

Keweenaw Bay Ojibwa Community College



CATALOG **2020-2022**

*“Catch Your Dream Through A
Superior Education”*

Keweenaw Bay Ojibwa Community College is accredited by the Higher Learning Commission

Catalog approved by Keweenaw Bay Ojibwa Community College Board of Regents,
September 14, 2020

Catalog effective as of August 1, 2020

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"Catch Your Dream Through a Superior Education"

President's Welcome

Boozhoo,

Welcome students, staff, faculty, and community members. As President of KBOCC, I look forward to meeting you and assisting you in your pursuit of a higher education. One of the most exciting parts of my position is talking with and getting to know you, the student.



Like many of you, I started my educational career at a community college, so I know from my own experiences that the support you will receive here will carry you in a life-long learning experience. Education can offer the greatest opportunity for achieving a better life for you, your family, and your community. By providing strong academic programs and student support services, KBOCC and our Board of Regents are committed to helping you succeed in your pursuit.

KBOCC is in the process of providing some new career opportunities to our community. We will be offering a Certified Nursing Assistant program beginning 2020 at Niiwin Akeaa Center in Baraga. We have met with local business' and will also be offering a certificate program based on their needs. Not only do we want to provide you a superior education but we also want to make sure opportunities are available to you after you are done with your education.

This is a time of growth and excitement here at KBOCC, and we extend a warm welcome to you as you take this important step in your journey into higher education. Best wishes for a great academic year.

Miigwech,

Lori Ann Sherman
President

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GENERAL INFORMATION



GENERAL INFORMATION

HISTORY

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

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

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.

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

Acceptance of transfer credits from Keweenaw Bay Ojibwa Community College continues to improve. Finlandia University, Michigan Technological University, and Northern Michigan University are among the Michigan and regional colleges and universities to have established equivalences for transfer credit from Keweenaw Bay Ojibwa Community College. The College joined the Michigan Association of Collegiate Registrars and Admissions Officers in 2013 and became a signatory to the Michigan Transfer Agreement in 2014. KBOCC has an articulation agreement with Lake Superior State University for Early Childhood Education and is working on developing additional articulation agreements.

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

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 and vocational 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 promotes lifelong 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.

FREEDOM OF EXPRESSION

At Keweenaw Bay Ojibwa Community College (KBOCC), freedom of expression is of the utmost importance. Such freedom 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 be tolerated.

PROGRAM DIRECTION

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

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

ACCREDITATION

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

Assessment of Student Learning

As an accredited institution of higher education, Keweenaw Bay Ojibwa Community College has a responsibility to measure how well students are reaching learning outcome goals and to track its progress over time. In order to fulfill this responsibility, the college conducts placement exams and other assessments and collects samples of student work in classes, capstone projects, and other college learning experiences. Individual student outcomes will be kept confidential, but aggregate information may be used for institutional purposes.

1994 LAND GRANT INSTITUTION

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

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

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

DISCLAIMER

The information in this catalog is meant to provide the reader with an overview of the policies, procedures, programs, and courses at 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 NEW STUDENTS



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 enroll as non-degree seeking students (see “Admission as Non-Degree Seeking”).

ADMISSION PROCEDURES

Prospective students’ admissions materials are due in the Admissions Office by the second week of classes.

Admission as a Degree Candidate

All students enrolled as degree seeking candidates must arrange for official high school or equivalency transcripts to arrive at the College no later than the end of the first week of the semester. If students register as degree seeking candidates and their transcripts are not received within the first week of the semester, they must be reclassified as non-degree seeking students (see “Admission as Non-Degree Seeking Student” for impact on financial aid) or have their registration cancelled.

High School Graduate or GED:

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

Transfer:

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

Readmission

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

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

If reapplying following an academic suspension:

- Submit an application for readmission.
- Submit a letter of appeal for reinstatement to the Faculty Council at least 30 days before the start of the semester of intended enrollment.

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

Students who are readmitted to 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

Admission as a Non-Degree Seeking Student

Non-degree-Seeking Students:

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

Guest Student:

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

1. Students must submit a guest student application (available from their home institution) to the Admissions Office. Transcripts from the home institution are not required.
2. Guest students may not register as degree candidates at 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 institutions. The student will be responsible for payment of institutional expenses incurred at Keweenaw Bay Ojibwa Community College.

Advanced Secondary Enrollment:

High school students may take college courses either with the support of their school districts (dual enrollment) or independently. School district support is always needed if the students wish to earn credit toward their high school graduation requirements. Local school districts determine eligibility for dual enrollment based on standards established by their states' Department of Education. The College sets admission requirements for secondary students who are taking college classes without school district support, for college credit only.

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

High school students who wish to take classes independently for college credit only must have parental or guardian's consent unless they are emancipated minors. Students or their families are responsible for tuition and fees. They must have a "B" average (3.0 on a 4.0 scale) or better or recommendation of their high school counselor to be admitted as Advanced Secondary Students. The advanced secondary admissions process requires approval from the students' high school to take courses that meet during the secondary school year to help ensure that students' combined course loads are reasonable for them.

They may enroll in up to three courses totaling no more than 8 credits per semester and may choose any courses for which they meet the prerequisites. In appropriate circumstances (for example, an unusually light secondary course load) and with the recommendation of the high school, high school seniors may be granted special permission to take more than eight credits.

All Advanced Secondary Students must submit an advanced secondary enrollment form showing parental consent and dual-enrollment eligibility or high school guidance counselor's recommendation to the Admissions Office for each semester of enrollment at KBOCC as an Advanced Secondary Student.

Life-long Learners

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

PLACEMENT TESTING

All newly admitted degree-seeking students must complete placement testing in mathematics and English or provide standardized placement test scores from a college, university, or official testing center. Non-degree-seeking students enrolling in math or English are also required to complete placement tests. Students who took the placement tests two or more years ago without enrolling in an appropriate math or composition course must retest. The results of the placement tests are used for advising purposes only and will not affect admission status. Individual placement testing sessions may be arranged based on need and availability.

STUDENT SUCCESS

Student success is a top priority at KBOCC. Faculty and staff support student success with academic coaching, advising, and courses focused on preparing students for college-level work. All new students are required to take LS103 College Success or LS133 Online College Success within their first two semesters. Incoming students are placed in the correct composition and mathematics courses based on their placement test scores. These courses are also open to students who wish to improve their skills or refresh previous learning.

EN100 Expressive Writing with Reading
MA096 Basic Mathematics
MA099 Mathematics Preparation Lab

FIRST YEAR EXPERIENCE (FYE)

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

NEW STUDENT ORIENTATION

All new students and students readmitted after being away from the College for two years or more are required to attend orientation. Student Services conducts orientation the week prior to the first day of the fall and spring semesters. The purpose of orientation is to provide information to assist students with a successful transition into college.

ADVISING

All students are assigned academic advisors based on their declared majors or programs. 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. Students meet with their academic advisors to register for courses each semester.

New first-time students may enroll in specific courses based on their placement test results. Keweenaw Bay Ojibwa Community College recommends that all new students take LS103 College Success and composition, mathematics, or both. Students who complete these courses early in their college careers have better success rates than students who delay taking them. If their assigned advisors are not available, new students who have completed placement testing may meet with the Dean of Instruction or the Dean of Student Services to register for LS103, composition, mathematics, and an introductory course in their proposed majors. Students who register with an alternate advisor should also meet with their primary advisor before the end of the first week of classes.



REGISTRATION



REGISTRATION

Open registration is held prior to the beginning of the semester. Current students are strongly encouraged to register for the coming semester before the present semester ends. Students meet with their advisors to review their degree progress, make course selections, and complete a registration card. In order to register, students must have completed the following:

- Admissions forms
- Registration card approved and signed by advisor

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

Course Schedules

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

Adding Courses

Registered students may add courses through the end of the first week of the semester with the advisor approval. An official drop/add form must be submitted to the Registrar.

Dropping Courses

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

Registration Cancellation

Students who do not attend classes during the first week of a course will have that course enrollment canceled. Students who are unable to attend due to an emergency may maintain their enrollment by contacting their course instructors or notifying the Dean of Student Services immediately.

Course Audit

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

Repeated Courses

When students register to repeat a course for which a grade was issued and complete the course to earn a grade, the first grade earned will be converted to an "R", and the second grade will be recorded on the permanent transcript regardless of which grade is higher. When students withdraw from repeat courses, the "W" designation does not replace the original grade. Students may not repeat a course in which they have received a grade of "B-" or better. No prerequisite course may be repeated if a more advanced course has been completed with a grade of "C" or better. When students have special circumstances, they may petition Faculty Council to repeat an otherwise prohibited course. Financial aid is not available for courses repeated more than once.

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

WITHDRAWAL

Student-initiated Withdrawal

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

Student-initiated Withdrawal Under Extenuating Circumstances

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

Administrative Withdrawal

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

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

Refer to the Student Handbook for additional withdrawal information.



TUITION AND FEES



TUITION AND FEES

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

The following semester charges are subject to change:	2020-2022
Tuition	\$150 per credit hour
Other fees and charges:	
Lab/Course Fee	Based on course needs
Technology Fee	\$50.00
Course Audit	\$75.00 per credit hour
Endowment Fee	\$5.00
Student Activity and Services Fee:***	
Part time students - 5 or fewer credits	\$75.00
Part-time students - 6-11 credits	\$100.00
Full-time students - 12+ credits	\$125.00
One-Time Fees	
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, fitness center use, and special events

Fees for community enrichment classes and workshops are established independently.

PAYMENTS

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

REFUND POLICY

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

TEXTBOOK & BOOKSTORE POLICY

Bookstore

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

Textbooks

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

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

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



FINANCIAL AID



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 bulletin board and, when appropriate, throughout the building. Students are encouraged to utilize the financial aid staff in preparing applications.

FINANCIAL AID PROGRAMS

Federal Pell Grant (Pell)

Pell is designed to help needy undergraduate students 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 the period in which it was awarded. Eligibility for Pell is determined by the Department of Education (DoED). Funding for the academic year is based on the student's cost of attendance (COA), expected family contribution (EFC), and enrollment status. Students must re-apply for a Federal Pell Grant each academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work-Study (FWS)

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

KBOCC Scholarship

KBOCC Scholarships provide tuition funding for students who are ineligible for or receiving minimal assistance from other programs. Eligible students must be enrolled KBIC members attending KBOCC. Award amounts are determined by students' course loads. Students must re-apply each academic year.

