-level coursework.

Transfer and Returning Students

1. Transfer students must submit all prior transcripts and have the hours input by the Dean of Academic Affairs or the Registrar before eligibility can be determined.
2. Transfer and returning students who do not meet SAP will be entered on financial aid suspension.

3. Students who left KBOCC on financial aid warning and return after non-attendance are on financial aid warning when they return.

Failure to meet satisfactory academic progress for one semester will result in financial aid probation.

Students on financial aid probation are eligible for Federal Student Aid

Failure to meet satisfactory academic progress during a semester on financial aid probation will result in financial aid suspension.

Students on financial aid suspension are NOT eligible for Federal Student Aid

Financial Aid Probation
Financial aid probation means a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

Financial Aid Warning
A financial aid warning means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

Reinstatement of Federal Student Aid may occur when a suspended student:

1.) Has completed enough credits to achieve satisfactory academic progress using alternative funding.

2.) Students who have been academically suspended successfully petition for readmission to the Faculty Council and then for reinstatement to the Financial Aid Appeals Committee (FAAC). These requests must be made in writing accompanied by an Academic Plan*. Proof of readmission by the Faculty Council and a copy of the Academic Plan must be submitted to the FAAC before consideration.

3.) Those who have been academically suspended and have taken a semester or more off from college or attended college elsewhere petition the FAAC for reinstatement. Reinstatement requests along with college transcripts, if applicable, and an Academic Plan must be submitted to the FAAC before consideration.

4.) Petitions for immediate reinstatement are based on extenuating circumstances. Petitions explaining the circumstances must be made in writing and submitted to the FAAC along with an Academic Plan before consideration.

*An Academic Plan is a contract created between a student and advisor outlining the steps the student plans to take to improve academic performance.

*Any student reinstated based on an academic plan must complete the plan without any W, F, or I grade and attain a satisfactory GPA during the semester reinstated to continue Federal Student Aid eligibility.

Students may be required to supply additional information before a decision is made on their readmission or reinstatement petitions. Students who are readmitted or reinstated will be on probation status. Petition denials will include an explanation, steps for students to take, and the length of time before students may re-petition.

SAP APPEALS

A student ineligible for financial aid because of SAP may appeal if they believe there are mitigating circumstances. Examples would include medical problems, family emergencies, etc... An appeal must be submitted to the Financial Aid office no later than one month prior to the semester.

1. This appeal must state the circumstances in detail and be accompanied by an Academic Plan outlining the steps the student plans to take to improve academic standing.

2. The Financial Aid Office will present the appeal to the Financial Aid Committee for review.
3. The student will receive notification by mail stating the results and if needed, the steps and timeline required for reinstatement of Federal Student Aid.
4. If an SAP appeal is granted, the student will be on financial aid probation.

FACTORS THAT MAY AFFECT FINANCIAL AID

Incomplete Grades

If an Incomplete grade (I) was granted, the course will not affect SAP until the end of the contract date, which will be no longer than the end of the following semester. No extensions will be granted.

Withdrawal from a Course(s) after Drop/Add Period

Students may withdraw from classes after the first week and before the final week of the semester by completing a Withdrawal form, having it signed by the instructor of the course and their advisors, and submitting it to the Registrar's Office. Courses from which students have withdrawn will appear on their grade reports and transcripts with a "W" grade and are included in the total of attempted credits.

Tuition and fees are assessed on the number of credits for which students are enrolled on the census date, which is the end of the second week of the Fall and Spring semesters. Withdrawing from a course after this date will not result in a tuition reduction. Withdrawing from a course will affect satisfactory degree progress.

Withdrawal from the College

Students needing to withdraw from the College during the course of the semester should meet with the Dean of Student Services to complete the necessary withdrawal form. Failure to complete formal withdrawals may result in the students receiving "F" grades in all their courses.

Students needing to withdraw from the College will have to return the unused portion of federal student aid as required by government guidelines. Receiving all "F's" will trigger an investigation of whether funds were unused or earned. Withdrawing from the College will affect satisfactory degree progress.

Administrative Withdrawal

Administrative withdrawal is the termination of a student's enrollment in a course by the College. It is used to assist students who are seriously ill or otherwise unable to carry out a normal withdrawal, for nonpayment of tuition and fees, or for disciplinary reasons. Student actions that might lead to administrative withdrawal include plagiarism, copying of another student's work, or persistent disruption of classes, harassment, or violence.

Administrative withdrawal is the termination of a student's enrollment by the College. Students who are administratively withdrawn will have to return the unused portion of federal student aid according to government guidelines. Administrative withdrawals will also affect satisfactory degree progress.

Registration Cancellation

Students who do not attend classes during the first week of a course will have their registration canceled. Students who are unable to attend in the first week due to an emergency may maintain their enrollment by notifying the Dean of Student Services, providing documentation of the emergency, and verifying attendance at the first possible class session. When a course registration is canceled, no financial aid will be awarded for that course, and no attempted credits will be recorded.

Adding or Dropping Courses

Financial aid will be based on students' enrollment as of the census date. Adding or dropping a course within the drop/add period may create modifications to students estimated financial aid award. Dropped courses are not counted as attempted credits and do not appear on transcripts.

Course Audit

Students auditing a course will not be eligible for Federal Student Aid.

Repeated Courses

Financial aid will assist students to repeat a course one time, providing that the previous grade was below a “C”. Credits for any course can be counted as progress toward a degree only once. Consequently, repeated courses only count as progress toward a degree when the first grade was failing.

Additional Degrees

Students seeking an additional associate degree will be eligible for federal funding provided that the student has not yet obtained a higher degree. Federal funding at the associate’s level will not exceed two associate degrees.

Remedial Courses

Courses numbered 000-100 cannot exceed 50% of coursework per semester to be eligible for federal student aid.

Transfer Credits

Credits transferred from other institutions will be calculated toward satisfactory degree progress. However, grades are not transferred and do not affect GPA.

RETURN TO TITLE IV

A student can withdraw from a course(s) after the drop/add period, from the college altogether, or can be administratively withdrawn. Financial aid recipients who completely withdraw or cease attendance from a term before the 60% point of that term are subject to the Return to Title IV fund rules for any federal aid not earned, according to the provisions of the Higher Education Amendments of 1998.

Title IV Federal Financial Aid awards are based on a student’s number of credit hours in Title IV federal aid eligible classes and the assumption that the student will attend class for the entire term for which assistance is awarded.

When a student ceases to be enrolled in Title IV federal aid-eligible classes prior to the end of the term, an R2T4 recalculation must be completed to determine earned and unearned award amounts.

Federal Student Aid awards included in the R2T4 recalculation at KBOCC are listed in the order unearned funds are returned: Pell Grant and Supplemental Educational Opportunity Grant (SEOG).

Official Withdrawal

A student’s official withdrawal date is the last day of physical attendance, determined once KBOCC receives notice from the student that they are withdrawing. It is the student’s responsibility to officially drop or withdraw from any class that they will no longer attend. Official notification must be made by the student.

Students are urged to contact the Financial Aid Office at (906) 524-8109 before dropping, withdrawing, or stopping attendance in classes to understand the impact on financial aid awards.

Unofficial Withdrawal

Failure to formally withdraw may result in the student receiving all “F” grades. Receiving all “F” grades will trigger an investigation to determine the last date of attendance (LDA) in an academic-related activity. If the last date of attendance cannot be configured, Friday of the 7th week of the fall and spring semesters and a mid-semester date (per course) will be used as the LDA for return to title IV purposes. The last day of attendance is used to configure what portion of grant aid was earned or unused.

Changes in Attendance

Students who do not complete all days in the term for Title IV federal aid-eligible classes that they are scheduled to attend by withdrawing or stopping attendance in any class will be reviewed by the R2T4 recalculation process.

Following federal regulations, a student's financial aid is recalculated based on the following questions:

1. After beginning attendance in at least one class, did the student withdraw or fail to begin attendance in a scheduled class used to determine the student's eligibility for Title IV federal aid? If not, the student has not withdrawn and does not require recalculation currently. If yes, go to question 2.

2. When the student withdrew, was the student currently attending any other classes used to determine the student's eligibility for Title IV federal aid? If not, go to question 3. If yes, the student does not require recalculation at this time, but recalculation could be required in the future if the student does not complete all the days for federal aid-eligible classes they were scheduled to attend in the term.

3. Did the student confirm attendance in writing for a Title IV federal aid-eligible class in a later class in the period that begins no later than 45 calendar days after the end of the class they ceased attending?

If yes, the student does not require recalculation at this time, but recalculation could be required in the future if the student does not complete all the days, they were scheduled to attend in the term for Title IV federal aid-eligible classes.

If not, the student has withdrawn and the R2T4 recalculation will be performed.

R2T4 Recalculation Process

Earned grant aid will be configured by the date the student began the formal withdrawal process regardless of the date it was processed by the Registar's Office.

The R2T4 process determines the percentage of the term the student completed (days completed / days scheduled to attend) and must be completed within 45 days from the date of withdrawal.

If the student does not exceed 60% completion, the student's financial aid awards are prorated to the amount earned for the portion of the term attended.

KBOCC and the students share the responsibility to repay unearned aid. The Financial Aid Office will configure earned aid through FAA Access to CPS Online and report earned aid to COD within 30 days of receiving grades. The Bursar will then adjust any unearned portion through KBOCC's G5 account within 14 days. KBOCC initially completes the repayment of unearned aid, but it is the student's responsibility to repay the college. Students who are required to return unearned grant monies must contact the Business Office to arrange repayment.

Unearned funds must be returned to the Department of Education within 45 days.

Program funds will be returned in the following order:

1. Federal Pell Grants

2. FSEOG

If the student was disbursed less than the revised award, the student may be due a post-withdrawal disbursement. All post-withdrawal disbursements are applied to the student's account first, and any resulting credit balance is handled as follows.

For grant funds, disbursement will be made within 45 days.

After the R2T4 calculation is complete, any credit balance due to the student will be refunded within 14 days.

PROFESSIONAL JUDGMENT AND DEPENDENCY OVERRIDES

The Financial Aid Director has the authority to adjust a student's eligibility using professional judgment for special or unusual family or student circumstances. These circumstances may affect the Student Aid Index (SAI) and must be documented. The Financial Aid Director analyzes each circumstance requiring professional judgment decisions on a case-by-case basis.

Professional judgment decisions may be made to adjust eligibility for all institutional, Title IV, and campus-based aid. Documentation supporting special circumstances must be maintained in the student's financial aid file.

Examples

- Student circumstances, that may warrant a professional judgment decision include, but are not limited to:
    - Special Circumstances: Financial situations that may lead to changes in the COA or SAI Calculations
    - Changes to family income or assets
    - Recent unemployment
    - Dislocated worker
    - Housing changes due to homelessness
    - Unusual Circumstances: Conditions leading to changes in dependency status.
    - Human Trafficking
    - Parental Abandonment
    - Unable to contact parents.
    - Contact with parents poses a risk.

Documentation

Because professional judgment situations are unique, the Financial Aid Director must determine the specific documentation needed to support the decision. For example:

1. A documented interview between the applicant and the Financial Aid Director
2. A court order or official Federal, State, or Tribal documentation stating the parents are incarcerated.
3. Documented phone call or written statement from an attorney, guardian ad litem, or court appointed special advocate confirming the circumstances and the relationship to the student.
4. Documented determination of independence from another Financial Aid Advisor at a different college in the same or prior award year.
5. Documentation should substantiate the student's situation.
6. Typically, documentation should be from a professional and not a family member.
7. Documentation from more than one person should be collected to document a student's life situation.

The Financial Aid Director reserves the right to deny any request for a dependency override or income reduction.

FEDERAL WORK STUDY

To be eligible for consideration for Federal Work Study (FWS), students must:

1. Complete the Free Application for Federal Student Aid (FAFSA)
2. Answer "yes" to the "are you interested in work study" question on the FAFSA
3. Be enrolled in a minimum of 6 credits during the Fall or Spring semester
4. Demonstrate financial need
5. Complete all KBOCC FWS and applicable Human Resources paperwork
6. Consent to and pass a background check (and physical if applicable)

7. Obtain and submit clearance from DHS regarding person-centered crimes (if applicable)

Selection of FWS students:

1. Student eligibility (above) will be verified by the Financial Aid Office
2. Students will be contacted for job placement in order of need
3. Students with completed files will be given first consideration
4. Best efforts will be made to match student program type until positions are filled
5. Supervisors will have access to completed files to ensure the students have the necessary skills to perform the job (they also have the right to reject a student if not qualified)

Previous Federal Work Study Students

In order to extend limited FWS funds to as many students as possible, previous FWS awardees will be placed at the end of the priority list

Federal Work Study Job Assignment

Before a FWS job can be assigned to a student, two conditions must be met:

Eligible employers have approved work-study agreements

Both on-campus and off-campus work study employers must have Off/On Campus Agreements approved and up to date prior to placement, so that all parties know what is expected of them. The agreement sets forth FWS work conditions and indicates what the institution and employer shall pay the students. These agreements are stored and can be viewed in the Student Services Assistant's office

Employment must be able to fall into one of the following categories:

Community Service - Services identified to improve the quality of life for the campus, community, and the environment, through local nonprofit, governmental, and community-based organizations. These services include but are not limited to health care, childcare, literacy training, educational support services, social services, public safety, transportation, and campus/ community/environmental improvement

FWS Students as Tutors - Activities in which a student serves as a mentor for supporting educational and recreational activities, may not have to work directly with students. Services may include, but are not limited to, educational tutorial services, peer guidance counseling, assisting an instructor with curriculum-related activities, and transportation.

Family Literacy - Services designed to increase knowledge and skills. Services include but are not limited to library services or learning support for computer literacy, emotional literacy, or cultural literacy.

Employment Conditions and Limitations

Regardless of the student's employer, the student's work must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of:

- Type of work
- Geographical region
- Employee proficiency; and
- Any applicable Federal, State, Tribal, or local law

Federal Work Study employment may not:

- Impair existing service contracts
- Displace employees
- Fill jobs that are vacant because the employer's regular employees are on strike
- Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction; or
- Include employment for the U.S. Department of Education

Academic Credit and Work-Study

A student may be employed under the FWS program and also receive academic credit for the work performed. Those jobs include, but are not limited to, work performed when the student is:

- Enrolled in an internship
- Enrolled in a practicum; or
- Employed in a research, teaching, or other assistantship

A student employed in an FWS job and receiving academic credit for that job may not be:

- Paid less than he or she would be if academic credit were not received.
- Paid for receiving instruction in a classroom, laboratory, or other academic setting; and
- Paid unless the employer normally pays the person for the same position

Work-Study Opportunities

Whenever possible, attempts will be made to place students in work locations that best match their programs. FWS students will also be given a list of possible work locations to select from. If chosen by the employer, the student will then be referred to the office for an interview.

Re-Assignment

Students who have problems in work-study employment should seek to solve the problems with their supervisors. If needed, they must also contact the Financial Aid Office and Student Services Assistant to attempt to find a mutually satisfying resolution. Whether a change is sought because of problems or in pursuit of a preferred assignment, re-assignment will be made if available but is not guaranteed.

Termination and Suspension

Students must follow their work placement policies regarding conduct and discipline. Students who have been terminated or suspended from their workplace will not be reassigned unless an appeal is made and granted by the Financial Aid Appeals Committee.

GRIEVANCES

1. Students with problems or concerns about financial aid issues should seek to resolve the issue with the Financial Aid Director as soon as possible.
2. If the issue remains unresolved, the student must present grievance in writing to the Financial Aid Director within two weeks of occurrence (10 business days). The Financial Aid Director will respond within five business days after the grievance is presented.
3. If the issue cannot be resolved between a student and the Financial Aid Director, the student may request that the matter be referred to the Dean of Student Services. Grievances presented to the Dean of Student Services must be clearly stated in writing and should be submitted prior to the end of the semester in which the issue arose. The Dean of Student Services will respond within five days after the grievance is presented.
4. Students can appeal the Dean of Student Services' decision to the President. The President's decision will be final.

PLENARY GUARDIANSHIP

To establish a standardized process for identifying, verifying, and managing notification and authorization related to students or clients who are subject to a court-appointed plenary guardianship. This ensures legal compliance and the protection of individual rights and institutional responsibilities.

This applies to all departments and employees who interact with or manage records, communication, or decision-making for individuals who have a plenary guardian appointed by the court. This may include (but is not limited to) student services, the Registrar's office, financial aid, or academic advising.

- Plenary Guardianship: A legal relationship where a guardian is granted full authority to make personal, educational, financial, and/or medical decisions for another individual (the ward) who is deemed legally incapacitated.

- Guardian of the Person: Has authority over personal and non-financial decisions (e.g., education, medical care).
- Guardian of the Estate: Has authority over financial and property matters.
- Ward: The individual under plenary guardianship.

KBOCC recognizes and upholds court-appointed plenary guardianships. No decisions, records, or communications covered under plenary guardianship shall be disclosed or acted upon without proper verification and involvement of the legal guardian.

A. Notification of Guardianship Status
    a. Upon admission and enrollment, students (or their legal representatives) must disclose guardianship status if applicable.
    b. Staff who receive information or suspect guardianship is in place must notify the Dean of Student Services or designated campus authority.
    c. A certified copy of the court's guardianship order must be provided to verify legal authority.
B. Verification Process
    a. The legal document must be reviewed and verified by the Dean of Student Services or a designated legal liaison.
    b. Copies will be stored securely in the individual's confidential file in accordance with FERPA regulations.
    c. The extent of the guardian's authority must be clearly identified and logged.
C. Communication and Authorization
    a. All communications involving protected or decision-making matters must be directed to the guardian as outlined in the court order.
    b. No confidential information may be released to the ward without written consent from the plenary guardian.
    c. All consent forms must be signed by the guardian unless otherwise specified in the court order.
D. Staff Training and Awareness
    a. Relevant staff will be trained annually in identifying and properly responding to guardianship situations.
    b. FERPA-compliant procedures will be emphasized in handling student records subject to guardianship.
E. Updates and Re-evaluation
    a. Guardianship status should be reviewed annually or upon notification of a legal change.
    b. The ward or guardian is responsible for submitting updated court documents if modifications occur.

All information pertaining to guardianship will be stored securely and only accessible to staff with a legitimate educational or institutional interest. All processes must comply with FERPA and relevant state guardianship laws.

Failure to follow this policy may result in disciplinary action and may place the institution at legal risk. Questions about this policy should be directed to the Dean of Student Services or Legal Counsel.

ACADEMIC INFORMATION

ACADEMIC CALENDAR

KBOCC operates on a fifteen-week semester system. Accelerated (fifteen-week equivalent) courses may be offered. Academic calendars are approved by the Faculty Council on an annual basis and posted on the KBOCC website.

COURSE CREDITS

KBOCC follows the definition of credit hours widely used in higher education in the United States, based on a one class hour plus at least two hours of student work outside of class per week for a full semester. This definition is applied to various types of courses as follows:

- For standard lecture and discussion courses, one lecture credit hour represents one hour per week of scheduled class time and two hours of student work outside of class. For a three-credit course, this equals 45 hours of class time and 90 hours of homework. A four-credit course has 60 hours of class time and 120 hours of student work outside class.
- A laboratory course credit includes one hour per week of class time plus at least one hour per week of scheduled supervised laboratory work and 2 hours of student preparation time. Most laboratory courses are four credits and meet for at least six hours per week for a semester, or at least 90 hours total. This represents at least 45 hours of class time, 45 hours of laboratory time, and 90 hours of student work outside of class per semester.
- One practice or practicum credit hour (supervised student teaching, field work, etc.) represents three to four hours per week of supervised or independent practice, at minimum, yielding 45 to 60 hours of work per semester. A practicum or practical course may also include scheduled class sessions or individual conferences. Students will not be required to enroll for more practicum credits than needed for their academic programs, even if they need to have a greater number of verified practical hours to obtain a certification.
- Internship credit hours are determined by negotiation between the supervising faculty and the work supervisor at the cooperating site, both of whom must judge and certify different aspects of the student's work. The credit formula is similar to that for practice credit; however, some internships may require more hours of placement work per credit. Students may participate in non-credit internships or internships with a minimal number of credits awarded
- Independent study credits are calculated in the same way as practice credit hours.
- For courses using alternative forms of delivery, for example, on-line courses, credits are calculated using the same method as for practice or independent study credit hours. In addition, courses using alternative forms of delivery must have the same learning outcomes and content as their face-to-face equivalents.

CREDIT DIVISIONS

The credits assigned to a course may fall under four different categories: lecture, lab, recitation, and tutorial. If the category is not specified, all credits related to that class are expected to be lecture.

- Lecture credits indicate that those hours will be directed entirely by the instructor. They are not limited to a purely lecture-based format but indicate that students will be gathered in the assigned space with content led by the instructor for the allotted class time.
- Lab credits are hands-on activities that take place in a designated lab space or in the field. These are guided instructors.

- Recitation credits are included in courses where students will be given time in the classroom during specified class periods in order to review course content or work on homework. The instructor is present to offer guidance or assistance.
- Tutorial credits indicate that students will set up specific office hours with their advisors for the specified number of hours per week. For example, tutorial credits supplement the Capstone course so that Capstone students can be assured that their advisors will be available at a predetermined time when both advisor and student are free. A single tutorial hour may be shared among up to three students.

COURSE NUMBERING

000-099 = Preparatory or remedial courses. Cannot be counted toward graduation requirements.
100-199 = Freshman level courses.
200-299 = Generally Sophomore level courses

CLASSIFICATION OF STUDENTS

Class Standing

A student's class standing is based on the number of credits earned as follows:

Freshman:	0-30 earned semester hours of credit
Sophomore:	31 or more earned semester hours of credit

Course Load

A student's course load standing is as follows:

Less than ½-time	1-5 credits
Half-time	6-8 credits
¾-time	9-11 credits
Full-time	12-18 credits

An average course load is 15-16 semester credit hours. The maximum number of credits a student may carry in a semester is 18. Students on academic probation are prohibited from carrying more than 12 credits per semester. The regular maximum credit load for summer is a total of 12 credits. Students may enroll for 13-15 summer session credits with special permission from both their advisors and the Dean of Academic Affairs.

Major

Major refers to a student's degree program at the associate degree level. KBOCC students may major in Anishinaabe Art, Anishinaabe Studies, Business Administration, Early Childhood Education, Environmental Science, Environmental Science - Sustainability Emphasis, General Studies, Health Science, Nursing or Psychology. At the certificate level, students may major in Business, Corrections, Certified Nursing Assistant, Culinary Arts, Early Childhood Education, or Environmental Science. At the certificate level, students may major in Business Administration, Child Development, Criminal Justice, Culinary Arts, Environmental Science, Environmental Studies and Sustainability, General Studies, Healthcare Management, Medical Billing & Coding, Office Services or Small Business Start-Up.

