





## **Keweenaw Bay Ojibwa Community College**

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*"Catch Your Dream through a Superior Education"*

### **Office of the President**

### **WELCOME**

Boozhoo!

I would like to welcome all of you to Keweenaw Bay Ojibwa Community College. This past year has been busy for our institution in several areas.



In April 2010, the Bureau of Indian Education sent a review team to determine eligibility for funding under the Tribally Controlled Community College Assistance Act. On December 22, 2010, the Bureau of Indian Education determined that Keweenaw Bay Ojibwa Community College meets the requirements and is eligible for benefits. Based on Indian Student Count, additional funding will be available fiscal year 2012.

Federal student aid is now available! The U.S. Department of Education informed the College in December, 2010, that the institution is eligible to participate in the Federal student aid program. In order for students to receive funding, they must complete the Free Application for Federal Student Aid (FAFSA). Assistance in completing this application and determining eligibility for other scholarships is available from the Financial Aid Office.

Under the Memorandum of Agreement with the Tribal Council, students are also eligible for the KBIC Sovereign Student Fund. This will cover the cost of books and other personal expenses for eligible tribal members. We continue to offer academic programs in a multi-cultural atmosphere in order to meet the changing needs of our students.

Whether you are a first-time college student or are returning to college, we are committed to support you in fulfilling your educational goals. You are kindly invited and encouraged to visit our small personalized campus or visit us on our website at [www.kbocc.org](http://www.kbocc.org).

Miigwech,

Debra J. Parrish, President

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# Calendar 2011-2012

## FALL SEMESTER 2011

August	Thursday	25	New Student Orientation & Advising
	Mon	29	First official day of classes
September	Friday	2	Last day to register for classes
	Friday	9	Last day to drop/add classes
	Monday	5	Labor Day, no classes
	Friday	16	Constitution Day, observances, classes held
	Friday	23	Michigan Indian Day, no classes
November	Thursday	24	Thanksgiving recess begins, no classes
	Monday	28	Classes resume
December	Friday	2	Last day to withdraw from classes with a W grade
	Friday	9	Semester ends

## SPRING SEMESTER 2012

January	Tuesday	5	New Student Orientation & Advising
	Monday	9	First official day of classes
	Monday	16	Martin Luther King, Jr. Day, observances, classes held
	Friday	13	Last day to register for classes
	Friday	20	Last day to drop/add classes
February	Monday	27	Spring break begins, no classes
March	Monday	5	Classes resume
April	Friday	6	Good Friday, no classes
	Monday	9	Classes resume
	Friday	20	Last day to withdraw from classes with a W grade
	Friday	27	Semester ends
	Saturday	28	Commencement Ceremony

## SUMMER SEMESTER 2012

May	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	11	Last day to drop/add classes (8 week session)
	Friday	18	Last day to drop/add classes (15 week session)
	Monday	28	Memorial Day, no classes
June	Friday	22	Last day to withdraw from classes with a W grade (8 week session)
	Friday	29	8 week summer session ends
July	Wednesday	4	Independence Day, no classes
August	Friday	10	Last day to withdraw from classes with a W grade (15 week session)
	Friday	17	15 week summer session ends

# Calendar 2012-2013

## FALL SEMESTER 2012

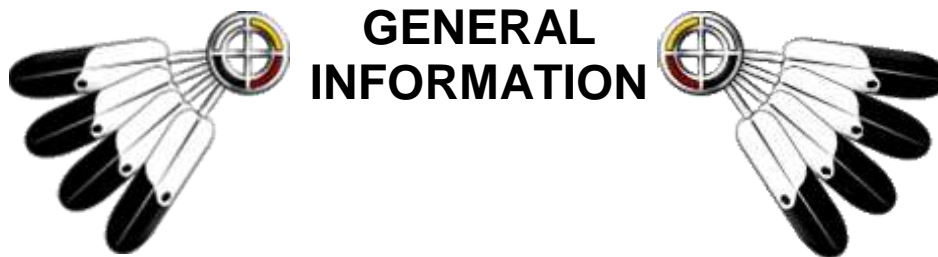
August	Thursday	23	New Student Orientation & Advising
	Monday	27	First official day of classes
	Friday	31	Last day to register for classes
September	Monday	3	Labor Day, no classes
	Friday	7	Last day to drop/add classes
	Monday	17	Constitution Day, observances, classes held
	Friday	28	Michigan Indian Day, no classes
November	Thursday	22	Thanksgiving recess begins, no classes
	Monday	26	Classes resume
	Friday	30	Last day to withdraw from classes with a W grade
December	Friday	7	Semester ends

## SPRING SEMESTER 2013

January	Thursday	3	New Student Orientation & Advising
	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	18	Last day to drop/add classes
	Monday	21	Martin Luther King, Jr. Day, observances, classes held
February	Monday	25	Spring break begins, no classes
March	Monday	4	Classes resume
	Friday	29	Good Friday, no classes
April	Monday	1	Classes resume
	Friday	19	Last day to withdraw from classes with a W grade
	Friday	26	Semester ends
	Saturday	27	Commencement Ceremony

## SUMMER SEMESTER 2013

May	Monday	6	First official day of classes
	Friday	10	Last day to register for classes
	Friday	10	Last day to drop/add classes (8 week session)
	Friday	17	Last day to drop/add classes (15 week session)
	Monday	27	Memorial Day, no classes
June	Friday	21	Last day to withdraw from classes with a W grade (8 week session)
	Friday	28	Abbreviated summer session ends
July	Thursday	4	Independence Day, no classes
August	Friday	9	Last day to withdraw from classes with a W grade (15 week session)



## **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 associate degrees, personal and professional enrichment, and lifelong learning. Transfer credit agreements exist between Keweenaw Bay Ojibwa Community College and the following institutions: Finlandia University, Michigan Technological University, and Northern Michigan University.

Keweenaw Bay Ojibwa Community College is a member of the American Indian Higher Education Consortium (AIHEC). Through AIHEC, the College is able to provide students with increased educational opportunities including scholarships from the American Indian College Fund.

In October 2009, the Higher Learning Commission of the North Central Association of Colleges and Schools approved the College as a candidate for accreditation. In December 2010, the Department of Education approved Keweenaw Bay Ojibwa Community College to receive funds under Title IV for Federal student aid. In addition, the Bureau of Indian Education approved the institution to receive funding under the Tribally Controlled Community College Assistance Act.

### **VISION**

Keweenaw Bay Ojibwa Community College will serve as the principal higher educational institution for the L'Anse Indian Reservation and surrounding communities by providing quality academic programs rich in Ojibwa culture that empower students to fulfill their dreams of a superior education.

### **MISSION**

Formed out of our American Indian identity, the mission of Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition and beliefs that supports life-long learning.

This mission will be accomplished by providing a professional, dedicated, open-minded and enthusiastic faculty, teaching a challenging, intellectually rigorous, and relevant curriculum in a culturally sensitive environment that is safe and conducive to learning.

## **BELIEFS**

The administration and Board of Regents have set forth these beliefs and are accountable to them:

- Education is a worthwhile endeavor and is the foundation for success.
- Everyone has the right to an accessible and affordable education.
- Everyone can learn.
- Everyone deserves a safe environment for learning.
- Education is a shared responsibility.
- Learning is a lifelong process.
- Those who teach must never cease to learn.
- Everyone is unique and has value.
- Everyone needs to maintain a sense of dignity.
- Strength comes from diversity.
- The earth is our community.

## **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.

## **DISCLAIMER**

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



# ADMISSIONS AND REGISTRATION



## ADMISSIONS AND REGISTRATION

### 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.

To be eligible for admission to 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 apply under the Ability to Benefit program (See Special Admissions below). Transfer students must either be in good academic standing at their previous institution or receive special admission permission from the Dean of Instruction.

### ADMISSION PROCEDURES

#### ***Regular Admission***

##### **High School Graduate or GED:**

1. Complete and submit an application for admission along with a \$20.00 application fee.

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:**

1. Complete and submit an application for admission along with a \$20.00 application fee.
2. Have official transcripts from all previous colleges sent directly to the Admissions Office.

#### ***Readmission***

##### **If returning after a voluntary absence from Keweenaw Bay Ojibwa Community College for two or more semesters:**

1. Submit an application for readmission along with the \$5.00 application fee
2. Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

##### **If reapplying following an academic suspension:**

1. Submit an application for readmission along with the \$5.00 application fee.
2. Submit a letter of appeal for reinstatement to the Faculty Council.



3. Have official transcripts from any colleges or universities attended in the interim sent directly to the Admissions Office.

Students who are readmitted to Keweenaw Bay Ojibwa Community College after three or more consecutive fall and spring 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

### ***Special Admission***

#### **Ability to Benefit Admissions**

Ability to Benefit admission allows students who do not have a high school diploma or GED and are beyond the age of compulsory school attendance admission to Keweenaw Bay Ojibwa Community College as degree-seeking students. Students admitted under Ability to Benefit may qualify for Federal financial aid.

Students seeking Ability to Benefit admissions must prove that they are able to do college-level coursework in one of two ways, by testing or by successfully completing college level coursework as a conditional student. These alternatives are described below.

Students under age 55 admitted through the Ability to Benefit program must qualify for regular admission before achieving sophomore status (31 or more credits) by completing a high school diploma or GED.

#### ***Ability to Benefit Admission by Testing***

Students can qualify for Ability to Benefit admission by providing documentation that they have passed math and English assessments that are recognized by the U.S. Department of Education for demonstrating Ability to Benefit and were administered by a party independent of KBOCC. These students will be admitted as soon as the College receives their documentation of passing scores from the testing organization.

#### ***Ability to Benefit Admission by Completing Courses as a Conditional Student***

Students seeking admission under the Ability to Benefit program may demonstrate their ability to do college-level work by successfully completing at least six college credits as conditional students. Conditional students are not eligible for Federal financial aid until they have qualified for Ability to Benefit admission. At that point, they can be admitted as degree-seeking students.

Students may take up to eight credits of course work (2 or 3 classes) as conditional students. At least one of the courses must be either an academic preparation course (see page 29), or a mathematics, or composition course, based on placement testing. The second course(s) may be selected from academic preparation or general education courses (page 33) that are required for a degree program. The courses do not need to be taken at the same time, and must total at least six credits.