Elder Scholarship

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

Bureau of Indian Affairs Grant Program (BIA)

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

American Indian College Fund TCU Scholarship Program

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

American Indian College Fund Full Circle Scholarship Program

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

Veterans Assistance

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

Sovereign Fund

As determined by the Keweenaw Bay Indian Community (KBIC) Education Director, eligible KBIC members are considered for funding to help with the cost of books and supplies. Amounts vary based on course enrollment status as determined by KBIC.

Fred Dakota Scholarship

The Fred Dakota Scholarship was created in honor of an asset to the Baraga County community, who has served on the Tribal Council, as Tribal Chairman, and on the Board of Regents for Keweenaw Bay Ojibwa Community College. This competition-based scholarship will be awarded to one outstanding KBIC member with proven leadership skills and abilities.

James “Jay” Loonsfoot Scholarship

The James “Jay” Loonsfoot Scholarship was created in memory of a former instructor at Keweenaw Bay Ojibwa Community College. This competition-based scholarship will be awarded to one outstanding KBIC member dedicated to keeping Anishinaabe history, culture, and traditions alive for generations to come.

Rick Geroux Memorial Scholarship

The Rick Geroux Memorial Scholarship was created in memory of a former instructor and Fitness Coordinator at Keweenaw Bay Ojibwa Community College. This competition-based scholarship will be awarded to one outstanding KBIC member and L'Anse or Baraga High School graduate who is determined to become a business leader in the community or has a strong interest in physical fitness.

Timothy W. Shanahan Memorial Scholarship

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

Hemlock Scholarship

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

The Mary (Peggy) Barauskas Memorial Creative Writing Scholarship

This scholarship was created in memory of a former Creative Writing student and made possible by a donation from her family. This scholarship awards \$500.00 to one outstanding student enrolled in EN260 Creative Writing, each time EN260 Creative Writing runs until funds are exhausted. The goal of this scholarship is to encourage creative writers of various ages to explore and expand their creative writing

interests and talents.

Tuition Incentive Program (TIP)

TIP encourages eligible Medicaid recipients to complete high school by providing tuition assistance during an eligible student's qualifying certificate or associate degree program and also during the student's bachelor's degree program. Complete the TIP application no later than August 31 of the academic year in which the student graduates from high school or its recognized equivalent. An application is required and can be completed through the MiSSG Student Portal or by phone at 1-888-447-2687. Applicants must file the Free Application for Federal Student Aid (FAFSA)."

Additional Scholarships

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

FINANCIAL AID ELIGIBILITY

Admission Status Affects Financial Aid Eligibility

Regular or New Admission:

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

Transfer:

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

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

- Not eligible for Federal Student Aid.

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

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

To maintain eligibility, students must successfully complete a minimum percentage of their required degree credits (see below). Students earning an associate'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 93 credits). Students will not receive financial aid for credits exceeding 93 credits unless an extension due to special circumstances has been approved by the Financial Aid Office.

Changing Degree Programs or Additional Degrees

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

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

VERIFICATION

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

The following information must be verified:

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

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

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

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

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

Applicants not selected for verification

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

Applicants selected for verification

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

Other applicant information received by the school

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

Conflicting Information

If verification documents contain conflicting information, student aid will be suspended immediately until the conflict is resolved. If an overpayment is discovered, the student will be notified, and the Financial Aid Director will conduct an investigation to determine liability. Repayment of Title IV funds will be made initially by KBOCC through G5, the U.S. Department of Education's grant management system. If found

liable, the student will be given 30 days to repay before further action is taken. The Director has the right to verify and file that a student failed to provide requested documentation.

Examples of conflicting information which requires resolution include:

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

Fraud and Abuse

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

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

OIG Address and Phone Numbers

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

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

OIG referrals

34 CFR 668.16(g)
IRS Publication 17

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

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

1. Satisfactory grade point average, as described below:

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 standards for one semester will result in financial aid probation. Students on financial aid probation are eligible for Federal Student Aid.

Failure to meet the satisfactory academic progress standards 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 a suspended student:

1. Has completed enough credits to achieve satisfactory academic progress using alternative funding.
2. Who has also been academically suspended successfully petitions for readmission to the Faculty Council and then for reinstatement to the Financial Aid Appeals Committee (FAAC). These requests must be made in writing accompanied with an Academic Plan*. Proof of readmission by the Faculty Council and a copy of the Academic Plan must be submitted to the FAAC before consideration.
3. Who has not been academically suspended and has taken a semester or more off from college or attended college elsewhere petitions the FAAC for reinstatement. Reinstatement requests along with college transcripts, if applicable, and an Academic Plan must be submitted to the FAAC before consideration.
4. Petitions for immediate reinstatement based on extenuating circumstances. Petitions explaining the circumstances must be made in writing and submitted to the FAAC along with an Academic Plan before consideration.

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

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

Students may be required to supply additional information before a decision is made on their readmission or reinstatement petitions. Students who are readmitted or reinstated without achieving satisfactory academic progress 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.

STUDENT APPEALS

In the event an issue should arise against the Financial Aid Office, a written complaint addressed to the Financial Aid Appeals Committee (FAAC) must be submitted to the Enrollment Office within ten business days. An appropriate complaint for this procedure is dissatisfaction with interpretation or application of policy. The FAAC will review the cause of complaint and surrounding circumstances within five business days, and if warranted, the FAAC will forward the complaint to the President for further action as per KBOCC policy. The student will be notified by the FAAC, in writing, regarding the resolution of the issue.

FACTORS THAT MAY AFFECT FINANCIAL AID

Incomplete Grades

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

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

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

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

Withdrawal from the College

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

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

Administrative Withdrawal

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

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

Registration Cancellation

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

Adding or Dropping Courses

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

Course Audit

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

Repeated Courses

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

Additional Degrees

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

associate degrees.

Remedial Courses

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

Transfer Credits

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

RETURN TO TITLE IV

After the drop/add period, students can withdraw (or be administratively withdrawn) from courses or from the College altogether. Financial aid recipients who completely withdraw (or are withdrawn) or cease attendance from a term prior to the 60% point of that term are subject to the Return To Title IV fund rules for any federal aid not earned, according to the provisions of the Higher Education Amendments of 1998.

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

Failure to formally withdraw may result in the student receiving all "F" grades. Receiving all "F" grades will trigger an investigation to determine the last day of attendance (LDA) in an academically related activity. This LDA will be used in configuring what portion of grant aid was earned or unused.

The responsibility to repay unearned aid is shared by KBOCC and the student. The Financial Aid Office will configure earned aid through financial aid administrator access to CPS Online (the Department of Education's Central Processing System) and report earned aid to the Department of Education's Common Origination and Disbursement System (COD) within 30 days of receiving grades. The Bursar will then adjust any unearned portion through KBOCC's account on G5 (the U.S. Department of Education's grant management system) within 15 days. Unearned aid is the responsibility of the student. Students required to return unearned grant monies should contact the Business Office to arrange repayment.

PROFESSIONAL JUDGMENT AND DEPENDENCY OVERRIDES

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

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

Examples

Student circumstances, that may warrant a professional judgment decision include, but are not limited to:

- Cancellation of parental contribution due to an abusive or an estranged relationship
- Cancellation of parental contribution due to parental abandonment of the student
- A loss or change in income to the independent student or dependent student family
- Extensive out of pocket medical expenses to an independent student or dependent student family

Documentation

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

- Documentation should substantiate the student's situation.

- Typically, documentation should be from a professional outside the family and not a family member.
- Documentation from more than one person should be collected to document a student's life situation.

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

FEDERAL WORK STUDY

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

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

Selection of FWS students:

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

Previous Federal Work Study Students

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

Federal Work Study Job Assignment

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

Eligible employers have approved work-study agreements

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

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

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

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

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

Employment Conditions and Limitations

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

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

Federal Work Study employment may not:

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

Academic Credit and Work-Study

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

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

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

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

Work-Study Opportunities

Whenever possible, attempts will be made to place students in work locations that best match their programs. FWS students will also be given a list of possible work locations to select from. If chosen by the employer the student will then be referred to the office for an interview. Example placements include but are not limited to:

- *Early Childhood Education:* Pre-Primary, OCC Childcare Center, BHK Great Explorations
- *Liberal Studies:* KBIC Youth, Tutors, Library Aide, KBOCC Computer Lab Assistant
- *Anishinaabe Studies:* Cultural Committee, KBOCC Anishinaabe Programs & Studies
- *Environmental Science:* KBIC Natural Resources, KBIC Forestry, KBOCC Laboratory Aide
- *Business:* KBOCC Student Success Center, KBIC Economic Development

Re-Assignment

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

Termination and Suspension

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

GRIEVANCES

1. Students with problems or concerns about financial aid issues should seek to resolve the issue with the Financial Aid Director as soon as possible.

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



ACADEMIC INFORMATION



ACADEMIC INFORMATION

ACADEMIC CALENDAR

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

COURSE CREDITS

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

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

CREDIT DIVISIONS

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

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

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

COURSE NUMBERING

000-099 = Preparatory or remedial courses. Cannot be counted toward graduation requirements.

100-199 = Freshman level courses.

200-299 = Generally Sophomore level courses

CLASSIFICATION OF STUDENTS

Class Standing

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

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

Course Load

A student's course load standing is as follows:

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

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

Major

Major refers to a student's degree program at the associate degree level. Keweenaw Bay Ojibwa Community College students may major in Business Administration, Anishinaabe Studies, Early Childhood Education, Environmental Science, or Liberal Studies. At the certificate level, students may major in Business, Corrections, or Environmental Science.

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

ENROLLMENT STATUS

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

Non-degree Seeking: Students enrolled in courses for college credit but not pursuing a degree. Non-degree seeking students are not required to provide a high school diploma or GED and are not eligible for financial aid, except for the Elder

Scholarship. Students enrolled as non-degree-seeking may be guest students, advanced secondary students, or lifelong learning students.