Students must declare a major in order to be considered Degree-Seeking. New students who are unsure of their choice of major may take general education courses as general studies majors for their first semester or two. Students should make a firm choice of major early in their college careers in order to ensure that their course selections will count toward their degree programs.

ENROLLMENT STATUS

Degree-Seeking:	Students enrolled in courses for college credit and pursuing a degree or certificate.

Non-Degree-Seeking: Students enrolled in courses for college credit but not pursuing a degree. Non-Degree-Seeking students are not required to provide a high school diploma or GED and are not eligible for financial aid, except for the Elder Scholarship. Students enrolled as Non-Degree-Seeking may be guest students, advanced secondary students, or lifelong learning students.

Audit: Students only observing a course. Although the student may participate in all assignments and testing, no grade or credits are earned. Audited courses are not eligible for financial aid.

CLASS ATTENDANCE

Because class attendance is needed for academic success, attendance is expected at all scheduled classes. Each instructor establishes an attendance policy with consequences for excessive absences. Attendance policies are stated in the course syllabi. Students have the responsibility of reading and following the course requirements.

ACADEMIC INTEGRITY

KBOCC upholds the seven sacred grandfather teachings, Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth. Accordingly, academic honesty and integrity are expected of all students, and dishonesty or cheating must be corrected. Depending upon the specific nature of the offense, students found guilty of the following violations may receive an "F" grade for the test or assignment, or for the course, or may be dismissed from the College with a notation of the offense on their permanent record. Academic offenses include:

- Knowingly using, buying, selling, or having possession of an unadministered test.
- Copying another student's work.
- Plagiarism (i.e. using someone else's ideas or words without proper acknowledgment).
- Deliberate misrepresentation regarding fulfillment of course requirements.

At the start of each class, students sign an academic integrity pledge, ensuring they are aware of and will abide by the policy.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE

Students may use generative AI tools (e.g., ChatGPT, Claude, Gemini) for brainstorming, outlining, and improving grammar and clarity. However, submitting AI-generated content as original work without proper disclosure is prohibited and may result in academic penalties. AI is intended as a learning aid, not a substitute for independent thinking and academic integrity. All AI-assisted content must be reviewed, edited, and cited appropriately to reflect the student's own understanding and voice. The use of AI to fabricate references or citations is strictly prohibited. When in doubt, students should consult their instructor before using AI in any assignment.

GRADING SYSTEM

KBOCC uses letter grades with corresponding numeric values to evaluate academic performance.

Grade	Honor Points Per Credit Hour	Grade	Honor Points Per Credit Hour
A	4.0	**C**	2.0
A-	3.7	**C-**	1.7
B+	3.3	**D+**	1.3
B	3.0	**D**	1.0
B-	2.7	**D-**	0.7
C+	2.3	**F**	0.0

AU = Audit. No credits awarded. Does not affect GPA.

CR = Credit awarded through transfer, advanced placement, CLEP (College Level Examination Program), credit by exam, military training evaluation, prior learning assessment, or for certain internships, departmental and Research and Special Projects courses. Does not affect GPA.

I = Incomplete. A temporary grade issued until completion of required course work. A grade of "I" does not affect GPA.

N = No grade was submitted. Temporary grade only. Does not affect GPA.

NP= Not Passed. Failure to complete satisfactorily all requirements for a course designated as P/NP. May also be used for grade recovery when a course is no longer offered. Does not affect GPA.

P = Passed successfully with course work equivalent to a "C" or better. Students must enroll as Pass/Fail at the time of registration. Does not affect GPA.

R = Course was repeated. Only the last grade given in a repeated course is counted in computing the GPA, even if that grade is lower than the original grade. A grade of "W" for the repeated course does **not** replace the previous grade. Does not affect GPA.

S = Satisfactory. Used as midterm grades only. Does not affect GPA.

U = Unsatisfactory. Used as midterm grades only. Does not affect GPA.

W = Withdrawal from course after drop/add period. No credit given. Does not affect GPA.

X = Currently enrolled. Does not affect GPA.

Grade Point Average

To calculate the grade point average for each semester, multiply the number of credits for the course by the honor points for the grade received. Total the honor points for all courses taken. Divide by the total GPA credits. (GPA credits are those for courses in which a grade of A-F was earned.)

Example: Semester GPA

Attempted Credit Hours	Course Grade	Numerical Values		Honor Points
3	A	4.0	3x4.0=	12.00
4	B-	2.7	4x2.7=	10.80
4	B+	3.3	4x3.3=	13.20
3	C+	2.3	3x2.3=	6.90
2	F	0.0	2x0.0=	0.00
16				42.90

Divide the total honor points (42.9) by the total GPA credits (16) = 2.68 GPA. The cumulative college GPA is calculated by totaling the honor points for all courses taken at KBOCC and dividing by the total GPA credit hours at KBOCC.

INCOMPLETE GRADE

An incomplete (I) is a temporary grade used to give students who encounter difficult circumstances near the end of a semester additional time to finish coursework. Requests for incompletes must be initiated by students and approved by the instructor of the course and the Dean of Academic Affairs. An incomplete may only be issued when the student has completed the majority of the required coursework and has been earning a passing grade on completed work. In addition, the student must be able to complete the unfinished work without being in a class and doing so must make a difference in the final grade. A contract specifying the work to be completed and the deadline for completion must be signed by the student, instructor, and Dean of Academic Affairs. A copy will be kept in the student's academic file. Incompletes must be resolved no later than the end of the following semester or the final grade will be calculated with all missing work assigned a "0." In extenuating circumstances, the student may apply for an extension of the incomplete.

GRADE REPORTS

Midterm and semester grade reports are available to students through the web portal. Students who need an official verification of their grades for employment, scholarship, or other purposes may request this from the Registar's Office. Grade verification will be provided to any student whose account is current.

GRADE CHANGES

Students who believe an error was made in reporting or recording a grade on their grade reports should contact the instructor as soon as possible. If the instructor is unavailable or if a re-evaluation is needed, the student should submit a grade change request to the Dean of Academic Affairs. Grade change request forms must be received in the Dean of Academic Affairs' office by the fifteenth day of classes of the following semester. Grade change requests will be granted only when evidence shows that an error was made in grading. If, after review by the course instructor or Dean of Academic Affairs, students still believe that their final course grades were in error, they may appeal to the Faculty Council. Appeals must be presented in written form and must explain clearly the errors the students seek to have corrected.

COURSE COMPLAINTS

Students should seek to resolve problems in their courses with their instructors and, if applicable, their fellow students. If they are unable to reach a solution, students should meet with the Dean of Academic Affairs for complaints about grading, course materials or policies, or instructor behavior, or Dean of Student Services for complaints about classmates or student services staff. This discussion will result in a written summary of the problem. The Dean will meet with the instructor, staff member, or students involved to seek a resolution. This discussion will result in a written summary of the problem. The Dean will meet with the instructor or students involved to seek a resolution. If the problem is not resolved, the student may appeal to the Faculty Council through the Dean of Academic Affairs or work with the Dean of Student Services to pursue a complaint through the disciplinary system. Additional information may be found in the Student Handbook.

OFFICIAL TRANSCRIPTS

Final grades are posted to students' official transcripts and become part of their permanent academic record. Students are entitled to one free copy of their official transcripts. A request for official transcripts to be sent to schools, individuals, or organizations must be made in writing. The fee for official transcripts is $5.00 per copy.

ACADEMIC HONORS

Each semester KBOCC recognizes those Degree-Seeking students who have demonstrated academic excellence.

For full-time students who have completed 12 or more credits, have no incompletes, no more than four credits below the 100 level and who have earned a semester GPA of:

3.50-4.00	Dean's List
3.00-3.49	Honors List

For part-time students who have no incompletes, no courses below the 100 level and who have earned a semester GPA of:

3.25 or above	Scholastic Achievement List

ACADEMIC ACHIEVEMENT STANDARDS

Students must attain cumulative grade point averages (GPAs) of 2.0 or higher to graduate. Throughout their enrollment, students with 2.0 or higher GPAs are considered to be in good standing.

Minimum Qualitative Achievement Standards
Students' cumulative GPAs are calculated at the end of each semester and are included in their grade reports. The College uses progressive minimum standards to allow beginning students to adjust to college work, as follows:

Number of Credits Attempted	Minimum Cumulative GPA
1-14	1.5
15-29	1.7
30-44	1.9
45 or more	2.0

Minimum Quantitative Achievement Standards

To maintain satisfactory degree progress, students must pass 67% or more of the courses in which they enroll.

Academic Warning

At the end of each semester, students with cumulative GPAs that have dropped below the minimum for the number of credits they have attempted or whose course completion percentage drops below 67% will receive an academic warning. Any student whose semester GPA is zero (all Fs) will receive an academic warning. Students on academic warning may be required to repeat courses or take additional measures designed to improve their performance. Students who do not improve their GPAs to meet the minimum standard in the subsequent semester face academic probation.

Academic Probation

At the end of a semester in academic warning status, students not attaining minimum standards will be placed on academic probation. The purpose of probation is to give students a second and final alert that they will be suspended from the College if their academic performance does not improve. Students on probation may be required to repeat courses, or take additional measures designed to improve their performance.

Academic Suspension

At the end of a semester on probation, students not attaining minimum standards will be suspended for a minimum of one semester. Suspended students may not re-enroll until they have successfully appealed the suspension or petitioned and been accepted for readmission. Students may appeal suspension if they feel that legitimate extenuating circumstances explain their poor academic performance or prevented them from attaining minimum standards while on probation. Appeals must be in writing and addressed to the Faculty Council.

Readmission after Academic Suspension

Suspended students may apply for readmission after a minimum of one semester. Readmission requests must be made in writing to the Faculty Council 30 days before the start of the semester of readmission and must include an explanation for the previous poor academic performance and the steps the student plans to take to improve. If applicable, students must also petition for reinstatement of financial aid upon readmission.

Academic Recovery

Students on academic probation and some readmitted students may be required to develop an academic recovery plan with their advisors. Continued enrollment usually depends on fulfilling the plan. Common strategies for academic recovery include having a lighter course load, improving attendance, re-taking failed courses, and seeking tutoring and other forms of study assistance.

Procedures for GPA recovery when courses with unsatisfactory grades are no longer offered

The preferred method of grade recovery is for students to repeat courses in which they have earned unsatisfactory grades. When such a course cannot be repeated because neither it nor a replacement course will be offered in the foreseeable future, one of the following remedies may apply:

- **Transfer course as repeat**

  If the student has successfully completed a course at another college which could be transferred as an equivalent to the unsatisfactory course, the transfer course may be counted as a repeat of the course taken at KBOCC with an unsatisfactory grade. An official transcript from the transfer institution is required. The Dean of Academic Affairs determines equivalency of the transfer course and whether it can be counted as a repeat of the KBOCC course.

- **Substitute course as repeat**

  If neither the original course nor a replacement course is currently offered by the College, but the student has successfully completed a course with similar content and level, the student may petition to have the successfully completed course substitute as a repeat of the original course. If the course is a general education requirement, the substitution must be approved by Faculty Council. If the course is within the student's major, the Department Chair and Dean of Academic Affairs may approve it.

- **Petition for grade change to NP**

  If the grade for the original course was F, and no potential substitute is available, the student may petition Faculty Council for a grade change to NP (not passed) after completing a minimum of two semesters or sessions (12 or more credits total) of coursework with satisfactory grades. The petition must provide evidence that the student has adopted good academic strategies and will maintain a satisfactory GPA (for example, records of consistent class attendance, satisfactory or better grades, and positive reports from instructors).

PRIVACY AND ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It regulates maintenance and dissemination of student records at institutions that receive federal funds or whose students receive federal funds. In the context of higher education, FERPA gives every current student or former student who is attending any school beyond the high school level personal access and privacy rights with respect to their education records. Students have the right to:

1. Examine and review their educational records.
2. Challenge the contents of their records if they believe the information is inaccurate, misleading, or violates their right to privacy.
3. Limit the disclosure of information from their records.
4. File a complaint with the Department of Education concerning FERPA non-compliance.

In FERPA law, exceptions exist that allow the release of student educational records without prior consent to the following:

- To school officials with legitimate educational interest (see below).
- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions (provided the institution's research board has cleared the research).
- To accrediting agencies.
- To parents of dependent students (as verified by the most recent tax form). *Although FERPA allows release of educational records to parents, the College policy is to release information to parents only if the student has signed a waiver.*
- To comply with a judicial order or subpoena.
- In health or safety emergencies.
- As directory information.
- To the student, including the following:
  - Results of disciplinary hearings.
  - Results of disciplinary hearing to an alleged victim of a crime of violence.

    - Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
- To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of the student's dependent status).

Legitimate Educational Interest

A school official is a person employed by KBOCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom KBOCC has contracted as its agent to provide a service instead of using KBOCC employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Educational records do not include:

- Records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
- Records of the Security Office
- Student health records
- Employment records
- Alumni records

Directory Information

Under FERPA, directory information may be disclosed at the discretion of the College. Directory information includes name, address, telephone number, KBOCC email address, year and place of birth, enrollment status, dates of enrollment, class, major, degrees and awards conferred, and most recent educational institution attended. Currently enrolled students may request that all or part of the directory information not be disclosed by submitting written notification at the beginning of the academic year. The restriction remains in effect for one year.

SPECIAL STUDY

INTERNSHIPS

Internships provide workplace experience for students in a wide variety of locations in the U.S. and abroad, often through partnerships with universities and tribal, state, and federal agencies. On-campus internships are frequently available through KBOCC academic departments. While many internships are summer programs, others are available throughout the academic year and are typically linked to research or community programs. The Student Services Department and Academic Department Chairs can provide students up-to-date information on internship opportunities. Depending on the internship, students are compensated with academic credit, pay (stipend or hourly), or both.

Students must meet several criteria to be eligible for internships. For all internships, applicants must be degree or certificate-seeking, over the age of 18 and in good academic standing (2.5 cumulative GPA or above) or as specified by the partner agency. For internships sponsored by KBOCC, students must also complete pre-employment screening procedures. Internships sponsored by partner agencies (such as universities or tribal/state/federal agencies) follow the procedures and requirements established by those partners. Internships may be required in some KBOCC academic programs, in which case, special requirements may be specified. Refer to the Student Handbook for more information about internships.

DIRECTED STUDY

Directed study courses provide the content of an existing course in a semester (1) when it is not offered or (2) when the course is canceled due to low enrollment. In both cases, directed studies are permitted only in cases of demonstrated student need for the course to prevent delay of graduation when the student has no other options for completing his or her degree requirements on schedule. If a student demonstrates this need for a course that is not currently being offered, an instructor may provide the course material and instruction one-on-one in a student-initiated directed study. If a student demonstrates this need in a course that would otherwise be canceled due to low enrollment, the instructor may choose to continue to run the course for all the enrolled students or as a low-enrollment directed study to the student in need only. Student-initiated (1) and low enrollment (2) directed studies require approval from the instructor and Dean of Academic Affairs.

RESEARCH AND SPECIAL PROJECTS COURSES

Research and Special Projects (299) courses are variable-credit learning opportunities arranged by Academic Department Chairs that offer qualified students an opportunity to explore an area of special interest in greater depth. Students typically assist with scholarly research such as field studies or the use of innovative technologies. Students must have satisfactorily completed a minimum of 12 credits with a minimum cumulative GPA of 2.5 to be eligible. The proposed project must secure prior approval from the Dean of Academic Affairs.

COMMUNITY ENRICHMENT PROGRAMS

KBOCC offers non-credit or continuing education workshops, conferences, seminars, and short courses to meet the economic, social, and cultural development needs of the community.

Continuing Education Units (CEUs) are awarded for designated programs when participants complete all requirements. CEUs are typically earned for instruction at the college level that is shorter than a one credit course. Certificates are issued listing the number of CEUs granted.

TRANSFER POLICIES

TRANSFERRING TO KBOCC

At KBOCC, we want to make the most of your past credits and experiences as you explore transfer options. KBOCC accepts credits from other colleges or universities that fulfill the requirements of the student's declared program and that meet the following criteria:

1. Courses must be designated as college level by the transferring institution.
2. The student must have earned a "C" or better in the course.
3. Courses must be comparable to those taught at KBOCC.

Credits transferred from institutions on the quarter system will be valued at 2/3 of the semester hour value (e.g. 4-quarter system credits will be accepted as 2.7 semester hours of credit). Grades and GPA do not transfer.

Students must complete a minimum of 15 semester hours of credit while enrolled at KBOCC to earn an associate degree from the College. Certificate programs vary based on credits required. A minimum of $^{1}/_{3}$ of the certificate program must be completed.

The Michigan Transfer Network allows students to view transfer course equivalencies between many Michigan colleges and universities. You can search for courses by sending institution (the institution where you completed the course) or by the receiving institution (the institution where you plan to transfer the course).

TRANSFERRING FROM KBOCC TO ANOTHER INSTITUTION

Students who wish to transfer to another institution must request that their official KBOCC transcript be sent through Parchment.

The receiving institution determines how transfer credits will be accepted and applied toward its programs and degree requirements. Students seeking assistance with the transfer process may consult their academic advisor, the Dean of Academic Affairs, the Dean of Student Services, the Student Success Coordinator, or representatives from the institution to which they plan to transfer.

KBOCC has established numerous articulation agreements to support smooth transfer pathways for students. In addition, KBOCC participates in the Michigan Transfer Agreement (MTA), which facilitates the transfer of approved general education coursework among participating Michigan colleges and universities. Refer to the General Education section of this catalog for additional information.

COURSE CURRENCY AND TRANSFER CREDIT TIME LIMIT

To ensure academic preparedness and student success, KBOCC limits how long previously earned credits, either from KBOCC or other accredited institutions, remain applicable to current programs of study. In general, transfer credits must have been completed within the past 10 years. However, key courses in Composition, Mathematics, Sciences, and program-specific areas typically must be no older than 5 years. Students returning after an extended absence may need a course relevancy review, especially for older coursework. Exceptions may be granted through an appeal process with appropriate documentation. This policy helps ensure that students are equipped with up-to-date knowledge and skills for academic and professional success.

REVERSE TRANSFER TO KBOCC FOR PROGRAM COMPLETION

Students who leave KBOCC without fulfilling all of their program requirements and subsequently take courses which fulfill the remaining requirements at another college or university are strongly encouraged to reverse-transfer the credits needed for their programs to KBOCC. Completed program credentials are far more valuable for employment and further education than the same credits listed on separate transcripts. Students may reverse-transfer up to 12 credits to complete program requirements of a catalog in effect when they are enrolled. Those who need to transfer more than 12 credits and have been away from the College for three or more regular semesters must meet current catalog requirements. Students must have official transcripts sent to the enrollment office, complete a graduation application, and pay the graduation application fee, if applicable. Re-enrollment is not required.

NON-TRADITIONAL TRANSFER CREDITS

Advanced Placement Program
College course credit will be granted to students who participate in the Advanced Placement (AP) Program at their area high school and pass the Advanced Placement examinations with an appropriate score. Only those AP courses approved by Keweenaw Bay Community College faculty will transfer in as College credit.

Exam	Score	KBOCC Equivalent
Biology	3	BI101 General Biology
Chemistry	3	CH111 Chemistry for Health Sciences
Economics-Macro	3	EC202 Macroeconomics
Economics-Micro	3	EC201 Microeconomics
English Language and Composition	3	EN102 College Composition I
English Literature	3	Humanities Elective
Government & Politics - Comparative	3	Social Science Elective
Government & Politics - US	3	Social Science Elective
Human Geography	3	ES158 Human Geography
Psychology	3	PY101 Psychology
Statistics	3	MA201 Probability & Statistics
United States History	3	Social Science Elective
World History	3	Social Science Elective

Advanced Placement via Department Evaluation

Academic departments at KBOCC may recommend that advanced placement credit be awarded to - currently enrolled students in degree-granting programs based on their life experience or educational achievements from nontraditional sources. The evaluation measurement for the recommendation is determined within the department and may consist of a comprehensive examination, demonstration of a level of competency in a skill area or documented verifiable life experiences.

The following regulations apply to departmental recommended advanced placement credit:
- Departments may choose not to recommend advanced placement credit for any or all of their courses.
- Departments may not award advanced placement credit for special topics or directed studies courses.

- Students must meet course prerequisites before departmental advanced placement credit is awarded.
- Students may not receive departmental advanced placement credit below the level of a course for which the student already has credit or in which the student is currently enrolled unless approval in writing is obtained through the department head or appropriate departmental committee.

Once a student has enrolled at KBOCC, credit via departmental advanced placement from another college or university will not be accepted unless approved in advance by KBOCC.

College Level Examination Program (CLEP)
The College Level Examination Program (CLEP) is administered by the CollegeBoard. CLEP enables those who have reached the college level of education to assess the level of their academic achievement and to use the test results for college credit.

Students may not earn credit for CLEP subject examinations if the student has already earned credit in the course, was previously or currently enrolled in the course, or has credit in a higher-level course in that subject. CLEP credit will not count toward the minimum 20 credits required to be taken at KBOCC for degrees. CLEP credits receive no grades and are not calculated in the student's GPA. Only the courses listed below will be considered for transfer and only if the final score is 50 or higher.

Exam	**Minimum Score**	**KBOCC Equivalent (Number of Credits)**
American Government	50	HS110 Introduction to American Government (4)
American Literature	50	EN150 Introduction to Literature (4)
Analyzing and Interpreting Literature	50	EN150 Introduction to Literature (4)
Biology	50	BI101 General Biology (4)
College Algebra	50	MA105 College Algebra (4)
College Composition (modular not accepted)	50	EN102 College Composition I (3)
College Mathematics	50	MA103 Quantitative Reasoning (3)
Financial Accounting	50	BS201 Accounting I (4)
Information Systems & Computer Applications	50	IS110 Principles of Information Systems (4)
Introduction to Business Law	50	BS211 Business Law (3)
Introductory Psychology	50	PY101 Psychology (4)
Introductory Sociology	50	SO101 Sociology (4)
Pre-Calculus	50	MA130 Precalculus (4)
Principles of Macroeconomics	50	EC202 Macroeconomics (4)
Principles of Management	50	BS208 Management & Supervision (3)
Principles of Marketing	50	BS210 Marketing (3)
Principles of Microeconomics	50	EC201 Microeconomics (4)
Social Sciences and History	50	Social Science Elective (4)

Military Training Credit

Veterans who feel that training received in the military is applicable to their program of study may request that such training be evaluated for credit. The veteran must produce proper documentation that will be evaluated by the Registrar based on the American Council on Education (ACE) credit recommendations. For more information, visit their website at www.acenet.edu. Veterans planning to transfer from KBOCC to another institution should be aware that the institution may not accept the credit for military training given by KBOCC but will usually wish to re-evaluate the training documentation.