On completion of the conditional coursework, the student's academic record will be reviewed to determine if the student qualifies for Ability to Benefit status. To qualify for Ability to Benefit status, conditional students must pass these courses with a 2.0 or better.

Students who have successfully completed at least six credits of academic preparation or general education courses as non-degree-seeking students at KBOCC or as transfer students from another college or university may also qualify for Ability to Benefit admission upon review of their academic records.

**Non-degree-Seeking:**

Adults who wish to enroll in specific courses may enroll as non-degree-seeking students. Non-degree students are not required to provide a high school diploma or GED, and are not eligible for Federal or Keweenaw Bay Ojibwa Community College financial aid, with the exception of the Senior Citizen Scholarship. Non-degree-seeking students who later decide to seek regular admission may apply all credits earned and must meet regular admission requirements.

**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 Keweenaw Bay Ojibwa Community College.
3. Guest students should have their Keweenaw Bay Ojibwa Community College 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 Keweenaw Bay Ojibwa Community College to their home institutions.

Financial aid for guest students may be available from their home institution. The student will be responsible for payment of tuition and other educational expenses incurred to Keweenaw Bay Ojibwa Community College.

**Advanced Secondary Enrollment:**

High school juniors or seniors with a "B" average (3.0 on a 4.0 scale) or better may enroll in up to three courses totaling no more than 8 credits per semester with parental consent and the recommendation of their high school counselor. Applicants must submit an advanced secondary enrollment form to the Admissions Office each semester.

**PLACEMENT TESTING**

All newly admitted degree-seeking students must schedule and complete placement testing in mathematics and English or provide results of previous testing, or have successfully completed college courses in these areas. These requirements will also apply to non-degree-seeking students enrolling in math or English. The results of the placement tests are used for advising purposes only and will not affect admission status. Placement tests may be scheduled at the Admissions Office. Students who decline to take placement tests must enroll in the most basic math and English courses.

**REGISTRATION**

Open registration is held prior to the beginning of the semester. In order to register, students must have completed the following:

1. Admissions forms
2. Financial aid application
3. Registration card approved and signed by advisor

Returning students must have account balances paid in full prior to registration.

### ***Late Registration***

Students may register through the first week of the semester. Late registrants (on or after the first day of the semester) are responsible for making up any missed course work and must pay the late registration fee of \$25.00. Students enrolling in courses that begin after the first week of the semester are exempt from late fees.

### ***Adding Courses***

Registered students may add courses through the end of the second week of the semester with the approval of the instructor and advisor. An official drop/add form must be submitted to the Enrollment Office.

### ***Dropping Courses***

Registered students may drop courses through the end of the second week of the semester without a transcript notation by completing a drop/add form with instructor's and advisor's signatures and submitting it to the Enrollment Office.

### ***Registration Cancellation***

Students who do not attend classes during the first two weeks of a course will have that course enrollment cancelled. Students who are unable to attend due to an emergency may maintain their enrollment by notifying the Dean of Student Services and providing documentation of the emergency.

### ***Course Audit***

Students wishing to audit a course must complete the registration card and application form and pay the audit fee. Students taking a course for credit will have priority over students auditing a course if classroom space is limited.

### ***Repeated Courses***

Students registering to repeat a previously attempted course for which a grade was issued must submit a Repeat Course Form with the registration card. 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. No prerequisite course may be repeated if a more advanced course has been completed with a grade of "C" or better. Repeating a course more than once will result in the loss of financial aid for that course.

## **WITHDRAWAL**

### ***Withdrawal from Courses after Drop/Add Period***

A student may begin the withdrawal process by obtaining a withdrawal form from the Dean of Student Services, the Dean of Instruction, or their advisors. Students may withdraw after the second week and before the final week of the semester. Courses from which students have withdrawn will appear on their grade reports and transcripts with a "W" grade.

In unusual circumstances, i.e. a serious student illness, the withdrawal may be processed via telephone and fax. The withdrawal must begin with an actual phone contact with the Dean of Student Services (or designee, if unavailable) to ensure identification of the student and that the withdrawal information is correct.

*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 tuition and fees for courses from which they withdraw.*

### ***Withdrawal from the College***

Students needing to withdraw from the College during the course of the semester must meet with the Dean of Student Services, Dean of Instruction, or their advisors to complete the necessary withdrawal form. Failure to complete a formal withdrawal may result in the student receiving “F” grades in all his or her courses.

*The tuition and financial aid information in the above section applies to withdrawal from the college as well.*

### ***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.

Refer to the Student Handbook for additional withdrawal information.



# TUITION AND FEES



## TUITION AND FEES

All student accounts are payable at the time of registration. Payment or financial arrangements must be made by the first day of classes. Tuition and fees are assessed as full-time (12 credits minimum), three-quarter time (9-11 credits), half-time (6-8 credits), or per credit hour. Fees are in addition to tuition.

Tuition and fees will be assessed based 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:

<b>Tuition:</b>	<b>2011-2013</b>
Per credit hour (1-5 credits)	\$80.00
Half-time (6-8 credits)	\$480.00
¾ time (9-11 credits)	\$720.00
Full-time (12-18 credits)	\$960.00
<b>Other fees and charges:</b>	
Lab/Course Fee	Based on course needs
Technology Fee	\$25.00
Course Audit Per Credit	\$40.00
Endowment Fee	\$5.00
Late Registration Fee	\$25.00
<b>Student Activity and Services Fee:***</b>	
Part time students – five or fewer credits	\$50.00
Part-time students – 6-11 credits	\$60.00
Full-time students – 12+ credits	\$70.00
<b>One-Time Fees</b>	
Application Fee	\$20.00
Readmission Fee	\$5.00
Official Transcript Fee*	\$5.00
ID Fee	\$10.00
Replacement ID Fee	\$5.00
Graduation Fee**	\$100.00

\*After first copy

\*\*Due at time of application for graduation

\*\*\*These charges include: printing and special events

Fees for community enrichment classes and workshops are established independently.

## **PAYMENTS**

Tuition and fees can be paid at the time of registration. 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 with at least one-third of the tuition and fees paid at registration with the remainder paid by payroll deduction or biweekly payments, as specified by contract. Late registrants must pay or make financial arrangements when they register. Student accounts must be paid in full prior to registering for the following semester, receiving transcripts, diplomas or certificates, or receiving grade reports.

## **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 cancelled, students will receive a full refund for that class.

## **TEXTBOOK & BOOKSTORE POLICY**

Students can purchase textbooks through the Student Services Office during regular office hours. See the Student Handbook for detailed instructions.



## FINANCIAL AID



The Financial Aid Office is constantly seeking out opportunities that would specifically benefit Keweenaw Bay Ojibwa Community College students. Scholarships will be posted on the Scholarship Board and, when appropriate, throughout the building. Students are encouraged to utilize the financial aid staff in preparing applications.

### ***Student Responsibilities***

Students are ultimately responsible for financing their college education and are encouraged to apply for financial aid as early as possible to avoid time constraints or losing opportunities for sources that fund on a first-come/first-served basis. Students must complete a KBOCC Financial Aid Application each semester, as well as submit any documentation requested by the Financial Aid Office to ensure students' financial aid files are complete.

*Students who receive financial aid are required to complete their classes or refund their awards. In some circumstances, students who withdraw may only be required to refund a portion of their awards.*

### **FINANCIAL AID PROGRAMS**

#### **Federal Pell Grant (PELL)**

PELL is designed to help needy undergraduate students who have not yet received a bachelor's degree pay for their educational costs. For many students, it provides a foundation of 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 his or her courses in the period in which it was awarded. Eligibility for PELL is determined by the U. S. Department of Education. Funding for the academic year is based on the student's educational cost (COA), expected family contribution (EFC) and enrollment status. Students must apply for a Federal Pell Grant each academic year.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is awarded to undergraduate students who meet Pell eligibility requirements and have exceptional financial need. Priority for FSEOG awards is given to eligible students who have the lowest expected family contributions as determined by the Free Application for Federal Student Aid (FAFSA) The U. S. Department of Education determines the amount of FSEOG funds the college receives, and the Financial Aid Office, in turn, is responsible for allocating awards to KBOCC students.

#### **Federal Work-Study**

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 U.S. Department of Education awards FWS funds to the college to be allocated among eligible KBOCC recipients.

#### **KBOCC Scholarship**

KBOCC Scholarships provide tuition funding for students who are ineligible for other programs. Eligible students must be enrolled KBIC members attending KBOCC and must maintain a minimum 2.0 GPA. Student award amounts are determined by the College. Students must re-apply each semester.

### **Elder Scholarship**

Students age 62 or older who are not eligible for other sources of financial aid will be eligible for a tuition scholarship for one course per semester. To be eligible for this scholarship, students must submit a KBOCC Financial Aid Application and provide proof of age. The scholarship covers tuition only; it does not provide for books or other fees.

### **Bureau of Indian Affairs Grant Program (BIA)**

Native American students who are enrolled members may receive aid from the Bureau of Indian Affairs. To be considered for this grant students must contact their Tribal Education Office for a BIA Scholarship Application and to learn about other specific eligibility requirements.

### **Additional Scholarships**

The Financial Aid Office distributes any other scholarships designated specifically for KBOCC students as they are made available.

## **FINANCIAL AID ELIGIBILITY**

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

- Be admitted to an eligible program of study (degree or certificate 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](http://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 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's degree must complete the minimum credits listed in the catalog and may receive funding for up to 150% of the average credits (typically about 90 credits). Students will not receive financial aid for credits exceeding 90 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 his or her degree program or graduates and requests a second degree, his or her transcript will be evaluated by both the Dean of Instruction and the new advisor to determine what portion of the requirements for the new program has been satisfied. Provided that the student has not yet received a higher degree, she or he may be eligible for Federal Aid.

After a degree audit has been completed, a new count of credits attempted will be determined based upon the credits completed that satisfy requirements in the new degree program. For example, if a student has attempted 60 credits but only 30 credits (including transfer credits) will satisfy requirements in the new program, then the count of the attempted credits, for Federal Student Aid purposes, will be reset from 60 to 30. The student will have a new maximum of 60 additional credits to complete the new degree program.

A student who receives an adjusted count of credits attempted due to a degree program change will have a maximum of 120 credits attempted (or four years' full-time equivalent) to complete two associate's degree programs at the college. This will count all credits attempted in any program at this college including remedial courses.