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

CLASS ATTENDANCE

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

ACADEMIC INTEGRITY

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

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

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
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

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

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

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

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

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

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

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

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

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

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

X = Currently enrolled. Does not affect GPA.

Grade Point Average

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

Example: Semester GPA

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

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

INCOMPLETE GRADE

An incomplete (I) is a temporary grade used to give students who encounter difficult circumstances near the end of a semester additional time to finish coursework. Requests for incompletes must be initiated by students and approved by the instructor of the course and the Dean of Instruction. An incomplete may only be issued when the student has completed the majority of the required coursework and has been earning a passing grade on completed work. In addition, the student must be able to complete the unfinished work without being in a class and doing so must make a difference in the final grade. A contract specifying the work to be completed and the deadline for completion must be signed by the student, instructor, and Dean of 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

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

GRADE CHANGES

Students who believe an error was made in reporting or recording a grade on their grade reports should contact the instructor as soon as possible. If the instructor is unavailable or if a re-evaluation is needed, the student should submit a grade change request to the Dean of Instruction. Grade change request forms must be received in the Dean of Instruction's office by the fifteenth day of classes of the following semester. Grade change requests will be granted only when evidence shows that an error was made in grading. If, after review by the course instructor or Dean, students still believe that their final course

grades were in error, they may appeal to Faculty Council. Appeals must be presented in written form and must explain clearly the errors the students seek to have corrected.

COURSE COMPLAINTS

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

OFFICIAL TRANSCRIPTS

Final grades are posted to students' official transcripts and become part of their permanent academic record. Students are entitled to one free copy of their official transcripts. A request for official transcripts to be sent to schools, individuals, or organizations must be made in writing. The fee for official transcripts is \$5.00 per copy. 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 are included in their grade reports. The College uses progressive minimum standards to allow beginning students to adjust to college work, as follows:

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

Minimum Quantitative Achievement Standards

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

Academic Warning

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

Academic Probation

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

Academic Suspension

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

Readmission after Academic Suspension

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

Academic Recovery

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

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

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

Transfer course as repeat

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

Substitute course as repeat

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

Petition for grade change to NP

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

PRIVACY AND ACCESS TO STUDENT RECORDS

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

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

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

- To school officials with legitimate educational interest (see below).
- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- In connection with financial aid.
- To organizations conducting studies of or on behalf of educational institutions (provided the institution's research board has cleared the research).
- To accrediting agencies.
- To parents of dependent students (as verified by the most recent tax form). *Although FERPA allows release of educational records to parents, the College policy is to release information to parents only if the student has signed a waiver.*
- To comply with a judicial order or subpoena.
- In health or safety emergencies.
- As directory information.
- To the student.
 - Results of disciplinary hearings.
 - Results of disciplinary hearing to an alleged victim of a crime of violence.
 - Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
- To parents of students under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of the student's dependent status).

Legitimate Educational Interest

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

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

Educational records do not include:

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

Directory Information

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



SPECIAL STUDY



SPECIAL STUDY

INTERNSHIPS

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

Students must meet several criteria to be eligible for internships. For all internships, applicants must have completed a minimum of 12 credits and be in good academic standing (2.5 cumulative GPA or above) or as specified by the partner agency. For internships sponsored by KBOCC, students must also complete pre-employment screening procedures. Internships sponsored by partner agencies (such as universities or tribal/state/federal agencies) follow the procedures and requirements established by those partners. Internships may be required in some KBOCC academic programs, in which case, special requirements may be specified. Refer to the Student Handbook for more information about internships.

For further opportunities, consult Work Study.

DIRECTED STUDY

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

RESEARCH AND SPECIAL PROJECTS COURSES

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

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.



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 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. Keweenaw Bay Ojibwa Community College and Lake Superior State University have an articulation agreement for early childhood education. The College participates in the Michigan Transfer Agreement, which facilitates transfer of General Education courses between Michigan colleges and universities. See General Education for more details.

REVERSE TRANSFER TO KBOCC FOR PROGRAM COMPLETION

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



GRADUATION



GRADUATION

GRADUATION REQUIREMENTS

To qualify for graduation with an associate degree 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.

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

Certificate Completion Requirements

To qualify for award of a certificate from Keweenaw Bay Ojibwa Community College, the student must:

1. Complete the courses required for the certificate.
2. Complete a minimum of 10 semester hours of credit at Keweenaw Bay Ojibwa Community College for a year-long certificate, or at least 1/3 of the required credits for shorter certificates.
3. Earn a cumulative GPA of 2.0 or higher.
4. Submit an Application for Graduation along with a course work audit and final semester course schedule to the Dean of Instruction by the end of the semester prior to the semester of anticipated completion.
5. Pay the specified certificate completion fee (if any).

College Catalog for Graduation

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

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

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

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

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

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

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

COMMENCEMENT

A commencement ceremony is held each year after the spring semester. Students who have completed their degree requirements at the end of the preceding summer, fall, or spring may participate in the spring commencement ceremony.

GRADUATION HONORS

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

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

ADDITIONAL DEGREES OR CERTIFICATES

KBOCC graduates seeking additional degrees from KBOCC must complete a minimum of 15 credits beyond previous degree requirements 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 and then decides to return to KBOCC to earn an Associate of Arts (AA) degree with a major in Liberal Studies, must complete all of the requirements for the Liberal Studies program, which must include a minimum of 15 new credits.

KBOCC graduates seeking additional certificates from KBOCC must complete a minimum of 7 credits beyond the requirements of previously earned degrees or certificates per certificate as well as completing all certificate requirements.



STUDENT SERVICES



STUDENT SERVICES

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

STUDENT SUCCESS/CAREER CENTER

The Student Success Center is located at the Wabanung Campus adjacent to the library in room 208N. It provides a number of services including test prep, study sessions, proctoring exams, mentoring, resume' development, transfer search, and job opportunities. The Center is equipped with a study room, resources, and several computers. For more information contact Student Services at 524-8206 or studentservices@kbocc.edu.

TUTORING

A professional tutor is available to assist students needing additional help. To schedule tutoring, contact the tutor at 524-8109 or email: tutoring@kbocc.edu. Academic coaching 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.

DISABILITY ACCOMMODATIONS

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

TRANSPORTATION

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

EMERGENCY AID

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

LIBRARY

Keweenaw Bay Ojibwa Community College Library

The KBOCC library is located in Room 206N at the Wabanung Campus. Its developing collection includes academic resources for each of the College's programs. The library's digital access and study area, which has study seating for up to 26 students, three desktop computers, and wireless internet access, is open for student use during building hours. Currently, access to the library's college-specific collection of digital resources is provided through the web portal, allowing students to use the resources anywhere they can log on to the Internet. The library's collections will be available during regular library hours or by arrangement with a librarian. Library hours may vary based on course scheduling and student need and are posted throughout campus. The library can be contacted at 524-8206 or library@kbocc.edu.

Ojibwa Community Library

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

L'Anse School Public Library:

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

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

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

FITNESS CENTER

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

CHILD CARE

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

OCC Child Care Center
615 N. Main Street
L'Anse, MI
(906) 524-HUGS (4843)

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

CHILDREN ON CAMPUS

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



COLLEGE RESOURCES



COLLEGE RESOURCES

COMPUTERS/INFORMATION TECHNOLOGY

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

User ID: Currently enrolled students are issued a user ID and password for access to the computers. User IDs and passwords must be protected from unauthorized use. Please see the Information Technology (IT) Department in Room 107 to get your user ID.

Student ID: Currently enrolled students are also issued a photographic Student ID that has first & last name, ID #, student email, issue & expiration date. Please see the Information Technology (IT) Department in Room 107 to get your student ID.

Availability: Computers are available for student use when the buildings is open. The computer labs will be closed when classes are being held in the labs.

- Computer Lab Room 119E, Mini Lab Room 117E, & Student Success Center 208N

KBOCC WEB PORTAL

KBOCC utilizes a web portal located at <http://my.kbocc.edu/ics>. An overview and basic training of the web portal will be conducted at orientation each semester. It is the responsibility of all students to retain their login ID and password and to regularly access the web portal. Login information may be obtained from the IT Department (Room 104; 524-8107).

The KBOCC web portal allows students access to their schedules, transcripts, billing and other information. The web portal is also utilized by instructors as a means to track attendance, upload coursework and handouts, create discussion board topics for class participation, and issue quizzes/tests. *It is not the responsibility of instructors to teach students how to use the portal.*

KBOCC STUDENT EMAIL

The College provides free email addresses to all KBOCC students. Official communication including emergency alerts, important deadlines, upcoming events, class information and other information will be sent to students' email. The KBOCC student email utilizes Microsoft Office 365 and can be accessed at <http://outlook.office365.com>. It is the responsibility of all students to retain their email address and password and to use this email account for College related communication. Login information may be obtained from the Information Technology Department (Room 107; 524-8107).

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



ACADEMIC PROGRAMS



ACADEMIC PROGRAMS

Keweenaw Bay Ojibwa Community College offers programs of study leading to the Associate of Arts Degree and the Associate of Science Degree.

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

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

Associate of Arts Program (AA)

- Anishinaabe Studies
- Liberal Studies
 - Liberal Studies
 - Liberal Studies - Art Emphasis
 - Liberal Studies - Criminal Justice Emphasis

Associate of Science Program (AS)

- Business Administration
- Early Childhood Education
- Environmental Science

CERTIFICATE PROGRAMS

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

Anishinaabe Studies Certificate Programs

- Tribal Management

Business Administration Certificate Programs

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

Early Childhood Education Certificate Programs

- Child Development Certificate

Environmental Science Certificate Programs

- Environmental Science
- Environmental Studies and Sustainability

Liberal Studies Certificate Program

- Corrections Certificate

CERTIFICATE OF COMPLETION PROGRAMS

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

- Certified Nurse Assistant Training Certificate Program
- Basic Living Saving with First Aid Course

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

General Education Requirements

Each associate degree program at Keweenaw Bay Ojibwa Community College includes these general education requirements:

LS103 College Success	2 credits
EN102 College Composition I	3 credits
EN202 College Composition II	3 credits
OS110 Ojibwa Language and Culture (Humanities course)	4 credits
Natural Science with Lab	4 credits
Mathematics or second science	4 credits
<i>Must be designated as second science and taken from a different subject area than the lab science (ES, ECE and BS must take Mathematics)</i>	
Humanities Elective	4 credits
<i>Choose any non-OS humanities-designated course</i>	
Social Science Electives	8 credits
<i>Courses must be taken from at least two subject areas.</i>	
Anishinaabe Awareness	
<i>At least two credits of electives must be selected from courses designated Anishinaabe Awareness - may be double counted</i>	

Credit Total	32 credits
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Degree seeking students will be encouraged to complete their composition and mathematics requirements as early as possible in their college careers. Any student who has earned 30 or more credits without completing composition or mathematics requirements will be required to enroll in the appropriate course or courses in the next regular semester. Students with over 30 credits must continue to take courses towards both requirements each semester until both requirements are fulfilled.