GRADUATION

GRADUATION REQUIREMENTS

To qualify for graduation with an associate degree from KBOCC, the student must:

1. Complete a minimum of 60 semester hours of credit.
2. Complete a minimum of 15 semester hours of credit at KBOCC.
3. Earn a cumulative GPA of 2.0 or higher.
4. Complete all of the general education requirements specified for the degree.
5. Complete all of the program requirements for the declared major.
6. Submit an Application for Graduation along with a course work audit and final semester course schedule to the Dean of Academic Affairs by the end of the semester prior to the semester of anticipated completion.
7. Pay the graduation fee of $100.00.

Graduation fees for students whose graduation applications are received in the Registrar's Office by the start of their final semester will be included with the semester tuition and fees. If graduation applications are received after the start of the semester, the graduation fees will be billed separately. Graduation fees are non-refundable but will be carried forward if a student does not graduate as planned.

Certificate Completion Requirements

To qualify for award of a certificate from KBOCC, the student must:

1. Complete the courses required for the certificate.
2. Complete a minimum of at least 1/3 of the required credits at KBOCC.
3. Earn a cumulative GPA of 2.0 or higher.
4. Submit an Application for Graduation along with a course work audit and final semester course schedule to the Dean of Academic Affairs by the end of the semester prior to the semester of anticipated completion, except for the Certified Nursing Assistant program whose tuition covers the cost of graduation.
5. Pay the specified certificate completion fee (if any).

College Catalog for Graduation

Students who have maintained their enrollment in the College may use the degree or certificate program requirements of the catalog in effect:

- At the time they were admitted to the College or
- At their time they declared their majors or
- At the time they graduate

Students who have been readmitted after three or more semesters away from college may use the catalog in effect:

- At the time of their readmission or
- At the time they subsequently declared their majors or
- At the time they graduate

Students who left the College without completing all program requirements and are reverse-transferring up to 12 credits from another college or university to complete their programs may use the catalog in effect:

- At the time they were admitted to their programs or
- During their latest semester of enrollment

Students who have been away from the college for three or more semesters and who must transfer more than 12 credits to complete program requirements must use the requirements of the current catalog

COMMENCEMENT

A commencement ceremony is held each year at the end of the spring semester. Students who have completed their degree requirements at the end of the preceding spring or fall semesters or summer session and those with four or fewer remaining credits to complete in the summer term may participate in the spring commencement ceremony.

GRADUATION HONORS

Academic Honors for graduation are based upon a cumulative GPA as follows:

Summa Cum Laude (Highest Honors)	3.75-4.00
Magna Cum Laude (High Honors)	3.50-3.74
Cum Laude (Honors)	3.00-3.49

ADDITIONAL DEGREES OR CERTIFICATES

KBOCC graduates pursuing an additional degree from KBOCC must complete at least 15 credits beyond those required for any previously earned degree. All requirements for the new degree program must also be fulfilled.

For instance, a student who has completed an Associate of Science (AS) degree in Environmental Science and later returns to pursue an Associate of Arts (AA) degree in Anishinaabe Studies must meet all the requirements of the Anishinaabe Studies program, including a minimum of 15 new credits not applied to the previous degree.

Students seeking additional certificates from KBOCC must complete at least 25% of the total certificate credits beyond the requirements of any previously earned degree or certificate. All requirements specific to the new certificate must also be satisfied.



STUDENT SERVICES



STUDENT SERVICES

The mission of the Office of Student Services is to provide advocacy, intervention, prevention, and referral services to the students of KBOCC. The goal of the department is to provide support services in order to promote student success, both academic and non-academic. The Student Services department can enhance a student's college experience through the provision of extracurricular programming, academic support programs, and other support programs. More information can be found in the Student Handbook or on the KBOCC website at http://www.kbocc.edu/student-services. Student Services offices are located at the Wabanung Campus.

STUDENT SUCCESS/CAREER CENTER

The Student Success Center is located at the Wabanung Campus near the Student Services entrance in room 118E. It provides several services including test prep, study sessions, proctoring exams, mentoring, resume' development, transfer search, and job opportunities. The Center is equipped with a study room, resources, and several computers. For more information, contact Student Services at 524-8118 or studentservices@kbocc.edu.

TUTORING

Tutoring services are available 24/7 through tutor.com free of charge for all KBOCC students. Services include on-demand, one-on-one and homework help tutoring. For more information, contact 524-8111 or studentservices@kbocc.edu.

COUNSELING

24/7 teletherapy is available through UWill.com. Uwill is a leading mental health and wellness solution that allows students the ability to connect immediately 24/7 with available licensed mental counselors based on their unique needs and preferences.

DISABILITY ACCOMMODATIONS

Students in need of disability-related accommodations or services should inform their instructor and the Dean of Student Services, at the Wabanung Campus. Contact the Dean at 906-524-8111 or studentservices@kbocc.edu for more information. Reasonable and effective accommodations and services will be provided to students when requests are made in a timely manner with appropriate documentation in accordance with federal, state, tribal, and college guidelines.

TRANSPORTATION

Transportation services are available, if necessary. For more information and guidelines, contact 524-8118 or studentservices@kbocc.edu.

EMERGENCY AID

Emergency Aid Program provides assistance to students at risk of dropping out of college due to unexpected financial emergencies. This assistance was created to help students stay in college and meet their educational goals, ultimately securing a better financial future. Students can apply at: app.bybeam.co/kbocc/login.

FOOD PANTRY

The Food Pantry is located in the Student Services hallway of the building and is open to all students.

LIBRARY

Keweenaw Bay Ojibwa Community College Library

The KBOCC library is located in Room 206N at the Wabanung Campus. It consists of both physical and digital collections. The library houses academic resources for each of the College's programs. The library has a digital access and study area, which has study seating for up to 26 students, six desktop computers, and wireless internet access. It is open for student use during building hours. Access to the library's college-specific collection of digital resources is provided through the web portal, allowing students to use the resources anywhere they can log on to the Internet.

Another component of the library is the Career Readiness Center. Students can enhance their jobs seeking skills with practice job interviews, resume workshops, and ample job seeking print resources. Students may also access Gale Career Prep, a powerful, online program, by logging on to the KBOCC portal.

The library's collections will be available during regular library hours or by arrangement with a librarian. Curb service is available. Library hours may vary based on course scheduling and student need and are posted throughout campus. The library can be contacted at 524-8206 or library@kbocc.edu.

Ojibwa Community Library

The Ojibwa Community Library is located at 409 Superior Avenue, Baraga. Its collection includes a large and frequently updated selection of popular fiction in print, large-print, and audio formats and community-oriented non-fiction, specializing in Native American culture, literature, and art. The Ojibwa Community Library provides computer workstations and wireless internet access. Students and employees are eligible to use the Ojibwa Community Library. The library's phone number is 353-8163.

L'Anse School Public Library:

The L'Anse School Public Library, located in the L'Anse Area Schools building at 201 N. 4th Street, L'Anse, is the public library for Baraga County, and all county residents are eligible for library cards. The library provides a varied public library collection along with secondary school resources. It has special collections for Native American and Finnish-American materials as well as for Upper Michigan authors. The public library provides digital materials through Great Lakes Digital Library and presents a variety of library programs. Its phone number is 524-6213 and its website is at http://joomla.uproc.lib.mi.us/lanse/

All three libraries are members of the Upper Peninsula Region of Library Cooperation, and the Ojibwa Community Library and L'Anse School Public Library also participate in inter-library lending and borrowing which provides direct access to library materials across the region. The UPRLC library catalog can be accessed at http://ibistro.uproc.lib.mi.us/ and allows users to search individual or all libraries.

The Michigan Electronic Library provides digital resources throughout the state and can be web-accessed at http://www.mel.org.

FITNESS CENTER

Rick Geroux Memorial Fitness Center membership is open at no additional charge for KBOCC students at the Wabanung Campus in L'Anse. Hours are posted each semester. A current schedule and membership paperwork is required. Fitness Center staff can be contacted at 524-8213 or fitnesscenter@kbocc.edu.

CHILDCARE

KBOCC offers certified childcare service for children ages 6 weeks to 5 years of age, and a 4-year-old preschool program for children of students, staff, and faculty. Arrangements may be made by contacting:

Ojibwa Early Learning Center
615 N. Main Street
L'Anse, MI
(906) 524-HUGS (4843)

KBOCC Migiziinsag/KBOCC Little Eagles
809 Louis Ave
L'Anse, MI 49946
(906) 524-8513

CHILDREN ON CAMPUS

Children under 16 years old must be under the supervision of an adult while on campus. Students must seek instructor permission prior to bringing children to class or tutoring. Instructors may withdraw permission at any time. At no time are children permitted in science labs or vocational education classrooms. Under all circumstances, parents are responsible for the behavior of their children.

COLLEGE RESOURCES

COMPUTERS/INFORMATION TECHNOLOGY

Acceptable Use: KBOCC provides computers for educational use. Access to information technology owned or operated by the College imposes responsibilities and obligations and is subject to its policies, federal, state, and local laws. Acceptable use requires users to maintain ethical standards at all times. All users must abide by the Computer Use Policy as outlined in the Student Handbook.

User ID: Currently enrolled students are issued a user ID and password for access to the computers. User IDs and passwords must be protected from unauthorized use.

Student ID: Currently enrolled students are also issued a photographic Student ID that has first & last name, ID #, student email, issue & expiration date.

Availability: Computers are available for student use when the buildings are open in the Library & Student Success Center 208N.

Enrolled students may be issued a KBOCC laptop at no cost upon execution of the required laptop agreement. Students who complete a degree at KBOCC are eligible to retain the laptop following degree completion.

KBOCC WEB PORTAL

KBOCC utilizes a web portal located at http://my.kbocc.edu/ics. An overview and basic training of the web portal will be conducted at orientation each semester. It is the responsibility of all students to retain their login ID and password and to regularly access the web portal.

The KBOCC web portal allows students access to their schedules, transcripts, billing and financial aid.

CANVAS

KBOCC utilizes Canvas located at http://kbocc.instructure.com as the Learning Management System (LMS) for all courses. This site allows instructors to deliver digital content and facilitate online interaction as both the main platform for fully online courses and as a supporting tool for in-person offerings.

KBOCC STUDENT EMAIL

The College provides free email addresses to all KBOCC students. Official communication including emergency alerts, important deadlines, upcoming events, class information and other information will be sent to students' email. The KBOCC student email utilizes Microsoft Office 365 and can be accessed at http://outlook.office365.com. It is the responsibility of all students to retain their email address and password and to use this email account for college related communication.

Unauthorized access is prohibited by the Computer Fraud and Abuse Act of 1986 and can result in administrative, disciplinary, or criminal proceedings. For information on the Computer Fraud and Abuse Act of 1986, please refer to the following link: http://www.gpo.gov/fdsys/pkg/STATUTE-100/pdf/STATUTE-100-Pg1213.pdf.



ACADEMIC PROGRAMS



ACADEMIC PROGRAMS

KBOCC offers programs of study leading to the Associate of Arts Degree and the Associate of Science Degree.

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

The Associate of Arts and Associate of Science degrees are designed to prepare students for transfer to baccalaureate programs. In general, students who successfully complete either the Associate of Arts or the Associate of Science degrees will have completed the equivalent of freshman and sophomore level required course work at baccalaureate institutions. However, students are strongly advised to work closely with their academic advisors and the institutions they plan to attend when selecting their KBOCC courses. Selecting the appropriate courses is ultimately the students' responsibility. In special cases, substitutions for required courses may be approved to meet specific transfer requirements.

Associate of Arts Program (AA)

- Anishinaabe Art
- Anishinaabe Studies
- General Studies

Associate of Science Program (AS)

- Business Administration
- Early Childhood Education
- Environmental Science
- Environmental Science - Sustainability Emphasis
- Health Science
- Nursing
- Psychology

CERTIFICATE PROGRAMS

The Certificate Program is designed to provide the education necessary for entry level positions or to transfer to a 2- or 4-year degree-granting intuition. Students will also be well-positioned to continue their studies toward an associate degree through KBOCC since the certificate retains the core components of the associate degree. Depending on placement (for composition and/or mathematics requirements), full-time students could feasibly complete the certificate program in one year.

Anishinaabe Studies Certificate Programs

- Tribal Management

Business Administration Certificate Programs

- Business Administration
- Culinary Arts
- Office Services
- Small Business Start-Up

Early Childhood Education Certificate Programs

- Child Development

Environmental Science Certificate Programs

- Environmental Science
- Environmental Studies and Sustainability

General Studies Certificate Programs

- General Studies

Health Science Certificate Programs

- Healthcare Management
- Medical Billing & Coding

Human Studies Certificate Programs

- Criminal Justice

CERTIFICATE OF COMPLETION PROGRAMS

KBOCC offers programs of study leading to the Certification of Completion. Certificates of completion demonstrate successful completion of curriculum to satisfy requirements to sit for an exam or to demonstrate competence for requirements for a job.

- Certified Clinical Medical Assistant (CCMA) Certificate
- Certified Nurse Assistant (CNA) Training Certificate
- Certified Phlebotomy Technician (CPT) Certificate
- Pharmacy Technician (CPhT) Certificate
- Welding Certificate
- Basic Living Saving with First Aid Course

GENERAL EDUCATION

KBOCC's general education requirements give students a liberal background of knowledge in which to ground the specialized information and skills acquired in their major studies.

General Education Learning Objectives

Students who successfully complete KBOCC's general education requirements will be able to:

1. **Communication Skills**: Engage in effective communication.
2. **Quantitative and Scientific Reasoning**: Use processes, procedures, data, or evidence to solve problems and make effective decisions.
3. **Critical Thinking**: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines.
4. **Information Literacy**: Effectively locate, evaluate, and use information from diverse sources.
5. **Ethical Responsibility**: Apply ethical standards in one's personal, civic, social, or academic life.
6. **Anishinaabe Culture**: Demonstrate awareness and respect for Anishinaabe culture, language, and ways of knowing.

General Education Requirements

Each associate degree program at KBOCC includes these general education requirements:

College Success Elective *(LS103 or LS133)*	2 credits
EN102 College Composition I	3 credits
EN202 College Composition II or EN106 Sharing Information & Stories Orally	3-4 credits
Natural Science with Lab	4 credits

Mathematics Requirement	4 credits
Social Science Electives *(Must be taken from at least two subject areas)*	8 credits
Humanities/Anishinaabe Awareness Requirement *(AS101 or OS110)*	4 credits
Humanities Elective *(Must be taken from a different subject area than Anishinaabe Awareness requirement)*	4 credits
Credit Total	**32 credits**

Degree-Seeking students will be encouraged to complete their composition and mathematics requirements as early as possible in their college careers. Any student who has earned 30 or more credits without completing composition or mathematics requirements will be required to enroll in the appropriate course or courses in the next regular semester. Students with over 30 credits must continue to take courses towards both requirements each semester until both requirements are fulfilled.

MICHIGAN TRANSFER AGREEMENT (MTA)

KBOCC is a signatory of the Michigan Transfer Agreement (MTA), which facilitates transfer of general education requirements between Michigan colleges and universities. Students may complete the MTA requirements as part of their degree programs or as a stand-alone set of courses. To satisfy MTA requirements, students must complete at least 30 credits of general education courses and must earn a grade of 2.0 or higher in each course. Courses transferred from other colleges may be counted toward the requirements as well as courses completed here. The College's general education requirements will fulfill nearly all the MTA requirements, as shown in the following table.

Michigan Transfer Agreement Requirements	**Keweenaw Bay Ojibwa Community College General Education Requirements**
One course in English composition	EN102 College Composition I
A second course in English composition or one course in Communications	EN202 College Composition II or EN106 Sharing Information & Stories Orally
Two courses in Natural Sciences, one with a laboratory experience, from two different subject areas	Natural science with lab*
One course in Mathematics (must meet MTA specifications)	Mathematics requirement
Two courses in Humanities and Fine Arts from two subject areas, excluding studio and performance classes	Anishinaabe Awareness requirement (AS101 Introduction to Anishinaabe Studies or OS110 Ojibwa Language & Culture I); one additional humanities-designated course from a different subject area than the Anishinaabe Awareness course
Two courses in Social Sciences from at least two subject areas	Any two designated Social Science courses, taken from at least two subject areas

Current students' transcripts will be routinely evaluated for MTA certification. Former students may request an MTA evaluation and may also transfer courses from other colleges to meet MTA requirements without being readmitted or re-enrolling.

ANISHINAABE CULTURAL INTEGRATION ACROSS THE CURRICULUM

All courses at KBOCC will include Anishinaabe content that reflects our institutional commitment to Indigenous knowledge and values. This approach ensures that every learning experience, across all disciplines, is grounded in the cultural, historical, and contemporary perspectives of the Anishinaabe people.

WRITING-INTENSIVE (WI) COURSES

As part of KBOCC's commitment to fostering strong communication and critical thinking skills across disciplines, all Degree-Seeking students must complete at least two Writing-Intensive (WI) courses in addition to EN102.

Writing-Intensive courses are designated in the catalog and the semester schedule with the (WI) tag. These courses integrate substantial writing as a mode of learning, assessment, and disciplinary practice.

A WI course must include:

- Require a significant amount of discipline-appropriate writing;
- Include at least one multi-draft assignment with opportunities for revision and instructor or peer feedback;
- Include assessment of writing with writing quality being a significant component of the course grade (at least 30%);
- Provide instruction in discipline-specific writing conventions;
- Use writing to foster critical thinking, analysis, and information literacy;
- Clearly identify writing expectations and how they support course outcomes in the syllabus.

WI courses may be part of General Education, program requirements, or electives. Students should consult academic advisors to ensure WI completion prior to graduation.

Note: EN102 College Composition I is a foundational general education course that introduces academic writing, argumentation, and research and will be a pre-requisite for any WI-designated course. While it is essential preparation for upper-level writing and WI courses, EN102 does not fulfill the WI requirement. Students must complete two WI-designated courses in addition to EN102.

GENERAL EDUCATION COURSES

Unless specifically designated, all courses meet both Keweenaw Bay Ojibwa Community College and Michigan Transfer Agreement requirements.

First Year Experience Requirement
LS103 College Success (2)
LS133 Online College Success (2)

Composition/Communication Requirements
EN102 College Composition I (3)
EN202 College Composition II (3)
EN106 Sharing Information & Stories Orally (4)

Mathematic Electives
MA103 Quantitative Reasoning (4)
MA105 College Algebra (4)
MA130 Precalculus (4)
MA201 Probability and Statistics (4)

Natural Science with Lab Electives
BI101 General Biology (4)
BI200 Conservation Biology (4)
BI206 Principles of Ecology (4)
BI223 Anatomy & Physiology (4)
BI224 Anatomy & Physiology II (4)
BI245 Microbiology (4)
CH111 Chemistry for Health Sciences (4)
ES110 Introduction to Environmental Science (4)
ES121 Trees of the Upper Great Lakes (4)
ES204 Forests of the Upper Great Lakes (4)
GS105 Introduction to Earth Science (4)

Humanities Electives
AR103 Art Appreciation (4)
AR204 Anishinaabe Art Forms (4)
AS101 Introduction to Anishinaabe Studies (4)
AS102 Anishinaabe Values and Philosophy (4)
AS210 Traditional Storytelling (4)
EN106 Sharing Information & Stories Orally (4)
EN150 Introduction to Literature (4)
EN210 World Literature (4)
EN220 Storytelling in the Digital Age (4)
EN250 Anishinaabe Images in Literature & Film (4)
EN255 Modern Anishinaabe Literature (4)
ES218 Environmental Justice and Ethics (4)
ES219 Anishinaabe Environmental Studies (4)
HU109 Introduction to Humanities (4)
HU110 World Cultures (4)
OS110 Ojibwa Language and Culture I (4)
OS205 Ojibwa Language and Culture II (4)

Social Science Electives
AS200 History of Michigan Tribes (4)
AS201 History of North American Anishinaabe (4)
AS215 Contemporary Anishinaabe Issues (4)
AS225 Anishinaabe Education (4)
AS232 Tribal Government (4)
BS230 Crisis & Conflict Resolution (4)
CJ110 Introduction to Criminal Justice (4)
EC201 Microeconomics (4)
EC202 Macroeconomics (4)
ES158 Human Geography (4)
ES216 Sustainability (4)
ES217 Environmental Policy (4)
HF130 Introduction to Additive Manufacturing (4)
HL101 Introduction to Health Professions (3)
HL102 Legal and Ethical Issues for Health Professions (3)
HS110 Introduction to American Government (4)
NR103 Mental Health Nursing (3)
NR203 Family Centered Nursing (4)
OS135 Keweenaw Bay Indian Community History (2)
PY101 Introduction to Psychology (4)
PY210 Child Psychology (4)
SO101 Introduction to Sociology (4)
SO200 Critical Thinking and Ethics (4)
SW101 Introduction to Social Work (3)

Writing-Intensive (WI) Courses
AR220 Anishinaabe Art History (4)
AS215 Contemporary Anishinaabe Issues (4)f
CE210 Creating a Trauma-Informed Classroom (3)
EC201 Microeconomics (4)
EN150 Introduction to Literature (4)
EN202 College Composition II (3)
EN220 Storytelling in the Digital Age (4)
EN250 Anishinaabe Images in Literature and Film (4)
ES216 Sustainability (4)
NR103 Mental Health Nursing (3)
PY240 Abnormal Psychology (4)
PY250 Developmental Psychology (4)

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

The Associate of Arts and Associate of Science degrees are designed to prepare students for transfer to baccalaureate programs. In general, students who successfully complete either the Associate of Arts or the Associate of Science degrees will have completed the equivalent of freshman and sophomore level required course work at baccalaureate institutions. However, students are strongly advised to work closely with their academic advisors and the institutions they plan to attend when selecting their KBOCC courses. Selecting the appropriate courses is ultimately the students' responsibility. In special cases, substitutions for required courses may be approved to meet specific transfer requirements.

Associate of Arts Program (AA)

- Anishinaabe Art
- Anishinaabe Studies
- General Studies

Associate of Science Program (AS)

- Business Administration
- Early Childhood Education
- Environmental Science
- Environmental Science - Sustainability Emphasis
- Health Science
- Nursing
- Psychology

ANISHINAABE ART

ASSOCIATE OF ARTS DEGREE

The associate degree in Anishinaabe Art offers students a comprehensive introduction to the rich and diverse artistic traditions of Indigenous peoples. Through a combination of studio-based practice and theoretical study, students will explore the significance of Anishinaabe art within broader Indigenous cultural frameworks, fostering creative awareness, critical thinking and promote cultural preservation. Students will be prepared for further academic study and careers in fields related to Anishinaabe art while demonstrating a commitment to lifelong learning and cultural stewardship.