## Student Appeals

A student who has lost his or her financial aid eligibility may wish to appeal that status if he or she believes that there are mitigating circumstances. Examples of mitigating circumstances would be medical problems or curriculum changes. A student may submit an application for appeal to the Financial Aid Office. The Financial Aid Office will review the student's mitigating circumstances. The student will receive notification by mail stating whether she or he has been granted reinstatement of Federal Financial Aid.

If the loss of aid eligibility was due to lack of satisfactory academic progress, the appeal will be submitted to the Financial Aid Appeals Committee.

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

To maintain their eligibility for Federal financial aid, students must maintain satisfactory academic progress. Satisfactory academic progress is based on attempted credits which include all credits enrolled in at the end of the drop-add period. Progress will be monitored each semester and has two components:

- 1) Satisfactory grade point average, as described below:

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) Satisfactory degree progress, which means successfully completing 67% of credits attempted.

Failure to meet the satisfactory academic progress for one semester will result in financial aid probation. Students on financial aid probation are still eligible for Federal Student Aid.

Failure to meet the 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.

### Reinstatement of Federal Student Aid may occur when:

1. Enough credits have been completed to achieve satisfactory academic progress using alternative funding.
2. Taking a semester or more off from college and petitioning for readmission. Readmission requests must be made in writing to the Faculty Council and must outline the steps the student plans to take to improve his or her academic performance.
3. Immediate reinstatement is petitioned for based on extenuating circumstances. Petitions must be made in writing to the Financial Aid Appeals Committee and must explain the extenuating circumstances and outline the steps the student will take to regain satisfactory academic progress.

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.



# ACADEMIC INFORMATION



## **ACADEMIC CALENDAR**

Keweenaw Bay Ojibwa Community College operates on a fifteen week semester system. Accelerated (fifteen week equivalent) courses may be offered.

## **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.

### ***Major***

Major refers to a student's degree program (see pages 34-37). Keweenaw Bay Ojibwa Community College students may major in Early Childhood Education, Environmental Science, or Liberal Studies. Within Liberal Studies, students have the option of a Native American Emphasis.

Students who have yet to decide on their degree program are designated as "undeclared." Students should declare a major early in their college careers in order to ensure that their course selections will count toward their degrees. However, previously "undeclared" students who have earned 25 or more credits are required to declare a major prior to registering for the next semester.

## **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.
- 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.
- Guest:** Students enrolled at another institution taking courses through KBOCC.

## **CLASS ATTENDANCE**

Because academic success is closely related to class attendance, 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**

Academic honesty and integrity are expected of all students. 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 of another student's work.
- Plagiarism (i.e. using someone else's ideas or words without proper acknowledgment).
- Deliberate misrepresentation regarding fulfillment of course requirements.

## **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

## **GRADING SYSTEM**

Keweenaw Bay Ojibwa Community College uses letter grades with corresponding numeric values to evaluate academic performance.

Grade	Honor Points Per Credit Hour	Grade	Honor Points Per Credit Hour
<b>A</b>	4.0	<b>C</b>	2.0
<b>A-</b>	3.7	<b>C-</b>	1.7
<b>B+</b>	3.3	<b>D+</b>	1.3
<b>B</b>	3.0	<b>D</b>	1.0
<b>B-</b>	2.7	<b>D-</b>	0.7
<b>C+</b>	2.3	<b>F</b>	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.

**NCr** = No Credit earned. Failure to complete all the requirements for a course enrolled in as Cr/NCr. 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:

1. Multiply the number of credits for the course by the honor points for the grade received.
2. Total the honor points for all courses taken.
3. 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**

Requests for an incomplete must be initiated by the student and approved by the instructor of the course and the Dean of Instruction. An incomplete may only be issued when the student has completed the majority of the required coursework and is earning a passing grade. A contract specifying the work to be completed and the deadline for completion must be signed by the student, instructor, and Dean of Instruction. 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**

Semester grade reports are mailed to students at the end of each semester. Official grade reports will not be mailed to students who have unpaid balances on their accounts. Students may obtain their grades from their advisors.

## **GRADE CHANGES**

Students who feel an error was made in reporting or recording a grade on their grade reports should contact the instructor as soon as possible. Grade change forms must be signed by instructors and received in the Enrollment Office by the fifteenth day of classes of the following semester. For information about pursuing grade problems further, see the section on Academic Grievances 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. Transcripts will not be issued for a student with an unpaid balance.

## **ACADEMIC HONORS**

Each semester Keweenaw Bay Ojibwa Community College 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
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## **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 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

### ***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 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 whose cumulative GPAs do not reach the minimum cumulative GPA standard 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, any student who has not achieved a cumulative GPA that meets the minimum standard for the number of credits attempted will be suspended for a minimum of one semester. Suspended students may not re-enroll until they have successfully appealed the suspension or applied 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 raising their GPAs 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 and must include an explanation for the previous poor academic performance and the steps the student plans to take to improve.

## **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.

Exceptions exist in FERPA law 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.
  - 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, enrollment status, class, KBOCC email address, and degrees and awards conferred. 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 either for credit, stipend (pay) or both in a wide variety of locations both in the U.S. and abroad. While many are summer programs, some internships are available during the spring and fall semesters. To be eligible, students must have completed a minimum of 12 credits and be in good academic standing (2.0 cumulative GPA or above) or as specified by the sponsoring agency. Internships may be required in some 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 to a student on an individual basis in a semester when it is not offered or when the course is cancelled due to low enrollment. They 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. Approval by the instructor and Dean of Instruction are required. Refer to the Student Handbook for more information on individualized study courses and approval process.

## **RESEARCH AND SPECIAL PROJECTS COURSES**

Research and special projects courses offer out-of-the-ordinary opportunities for learning. They may feature particular in-depth study of a specialty area, field study or the use of innovative technologies. The Research and Special Projects (299) course in each area of study provides a vehicle for students to explore an area of special interest in greater depth. Students must have sophomore level standing and a minimum cumulative GPA of 3.0 to be eligible. The proposed project must secure prior approval from the Dean of Instruction. Refer to the Student Handbook for more information on special study programs.

## **COMMUNITY ENRICHMENT PROGRAMS**

Keweenaw Bay Ojibwa Community College 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.

Keweenaw Bay Ojibwa Community College is approved by the Michigan Department of Education to sponsor in-service training, workshops, and courses for teacher education and award State Board Continuing Education Units (SB-CEUs) accordingly.





# TRANSFER POLICIES



## TRANSFER POLICIES

### TRANSFERRING TO KBOCC

Keweenaw Bay Ojibwa Community College 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 Keweenaw Bay Ojibwa Community College.

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. Transfer credit evaluations are conducted by the Dean of Instruction.

Students must complete a minimum of 20 semester hours of credit while enrolled at Keweenaw Bay Ojibwa Community College, including the last semester of course work, to earn a degree from the College.

### TRANSFERRING FROM KBOCC TO ANOTHER INSTITUTION

The Enrollment Office will send transcripts to other institutions upon written request by the student and payment of the \$5.00 fee after the first transcript. The student's account must be paid in full.

The accepting institution determines how to value transfer credits. Students may obtain assistance in transferring from their advisors, the Dean of Instruction, or the Dean of Student Services, as well as from the institution to which they are transferring.

Transfer credit agreements exist between Keweenaw Bay Ojibwa Community College and the following institutions: Finlandia University, Michigan Technological University, and Northern Michigan University.



# GRADUATION



## GRADUATION

### GRADUATION REQUIREMENTS

To qualify for graduation from Keweenaw Bay Ojibwa Community College, the student must:

1. Complete a minimum of 60 semester hours of credit.
2. Complete a minimum of 20 semester hours of credit at Keweenaw Bay Ojibwa Community College.
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 Instruction by the end of the semester prior to the semester of anticipated completion.
7. Pay the graduation fee of \$100.00

### ***COLLEGE CATALOG FOR GRADUATION***

Students who have maintained their enrollment in the College may use the degree 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

### 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 eight 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**

KBOCC graduates seeking additional degrees from KBOCC must complete a minimum of 15 newly-earned credits per additional degree. All program requirements must be met as well. For example, a student who has earned an Associate of Science (AS) degree with a major in Environmental Science then decides to return to KBOCC to earn an Associate of Arts (AA) degree with a major in Liberal Studies. The student must complete all of the requirements for the Liberal Studies program which must include a minimum of 15 new credits.



# HEALTH AND SAFETY POLICIES



## **CODE OF CONDUCT**

Keweenaw Bay Ojibwa Community College integrates traditional Ojibwa values into all its programs. The seven sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery, honesty, humility, and truth. Students are expected to behave in a manner that demonstrates these virtues and shows honor and respect for other individuals, the College, and broader communities.

**Refer to the Student Handbook for more specific policies on the student code of conduct and disciplinary procedures.**

## **DRUG FREE CAMPUS POLICY**

Keweenaw Bay Ojibwa Community College complies with the Drug Free Schools and Communities Act of 1989. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or illegal drugs in a college facility or while participating in any college sponsored activity will not be tolerated by students or staff. Anyone who appears to be under the influence of alcohol or illegal drugs in any such case will be asked to leave the event. Students who violate this policy will be subject to disciplinary action. (See Student Handbook)

Alcohol and illegal drug use health information as well as community resources and campus prevention activities are available in the Dean of Student Services Office.

## **NO SMOKING POLICY**

Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes the well-being of its students and employees.

**SMOKING IS PROHIBITED INSIDE ALL TRIBAL COLLEGE FACILITIES.** The NO SMOKING POLICY applies to students, employees, and visitors while on the premises. Everyone is expected to exercise common courtesy and respect the needs and sensitivities of others with regard to the smoking policy. Smoking is prohibited within 20 feet of any entrance. The gazebo is designated as an outdoor smoking area for the main building.

## **RESPECT AND CONSIDERATION**

Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College's mission. While at the College or any college-sponsored activity, all members of the college community have the right to be treated with respect and consideration. Threatening or insulting behavior will not be tolerated. Threatening behavior should be reported to an instructor or administrator as soon as possible

## **CHILDREN ON CAMPUS**

Because Keweenaw Bay Ojibwa Community College has an open campus, for their own safety, children under the age of 17, with the exception of enrolled advanced secondary students, must be under the supervision of a responsible adult while on campus.