General Education Mathematics

Keweenaw Bay Ojibwa Community College offers three options for students to meet the college and Michigan Transfer Agreement mathematics requirements, college algebra (or precalculus), quantitative reasoning, and statistics. Students should choose the course that best suits their degree programs and future plans.

Because many new students are not ready for the general education mathematics courses, KBOCC conducts placement testing and offers two levels of preparatory mathematics courses, Basic Mathematics and Quantitative Literacy. In addition, MA099 Mathematics Lab is offered to provide students with additional assistance. These courses use a different approach and structure than most elementary or high school math classes. They have been specifically designed to help college students succeed in

claiming the math they need and will use in college and in everyday life. Basic Mathematics provides a review of basic properties and operations and leads to Quantitative Literacy. Quantitative Literacy prepares students for the general education mathematics courses.

Students' math placement is assessed based on placement tests, high school transcripts, and, if applicable, previous college math courses. Students' placement results may indicate that they should start with MA096 Basic Mathematics, MA102 Quantitative Literacy, MA102 plus MA099 Mathematics Lab or that they may choose a general education math elective. Information to help in choosing general education mathematics electives can be found in the program requirements on pages 48-58, in the course descriptions on page 71, and by talking with primary advisors or mathematics instructors.

MICHIGAN TRANSFER AGREEMENT (MTA)

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

Michigan Transfer Agreement Requirements	Keweenaw Bay Ojibwa Community College General Education Requirements
One course in English composition	LS103 College Success or LS133 Online College Success EN102 College Composition I
A second course in English composition or one course in Communications	EN202 College Composition II
Two courses in Natural Sciences, one with a laboratory experience, from two different subject areas	Natural science with lab*
One course in Mathematics (must meet MTA specifications)	Mathematics or second science - Science must be designated as second science and taken from a different subject area than the lab science (BS, ECE and ES must take Mathematics)*
Two courses in Humanities and Fine Arts from two subject areas, excluding studio and performance classes	OS110 Ojibwa Language and Culture (humanities course) Choose any non-OS humanities-designated course
Two courses in Social Sciences from at least two subject areas	Social Science Electives - Courses must be taken from at least two subject areas.

*Liberal studies majors may need to complete an additional mathematics or science course, and business and early childhood education majors will need an additional science course to meet MTA requirements.

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

GENERAL EDUCATION COURSES

Unless specifically designated, all courses meet both Keweenaw Bay Ojibwa Community College and Michigan Transfer Agreement requirements. Science courses marked with an asterisk (*) may be taken as the second science course for majors offering a choice of a second science or a mathematics course.

First Year Experience Requirement

LS103 College Success (2)
LS133 Online College Success (2)

Composition Requirements

EN102 College Composition I (3)
EN202 College Composition II (3)

Mathematic Electives

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

Natural Science with Lab Electives

BI101 General Biology (4)*
BI200 Conservation Biology (4)*
BI203 Wildlife Biology and Management (4)
BI205 Fisheries Biology and Management (4)
BI206 Principles of Ecology (4)*
BI211 Plant Taxonomy (4)
BI223 Anatomy & Physiology (4)
ES110 Introduction to Environmental Science (4)*
ES121 Dendrology (4)
ES204 Forest Ecosystems of the Upper Peninsula (4)*
ES242 Wetlands (4)
GS105 Introduction to Earth Science (4)*

**Designated second lab science elective for AS, LS majors*

Humanities Electives

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

Social Science Electives

AS101 Introduction to Anishinaabe Studies (4)
AS200 History of Michigan Tribes (4)
AS201 History of North American Anishinaabe (4)
AS215 Contemporary Anishinaabe Issues (4)
AS225 Anishinaabe Education (4)
AS232 Tribal Government (4)
EC201 Microeconomics (4)
EC202 Macroeconomics (4)
ES125 Water Resources (4)
ES158 Human Geography (4)
ES216 Sustainability (4)
ES217 Environmental Policy (4)
HS110 Introduction to American Government (4)
OS135 Keweenaw Bay Indian Community History (2)
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)

Ojibwa Studies Requirement

OS110 Ojibwa Language and Culture I (4)

Anishinaabe Awareness Electives

AR105 Ojibwa Beadwork (3)
AR106 Ojibwa Basket-making (3)
AR107 Ojibwa Garments (3)
AR115 Ojibwa Pottery (3)
AR204 Anishinaabe Art Forms (4)
AS101 Introduction to Anishinaabe Studies (4)
AS102 Anishinaabe Values and Philosophy (4)
AS104 Principles of Decolonizing (2)
AS105 Decolonizing Tribal Organizations (2)
AS200 History of Michigan Tribes (4)
AS201 History of North American Anishinaabe (4)
AS202 Pow Wow Planning & Management (4)
AS210 Traditional Storytelling (4)
AS215 Contemporary Anishinaabe Issues (4)
AS225 Anishinaabe Education (4)
AS232 Tribal Government (4)
EN250 Anishinaabe Images in Literature & Film (4)
EN255 Modern Anishinaabe Literature (4)
ES218 Environmental Justice and Ethics (4)
ES219 Anishinaabe Environmental Studies (4)
FN201 Local and Native Cuisine (2)
OS135 Keweenaw Bay Indian Community History (2)
OS205 Ojibwa Language and Culture II (4)
PE112 Powwow Dancing (1)

ANISHINAABE STUDIES

ASSOCIATE OF ARTS DEGREE

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

Learning Outcomes

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

1. Explain Anishinaabe perspectives.
2. Explain changes in Anishinaabe cultures over time.
3. Demonstrate civic responsibility within the tribal community.
4. Compare and contrast Ojibwa and other Anishinaabe cultures.
5. Apply traditional Anishinaabe perspectives to community development.

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Mathematics or Science Elective* <i>(Choose MA103, MA105 or higher, or a science course designated as a second science elective for general education - Course must be taken from a different subject area than the Lab Science)</i>	4
Humanities Elective <i>(Choose from AR204, AS210, EN220, EN250, or EN255)</i>	4
AS101 Introduction to Anishinaabe Studies	4
Social Science Elective <i>(Choose any non-AS social science-designated course)</i>	4
LS103 College Success	2
Subtotal	28

Anishinaabe Awareness Requirement	Credits
OS110 Ojibwa Language and Culture I	4
Subtotal	4

Anishinaabe Studies Requirements	Credits
AS102 Anishinaabe Values and Philosophy	4
OS205 Ojibwa Language and Culture II	4
AS232 Tribal Government	4
OS135 Keweenaw Bay Indian Community History <u>or</u> AS200 History of Michigan Tribes	2
AS201 History of North American Anishinaabe	4
Anishinaabe Social Science Elective <i>(Choose AS215 or AS225)</i>	4
Anishinaabe Studies Electives <i>(Choose any Anishinaabe Awareness-designated courses)</i>	6
AS297 Capstone Seminar	3
Subtotal	31
Total Credits Required	63

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

TRIBAL MANAGEMENT CERTIFICATE

Students completing this certificate program will be ready for entry-level management positions with Anishinaabe (Native American) tribes and other tribal organizations or to transfer to a 2 or 4 year degree granting institution to continue their education. Students will also be well-positioned to continue their studies toward the KBOCC Anishinaabe Studies Associate Degree, since the certificate retains the core components of the Associate Degree. Depending on placement (for the math requirement), full-time students could feasibly complete the certificate program in one year.

Learning Outcomes

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

1. Apply the basic functions of management appropriately.
2. Employ communication methods effectively to proficiently connect with varying audiences.
3. Synthesize the competencies needed to be an effective tribal leader.
4. Implement initiatives to decolonize tribal organizations.
5. Explain the implications of self-determination.
6. Describe the functions of tribal governments.

General Education Requirements	Credits
MA102 Quantitative Literacy (or higher)	4
Subtotal	4
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Anishinaabe Awareness	Credits
OS110 Ojibwa Language and Culture I	4
Subtotal	4
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Business/Anishinaabe Studies Requirements	Credits
AS102 Anishinaabe Values and Philosophy	4
AS105 Decolonizing Tribal Organizations	2
AS232 Tribal Government	4
BS110 Introduction to Business	3
BS145 Business Communication	3
BS208 Management and Supervision	3
Electives (choose from AS101, AS135, AS200, AS201, BS209, ES219, IS110)	3
Subtotal	22
Total Credits Required	30

BUSINESS ADMINISTRATION

ASSOCIATE OF SCIENCE DEGREE

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

Learning Outcomes

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

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

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective*	4
Math Elective (<i>Choose from MA103, MA105, MA130 or MA201</i>)	4
Humanities Elective (<i>Choose any non-OS humanities-designated course</i>)	4
Social Science Elective (<i>Choose any non-EC social science-designated course</i>)	4
LS103 College Success	2
Subtotal	24
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Anishinaabe Awareness	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective (<i>At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits</i>)	--
Subtotal	4
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Business Requirements	Credits
BS110 Introduction to Business	3
BS145 Business Communication	3
BS201 Accounting I	4
BS208 Management and Supervision	3
BS210 Marketing	3
BS211 Business Law	3
BS297 Capstone Seminar	2
EC201 Microeconomics	4
IS110 Principles of Information Systems	4
Business Concentration Electives (<i>Choose any BS, EC, IS (107 or higher) courses or FN202</i>)	6
Subtotal	35
Total Credits Required	63

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

BUSINESS ADMINISTRATION CERTIFICATE

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

Learning Outcomes

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

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

General Education Requirements	Credits
EN102 College Composition I	3
LS103 College Success	2
Subtotal	5
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Anishinaabe Awareness	Credits
OS110 Ojibwa Language and Culture I	4
Subtotal	4
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Business Requirements	Credits
BS110 Introduction to Business	3
BS145 Business Communication	3
BS201 Accounting I <u>or</u> BS204 Microcomputer Accounting	4
BS208 Management and Supervision	3
BS210 Marketing	3
BS211 Business Law	3
IS110 Principles of Information Systems	4
Subtotal	22
Total Credits Required	31

CULINARY ARTS CERTIFICATE

Students completing this certificate program will learn the culinary arts fundamentals of cooking methods, flavor development, techniques, world cuisines, baking and pastry, and more. This program will give students a hands-on understanding of the professional kitchen and the skills needed for employment in the growing food industry.