LEARNING OUTCOMES

1. Explain the historical, cultural, and social significance of Anishinaabe art within diverse Indigenous communities.
2. Apply various traditional and contemporary Anishinaabe artistic techniques, including but not limited to pottery, beadwork, basketry, and textiles.
3. Analyze Anishinaabe art forms, recognizing their aesthetic qualities, symbolism, and their relevance to cultural identity and expression.
4. Evaluate the ethical considerations through the creation, interpretation, and preservation of Anishinaabe art, including issues of cultural appropriation and intellectual property rights.
5. Effectively communicate ideas, concepts, and interpretations related to Anishinaabe art through written, oral, and visual mediums.
6. Conceptualize visual sovereignty through the creation of a portfolio.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN106 Sharing Stories and Information Orally	4
Lab Science Elective	4
Math Elective *(MA103 or higher)*	4
AR204 Anishinaabe Art Forms	4
Social Science Electives *(Courses must be taken from a minimum of two subject areas)*	8
Subtotal	**29**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
AR110 Introduction to Anishinaabe Art	4
AR105 Ojibwa Beadwork	3
AR106 Ojibwa Basket-making or AR115 Ojibwa Pottery	3
AR107 Ojibwa Garments	4
Anishinaabe Art Elective *(Choose from Anishinaabe AR-designated courses, AS210, EN220 or EN250)*	3
Art Electives *(Choose from AR-designated courses)*	6
AR220 Anishinaabe Art History	4
AR210 Arts Entrepreneurship	3
LS297 Capstone Seminar	1
Subtotal	**31**
Total Credits Required	**64**

*Students seeking to satisfy Michigan Transfer Agreement requirements must complete a second natural science course.

ANISHINAABE STUDIES

ASSOCIATE OF ARTS DEGREE

This curriculum is an interdisciplinary program committed to promoting knowledge and understanding of Anishinaabe (Native American) tradition, language, history, art, literature, values and the unique governmental status of the Anishinaabe. The program is designed to prepare students for service to Native communities or to transfer to a four-year institution to further their studies.

LEARNING OUTCOMES

Upon completion of the Anishinaabe Studies Degree Program students will be able to:

1. Explain Anishinaabe (Native American) culture with an emphasis on Ojibwe culture integrating various aspects such as worldviews, philosophies, values, beliefs, traditions, ceremonies, and practices.
2. Use fundamental application of Ojibwe language to effectively communicate in real-world contexts, engage in cultural exchange, and contribute to language revitalization efforts.
3. Synthesize knowledge of the role of tribal citizenship or decolonized allyship to foster the collective well-being of Anishinaabe communities within the application of tribal governance.
4. Analyze continuities and changes over time resulting from historical processes and contemporary impacts on present-day Anishinaabe communities.
5. Develop a comprehensive solution to a specific community issue that effectively addresses the identified needs and resilience of a tribal community while aligning with Anishinaabe culture, goals, and principles of self-determination.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Math Elective *(MA103 or higher)*	4
Subtotal	**16**

Anishinaabe Awareness Requirement	**Credits**
AS101 Introduction to Anishinaabe Studies	4
Subtotal	**4**

Anishinaabe Studies Requirements	**Credits**
OS110 Ojibwa Language and Culture I	4
OS205 Ojibwa Language and Culture II	4
OS135 Keweenaw Bay Indian Community History	2
AS102 Anishinaabe Values and Philosophy	4
AS232 Tribal Government	4
AS104 Principles of Decolonizing	2
AS200 History of Michigan Tribes	2
AS201 History of North American Anishinaabe	4
AS215 Contemporary Anishinaabe Issues	4
Anishinaabe Studies Electives *(Choose any Anishinaabe Awareness-designated courses)*	10
AS298 Internship	1
AS297 Capstone Seminar	2
Subtotal	**43**
Total Credits Required	**63**

*Students seeking to satisfy Michigan Transfer Agreement requirements must complete a second natural science course.

BUSINESS ADMINISTRATION

ASSOCIATE OF SCIENCE DEGREE

Students completing this program will earn an Associate of Science degree. Graduates will be ready for entry level positions in accounting, management, or information technology or to transfer to a baccalaureate granting institution to continue their education.

LEARNING OUTCOMES

Upon completion of the Business Administration Degree Program students will be able to:

1. Apply the basic functions of management appropriately.
2. Generate business strategies based on appropriate business principles.
3. Employ communication methods effectively to proficiently connect with varying audiences.
4. Formulate decisions utilizing knowledge of business law concepts.
5. Implement basic accounting principles.
6. Utilize effective marketing techniques and principles.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN202 College Composition II	3
EC201 Microeconomics	4
BS230 Crisis & Conflict	4
Humanities Elective *(Must differ in humanities-designation from Anishinaabe Awareness requirement)*	4
Lab Science Elective	4
Math Elective *(MA103 or higher)*	4
Subtotal	**28**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
BS110 Introduction to Business	3
BS145 Business Communication	3
BS201 Accounting I	4
BS208 Management and Supervision	3
BS210 Marketing	3
BS211 Business Law & Ethics	3
BS215 Digital Marketing	3
BS297 Capstone Seminar	2
IS110 Principles of Information Systems	4
Business Concentration Electives *(Choose any BS, EC, IS (107 or higher) courses or FN202)*	3
Subtotal	**31**
Total Credits Required	**63**

*Students seeking to satisfy Michigan Transfer Agreement requirements must complete a second natural science course.

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF SCIENCE DEGREE

Students completing this program will earn an Associate of Science degree and will be prepared to work at Head Start or other preschool settings as a teacher, paraprofessional, or childcare provider. Students intending to continue for a bachelor's degree should carefully check with their advisor regarding the requirements of their planned transfer college.

LEARNING OUTCOMES

Upon completion of the Early Childhood Education program, students will be able to:

1. Provide developmentally appropriate learning environments.
2. Demonstrate culturally sensitive relationship-building techniques for engaging diverse families in their children's learning.
3. Use child assessment information to design programs/practices for young children.
4. Apply competencies of an early child professional.
5. Engage in informed advocacy for children and the profession.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Math Elective *(Choose MA103 or higher)*	4
Humanities Elective *(Must differ in humanities-designation from Anishinaabe Awareness requirement)*	4
Social Science Elective *(Choose any non-PY social science-designated course)*	4
Subtotal	**24**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
CE107 Competencies and Best Practices in Early Childhood Programs I	4
CE108 Competencies and Best Practices in Early Childhood Programs II*	3-4
CE115 Child Guidance	3
CE210 Creating a Trauma-Informed Classroom	3
CE218 Creative Teaching Methods	3
CE220 Observation and Assessment in Early Childhood Education	3
CE223 Children's Literature	3
CE237 Children with Special Needs	3
CE297 Early Childhood Capstone	3
Early Childhood Electives *(Choose from HL201, CE111, CE207, CE290, CE299, OS225 or SO201)*	3
PY210 Child Psychology	4
Subtotal	**35-36**
Total Credits Required	**63-64**

**Students that have already completed the CDA credential may waive CE108. ECE majors who are interested in this option should speak with their advisor about procedures and appropriate alternative course selections.*

*Students seeking to satisfy Michigan Transfer Agreement requirements must complete a second natural science course.

ENVIRONMENTAL SCIENCE

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Environmental Science provides a broad and interdisciplinary approach to natural resource stewardship that emphasizes Anishinaabe environmental values and worldviews. The program includes hands-on field experiences with forests, water, wildlife, fish, and other natural resources as well as a foundation in social science disciplines that are critical for understanding human dimensions of environmental problems and solutions. Students collaborate with Tribal natural resource agency personnel, complete internships, and conduct original scientific research. Students completing the program are well-positioned for employment or for transfer to 4-year degree programs.

LEARNING OUTCOMES

Upon completion of the Environmental Science Degree Program, students will be able to:

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain scientific principles pertinent to environmental science.
3. Explain social science concepts pertinent to environmental science.
4. Conduct environmental research relevant to tribal cultural values by applying the scientific process within indigenous scientific frameworks.
5. Deliver a presentation developed from independent research.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN202 College Composition II	3
Mathematics Elective *(Choose MA105, MA130, or MA201)*	4
Social Science Elective *(Choose any non-ES social science-designated course)*	4
Humanities Elective *(Choose ES218, ES219, or must differ in humanities-designation from Anishinaabe Awareness requirement)*	4
Subtotal	**20**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Environmental Science Requirements	**Credits**
ES110 Introduction to Environmental Science	4
ES121 Trees of the Upper Great Lakes	4
GS105 Introduction to Earth Science	4
BI206 Principles of Ecology	4
Applied Ecology Elective *(Choose BI200 or ES204)*	4
Wildlife Science Elective *(Choose BI203 or BI205)*	4
Environmental Social Science Elective *(Choose ES158, ES216, or ES217)*	4
Science Electives *(Choose any BI, CH, or ES course, or IS110)*	7
ES298 Internship	1
ES297 Capstone Seminar	2
Subtotal	**38**
Total Credits Required	**62**

ENVIRONMENTAL SCIENCE – SUSTAINABILITY EMPHASIS

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Environmental Science – Sustainability Emphasis prepares students for natural resource careers and 4-year degree programs that require a strong social science foundation. The curriculum underscores links between emerging environmental issues and human dimensions such as sustainability, policy, justice, economics, and culture. Introductory-level lab science curriculum from the Environmental Science associate degree is retained. Students collaborate with Tribal natural resource agency personnel, complete internships, and conduct original research.

LEARNING OUTCOMES

Upon completion of the Environmental Science-Sustainability Emphasis Degree Program, students will be able to:

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain how environmental processes are affected by human populations.
3. Describe how environmental problems and solutions are shaped by historical, geographical, social, political, economic, and cultural contexts.
4. Conduct environmental research relevant to tribal cultural values by applying the scientific process within indigenous scientific frameworks
5. Deliver a presentation developed from independent research.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN202 College Composition II	3
Mathematics Elective *(Choose MA105, MA130, or MA201)*	4
Subtotal	**12**

Anishinaabe Awareness Requirements	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
ES219 Anishinaabe Environmental Studies	4
Subtotal	**8**

Program Requirements	**Credits**
ES110 Introduction to Environmental Science	4
ES158 Human Geography	4
ES216 Sustainability	4
ES217 Environmental Policy	4
ES218 Environmental Justice and Ethics	4
BI200 Conservation Biology	4
Economics Elective *(Choose EC201 or EC202)*	4
Ecology Elective *(Choose BI206 or ES204)*	4
Science Elective *(Choose any BI, CH, ES, or GS course)*	4
General Elective *(Choose any course numbered 100 or higher)*	3
ES298 Internship	1
ES297 Capstone Seminar	2
Subtotal	**42**
Total Credits Required	**62**

GENERAL STUDIES

ASSOCIATE OF ARTS DEGREE

This curriculum is designed primarily for students who wish to transfer to a baccalaureate-granting institution to continue their education. All students planning to transfer should work closely with their KBOCC advisor and transfer institution to determine transferability when selecting courses.

LEARNING OUTCOMES

Upon completion of the General Studies Degree Program, students will be able to:

1. Evaluate information from diverse sources to make informed decisions and solve problems effectively by analyzing data, interpreting results, and assessing the validity of evidence.
2. Compose and present well-structured ideas, arguments, and information through written and oral formats to diverse audiences, demonstrating proficiency in communication techniques and tools.
3. Integrate and apply key concepts and methodologies from the humanities, social sciences, lab sciences, and Anishinaabe studies to analyze and address complex problems, demonstrating a broad and interdisciplinary understanding.
4. Analyze and articulate the significance of Anishinaabe culture, language, and traditions, demonstrating respect and appreciation for Indigenous perspectives and contributions through informed discussions and cultural engagement activities.
5. Demonstrate the skills and knowledge required for successful entry into the workforce or seamless transfer to a university by completing relevant coursework, developing professional skills, and engaging in career planning activities.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN106 Sharing Information and Stories Orally	4
EN202 College Composition II	3
GE110 Career Pathways	2
Experiential Learning Requirement *(GE295, GE298 or GE299)*	1-3
GE297 Capstone Seminar	1
Humanities Elective	8
IS110 Principles of Information Systems	4
Lab Science Elective *(Courses must be taken from a minimum of two subject areas)*	8
Mathematics Elective *(MA103 or higher)*	4
Physical Education Elective	1
Social Science Electives *(Courses must be taken from a minimum of two subject areas)*	12
Subtotal	**53-55**

Anishinaabe Awareness Requirements	
AS101 Introduction to Anishinaabe Studies	4
OS110 Ojibwa Language & Culture I	4
Subtotal	**8**
TOTAL	**61-63**

**Note: The same course cannot be counted twice in two areas of the MTA agreement. Student must successfully complete at least 30 credits with a grade of a 2.0 (or C) or higher in each course.*

HEALTH SCIENCE

ASSOCIATE OF SCIENCE DEGREE

The Health Science degree is a good way to get started on your career in healthcare. By taking courses listed in this specific option, students' complete courses that will help develop 100 and 200 level courses knowledge and skills that will help them to advance and/or transfer into a particular field within Health Science such as nursing, pre-med, pre-veterinary medicine, pre-pharmacy, pre-dentistry or any other healthcare profession or field. Students are advised to work closely with their KBOCC advisor and consult the Health Science Student Handbook to select the specific courses that will help meet their specific career or transfer goals.

The following courses and schedule would comprise the Health Sciences. It is recommended that if the student plans to pursue admission to this curriculum and then transfer to a Healthcare Professional Program at another institution, that they complete the following during their high school years with a grade of "C" or higher:

1. English - 4 years
2. Mathematics - 3-4 years including 2 years of Algebra
3. Chemistry - 2 years that include laboratory experience
4. Biology - 2-3 years

LEARNING OUTCOMES

Upon completion of the Health Science Degree Program students will be able to:

1. Identify and analyze health determinants and disparities to improve equity and access to healthcare with respect to culture, social and ethical differences within the healthcare environment.
2. Integrate the scientific foundations of disease and disability with clinical reasoning skills to enter a health-related career and promote disease prevention and model healthy behaviors.
3. Demonstrate the ability to communicate and collaborate with interdisciplinary professionals.
4. Develop an understanding of professional legal responsibilities, limitations and implications for healthcare workers and accepted ethics that can be applied in all healthcare professions.
5. Apply and demonstrate technical skills and knowledge common to health careers and employ safe work practices that follow health and safety policies and procedures to prevent injury and illness.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN106 Sharing Information and Stories Orally	4
EN202 College Composition II	3
MA103 Quantitative Reasoning	4
BI101 General Biology	4
SO101 Introduction to Sociology	4
Subtotal	**24**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
HL100 Medical Terminology	1
HL101 Introduction to Health Professions	3
HL102 Legal & Ethical Issues in Health Professions	3
HL201 Human Nutrition	3
HL297 Capstone Seminar or HL 298 Health Innovation & Project Management Internship	3
BI223 Anatomy and Physiology I	4
B1224 Anatomy and Physiology II	4

BI245 Microbiology	4
CH111 Chemistry for Health Sciences	4
PY101 Introduction to Psychology	4
Subtotal	**33**

Elective Courses	**Credits**
MA201 Probability and Statistics	4
Optional Certificate of Completion Track (*select one track below, if desired*)	6
HL105 Certified Nursing Assistant AND HL106 Certified Nursing Assistant Clinical	
HL130 Medical Assisting I AND HL131 Medical Assisting II	
HL140 Pharmacy Technician I AND HL141 Pharmacy Technician II	
HL120 Phlebotomy I AND HL121 Phlebotomy II	
Subtotal	**10**
Total Credits Required	**61-71**

NURSING

ASSOCIATE OF SCIENCE DEGREE

Students completing this program will earn the Associate of Science Degree in Nursing which will qualify them to sit for their NCLEX-RN Board Exam with the State of Michigan. Graduates will be ready for entry level positions as a Registered Nurse. Nurse Aide Training (or current certification) is required for entrance into the ADN program.

END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Provide care that is patient-centered, culturally sensitive, evidence-based, and holistic based on the needs of the clients and families, with an emphasis on Native American culture.
2. Utilize sound nursing judgement and critical thinking in the provision of safe, quality care.
3. Practice professional nursing in an ethical and legal manner that integrates integrity, accountability, leadership, and organizational skills.
4. Function effectively as individuals within the interdisciplinary team with open communication, mutual respect, and shared decision-making.

PROGRAM OUTCOMES

Upon completion of the program requirements in the Associate of Science, Nursing Degree Program, students will be able to:

1. Graduates from each cohort will meet or exceed a licensure first-time pass rate of or above the national average of at least 80%.
2. 75% of all students admitted to the Nursing Program will complete the required four semester nursing coursework in two successive academic years.
3. A graduate and employer satisfaction rate of >75% in areas measured.
4. 85% of graduates actively seeking employment will be employed as an RN within 3 months of RN licensure.
5. 70% of graduates are employed in local and regional healthcare organizations that serve the tribal members of the Keweenaw Bay Indian Community.

Prerequisite Requirements	**Credits**
EN106 Sharing Information and Stories Orally	4
EN202 College Composition II	3
MA103 Quantitative Reasoning	4
BI223 Anatomy and Physiology I	4
BI224 Anatomy and Physiology II	4
BI245 Microbiology	4
HL100 Medical Terminology	1
Subtotal	**24**

General Education Requirement	**Credits**
PY101 Introduction to Psychology	4
Subtotal	**4**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
HL201 Human Nutrition	3
NR101 Fundamentals in Nursing	6

NR102 Adult Health I	6
NR103 Mental Health Nursing	3
NR150 Nursing Assessment and Pathophysiology	3
NR151 Pharmacology and Medication Calculations	3
NR202 Adult Health II	6
NR203 Family Centered Nursing	4
NR204 Adult Health III	4
NR297 Capstone	3
Subtotal	**41**
Total Credits Required	**73**

PSYCHOLOGY

DEGREE OFFERED ONLINE & ON-CAMPUS

ASSOCIATE OF SCIENCE DEGREE

A program tailored to provide a dynamic and practical approach to understanding human behavior and preparing students for meaningful careers in diverse fields. Our program is designed to provide a solid foundation in psychological principles, coupled with hands-on experiences and real-world applications that equip students for success in today's dynamic job market. This program pairs the scientific method with Indigenous research methodologies to ensure students are partaking in research that is relevant and reciprocal to Indigenous communities.

LEARNING OUTCOMES

Upon completion of the Psychology degree program students will be able to:

1. Explain key psychological theories & concepts.
2. Identify & apply relevant research methods & statistical analysis techniques to design and conduct research within the field of psychology.
3. Coordinate critical thinking & analytical skills to evaluate complex psychological problems.
4. Integrate Indigenous perspectives and research methodologies into the study of psychology.
5. Understand Indigenous healing practices & their role in promoting mental well-being within Indigenous communities.

General Education Requirements	**Credits**
BI223 Anatomy and Physiology	4
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
EN106 Sharing Information and Stories Orally	4
EN202 College Composition II	3
MA201 Probability & Statistics or PY201 Statistics for Behavioral Science	4
PY101 Introduction to Psychology	4
PY110 Introduction to Neuroscience with Lab	4
SO101 Introduction to Sociology or SW101 Introduction to Social Work	4
Subtotal	**32**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Program Requirements	**Credits**
HF200 Cognitive Systems & Human Factors	4
PY100 Introduction to the Psychology Major	1
PY230 Postcolonial Psychology or LS290 Indigenous Research Methods	4
PY240 Abnormal Psychology	4
PY250 Developmental Psychology	4
PY297 Capstone Seminar	1
PY299 Research and Special Projects	1
SO200 Critical Thinking & Ethics	4
Subtotal	**23**

Elective Courses	**Credits**
Departmental Electives (*Choose from AS232, BS230, ES158, Any HF, PY, SO or SW courses with advisor permission – 4 credits must be 200+ level*)	8
Subtotal	**8**
Total Credits Required	**67**

All students, regardless of modality, complete the same curriculum, program learning outcomes, and credit requirements.

CERTIFICATE PROGRAMS

The Certificate Program is designed to provide the education necessary for entry level positions or to transfer to a 2- or 4-year degree-granting intuition. Students will also be well-positioned to continue their studies toward an associate degree through KBOCC since the certificate retains the core components of the associate degree. Full-time students could feasibly complete the certificate program in one year.

Anishinaabe Studies Certificate Programs

- Tribal Management

Business Administration Certificate Programs

- Business Administration
- Culinary Arts
- Office Services
- Small Business Start-Up

Early Childhood Education Certificate Programs

- Child Development

Environmental Science Certificate Programs

- Environmental Science
- Environmental Studies and Sustainability

General Studies Certificate Programs

- General Studies

Health Science Certificate Programs

- Healthcare Management
- Medical Billing & Coding

Human Studies Certificate Programs

- Criminal Justice

BUSINESS ADMINISTRATION CERTIFICATE

Students completing this certificate program will be ready for entry level positions in accounting, management, or information technology or to transfer to a 2- or 4-year degree granting institution to continue their education. Students will also be well-positioned to continue their studies toward the KBOCC Business Administration associate degree since the certificate retains the core components of the associate degree. Full-time students could feasibly complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Business Administration Certificate Program, students will be able to:

1. Apply the basic functions of management appropriately.
2. Employ communication methods effectively to connect with varying audiences.
3. Formulate decisions utilizing knowledge of business law concepts.
4. Implement basic accounting principles.
5. Utilize effective marketing techniques and principles.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
Subtotal	**5**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Certificate Requirements	**Credits**
BS110 Introduction to Business	3
BS145 Business Communication	3
BS201 Accounting I or BS204 Microcomputer Accounting	3-4
BS208 Management and Supervision	3
BS210 Marketing	3
BS211 Business Law & Ethics	3
IS110 Principles of Information Systems	4
Subtotal	**22-23**
Total Credits Required	**31-32**

CHILD DEVELOPMENT CERTIFICATE

Upon completion, students will be prepared to apply for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition in Washington, D.C., which credentials the early childhood education profession.

LEARNING OUTCOMES

Upon completion of the Child Development Certificate Program, students will be able to:

1. Create developmentally appropriate learning activities.
2. Explain how to build family and community relationships.
3. Exhibit professionalism in the field of early childhood.
4. Maintain a portfolio to demonstrate professional philosophy and best practices as an early childhood teacher.

Certificate Requirements	**Credits**
CE107 Competencies and Best Practices in Early Childhood Programs	4
CE108 Competencies and Best Practices in Early Childhood Programs	4
Total Credits Required	**8**

Students completing the CDA Certificate may apply the eight (8) credit hours from their content classes toward the A.S. Degree in Early Childhood Education.

CDA assessment is designed as a means of measuring the overall performance of caregivers working in several settings including center-based programs serving infants and toddlers or preschool children, and home visitor programs. KBOCC is one of many educational institutions participating in this national program.