Students may bring infants to class with instructor permission provided that instruction and class activities are not disrupted. Older children may occasionally be permitted in class under exceptional circumstances with instructor permission. Instructors have the responsibility to ensure that instruction is not disrupted and may withdraw permission at any time. No children under 8 years of age will be allowed in the science lab.

## **CAMPUS SAFETY AND SECURITY**

Keweenaw Bay Ojibwa Community College complies with the Crime Awareness & Campus Security Act of 1990.

Crime statistics for the previous three years are published on the college website. A copy of the Annual Security Report containing this information can also be obtained in the Dean of Student Services Office.

Information on accessing the Michigan Sex Offender's Registry is available in the Dean of Student Services Office. Inquiries are confidential.

## **SEXUAL HARASSMENT POLICY**

Keweenaw Bay Ojibwa Community College will not tolerate sexual harassment of any nature. Anyone found guilty of sexual harassment will be subject to disciplinary action which may include termination, suspension, or expulsion.

### ***Definition of sexual harassment***

Sexual harassment is defined as: unwelcome sexual advances; requests for sexual favors; inappropriate physical contact; obscene gestures; inappropriate comments about a person's gender, clothing, or body; sexist comments of a general or individual nature; verbal abuse disguised as humor; obscene gestures; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee, faculty member or student when:

- It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a University activity,
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment.

### ***Sexual harassment complaints***

Complaints can be filed in the Student Services Office and should be reported within 30 days of the incident. Every attempt will be made to resolve complaints in the least disruptive manner possible and to allow complainants and alleged offenders the opportunity to resolve the situation informally. If informal efforts are unsuccessful, formal procedures may be pursued. Refer to the Student Handbook for more specific sexual harassment policies and procedures for filing complaints.



# STUDENT SERVICES



## **ADVISING**

All students are assigned academic advisors based on their declared majors. Academic advising is conducted by faculty members in the students' respective departments. 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. The Dean of Instruction and the Dean of Student Services may assist students whose faculty advisors are not available, who are undecided about their major, or who are experiencing academic difficulties.

## **ACADEMIC PREPARATION**

In order to improve students' chances of success, KBOCC offers courses in basic skills to help prepare students for college-level coursework. Based on their placement test scores, students may be enrolled in any or all of the following courses.

EN095 Basic Composition  
EN101 Reading Skills  
LS102 Study Skills  
MA096 Basic Mathematics  
MA100 Math Skills

These courses are also open students who wish to improve their skills or refresh previous learning.

## **DISABILITY ACCOMMODATIONS**

Students in need of disability-related accommodations or services should inform their instructor and Cherie Dakota, Dean of Student Services, at 111 Beartown Road, Baraga, MI 49908 (353-4628). 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.

## **TUTORING**

A professional tutor is available to assist students needing additional help. Sign-up information is available from the Dean of Student Services, course instructors and posted on campus bulletin boards.

Tutoring may also be provided by course instructors or full time faculty during their office hours or by appointment. In addition, peer tutors may be available for students desiring additional individual help.

## **COMPUTER LABS**

Keweenaw Bay Ojibwa Community College maintains a computer lab and a GIS lab for educational use. Employees and currently enrolled students are issued user IDs and passwords for access to the College lab computers. Permission for guest use may be granted by the computer lab supervisor.

The labs are used for classes and the lab computers are available for student use during posted lab hours. All users must abide by the computer use regulations as outlined in the student handbook.

## **LIBRARY**

### ***Ojibwa Community Library***

Ojibwa Community Library, located at 409 Superior Avenue, Baraga, houses print, audio, video, and digital material, as well as providing Internet access for research. The materials include resources for each of the College's programs. The library specializes in Native American culture, literature, and art. The library is a member of the Upper Peninsula Region of Library Cooperation which provides direct access to library materials across the region through inter-library loan.

## **TRANSFER SERVICES**

Students who are considering continuing their education toward a bachelor's degree should work with their academic advisors throughout their studies at Keweenaw Bay Ojibwa Community College to ensure that their course selections will be compatible with the requirements of their intended four-year programs. If requested, advisors will assist students in finding information, facilitate direct contact with staff and faculty at transfer institutions, and assist with the transfer admissions process.

## **JOB PLACEMENT SERVICES**

The College provides employment-related information and assistance with resume writing, job interviewing techniques and developing a credentials file to all students. Placement assistance is provided in conjunction with the Tribal Employment Rights Office and the Keweenaw Bay Indian Community Human Resources Office.

## **CHILDCARE SERVICES**

The Student Services Office maintains up-to-date information about available childcare.

## **STUDENT ORGANIZATIONS**

Students may participate in a variety of co-curricular activities. Student organizations include Student Government, American Indian Business Leaders (AIBL), American Indian Science and Engineering Society (AISES), and the Student and Native Organization of Writers and Storytellers (SNOWS).

## **FITNESS CENTER**

The Keweenaw Bay Indian Community Fitness Center, in the Niiwin Akeaa Center is available to students at no additional cost.



# ACADEMIC PROGRAMS



## ACADEMIC PROGRAMS

Keweenaw Bay Ojibwa Community College offers programs of study leading to the Associate of Arts Degree, Associate of Science Degree and the Associate of Applied 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)***

Liberal Studies (Native American Emphasis available)

#### ***Associate of Science Program (AS)***

Environmental Science

### ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree is designed to prepare students for immediate employment upon graduation. Requirements for the Associate of Applied Science Degree include a core of general education courses along with specialized occupational preparation courses. Students who successfully complete an Associate of Applied Science Degree will have acquired the specific knowledge and skills required for either job entry or employment upgrade in their chosen occupational area.

Keweenaw Bay Ojibwa Community College is dedicated to ensuring that graduates are competitive in the job market. Therefore, career entry programs are designed to ensure our courses are relevant to today's job requirements. These programs are reviewed and updated regularly.

Although the Associate in Applied Science Degree is designed for employment preparation, many of the courses in this program will transfer to baccalaureate institutions. Students should consult with their advisors if they are interested in transfer information.

#### ***Associate of Applied Science Programs (AAS)***

Early Childhood Education



## **GENERAL EDUCATION**

Keweenaw Bay Ojibwa Community College'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 Keweenaw Bay Ojibwa Community College's general education requirements will be able to:

1. Communicate using standard American English.
2. Apply mathematic principles to solve quantitative problems.
3. Explain the scientific method.
4. Explain the basic principles of at least one of the natural sciences.
5. Explain the basic principles of at least two of the social sciences.
6. Give examples of how the shared human experience has been expressed in literature, language, the arts, philosophy, or the history of civilizations.
7. Describe important elements of Ojibwa culture.
8. Locate information in print materials, online, or through observation and experimentation.
9. Perform critical analysis.

## **GENERAL EDUCATION ELECTIVES**

### **Composition Courses**

EN102 College Composition I (3)  
EN202 College Composition II (3)  
EN205 Research & Report Composition (3)

### **Mathematic Electives**

MA101 Beginning Algebra (4) (ECE Majors only)  
MA104 Intermediate Algebra (4) (ECE Majors only)  
MA105 College Algebra (4)  
MA130 Precalculus (4)

### **Natural Science with Lab Electives**

BI101 General Biology (4)  
BI203 Wildlife Biology (4)  
BI204 Ornithology (4)  
BI206 Principles of Ecology (4)  
BI210 Botany (5)  
BI211 Plant Taxonomy (4)  
CH101 Basic Chemistry (4)  
ES110 Introduction to Environmental Science (4)  
ES121 Dendrology (4)  
ES204 Forest Ecosystems of the Upper Peninsula (4)  
GS105 Introduction to Earth Science (4)  
GS215 Environmental Geology (4)

### **Humanities Electives**

AR103 Art Appreciation (4)  
AR204 Native American Art Forms (4)  
EN150 Introduction to Literature (4)  
EN210 World Literature (4)  
EN220 Storytelling in the Digital Age (4)  
EN250 Native American Images in Literature & Film (4)  
EN255 Modern Native American Literature (4)  
HU109 Introduction to Humanities (4)  
HU110 World Cultures (4)  
OS110 Ojibwa Language & Culture I (4)  
OS205 Ojibwa Language and Culture II (4)  
OS210 Traditional Storytelling (4)

### **Social Science Electives**

EC201 Microeconomics (4)  
EC202 Macroeconomics (4)  
HS110 Introduction to American Government (4)  
OS121 Native American Ecology (4)  
OS135 Keweenaw Bay Indian Community History (2)  
OS200 History of Michigan Tribes (4)  
OS201 History of North American Indians (4)  
OS215 Contemporary Native American Issues (4)  
OS225 Native American Education (4)  
OS232 Tribal Government (4)  
PY101 Psychology (4)  
PY210 Child Psychology (4)  
PY240 Abnormal Psychology (4)  
PY260 Social Psychology (4)  
SO101 Introduction to Sociology (4)  
SO102 Social Problems (4)  
SO201 Marriage and the Family (4)  
SO202 Minority Groups in America (4)

### **Native American Awareness Electives**

AR105 Ojibwa Beadwork (3)  
AR106 Ojibwa Basket-making (3)  
AR107 Ojibwa Garments (3)  
AR115 Ojibwa Pottery (3)  
AR204 Native American Art Forms (4)  
EN250 Native American Images in Lit & Film (4)  
EN255 Modern Native American Literature (4)  
OS110 Ojibwa Language and Culture I (4)  
OS121 Native American Ecology (4)  
OS135 Keweenaw Bay Indian Community History (2)  
OS200 History of Michigan Tribes (4)  
OS201 History of North American Indians (4)  
OS205 Ojibwa Language and Culture II (4)  
OS210 Traditional Storytelling (4)  
OS215 Contemporary Native American Issues (4)  
OS225 Native American Education (4)  
OS232 Tribal Government (4)  
PE112 Powwow Dancing (1)

# LIBERAL 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 advisor to determine transferability when selecting courses.

### *Learning Outcomes*

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

1. Communicate competently.
2. Apply reasoning skills to solve problems.
3. Use lifelong learning skills.
4. Describe the interconnectedness of communities.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
Lab Science Elective	4
Mathematics or Science Elective (Choose MA 105 or MA 130 or a science course numbered 101 or higher)	4
Humanities Elective	4
Social Science Electives	8
<b>Subtotal</b>	<b>26</b>
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<b>Native American Awareness Requirement</b>	<b>Credits</b>
OS110 Ojibwa Language & Culture I	4
<b>Subtotal</b>	<b>4</b>
<hr/>	
<b>Liberal Studies Requirements</b>	<b>Credits</b>
Liberal Studies Electives* (May not include BS, ECE or IS courses)	19
General Electives (May include BS, ECE or IS courses)	6
IS110 Principles of Information Systems**	4
LS297 Capstone Seminar	3
<b>Subtotal</b>	<b>32</b>
<b>Total Credits Required</b>	<b>62</b>

\* At least twelve credits must be numbered 200 or above. At least two credits of electives must be selected from courses identified as Native American Awareness (see page 33).

