

College of the  
MUSCOGEE  
NATION



Cokvheckv Omylkat Enakes.

Education for all.

2017-2018 Catalog



## *A Message from Our President*

Hensci,

Welcome to the College of the Muscogee Nation (CMN). Located in the heart of the Muscogee (Creek) Nation and minutes from the capital complex, CMN offers quality education and traditional Muscogee values. Our Associate in Arts, Associate in Science, and Associate in Applied Science degrees offer theoretical and practical learning to help any graduate find a brighter future and take advantage of career opportunities.

Our beautiful 32-acre campus houses the Education/Administration and Student Center facilities, which feature an array of Muscogee designs, Smart Board equipped classrooms, and a student commons area. The CMN campus also includes a large library, bookstore, fitness center, cafeteria, science lab, additional classrooms, and seminar space. Student housing features 16 two-bedroom units, accommodating 64 students, which include telephone, cable, and internet.

We are committed to the success of our students, our citizens, and our nation. A variety of scholarship opportunities are available and we have friendly, professional advisors on hand to help you with the admissions and enrollment process. Our faculty exhibits academic integrity by providing real-world training. In addition, we are a member of the American Indian Higher Education Consortium.

The college was established to serve Muscogee citizens and other tribal members utilizing the history, government, language, and culture of the Muscogee people. Education has always been a significant part of the Muscogee (Creek) Nation history. Principal Chief James Floyd and the National Council, as well as prior administrations, have supported CMN through legislation signifying that education and the tribal college are a priority for the Muscogee people.

As President, I look forward to meeting you and assisting you in your pursuit of a brighter future. It is my privilege to offer this Catalog to you as your guide to success at CMN. If you have questions or want more information about CMN, please call us at (918) 549-2800 or visit our campus located at 2170 Raven Circle, just off University Boulevard, in Okmulgee, Oklahoma.

This is a very exciting time for our students, staff, faculty, and Regents as we expand our campus and services for students. We hope you find a bright future with us. We appreciate your interest in the College of the Muscogee Nation.

Mvto! (Thank You!),

Robert Bible  
President

### **Board of Regents**

**Mike Flud, M.Ed., M.S.**  
Chair

**Dr. C. Blue Clark, Ph.D.**  
Vice Chair

**Sharon Mouss, M.S.**  
Secretary

**Pandee Ramirez, J.D.**  
Member

**Bruce Douglas, M.S.**  
Member



# **The College of the Muscogee Nation**

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT

Academic Achievement. Native Values

[www.cmn.edu](http://www.cmn.edu)  
2170 Raven Circle  
PO Box 917  
Okmulgee, OK 74447  
(918) 549-2800

# 2017 – 18 Academic Calendar

## Fall Trimester 2017

Enrollment	May 30-Aug 25
Move-in Day	Aug 27
Classwork Begins	Aug 28
Late Enrollment Ends	Aug 30
Last Day to Add Class	Sep 1
Labor Day Holiday	Sep 4
Last Drop with Refund	Sep 11
Last Day to Withdraw 1 <sup>st</sup>	
Half with “W”	Oct 6
Mid Trimester	Oct 18
2 <sup>nd</sup> Half Begins	Oct 23
Veterans Day Holiday	Nov 10
Last Day to Withdraw from	
Full Trimester with “W”	Nov 17
Native American Day	Nov 20
Thanksgiving Holiday	Nov 23-24
Last Day to Withdraw 2 <sup>nd</sup>	
Half with “W”	Dec 1
Last day of Class	Dec 8
Grades Due	Dec 12
Student Break	Dec 11-Jan 1

## Summer Trimester 2018

Enrollment	Feb 26-Apr 27
Move-in Day	Apr 29
Classwork Begins	Apr 30
Late Enrollment ends	May 2
Last Day to Add Class	May 4
Last Drop with Refund	May 11
Memorial Holiday	May 28
Last Day to Withdraw 1 <sup>st</sup>	
Half with “W”	Jun 5
Mid Trimester	Jun 18
2 <sup>nd</sup> Half Begins	Jun 18
Creek Festival Holiday	Jun 25
Independence Holiday	Jul 4
Last Day to Withdraw from	
Full Trimester with “W”	Jul 13
Last Day to Withdraw 2 <sup>nd</sup>	
Half with “W”	Jul 20
Last Day of Class	Aug 3
Grades Due	Aug 7

## Spring Semester 2018

Enrollment	Oct 23-Jan 2
Move-in Day	Jan 2
Classwork Begins	Jan 3
Late Enrollment Ends	Jan 5
Last Day to Add Class	Jan 9
Last Drop with Refund	Jan 16
Last Day to Withdraw 1 <sup>st</sup>	
Half with “W”	Feb 7
Mid Trimester	Feb 21
2 <sup>nd</sup> Half Begins	Feb 26
Spring Break	Mar 12-16
Last Day to Withdraw from	
Full Trimester with “W”	Mar 23
Good Friday Holiday	Mar 30
Last Day to Withdraw 2 <sup>nd</sup>	
Half with “W”	Apr 6
Graduation	Apr 20
Grades Due	Apr 24



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This Catalog Offers information about CMN's academic programs and services as accurately as possible. Circumstances may prompt changes in CMN policies and services, rendering current information inaccurate. The current and official information may be found on the CMN website, <http://www.cmn.edu>

# General Information

## Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee (Creek) Nation emphasizing native culture, values, language and self-determination. The College provides a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and offers exemplary academic programs that meet student, tribal, and societal

needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation encourages lifelong learners, for personal growth, professional development, and intellectual advancement.

## Cultural Context

The College of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. Vrakkeuckv (Respect) is cultivated. Muscogee ways are interwoven into the curriculum by honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

## Vision Statement

The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture, and appreciation for tradition. This will serve our students well into the future enhancing greater participation within the tribal, local, and global communities.

## Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

VRAKKUECKV (RESPECT): We value our Native culture, language and community, honoring the rights and dignity of all people;

FVTCETV (INTEGRITY): We are fair, honest and accountable for our actions;

MECVLKE (RESPONSIBILITY): We are loyal, reliable, and diligent in all tasks;

EYASKETV (HUMILITY): We are kind, concerned for the well being of others and embrace equality;

HOPORENKV (WISDOM): We gain insight from scholarly learning and the knowledge and experience of our elders.

## Goals

The following established goals consistent with the Mission, Vision Statement, and Core Values will guide the College of the Muscogee Nation in the present and into the future. These goals will enable us to:

1. Offer academic degree programs that are unique and reflect Mvskoke culture, history and language.
2. Create educational opportunities that are accessible to the Native community and tribal members.
3. Provide co-curricular activities that respect tribal traditions and culture.
4. Develop quality educational programs that give students a scholastic foundation to pursue higher academic degrees or to achieve their career objectives.
5. Maintain a focused learning environment in a safe and secure campus.

## History of the College

The College of the Muscogee Nation (CMN) is a tribal college created September 1, 2004 by the Muscogee Nation Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a board of regents.

Prior to the tribal college offering its first classes in the fall trimester of 2004, the National Council passed a resolution expressing support for the CMN with the cooperation of the Oklahoma State University system. An institutional charter was drafted and by-laws were adopted as the organic documents to organize the college governance and administration

While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation.



### Logo

The CMN logo features a pre-Columbian symbol found on pottery shards in Muscogee ancestral grounds that symbolizes two raven heads. Ravens traditionally represented a catalyst of change with the ability to transform and resurrect--the raven brought light to the earth. The raven is also symbol of knowledge. Traditionally, the symbol represents unity and strength. The logo's perimeter represents the circle of life, community, family, the earth and the universe. It is reflective of CMN's objective to preserve the past and to cultivate the futures of our students.

### Board of Regents

The CMN Board of Regents is a board of five members created by tribal law and appointed by the Principal Chief and confirmed by the National Council. The Board issues degrees, determines curricula and courses of study and establishes student fees. In addition, the Muscogee (Creek) Nation allocates funds to the institution for operation and maintenance from tribal appropriations and other funds which are made to the board.



### Location

CMN Education/Administration Building, CMN administrative and classroom facilities are currently located at 2170 Raven Circle, Okmulgee, OK 74447.

### Hours of Operation

Monday- Friday: 8:00 a.m.-5:00 p.m.

The Admissions, Registration, Student Success Center, Academic Advisors, and bookstore will be available until 7:00 p.m. two nights the week before classes begin, and also the first two nights of classes each trimester.

### Accreditation



### AIHEC

In further demonstrating commitment to learning, CMN has attained Regular Member status in the American Indian Higher Education Consortium (AIHEC).

### Sexual Assault and Sexual Harassment Policies

CMN affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful in accordance with Higher Education Reauthorization Act of 1992. For more information, refer to the Annual Campus Crime Awareness/Security Report and Fire Safety Report located on the CMN website, or visit the Dean of Student Affairs.