Learning Outcomes

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

- Demonstrate the skills necessary for the service of quality foods in a professional setting.
- Administer professionalism to lead by example when working with others.
- Calculate recipe quantities to follow standard recipe procedures.
- Utilize equipment in commercial kitchens safely.
- Practice safe food handling techniques while maintaining good personal hygiene.

Program Requirements	Credits
BS110 Introduction to Business	3
BS149 Business Administrative Procedures	4
FN101 Introduction to Culinary Skills	2
FN102 Advanced Culinary Skills	3
FN130 Baking and Pastry	2
FN140 Food Safety and Sanitation with ServSafe	3
FN145 Nutrition and Sustainability	3
FN201 Local and Native Cuisine	2
FN202 Essentials of Restaurant Management	3
FN230 Baking and Pastry II	2
FN Electives	9
Total Credits Required	36

OFFICE SERVICES CERTIFICATE

Students completing this certificate program will obtain a focused educational experience for office support personnel. Career opportunities include clerical workers, transcriptionists and secretaries. Depending on placement (for the composition requirement), full-time students could feasibly complete the certificate program in one year.

Learning Outcomes

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

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

General Education Requirements	Credits
EN102 College Composition I	3
LS103 College Success	2
Subtotal	5
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Anishinaabe Awareness	Credits
OS110 Ojibwa Language and Culture I	4
Subtotal	4
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Business Requirements	Credits
BS110 Introduction to Business	3
BS145 Business Communication	3
BS149 Business Administrative Procedures	4
IS107 Digital Publishing	3
IS110 Principles of Information Systems	4
IS203 Advanced Word	2
IS204 Advanced Spreadsheets	2
Subtotal	21
Total Credits Required	30

SMALL BUSINESS START-UP CERTIFICATE

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

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

Learning Outcomes

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

1. Implement basic accounting principles.
2. Utilize effective marketing techniques and principles.
3. Explain the different tax obligations of the startup business.
4. Evaluate the various sources used to finance a business.
5. Create techniques to effectively motivate employees.
6. Evaluate the benefits and constraints of operating under a Disadvantaged Business Enterprise (DBE) designation.

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

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 KBOCC advisor and transfer institution 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.
5. Integrate an individual interest with civic responsibility.

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Mathematics or Science Elective* (<i>Choose MA103 or higher, or a science course designated as a second science elective for general education - Course must be taken from a different subject area than the Lab Science</i>)	4
Humanities Elective (<i>Choose any non-OS humanities-designated course</i>)	4
Social Science Electives (<i>Courses must be taken from a minimum of two subject areas</i>)	8
LS103 College Success	2
Subtotal	28
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Anishinaabe Awareness Requirement	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective (<i>At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits</i>)	--
Subtotal	4
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Liberal Studies Requirements	Credits
Liberal Studies Electives (<i>At least twelve credits must be numbered 200 or above - may not include BS or ECE courses</i>)	17
General Electives (<i>May include BS or ECE courses</i>)	6
IS110 Principles of Information Systems**	4
LS297 Capstone Seminar	3
Subtotal	30
Total Credits Required	62

* Students intending to transfer should consider fulfilling the Michigan Transfer Agreement's (MTA) requirement of two sciences and math. See Michigan Transfer Agreement under General Education.

** 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 - ART 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. All students planning to transfer should work closely with their KBOCC advisor and transfer institution to determine transferability when selecting courses.

Learning Outcomes

Upon completion of the Liberal Studies Degree Program - Art Emphasis 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.
5. Integrate an individual interest with civic responsibility.

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Mathematics or Science Elective* <i>(Choose MA103 or higher, or a science course designated as a second science elective for general education - Course must be taken from a different subject area than the Lab Science)</i>	4
Humanities Elective <i>(Choose any non-OS humanities-designated course)</i>	4
Social Science Electives <i>(Courses must be taken from a minimum of two subject areas)</i>	8
LS103 College Success	2
Subtotal	28
Anishinaabe Awareness Requirement	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective <i>(At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits)</i>	--
Subtotal	4
Concentration Requirements	Credits
Drawing <i>(Choose AR101 or AR102)</i>	3
AR116 Sculpture	3
AR103 Art Appreciation <u>or</u> AR204 Anishinaabe Art Forms	4
Anishinaabe Art Elective <i>(Choose from AR105, AR106, AR107, AR115, or AR204)</i>	3
Art Electives <i>(Choose from AR-designated courses)</i>	7
General Elective	3
IS110 Principles of Information Systems**	4
LS297 Capstone Seminar	3
Subtotal	30
Total Credits Required	62

* Students intending to transfer should consider fulfilling the Michigan Transfer Agreement's (MTA) requirement of two sciences and math. See Michigan Transfer Agreement under General Education.

** 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 - CRIMINAL JUSTICE 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. All students planning to transfer should work closely with their KBOCC advisor and transfer institution to determine transferability when selecting courses.

Learning Outcomes

Upon completion of the Liberal Studies Degree Program - Criminal Justice 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.
5. Integrate an individual interest with civic responsibility.

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Mathematics or Science Elective* (<i>Choose MA103 or higher, or a science course designated as a second science elective for general education - Course must be taken from a different subject area than the Lab Science</i>)	4
Humanities Elective (<i>Choose any non-OS humanities-designated course</i>)	4
Social Science Electives (<i>Courses must be taken from a minimum of two subject areas</i>)	8
LS103 College Success	2
Subtotal	28

Anishinaabe Awareness Requirement	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective (<i>At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits</i>)	--
Subtotal	4

Concentration Requirements	Credits
CJ110 Introduction to Criminal Justice	4
CJ220 Introduction to Corrections	4
CJ221 Roles of the Corrections Client	4
Criminal Justice Electives	4
Electives (<i>Choose from any CJ, SO, PY or AS232</i>)	7
IS110 Principles of Information Systems**	4
LS297 Capstone Seminar	3
Subtotal	30
Total Credits Required	62

* Students intending to transfer should consider fulfilling the Michigan Transfer Agreement's (MTA) requirement of two sciences and math. See Michigan Transfer Agreement under General Education.

** 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 - CORRECTIONS CERTIFICATE

This certificate prepares students for entry level positions in the correctional field. It also provides a foundation for the Liberal Studies - Criminal Justice Emphasis Associates of Arts.

Learning Outcomes

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

1. Describe key developments in the history of corrections
2. Discuss the philosophical or theoretical bases for various developments in corrections
3. Explain the structures and functions of the three-part criminal justice system (enforcement, judicial, corrections)
4. Explain the systems and processes within a corrections facility
5. Relate sentencing options to various corrections settings
6. Describe the application of key laws and constitutional principles to corrections
7. Discuss methods for addressing challenges in corrections such as contraband, manipulative offenders, or dangers to inmates or employees

Certificate Requirements	Credits
CJ110 Introduction to Criminal Justice	4
CJ220 Introduction to Corrections	4
CJ221 Roles of the Corrections Client	4
Electives <i>(Choose any CJ course)</i>	4
Total Credits Required	16

ENVIRONMENTAL SCIENCE

ASSOCIATE OF SCIENCE DEGREE

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

Learning Outcomes

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

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain scientific principles pertinent to environmental science.
3. Explain social science concepts pertinent to environmental science.
4. Apply the scientific method to answer research questions.
5. Employ standard methods to conduct environmental research.
6. Accurately interpret scientific data.
7. Conduct a professional poster presentation developed from original research.

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Mathematics Elective (<i>Choose MA105, MA130, or MA201</i>)	4
Social Science Elective (<i>Choose any non-ES social science-designated course</i>)	4
Environmental Social Science Elective (<i>Choose ES125, ES158, or ES217</i>)	4
Environmental Humanities Elective (<i>Choose ES218 or ES219</i>)	4
LS103 College Success	2
Subtotal	24
Anishinaabe Awareness Requirements	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective (<i>At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits</i>)	--
Subtotal	4
Environmental Science Requirements	Credits
ES110 Introduction to Environmental Science	4
GS105 Introduction to Earth Science	4
ES216 Sustainability	4
Ecology Elective (<i>Choose BI200 or BI206</i>)	4
Applied Ecology Elective (<i>Choose ES204 or ES242</i>)	4
Wildlife Science Elective (<i>Choose BI203 or BI205</i>)	4
Plant Science Elective (<i>Choose BI211 or ES121</i>)	4
Science Elective (<i>Choose any BI or ES course, or IS110</i>)	3
ES298 Internship	1
ES297 Capstone Seminar	3
Subtotal	35
Total Credits Required	63

ENVIRONMENTAL SCIENCE CERTIFICATE

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

Learning Outcomes

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

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain scientific principles pertinent to environmental science.
3. Apply the scientific method to answer research questions.
4. Employ standard methods to conduct environmental research.
5. Accurately interpret scientific data.