Step 1: To be eligible to apply for the CDA credentialing, students must:

1. **High School Education:** Have a valid High School Diploma/GED or enrollment as a junior or senior in a high school career/technical program in early childhood education.
2. **Professional Education:** 120 clock hours, CE107 & CE108 will complete this requirement
3. **Work Experience:** Within three years of submitting application have 480 hours of experience working with children ages 3-5
4. **Final requirement:** Six months of submitting application submit family questioners and professional Portfolio

Step 2: Application Process:

1. Candidate must identify a CDA Professional Development Specialist and obtain her or his identification number.
2. Secure your director’s permission for your verification visit
3. Submit the CDA application to the council and pay the assessment fee

Step 3: Demonstrate:

Once the council has approved the application and payment has been processed, the following can be scheduled and completed:

- Your verification visit
- Your CDA Exam

CRIMINAL JUSTICE CERTIFICATE

This program provides the foundational knowledge necessary for various entry-level positions in law enforcement, corrections, and security, as well as for further studies in criminal justice or related fields. With a blend of theoretical and practical training, the program aims to develop critical thinking, problem-solving, and communication skills essential for a successful career in criminal justice.

LEARNING OUTCOMES

Upon completion of the Criminal Justice certificate program, students will be able to:

1. Describe the legal, social, and psychological aspects of criminal behavior.
2. Assess criminological and criminal justice theories in relation to crime prevention and control.
3. Apply ethical & theoretical framework within the practice of Criminal Justice, emphasizing human rights & tribal law.
4. Evaluate local and national crime trends and how they relate to demographic influences and decision-making.

Certificate Requirements	**Credits**
CJ110 Introduction to Criminal Justice	4
CJ150 Criminology	4
Certificate Electives *(PY101, PY216, PY217, PY220, PY240, PY260, SO101, Any CJ course)*	8
Total Credits Required	**16**

CULINARY ARTS CERTIFICATE

Students completing this certificate program will learn the culinary arts fundamentals of cooking methods, flavor development, techniques, baking and pastry, operations of a full-service restaurant, and more. This program will give students a hands-on understanding of the professional kitchen and the skills needed for employment in the growing food industry. This certificate will also allow students to explore the option of a two-year and four-year degree.

LEARNING OUTCOMES

Upon completion of the Culinary Arts Certificate Program, students will be able to:

1. Develop and demonstrate the skills necessary for meal preparation, nutrition, food safety, and menu development.
2. Calculate recipe quantities to follow standard recipe procedures.
3. Understand and utilize commercial kitchen equipment safely.

Certificate Requirements	**Credits**
FN100 Introduction to Food Safety and Sanitation	2
FN102 Advanced Culinary Skills	2
FN130 Baking and Pastry I	2
FN201 Local & Native Cuisine	2
FN202 Essentials of Restaurant Management	3
FN203 Event Planning and Management	2
FN210 Food Preservation	3
FN297 Capstone Seminar	1
Total Credits Required	**17**

ENVIRONMENTAL SCIENCE CERTIFICATE

Students completing the certificate program will be prepared for entry-level positions in natural resource management agencies or for transfer to 2- or 4-year degree programs. Students will also be well-positioned to continue their studies toward the KBOCC Environmental Science associate degree, as the certificate retains the core components of the associate degree. Depending on placement (for composition and mathematics requirements), full-time students could complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Environmental Science certificate, students will be able to:

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain scientific principles pertinent to environmental science.
3. Conduct environmental research relevant to tribal cultural values by applying the scientific process within indigenous scientific frameworks.

Certificate Requirements	**Credits**
EN102 College Composition I	3
MA103 Quantitative Reasoning *(or higher)*	4
ES110 Introduction to Environmental Science	4
GS105 Introduction to Earth Science	4
ES121 Trees of the Upper Great Lakes	4
Ecology Elective *(Choose BI200 or BI206)*	4
Applied Ecology Elective *(Choose BI200, BI208, or ES204)*	4
Wildlife Science Elective *(Choose BI203 or BI205)*	4
Total Credits Required	**31**

ENVIRONMENTAL STUDIES AND SUSTAINABILITY CERTIFICATE

This interdisciplinary certificate program provides a foundation in environmental science concepts as well as economic, political, legal, cultural, and ethical factors associated with emerging environmental issues. Coursework emphasizes themes of sustainability – meeting current societal demands without sacrificing the ability of future generations to meet theirs. Depending on placement (for composition requirement), full-time students could complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Environmental Studies and Sustainability Certificate, students will be able to:

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain environmental processes are affected by human populations.
3. Explain how environmental problems and solutions are shaped by historical, geographical, social, political, economic, and cultural contexts.

Certificate Requirements	**Credits**
EN102 College Composition I	3
ES110 Introduction to Environmental Science	4
ES158 Human Geography	4
ES216 Sustainability	4
ES217 Environmental Policy	4
Ecology Elective *(Choose BI200 or BI206)*	4
Economics Elective *(Choose EC201 or EC202)*	4
Environmental Humanities Elective *(Choose ES218 or ES219)*	4
Total Credits Required	**31**

GENERAL STUDIES CERTIFICATE

Keweenaw Bay Ojibwa Community College participates in the Michigan Transfer Agreement (MTA) and is both a sending and receiving institution. This agreement facilitates the transfer of general education requirements from one Michigan institution to another. Students may complete the General Studies certificate as part of a degree program or as a stand-alone package. The certificate consists of a minimum of 30 general education credit hours as identified by the college. Students should meet with their advisor to ensure they are selecting classes that meet the General Studies certificate requirements.

Students who have earned the MTA will have met a 30-hour minimum block of lower-level general education courses. The MTA does not exempt students from completing program specific prerequisites or higher-level general education course requirements. Students should meet with their KBOCC advisor to determine how the MTA impacts their degree. Students eligible for reverse transfer who have met the MTA guidelines may request the MTA satisfaction notation form from their prior institution.

LEARNING OUTCOMES

Upon completion of the General Studies Certificate, students will be able to:

1. Evaluate information from diverse sources to make informed decisions and solve problems effectively by analyzing data, interpreting results, and assessing the validity of evidence.
2. Compose and present well-structured ideas, arguments, and information through written and oral formats to diverse audiences, demonstrating proficiency in communication techniques and tools.
3. Integrate and apply key concepts and methodologies from the humanities, social sciences, lab sciences, and Anishinaabe studies to analyze and address complex problems, demonstrating a broad and interdisciplinary understanding.
4. Analyze and articulate the significance of Anishinaabe culture, language, and traditions, demonstrating respect and appreciation for Indigenous perspectives and contributions through informed discussions and cultural engagement activities.
5. Demonstrate the skills and knowledge required for successful entry into the workforce or seamless transfer to a university by completing relevant coursework, developing professional skills, and engaging in career planning activities.

Certificate Requirements	Credits
One course English Composition Requirement	**3**
EN102 College Composition I	3
One course English Composition or Communication Requirement	**3**
EN106 Sharing Information & Stories Orally	4
EN202 College Composition II	3
One course in Mathematics Requirement	**4**
MA103 Quantitative Reasoning, MA105 College Algebra or MA201 Probability & Statistics	4
Two courses in Natural Sciences (from two disciplines; including one with laboratory experiences)	**8**
Any two designated Natural Science with Lab courses, taken from at least two subject area	8
Two courses in Social Sciences (from two disciplines)	**2-8**
Any two designated Social Science courses, taken from at least two subject areas	2-8
Two courses in Humanities (from two disciplines)	**5-8**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Humanities Elective	1-4
Total Credits Required	**30**

**Note: The same course cannot be counted twice in two areas of the MTA agreement. Student must successfully complete at least 30 credits with a grade of a 2.0 (or C) or higher in each course.*

HEALTHCARE MANAGEMENT CERTIFICATE

This program will provide the student with knowledge, skills, and confidence to play a key leadership role in a wide range of healthcare environments. Some of these environments include doctors' offices, hospitals, residential care facilities, and nursing administration roles. A healthcare management degree allows the student to stand out from the competition, boosting their résumé and preparing them for raises, promotions, or a step into a new career field.

LEARNING OUTCOMES

Upon completion of the Healthcare Management Certificate, students will be able to:

1. Demonstrate an in-depth understanding of the healthcare industry.
2. Develop administrative, technical, problem-solving, conceptual, and human relations knowledge and skills that provide a foundation for effective leadership in the healthcare field.
3. Use critical concepts and fundamental principles in the core business disciplines.

Certificate Requirements	**Credits**
BS110 Introduction to Business	3
BS208 Management & Supervision	3
BS230 Crisis & Conflict	4
HL100 Medical Terminology	1
HM110 Introduction to Healthcare Management	3
HM200 Healthcare Finance	3
HM210 Healthcare Quality	3
HM220 Healthcare Information Systems	3
Total Credits Required	**23**

MEDICAL BILLING & CODING CERTIFICATE

This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility.

LEARNING OUTCOMES

Upon completion of the Medical Billing & Coding Certificate, students will be able to:

1. Demonstrate critical thinking skills while applying knowledge of specialized medical terminologies, insurance, and regulation systems.
2. Apply a variety of computer skills necessary to prepare documents related to billing, coding, and health care settings.
3. Demonstrate soft skills and qualities expected for this career field.

Certificate Requirements	**Credits**
BI223 Anatomy & Physiology I	4
BI224 Anatomy & Physiology II	4
HI110 Introduction to Medical Coding	3
HI130 Medical Insurance Billing and Reimbursement	3
HI160 ICD-10 Coding	4
HL100 Medical Terminology	1
HL101 Introduction to Healthcare Profession	3
HL150 Introduction to Human Diseases	3
HM297 Capstone Seminar	1
Total Credits Required	**26**

OFFICE SERVICES CERTIFICATE

Students completing this certificate program will obtain a focused educational experience for office support personnel. Career opportunities include clerical workers, transcriptionists, and secretaries. Full-time students could feasibly complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Office Services Certificate, students will be able to:

1. Use proper procedures to create documents that are suitable for professional purposes and personal use.
2. Employ communication methods effectively to connect with varying audiences.
3. Demonstrate administrative skills to enhance the effective operation of the workplace.
4. Exhibit professional and ethical conduct in personal and professional relationships according to office protocol.

General Education Requirements	**Credits**
College Success Elective *(Choose LS103 or LS133)*	2
EN102 College Composition I	3
Subtotal	**5**

Anishinaabe Awareness Requirement	**Credits**
Anishinaabe Awareness *(Choose from AS101 or OS110)*	4
Subtotal	**4**

Certificate Requirements	**Credits**
BS110 Introduction to Business	3
BS145 Business Communication	3
BS149 Business Administrative Procedures	4
IS110 Principles of Information Systems	4
IS130 Digital Collaboration & Productivity Tools	3
IS203 Advanced Word	2
IS204 Advanced Spreadsheets	2
Subtotal	**21**
Total Credits Required	**30**

SMALL BUSINESS START-UP CERTIFICATE

Students completing this certificate program will gain the expertise and tools needed to pursue a new business venture. Students will also be well-positioned to continue their studies toward the KBOCC Business Administration associate degree, since the certificate retains the core components of the associate degree.

The curriculum covers the fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing an effective accounting system.

LEARNING OUTCOMES

Upon completion of the Small Business Start-Up Certificate students will be able to:

1. Implement basic accounting principles.
2. Utilize effective marketing techniques and principles.
3. Explain the different tax obligations of the startup business.
4. Evaluate the various sources used to finance a business.
5. Create techniques to effectively motivate employees.

Certificate Requirements	**Credits**
BS110 Introduction to Business	3
BS201 Accounting I or BS204 Microcomputer Accounting	4
BS208 Management & Supervision	3
BS210 Marketing	3
BS212 Entrepreneurship	3
Total Credits Required	**16**

TRIBAL MANAGEMENT CERTIFICATE

Students completing this certificate program will be ready for entry-level management positions with Anishinaabe (Native American) tribes and other tribal organizations or to transfer to a 2- or 4-year degree granting institution to continue their education. Students will also be well-positioned to continue their studies toward the KBOCC Anishinaabe Studies associate degree, since the certificate retains the core components of the associate degree.

LEARNING OUTCOMES

Upon completion of the Tribal Management Certificate, students will be able to:

1. Apply the basic functions of management appropriately.
2. Employ communication methods effectively to proficiently connect with varying audiences.
3. Apply cultural knowledge to respond to contemporary issues in ways that support community well-being.
4. Explain the implications of self-determination.
5. Describe the functions of tribal governments.

Certificate Requirements	**Credits**
AS101 Introduction to Anishinaabe Studies	4
AS104 Principles of Decolonizing	2
AS232 Tribal Government	4
BS110 Introduction to Business	3
BS145 Business Communication	3
BS208 Management and Supervision	3
Electives *(Choose from OS110, OS135, AS102, AS200, AS201, BS201, BS209 or ES219)*	11
Total Credits Required	**30**

CERTIFICATE OF COMPLETION PROGRAMS

KBOCC offers programs of study leading to the Certification of Completion. Certificates of completion demonstrate successful completion of curriculum to satisfy requirements to sit for an exam or to demonstrate competence for requirements for a job.

- Certified Clinical Medical Assistant (CCMA) Certificate
- Certified Nurse Assistant (CNA) Training Certificate
- Certified Phlebotomy Technician (CPT) Certificate
- Pharmacy Technician (CPhT) Certificate
- Welding Certificate
- Basic Living Saving with First Aid Course

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

CERTIFICATE OF COMPLETION PROGRAM

The Pharmacy Technician Certificate of Completion is designed as a short-term workforce training program aligned with industry certification standards. The program consists of a 6-credit course sequence (Medical Assisting I and II) and prepares students for national certification through the National Healthcareer Association.

Learning Outcomes

Upon completion of the Certified Clinical Medical Assistant certificate, students will be able to:

1. Perform patient intake procedures using standard clinical practices.
2. Measure vital signs using appropriate equipment.
3. Apply infection control standards in clinical environments.
4. Assist with clinical procedures within the medical assistant scope.
5. Demonstrate culturally responsive care by recognizing patient perspectives during interactions.

Program Requirements	**Credits**
HL130 Medical Assisting I	3
HL131 Medical Assisting II	3
Total Credits Required	**6**

CERTIFIED NURSE ASSISTANT (CNA)

CERTIFICATE OF COMPLETION PROGRAM

The Certified Nurse Assistant certificate prepares students to provide basic personal care in different types of healthcare settings under the direction of nursing or medical personnel. The goal of providing personal care is to assist people in attaining and maintaining functional independence. The course includes basic understanding of body systems, skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patient's rights and therapeutic communication. Anishinaabe cultural content is foundational to provide culturally sensitive care to members of tribal communities.

After successful completion of the Nurse Aide certificate the student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide.

The clinical sites require criminal background checks and a criminal history be conducted before students begin clinical assignments. The clinical agency reserves the right to accept or deny any student for clinical privileges. Applicants need to be aware that any history of misdemeanor and/or felony or past abuse may make them ineligible to meet clinical and program requirements. Prior to being able to complete clinicals, students must pass a drug screening. Students must demonstrate the ability to read and write in English.

NURSE AIDE LEARNING OUTCOMES:

The overall objective of this Nurse Aide certificate is the provision of quality services to residents and patients in number of healthcare facilities by nurse aides who are able to:

- Interact competently on a one-to-one basis with the residents and patients
- Demonstrate sensitivity to residents' and patients' holistic health needs through skillfully directed interactions
- Assist residents and patients in attaining functional independence goals
- Demonstrate active support of residents' and patients' rights
- Demonstrate skills needed in the assessment of resident's and patient's holistic well-being

CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

CERTIFICATE OF COMPLETION PROGRAM

The Certified Phlebotomy Technician Certificate of Completion is designed as a short-term workforce training program aligned with industry certification standards. The program consists of a 6-credit course sequence (Phlebotomy I and II) and prepares students for national certification through the National Healthcareer Association.

Learning Outcomes

Upon completion of the Certified Phlebotomy Technician certificate, students will be able to:

1. Perform venipuncture and capillary collection using established protocols.
2. Apply infection control and safety standards in healthcare settings.
3. Demonstrate proper specimen handling and documentation.
4. Communicate professionally with patients and healthcare teams.
5. Demonstrate culturally responsive care by recognizing patient perspectives during interactions.

Program Requirements	**Credits**
HL120 Phlebotomy I	3
HL121 Phlebotomy II	3
Total Credits Required	**6**

PHARMACY TECHNICIAN

CERTIFICATE OF COMPLETION PROGRAM

The Pharmacy Technician Certificate of Completion is designed as a short-term workforce training program aligned with industry certification standards. The program consists of a 6-credit course sequence (Pharmacy Technician I and II) and prepares students for national certification through the National Healthcareer Association.

Learning Outcomes

Upon completion of the Pharmacy Technician certificate, students will be able to:

1. Process prescription orders using established pharmacy procedures.
2. Apply medication safety standards during dispensing activities.
3. Perform pharmacy calculations related to medication preparation.
4. Maintain inventory using standard pharmacy practices.
5. Demonstrate culturally responsive practices by recognizing patient needs in medication-related interactions.

Program Requirements	**Credits**
HL140 Pharmacy Technician I	3
HL141 Pharmacy Technician II	3
Total Credits Required	**6**

WELDING

CERTIFICATE OF COMPLETION PROGRAM

This Welding Certificate program provides students with the fundamental skills of welding with specialized classroom and shop experience for all types of metal welding, brazing and flame cutting using American Welding Society (AWS) standards. This certificate prepares students for entry-level jobs in metal working fields.

Learning Outcomes

Upon completion of the Welding certificate students will be able to:

1. Perform basic layout and fabrication skills to produce welded metal parts and projects.
2. Demonstrate technical welding skills and knowledge sufficient to meet industry standards and perform various welding projects.
3. Demonstrate the ability to read, understand, and apply blueprints and welding symbols.
4. Practice proper safety skills when working in a welding environment.

Program Requirements	**Credits**
VI110 Weld-Fundamentals	3
VI120 Industrial Technology-Machine Tool	3
VI130 Technical Design-Documentation and Blueprint Reading	4
VI140 Industrial Communication and Skills	2
VI200 WELD-GMAW (MIG)	3
VI210 WELD-GTAW (TIG)	3
VI220 WELD-Pipe	3
VI230 WELD-Test Plate	3
VI240 WELD-Fabrication and Design	3
VI250 Basic CNC	3
Total Credits Required	**30**

BASIC LIFE SAVING WITH FIRST AID

CERTIFICATE OF COMPLETION COURSE

Basic Life Saving with First Aid course is geared for anyone with limited or no medical training who needs a course completion card in CPR and AED use. The course is comprised of 2.5 hours of classroom training and 2 hours of hands-on experience working with a manikin and AED. The course teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children, and infants. Upon successful completion of the course, students receive a course completion card, valid for two years. The First Aid portion trains participants in first aid basics, including how to recognize most common emergencies, how to call for help, and how to perform lifesaving skills. It covers first aid basics, medical-, injury-, and environmental emergencies, and illness and injury prevention.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to accomplish the following tasks:

- Assess the scene and victim to determine how and when to administer care and to call EMS
- Understand Good Samaritan laws
- Apply proper C-A-B (compressions, airway and breath) CPR cycle to adults, children, and infants
- Select and implement the proper C-A-B CPR cycle per specific victim
- Assess choking victims
- Perform the Heimlich Maneuver for adults, children and infants as well as for large or pregnant victims
- Understand information about the human heart, cardiovascular disease, and the chain of survival
- Identify and differentiate a heart attack and cardiac arrest event and treat accordingly
- Select appropriate technique for airway obstruction identification and remedies as per assessment results
- Operate AED appropriately, including pad placement, differences in adult, child and infant methods, how and when to deliver a shock and administer simultaneous CPR

COURSE DESCRIPTIONS

ART (AR)

AR101 Drawing - 3 credits
Introduction to the fundamentals of drawing, including the use of form, line, shape, value, texture, and composition to create a coherent visual statement. (*Art Elective)*

AR102 Drawing II - 3 credits
A studio course exploring drawing with continued emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline and the fundamentals of artistic expression. Drawing from still-life, landscape, and life models from observation. Color theory, linear perspective, pictorial composition, figure/ground relationships, visual perception, spatial concepts, and critical thinking skills will all be highlighted. This studio course builds upon the skills learned in Drawing I, attention will be on further media experimentation and the development of a personal style. (*Art Elective)*

AR103 Art Appreciation - 4 credits
Survey of visual arts through study of the social contexts of art, aspects of form, possible intentions of the artist, and theoretical underpinnings of artistic activity. (*Art Elective) (Humanities Elective)*

AR105 Ojibwa Beadwork - 3 credits
Hands-on exploration of beading techniques used by the Ojibwa people. Materials will be provided to complete assigned projects. *(Anishinaabe Awareness Elective)* (*Art Elective)*

AR106 Ojibwa Basket-making - 3 credits
Hands-on exploration of Ojibwa basket making techniques, including identification and location of Black Ash trees and cutting, stripping, and pounding methods for making ribbons. Individual baskets completed. *(Anishinaabe Awareness Elective)* (*Art Elective)*

AR107 Ojibwa Garments - 3 credits
Hands-on exploration of various styles and materials for clothing and adornment used by Ojibwa people. Individual projects completed.
Prerequisite: AR105. *(Anishinaabe Awareness Elective)* (*Art Elective)*

AR110 Introduction to Anishinaabe Art - 4 credits
This course introduces students to traditional and contemporary Anishinaabe Art. Students will learn various types of artforms, the influences on Anishinaabe art style, and an in-depth focus on the importance of art in the Anishinaabe culture. *(Anishinaabe Awareness Elective)* (*Art Elective)*

AR111 Painting - 3 credits
Students will learn the basic fundamentals, materials, and techniques for painting. Working in water-based media (watercolor and acrylics) students learn techniques from direct observation, photo sources and from their imagination to produce work from a wide range of subjects. Prerequisite AR101. (*Art Elective)*

AR115 Ojibwa Pottery - 3 credits
Hands-on exploration of different techniques for making clay pottery. Topics include creating fire pits and kiln use. Emphasizes Ojibwa methods. *(Anishinaabe Awareness Elective)* (*Art Elective)*

AR116 Sculpture - 3 credits
Introduction to sculptural materials, strategies and methods for creating and critiquing sculpture. Covers the elements and principles of 3-D design, the significance of sculpture historically and in contemporary

art. Includes study of selected historical and contemporary sculptors, particularly Anishinaabe sculptors. (*Art Elective)*

AR117 Introduction to Photography - 3 credits
Introduction to the techniques and creative application of photography using black and white (silver gelatin) and digital materials. The history of photography, contemporary photo criticism, and the relationship and role of photography in Anishinaabe culture and communities will be covered. (*Art Elective)*

AR125 Beadwork Studio - 1 credit
Students design and create original beadwork using knowledge of traditional styles and techniques. May meet concurrently with AR105. Course may be repeated for credit. Prerequisite: C or better in AR105 and instructor permission. (Anishinaabe Awareness Elective) (*Art Elective)*

AR127 Ojibwa Garments Studio - 1 credit
Students design and create original Ojibwa garments and accessories using knowledge of traditional styles and techniques. May meet concurrently with AR107. Prerequisite: C or better in AR107 and instructor permission. (Anishinaabe Awareness Elective) (*Art Elective)*