### Drug and Alcohol Abuse Prevention Policy

The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises as well as any college sponsored activity or event on or off campus. For more information



refer to the CMN Drug and Alcohol Prevention Program located on the CMN website.

### **Student Right to Know**

Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. For additional information, please see the consumer information guide located on the CMN website at [www.cmn.edu](http://www.cmn.edu)

### **Discrimination Policies**

The College of the Muscogee Nation is in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, and section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and applicable federal laws and regulations. No person shall be discriminated against on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures.

### **Students with Disabilities**

CMN complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. CMN will provide reasonable modifications and /or accommodations for students with disabilities depending on the student's need. If you are interested in attending CMN and are in need of accommodations you may schedule an appointment with the Dean of Student Affairs. For further details please refer to the Consumer Guide on the CMN website under the heading "Facilities & Services Available to Students with Disabilities." [www.cmn.edu](http://www.cmn.edu)

## **Admissions**

Office of Admission  
Student Success Center  
Administrative Building  
918-549-2847  
Admissions@cmn.edu  
[www.cmn.edu/admissions](http://www.cmn.edu/admissions)

This Admissions Policy defines the requirement for individuals who wish to enroll at College of the Muscogee Nation (CMN).

How to Apply: Students can apply in person at the Office of Admissions or online at [cmn.edu/Applicant/ApplyOnline\\_Login.aspx](http://cmn.edu/Applicant/ApplyOnline_Login.aspx)

All transcripts should be mailed in sealed envelopes from the issuing school or institution directly to the Office of Admissions.

### **Admission Categories**

All students seeking admission to College of the Muscogee Nation must submit an Application for Admission, prior to admission the prospective student is given a pre-enrollment packet; they are required to read, understand, sign, complete all forms, and turn in all additional requirements before being admitted to CMN. Once application is received students will be admitted in one of the following admission categories:

#### **General**

To be eligible for admission the student must provide the following:

- a. Proof of academic proficiency as explained under "Academic Proficiency"
- b. High School Graduates: An official High School transcript from an accredited High school in a sealed envelope.
  - a. CMN does not accept diplomas.
  - b. On line (internet) High school, GED and home school diploma mills are not acceptable as proof of appropriate education.
- c. Ability to Benefit: Federal guidelines followed.

For all individuals listed below, his or her high school class of peers must have graduated.

- d. GED, HiSET, TASC, state sanctioned test or diploma-equivalency certificate recipient: must submit official scores.
- e. Individuals of Home Study at the secondary level as defined by state law must submit High School transcript. Non-Recognized Accredited or Unaccredited High Schools: These students may or may not be eligible for Title IV, HEA Funds, state aid or institutional scholarships.

- f. Non-High School Graduates are not eligible for Title IV, HEA funds, or state aid and may not be eligible for institutional scholarships. Upon completion of 30 or more qualifying credit hours, an individual may be eligible to apply for a high school diploma. See the Office of Admissions for more information.

### **Special**

Students being admitted under this category must meet the following criteria for special admission to the college:

- a. Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine (9) credit hours or for students seeking only cultural enrichment through MVSK 2091 courses, eighteen (18) credit hours, without submitting academic credentials. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the general or transfer admission criteria in order to enroll in additional course work.

### **Adult**

Students who are 21 years of age or older or on active military duty may be admitted under this category. Participation in ACT or SAT testing is not required under this category. Students admitted under the adult admission category must demonstrate academic proficiency to the satisfaction of CMN in the curricular area the student desires to pursue.

### **Concurrent Enrollment of High School Juniors or Seniors**

All concurrent students are required to submit an official High School Transcript, current schedule, and ACT or SAT scores along with a signed Concurrent Application each trimester.

Seniors: Must have a minimum composite score of 19 ACT or 900 SAT or have a 3.0 GPA on a 4.0 scale. Classification of Senior begins the summer after the Junior year is completed.

Juniors: Must have a minimum composite score of 21 ACT or 980 SAT or have a 3.5 GPA on a 4.0 scale. Classification of Junior begins the summer after the Sophomore year is completed.

For each classification, the student may only enroll in courses related to the sub-score that he or she received a 19 or above. Concurrent students cannot enroll in remedial (zero-level) coursework offered by the college designed to remove high school deficiencies. Institutional testing may not be used for placement.

### **Transfer Student**

Undergraduate students entering CMN by transfer from another institution must meet the following entrance requirements:

1. Both the high school curricular requirements and academic proficiency of CMN.
2. A GPA high enough to meet CMN's retention standards.
3. Official transcripts of record from all colleges and universities attended.
4. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student's degree program and when CMN has had an opportunity to validate the courses or programs.

To determine transferability of courses from another institution or for credits earned through nationally recognized examinations, see the Registrar's office.

### **Readmission**

Students who have attended CMN previously, but have not attended within the last two trimesters, must submit new Admissions paperwork to CMN. If the student has attended any other institution of higher education during their absence from CMN, official transcripts from that institution, since the last date of attendance, must be submitted.

### **International**

International Student Requirements:

Students who require a visa to study in the United States are eligible for admission if they:

1. Have graduated from high school (equivalent to a U.S. high school diploma) or secondary school
1. Can show English proficiency in any of these ways:
  - a. TOEFL internet-based score of at least 61\*
  - b. TOEFL computer-based score of at least 173

- c. TOEFL paper-based score of at least 500
  - d. IELTS score of at least 5.5  
(Above testing is only valid if taken within the last two years)
  - e. Native English speaker
2. Have submitted an international application for admission
  3. Can show financial support for the estimated cost of attendance

While there is no formal application deadline, please be prepared to start the international admission process several months in advance to allow for formal VISA processing.

For full International Admissions policy, see the Admissions Office.

### **Undocumented Immigrants**

In accordance with Title 70, O.S., Section 3242 (2007), an individual who cannot present to CMN valid documentation of United States nationality or an immigration status permitting study at a postsecondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment and resident tuition. The individual must provide the same documentation as a domestic student and is required to file an affidavit of intent with CMN.

### **Deferred Student**

Students meeting the 2012 Deferred Action criteria will be permitted to apply at CMN. Students will need to submit paperwork to the Office of Admissions regarding their status and approval for Deferred Action from U.S. Citizenship and Immigration Services/Department of Homeland Security.

For full Undocumented Immigrant Admission, see the Admissions Office.

### **General Policies**

#### **High School Curricular Requirements**

A regular student must meet the criteria for both the high school curricular requirements and the school performance requirements as defined by Oklahoma State Regents for Higher Education (OSRHE).

There are 15 units of high school course work required for college admission to public colleges and universities in the state system. The following high school curricular requirements have been

established for students seeking admission to Oklahoma colleges and universities. These include:

- 4 units of English (Grammar, Composition, Literature)
- 3 units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics)
- 3 units of Laboratory Science (Biology, Chemistry, Physics, or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.)
- 3 units of History and Citizenship Skills (including 1 unit of American History and 2 additional Units for subjects of History, Economics, Geography, Government, Non- Western Culture)
- 2 additional units of courses that fit into one of the categories above or foreign language or computer science

For students that graduated after May of 2013, who do not successfully complete the required number of end of year instruction (EOI) may not be considered a high school graduate. See non-high school graduate requirements above.

#### **High School Equivalency**

The General Educational Development Certificate (GED) is included as one of the recognized equivalents of a high school diploma. Other state sanctioned tests, such as the High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC) or diploma-equivalency certificates are also recognized.

An Associate's degree or successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution.

Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

#### **Academic Proficiency**

Students at CMN are required to prove academic proficiency. Academic proficiency determines one's eligibility to enroll in certain programs of

study, or placement in remedial classes during a student's first trimester of enrollment. Cultural enrichment certificates and applicable courses may be excluded from this requirement. Students must prove academic proficiency one of three ways:

1. Transferring in credits that prove academic proficiency in a subject area; or
2. Submitting ACT test scores that prove academic proficiency with a score of 19 or better in each subject area; or
3. By taking the ACCUPLACER Assessment and scoring at or above the test area on each component as listed below:
  - Reading Comprehension 73
  - English (Sentence Skills) 80
  - Arithmetic (Pre-algebra) 70
  - Elementary Algebra 70
  - College Algebra 55

Students that do not meet the above requirements will be required to take remedial courses to remove their deficiencies.

### **Removal of Deficiencies**

Unless otherwise specified by program requirements, students must remove curricular deficiencies within the first 24 credit hours attempted. Transfer students are required to remove curricular deficiencies within the first 12 credit hours attempted. Students may enroll in collegiate level courses within the deficiency's discipline area only after the deficiency is satisfied.