Program Requirements	Credits
EN102 College Composition I	3
MA102 Quantitative Literacy (<i>or higher</i>)	4
ES110 Introduction to Environmental Science	4
GS105 Introduction to Earth Science	4
Ecology Elective (<i>Choose BI200 or BI206</i>)	4
Applied Ecology Elective (<i>Choose ES204 or ES242</i>)	4
Wildlife Science Elective (<i>Choose BI203 or BI205</i>)	4
Plant Science Elective (<i>Choose BI211 or ES121</i>)	4
Total Credits Required	31

ENVIRONMENTAL STUDIES AND SUSTAINABILITY CERTIFICATE

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

Learning Outcomes

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

1. Explain the importance of the natural world in Anishinaabe culture.
2. Explain scientific principles pertinent to environmental science.
3. Explain social science concepts pertinent to environmental science.
4. Apply the scientific method to answer research questions.
5. Accurately interpret scientific data.

Program Requirements	Credits
EN102 College Composition I	3
ES110 Introduction to Environmental Science	4
ES216 Sustainability	4
Ecology Elective (<i>Choose BI200 or BI206</i>)	4
Economics Elective (<i>Choose EC201 or EC202</i>)	4
Environmental Humanities Elective (<i>Choose ES218 or ES219</i>)	4
Environmental Social Science Electives (<i>Choose from ES125, ES158, and ES217</i>)	8
Total Credits Required	31

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF SCIENCE DEGREE

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

Learning Outcomes

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

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

General Education Requirements	Credits
EN102 College Composition I	3
EN202 College Composition II	3
Lab Science Elective	4
Mathematics Elective <i>(Choose MA103 or higher)</i>	4
Humanities Elective <i>(Choose any non-OS humanities-designated course)</i>	4
Social Science Elective <i>(Choose any non-PY social science-designated course)</i>	4
LS103 College Success	2
Subtotal	24

Anishinaabe Awareness Requirement	Credits
OS110 Ojibwa Language and Culture I	4
Anishinaabe Awareness Elective <i>(At least two credits of electives must be designated Anishinaabe Awareness; may be duplicate credits)</i>	--
Subtotal	4

Early Childhood Education Requirements	Credits
CE101 Introduction to Early Childhood Education	3
PY101 Psychology	4
PY210 Child Psychology	4
CE110 Developmentally Appropriate Programming and Practice	3
CE115 Child Guidance	3
CE218 Creative Teaching Methods	3
CE220 Observation and Assessment in Early Childhood Education	3
CE223 Children's Literature	3
CE237 Children with Special Needs	3
CE275 ECE Practicum	2
CE297 Early Childhood Capstone	3
Early Childhood Electives <i>(Choose from HL201, CE111, CE207, CE290, CE299 with approval of project plan, OS225 or SO201)</i>	3
Subtotal	37

CHILD DEVELOPMENT CERTIFICATE DEGREE

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.

Certificate Requirements

CE119 CDA Preparation Seminar - 2
CE118 Creative Teaching Methods - 3
HL201 Human Nutrition - 3
CE220 Observation and Assessment in Early Childhood Education - 3
CE 275 ECE Practicum - 2
Electives (Choose from CE111, CE110, CE223, CE 115 Child Guidance) - 3
Total Credits Required 16

** Students completing the CDA Certificate may apply the sixteen (16) credit hours from their content classes toward the A.S. Degree in Early Childhood Education.

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

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

1. **High School Education:** Have a valid High School Diploma/GED or enrollment as a junior or senior in a high school career/technical program in early childhood education.
2. **Professional Education:** 120 clock hours, including 10 hours of each of the 8 CDA Subject Areas
3. **Work Experience:** Within three years of submitting application have 480 hours of experience working with children ages 3-5
4. **Final requirement:** Six months of submitting application submit family questioners and professional Portfolio

Step 2: Application Process:

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

Step 3: Demonstrate:

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

- Your verification visit
- Your CDA Exam

CERTIFIED NURSE ASSISTANT TRAINING

CERTIFICATE PROGRAM

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

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

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

The Certified Nurse Assistant Program is not supported by Federal Student Aid. Support for this program must be sought from the State of Michigan through Michigan Works! or tribal programs or can be paid for out-of-pocket. Many healthcare facilities or agencies offer partial or full reimbursement to students for their training courses. Inquire with your potential employer about their reimbursement policies.

Please contact Admissions for the checklist for admissions into the program.

Nurse Aide Learning Outcomes:

The overall objective of this Nurse Aide Training Program is the provision of quality services to residents and patient's in number of healthcare facilities by nurse aides who are able to:

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

Anishinaabe Culture Learning Outcomes:

As the Nurse Aide Training Program is situated within the historic tribal lands of the Keweenaw Bay Indian Community, health care students and future professionals will be supported to provide culturally-relevant care to members of the tribal community. Upon completion of the program, graduates will be able to:

- Identify the KBIC and 11 additional federally recognized Anishinaabe tribes in Michigan.
- Define "health disparities" as it relates to American Indian health.
- Describe 4 cultural norms and practices that American Indian patients/families may present in medical settings.
- Explain how culture and language are integral aspects of a community's needs around health care.

BASIC LIFE SAVING WITH FIRST AID

CERTIFICATE OF COMPLETION COURSE

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

Course Learning Outcomes:

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

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

COURSE DESCRIPTIONS

ACADEMIC PREPARATION

LS103 College Success- 2 (1 lecture, 3 lab)

Designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while in college. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community. Required.

LS133 Online College Success - 2 (1 lecture, 3 lab)

This course is designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while attending college in the KBOCC online learning environment. The course addresses how to navigate the online classroom, how to prepare for and participate in discussions, how to complete quizzes and tests and generally how to manage the online learning experience effectively. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community in an online environment. This class is tailored to the MyKBOCC Web Portal. Required.

MA099 Mathematics Preparation Lab - 2

Preparatory course to be used for review and course support in the math program. Course content will be based on the students' skill levels and will proceed at a pace to aid the students in their current math placement or as preparation for a future course. Work will be largely independent study with aid in individual or group direction and content. Does not count towards graduation. Can be repeated for credit.

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. (Course fee)

AR102 Drawing II - 3

Continuation of AR101 with emphasis on color, space, composition, and greater individualization of expression. Recommended: AR101 Drawing. (Course 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. (Course fee. *Anishinaabe 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. (Course fee. *Anishinaabe 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. (Course fee. *Anishinaabe 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. (Course fee. *Anishinaabe Awareness*)

AR116 Sculpture - 3

Introduction to sculptural materials, strategies and methods for creating and critiquing sculpture. Covers the elements and principles of 3-D design, the significance of sculpture historically and in contemporary art. Includes study of selected historical and contemporary sculptors, particularly Anishinaabe sculptors. (Course fee)

AR117 Introduction to Photography - 3

Introduction to the techniques and creative application of photography using black and white (silver gelatin) and digital materials. The history of photography, contemporary photo criticism, and the relationship and role of photography in Anishinaabe culture and communities will be covered. (Course fee)

AR125 Beadwork Studio - 1

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

AR127 Ojibwa Garments Studio - 1

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

AR204 Anishinaabe 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 & Anishinaabe 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 who have completed 12 credits with a minimum GPA of 2.5.

ANISHINAABE STUDIES**AS101 Introduction to Anishinaabe Studies - 4**

Provides an overview of Anishinaabe studies and a sampling of topics explored in more depth in other Anishinaabe studies courses. Includes study in: Anishinaabe cultures, literature, history, art, education, values, worldviews, lifeways, spirituality, contemporary issues, government and politics. (*Social Science & Anishinaabe Awareness*)

AS102 Anishinaabe Values and Philosophy - 4

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

AS104 Principles of Decolonizing - 2

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

AS105 Decolonizing Tribal Organizations - 2

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

AS200 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 & Anishinaabe Awareness*)

AS201 History of North American Anishinaabe - 4

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

AS202 Pow Wow Planning & Management - 3

This course is designed to provide the knowledge and skills required to plan, organize and manage a pow-wow. This course also examines the origins and meanings of the pow-wow, pow-wow dance styles, dance regalia, types of songs and traditions. (*Anishinaabe Awareness*)

AS207 Special Topics in Anishinaabe 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.

AS210 Traditional Storytelling - 4

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

AS215 Contemporary Anishinaabe Issues - 4

Exploration of achievements, issues, problems, and events in Indian Country today. Encompasses international, national, regional, and local perspectives. (*Social Science & Anishinaabe Awareness*)

AS225 Anishinaabe Education - 4

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

AS232 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 & Anishinaabe Awareness*)

AS297 Capstone Seminar - 3 (2 lecture, 1 tutorial)

Culmination of course work in the Anishinaabe Studies degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Prerequisites: sophomore status, completion or concurrent enrollment in EN202. (Course fee)

AS298 Internship 1-4

The Anishinaabe Studies Internship connects students with community organizations or government agencies. Students gain practical experience under the supervision of a practicing professional or at an approved work site. The student will incorporate, *Inendamowin* ("Anishinaabe way of thinking") and *Izhichigewin* ("Anishinaabe way of doing things"). Students must work at least 80 hours at the work site for each credit. This is a Pass/Fail course. This course may be repeated for credit.

AS299 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 who have completed 12 credits with a minimum GPA of 2.5.

BIOLOGY (BI)

BI101 General Biology - 4 (3 lecture, 3 lab)

Exploration of biological phenomena. Topics covered include cellular and molecular levels of organization, genetics and mechanisms of heredity in organic evolution, reproduction and development, as well as introductory concepts of taxonomy and ecology. (Course fee. *Science with lab*)

BI200 Conservation Biology - 4 (3 lecture, 3 lab)

An interdisciplinary examination of issues related to biological diversity. Topics include population biology, biogeography, environmental ethics and policy, loss and degradation of habitat, ecological restoration, and the design, management, and stewardship of protected areas. (Course fee. *Science with lab*)

BI203 Wildlife Biology and Management - 4 (3 lecture, 3 lab)

Introduction to the study of the evolutionary history, anatomy, physiology, behavior, and ecology of animals. Identification and conservation issues are addressed and include hands-on experiences with the KBIC Natural Resource Department. Management and assessment tools are emphasized. Prerequisite: BI101, ES110, or instructor permission. (Course fee. *Science with lab*)

BI205 Fisheries Biology and Management - 4 (3 lecture, 3 lab)

Introduction to concepts and methodology used in aquaculture, fisheries science and management. Emphasis on terminology, techniques, and practices related to fisheries science, with particular focus on fisheries of the Great Lakes Region. Skills development pertaining to fisheries research and management dynamics, data collection, management, computation and dissemination will be a major component of this course. Students gain practical experience at the KBIC fish hatchery and in the

field. Prerequisite: BI101, ES110, or instructor permission. (Course fee. *Science with lab*)

BI206 Principles of Ecology - 4 (3 lecture, 3 lab)

Examination of the interactions that organisms have with one another and their physical environment. Students study classic ecological principles used to understand the behavior, physiology, distribution, and abundance of plants and animals. Prerequisite: BI101, ES110, or instructor permission. (Course 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 permission, course fees, or prerequisites may be required for some courses.