\*\* Students who can demonstrate proficiency in using the computer applications covered in IS 110 by either 1) providing evidence of successfully completing computer courses in secondary or community education settings within the past five years or 2) passing a KBOCC-administered proficiency exam will be permitted to select an alternative course or courses totaling 4 credits. Liberal studies majors who are interested in this option should speak with their advisor about procedures and appropriate alternative course selections.

# LIBERAL STUDIES-NATIVE AMERICAN STUDIES EMPHASIS

## ASSOCIATE OF ARTS DEGREE

This curriculum is designed primarily for students who wish to transfer to a baccalaureate granting institution to continue their education. This emphasis offers students a solid foundation in the tradition, language, history, art, literature, and unique governmental status of Native Americans, focusing on the Ojibwa tribes of the Great Lakes region.

### ***Learning Outcomes***

Upon completion of the Liberal Studies Degree Program with Native American Studies Emphasis students will be able to:

1. Communicate competently.
2. Apply reasoning skills to solve problems.
3. Use lifelong learning skills.
4. Discuss the Native American experience.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
Lab Science	4
Mathematics or Science Elective (Choose MA 105 or MA 130 or a science course numbered 101 or higher)	4
Humanities Elective	4
Social Science Electives	8
<b>Subtotal</b>	<b>26</b>

<b>Native American Awareness Requirement</b>	<b>Credits</b>
OS110 Ojibwa Language & Culture I	4
<b>Subtotal</b>	<b>4</b>

<b>Concentration Requirements</b>	<b>Credits</b>
Native American Art Elective (Choose from AR105, AR106, AR107, AR115 or AR204)	3
Native American Studies History Elective (Choose from OS135, OS200 or OS201)	2- 4
Native American Studies Humanities Elective (Choose from AR 204, EN250 EN255, OS205, OS210, or OS220)	8
Native American Social Science Elective (Choose from OS215, OS225 or OS232)	4
Native American Studies Electives	3
IS110 Principles of Information Systems*	4
General Electives	3
LS297 Capstone Seminar	3
<b>Subtotal</b>	<b>30-32</b>
<b>Total Credits Required</b>	<b>60-62</b>

\* Students who can demonstrate proficiency in using the computer applications covered in IS 110 by either 1) providing evidence of successfully completing computer courses in secondary or community education settings within the past five years or 2) passing a KBOCC-administered proficiency exam will be permitted to select an alternative course or courses totaling 4 credits. Liberal studies majors who are interested in this option should speak with their advisor about procedures and appropriate alternative course selections.

# ENVIRONMENTAL SCIENCE

## ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Environmental Science provides an interdisciplinary approach to resource conservation and management that integrates classroom and lab training in the natural sciences with hands-on field experiences that focus on wildlife, fish, forests, water, and other resources. This degree program is appropriate for students seeking a broad understanding of principles which provide a framework for balance between environmental, economic, and tribal concerns. The selection of coursework emphasizes the ecology of terrestrial and aquatic ecosystems, and how these systems can be managed to conserve biodiversity and protect ecosystem functions while providing sustainable benefits to society. Particular attention is paid to resource management concerns on tribal lands.

### ***Learning Outcomes***

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

1. Explain scientific principles pertinent to environmental science.
2. Apply scientific method to solve environmental problems.
3. Explain the importance of the natural world in Native American culture.
4. Categorize stakeholders involved in shaping environmental policy.
5. Use knowledge of Ojibwa culture to holistically address environmental problems.
6. Employ standard methods to conduct environmental assessments.
7. Demonstrate proper use of technological equipment used in environmental science.
8. Accurately interpret scientific data.
9. Conduct a professional poster presentation developed from original research.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
EN205 Research and Report Composition	3
Mathematics Elective (Choose from MA105 or MA130)	4
Humanities Electives	4
Social Science Electives	8
<b>Subtotal</b>	<b>22</b>
<hr/>	
<b>Native American Awareness Requirements</b>	<b>Credits</b>
OS110 Ojibwa Language & Culture I	4
Native American Awareness Elective	3
<b>Subtotal</b>	<b>7</b>
<hr/>	
<b>Environmental Science Requirements</b>	<b>Credits</b>
ES110 Introduction to Environmental Science	4
BI206 Principles of Ecology	4
Wildlife Science Elective (Choose from BI203 or BI204)	4
Plant Science Elective (Choose from BI210, BI211 or ES121)	4
Earth Science Elective (Choose from GS105, ES230 or GS215)	4
Science Elective	4
ES298 Internship	1
General Electives	3
ES297 Capstone Seminar	4
<b>Subtotal</b>	<b>32</b>
<b>Total Credits Required</b>	<b>61</b>

# EARLY CHILDHOOD EDUCATION

## ASSOCIATE OF APPLIED SCIENCE DEGREE

Students completing this program will earn the Associate of Applied Science degree and will be prepared to work at Head Start or other preschool settings as a teacher, paraprofessional, or child care worker. Students may continue for a Bachelor's degree at a baccalaureate granting institution.

### ***Learning Outcomes***

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

1. Provide developmentally appropriate learning environments.
2. Describe ways to engage families in their child's learning.
3. Use child assessment information to design programs/practices for young children.
4. Implement developmentally appropriate curricula.
5. Apply competencies of an early child professional.

<b>General Education Requirements</b>	<b>Credits</b>
EN102 College Composition I	3
Composition Elective (Choose from EN202 or EN205)	3
Lab Science	4
Mathematics Elective (choose from MA101 or higher)	4
Humanities Elective*	4
PY101 Psychology	4
<b>Subtotal</b>	<b>22</b>

<b>Native American Awareness Requirement</b>	<b>Credits</b>
OS110 Ojibwa Language & Culture I	4
<b>Subtotal</b>	<b>4</b>

<b>Early Childhood Education Requirements</b>	<b>Credits</b>
CE101 Introduction to Early Childhood Education	3
PY210 Child Psychology	4
CE110 Developmentally Appropriate Curriculum and Practice	3
CE111 Infant and Toddler Programming	3
CE118 Creative Teaching Methods	3
CE223 Children's Literature	3
CE237 Children with Special Needs	3
CE276 ECE Practicum	4
CE278 Health, Safety & Nutrition	3
Early Childhood Electives (Choose from CE115, CE203, CE207, CE290, CE299 <i>with approval of project plan</i> , OS210, OS225, or one of the following: PY240, PY260, or SO201)	6
<b>Subtotal</b>	<b>35</b>
<b>Total Credits Required</b>	<b>61</b>

\*Select a Native American Awareness Humanities elective. (See page 33)

## **CDA CREDENTIAL PREPARATION**

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.

<b>Course Requirements</b>	<b>Credits</b>
CE119 CDA Preparation Seminar	2
Early Childhood Education (Courses to be selected from CE101, CE110, CE111, CE118, or CE278)**	9
<b>Total Credits Required</b>	<b>11</b>

\*\* Students completing the CDA Preparation process may apply the nine (9) credit hours from their content classes toward the A.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.

Candidates for the CDA credential are observed working in a setting that meets criteria as either a center-based or a home visitor setting. The candidates may be employed in the child care setting or working as volunteers. To be eligible for CDA credentialing, students must:

1. Be 18 years of age or older
2. Hold a high school diploma or equivalent
3. Over the last five years, have had at least 480 hours of experience working with children in a group setting or as a home visitor

# COURSE DESCRIPTIONS

## ACADEMIC PREPARATION

### **EN095 Basic Composition - 4**

Designed to improve the students' reading and writing skills in preparation for college-level classes. Emphasis is placed on grammar, organization, and adequate paragraph development skills. This course does not fulfill any graduation requirements.

### **EN101 Reading Skills - 1**

Introduction of strategies to improve reading speed and comprehension. Illustrates how to apply strategies to reading assignments and research projects.

### **LS102 Study Skills - 1**

Designed to show how to manage time, study, take notes, increase organizational skills, take tests, and succeed while in college. Previously EN100.

### **MA096 Basic Mathematics - 2**

Review of whole numbers, decimals, fractions, ratios, proportions and percentages. Basic concepts of algebra, use of formulas, powers, roots of numbers, and calculator use are covered. Geometry is introduced. *Does not count towards graduation.*

### **MA100 Math Skills - 1**

Designed to teach students how to study mathematics, reduce anxiety, and improve note-taking, test-taking, listening, and reading skills. Includes time management, stress management, and tools to improve memory. Should be taken concurrently with another mathematics course.

## ART (AR)

### **AR101 Drawing - 3**

Introduction to the fundamentals of drawing, including the use of form, line, shape, value, texture, and composition to create a coherent visual statement. (Lab fee)

### **AR103 Art Appreciation - 4**

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. Replaces AR100. (*Humanities*)

### **AR105 Ojibwa Beadwork - 3**

Hands-on exploration of beading techniques used by the Ojibwa people. Materials will be provided to complete assigned projects. (Lab fee. *Native American Awareness*)

### **AR106 Ojibwa Basket-making - 3**

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. (Lab fee. *Native American Awareness*)

### **AR107 Ojibwa Garments - 3**

Hands-on exploration of various styles and materials for clothing and adornment used by Ojibwa people. Individual projects completed. Prerequisite: AR105. (Lab fee. *Native American Awareness*)

### **AR115 Ojibwa Pottery - 3**

Hands-on exploration of different techniques for making clay pottery. Topics include creating fire pits and kiln use. Emphasizes Ojibwa methods. (Lab fee. *Native American Awareness*)

### **AR204 Native American Art Forms - 4**

Introduction to arts of the indigenous peoples of North America. The course examines artistic expression from the earliest known art works to the present. It explores types and styles of artworks, cultural contexts, relationships between artistic expression and environment, spirituality, and responses of artists to contact with non-native peoples. (*Humanities & Native American Awareness*)

### **AR207 Special Topics in Art - 1-4**

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.