### **Orientation**

Students enrolling in eight or more credit hours for the first time are required to enroll in the orientation course unless a similar course is being transferred in from an accredited institution. This course includes introduction to college facilities, policies, services, personal growth and adjustment, study behavior, as well as academic and career development.

### **Financial Arrangements**

Students must make financial arrangements with the Bursar's office prior to enrollment; cash payment plans can be arranged at this time, if needed. In regard to FAFSA applications and scholarships, see the Financial Aid & Scholarships Office or for further details see the Consumer Information Guide located on the CMN website. [www.cmn.edu](http://www.cmn.edu).

### **Vaccination Policy**

Oklahoma law requires all new students, to provide evidence of having been immunized against Hepatitis B (three shot series). In addition, new students born after 1957 must provide proof of immunization for measles, mumps, and rubella (two shot series). If this information is not received during the student's first trimester, a hold will be placed on future enrollment until the requirement is met.

In the event of a public health emergency, and/or disease outbreak CMN will take precautionary measures to ensure the health and well-being of the campus. Precautionary measures may include students being excluded for their protection and for the protection of the other students at the college. In addition, supplemental medical documentation may be required while appropriate agencies are contacted.

### **Nonacademic Criteria for Admission**

CMN shall consider the following non-academic criteria when deciding whether applicants should be granted admission:

- Whether an applicant has been expelled, suspended, denied admission or denied readmission, or facing current disciplinary charges at any college, university, or school or by any other educational institutions;
- Whether an applicant has been convicted or is currently being convicted of a felony or of any lesser crime involving moral turpitude;
- Whether an applicant is currently being charged or has been convicted for any behavior involving drugs or violence or harm to others in any state, country, and/or tribal jurisdiction.

If any of said criteria should be present, then CMN's Non-Academic Review committee will review any documents submitted by the applicant to determine whether applicants should be granted admission. For a Non-Academic Review Request form and full policy information, see the Admissions Office.

If applicant is admitted to obtain a degree from CMN, a student with a felony conviction(s), then it may preclude said student from gaining employment within certain fields. Please be advised that a student with a felony conviction(s) WILL NOT be eligible for licensure and subsequent

employment with a law enforcement agency or a gaming facility.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## **Registrar**

### **Enrollment**

Enrollment times are shown on the official *Academic Calendar* on page iii. Additional information can be obtained through the Admissions and Records office. The enrollment process for all new students starts with the Admissions office. The staff provides students with initial career information and academic advisement. After enrollment, an advisor works with the student outlining a plan of study and identifying course requirements. Students are urged to review their academic progress each trimester with an advisor from their department. Currently enrolled students may pre-enroll for the subsequent trimester during the final weeks of each trimester.

### **Late Enrollment**

Initial enrollment for a trimester will not be permitted after the first three days of classes of that trimester. A late fee will be assessed for those students enrolling during the first three days of class.

### **Adding or Dropping a Course**

Students may, subject to maximum enrollment limitations, add courses during the first week of the trimester with the approval of their advisor or Academic Dean.

Students may drop a course with the approval of their advisor or the Academic Dean. A Change of Enrollment form must be processed through the

Registrar's Office prior to the add/drop deadline for the process to be complete.

For typical 15-week courses, any course dropped during the first ten business days of classes will have no transcript record. Any course dropped after the first ten days of classes and prior to the end of the 11th week will result in a grade of "W" being recorded on the student's transcript. After the beginning of the twelfth week of a 15-week trimester, a student may not withdraw from a course. A grade of "F" will be assigned (see definition of grading terms "F"). All deadlines are posted in the *Academic Calendar* on page iii.

For courses of shorter duration, the above dates may vary. A course may not be dropped or withdrawn after a grade is assigned.

### **Officially Withdrawing from College Policy**

A student is considered to be "Officially" withdrawn on the date the student notifies the Registrar in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from College of the Muscogee Nation, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

### *Procedure*

Upon receipt of the official withdrawal information the Registrar will notify the Financial Aid Coordinator. The College of the Muscogee Nation will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
  - a. The student's ledger card and attendance record are reviewed to determine the

calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

b. Calculate the school's refund requirement (see school refund calculation):

3. The student's grade record will be updated to reflect his/her final grade.
4. The College of the Muscogee Nation will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
2. The Financial Aid Coordinator will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy

of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

#### **Unofficial Withdraw**

Any student that does not provide official written notification of his or her intent to withdraw, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the College of the Muscogee, contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after student's last date of attendance;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. College of the Muscogee Nation calculates the amount of federal funds the student has earned, and, if any, the amount of federal funds for which the school is responsible.

6. Calculate the school's refund requirement (see school refund calculation);

7. College of the Muscogee Nation Financial Aid Coordinator will return to the federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.

8. If applicable, College of the Muscogee Nation, will provide the student with a refund letter explaining Title IV requirements:

- a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
- b. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
- c. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Administrative Withdrawal**

For the complete Administrative Withdrawal policy refer to the CMN Consumer Information Guide on the CMN website at [www.cmn.edu](http://www.cmn.edu).

### **Auditing Courses**

Students auditing a class must obtain approval from the Degree Program Coordinator and schedule the class as an audit through the Registrar's Office. Fees for auditing are the same as fees for credit courses. No credit or letter grade will be given for courses audited.

Procedures for auditing a course are administered by the Office of Admissions. No examinations or any other evaluation measures will be required or provided.

Persons auditing courses may not change their

enrollment to credit after the add period ends. Students enrolled in courses for credit may change to audit status only during the period approved for dropping courses.

### **Course Attendance**

Students are expected to attend all classes. Due to Title IV regulations, if a student doesn't attend class for 14 consecutive days, the instructor will notify the registrar, which may affect financial aid. If an emergency situation arises and a student cannot attend a particular class, it is expected that the student contacts the instructor prior to the class meeting in writing. For the complete attendance policy refer to the CMN Consumer Information Guide on the CMN website at [www.cmn.edu](http://www.cmn.edu).

### **Leave of Absence**

Any student requesting a leave of absence (LOA) while enrolled at the College of the Muscogee Nation must adhere to the policies and procedures established by the College. In addition, students receiving federal financial aid must understand and follow federal Title IV leave of absence regulations as stated in this policy, which may affect the amount of financial assistance received. As stipulated by federal financial aid regulations, any student, including a student receiving Title IV assistance, shall be granted a leave of absence under the following conditions:

- A. The student must request the leave of absence in writing, signed, and dated to their Advisor. Advisor will forward to the Academic Dean. Academic Dean has 2 to 3 business days to approve LOA. The letter must clearly state the reason(s) for the requested leave of absence. A student must apply in advance for the LOA unless unforeseen circumstances prevent student from doing so. If approved the LOA begins on the date submitted to the advisor. The student is required to follow the CMN's policy in requesting the LOA.
- B. There must be a reasonable expectation that a student will return from a leave of absence to continue his/her enrollment at CMN.
- C. CMN only approves the student's request for an LOA in accordance with the school's policy.
- D. CMN will not assess the student any

additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.

- E. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- F. If extenuating circumstance e.g. pregnancy, bed ridden, etc. exist the LOA could extend timeframe as long as the total does not exceed 180 days in any 12-month period.
- G. Approved leaves of Absence are viewed as temporary interruptions in a student's attendance. A student returning from an LOA must complete the term in order to be eligible to receive a second or subsequent disbursement.
- H. If the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal (for financial aid purposes only).

#### *Procedure*

- A. Upon receiving written notification from the Academic Dean that a student has been granted an official leave of absence, the Financial Aid Officer will take the following steps:
  - Recalculate cost of attendance based on months of actual enrollment to determine the total amount of financial aid eligibility for the academic year and, if necessary, correct resulting over-awards.
  - Notify the student of the following: Student's last date of attendance; Beginning and ending dates of the approved leave of absence; Revised cost of attendance and financial aid eligibility; Revised graduation date, if applicable.
- B. If the student fails to return at the end of the federally approved leave of absence, the student will be considered to have withdrawn from CMN (for financial aid purposes only) as of the first day in which

the leave of absence was granted. The Financial Aid Officer will perform the following functions:

- The Financial Aid Officer will perform refund/repayment calculations.
- The Financial Aid Officer will promptly return any federal funds or student loan funds to lender(s) within 45 days of receipt of notification of the student's failure to return from the approved leave of absence.
- The Financial Aid Officer will notify the Academic Dean and the Advisor, if applicable, of the student's withdrawal status and the impact the withdrawal has on the student's financial aid award package.

#### **Trimester Load**

A full-time student is one who carries a minimum load of 12 credit hours in the regular trimester. A student should carry a normal load of 15-18 credit hours per regular trimester. This enrollment should lead to the successful completion of all associate degree requirements in four regular trimesters, unless a trimester of remedial or high school equivalency course work is needed. Students wanting to carry more than 19 credit hours per regular trimester must have approval of their advisor and Registrar.