BI211 Plant Taxonomy - 4 (3 lecture, 3 lab)

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. (Course fee. *Science with lab*)

BI223 Anatomy & Physiology - 4 (3 lecture, 3 lab)

This course provides an overview of human anatomy and physiology using a body-systems approach. It will emphasize the inter-relationships between form and function at the gross and microscopic levels. Exploration of the structure and function of the skin, skeletal, muscular, nervous, cardiovascular, lymphatic, digestive, reproductive and endocrine systems of the human body will be performed. The course examines how the body functions and the consequences of injury and disease. The interrelationships among the various organ systems are emphasized. (*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 who have completed 12 credits with a minimum GPA of 2.5.

BUSINESS (BS)

BS103 Personal Finance - 3

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

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 analysis of business communication situations to plan and present effective messages in spoken, written, and multimedia forms. Examines effective communication in face-to-face and work group settings.

BS149 Business Administrative Procedures - 3

Includes administrative and general business procedures for the office. Topics include efficient procedures for managing appointments, telephone calls, records processing and customer service.

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 - 4

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.

BS209 Human Resources Management - 3

Covers the principles and practices of productive employee relations with emphasis upon the selection, development and motivation of employees.

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

BS212 Entrepreneurship - 3

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

BS297 Capstone Seminar - 3 (2 lecture, 1 tutorial)

Culmination of course work completed throughout the Business degree program. The course provides students the opportunity to conduct small-scale individual projects or expand upon projects conducted during their course work and to polish skills needed for transferring to a four-year degree program or entering the work force. Prerequisites: sophomore status, pre or co-requisite BS145 and EN202. (Course fee.)

BS298 Internship - 1-4

The Business internship provides students with practical work experience in the Business field under the supervision of a practicing professional or at an approved work site. Students receive one

credit for every 80 hours worked in the approved site. This is a Pass/Fail course. This course may be repeated for credit.

BS299 Research and Special Projects - 1-4

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

CRIMINAL JUSTICE (CJ)**CJ110 Introduction to Criminal Justice - 4**

This course is designed to introduce students to the criminal justice system and its process. Examines the inter-relationships of various agencies of the criminal justice system; police, courts, corrections and security, and explores careers in all areas.

CJ212 Introduction to Policing - 4

Focuses on the history and development of policing and compared the various jurisdictions including Indian Country.

CJ220 Introduction to Corrections - 4

Introduces students to the field of corrections, including the history of corrections, sentencing guidelines, prisons, parole, probation, prisoner rights and the role of the corrections officer.

CJ221 Roles of the Corrections Client - 4

This course covers the various challenges that corrections professionals face while supervising prisoners. Students will learn about the stresses involved in the field, primarily manipulation and violence.

CJ222 Stress Management in Corrections - 4

Examines how stress impacts those in the corrections profession, and how stress management decreases the ill effects of job pressures and extends and enriches the vocational lives of corrections professionals.

CJ230 Security - 4

Explores the history of security and the current and emerging practices in the context of a post-9/11 world with emphasis on surveillance and Indian gaming.

CJ245 Legal Issues in Corrections - 4

Examines constitutional law, law and the court process, United States court process, prisoner rights, section 42 USC 1983 and current topics.

CJ250 Contraband Control – 4

Focuses on dangerous impacts of contraband in correctional facilities and the importance of communication in safety for staff, offenders and the public.

CJ251 Staff Relations in Corrections - 4

Students will learn about the various types of staff dividers and their many dangers for corrections personnel. Instruction includes coping strategies, discriminatory harassment policy and a process to mitigate staff division.

CJ260 Native American Justice - 4

Inspects the criminal justice systems between Indian Country and American society and the various case laws impacted Indian Country and established Tribal jurisdiction and sovereignty.

CJ270 Juvenile Justice - 4

Investigates correctional treatment of the youth offender and the many judicial and correctional options in attaining delinquency prevention.

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. (Course fee.)

CE110 Developmentally Appropriate Programming and Practice - 3

Examination of developmentally appropriate practices applicable to early childhood settings. Address child development, learning, and effective teaching strategies. Prerequisite: CE 101 or instructor's permission. (Course fee.)

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 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.

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.

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.

CE218 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.

CE220 Observation and Assessment in Early Childhood Education - 3

Examines a variety of formal and informal assessment techniques used in early childhood settings. Emphasizes the importance of observing young children and how to use these observations in program planning and decision making. The Michigan Department of Education (MDE) Early Childhood Standards of Quality (ECSQ) and the National Association for the Education of Young Children (NAEYC) guidelines for assessment will be integrated into class discussions to help students gain insight into the best practices with young children.

CE223 Children's Literature - 3

Introduction to children's literature from various genres and cultural perspectives through language and literacy development. Helps students to gain intentional teaching methods and strategies that supports language and literacy development in young children through children's literature.

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.

CE275 ECE Field Practicum - 2

Provides opportunity for practical experience through observation and supervised participation in early care and education setting with young children. Students will develop and implement developmentally appropriate environments and activities.

CE290 Early Childhood Program Management - 3

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 CE105, or instructor's permission.

CE297 Early Childhood Capstone - 3

Culmination of coursework in Early Childhood Education. Students complete small-scale individual projects and assess the impact of their educational experiences on their development as early childhood educators. Pre or co-requisite EN202.

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 who have completed 12 credits with a minimum GPA of 2.5.

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. (*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 who have completed 12 credits with a minimum GPA of 2.5.

ENGLISH (EN)**EN095 Basic Composition - 3 (3 lecture, 1 recitation)**

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 College Reading Strategies - 1 (1 lecture, 1 recitation)

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

EN100 Expressive Writing with Reading - 4

Designed to tap into student creativity and process pedagogy, this course guides students in developing literacy both in composing and understanding texts of various kinds, including creative, academic and college texts, including linguistic and visual aspects. Attention is paid to structure and correctness of prose in its various forms.

EN102 College Composition I - 3 (3 lecture, 1 recitation)

Designed to improve the students' reading, writing, grammar, and analytical skills. Emphasis is on writing short essays with an introduction to research writing. Prerequisite: C or better in EN100 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. (*Humanities*)

EN202 College Composition II - 3 (3 lecture, 1 recitation)

Continuation of EN102. Further development of students' skills with emphasis placed on writing longer and more complex essays, reports, and other documents with critical discussion of drafts. Emphasizes use of research material, including an introduction to primary research. Prerequisite: C or better in EN102. (Course fee. *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. (*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. (Course fee. *Humanities*)

EN250 Anishinaabe Images in Literature and Film - 4

Examination of how Anishinaabe tribes, cultures, beliefs, and individuals have been represented in film, media, and literature by both Native and non-Native writers and film makers. (*Humanities & Anishinaabe Awareness*)

EN255 Modern Anishinaabe Literature - 4

Survey of Anishinaabe literature, twentieth century and beyond. Emphasis is placed on the Anishinaabe culture, experience, and philosophy. (*Humanities & Anishinaabe Awareness*)

EN260 Creative Writing - 4

Introduction to the fundamentals of the different genres of creative writing. The course will explore publication options open to writers. (Course fee)

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 who have completed 12 credits with a minimum GPA of 2.5.

ENVIRONMENTAL SCIENCE (ES)**ES107 Science Issues Today – 1**

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

ES110 Introduction to Environmental Science - 4 (3 lecture, 3 lab)

An interdisciplinary overview of biological, physical, and social factors involving relationships between humans and the environment. The course includes foundational concepts in ecology, earth sciences, natural resource use and conservation, and consequences of human population growth. (Course fee. *Science with lab*)

ES121 Dendrology - 4 (3 lecture, 3 lab)

An examination of trees, emphasizing identification and classification. Additional topics include tree physiology, growth, reproduction, dispersal, and relationships between trees and their environment. Species of Michigan's Upper Peninsula are the focus and are examined through weekly field excursions. (Course fee. *Science with lab*)

ES125 Introduction to Water Resources - 4

An interdisciplinary examination of issues related to global water resources. The course introduces foundational concepts in surface and groundwater hydrology, water quality and supply, water law, and socio-economic factors associated with water resource management. Case studies examine human impacts on water resources. (*Social Science*)

ES158 Human Geography - 4

Examination of world geographic conditions such as climate, landforms, natural resources, and

ecology and how they influence human culture and civilization over time. Environmental impacts of societies are a focus, including population growth, resource utilization, agriculture, industry, and political and economic systems. (*Social Science*)

ES204 Forest Ecosystems of the Upper Peninsula - 4 (3 lecture, 3 lab)

Broad overview of the ecology of local forests. Students examine forest community composition, interactions between plants and other organisms, ecosystem changes across space and time, and forest hydrology and soils. Additional topics include forest management and policy, fire, invasive species, and social values associated with forests. Prerequisite: ES110, ES121, or instructor permission. (Course 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 permission, course fees, or prerequisites may be required for some courses.

ES216 Sustainability - 4

An interdisciplinary examination of how to meet today's societal needs without sacrificing the ability of future generations to meet their needs. Relationships between human and natural systems are the focus, with emphasis on critical current issues such as climate change, impacts to water resources, loss of biodiversity, and energy production and use. Economic, legal, and sociological concepts are examined. Prerequisite: ES110 or instructor permission. (*Social Science*)

ES217 Environmental Policy - 4

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

ES218 Environmental Justice and Ethics - 4

An introduction to environmental justice and ethics as place-specific conflicts, practices, and consequences, with particular focus on Indigenous case studies. Using scholarship from

geography, anthropology, sociology, and indigenous studies, students critically examine the role of race, gender, colonialism, and other social differences in environmental justice and ethics issues. Prerequisite: ES110 or instructor permission. (*Humanities & Anishinaabe Awareness*)

ES219 Anishinaabe Environmental Studies - 4

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

ES242 Wetlands - 4 (3 lecture, 3 lab)

Examination of the vegetation, hydrology, and soil characteristics of wetland ecosystems. The course emphasizes functions and values of wetlands, classification of various wetland communities, conservation strategies, and laws associated with wetland management. Prerequisite: ES110, ES125, GS105, or instructor permission. (Course fee. *Science with lab*)

ES297 Capstone Seminar - 3 (2 lecture, 1 tutorial)

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. Prerequisites: sophomore status; EN202; MA105 or MA201. Pre or co-requisite: ES298. (Course fee.)