AR204 Anishinaabe Art Forms - 4 credits
The course explores the various types and styles of Anishinaabe artworks. Focus will be on developing the basic knowledge of constructs/themes used by traditional makers, artists and designers working creatively in a variety of dimensions. Students will be provided with the opportunity to create art using various platforms. *(Anishinaabe Awareness Elective) (Art & Humanities Elective)*

AR207 Special Topics in Art - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

AR210 Anishinaabe Art Entrepreneurship - 3 credits
This course teaches how to blend entrepreneurship with Anishinaabe art while respecting Indigenous culture. Students will explore how to start, market, and maintain art businesses in and outside Anishinaabe communities. Emphasis will be placed on ethical practices, cultural preservation, and empowering Indigenous economies through art entrepreneurship. (Anishinaabe Awareness Elective)

AR220 Anishinaabe Art History - 4 credits
This course explores the rich history and diverse art forms of Anishinaabe cultures. Students will learn about traditional and contemporary artworks through lectures, discussions, and visual analysis. Emphasis will be placed on understanding the spiritual, social, and political significance of Anishinaabe art within Indigenous communities and its broader impact on global artistic movements. Prerequisite: EN102. *(Anishinaabe Awareness Elective)* (*Art Elective) (Writing-Intensive)*

AR299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

ANISHINAABE STUDIES (AS)

AS101 Introduction to Anishinaabe Studies - 4 credits
Provides an overview of Anishinaabe studies and a sampling of topics explored in more depth in other Anishinaabe studies courses. Includes study in: Anishinaabe cultures, literature, history, art, education, values, worldviews, lifeways, spirituality, contemporary issues, government and politics. *(Anishinaabe Awareness Elective) (Humanities Elective)*

AS102 Anishinaabe Values and Philosophy - 4 credits
Examines Anishinaabe values and worldviews, how they are expressed and how they have both remained consistent and changed from ancient through modem times. Introduces a variety of worldviews among Native groups with an emphasis on commonalities. Weekly assignments provide practical application of basic ideals common to most Anishinaabe traditions. *(Anishinaabe Awareness Elective) (Humanities Elective)*

AS104 Principles of Decolonizing - 2 credits
This course is designed to serve as an introduction to the principles of decolonization and the application of these principles to improve the quality of life for Anishinaabe people. How colonization has affected the lives of Anishinaabe people will also be examined. (Anishinaabe Awareness Elective)

AS105 Decolonizing Tribal Organizations - 2 credits
This course examines how tribal organizations can implement decolonizing approaches to address oppressive colonial institutional processes, regulations, and behaviors. The goal of the course is to reform the organization so that it can implement structures and processes that are based in tribal thinking, beliefs, and values. (Anishinaabe Awareness Elective)

AS200 History of Michigan Tribes - 4 credits
Survey of the history of federally recognized Indian Tribes in Michigan and the relationship between tribal, state, and federal governments. *(Anishinaabe Awareness Elective) (Social Science Elective)*

AS201 History of North American Anishinaabe - 4 credits
Survey of North American Anishinaabe from pre-glacial era to the present. Explores the rise and decline of major North American civilizations and their cultures. *(Anishinaabe Awareness Elective) (Social Science Elective)*

AS202 Pow Wow Planning & Management - 3 credits
This course is designed to provide the knowledge and skills required to plan, organize and manage a pow-wow. This course also examines the origins and meanings of the pow-wow, pow-wow dance styles, dance regalia, types of songs and traditions. (Anishinaabe Awareness Elective)

AS207 Special Topics in Anishinaabe Studies - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

AS210 Traditional Storytelling - 4 credits
Study of Anishinaabe stories and the different roles storytelling and storytellers play in Native communities. Practice in the traditional storytelling skills of speaking, listening, and comprehension. *(Anishinaabe Awareness Elective) (Humanities Elective)*

AS215 Contemporary Anishinaabe Issues - 4 credits
Exploration of achievements, issues, problems, and events in Indian Country today. Encompasses international, national, regional, and local perspectives. Prerequisite: EN102. *(Anishinaabe Awareness Elective) (Social Science Elective) (Writing-Intensive)*

AS225 Anishinaabe Education - 4 credits
Examination of the history of Indian education. Topics include Anishinaabe educational practices, boarding schools and their impact, identified best practices, and current issues in Native education today. *(Anishinaabe Awareness Elective) (Social Science Elective)*

AS232 Tribal Government - 4 credits
Examination of the changing nature of tribal governments and the evolution of tribal-federal, tribal-state, and inter-tribal relationships. *(Anishinaabe Awareness Elective) (Social Science Elective)*

AS297 Capstone Seminar - 2 credits
Culmination of course work in the Anishinaabe Studies degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Prerequisites: sophomore status, AS298, EN202.

AS298 Internship - 1-4 credits
This internship course gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a service-learning experience. Students meet needs in the community by applying knowledge from their courses. Students complete 20 hours of service per credit, complete written journals, and meet regularly with their advisor. This is a Pass/Fail course. This course may be repeated for credit.

AS299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

BIOLOGY (BI)

BI101 General Biology - 4 credits (3 lecture, 3 lab)
Exploration of biological phenomena. Topics covered include cellular and molecular levels of organization, genetics and mechanisms of heredity in organic evolution, reproduction and development, as well as introductory concepts of taxonomy and ecology. (*Science with lab*)

BI200 Conservation Biology - 4 credits (3 lecture, 3 lab)
An interdisciplinary examination of issues related to biological diversity. Topics include population biology, biogeography, environmental ethics and policy, loss and degradation of habitat, ecological restoration, and the design, management, and stewardship of protected areas. (*Science with lab*)

BI203 Wildlife Biology and Management - 4 credits (3 lecture, 3 lab)
Introduction to the study of the evolutionary history, anatomy, physiology, behavior, and ecology of animals. Identification and conservation issues are addressed and include hands-on experiences with the KBIC Natural Resource Department. Management and assessment tools are emphasized. Prerequisite: ES110 or instructor permission.

BI205 Fisheries Biology and Management - 4 credits (3 lecture, 3 lab)
Introduction to concepts and methodology used in aquaculture, fisheries science and management. Emphasis on terminology, techniques, and practices related to fisheries science, with particular focus on fisheries of the Great Lakes Region. Skills development pertaining to fisheries research and management dynamics, data collection, management, computation and dissemination will be a major component of this course. Students gain practical experience at the KBIC fish hatchery and in the field. Prerequisite: ES110 or instructor permission.

BI206 Principles of Ecology - 4 credits (3 lecture, 3 lab)
Examination of the interactions that organisms have with one another and their physical environment. Students study classic ecological principles used to understand the behavior, physiology, distribution, and abundance of plants and animals. Prerequisite: ES110 or instructor permission. (*Science with lab*)

BI207 Special Topics in Biology - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor permission, course fees, or prerequisites may be required for some courses.

BI208 Stream and Lake Ecology - 4 credits (3 lecture, 3 lab)
An interdisciplinary examination of freshwater ecosystems, focusing on physical, biological, and chemical processes of streams and lakes. Lab/field activities are linked to real-world stewardship and research methodologies and objectives. Prerequisite: ES110 or instructor permission.

BI223 Anatomy & Physiology I - 4 credits (3 lecture, 3 lab)
This course provides an overview of human anatomy and physiology using a body-systems approach. It will emphasize the inter-relationships between form and function at the gross and microscopic levels. Exploration of the structure and function of the skin, skeletal, muscular, nervous, cardiovascular, lymphatic, digestive, reproductive and endocrine systems of the human body will be performed. The course examines how the body functions and the consequences of injury and disease. The interrelationships among the various organ systems are emphasized. Prerequisite: BI101 or advisor permission. *(Science with lab*)

BI224 Anatomy & Physiology II - 4 credits (3 lecture, 3 lab)
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The virtual lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Prerequisite: BI223. *(Science with lab)*

BI245 Microbiology - 4 credits (3 lecture, 3 lab)
This course introduces the basic principles of microbiology with emphasis on microorganisms impacting human health. Topics include the structure, nutrition, metabolism, reproduction, genetics, phylogeny, and ecology of prokaryotic, eukaryotic, and acellular microorganisms. Societal issues may include emerging infectious diseases, antibiotic resistance, vaccines, and infection and immune responses. Laboratory will introduce microbiological tools, techniques, and safety. *(Science with lab).* Prerequisites: MA103 or higher and CH111.

BI299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

BUSINESS (BS)

BS103 Personal Finance - 3 credits
Designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real-world topics covered will include income, money management, spending and credit, as well as saving and investing. This course will provide a foundational understanding for making informed personal financial decisions. *(Business Elective)*

BS110 Introduction to Business - 3 credits
Overview of business principles. Topics include the nature of competition in national and global markets, the changing business environment, the role and importance of small business to local and national economies. Course also examines how globalization impacts business.

BS145 Business Communication - 3 credits
Introduction to the theory and practice of communication in business. Emphasizes analysis of business communication situations to plan and present effective messages in spoken, written, and multimedia forms. Examines effective communication in face-to-face and work group settings.

BS149 Business Administrative Procedures - 4 credits
This course explores the key responsibilities of administrative assistants. Practical skills such as managing schedules, planning meetings, email etiquette, utilizing communication services and the internet, logistics arrangements, customer service, and multitasking will be emphasized. *(Business Elective)*

BS201 Accounting I - 4 credits
Study of fundamental concepts, principles and procedures required in the practice of accounting including the accounting cycle and methods of recording, summarizing, reporting, and interpreting financial data.

BS202 Accounting II - 4 credits
Continuation of BS201. Examines special applications of accounting principles such as investments, bonds, managerial and cost accounting, reports, budgeting, cash flow calculations and the use and applications of funds statements. Prerequisite: BS201. *(Business Elective)*

BS204 Microcomputer Accounting - 4 credits
Introduction to computerized applications covering the accounting cycle, including chart of accounts, accounts payable, accounts receivable, payroll, and report generation. *(Business Elective)*

BS207 Special Topics in Business - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

BS208 Management and Supervision - 3 credits
Exploration of principles of organizational management including planning, organizing, decision making, staffing, and leadership.

BS209 Human Resource Management - 3 credits
Covers the principles and practices of productive employee relations with emphasis upon the selection, development and motivation of employees. *(Business Elective)*

BS210 Marketing - 3 credits
Study of the basic marketing functions of managers including decisions made in developing both strategic and tactical marketing plans. Topics include principles of market segmentation, product development, pricing, distribution planning, and promotion.

BS211 Business Law & Ethics - 3 credits
Study of legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales and court proceedings.

BS212 Entrepreneurship - 3 credits
This practical hands-on course provides students with the skills that are essential to succeed as an entrepreneur. The fundamentals of starting a business venture including planning, licensing, tax laws and obtaining financing will be covered. *(Business Elective)*

BS215 Digital Marketing - 3 credits (3 lecture, 1 recitation)
This course explores the intersection of digital marketing and artificial intelligence, covering AI-driven consumer insights, automated advertising, search engine optimization, personalized content creation, and ethical considerations in AI marketing. Students will also create a WIX business website optimizing marketing strategies, enhance customer engagement, and drive business growth. Prerequisite: BS110. *(Business Elective)*

BS230 Crisis and Conflict: Strategies for Resolution and Intervention (4 credits
This course provides a comprehensive understanding of conflict and crisis, exploring their sources, impact, and effective resolution strategies. Students will examine various types of crises affecting

individuals and groups, along with practical techniques for conflict resolution and crisis intervention. *(Anishinaabe Awareness Elective) (Social Science Elective)*

BS235 Leadership and Team Skills - 3 credits
Introduces students to leadership styles and traits and provides self-assessment activities for them to learn more about their leadership abilities. Provides students with reading and activities to engage them in the leadership process, as well as foster teams that work together on a class project. *(Business Elective)*

BS297 Capstone Seminar - 2 credits
Culmination of course work completed throughout the Business degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Prerequisites: sophomore status, BS110 and EN202.

BS298 Internship - 1-4 credits
The Business internship provides students with practical work experience in the Business field under the supervision of a practicing professional or at an approved work site. Students receive one credit for every 80 hours worked in the approved site. This is a Pass/Fail course. This course may be repeated for credit.

BS299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

CHEMISTRY (CH)

CH111 Chemistry for Health Sciences - 4 credits (3 lecture, 3 lab)
This course introduces principles of general, organic, and biochemistry and their applications to health-related fields. The course emphasizes the chemical processes that operate within living systems, notably our bodies and their environment. Topics include measurement, physical and chemical properties of matter, chemical bonding, solutions, acids and bases, organic compounds, chemical reactions, and metabolic processes. The concepts of the course are further explored with laboratory experiments. *(Science with lab).* Prerequisite: MA103 or higher.

EARLY CHILDHOOD EDUCATION (CE)

CE107 Competencies and Best Practices in Early Childhood Programs I - 4 credits
This course focuses on child growth and development birth-5 with emphasis on planning a safe, healthy, and supportive learning environment for young children. Students will do readings, gather or explore resources, and engage in hands on activities/exercises to reinforce what they are learning so they can put theory into developmentally appropriate practice. The course will also help students begin to fulfill requirements of the CDA training process, including the study of child growth and development, safe healthy inclusive learning environments, holistic development, and becoming a professional in the field of early childhood education. This course requires sixty (60) hours of field experience.

CE108 Competencies and Best Practices in Early Childhood Programs II - 4 credits
This is the second of two courses that will prepare students for the CDA (Child Development Associate) competency exam. This course will give students resource materials, a foundation of knowledge, and hands-on experience in ways to nurture cognitive, motor, language, and creative process skills in children. The main objective is to teach students ways to advance physical and intellectual development in young children. Principles of children's growth and development will be integrated throughout the course, as will experiences in observing and recording children's behavior and progress in the areas of creative process, motor development, language, and cognitive development. Long range

and daily planning will also be explored. Students will be observed working with children, will continue to work on their professional resource files and will fulfill other course requirements. This course requires sixty (60) hours of field experience. Prerequisite: CE107.

CE111 Infant and Toddler Programming - 3 credits
Overview of curriculum and care for infants and toddlers. Covers concepts of child development, knowledge of play as a curriculum, development assessment, the childcare environment and caregiver-family relations. Prerequisite: CE101 or instructor's permission.

CE115 Child Guidance - 3 credits
Examination of the basic structure of pre-school or early childhood programs, teaching social skills and the use of appropriate child guidance methods in the educational setting. Prerequisite: CE101 or instructor's permission.

CE119 CDA Preparation Seminar - 2 credits
This course provides guidance through the CDA credentialing process. Students will be prepared to apply for a CDA credential upon completion of the seminar. Prerequisite: Students must be caring for children in an early childhood setting. Course offered for Credit/No Credit only.

CE207 Special Topics in Early Childhood Education - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

CE218 Creative Teaching Methods - 3 credits
Exploration of teaching methods and practices with emphasis on encouraging creative self-expression and play based learning. Students plan, implement and evaluate learning experiences that are creative, integrative and activity based. Prerequisite: CE110 or instructor's permission.

CE220 Observation and Assessment in Early Childhood Education - 3 credits
This course provides experience with the practices and tools for observation, documentation, and assessment of young children from birth through age eight. Discussion will include the use of assessment for planning continued developmental and learning experiences, as well as for appropriate classroom management and guidance strategies. The National Association for the Education of Young Children (NAEYC) guidelines for assessment purposes will be emphasized.

CE210 Creating a Trauma-Informed Classroom - 3 credits
This course will offer an in-depth look at the different types of trauma children are exposed to, and the impact these trauma events have on children today. We'll also be looking at strategies to help children in today's classrooms cope with the struggles they may face, while offering ways to support children's healing, build their resilience, and foster their compassion. Prerequisite: EN102. *(Writing-Intensive)*

CE223 Children's Literature - 3 credits
Introduction to children's literature from various genres and cultural perspectives through language and literacy development. Helps students to gain intentional teaching methods and strategies that support language and literacy development in young children through children's literature.

CE237 Children with Special Needs - 3 credits
Introduction to serving young children with special needs in inclusive environments. Describes types and causes of developmental disabilities. Provides information needed to apply the philosophy, principles, and strategies that make inclusion work for all children.

CE275 ECE Field Practicum - 2 credits
Provides opportunity for practical experience through observation and supervised participation in early care and education setting with young children. Students will develop and implement developmentally appropriate environments and activities.

CE290 Early Childhood Program Management - 3 credits
Examination of administrative issues associated with program development and implementation. Key topics include staffing, personnel management and leadership, licensing, certification, equipment and materials, facilities design, and family and community outreach. Prerequisite: CE107, CE108 or instructor's permission.

CE297 Early Childhood Capstone - 3 credits
Culmination of coursework in Early Childhood Education. Students complete small-scale individual projects and assess the impact of their educational experiences on their development as early childhood educators. Prerequisites: CE101 and EN202.

CE299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

CRIMINAL JUSTICE (CJ)

CJ110 Introduction to Criminal Justice - 4 credits
This course is designed to introduce students to the criminal justice system and its process. Examines the inter-relationships of various agencies of the criminal justice system; police, courts, corrections, and security, and explores careers in all areas. (*Social Science*)

CJ150 Criminology - 4 credits
Introductory course that begins by examining the role of sociological circumstances such as age, race, & gender on causation & reaction to crime. The first half of this course is wrapped up with psychological theories that explain & predict criminal behavior. The second half of the course further explores how crime is defined and measured along with methods of examining criminal patterns and trends. These topics are then brought together as we examine current events within criminal justice. (*Social Science*)

CJ212 Introduction to Policing - 4 credits
Focuses on the history and development of policing and compared the various jurisdictions including Indian Country. (*Social Science*)

CJ220 Introduction to Corrections - 4 credits
Introduces students to the field of corrections, including the history of corrections, sentencing guidelines, prisons, parole, probation, prisoner rights and the role of the corrections officer. (*Social Science*)

CJ221 Roles of the Corrections Client - 4 credits
This course covers the various challenges that corrections professionals face while supervising prisoners. Students will learn about the stresses involved in the field, primarily manipulation and violence. (*Social Science*)

CJ222 Stress Management in Corrections - 4 credits
Examines how stress impacts those in the corrections profession, and how stress management decreases the ill effects of job pressures and extends and enriches the vocational lives of corrections professionals. (*Social Science*)

CJ230 Security - 4 credits
Explores the history of security and the current and emerging practices in the context of a post-9/11 world with emphasis on surveillance and Indian gaming. (*Social Science*)

CJ245 Legal Issues in Corrections - 4 credits
Examines constitutional law, law and the court process, United States court process, prisoner rights, section 42 USC 1983 and current topics. (*Social Science*)

CJ250 Contraband Control - 4 credits
Focuses on dangerous impacts of contraband in correctional facilities and the importance of communication in safety for staff, offenders and the public. (*Social Science*)

CJ251 Staff Relations in Corrections - 4 credits
Students will learn about the various types of staff dividers and their many dangers for corrections personnel. Instruction includes coping strategies, discriminatory harassment policy and a process to mitigate staff division. (*Social Science*)

CJ260 Native American Justice - 4 credits
Inspects the criminal justice systems between Indian Country and American society and the various case laws impacted Indian Country and established Tribal jurisdiction and sovereignty. (Anishinaabe Awareness Elective) (*Social Science*)

CJ270 Juvenile Justice - 4 credits
Investigates correctional treatment of youth offenders and the many judicial and correctional options in attaining delinquency prevention. (*Social Science*)

ECONOMICS (EC)

EC201 Microeconomics - 4 credits
Introduction to theoretical and practical principles of markets, prices, business decision making and consumer behavior. Prerequisite: EN102. (*Social Science*) *(Writing-Intensive)*

EC202 Macroeconomics - 4 credits
Exploration of the relationship between the aggregate economy and various broad economic indicators. Topics include recession, economic growth rates, inflation, consumer spending and personal saving, fiscal policy, monetary policy, national, and trade deficits. (*Social Science*) *(Business Elective)*

EC207 Special Topics in Economics - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

EC299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

ENGLISH (EN)

EN102 College Composition I - 3 credits (3 lecture, 1 recitation)
Designed to improve the students' reading, writing, grammar, and analytical skills. Emphasis is on writing short essays with an introduction to research writing. *(Composition)*

EN106 Sharing Information & Stories Orally - 4 credits
Public Speaking is the application of communication theory and practice within the public speaking context. Emphasis is placed on audience analysis, speaker delivery, ethics of communication, cultural diversity, cultural contexts (specifically Anishinaabe philosophies), and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Additional emphasis given to the use of verbal and non-verbal skills to make points clear

and effective, and reducing stress when speaking publicly. Prerequisite: EN102. *(Anishinaabe Awareness Elective) (Humanities Elective*) *(Communication)*

EN150 Introduction to Literature - 4 credits
Introduction to literary analysis and interpretation through readings and discussion of a wide range of prose, poetry and drama. Prerequisite: EN102. (*Humanities Elective*) *(Writing-Intensive)*

EN202 College Composition II - 3 credits (3 lecture, 1 recitation)
Continuation of EN102. Further development of students' skills with emphasis placed on writing longer and more complex essays, reports, and other documents with critical discussion of drafts. Emphasizes use of research material, including an introduction to primary research. Prerequisite: C or better in EN102. *(Composition) (Writing-Intensive)*

EN207 Special Topics in English - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

EN210 World Literature - 4 credits
In depth study of literature from various regions. Course may be repeated for credit with different topics. (*Humanities Elective*)

EN220 Storytelling in the Digital Age - 4 credits
Examines historical and contemporary creative works utilizing multiple media. Students will learn the basics of digital photographic manipulation to create and present original stories. Prerequisite: EN102. (*Art Elective) (Humanities Elective) (Writing-Intensive)*

EN250 Anishinaabe Images in Literature and Film - 4 credits
Examination of how Anishinaabe tribes, cultures, beliefs, and individuals have been represented in film, media, and literature by both Native and non-Native writers and film makers. Prerequisite: EN102. *(Anishinaabe Awareness Elective) (Humanities Elective*) *(Writing-Intensive)*

EN255 Modern Anishinaabe Literature - 4 credits
Survey of Anishinaabe literature, twentieth century and beyond. Emphasis is placed on the Anishinaabe culture, experience, and philosophy. *(Anishinaabe Awareness Elective) (Humanities Elective*)

EN260 Creative Writing - 4 credits
Introduction to the fundamentals of the different genres of creative writing. The course will explore publication options open to writers.

EN299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

ENVIRONMENTAL SCIENCE (ES)

ES107 Science Issues Today - 1 credit
Discussion-focused application of key science concepts related to current issues. Topics vary by semester, and content is appropriate for non-science majors. May be repeated for credit.