#### **Credit Hour**

CMN assigns and awards credits to courses using commonly accepted practices and consistent with the federal definition of the credit hour. A trimester hour of credit is given for the equivalent of one fifty-five-minute class period per week for a trimester of fourteen or fifteen weeks. For laboratory work, one trimester hour of credit is granted for each two or more hours of laboratory work.

#### **Classification**

Classification is determined by the number of credit hours completed. Students who have earned 30 or less credit hours are classified as freshman. Students who have 31 or more credit hours are classified as sophomores.



### **Course Numbers**

Courses numbered in the 1000's are intended primarily for freshman. Courses numbered in the 2000's for sophomores. The last digit of a course number indicates the number of trimester hours of credit to be earned. When zero is the last digit of a course number, the course carries variable credit. Course numbers beginning with "0" indicates remedial work and do not count toward hours earned, hours attempted, accumulated grade point average, or graduation.

### **Degrees Awarded**

Associate in Applied Science in Police Science  
Associate in Applied Science in Gaming  
Associate in Arts in Native American Studies  
Associate in Science in Tribal Services

### **Certificates Awarded**

Certificate in Gaming  
Certificate in Mvskoke Language

### **Transfer of Course Credits**

CMN accepts course credits from other regionally accredited institutions of higher learning. However, CMN reserves the right to determine for itself those credits it will accept in transfer to meet the graduation requirements. Courses will not be accepted in transfer and applied to degree programs until approval has been granted by the Registrar.

Transfer credit will not be evaluated until an official transcript from issuing school(s) has been received by the Registration/Admissions office. Although all courses may be transferred into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency. (See Graduation Requirements for further explanation.) The advisor may submit a "Substitution" form along with a course syllabus or course description to the Dean with a copy to the Registrar's office.

Oklahoma State Regents for Higher Education (OSRHE) *Institutional Accreditation* (3.1) policy allows for credits earned at CMN to transfer at face value into like programs at institutions in the State System and on a voluntary basis by private-independent institutions.

### **Transfer of Credit**

Acceptable transfer credit is evaluated on a course-

by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized six U.S. regional associations. The evaluation is based on course content, as described in the catalog of the institution.

Evaluation of transfer credit may require documentation such as program requirements and course syllabi to determine acceptable transfer credit courses.

International transcripts, submitted for transfer, must be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES). Students must request and receive both the official college transcript and the evaluation summary prepared by the Evaluation Services Committee to the Registrar's Office.

### **Advanced Standing Credit**

Advanced standing credit awarded to a student must be validated by successful completion of twelve or more credit hours of academic work at CMN. All credit earned through advanced standing shall be so designated the neutral grade of pass (P) on the transcript following the course entry. All advanced standing credit evaluated institutions awarding credit for extra institutional learning must validate credit on a course-by-course basis. Neither the ACT nor the SAT shall be utilized by State System institutions for awarding credit. Credit awarded for extra institutional learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree. Credit awards for extra institutional learning shall not exceed the recommendations of American Council on Education (ACE).

### **Transcripts**

Transcripts will be withheld if the student has outstanding financial obligations.

### **Grades**

Grades are recorded with the letter grades A, B, C, D, F, I, AU, W, AW, P/F, P/NP, or N. Grades are posted online through the student's information system within two days of the closing of each trimester. For letter grades A, B, C, D, and F, please see below.

## Grade Point

Grading Scale	Grade	Grade Points
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

## Symbols

A – Excellent

B – Good

C – Average

D – Below Average

F - Failure

I - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the trimester. When reporting an I, the instructor will record in detail the conditions for removal of the I, with time limitations not to exceed six weeks. Incomplete grades not changed by the instructor to a credit-bearing grade or an F within the specified time limit will remain as a permanent I and not contribute to the student's GPA.

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit is the last day of the add period for each trimester. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit is the last day of the drop period for each trimester. AU will not contribute to a student's GPA.

W - An automatic withdrawal grade of W is issued

when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the 11th day of classes (approximately one eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic W is the last day of the 11th week (approximately seventy five percent of the class length) for classes meeting the full length of a regular session. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with seventy-five percent of the class.

AW - Administrative withdrawal may be assigned by the Admissions and Records office to indicate that a student has been involuntarily withdrawn by the institution during the designated trimester for disciplinary or financial reasons, or for inadequate attendance or otherwise demonstrated lack of appropriate concern for satisfactory academic progress toward program objectives. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F - An instructor may elect to use pass-fail as an option for students in specified courses, included in this are the remedial and orientation courses. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an F and is calculated into the GPA.

P/NP - An instructor may elect to use the grades P and NP for specified courses or may allow students to elect a P/NP option under circumstances specified by the institution. The P grade is neutral indicating minimal course requirements have been met and credit has been earned. The P grade may also be used to indicate credit earned through advanced standing examinations. The grade of NP indicates a student did not meet minimum requirements in a course designated for P/NP grading. While both grades P and NP are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

N - An N grade indicates the trimester grade was not submitted by the instructor by the appropriate

deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent trimester. The N grade is GPA neutral.

### **Grade Corrections**

A faculty member may initiate a change after grades have been submitted to the Registration Office provided that:

1. Justification for the grade change is made in writing to the Registrar via a “change of grade Form,” and
2. The changes are submitted within the first eight weeks of the trimester after the original grade was awarded.

### **Grade Appeals**

The Student Grade Appeal Process provides the student with an opportunity to appeal a final course grade. Although the instructor of the course is the only individual who can change the final grade, this process provides an unbiased forum to discuss and dispute the final course grade. The student must initiate the process and be prepared to present supporting documentation. No adverse action will be taken against a student who chooses to utilize this process. To see the complete grade appeals policy refer to the CMN Consumer Information guide on the CMN website at [www.cmn.edu](http://www.cmn.edu).



### **Graduation Requirements**

Students at CMN must request a degree check the trimester before graduation to the Registration Office. A degree check will confirm courses successfully completed toward graduation and show any outstanding courses(s) and/or degree requirements yet to be completed.

The minimum number of hours for graduation is 60 successfully completed credit hours (see individual degree requirements), excluding physical education activity, and preparatory or remedial courses (“0-level”). Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred:

1. Students must have a minimum of 30 credit hours earned through CMN. (No more than one-half (50%) of any degree can be earned outside of CMN or transferred into CMN.)
2. At least 15 of the 30 credit hours must be satisfactorily completed in residence at CMN.
3. The last 15 credit hours of any degree program must be completed in residence at CMN
4. The minimum grade point average is 2.0 for graduation.
5. All other degree requirement must be met.
6. Students may not participate in graduation more than once for the same degree.

### **Graduation with Honors**

CMN recognizes associate degree candidates who have demonstrated superior academic performance. Students will graduate with honors if they meet the following criteria: all graduation requirements are met by the end of the graduating trimester and a minimum grade point average of 3.50 in all course work taken through the final regular trimester.

### **Honor Roll**

Outstanding students are recognized in the graduation trimester by induction into the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecvt Etohkvketv (President’s Honor Roll) or the Vrakkuecvt Etohkvketv (Honor Roll). In order to be eligible, students must earn a grade point average of 3.75 or higher for the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecvt Etohkvketv (President’s Honor Roll) or between 3.50 and 3.749 for Vrakkuecvt Etohkvketv (Honor Roll), and complete a total of 12 or more trimester hours with a grade no lower than a “B” in degree required courses at the time of final grade reporting. High school equivalency courses do not meet the criteria for inclusion in determination of honors awards.

## **Academic Regulations**

Refer to the satisfactory academic progress policy located in the CMN consumer information guide on the CMN website at [www.cmn.edu](http://www.cmn.edu).

## **Academic Suspension Appeal**

### *Definition*

Academic Suspension is a suspension action that is taken when a student's academic performance indicates a need for a student to interrupt his/her enrollment status and reassess his/her goals, plans and ability to be academically successful. For the complete policy refer to the CMN consumer information guide on the CMN website at [www.cmn.edu](http://www.cmn.edu).

## **Readmission of Suspended Students**

Students who are academically suspended will not be allowed to reenter the institution for at least one regular trimester except as noted above. A student who is readmitted on probationary status must maintain a 2.0 GPA each trimester attempted while on probation or raise his or her cumulative GPA to the designated level. Should a reinstated student be suspended a second time from CMN, he or she cannot be readmitted to the institution until such time as he or she has demonstrated by attending another institution, the ability to succeed academically by raising his or her Cumulative GPA to the retention standards.

## **Course Repeat Policy**

A student may repeat a course and have only the second grade earned, whether lower or higher than the first grade, count toward his or her GPA. The first course grade still appears on the transcript in the trimester it was earned. The second course grade also appears on the transcript in the trimester it was earned, however only the second course grade is computed toward the GPA. A student may utilize this option for up to four (4) courses, not to exceed 18 credit hours. This policy can only be used for courses where the first grade earned was a D or F. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the GPA.