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 who have completed 12 credits with a minimum GPA of 2.5.

FOODS AND NUTRITION (FN)**FN101 Introduction to Culinary Skills - 2 (1 lecture, 2 lab)**

This is a hands-on cooking class, with lecture and lab session where basic cooking skills will be learned and performed in an institutional setting. This course will provide the student with the skills to prepare for entry-level employment in the food service industry, or improve their cooking skills in the home. (Course fee)

FN102 Advanced Culinary Skills - 2 (1 lecture, 2 lab)

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

FN130 Baking and Pastry I - 2 (1 lecture, 2 lab)

This course provides students an introduction into baking and pastry. It provides experience in baking and pastry sufficient to qualify students for an entry level hospitality position. The course will also provide foundations to aid the home cook in creating at home. Required for entry into Baking and Pastry II. (Course fee)

FN140 Food Safety and Sanitation - 3

This course addresses basic sanitation principles, ways to apply the principles in practical situations, and methods for training and motivating food service personnel to follow good sanitation practices. Certification via ServSafe will be offered upon course completion. (Course fee)

FN145 Nutrition and Sustainability - 3

This course focuses on basic principles of nutrition and their relationship to health and cuisine. Current issues in sustainability are

reviewed, as well as dietary guidelines and food fads. The course debunks common myths about nutrition and health. Foraging and responsible consumption of natural resources form a central theme of the course.

FN150 American Regional Cuisine - 3

This course guides students through an examination of current American cuisine. It will demonstrate cooking methods through technical application and critical thinking. All twelve regions of the United States will be explored. (Course fee)

FN201 Local and Native Cuisine - 2 (1 lecture, 2 lab)

Local, Organic, Seasonal & Sustainable Cooking in the ever-changing landscape of food service including the use of local, affordable ingredients; cost versus the nutritional value of sustainable organic foodstuffs; the explosion of vegetarian and vegan cooking in local, regional and national fusion cooking, heritage and ethnic cooking; incorporating this knowledge into cooking skills. (Course fee)

FN202 Essential Elements of Restaurant Management - 3

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

FN207 Special Topics Food and Nutrition - 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.

FN230 Baking and Pastry II - 2 (1 lecture, 2 lab)

A continuation of Baking and Pastry I, this course will prepare students for work in the baking profession or in a professional patisserie. Prerequisite: FN130 (Course fee)

FN240 Garde Manger and The Art of Cold Foods - 3

This course will refine and build on skills that were explored in FN101 and FN102. "Garde Manger" is a French term which refers to cold and preserved foods. Students will explore methods of presentation used in high end banquet and buffet displays, such as those employed on cruise ships or at top tier hotels. (Course fee)

FN250 International Cuisine - 3

This course invites students to experience the world through international cuisines. Students will explore a broad range of cooking, eating and serving food inspired by global influences to expand their palates and culinary repertoires beyond the Western and Native American traditions. This course includes selections of worldwide cuisines. (Course fee)

FN260 Exploring Vegetarianism - 3

This course introduces students to vegetarian cuisine, utilizing non-animal-based foods. Students will develop a range of cooking techniques applicable to vegetarian cuisine. Meal preparation will concentrate on balanced menus of all categories within a vegetarian or vegan lifestyle with consideration of nutritional needs and balance. (Course fee)

GEOSCIENCE (GS)

GS105 Introduction to Earth Science - 4 (3 lecture, 3 lab)

This course examines the physical geography of the earth and processes related to earth systems. Plate tectonics, water resources, and human impacts on the landscape are key themes. Additional topics include geology, geologic time, geomorphology, weathering, soils, and climate. (Course fee. *Science with lab*)

GS207 Special Topics in Geoscience - 1-4

Exploration of topics pertaining to current events or of special interest to students. Instructor permission, course fees, or prerequisites may be required for some courses.

GS299 Research and Special Projects - 1-4

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 who have completed 12 credits with a minimum GPA of 2.5.

HEALTH (HL)

HL100 Medical Terminology - 1

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

HL201 Human Nutrition - 3

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

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 Anishinaabe 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 who have completed 12 credits with a minimum GPA of 2.5.

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 who have completed 12 credits with a minimum GPA of 2.5.

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.

IS107 Digital Publishing - 3

Includes the use computer software and peripherals to manipulate page layouts, edit graphic images and use templates to create business forms.

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.

IS203 Advanced Word - 3

Includes advanced tasks for creating, editing, formatting and printing a variety of documents using Microsoft Word. Prerequisite: IS110.

IS204 Advanced Spreadsheets - 3

Includes advanced formulas and functions, printing and displaying graphs, and other advanced principles using Microsoft Excel. Prerequisite: IS110.

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)

LS103 College Success - 2 (1 lecture, 3 lab)

Designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while in college. Students develop lifelong learning skills and understanding of academic expectations, integrity, and community. Required.

LS104 College Success Skills - 1

Students will receive academic coaching in the areas of study skills, note-taking and test preparation and focused tutoring in current courses. This is a Pass/Fail course. This course is intended to support students' academic skills gained in LS103 College Success prerequisite LS103. May be repeated for credit. Prerequisite: LS103

LS133 Online College Success - 2 (1 lecture, 3 lab)

This course is designed to show how to effectively manage time, study, take notes, increase organizational skills, take tests, use college technology, access information, and generally succeed while attending college in the KBOCC online learning environment. The course addresses how to navigate the online classroom, how to prepare for and participate in discussions, how to complete quizzes and tests and generally how to manage the online learning experience effectively. Students develop lifelong learning

skills and understanding of academic expectations, integrity, and community in an online environment. This class will be tailored to the MyKBOCC Web Portal. Required.

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 (2 lecture, 1 tutorial)

Culmination of course work in the Liberal Studies and Liberal Studies with Anishinaabe 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. Prerequisites: sophomore status, completion of EN202. (Course fee)

LS295 Teaching Assistant - 1

Instructional experience as undergraduate teaching assistant, including planning, set-up, coaching students, and demonstrating techniques. Prerequisite: Permission of Instructor and B or better grade in course in which student will assist. Course may be repeated for credit

LS298 Internship - 1-4

The Liberal Studies Internship connects students with community organizations, government agencies, or local businesses. Students gain practical experience under the supervision of a practicing professional or at an approved work site. Students must work at least 80 hours at the work site for each credit. This is a Pass/Fail course. This course may be repeated for credit.

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 who have completed 12 credits with a minimum GPA of 2.5.

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.*

MA099 Mathematics Preparation Lab - 2

Preparatory course to be used for review and course support in the math program. Course content will be based on the students' skill levels and will proceed at a pace to aid the students in their current math placement or as preparation for a future course. Work will be largely independent study with aid in individual or group direction and content. Does not count towards graduation. Can be repeated for credit. (Replaces MA100)

MA102 Quantitative Literacy - 4

Introduction to mathematical modeling and its uses for real world problem solving and applications. Students will learn to represent data and problems numerically, symbolically, and graphically. Topics include linear and non-linear models, financial models, symbolic logic, networks and graphs, probability and counting, statistical reasoning. Prerequisite: Placement or C or better in MA096 or higher.

MA103 Quantitative Reasoning - 4

Application oriented course to follow MA102. Students will continue to develop problem solving skills and methods to communicate quantitative arguments including writing and presentation. Topics include voting theory, geometric models, similarity and scaling, game theory, determination of problem-solving methods, their limitations, and use. Prerequisite: Placement or C or better in MA102 or higher.

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 MA102 if taken Fall 2018 or later; or placement. (*Mathematics*)

MA130 Pre-Calculus - 4

Review of basic algebraic principles in preparation for calculus. Topics include functions and trigonometry. Prerequisite: C or better in MA104; or MA102 if taken Fall 2018 or later; or placement. (*Mathematics*)

MA201 Probability and Statistics - 4

Introduction to the basic methodologies used in the statistical analysis of data. Topics include probability, descriptive statistics, probability distributions including normal, t- and chi-square and techniques for statistical inference. Special attention is given to the application of methods for the biological, physical, and social sciences. Course uses EXCEL and MINITAB software for statistical analysis. Prerequisite: MA101 or higher. (*Mathematics*)

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 who have completed 12 credits with a minimum GPA of 2.5.

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 & Anishinaabe Awareness*)

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 & Anishinaabe 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 & Anishinaabe 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.

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 who have completed 12 credits with a minimum GPA of 2.5.

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. (*Anishinaabe 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 who have completed 12 credits with a minimum GPA of 2.5.

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. Recommended: PY101. (*Social Science*)

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. Recommended: 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. Recommended 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 who have completed 12 credits with a minimum GPA of 2.5.

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. Recommended: SO 101. (*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 who have completed 12 credits with a minimum GPA of 2.5.

VOCATIONAL INSTRUCTION (VI)

VI207 Special Topics in Vocational Instruction - 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.

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Keweenaw Bay Indian Community Member

William Jondreau, Criminal Justice

Graduate, Michigan Department of Corrections Leadership Academy
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BA-Elementary Education k-8, University of Phoenix

AA- Elementary Education, Indian River State College/College of Menominee Nation

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MS-Information Technology, Carnegie Mellon University

BA-Social Sciences, Washington State

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MS-Biological Sciences, Michigan Technological University

BS-Fisheries and Wildlife Management, Lake Superior State University

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MAT-Art of Teaching, Marygrove College

BS-Education, Valparaiso University

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BS-Food Systems Economics and Management, Michigan State University

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Laura Smyth, English

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Frank Taddeucci, Social Science

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