ES110 Introduction to Environmental Science - 4 credits (3 lecture, 3 lab)
An interdisciplinary overview of biological, physical, and social factors involving relationships between humans and the environment. The course includes foundational concepts in ecology, earth sciences, natural resource use and conservation, and consequences of human population growth. *(Science with lab)*

ES121 Trees of the Upper Great Lakes - 4 credits (3 lecture, 3 lab)
An examination of trees, emphasizing identification and classification. Additional topics include tree physiology, growth, reproduction, dispersal, and relationships between trees and their environment. Species of Michigan's Upper Peninsula are the focus and are examined through weekly field excursions. *(Science with lab)*

ES158 Human Geography - 4 credits
Examination of world geographic conditions such as climate, landforms, natural resources, and ecology and how they influence human culture and civilization over time. Environmental impacts of societies are a focus, including population growth, resource utilization, agriculture, industry, and political and economic systems. (*Social Science*)

ES204 Forests of the Upper Great Lakes - 4 credits (3 lecture, 3 lab)
Broad overview of the ecology of local forests. Students examine forest community composition, interactions between plants and other organisms, ecosystem changes across space and time, and forest hydrology and soils. Additional topics include forest management and policy, fire, invasive species, and social values associated with forests. Prerequisite: ES110, ES121, or instructor permission. (*Science with lab*)

ES207 Special Topics in Environmental Science - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor permission, course fees, or prerequisites may be required for some courses.

ES216 Sustainability - 4 credits
An interdisciplinary examination of how to meet today's societal needs without sacrificing the ability of future generations to meet their needs. Relationships between human and natural systems are the focus, with emphasis on critical current issues such as climate change, impacts to water resources, loss of biodiversity, and energy production and use. Economic, legal, and sociological concepts are examined. Prerequisite: EN102. (*Social Science*) *(Writing-Intensive)*

ES217 Environmental Policy - 4 credits
An overview of environmental policy and regulatory processes in the United States. Students examine the roles of stakeholders and government regulators in the policy-making process. Case studies examine major environmental issues and policy outcomes, focusing on the concepts of risk, economics, and human values. Prerequisite: ES110 or instructor permission. (*Social Science*)

ES218 Environmental Justice and Ethics - 4 credits
An introduction to environmental justice and ethics as place-specific conflicts, practices, and consequences, with particular focus on Indigenous case studies. Using scholarship from geography, anthropology, sociology, and Indigenous studies, students critically examine the role of race, gender, colonialism, and other social differences in environmental justice and ethics issues. Prerequisite: ES110 or instructor permission. (*Humanities & Anishinaabe Awareness*)

ES219 Anishinaabe Environmental Studies - 4 credits
Exploration of human-environment relationships from an Anishinaabe perspective. Traditional cultural values and worldviews are linked to contemporary Tribal natural resource stewardship objectives. Other foundational topics include sovereignty, treaty rights, and traditional ecological knowledge. (*Humanities & Anishinaabe Awareness*)

ES226 Introduction to Geographic Information Systems (GIS) and Mapping – 4 credits
This course introduces the fundamental concepts and practical skills of Geographic Information Systems (GIS) and digital mapping. Students will explore spatial data, mapping techniques, and analysis methods using GIS software to solve real-world problems. Prerequisite: ES110 or instructor permission.

ES227 Applied Geographic Information Systems (GIS) - 4 credits
This course builds on the foundational concepts of mapping and GIS to develop intermediate skills in spatial analysis, data management, and cartographic design. Students will use ArcGIS software to perform advanced vector and raster analyses, integrate multiple data sources, and apply GIS to real-world case studies. Emphasis is placed on problem-solving, data accuracy, and effective communication of spatial information through professional-quality maps and reports. Prerequisite: ES110 and ES226, or instructor permission.

ES295 Teaching Assistant - 1-3 credits
In this experiential learning, a student will gain instructional experience as an undergraduate teaching assistant, including planning, set-up, coaching students, and demonstrating techniques. Prerequisite: Instructor permission and a B or better grade in the course in which the student will assist. The course may be repeated for credit. Prerequisites: sophomore status.

ES297 Capstone Seminar - 2 credits
Culmination of course work in the Environmental Science degree program. The course provides students the opportunity to conduct small-scale individual research projects or expand upon projects conducted during their internship experiences. The course emphasizes application of the scientific method, data analysis techniques, technical and scientific writing, and oral presentation. In addition, students will assess the impact of their educational experiences on their ecological and cultural perspectives, and on the development of their critical thinking skills. Prerequisite: sophomore status; Pre or co-requisites: EN202, ES298, MA201.

ES298 Internship - 1-4 credits
The internship course requires that a student engage in practical work experience in the Environmental Science field under the supervision of a practicing professional. Students receive one credit for every 80 hours worked in the approved site. This is a Pass/Fail course. This course may be repeated for credit. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

ES299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest under the supervision of a faculty mentor. This is a Pass/Fail course. This course may be repeated for credit. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

FOOD AND NUTRITION (FN)

FN100 Introduction to Food Safety and Sanitation - 2 credits (1 lecture, 2 lab)
This foundational course introduces essential food safety and sanitation principles for professional food service operations, including foodborne illnesses, emerging pathogens, personal hygiene, hazard analysis, time and temperature control, cross-contamination prevention, cleaning and sanitizing procedures, and facility safety requirements in accordance with federal and Michigan food codes. Emphasis is placed on the role of management in enforcing safe practices to protect public health, with students applying sanitation procedures in practical scenarios to develop the knowledge needed for safe and compliant operations. Successful completion of the course prepares students to earn industry-recognized credentials, including the ServSafe Food Protection Manager Certification and the Indian Health Service (IHS) Food Handler Certification, upon successful completion of required assessments.

FN102 Advanced Culinary Skills - 2 credits (1 lecture, 2 lab)
Continuation of Basic Cooking Methods. Hands-on cooking class where basic cooking skills will be learned, built upon, and performed in an institutional setting. Provides the student with skills for entry-level employment in the food service industry or improve their cooking skills in the home. Focuses on meat, pork, poultry and fish; yeast breads; and elements of restaurant bookkeeping. Prerequisite: FN102 or instructor's permission.

FN130 Baking and Pastry I - 2 credits (1 lecture, 2 lab)
This course provides students an introduction into baking and pastry. It provides experience in baking

and pastry sufficient to qualify students for an entry level hospitality position. The course will also provide foundations to aid the home cook in creating at home. Required for entry into Baking and Pastry II.

FN145 Nutrition and Sustainability - 3 credits
This course focuses on basic principles of nutrition and their relationship to health and cuisine. Current issues in sustainability are reviewed, as well as dietary guidelines and food fads. The course debunks common myths about nutrition and health. Foraging and responsible consumption of natural resources form a central theme of the course.

FN150 American Regional Cuisine - 3 credits
This course guides students through an examination of current American cuisine. It will demonstrate cooking methods through technical application and critical thinking. All twelve regions of the United States will be explored.

FN201 Local and Native Cuisine - 2 credits (1 lecture, 2 lab)
Local, Organic, Seasonal & Sustainable Cooking in the ever-changing landscape of food service including the use of local, affordable ingredients; cost versus the nutritional value of sustainable organic foodstuffs; the explosion of vegetarian and vegan cooking in local, regional and national fusion cooking, heritage and ethnic cooking; incorporating this knowledge into cooking skills. *(Anishinaabe Awareness Elective)*

FN202 Essential Elements of Restaurant Management - 3 credits
Focuses on the leadership and management skills essential to success within food service operations. Incorporates menu planning, management development, customer service, purchasing, receiving, and storage. Familiarizes the student with the general rules of table settings and table service; covers the principles of menu development, quality customer service, catering, buffet preparation and event planning. Includes preparation techniques for buffets, special celebrations and the challenges of working with limited resources in remote and/or temporary kitchens. *(Business Elective)*

FN203 Event Planning and Management - 2 credits
Explore the concepts of event planning and management while introducing the concepts of real events from a practical perspective. The class will analyze the three distinct phases of the event process, understanding the impact of economic, social, and cultural factors, have while planning an event. Students will examine the operational factors involved with the beginning, middle, end, and post event procedures and process to include the marketing, sponsorship opportunities, public relations, and promotion.

FN207 Special Topics Food and Nutrition - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

FN210 Food Preservation - 3 credits
This course introduces students to food safety and food preservation. It provides students with experience in gathering as well as preserving harvested fruits, vegetables, and meats. Various preservation methods will be presented. Students will receive hands-on learning experiences to include canning, drying, and freezing.

FN220 Food Systems - 3 credits
This course provides students with an overview of food systems. Students will learn the components of food systems and the various aspects that influence food pathways from production to consumer. Students will examine challenges in the food system that impact social, environmental, and human health. This course will include a field trip component for students to connect with and view various aspects of local food system processes.

FN230 Baking and Pastry II - 2 credits (1 lecture, 2 lab)
A continuation of Baking and Pastry I, this course will prepare students for work in the baking profession or in a professional patisserie. Prerequisite: FN130

FN297 Capstone - 1 credits
Culmination of course work completed throughout the Culinary Arts certificate degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for continuing to a two or four-year degree program or entering the work force. Prerequisite: FN202 and sophomore status.

GENERAL EDUCATION (GE)

GE110 Career Pathways - 2 credits
This seminar-style course is designed to provide students with insights into potential career opportunities available to them upon completion of a General Studies associate degree. In this course, students will engage with guest speakers, interactive discussions, and exploratory assignments to gain valuable knowledge about various career paths, industry trends, and the skills, tools, and resources required to succeed as future professionals in their chosen fields and how they directly benefit the tribal community.

GE295 Teaching Assistant - 1-3 credits
In this experiential learning, a student will gain instructional experience as an undergraduate teaching assistant, including planning, set-up, coaching students, and demonstrating techniques. Prerequisite: Instructor permission and a B or better grade in the course in which the student will assist. The course may be repeated for credit. Prerequisites: sophomore status.

GE297 Capstone Seminar - 1 credit
Culmination of course work in the General Education degree program. The course provides students the opportunity to map their transfer plan, portfolio development, conduct small-scale individual projects and/or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Required to take in last semester. Prerequisites: completion of EN202 and Experiential learning - either GE295, GE298, or GE299.

GE298 Internship - 1-3 credits
This internship course gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a service-learning experience with community organizations or government agencies. Students gain practical experience under the supervision of a practicing professional or at an approved site. In this experiential learning, students must work at least 40 hours at the work site for each credit, complete written journals, and meet regularly with their advisor. This is a Pass/Fail course. This course may be repeated for credit. Prerequisites: sophomore status.

GE299 Research and Special Projects - 1-3 credits
Students conduct research, create projects, or portfolio development in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. In this experiential learning, each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5. Prerequisite: sophomore status.

GEOSCIENCE (GS)

GS105 Introduction to Earth Science - 4 credits (3 lecture, 3 lab)
This course examines the physical geography of the earth and processes related to earth systems. Plate tectonics, water recourses, and human impacts on the landscape are key themes. Additional topics include geology, geologic time, geomorphology, weathering, soils, and climate. *(Science with lab)*

GS207 Special Topics in Geoscience - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor permission, course fees, or prerequisites may be required for some courses.

GS299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

HEALTH INFORMATION SYSTEMS (HI)

HI100 Introduction to Health Information - 3 credits
An overview of health care delivery systems and mechanisms in the U.S. Includes the medical model of healthcare and delivery, public policy, healthcare finance and regulation, data content structures and standards, information protection, informatics, and the role of leadership.

HI105 Medical Office Procedures - 3 credits
This course provides the student with the necessary skills to work in an administrative capacity in an outpatient medical office and/or ambulatory care setting. Emphasis on medical ethics and proper record keeping will enable the student to be prepared for office management.

HI110 Introduction to Medical Coding - 3 credits
This course introduces the fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

HI130 Medical Insurance Billing and Reimbursement - 3 credits
This introductory course provides a comprehensive overview of medical insurance billing and reimbursement processes. Students will learn the fundamentals of health insurance, including different types of insurance plans, billing cycles, and the procedures for submitting and managing claims. Through practical exercises and real-world scenarios, students will develop essential skills in medical coding, understanding Explanation of Benefits (EOBs), and navigating the complexities of insurance reimbursements. Additionally, the course will cover the unique aspects of billing and reimbursement within the Indian Health Service (IHS) system. This course is designed for individuals seeking to enter the medical billing field or enhance their knowledge in healthcare administration.

HI160 ICD-10 Coding - 4 credits
This course is designed to introduce the student to the ICD-10-CM/PCS classification with considerable time spent coding diagnoses and procedures. The student will gain exposure in abstracting and indexing diagnostic and procedure codes as well as retrieving medical information for research.

HUMAN FACTORS (HF)

HF130 Introduction to Additive Manufacturing - 4 credits
Introductory level course designed to introduce additive manufacturing (AM) concepts. Students will undergo an experiential based course with an emphasis on desktop 3D Printing and related software while exploring the history, processes and applications of AM across industries. Emphasis is placed on understanding design constraints that influence usability and human centered designs. Students will complete projects that combine technical skills with psychological and human factors (HF) approaches preparing them to further study fields relating to AM, HF and Psychology. Recommended prerequisite: PY101. *(Social Science)*

HF200 Cognitive Systems and Human Factors in Technology - 4 credits
This course explores the methods and impacts of the practical adaptations of psychological principles and cognition on informing human interaction with technology, machines, and digital systems. Students can expect to examine perception, attention, memory, and decision making in relation to user experience, ergonomics, and digital design. This course introduces human factors concepts through applied computing (python, Javascript, C++, Arduino) and aspects of additive manufacturing, emphasizing how culturally responsive and community driven design can improve usability and accessibility within technology. Prerequisite: PY101

HEALTH (HL)

HL100 Medical Terminology - 1 credit
Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in all health care occupations. Students receive a thorough base of knowledge in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms.

HL101 Introduction to Health Professions - 3 credits
This course will prepare students for a career in healthcare and healthcare related fields. This course is intended to introduce students to the many important concepts allowing them to explore and gain knowledge about the different fields of healthcare. This course will allow the student to start thinking like future healthcare professionals and provides students with a foundation for college success, as well as an introduction to the various health professions, resources for career planning, and the concepts of professionalism, health care ethics, cultural competence, interdisciplinary health care teams, world health issues and health care policies. **This course requires 80 hours of shadowing to be completed with a healthcare professional of your choice. This requires a background check and TB testing that will include an additional course fee. (*Social Science)*

HL102 Legal and Ethical Issues for Health Professions - 3 credits
This course will focus on the legal and ethical issues that will be faced by future healthcare professionals. It will provide a comprehensive look at current trends in the basic principles of law and ethics, including morals and values. Through providing this foundation, students will gain a better understanding of how these laws, ethics and standards are applied in the health care setting and how health care professionals comply with the ever-changing landscape of healthcare. Prerequisite: HL100. (*Social Science*)

HL105 Nursing Assistant - 6 credits
This course prepares students to provide basic personal care in various healthcare settings under the direction of nursing or medical personnel. The goal of providing personal care is to assist persons in attaining and maintaining functional independence. The course includes basic understanding of body systems, skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patient's rights and therapeutic communication. Anishinaabe cultural content is foundational to provide culturally sensitive care to members of tribal communities. Concurrent enrollment in HL106 is required. Upon successful completion of HL105 and HL106, the student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide. Prior to acceptance, students will be screened, including a background check, a tox screen, and a two-part TB test. Failing any portion of the screening will disqualify students from enrollment.

HL106 Nursing Assistant Clinical - 0 credits
This clinical provides supervised practice of the skills acquired in HL105. Students apply their acquired knowledge of body systems and skills in bathing, hygiene measures, bed making, obtaining vital signs, cultural competence, patients' rights, and therapeutic communication in the clinical setting and in providing culturally sensitive care to members of tribal and other diverse communities. Upon successful completion of HL105 and HL106, the student is eligible to complete a state registry skills and theory examination in order to become a Certified Nurse Aide. Concurrent enrollment in HL105 is required. Prerequisites: Prior to acceptance, students will be screened, including a background check, a tox

screen, and a two-part TB test. Failing any portion of the screening will disqualify students from enrollment.

HL120 Phlebotomy I - 3 credits
Introduces foundational knowledge and basic skills required for phlebotomy practice. Topics include infection control, patient identification, basic anatomy of the circulatory system, and proper use of phlebotomy equipment. Students perform capillary blood collection in a supervised lab setting. Emphasis is placed on safety, professionalism, and accurate specimen labeling and documentation.

HL121 Phlebotomy II - 3 credits
Introduces foundational knowledge and basic skills required for phlebotomy practice. Topics include infection control, patient identification, basic anatomy of the circulatory system, and proper use of phlebotomy equipment. Students perform capillary blood collection in a supervised lab setting. Emphasis is placed on safety, professionalism, and accurate specimen labeling and documentation. Prerequisite: HL120.

HL130 Medical Assisting I - 3 credits
Introduces foundational clinical and administrative skills used in ambulatory healthcare settings. Topics include patient intake, vital signs, infection control, and medical terminology. Students practice basic clinical skills in a supervised lab environment. Emphasis is placed on professionalism, communication, and accurate documentation.

HL131 Medical Assisting II - 3 credits
Builds on foundational skills with a focus on clinical procedures, diagnostic testing, and basic pharmacology concepts. Students participate in lab and clinical or practicum experiences. Emphasis is placed on workflow, patient care, and application of clinical skills. Includes preparation for national certification. Prerequisite: HL130.

HL140 Pharmacy Technician I - 3 credits
Introduces pharmacy operations, medication safety, and basic pharmacology. Topics include prescription terminology, pharmacy law, and calculations. Students practice foundational skills through lab simulations. Emphasis is placed on accuracy, safety, and professional standards.

HL141 Pharmacy Technician II - 3 credits
Builds on foundational knowledge with a focus on prescription processing, inventory management, and applied pharmacy practice. Students engage in simulation or practicum experiences. Emphasis is placed on workflow, accuracy, and patient safety. Includes preparation for national certification. Prerequisite: HL140.

HL150 Introduction to Human Disease - 3 credits
This course prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.

HL201 Human Nutrition - 3 credits
The student will be introduced to the role of nutrition, exercise and health behaviors that are required to meet the ever-changing demands of providing quality nutritional care in health promotion and disease prevention for human beings across their life spans. This course emphasizes a strong foundation in the science of nutrition and a clear understanding of how to apply that knowledge in practice, recognizing the need for professionals to ensure optimal nutrition in patient care, health promotion and disease prevention across an individual's life span.

HL207 Research and Special Topics - 1-4 credits
Exploration of topics pertaining to current events in healthcare or of special interest to students. An instructor’s permission or course prerequisites may be required for some courses.

HL297 Capstone Seminar - 3 credits
This course is the culmination of course work completed throughout the Health Science degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Prerequisites: HL100, HL101, HI102, EN102, EN202, MA201 or instructor approval.

HL298 Health Science Internship - 3 credits
This course provides a structured, faculty-mentored internship experience focused on applied heath research, innovation, and project development. Students will collaborate on interdisciplinary projects addressing healthcare systems, laboratory practices, community health challenges, or quality improvement initiatives. Emphasis is placed on research design, data interpretation, project management fundamentals, professional communication, and ethical practice. Students will produce a final project report and presentation demonstrating applied learning and workforce readiness. Prerequisites: HL100, HL101, HI102, EN102, EN202, MA201 or instructor approval.

HEALTHCARE MANAGEMENT (HM)

HM110 Introduction to Healthcare Management - 3 credits
Explores the field of healthcare management related to the global healthcare system. Topics explored include, but are not limited to, a historical overview, theoretical foundations, and history and major characteristics of development. Addresses the application of managerial concepts and practices to healthcare organizations exploring healthcare provider types, cost, access and quality of care, and the future of health services delivery.

HM200 Healthcare Finance - 3 credits
Prepares healthcare managers for the responsibilities involved in maintaining a healthcare organization, including tribal and rural health organizations. Financial risk, insurance principles, and mechanisms for healthcare reimbursement, including Medicare, Medicaid, and other payer programs, are also explained. The course explores the financial, political, and economic aspects of universal and tribal healthcare. Prerequisite: BS201.

HM210 Healthcare Quality - 3 credits
Focuses on major quality and safety issues within healthcare organizations. Methods of assessing quality and techniques for improving quality are considered, as well as opportunities for preventing adverse events. Includes current requirements for reporting indicators of quality and pay-for-performance initiatives to reward quality. Prerequisite: HM200.

HM220 Healthcare Information Systems - 3 credits
Examines the application and use of information technology in clinical and managerial decision-making. Emphasizes information technology that supports the delivery of services, including the collection, storage, retrieval, and communication of data; information systems safeguards; ethical and legal issues; and information management that promotes patient safety and quality of care. Prerequisite: BS208 or IS110.

HM297 Healthcare Capstone - 1 credit
This capstone course enables students to integrate and apply the knowledge and skills acquired through their certificate program. Students will complete a substantial written research paper or project with an accompanying report or engage in a self-study track designed to prepare them for a relevant certification exam.

HISTORY (HS)

HS110 Introduction to American Government - 4 credits
Survey of the structure and processes of the American federal governmental system. Examination of the relationship between the federal government and Anishinaabe tribes. (*Social Science*)

HS207 Special Topics in History - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

HS299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

HUMANITIES (HU)

HU109 Introduction to Humanities - 4 credits
Survey of philosophy, art, music, literature and drama of a given time and place; approach may be historical, cross-cultural, or thematic. (*Humanities*)

HU110 World Cultures - 4 credits
Examination of traditional worldviews, religions, practices, and customs of the peoples of various world regions. Emphasis is on how cultural elements are expressed in music, dance, fine art, and literature. Special attention is given to indigenous cultures worldwide. (*Humanities*)

HU207 Special Topics in Humanities - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

HU299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

INFORMATION SYSTEMS (IS)

IS105 Computer Concepts - 2 credits
Students will develop a foundational understanding of computer hardware, software, and digital tools for academic and professional success. The course covers key hardware functions, the Windows operating system, cybersecurity, online learning platforms, cloud storage, digital collaboration, and effective information capture and presentation.

IS110 Principles of Information Systems - 4 credits
This course develops essential digital and information literacy skills for success across academic programs and career pathways. Students gain hands-on experience creating professional documents, performing calculations with spreadsheets, and delivering presentations. The course emphasizes evaluating and using digital information responsibly, applying ethical standards, and practicing basic cybersecurity. Students also explore the appropriate use of digital tools and emerging technologies to support learning, problem-solving and/or decision-making in real-world contexts.