Limited occasions will allow a student to repeat courses above the first four (4) courses (not exceeding 18 hours of D or F grades) but each repeated course grade, including the original grade is calculated in the GPA.

## **FERPA/Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the College of the Muscogee Nation (CMN) receives request for access. A student should submit to the registrar, dean, head of academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record that the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the CMN in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee.

A school official also may include a volunteer or contractor outside of the CMN who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education record in order to fulfill his or her professional responsibilities for CMN.

- A student has the right to file a complaint with U.S. Department of Education concerning alleged failures by CMN to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

- Release of student record information is generally not done at the College without the expressed, written consent of the student. There are; however, some exceptions.

For example, directory information includes the following, and may be released without the student's consent: name, local and permanent address or hometown, telephone listing, electronic mail, photograph, date and place of birth, major field of study, dates of attendance, grades level, and enrollment status, degrees, honors and awards received, participation in

official organizations and activities, and most recent educational institution attended.

Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Non-Disclosure of Directory of Information" form, which is available from the Registrar's Office. Please note two important details regarding place a "No Release" on you record:

The College receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.

A "No Release" applies to all elements of directory information on your record. The College does not apply a "No Release" differently to the various directory information data elements.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institutions to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from education records without obtaining prior written consent of the students—:

- To other school officials, including teachers, within the [school] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom that the conditions listed in §99.31(a)(I)(i)(B)(I)-(a)(I)(i)(B)(2) are met. (§99.31(a)(I))
- To officials of another school where the students seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to student's enrollment

transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the conditions of the aid, or enforce the terms and conditions of the aid. (§§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a

disciplinary proceeding, subject to the requirements of §99.39, if the school determines that student is alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules and policies with respect to the allegations made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use of possession of alcohol or controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.



## Academic

As an institution of higher education, the College of the Muscogee Nation is dedicated to helping students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language, and history. Students, community, and Muscogee (Creek) people are the true foundation for every class taught, every degree offered and every service provided at the college. Together, we build and maintain a tribal college that embraces excellence.

### Philosophy of General Education

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. The

CMN program provides students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying educational experience at the College of the Muscogee Nation.

Students complete general education requirements by the time they have completed course work for an associate degree.

**Philosophy of Assessment of Student Learning**

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The primary function for determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor and improve courses, services, and programs.

**General Education**

Courses and credit hours vary as determined by the academic program. Note that courses generally will be selected from the list that follows. For specific requirements, see the appropriate degree plan.

**Orientation** **1hr**  
College Cornerstone

**English** **6hrs.**  
Freshman Composition I  
Freshman Composition II

**Social Science** **9hrs.**  
US History to 1865  
US History Since 1865  
Native American Tribal Government  
US Government  
Introductory Psychology

**Political Science** **6hrs.**  
U.S. Government  
Native American Tribal Government

**Science** **8hrs.**  
Biology (non majors)  
Biology (majors)  
General Physical Science  
Human Anatomy (See degree plan)

**Humanities** **6hrs.**  
Humanities  
Beginning Mvskoke Language

**Mathematics** **3hrs.**  
Math for Critical Thinking  
College Algebra  
Business Math (See degree plan)

**Behavioral Science** **6hrs.**  
Introduction to Sociology  
Introduction to Psychology

**History** **3 hrs.**  
US History to 1865  
US History Since 1865

**Communications** **3hrs.**  
Introduction to Speech Communications  
Small Group Communications (See degree plan)

**Computer Literacy** **3hrs.**  
Computer Literacy & Applications

**Electives** **3-6hrs.**  
Beginning Mvskoke Language  
Intermediate Mvskoke Language  
Advanced Mvskoke Language  
Native American Literature  
(See degree plan)

**Plan of Study**  
All students are expected to meet with an advisor prior to enrollment each trimester to plan their academic schedule. When the student has declared a major (must declare within 2 trimesters), they will be assigned an advisor to develop a plan of study. The plan of study must be approved by the Academic Dean. The approved plan of study will be stored with the advisor. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for checking pre-requisites for courses for which they plan to enroll and for following the plan of study in completing courses needed for the degree. Once the student has completed 45 credit hours, he or she may apply for a final degree check and a graduation

request with the CMN Registration Office. In all cases, the final degree audit must be submitted prior to the completion of the last trimester of enrollment.

### **Academic Advisement**

Academic advisors assist students in completing a Plan of Study, selecting correct courses, reviewing course requirements in the chosen major and addressing academic problems that may occur. The academic advisor will also assist the student define career goals, encourage the student's awareness of cultural and social opportunities available to them and assist the student in developing critical-thinking skills. Advisors will be assigned once a degree program has been chosen.

### **Institutional Learning Outcomes**

#### Mvskoke Values

Identify tribal norms, historical events, ceremonial, and traditional customs of the Muscogee Nation.

### **General Education Learning Outcomes**

#### Global Awareness

Demonstrate social, cultural, and global responsibility.

#### Ethical Conduct

Demonstrate honesty and accountability.

#### Information Literacy

Utilize resources and information.

#### Communication

Apply effective written, oral, and multi-media skills.

#### Critical Thinking

Evaluate information to reach valid conclusions.

### **Program Outcomes**

#### *Gaming*

The Gaming, Associate of Applied Science, Degree focuses on casino operations and a variety of specializations relating to marketing, management, hospitality and customer relations. Students will gain knowledge relating to management, supervision or customer service in tribal gaming. Students will develop a well-

rounded educational experience that conforms to the highly specialized needs of tribal casinos and acquire knowledge applicable to Native American gaming law, Native American gaming regulations, and tribal casino operations.

Students completing the Gaming Program will:

- Demonstrate knowledge of casino operations.
- Apply concepts of customer relations.
- Explain industry regulations.

#### *Certificate in Gaming*

Students completing the Certificate in Gaming will demonstrate the fundamentals of the organizational and administrative processes involved within the gaming industry.

#### *Native American Studies*

The Native American Studies Associate of Science degree program is a specialized degree focusing on Mvskoke language or Mvskoke studies with opportunity for alternative tribal courses. Students will develop an informed and tribal-specific appreciation for historical, cultural, and language issues within the broad social contexts of Native North America. Native American Studies students develop a working knowledge to help preserve and record tribal history and strengthen culture and language.

Students completing the Native American Studies Program will:

- Exhibit cross-cultural competence through the living legacy of tribal people.
- Demonstrate knowledge of Mvskoke history, culture, and contemporary Mvskoke life or other tribal perspective.
- Demonstrate proficiency in reading, writing and speaking the Mvskoke Language within the Mvskoke cultural context or other tribal perspective.

#### *Certificate in Mvskoke Language Studies*

Students completing the Certificate in Mvskoke Language Studies will exhibit fluency in reading, writing, and speaking the Mvskoke language.



### *Police Science*

The Police Science, Associate of Applied Science, Degree is an academic program designed for students who are interested in the field of tribal law enforcement. Students develop knowledge in Federal Indian Law, tribal court, tribal government and tribal language. Students develop knowledge of unique law enforcement issues involving tribal people and communities.

Students completing the Police Science Program will:

- Apply current federal, state and tribal laws and explain the U.S. and tribal justice system.
- Apply current ethical standards.
- Utilize current law enforcement procedures.
- Exhibit knowledge of the organization of police departments, with an emphasis on tribal police.

### *Tribal Services*

The Tribal Services, Associate of Science, degree program emphasizes Administration, Human Services, and Health Services in the tribal organization. Students completing this program will recognize the specialized needs within tribal governments, Native American programs, and tribal enterprises. Students will develop knowledge applicable to tribal government, Indian land issues, project management, and grant writing within the tribal context.

Students completing the Tribal Services Program will:

- Demonstrate a working knowledge of Native American governments, including tribal commerce, service programs, and Native American cultural relevance.
- Recognize administrative and organizational principles within a tribal context.
- Exhibit knowledge of health care systems, external healthcare agencies, and an awareness of consumer health care issues within tribal healthcare environment.
- Identify fundamentals of human services and community resources that promote welfare in tribal family and community environments.

## **Bursar**

### **General Policies**

The Bursar's Office hours are Monday through Friday, 8:00 AM to 4:00 PM, and extended hours as posted at the beginning of each term. The Bursar staff may be reached by telephone at 918-549-2827.

### **Payment of Account**

Account balances are due on the first day of class each trimester. Accounts must be paid in full to enroll in subsequent trimesters. Transcript and enrollment holds will be placed on all student accounts with outstanding balances. Non-payment of any charges could result in litigation or collection procedures. Delinquent account information may be reported to credit reporting agencies which could endanger credit ratings.