### **AR299 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 and the Dean



of Instruction. Open only to students with sophomore standing.

## **BIOLOGY (BI)**

### **BI101 General Biology - 4**

Exploration of basic biological phenomena common to all living organisms. 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. (Lab fee. *Science with lab*)

### **BI203 Wildlife Biology - 4**

Introduction to the study of the evolutionary history, anatomy, physiology, behavior, and ecology of animals. Identification and conservation issues are addressed. Management tools for the assessment of problems associated with species in the Great Lakes Ecosystem will be the focus. (Lab fee. *Science with lab*)

### **BI204 Ornithology - 4**

Introduction to the study of birds. Concepts leading to an understanding of bird evolution, ecology, physiology, and behavior are examined. Field identification of regional avian species is emphasized. Weekly field studies are required. (Lab fee. *Science with lab*)

### **BI206 Principles of Ecology - 4**

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. (Lab fee. *Science with lab*)

### **BI207 Special Topics in Biology - 1-4**

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

### **BI210 Botany - 5**

Exploration of plant science principles. Topics include plant morphology, botanical techniques, invasive species dynamics, and the interactions of plants, communities, and ecosystems. The diversity of non-animal life, including algae and fungi are examined, but focus is on the true land plants. Ethnobotanical considerations as they relate to Native American cultures are addressed.

Prerequisite: BI01. (Lab fee. *Science with lab*)

### **BI211 Plant Taxonomy - 4**

Survey of vascular flora of the Upper Peninsula of Michigan. Emphasis is on field identification of common species, collection and preparation of herbarium samples, and traditional plant uses. (Lab fee. *Science with lab*)

### **BI299 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 and the Dean of Instruction. Open only to students with sophomore standing.

## **BUSINESS (BS)**

### **BS110 Introduction to Business - 3**

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**

Introduction to the theory and practice of communication in business. Emphasizes planning, writing and presenting business messages including letters, memos, and reports. Course provides a review of basic writing principles. Prerequisite: EN102

### **BS201 Accounting I - 4**

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**

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.

### **BS204 Micro-Computer Accounting - 3**

Introduction to computerized applications covering the accounting cycle, including chart of

accounts, accounts payable, accounts receivable, payroll, and report generation.

**BS207 Special Topics in Business - 1-4**

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**

Exploration of principles of organizational management including planning, organizing, decision making, staffing, and leadership.

**BS210 Marketing - 3**

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.

Prerequisite: BS110

**BS211 Business Law - 3**

Study of legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales and court proceedings.

Prerequisite: BS110

**BS299 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 with sophomore standing.

**CHEMISTRY (CH)**

**CH101 Basic Chemistry - 4**

Introductory chemistry course intended for students who have not previously taken high school chemistry but have at least 1 unit of high school algebra or the equivalent. Topics include atomic structure, chemical periodicity, terminology, equations, kinetics, energy relationships, nuclear and descriptive chemistry. Replaces CH100. (Lab fee. *Science with lab*)

**CH207 Special Topics in Chemistry - 1-4**

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.

**CH299 Research and Special Topics - 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 and the Dean of Instruction. Open only to students with sophomore standing.

**EARLY CHILDHOOD EDUCATION (CE)**

**CE101 Introduction to Early Childhood Education - 3**

Introduction to the education of the young child, birth through age eight. Includes developmentally appropriate practices and programs, overview of history of early education, theoretical program models, ethical and professional responsibilities, different types of childhood programs and current trends and issues. Previously CE100.

**CE110 Developmentally Appropriate Curriculum and Practice - 3**

Examination of developmentally appropriate practices applicable to early childhood settings. Addresses child development, learning, and effective teaching strategies. Prerequisite: CE101 or instructor's permission.

**CE111 Infant and Toddler Programming - 3**

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

**CE115 Pre-School Classroom Management and Child Guidance - 3**

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.

**CE118 Creative Teaching Methods - 3**

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.

**CE119 CDA Preparation Seminar - 2**

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.

**CE203 Language & Literacy for Early Childhood Education - 3**

Helps students gain intentional teaching methods and strategies to support language and literacy development in young children. Topics of study include: language development, print-rich environments, and reading readiness. Students will practice storytelling using various forms of media.

**CE207 Special Topics in Early Childhood Education - 1-4**

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.

**CE223 Children's Literature - 3**

Introduction to children's literature from various genres and cultural perspectives. Explains the functions of literature in child development, addresses criteria for selecting literature for children, and explores methods of using children's literature in the classroom.

**CE237 Children with Special Needs - 3**

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. Prerequisite: CE110 or instructor's permission.

**CE276 ECE Practicum - 4**

Hands-on, supervised, practical experience in an early childhood educational setting. Prerequisite: Sophomore status. EN102, 202 or 205

**CE278 Health, Safety and Nutrition - 3**

Introduction to current research and applications in child health, safety and nutrition.

**CE290 Early Childhood Program Management - 3**

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: CE237 and CE278, or instructor's permission.

**CE299 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 and the Dean of Instruction. Open only to students with sophomore standing.

**ECONOMICS (EC)****EC201 Microeconomics - 4**

Introduction to theoretical and practical principles of markets, prices, business decision making and consumer behavior. (*Social Science*)

**EC202 Macroeconomics - 4**

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. Prerequisite: EC201. (*Social Science*)

**EC207 Special Topics in Economics - 1-4**

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**

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 Instruction. Open only to students with sophomore standing.

**ENGLISH (EN)****EN095 Basic Composition - 4**

Designed to improve the students' reading and writing skills in preparation for college-level classes. Emphasis is placed on grammar, organization and adequate paragraph

development skills. This course does not fulfill any graduation requirements.

### **EN101 Reading Skills - 1**

Introduction of strategies to improve reading speed and comprehension. Illustrates how to apply strategies to reading assignments and research projects.

### **EN102 College Composition I - 3**

Designed to improve the students' reading, writing, grammar, and analytical skills. Emphasis is on writing short essays with an introduction to research writing. Prerequisite: C or better in EN095 or placement (*Composition*)

### **EN105 Public Speaking - 3**

Introduction to the theories and practice of speech communication. Designed to improve students' confidence in both formal and informal speaking situations, as well as listening and organizational skills.

### **EN150 Introduction to Literature - 4**

Introduction to literary analysis and interpretation through readings and discussion of a wide range of prose, poetry and drama. Prerequisite: EN102 or instructor's permission. (*Humanities*)

### **EN202 College Composition II - 3**

Continuation of EN102. Further development of students' skills with emphasis placed on writing longer and more complex essays and critical discussion of their own rough drafts as well as published essays. Includes writing at least one research paper. Prerequisite: C or better in EN102. (*Composition*)

### **EN205 Research and Report Composition - 3**

Continuation of EN102 with emphasis on formal expository writing, preparation of reports, and adapting writing style to specific contexts and purposes. Includes writing at least one research paper. Prerequisite: C or better in EN102. (*Composition*)

### **EN207 Special Topics in English - 1- 4**

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**

In depth study of literature from various regions. Course may be repeated for credit with different topics. Prerequisite: EN102. (*Humanities*)

### **EN220 Storytelling in the Digital Age - 4**

Examines historical and contemporary creative works utilizing multiple media. Students will learn the basics of digital photographic manipulation to create and present original stories.

### **EN250 Native American Images in Literature and Film - 4**

Examination of how Native American 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 or instructor's permission. (*Humanities & Native American Awareness*)

### **EN255 Modern Native American Literature - 4**

Survey of Native American literature, twentieth century and beyond. Emphasis is placed on the Native American culture, experience, and philosophy. Prerequisite: EN102. (*Humanities & Native American Awareness*)

### **EN260 Creative Writing - 3**

Introduction to the fundamentals of the different genres of creative writing. The course will explore publication options open to writers. Prerequisite: EN102.

### **EN299 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 and the Dean of Instruction. Open only to students with sophomore standing.

## **ENVIRONMENTAL SCIENCE (ES)**

### **ES110 Introduction to Environmental Science - 4**

Development of an understanding of the biological, physical, economic, and social processes that govern how natural resources are managed. Special attention is paid to Lake Superior ecosystems. (Lab fee. *Science with lab*)

### **ES115 Environmental Health and Safety (OSHA) - 4**

This course is designed to satisfy requirements set forth by Occupational Safety and Health Administration (OSHA) to enable individuals to work in a hazardous materials environment. The course covers recognition, communications, health effects, legal rights, personal protective

equipment, decontamination, site safety and health plans, sampling techniques, and superfund legislation. Students receive OSHA certification upon successful completion of this course. (Lab fee).

#### **ES117 Introduction to Hazardous Materials - 3**

This course is designed to introduce personnel responding to hazardous materials emergencies to the basic understanding of hazardous materials, what they consist of, why they are located where they are, and their danger to the environment and to the person recovering them. The course covers biology, chemistry, weather and climate, water, soil, and ecology in relation to hazardous materials. Students receive HAZWOPER certification upon successful completion of this course. (Lab fee).

#### **ES121 Dendrology - 4**

Study of woody plant species of Michigan's Upper Peninsula, emphasizing species classification and field identification. Topics include tree physiology, growth, reproduction, dispersal, and relationships between trees and their environment. (Lab fee. *Science with lab*)

#### **ES204 Forest Ecosystems of the Upper Peninsula - 4**

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. (Lab fee. *Science with lab*)

#### **ES207 Special Topics in Environmental Science - 1-4**

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.

#### **ES220 Environmental Sampling and Monitoring - 4**

Students will gain hands on experience with techniques used for sampling, measuring, monitoring, evaluating, and managing natural resources. Biological, chemical, and geophysical field and laboratory techniques for environmental assessment will be the central focus of the course. The use and care of environmental instrumentation will also be covered. Special attention will be given to assessment of tribal land

and water resources. Prerequisite: ES110. (*Science with lab*)

#### **ES225 Water Resources - 4**

This course will focus on the characterization of natural waters including rivers, lakes, wetlands, and groundwater. Influence of human activities on the physical, chemical, biological, and hydrological characteristics will also be examined. Legal, technical, and socio-economic factors associated with the planning and management of water resources will also be considered. Prerequisite: GS105.