IS120 Networking - 4 credits
This course provides detailed descriptions and workings of network hardware and software components and covers operation and management of a LAN. Students will set up NICs, hubs, wiring for Ethernet, and other topologies. Prerequisite: IS105. *(Business Elective)*

IS130 Digital Collaboration & Productivity Tools - 3 credit
This course provides students with practical experience using cloud-based tools such as Microsoft-based applications and AI-powered technologies to enhance collaboration, productivity, and content creation. Students will integrate Anishinaabe cultural values, such as respect, community, and wisdom, into digital workflows, communication, and project management. Prerequisite: IS110. *(Business Elective)*

IS203 Advanced Word - 2 credits
Includes advanced tasks for creating, editing, formatting and printing a variety of documents using Microsoft Word. Prerequisite: IS110. *(Business Elective)*

IS204 Advanced Spreadsheets - 2 credits
Includes advanced formulas and functions, printing and displaying graphs, and other advanced principles using Microsoft Excel. Prerequisite: IS110. *(Business Elective)*

IS207 Special Topics in Information Systems - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

LIBERAL STUDIES (LS)

LS103 College Success Seminar - 2 credits (1 lecture, 3 lab)
Designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while in college. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community.

LS104 College Success Skills - 1 credit
Students will receive academic coaching in the areas of study skills, note-taking and test preparation and focused tutoring in current courses. This is a Pass/Fail course. This course is intended to support students' academic skills gained in LS103 College Success. Prerequisite: LS103

LS133 Online College Success - 2 credits (1 lecture, 3 lab)
This course is designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while attending college in the KBOCC online learning environment. The course addresses how to navigate the online classroom, how to prepare for and participate in discussions, how to complete quizzes and tests and generally how to manage the online learning experience effectively. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community in an online environment. This class will be tailored to the KBOCC Canvas LMS.

LS207 Special Topics in Liberal Studies - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

LS290 Indigenous Research Methods - 4 credits
A research methods class that introduces academic research tools and an opportunity to conduct hands on research. This course will serve as an overview of basic research methods and topics, an introduction to statistical analysis using JASP and data handling through excel. Students will design and complete a short group research project that considers the relevancies, respect, responsibilities, and reciprocal relations to Indigenous communities. Prerequisite: EN102.

LS295 Teaching Assistant - 1-3 credits
In this experiential learning, a student will gain instructional experience as an undergraduate teaching assistant, including planning, set-up, coaching students, and demonstrating techniques. Prerequisite: Instructor permission and a B or better grade in the course in which the student will assist. The course may be repeated for credit. Prerequisites: sophomore status.

LS297 Capstone Seminar - 1 credit
The course provides students the opportunity to map their transfer plan, portfolio development, conduct small-scale individual projects and/or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Required to take in last semester. Prerequisites: completion of EN202 and experiential learning - either LS295, LS298, or LS299.

LS298 Internship - 1-3 credits
This internship course gives the student the opportunity to grow academically, pre-professionally, personally and civically through participation in a service-learning experience with community organizations or government agencies. Students gain practical experience under the supervision of a practicing professional or at an approved site. In this experiential learning, students must work at least 40 hours at the work site for each credit, complete written journals, and meet regularly with their advisor. This is a Pass/Fail course. This course may be repeated for credit. Prerequisites: sophomore status.

LS299 Research and Special Projects - 1-3 credits
Students conduct research, create projects, or portfolio development in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. In this experiential learning, each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5. Prerequisites: sophomore status.

MATHEMATICS (MA)

MA097 Math Support - 2 credits
This course is designed to help students review and develop mathematical, computational, and quantitative reasoning skills necessary to succeed in the co-requisite course, MA103. This course integrates numeracy, algebraic reasoning, data literacy, computational literacy, and modeling, along with college success content (improving standardized test scores on college level math assessments). This is a Pass/Fail course. Co-requisite: MA103

MA103 Quantitative Reasoning - 4 credits
Students will continue to develop problem solving skills and methods to communicate quantitative arguments including writing and presentation. Topics include voting theory, geometric models, similarity and scaling, game theory, determination of problem-solving methods, their limitations, and use. (*Mathematics*)

MA105 College Algebra - 4 credits
Exploration of real numbers, equations, inequalities and absolute value, linear systems, conic sections, exponential and logarithmic functions, natural number functions and probability. Prerequisite: C or better in MA103 or placement. (*Mathematics*)

MA130 Precalculus - 4 credits
This course serves as a comprehensive foundation for students preparing to enter calculus and other advanced mathematical disciplines. It covers topics such as functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, systems of equations and inequalities, analytic geometry, sequences, probability, counting theory, and an introduction to calculus concepts. Prerequisite: C or better in MA103 or placement. (*Mathematics*)

MA201 Probability and Statistics - 4 credits
Introduction to the basic methodologies used in the statistical analysis of data. Topics include probability, descriptive statistics, probability distributions including normal, t- and chi-square and techniques for statistical inference. Special attention is given to the application of methods for the biological, physical, and social sciences. The course uses EXCEL and R software for statistical analysis. Prerequisite: C or better in MA103 or placement. (*Mathematics*)

MA207 Special Topics in Mathematics - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

MA299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

NURSING (NR)

NR101 Fundamentals of Nursing Practice - 6 credits
This course is an introduction to the role of the professional nurse using a systematic approach to foundational, evidence-based nursing concepts. The nursing process is used to develop critical thinking and judgement to safely meet the basic needs of the patients the student nurse will be providing care. Emphasis is placed on fundamental nursing skills, professional practice and concepts that are relevant to patient-centered nursing care across the lifespan to include health promotion and disease prevention. This course includes lecture, laboratory, and clinical components. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: Admission to the Nursing Program. Corequisites: NR150, NR151

NR102 Adult Health I - 6 credits
This course is an introduction to common acute and chronic conditions in adult patients. The course includes assessment and identification of clinical problems, prioritization, patient-centered and evidence-based nursing interventions, outcome development, and evaluation, and recognition of the usual course of medical treatments. There is a clinical component to this course. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: NR101, NR150, NR151. Corequisites: NR103

NR103 Mental Health Nursing - 3 credits
This course focuses on mental health concepts, understanding the dynamics of human behavior and therapeutic communication with an emphasis on safe nursing care for the patient. This student will gain knowledge about the concepts of mood and affect, stress and coping, advocacy, safety, therapeutic communication and managing care. There is a clinical component to this course. The student must maintain a grade of "B- "or better in general education and program courses. Prerequisites: EN102, NR101, NR150 and NR151. Corequisites: NR102 (*Social Science Elective) (Writing-Intensive)*

NR105 Clinical Transitions - 1 credit
Clinical Transitions is a self-directed course designed for students who have been out of the nursing program sequence for more than one semester. This is an independent study, technical skills testing, and patient-centered care experiences based on the last semester of attendance. Activities are planned to review and evaluate a student's readiness to re-enter the nursing sequence. This course will be offered as needed and will require the approval of the Nursing and Health Sciences Department Chair. Prerequisites: Admission to the Nursing Program.

NR150 Nursing Assessment and Pathophysiology - 3 credits
This course is designed as an interactive lecture and lab experience to introduce the student to the knowledge and skills needed to perform a systematic physical assessment of a patient and record the findings appropriately. The course emphasizes a holistic approach to assessment and the identification of underlying health conditions, health promotion and disease prevention while encompassing the adult patient. This course will also provide the student with the ability to communicate their findings with other members of the healthcare team. This course is interactive with a hands-on approach, utilizing mannikins and simulation. Prerequisites: Admission to the Nursing Program. Corequisites: NR101, NR151.

NR151 Pharmacology and Dosage Calculations - 3 credits
This course is an introduction to the nurse's role in the safe preparation and administration of a variety of medications, including dosage calculations. It will provide the student nurse with the foundational and governing principles of pharmacology in nursing across the lifespan. They will be provided with the concepts of pharmacodynamics and pharmacokinetics, along with major drug classes and their prototypes. Students will also gain an understanding of the importance of safe medication administration and providing patient education. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: Admission to the Nursing Program. Corequisites: NR101, NR150

NR202 Adult Health II - 6 credits
This course focuses on the care of adult patients with increasingly complex acute and chronic conditions. The course includes the development of professional nursing skills such as delegation, collaboration, and prioritization. There is a clinical component to this course. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: NR101, NR150, NR151, NR102, NR103. Corequisites: NR203.

NR203 Family Centered Nursing - 4 credits
This course will focus on concepts of family and child development from conception through adolescence. The course includes participation in patient-centered care of maternal/child and pediatric clients through the application nursing judgment. There is a focus on the family and significant others, identifying diverse cultural backgrounds, patterns of knowing and situational crisis of family health. Both observational as well as hands on activities will be provided, including community nursing and resources that can be identified in various healthcare settings and agencies. There is a clinical component to this course. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: NR101, NR150, NR151, NR102, NR103. Corequisites: NR202. (Social Science Elective)

NR204 Adult Health III - 4 credits
This course will focus on delivering patient-centered care to adult clients with emergent and multi-system problems. The course will include an introduction to critical care and emergency care nursing while applying critical thinking and judgment, evidence-based practice, and collaboration with the interprofessional healthcare team. There is a clinical component to this course. The student must maintain a grade of "B-"or better in general education and program courses. Prerequisites: NR101, NR150, NR151, NR102, NR103, NR202, NR203. Corequisites: NR297.

NR297 Capstone - 3 credit
The purpose of this course is to facilitate the safe role transition from student nurse to graduate nurse while applying theory to practice in a supervised clinical setting. This will allow the student to synthesize previous knowledge and skills, develop new knowledge and skills for the management of patients across the healthcare continuum, reflect on their learning achievements throughout their nursing

education and to increase their nursing knowledge and skills to adequately prepare for successful passage of the NCLEX-RN. Prerequisites: NR101, NR150, NR151, NR102, NR103, NR202, NR203. Corequisites: NR204.

OJIBWA STUDIES (OS)

OS110 Ojibwa Language and Culture I - 4 credits
Introduction to Ojibwa language, customs and traditions. Designed to acquaint students with basic Ojibwa grammar, vocabulary and idioms while presenting an overview of historic and contemporary Ojibwa lifestyles. *(Anishinaabe Awareness Elective) (Humanities Elective)*

OS135 Keweenaw Bay Indian Community History - 2 credits
Overview of the history of the Keweenaw Bay Indian Community. Topics include the creation of the L'Anse Indian reservation, tribal leaders, origins of Indian gaming, treaties, and related topics. *(Anishinaabe Awareness Elective) (Social Science Elective)*

OS205 Ojibwa Language and Culture II - 4 credits
Continuation of OS110. Further study of Ojibwa language, customs, and traditions. Develops students' skills in oral and written Ojibwa and expands their knowledge of historic and contemporary Ojibwa lifestyles. Prerequisite: OS 110. *(Anishinaabe Awareness Elective) (Humanities Elective)*

OS207 Special Topics in Ojibwa Studies - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

OS299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

PHYSICAL EDUCATION (PE)

PE102 Bowling - 1 credit
Introduction to basic bowling skills, etiquette, and rules with emphasis on approach, delivery, and optimizing scores.

PE103 Weight Training - 1 credit
Introduction to weight training and its role in physical fitness and wellness.

PE107 Aerobics - 1 credit
Introduction to aerobic exercise. Class exercises include warm-up, aerobic dance, toning and strengthening, cool-down, and relaxation.

PE110 Personal Health - 1 credit
Introduction to basic principles of physical activity and nutrition for maintaining good health. Provides practical experience in adopting the principles in students' own lives.

PE111 Personal Self Defense - 1 credit
Designed to empower students with the knowledge and skills necessary to protect themselves in various situations. Rooted in traditional tribal values, modern self-defense techniques and scientific anatomy & kinesiology, this course offers a holistic approach to personal safety, situational awareness, and mental resilience.

PE112 Powwow Dancing - 1 credit
Introduction to the different types of powwow dances, powwow etiquette, and conditioning methods to prepare students to participate in weekend long powwows. (Anishinaabe Awareness Elective)

PE113 Intermediate Personal Self Defense - 1 credit
This course is designed to explore higher intricacies of self-defense alongside a deeper comprehension of the cognitive requirements behind situation awareness. This course further provides an ethical framework to practicing self-defense that is rooted in Indigenous perspectives of respect and discipline. Pre- or Co-requisite: PE111.

PE120 Yoga for Beginners - 1 credit
Students will learn strategies to deal with stress, focusing on mindfulness and meditation, along with basic yoga postures. We will learn basic breathing techniques and other tools to bring mental clarity, emotional balance and focus into their daily life.

PE121 Intermediate Yoga - 1 credit
This course builds on foundational yoga practices to further develop strength, flexibility, balance, and body awareness. Students will engage in moderately paced sequences incorporating a variety of postures, breathwork, and relaxation techniques, with an emphasis on proper alignment and mindful movement. Designed for individuals with prior yoga experience or completion of a beginner-level course. Prerequisite: PE121.

PE207 Special Topics in Physical Education -1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

PE299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

PSYCHOLOGY (PY)

PY100 Introduction to the Psychology Major - 1 credit
Examination of the field of Psychology and major degree requirements resulting in an undergraduate plan of study focused on continuing education. Students will be introduced to departmental research and other opportunities. Corequisite: PY101.

PY101 Introduction to Psychology - 4 credits
Survey of the field of psychology. Behavior and mental processes are studied from the viewpoints of biological foundations, cognitive processes, emotion, motivation, life-span development, adjustment, abnormality and social psychology. (*Social Science*)

PY110 Introduction to Neuroscience - 4 credits
Survey of the nervous system structure and function, neural bases of behavior, sensation/perception, learning/memory, emotion, and neurological disorders. Lab emphasizes hands-on, inquiry-based exercises using virtual simulations, open neuroscience datasets, and behavioral experiments. Students will end the course with a portfolio of mini lab reports. Students will have the opportunity to evaluate ethical issues within neuroscience research with emphasis on cultural consideration. Designed to primarily serve psychology majors and general education students. Prerequisite: PY101. (*Lab Science*)

PY207 Special Topics in Psychology - 1-4 credits
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

PY201 Statistics for Behavioral Statistics - 4 credits
Designed to provide students with an understanding of statistical reasoning and data analysis used in Psychological and Behavioral Science Research. Students in this course will learn to select, conduct and interpret both descriptive and inferential statistics using JASP software. Students will also learn to communicate results using APA style conventions with emphasis placed on ethical decision making, cultural and community context, and preparation for research focused coursework. Prerequisite: MA103

PY210 Child Psychology - 4 credits
Examination of current research and theories on the physical, cognitive, social and emotional development of children from conception through adolescence. Includes discussion of practical applications for parenting, childcare and education. Recommended prerequisite: PY101 (*Social Science*)

PY216 Personality Psychology - 4 credits
General introduction to assessment techniques, methods, and applications that constitute Personality Psychology. As the semester progresses deeper investigations on traits, biological influence, psychoanalysis, and culture will lead us to answering questions related to why people act the way they do? And what is the difference between normal and exceptional personalities? Prerequisite: PY101

PY217 Crisis Intervention - 4 credits
This course delivers an understanding of how various crises impact the life of both, the individual and group. Numerous forms of crisis are identified and explored along with procedures and techniques utilized in defusing these situations. Interventions and evidence-based practices are identified along with various referral resources. Prerequisite: PY101

PY220 Dynamics of Addiction - 4 credits
Exploratory course examining the multifaceted subject of substance abuse and addiction. In this course we will investigate the intersection between biology and the social sciences narrowing in on their manifestation across varying demographics. This course is broken down into three sections: Addictions of substance, addiction of behavior, and addictions of process. Prerequisite: PY101

PY230 Post Colonial Psychology - 4 credits
An exploratory seminar-based course that examines contexts and concepts related to the historical colonization and the drive to decolonize Indigenous Communities. Early writings and modern works will be analyzed alongside peer reviewed research focusing on healing the soul wounds of the Indigenous peoples. Prerequisite: PY101

PY240 Abnormal Psychology - 4 credits
Examination of current theories and research on disordered or dysfunctional human behavior. Topics include the various perspectives for understanding the causes of disorders and corresponding approaches to treatment. Recommended prerequisite: EN102 and PY101 *(Writing-Intensive)*

PY250 Developmental Psychology - 4 credits
A survey of human development across the life span in the areas of biological, cognitive, social, emotional, and personality development. Provides insight into both the universal development of humans and the uniqueness of individuals. Prerequisite: EN102 and PY101 *(Writing-Intensive)*

PY260 Social Psychology - 4 credits
Exploration of theories and research on the psychology of social interactions and their applications in everyday life. Topics include social facilitation, group processes, leadership, intergroup conflict, interpersonal attraction, persuasion and altruism. Recommended prerequisite: PY101

PY295 Teaching Assistant - 1-3 credits
In this experiential learning, a student will gain instructional experience as an undergraduate teaching assistant, including planning, set-up, coaching students, and demonstrating techniques. Prerequisite:

Instructor permission and a B or better grade on the course on which the student will assist. The course may be repeated for credit. Prerequisites: sophomore status.

PY297 Capstone Seminar - 1 credit
Competency based course designed for students in their last semester. The capstone seminar focuses on demonstrating the competencies associated within the psychology program learning outcomes. These competencies are demonstrated through discussions, APA formatting, research methodologies, and scientific & technical communication. This course requires students to diagnose and research a novel issue in depth and pair scientific reasoning with indigenous research methodologies to format a research proposal and present on it. Prerequisite: EN202

PY299 Research and Special Projects - 1-4 credits
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline and the Dean of Academic Affairs. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

SOCIOLOGY (SO)

SO101 Introduction to Sociology - 4 credits
Introduction to the study of human interaction. Topics include social organization, socialization, deviance, status and role, and social and cultural change. (*Social Science*)

SO102 Social Problems - 4 credits
Examination of current social problems in American society. Topics include poverty, racism, crime, pollution, and disease as well as methods used to combat these problems.

SO200 Critical Thinking and Ethics - 4 credits
This course is designed to help develop critical thinking skills central to academia but highly translatable in day-to-day life. Topics will include arguments, logic, causal claims, surveys, theory evaluation, experiment evaluation, scientific and technical communication, and ethical considerations within groups. (*Social Science*)

SO201 Marriage and the Family - 4 credits
Study of the role of marriage and the family in contemporary society with historical perspectives and sociological analysis.

SO202 Minority Groups in America - 4 credits
Explores the theory of racism, prejudice, political economic, and social inequalities, and conflict. It addresses minority problems and contributions to American life and culture. Prerequisite: SO101.

SO207 Special Topics in Sociology - 1-4
Exploration of topics pertaining to current events or of special interest to students. An instructor's permission or course prerequisites may be required for some courses.

SO299 Research and Special Projects - 1-4
Students conduct research or create projects in areas of special interest. Students must prepare written proposals including project schedules and evaluation methods with faculty mentor assistance. Each proposal must be approved by faculty from the relevant discipline. Open only to students who have completed 12 credits with a minimum GPA of 2.5.

SOCIAL WORK (SW)

SW101 Introduction to Social Work – 3
This course provides an overview of the social work profession, including its history, core values, ethics, and practice settings. Students will explore the roles and responsibilities of social workers in diverse

communities, with a particular emphasis on Indigenous and Tribal perspectives in social work practice. The course introduces foundational concepts such as social justice, advocacy, cultural humility, and strengths-based approaches. Students will also examine social policies, service delivery systems, and the impact of systemic inequities on marginalized populations. This course aligns with the Council on Social Work Education (CSWE) competencies and prepares students for further study in social work practice. (Social Science Elective)

SW102 Human Behavior in the Social Environment (HBSE) - 3
An investigation into the interactions between individuals, families, groups, communities, and social institutions from the lens of a social worker. Using an ecological systems framework, students will examine the biopsychosocial, spiritual, and cultural factors that influence human development and behavior across the lifespan. Emphasis is placed on the impact of social structures, systemic inequalities, and historical trauma, particularly in Indigenous rural communities. This course aligns with the Council on Social Work Education (CSWE) competencies and prepares students to apply theoretical perspectives to diverse social work settings.

VOCATIONAL INSTRUCTION (VI)

VI110 WELD-Fundamentals - 3 credits (1 lecture, 4 lab)
In this course students will learn the setup and proper use of Mig (GMAW), flux-core arc (FCAW), and Arc (SMAW) equipment. Students will practice SMAW with cellulose and low-hydrogen electrodes. Students will also perform welds using short circuit and spray transfer methods. Students will learn theory, metallurgy, and electrode selection in this class. Welding performance is held to the American Welding Society standards for performance and proper weld profile.

VI120 Industrial Technology-Machine Tool - 3 credits (1 lecture, 4 lab)
In this class students will learn the theory and apply the basic operations of typical machine tools such as lathes, mills, drills, grinders and the use of precision bench tools and layout equipment. Students will learn the application of the various tool room machines, practical knowledge of machine processes, and basic machine shop skills.

VI130 Technical Design- Documentation and Blueprint Reading - 4 credits
Students will learn the importance of industrial drawings and elements of blueprints that will allow them to successfully interpret these drawings. The topics covered will be the use of measuring tools, tolerancing, and measurement systems.

VI140 Industrial Communication and Skills - 2 credits
Students will learn the basic principles associated with industrial communications, and professionalism including graphical, oral and written techniques.

VI200 WELD-GMAW (Mig) - 3 credits (1 lecture, 4 lab)
In this course students will learn the setup and proper use of Mig (GMAW) and flux-core arc welding (FCAW) equipment. Students will learn theory, metallurgy, and electrode selection in this class. Students will perform welds using short circuit and spray transfer methods. Welding performance is held to the American Welding Society standards for performance and proper weld profile. Prerequisite: VI230

VI207 Special Topics in Vocational Instruction - 1- 4 credits
Exploration of topics pertaining to current events or of special interest to students. Instructor's permission or course prerequisites may be required for some courses.

VI210 WELD GTAW (Tig) - 3 credits (1 lecture, 4 lab)
In this course students will learn the set-up and proper use of Tig (GTAW) welding equipment. Students will learn theory, metallurgy, and electrode selection for ferrous and non-ferrous metals in this class. Welding performance is held to the American Welding Society standards for performance and proper weld profile.

VI220 WELD-Pipe - 3 credits (1 lecture, 4 lab)
Students will learn the fundamentals of pipe welding. Students will perform welds in the 1G, 2G, 5G, and 6G positions using SMAW, GMAW, FCAW, GTAW. Students will learn the difference between AWS, ASME, and API qualifications. Students will also demonstrate proper fitment of pipes. Prerequisite: VI110, VI200, VI210 and VI230.

VI230 WELD-Test Plate - 3 credits (1 lecture, 4 lab)
In this class students will perform AWS qualification plates in flat, horizontal, vertical, and overhead positions using different welding processes. Students will learn the proper methods for destructive and non-destructive testing.

VI240 WELD-Fabrication and Design - 3 credits (1 lecture, 4 lab)
Students in this course will learn the principles of fabrication and design. Shop fabrication and field fabrication will be covered in this course. Upon completion of this course students will be able to successfully layout and square metal fabrications. Prerequisite: VI200, VI210 and VI220

VI250 Basic CNC - 3 credits (1 lecture, 4 lab)
Students learn the necessary concepts required for programming Computer Numerical Controlled (CNC) equipment with an emphasis on Fanuc style G&M code.