Payments may be mailed to CMN-Bursar's Office, P.O. Box 917, Okmulgee, OK 74447. Methods of payments accepted are cash, check, or money order. **Do not mail cash payments.** Mailed payments should include the student's ID number.

Payments by check that are returned as insufficient will be charged back to the student account.

### **Services**

Students with agency sponsorships must provide the Bursar Office with the proper documentation and/or forms each trimester of enrollment to ensure proper credit to the student's account. This is the responsibility of the student, not the Bursar Office nor the agency. If the agency does not pay the charges that were billed to them, the charges will be transferred back to the student. The student will then be responsible to pay the balance.

Refund checks resulting from a credit balance will be mailed to the student's permanent address or available in the Bursar's Office for pick-up. A valid CMN ID is required to pick up all checks.

### **Parking Permit**

Each student and employee vehicle parked on campus is required to display a valid parking decal. These decals may be obtained at the Bursar's Office. The first decal is issued at no

charge. Replacement decals are \$15.

### **Cost of Attendance**

Required tuition/fees charges for CMN are established by the CMN Board of Regents. Fees do not include the costs of individual supplies, or other materials which vary according to the student's program of study. Students will receive a \$40 "Approved Supply" allowance in the Raven's Nest bookstore. The allowance permits students to charge up to \$40 to their bursar account for required supplies listed on their course syllabi. Students who enroll in programs that require other materials will obtain these items as specified by the department. In most cases they can be purchased through the college. Costs of attendance will vary from program to program and are subject to change without notice. Incidental and personal expenses (non-academic charges) for items such as clothing and entertainment will vary with the individual student.

The following is a list of current tuition and fee charges at CMN:

#### ***Academic Fees (Per Credit Hour)***

Tuition

\$146.50

Remedial Supplementary Fee

\$18.50

Late Enrollment Fee (Flat Fee)

\$10.00

Off-Campus Electronic Media Fee

\$25.00

#### ***Room and Board Fees***

Housing Fee

\$1,815.00

Residential Meal Plan

\$1,214.00

Commuter Meal Plan (20 Meals)

\$100.00

***Please note:*** Additional lab fees may apply to specific programs. Tuition and fees will vary

***based on program and are subject to change without notice. For a complete listing and description of fees, please visit CMN's website.***

### **Tuition/Fee Reversal Policy**

Tuition/Fee reversals are made to those students who withdraw completely from CMN. **Total tuition/fees** will be reduced by: 100% if **proper withdrawal** is made during the Add/Drop period; **no reduction** will be made after Add/Drop period.

Tuition/fee reversals will also be made for individual courses dropped within the Add/Drop period. Students who enroll in a course(s) and do not attend/participate by the conclusion of the Add/Drop period will receive an administrative withdraw and will not be billed for that course(s). Students that drop a course(s) after the Add/Drop period will be charged for the course(s).

**Noncredit courses** dropped prior to the first class meeting will be fully reversed. No reversal will be given after the add/drop period.

Students with courses scheduled to meet less than the full fifteen-week trimester will have adjusted add/drop periods based on the beginning date and length of those course(s).

### **Credit Balance**

In the event a student has a credit balance on his/her Bursar Account, a refund check will be provided to that student. Checks are available by pick-up in the Bursar's Office or can be sent via standard U.S. mail.

## **Financial Aid**

Financial Aid consists of scholarships, grants, and part-time employment. The purpose of these programs is to assist students who, without such aid would be unable to attend college. CMN understands the importance of Financial Aid for students to ensure academic success. Financial Aid staff is available at CMN to assist students with questions. For office hours, advising hours for walk-in and scheduled, as well as making appointments please refer to the CMN Consumer Information Guide located on our website at <http://www.cmn.edu>.

### **Application Process**

View the Financial Aid Application & Forms, as well as the Introduction to the Financial Aid office section located in the CMN Consumer Information guide located on our website at <http://www.cmn.edu>.

### **General Title IV, HEA Student Eligibility Requirements**

View the General Title IV, HEA Student Eligibility Requirements section located in the CMN Consumer Information guide located on our website at <http://www.cmn.edu>.

### **Types of Financial Aid**

View the Financial Aid Programs section located in the CMN Consumer Information guide located on our website at <http://www.cmn.edu>.

### **Scholarships**

Federal and State need and non-need based scholarships, Private scholarships, Tribal Scholarships, American Indian College Fund Scholarships, CMN Scholarships, and CMN Tuition Waiver/Grants are available through contributions and endowments to CMN from the Federal government, state, tribal government, individuals, businesses, and foundations. For more information about other types of scholarships, please contact the CMN Financial Aid & Scholarships office or refer to the CMN Scholarship Resource Guide located on our website at <http://www.cmn.edu>.

### **Loan Programs**

The College of the Muscogee Nation Board of Regents has determined that CMN will not participate in the William D Ford Direct Loan Program and borrowing student loans is discouraged at CMN. CMN does not participate in any Alternative Loans and does not have a preferred lender list or any preferred lender arrangements. However, we recognize that in some situations this is necessary. Please see the Financial Aid Coordinator to discuss different loan conditions along with re-payment plans.

### **Financial Aid Award Letters**

After the student has completed their FAFSA and verification, if necessary; the student's aid can be processed. Once processed CMN will notify the student through their official school e-mail and their student portal showing what type/amount of

aid is available. It is important to remember that the award letter is only an estimate and all aid is based on the availability of funds. There is no liability for any agency or the CMN to pay these awards.

Once the award letter notification is received the student will be able to log onto their CampusVue student web-portal and accept awards.

### **Financial Aid Disbursement**

View the Financial Aid Disbursements section located in the CMN Consumer Information guide located on our website at <http://www.cmn.edu>.

### **Satisfactory Academic Progress (SAP) Standards**

To be eligible for Title IV, HEA aid, a student must maintain satisfactory academic progress (SAP). Under the administrative capability requirements, College of the Muscogee Nation must determine the academic standards that students must meet, and a method and schedule of measuring the achievement of these standards. The financial aid satisfactory academic progress standards must be the same as or stricter than the standards the school uses for students who are not receiving Title IV, HEA aid. Please refer to CMN's Consumer Information Guide for the complete Satisfactory Academic Progress policy located on our website at <http://www.cmn.edu>.

### **Return of Title IV Funds**

In accordance with 34CFR Sec.668.22, any student at College of the Muscogee Nation who completely withdraws (officially, unofficially, administratively), cancels all classes, ceases attendance, or earns all failing grades will be subject to the Return of Title IV funds policy to determine if the student remained enrolled or attended beyond 60% of the semester. Federal regulations require a student to remain enrolled or attend classes beyond 60% of the semester to earn 100% of their financial aid. Please refer to CMN's Consumer Information Guide for the complete Return of Title IV Funds policy located on our website at <http://www.cmn.edu>.

**Transfer Students Who Transfer Hours** Transfer students, that have already completed a FAFSA through a previous school, must log back into the current FAFSA and put CMNs school code 042249

under the school code section, and re-submit. Transfer students also need to contact their previous financial aid office and cancel all existing aid. If you need assistance please visit the CMN Financial Aid & Scholarships office.

### **Financial Aid Eligibility For Students With A Previous Degree**

Students who have received an associate's degree/certificate or higher from any institution, must complete a Request to Receive Financial Aid with a Previous Degree form to determine financial aid eligibility.

## **College Services**

### **ACT Residual Testing**

Residual testing at CMN is conducted for students who 1) are enrolled, 2) have been admitted, or 3) are applying to CMN and cannot take the ACT on a regularly scheduled national test date because the date does not meet CMN's deadlines.

Students are encouraged to participate in the national ACT test dates (6 are offered per year). ACT residual testing scores are only applicable for enrollment at CMN. ACT residual testing is available at various times during the year. Check with the Assessment Center for schedule of test dates.

- Due to limited seating, students should register for the ACT by calling 918-549-2847.
- A picture ID is required for admission to the testing room. Picture Identification, faxed from another institution, will not be accepted.
- Students should arrive by 8:00 AM.
- The test begins promptly at 8:30 AM. No one will be admitted to the testing room after the timed portion of the test has begun.
- ACT permits the use of calculators on the Mathematics test. Acceptable calculators include: basic four function, scientific, or graphing calculators. Programmable calculators are not permitted.

Books and materials are not allowed in the testing area; including food or drink.

### **Assessment and Testing**

ACCUPLACER is a self-paced computerized assessment of Reading, Math, and Writing skills, which determines one's academic proficiency.