#### **ES230 Soil Science - 4**

Introduction to soil as an ecosystem component. Physical, chemical, and biological properties along with their interactions are examined. Special attention is given to implications of different soil management regimes. The importance of soil for managing tribal forestry and water resources is addressed. Prerequisite: ES110. (Lab fee. *Science with lab*)

#### **ES235 Introduction to Geographic Information Systems (GIS) - 3**

Introduction to basic principles of GIS. Provides students with an understanding of its importance for resource management. Students will learn to develop and using ArcView database for environmental applications. Topics include global positioning systems (GPS) and remote sensing.

#### **ES242 Wetlands – 4**

Examination of concepts associated with soils, hydrology, and vegetation characteristics used in the delineation of wetlands. This course addresses social value concepts, management consideration, and legal issues associated with wetland ecosystems. Dynamics of wetlands within the Lake Superior drainage basin are the focal point of this course. Prerequisite: BI206. (*Lab fee. Science with lab*)

#### **ES297 Capstone Seminar - 3**

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.

Students will also reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future. Prerequisites: sophomore status, EN205, MA105. Pre or co-requisite ES298.

#### **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.

#### **ES299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **GEOSCIENCE (GS)**

#### **GS105 Introduction to Earth Science - 4**

Acquaint students with principles and theories associated with earth processes and their interactions. Topics selected from the sub-disciplines of geology, meteorology, and astronomy will be examined and applied to the understanding of natural phenomena and their impact on society.

#### **GS207 Special Topics in Geoscience - 1-4**

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.

#### **GS215 Environmental Geology - 4**

Examination of the relationship between humans and the earth. Classic issues such as geologic processes, hazards, resources, and pollution are addressed. Special consideration is given to humans as mechanisms for environmental change. Case studies from the Great Lakes region are utilized. Prerequisite: ES 110. (Lab fee. *Science with lab*)

#### **GS299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **HISTORY (HS)**

#### **HS110 Introduction to American Government - 4**

Survey of the structure and processes of the American Federal governmental system. Examination of the relationship between the Federal government and Native American tribes. (*Social Science*)

#### **HS207 Special Topics in History - 1-4**

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.

#### **HS299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **HUMANITIES (HU)**

#### **HU109 Introduction to Humanities - 4**

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**

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**

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.

### **HU299 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 and the Dean of Instruction. Open only to students with sophomore standing.

## **INFORMATION SYSTEMS (IS)**

### **IS105 Computer Concepts - 2**

Students will develop an understanding of basic computer concepts. Computer technology, hardware and software, Windows operating system, and security will be covered.

### **IS110 Principles of Information Systems - 4**

This course covers the fundamental skill levels for word processing, spreadsheets, presentation graphics, and databases with emphasis on real-world situation.

### **IS120 Networking - 4**

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.

### **IS207 Special Topics in Information Systems - 1-4**

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.

## **LIBERAL STUDIES (LS)**

### **LS102 Study Skills - 1**

Designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests and generally succeed while in college.

### **LS207 Special Topics in Liberal Studies - 1-4**

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.

### **LS297 Capstone Seminar - 3**

Culmination of course work in the Liberal Studies and Liberal Studies with Native American

Emphasis degree programs. 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. Regardless of the project, students will assess the impact of their educational experiences on their world view, reflecting on and evaluating their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future. Prerequisites: sophomore status, completion or concurrent enrollment in EN202 or EN205, MA105.

### **LS299 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 and the Dean of Instruction. Open only to students with sophomore standing.

## **MATHEMATICS (MA)**

### **MA096 Basic Mathematics - 2**

Review of whole numbers, decimals, fractions, ratios, proportions and percentages. Basic concepts of algebra, use of formulas, powers, roots of numbers, and calculator use are covered. Geometry is introduced. *Does not count towards graduation.*

### **MA100 Math Skills - 1**

Designed to teach students how to study mathematics, reduce anxiety, and improve note-taking, test-taking, listening, and reading skills. Includes time and stress management and tools to improve memory. Should be taken concurrent with another mathematics course.

### **MA101 Beginning Algebra - 4**

Designed for students with little or no background in algebra. Covers properties of real numbers, fundamental algebraic operations, exponents, linear equations, and inequalities. Prerequisite: C or better in MA096 or placement

### **MA104 Intermediate Algebra - 4**

Survey of algebraic concepts including equations and inequalities, polynomials, rational expressions, exponents, radicals, quadratic equations and inequalities and graphs.

Prerequisite: C or better in MA101 or placement.  
(*Mathematics, ECE only*)

#### **MA105 College Algebra - 4**

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 MA104 or placement. (*Mathematics*)

#### **MA130 Precalculus - 4**

Review of basic algebraic principles in preparation for calculus. Topics include functions and trigonometry. Prerequisite: MA104 or placement. (*Mathematics*)

#### **MA201 Probability and Statistics - 4**

Introduction to the basic methodologies used in the statistical analysis of data. Topics include descriptive statistics, probability, and 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. Course uses EXCEL and MINITAB software for statistical analysis. Prerequisite: MA105 or higher.

#### **MA207 Special Topics in Mathematics - 1-4**

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.

#### **MA299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **OJIBWA STUDIES (OS)**

#### **OS110 Ojibwa Language and Culture I – 4**

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. (*Humanities & Native American Awareness*)

#### **OS121 Native American Ecology - 4**

Exploration of ecology from a cultural perspective that stresses ethno-biology. Integration of traditional knowledge with storytelling provides students with a basis for comparing western science to Native American ecological world views.

#### **OS135 Keweenaw Bay Indian Community History - 2**

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. (*Social Science & Native American Awareness*)

#### **OS200 History of Michigan Tribes - 4**

Survey of the history of federally recognized Indian Tribes in Michigan and the relationship between tribal, state, and federal governments. (*Social Science & Native American Awareness*)

#### **OS201 History of North American Indians - 4**

Survey of North American Indians from pre-glacial era to the present. Explores the rise and decline of major North American civilizations and their cultures. (*Social Science & Native American Awareness*)

#### **OS205 Ojibwa Language and Culture II - 4**

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. (*Humanities & Native American Awareness*)

#### **OS207 Special Topics in Ojibwa Studies - 1-4**

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.

#### **OS210 Traditional Storytelling - 4**

Study of Native American stories and the different roles storytelling and storytellers play in Native communities. Practice in the traditional storytelling skills of speaking, listening, and comprehension. (*Humanities & Native American Awareness*)

#### **OS215 Contemporary Native American Issues - 4**

Exploration of achievements, issues, problems, and events in Indian Country today.



Encompasses international, national, regional, and local perspectives. (*Native American Awareness & Social Science*)

#### **OS225 Native American Education - 4**

Examination of the history of Indian education. Topics include traditional Indian educational practices, boarding school policies, identified best practices in current issues and Native education today. (*Social Science & Native American Awareness*)

#### **OS232 Tribal Government - 4**

Examination of the changing nature of tribal governments and the evolution of tribal-federal, tribal-state, and inter-tribal relationships. (*Social Science & Native American Awareness*)

#### **OS299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **PHYSICAL EDUCATION (PE)**

#### **PE102 Bowling - 1**

Introduction to basic bowling skills, etiquette, and rules with emphasis on approach, delivery, and optimizing scores.

#### **PE103 Weight Training - 1**

Introduction to weight training and its role in physical fitness and wellness.

#### **PE107 Aerobics - 1**

Introduction to aerobic exercise. Class exercises include warm-up, aerobic dance, toning and strengthening, cool-down, and relaxation.

#### **PE110 Personal Health - 1**

Introduction to basic principles of physical activity and nutrition for maintaining good health. Provides practical experience in adopting the principles in students' own lives.

#### **PE112 Powwow Dancing - 1**

Introduction to the different types of powwow dances, powwow etiquette, and conditioning methods to prepare students to participate in weekend long powwows. (*Native American Awareness*)

#### **PE207 Special Topics in Physical Education - 1-4**

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.

#### **PE299 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 and the Dean of Instruction. Open only to students with sophomore standing.

### **PSYCHOLOGY (PY)**

#### **PY101 Psychology - 4**

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*)

#### **PY207 Special Topics in Psychology - 1-4**

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.

#### **PY210 Child Psychology - 4**

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, child care and education. Prerequisite: PY101. (*Social Science, Offered spring semesters of even years*)

#### **PY240 Abnormal Psychology - 4**

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. Prerequisite: PY101. (*Social Science*)

#### **PY260 Social Psychology- 4**

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. Prerequisite PY 101  
(*Social Science*)

**PY299 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 and the Dean of Instruction. Open only to students with sophomore standing.

**SOCIOLOGY (SO)**

**SO101 Introduction to Sociology - 4**

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**

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. (*Social Science*)

**SO201 Marriage and the Family - 4**

Study of the role of marriage and the family in contemporary society with historical perspectives and sociological analysis. (*Social Science*)

**SO202 Minority Groups in America - 4**

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 Sociology. (*Social Science*)

**SO207 Special Topics in Sociology - 1-4**

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.