The assessment can be taken on campus in the

SSC Testing Center, weekdays between 8:30 a.m. and 1:30 p.m. No appointment is required. The following policy applies to all students taking the ACCUPLACER assessment:

1. All examinations will be coordinated through the CMN Assessment Center and will cover the following areas: Reading, Math, and Writing skills.
2. Students will be allowed to take the exam (or each component) up to three times.
3. Initial testing must be completed prior to enrollment and retesting must be completed within the first week of the trimester. Any changes in students schedule due to retesting must be processed during the first week of the trimester. No retesting will be allowed after the fifth day of the trimester.

### **Bookstore**

The Raven's Nest Bookstore is located within the Student Center. Books and related academic resource materials required to complete coursework at CMN can be obtained, as well as class materials and supplies. The bookstore also offers gift items and sundry goods.

### **Hours of Operation**

Monday- Friday: 8:00 a.m.-5:00 p.m.

The bookstore will be open until 7:00 p.m. two nights the week before classes begin, and also the first two nights of classes each trimester.

For more information, contact the Bookstore at (918) 549-2834.

Textbook sales begin one week before the start of classes and continue until one week after the last day to add/drop classes for the trimester. Students must bring their printed class schedules and student I.D. to pick up their textbooks.

Textbooks can be billed to the student's account, paid in cash, by check or by credit card. All payments on accounts are to be made to the Bursar's office. The CMN Scholarship will pay for textbooks required for CMN coursework. However, books paid for by students prior to one week before the beginning of classes are not refunded by CMN or the CMN Scholarship or CMN Tuition Waiver/Grant.

Returns are accepted each trimester for a full refund on textbooks returned within one week of

the start of classes, providing the book is in the same condition and accompanied by a sales receipt.

A textbook buy-back period is arranged at the end of most trimesters for students who wish to sell their used textbooks. All books must be in good condition. The bookstore will pay you up to 50% of the book's selling price. One-time use, out-of-print, and old editions will not be purchased. Current student I.D. is required for all buyback transactions.

### **Food Services**

Located in the CMN Student Center, The Core Values Cafe offers nutritious, affordably priced meals and beverages. Dining is available seven days a week, Monday through Sunday, except during campus breaks when students must vacate student housing which includes Christmas break, Thanksgiving break, trimester breaks and other breaks indicated in the class schedule.

Resident student meal plans are available in a 20 meal plan; a commuter meal plan is also available. Non-residential students, visitors, faculty and staff may utilize The Core Values Café for dining. Cash, student meal card and credit cards are accepted.

The Core Values Café Hours of Operation:

Monday through Sunday

Breakfast-7:30 a.m. - 9:00 a.m.

Saturday- Continental Breakfast

Sunday-No Breakfast

Lunch-11:00 a.m.-1:30 p.m.

Dinner-4:00 p.m.-5:30 p.m.

Students with food allergies or special dietary needs should submit a request with a doctor's statement attached to the Food Services Supervisor in order to make special arrangements  
918.549.2836.

### **Computer Resources**

Computers are available for student use in the library and computer lab. Additionally, a limited number of laptop computers are available for checkout from the CMN Library.

### **Continuing Education**

The College of the Muscogee Nation provides training and/or courses for non-traditional or extraordinary education needs of the community, tribal, or business sector.

### **Library**

The College of the Muscogee Nation Library maintains books, periodicals, audiovisual materials, tribal newspapers, text-book reserves, reference materials, and a large Native American collection for student, faculty, and staff use. Quiet study areas, computers, laptop computers, an on-line catalog, printer, and copier are also available for students. The CMN library provides students with access to electronic databases, full text journals, literary databases, and newer non-print resources. A librarian is available to assist students with research, utilizing e-resources, and interlibrary loans that provide students with access to materials all over North America.

### **Public Safety**

CMN Campus Security is responsible for public safety and the protection of the students, employees, and property of CMN. Security officers are CLEET certified and empowered to enforce all college regulations. Services provided include campus, parking lot, and housing unit patrols, video surveillance, and safety awareness programs. For more information, refer to the CMN Security Report located on the CMN website.

### **Records**

Student academic records and grade reports for CMN courses are maintained in the CMN Registrar's office. Students may obtain transcript and registration materials through the office. When additional copies of academic records are needed from institutions other than CMN, the student must contact the issuing institution. Once submitted, academic records and transcripts become a permanent part of the student's records at CMN and will not be returned.



## Student Life

### Student Activities

Student activities are provided for individuals who desire campus community involvement and opportunities to meet and socialize with other students. The office of Student Affairs oversees a variety of events to promote involvement including: the annual Fall Fest, Native American Heritage Month celebration, and co-curricular activities.

The Student Affairs office provides services and resources for recognized student organizations. CMN's student organizations include the American Indian Science and Engineering Society (AISES), Student Housing Organization (SHO), Student Senate, and Tribal Leaders Circle (TLC). The student organizations emphasize native culture, respect, community service, and provides the CMN campus with further opportunity to interact socially as well as provide an outlet to obtain leadership skills. Each organization holds regular meetings throughout the trimesters to plan and conduct activities, community service, and fundraisers. For more information, please visit the Student Success Center.

### Conduct

CMN's Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse, and global society. For more information, refer to the CMN Student Handbook located on the CMN website.

### Student Complaints

For all internal complaints (i.e. student on student or student on employee) see the CMN Student Handbook for instructions on submitting those complaints to the proper personnel. The CMN Student Handbook is located at

<http://www.cmn.edu/pdf/Student-Handbook.pdf>

All internal complaints will be addressed according to CMN policy.

For external complaints that cannot be resolved by CMN administration such as a complaint concerning Title IV Federal funding, Academic Program Accreditation, or Tribal related issues please go to the Student/Employee/Consumer Complaint link located on our website at <http://www.cmn.edu>.

### Identification Cards

Students will need to see the CMN front reception desk to be issued a CMN photo identification card. The card should be carried by the student at all times for identification. A fee of \$10 is charged for each replacement card.

### Housing

CMN offers on-campus housing with 16 units designed to provide students with a safe and comfortable living experience. CMN housing is staffed with highly qualified professionals to ensure students' rights and responsibilities are upheld. For more information, refer to the CMN Student Housing Handbook located on the CMN website.

### Student Success Center

The Student Success Center provides complete, comprehensive assistance in the following: Academic Advisement, Counseling Opportunities, Testing Services, Retention Support, and Tutoring Initiatives.

### The Learning Center

The Learning Center (LC) is located in Room 106 in the Administration Building. There is a staff member available 8:30-12:00 & 1:00-4:30 Monday-Thursday and 8:30-12:00 & 1:00-3:00 on Fridays. The LC is here to provide academic support services for students and faculty. Our goal is to provide the skills and confidence you need to be successful in your educational pursuits. Phone number: 918.549.2848.

### Tobacco-Free Campus

The CMN campus is a Tobacco-Free environment.

## College of the Muscogee Nation

Total Minimum      **Associate in Applied Science in Gaming (O) (GAM)**      61 HOURS

**General Education Requirements** .....28 Hours

(Check catalog course listings section for prerequisites)

**ORIENTATION (1 CREDIT HOUR)**

ORIE 1011 College Cornerstone.....1 hr

**POLITICAL SCIENCE (3 CREDIT HOURS)**

POLS 1113 U.S. Government .....3 hrs

**ENGLISH (6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I.....3 hrs

ENGL 1213 Freshman Composition II.....3 hrs

**HUMANITIES (3 CREDIT HOURS)**

MVSK 1123 Beginning Mvskoke Language.....3 hrs

(Or other tribal language course)