**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 with sophomore standing

## **KEWEENAW BAY OJIBWA COMMUNITY COLLEGE**

### **BOARD OF REGENTS**

**Timothy Shanahan, Chair**

Keweenaw Bay Indian Community Member

**Kathleen Mayo**

BSN-Northern Michigan University  
Keweenaw Bay Indian Community Member

**Donald Funke**

Keweenaw Bay Indian Community Member

**Jerry Magnant**

Keweenaw Bay Indian Community Member

**Jill Hodges**

PhD – Michigan Technological University  
Keweenaw Bay Indian Community Member

**Diana Chaudier**

BS - Northern Michigan University  
Keweenaw Bay Indian Community Member

**Shirley McKasy**

AS – Northern Michigan University  
Keweenaw Bay Indian Community Member

**Cheryne Clements – alternate**

BS-Northern Michigan University  
Keweenaw Bay Indian Community Member

## **ADMINISTRATION**

### **Debra J. Parrish, President**

AB-Northern Michigan University  
Keweenaw Bay Indian Community Member

### **Kristin J. Tepsa, Academic Policy Director**

BA-Wayne State University

### **Lynn Aho, Interim Dean of Instruction**

PhD-Michigan State University  
MA-Michigan State University  
BA-Valparaiso University

### **Cherie Dakota, Dean of Student Services**

MSW-University of Michigan  
BSW-Wayne State University  
Keweenaw Bay Indian Community Member

### **Treneice Marshall, Assessment Coordinator**

MS-Michigan Technological University  
MPA-Indiana University  
BA-University of Chicago

## **SUPPORT STAFF**

### **Yvette M Friisvall, Administrative Assistant**

AAS-Keweenaw Bay Ojibwa Community College  
Keweenaw Bay Indian Community Member

### **Elizabeth Julio, Financial Aid Director**

AA-Keweenaw Bay Ojibwa Community College  
AS-Keweenaw Bay Ojibwa Community College  
Keweenaw Bay Indian Community Member

### **Sally Klaasen, Tutor**

PhD-Michigan Technological University  
MS-Michigan Technological University  
BS-Michigan Technological University

### **Megan Shanahan, Business Manager**

MBA – University of Phoenix  
BS-Northern Michigan University

### **Robin Chosa, Admissions Officer**

AA-Keweenaw Bay Ojibwa Community College  
AAS- Keweenaw Bay Ojibwa Community College

### **Debra A Williamson, Ojibwa Culture Advisor**

BS-Northern Michigan University  
AS-Bay Mills Community College  
Keweenaw Bay Indian Community Member

### **FULL-TIME FACULTY**

**Mary DeLine, Early Childhood Education  
Department Chair**

MA-Education, Northern Michigan University  
BS-Elementary Education, Eastern Michigan  
University

**Jesse Koenig, Liberal Studies Department  
Chair**

English and Humanities  
MA-English, Central Michigan University  
BS-Philosophy, Northern Michigan University  
AAS, University of Wisconsin-Washington County

**Andrew Kozich, Environmental Science  
Department Chair**

MS-Environmental Policy, Michigan  
Technological University  
BS-Resource Ecology, University of Michigan-  
Flint  
AA-Liberal Arts, Oakland Community College

### **PERMANENT PART-TIME FACULTY**

**Chris A. Anderson, Mathematics**

BS-Computer Networking System Administration,  
Michigan Technological University  
BS-Mathematics, Michigan Technological  
University  
Wikwemikong Unceded Indian Reserve Member  
(Ontario)

**Cherie Dakota, Social Sciences**

MSW-University of Michigan  
BSW-Wayne State University  
Keweenaw Bay Indian Community Member

### **PERMANENT PART-TIME FACULTY**

**Debra Mues, Art**

MAT- Art of Teaching, Marygrove College  
BS- Education, Valparaiso University

**James Loonsfoot, Ojibwa Studies**

MS-Education, Antioch University  
BS-Education, Northern Michigan University  
AA-Suomi College  
Keweenaw Bay Indian Community Member

**Treneece Marshall, Environmental Science**

MS-Applied Ecology, Michigan Technological  
University  
MPA-Natural Resource Management, Indiana  
University  
BA-Economics, University of Chicago

**JoAnne Racette, Native American Studies**

Ojibwa Language and Culture  
Keweenaw Bay Indian Community Member

**Megan Shanahan, Business, Information  
Systems**

MBA – University of Phoenix  
BS-Business Computer Information Systems,  
Northern Michigan University

**Frank Taddeucci, Social Science**

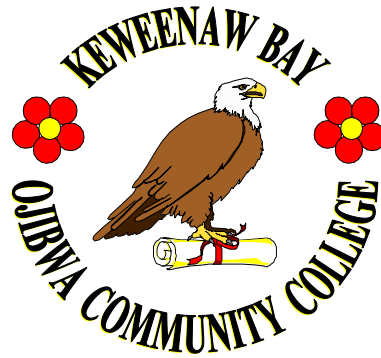
BS-Sociology, Northern Michigan University

### **ADJUNCT FACULTY**

**Lynn Aho, Communication**

PhD-Communication, Michigan State University  
MA-Communication, Michigan State University  
BA-Speech and Drama, Valparaiso University

# Addenda



Addenda to the  
Keweenaw Bay  
Ojibwa Community  
College  
Catalog

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2011-2013

## **Amended KBOCC College Calendar 2012-2013 (page 4)**

### **FALL SEMESTER 2012**

August	Thursday	23	New Student Orientation & Advising
	Monday	27	First official day of classes
	Friday	31	Last day to register for classes
September	Monday	3	Labor Day, no classes
	Friday	7	Last day to drop/add classes
	Monday	17	Constitution Day, observances, classes held
	Friday	28	Michigan Indian Day, no classes
October	Friday	19	Midterm grades due 4:00pm
November	Thursday	22	Thanksgiving recess begins, no classes
	Monday	26	Classes resume
	Friday	30	Last day to withdraw from classes with a W grade
December	Friday	7	Semester ends
	Wednesday	12	Final grades due 4:00pm

### **SPRING SEMESTER 2013**

January	Thursday	3	New Student Orientation & Advising
	Monday	7	First official day of classes
	Friday	11	Last day to register for classes
	Friday	18	Last day to drop/add classes
	Monday	21	Martin Luther King, Jr. Day, observances, classes held
February	Monday	25	Spring break begins, no classes
March	Monday	4	Classes resume
	Friday	8	Midterm grades due 4:00pm
	Friday	29	Good Friday, no classes
April	Monday	1	Classes resume
	Friday	19	Last day to withdraw from classes with a W grade
	Friday	26	Semester ends
	Saturday	27	Commencement Ceremony
May	Wednesday	1	Final grades due 4:00pm

### **EARLY SUMMER SEMESTER 5/6/13 - 6/14/13**

May	Monday	6	First official day of classes
	Friday	10	Last day to register for classes
	Friday	10	Last day to drop/add classes
	Monday	27	Memorial Day, no classes
June	Friday	7	Last day to withdraw from classes with a W grade
	Friday	14	Early summer session ends
	Wednesday	19	Final grades due 4:00pm

### **LATE SUMMER SESSION 6/17/13 – 8/9/13**

June	Monday	17	First official day of classes
	Friday	21	Last day to register for classes
	Friday	21	Last day to drop/add classes (late summer session)
July	Thursday	4	Independence Day, no classes
August	Friday	2	Last day to withdraw from classes with a W grade
	Friday	9	Late summer session ends
	Wednesday	14	Final grades due 4:00pm

## **New Course Additions**

### **AR116 Sculpture - 3 credits**

Introduction to the fundamentals of sculpture, including the use of form, line, shape, value, texture, and composition to create a coherent visual statement. (Lab fee.)

Added Spring semester 2012

### **ES107 Science Issues Today – 1-2 credits**

Application of key science concepts and critical analysis to current issues in science through films, readings, and group discussion. Topics will explore a central theme each semester, and content is appropriate for non-science majors. May be repeated for credit. A maximum of 1 credit of ES107 may be applied to science elective requirements. Added Fall semester 2012

## **Course Corrections**

### **Course Title Correction**

MA101 Beginning Algebra-- correct title is MA101 Fundamentals of Algebra (p.46)

### **Prerequisites/Co-requisites Corrections and Additions**

BS145 Business Communications—Prerequisite EN102 Spring 2012 (p. 40)

BS208 Management and Supervision---Prerequisite BS110 Introduction to Business (p. Corrected Spring semester 2012 (p. 41)

EN255 Modern Native American Literature—Prerequisite EN102 OR instructor's permission Fall 2012 (p. 43)

ES242 Wetlands—Prerequisite BI206 OR GS105 Summer 2012 (p.44)

IS110 Principles of Information Systems-- Prerequisite IS105 Computer Concepts or instructor's permission. Corrected Spring semester 2012 (p.46)

## **Math or Science Elective Options for Liberal Studies Programs**

### **Math or Science Elective Options-4 credits (p. 33)**

MA105 College Algebra - 4

MA130 Pre-calculus - 4

BI101 General Biology - 4

BI203 Wildlife Biology - 4

BI204 Ornithology - 4

BI206 Principles of Ecology - 4

BI207 Special Topics in Biology - 1-4 (Faculty Council approved courses)

BI210 Botany - 5

BI211 Plant Taxonomy - 4

CH101 Basic Chemistry - 4

CH207 Special Topics in Chemistry - 1-4 (Faculty Council approved courses)

ES107 Science Issues Today – 1 credit maximum



- ES110 Introduction to Environmental Science – 4
- ES121 Dendrology - 4
- ES204 Forest Ecosystems of the Upper Peninsula – 4
- ES207 Special Topics in Environmental Science - 1-4 (Faculty Council approved courses)
- ES220 Environmental Sampling and Monitoring – 4
- ES225 Water Resources - 4
- ES230 Soil Science - 4
- ES235 Introduction to Geographic Information Systems (GIS) - 3
- ES242 Wetlands – 4
- GS105 Introduction to Earth Science – 4
- GS207 Special Topics in Geoscience - 1-4 (Faculty Council approved courses)
- GS215 Environmental Geology - 4

## Financial Aid Changes

### Ability to Benefit Federal Financial Aid Update

***Important! Beginning January 1, 2012 (Spring 2012 semester) Ability to Benefit students will no longer be eligible for Federal Student Aid.***

## Policy Addenda

### Freedom of Expression Policy

At Keweenaw Bay Ojibwa Community College (KBOCC), freedom of expression is important and is felt to be absolutely 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 to be tolerated. Approved 6/28/12

## TUITION AND FEES

### Changes Effective Fall Semester 2012. Changes are italicized in red. (page 12)

All student accounts are payable at the time of registration. Payment or financial arrangements must be made by the first day of classes. ***Tuition is assessed per credit hour.*** Fees are in addition to tuition.

Tuition and fees will be assessed based 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.

<b>The following semester charges are subject to change:</b>	<b>2011-2013</b>
<b><i>Tuition</i></b>	<b><i>\$90.00 per credit hour</i></b>
<b>Other fees and charges:</b>	
Lab/Course Fee	Based on course needs
Technology Fee	\$25.00
<b><i>Course Audit</i></b>	<b><i>\$45.00 per credit hour</i></b>

Endowment Fee	\$5.00
Late Registration Fee	\$25.00
<b>Student Activity and Services Fee:***</b>	
Part time students – five or fewer credits	\$50.00
Part-time students – 6-11 credits	\$60.00
Full-time students – 12+ credits	\$70.00
<b>One-Time Fees</b>	
Application Fee	\$20.00
Readmission Fee	\$5.00
Official Transcript Fee*	\$5.00
ID Fee	\$10.00
Replacement ID Fee	\$5.00
Graduation Fee**	\$100.00

\*After first copy

\*\*Due at time of application for graduation

\*\*\*These charges include: printing and special events