**MATHEMATICS (3 CREDIT HOURS)**

MATH 1493 Math for Critical Thinking.....3 hrs

MATH 2003 Business Mathematics .....3 hrs

**COMPUTER LITERACY (3 CREDIT HOURS)**

CS 1013 Computer Literacy & Application.....3 hrs

MVSK 2413 Computer Security .....3 hrs

**COMMUNICATIONS (3 CREDIT HOURS)**

SPCH 2313 Small Group Communication.....3 hrs

**GENERAL EDUCATION ELECTIVES (3 CREDIT HOURS)**

MVSK 1113 Native American History.....3 hrs

MVSK 1213 Native American Tribal Government.....3 hrs

**HISTORY (3 CREDIT HOURS)**

HIST 1483 U.S. History to 1865 .....3 hrs

**Support and Related Courses**

**Core Requirements** ..... **12 Hours**

GAM 1103 Introduction to Native American/Oklahoma Gaming .....3 hrs

GAM 2313 Native American Gaming Regulations and Compliance .....3 hrs

GAM 2213 Native American Gaming Law .....3 hrs

GAM 2203 Casino Mathematics .....3 hrs

**Technical-Occupational Specialization**

**Specialization Requirements-Each Area** ..... **18 Hours**

**Casino Operations**

GAM 2103 Casino Operations Management .....3 hrs

GAM 2113 Electronic Games Management.....3 hrs

GAM 1123 Supervision and Protection of Casino Games I.....3 hrs

GAM 2123 Supervision and Protection of Casino Games II.....3 hrs

GAM 2303 Techniques of Casino Dealing .....3 hrs

GAM 1133 Basic Games Operations.....3 hrs

**Gaming Marketing**

GAM 2233 Public Relations.....3 hrs

ACCT 2103 Financial Accounting.....3 hrs

GAM 2223 Player Trends and Tracking.....3 hrs

GAM 1233 Customer Service Strategies .....3 hrs

GAM 2133 Hospitality Marketing .....3 hrs

GAM 1313 Gaming Advertising .....3 hrs

**Gaming Management**

GAM 1413 Introduction to the Casino Industry.....3 hrs

MGMT 2603 Human Resource Management.....3 hrs

ACCT 2103 Financial Accounting.....3 hrs

GAM 2103 Casino Operations Management.....3 hrs

GAM 2113 Electronic Games Management.....3 hrs

GAM 2303 Techniques of Casino Dealing.....3 hrs

**Hospitality/Customer Relations**

GAM 2423 Introduction to Hospitality Management .....3 hrs

GAM 1233 Customer Service Strategies .....3 hrs

GAM 2133 Hospitality Marketing .....3 hrs

GAM 2233 Public Relations.....3 hrs

CUA 1214 Dining Room Operations .....4 hrs

CUA 1162 Food Service Management .....2 hrs

**Electives** ..... **3 Hours**

GAM 2323 Supervision .....3 hrs

GAM 2143 Basic Room Operations.....3 hrs

GAM 1323 Beverage Management .....3 hrs

CUA 0003 Culinary Arts-Choice of Courses .....3 hrs

GAM 2413 Casino Security .....3 hrs

## College of the Muscogee Nation

Total Minimum     **Associate in Arts in Native American Studies (O) (CMNA)**                     66 HOURS

**General Education Requirements** .....39 Hours  
 (Check catalog course listings section for prerequisites)

**ORIENTATION (1 CREDIT HOUR)**

ORIE 1011 College Cornerstone .....1 hr

**COMPUTER LITERACY (3 CREDIT HOURS)**

CS 1013 Computer Literacy.....3 hrs

**ENGLISH (6 CREDIT HOURS)**

ENGL 1113 Freshman Comp I .....3 hrs

ENGL 1213 Freshman Comp II.....3 hrs

**COMMUNICATIONS (3 CREDIT HOURS)**

SPCH 1113 Introduction to Speech Communications.....3 hrs

SPCH 2313 Small Group Communications.....3 hrs

**MATHEMATICS (3 CREDIT HOURS)**

MATH 1493 Math for Critical Thinking.....3 hrs

MATH 1513 College Algebra.....3 hrs

**SCIENCE (8 CREDIT HOURS)**

BIOL 1014 General Biology (Non majors) .....4 hrs

BIOL 1114 General Biology (Majors) .....4 hrs

BIOL 2104 Human Anatomy .....4 hrs

PHYS 1204 General Physical Science .....4 hrs

**HUMANITIES (6 CREDIT HOURS)**

HUM 1013 Humanities I .....3 hrs

MVSK 1123 Beginning Mvskoke Language .....3 hrs  
 (or other Tribal Language Courses)

**SOCIAL SCIENCE (9 CREDIT HOURS)**

HIST 1483 U.S. History to 1865 .....3 hrs

POLS 1113 U.S. Government .....3 hrs

PSYC 1113 Intro. To Psychology .....3 hrs

**Core Requirements**..... **12 Hours**

MVSK 1113 Native American History .....3 hrs

MVSK 2053 Indian Land Issues.....3 hrs

MVSK 1213 Native American Tribal Government.....3 hrs

MVSK 2113 Tribal Court Systems .....3 hrs

**Specialization Requirements – Each Area**..... **15 Hours**

**MVSKOKE STUDIES**

MVSK 1133 Intermediate Mvskoke Language .....3 hrs

MVSK 2133 Conversational Mvskoke Language .....3 hrs

MVSK 2243 History of the Mvskoke.....3 hrs

MVSK 2323 Contemporary Mvskoke Life .....3 hrs

MVSK 2423 The Contemporary Mvskoke Community (Service Learning) .....3 hrs

**MVSKOKE LANGUAGE STUDIES**..... **15 Hours**

MVSK 1133 Intermediate Mvskoke Language .....3 hrs

MVSK 2133 Conversational Mvskoke Language .....3 hrs

MVSK 2013 Advanced Mvskoke Language .....3 hrs

MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke .....3 hrs

MVSK 2333 Mvskoke Literacy Project (Service Learning) .....3 hrs

**ELECTIVES**

MVSK 2143 Mvskoke Rhetoric .....3 hrs

MVSK 2263 Introduction to Mvskoke Linguistics.....3 hrs

MVSK 2343 Field Lab in Mvskoke Culture .....3 hrs

MVSK 2433 Mvskoke Practicum: New Speakers Practice.....3 hrs

MVSK 2090 Independent Study.....3 hrs

MVSK 1253 Tribal Languages .....3 hrs



## College of the Muscogee Nation

Total Minimum **Associate in Applied Science in Police Science (O) (CMNP)** 65 HOURS

**General Education Requirements** .....27 Hours

**ENGLISH (6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I.....3 hrs  
 ENGL 1213 Freshman Composition II .....3 hrs

**HISTORY (3 CREDIT HOURS)**

HIST 1483 U.S. History to 1865 .....3 hrs  
 HIST 1493 U.S. History Since 1866.....3 hrs

**POLITICAL SCIENCE (6 CREDIT HOURS)**

MVSK 1213 Native American Tribal Government.....3 hrs  
 POLS 1113 U.S. Government.....3 hrs

**BEHAVIORAL SCIENCE (6 CREDIT HOURS)**

PSYC 1113 Introductory Psychology .....3 hrs  
 SOC 1113 Introductory Sociology.....3 hrs

**COMMUNICATIONS (3 CREDIT HOURS)**

SPCH 1113 Introduction to Speech Communication.....3 hrs

**Language (3 CREDIT HOURS)**

MVSK 1123 Beginning Mvskoke Language.....3 hrs

**Technical Occupational Specialty**.....**32 Hours**

PLSC 1123 Introduction to Law Enforcement and Police Procedures.....3 hrs  
 PLSC 1133 Ethics & Professional Behavior in Law Enforcement.....3 hrs  
 PLSC 1143 Traffic.....3 hrs  
 PLSC 1223 Penal Code and Related Criminal Laws.....3 hrs  
 PLSC 1313 Patrol Procedures.....3 hrs  
 PLSC 1413 Police Community Relations.....3 hrs  
 PLSC 2103 Emergency First Aid .....3 hrs  
 PLSC 2213 Principles of Investigation and Interview.....3 hrs  
 PLSC 2222 Police Records and Reports .....2 hrs  
 PLSC 2413 Technical Investigations I .....3 hrs  
 PLSC 2543 Occupational Proficiency.....3 hrs

**Elective (C.O.P. or Non-C.O.P.- Choose One)- 6 Hours**

**C.O.P**

PLSC 1211 Firearms.....1 hr  
 PLSC 2111 Defensive Tactics .....1 hr  
 PLSC 2211 Emergency Vehicle Operation .....1 hr  
 PLSC 2253 C.O.P Survey .....3 hrs

**Non-C.O.P.**

PLSC 1113 Native American History .....3 hrs  
 PLSC 2653 Tribal Court Systems .....3 hrs

## College of the Muscogee Nation

Total Minimum                      **Associate in Science in Tribal Services (O) (CMNS)**                      66 HOURS

**General Education Requirements** ..... 39 Hours  
(Check catalog course listings section for prerequisites)

**ORIENTATION (1 CREDIT HOUR)**

ORIE 1011 College Cornerstone ..... 1 hr

**HUMANITIES (6 CREDIT HOURS)**

HUM 1013 Humanities I.....3 hrs

MVSK 1123 Beginning Mvskoke Language..... 3 hrs

**ENGLISH (6 CREDIT HOURS)**

ENGL 1113 Freshman Composition I .....3 hrs

ENGL 1213 Freshman Composition II .....3 hrs

**SOCIAL SCIENCE (9 CREDIT HOURS)**

HIST 1483 U.S. History to 1865 .....3 hrs

MVSK 1213 Native American Tribal Government.....3 hrs

POLS 1113 U.S. Government .....3 hrs

**MATHEMATICS (3 CREDIT HOURS)**

MATH 1493 Math for Critical Thinking .....3 hrs

MATH 1513 College Algebra .....3 hrs

**COMMUNICATIONS (3 CREDIT HOURS)**

SPCH 1113 Intro to Speech Communications.....3 hrs

SPCH 2313 Small Group Communication.....3 hrs

**SCIENCE (8 CREDIT HOURS)**

BIOL 1014 General Biology (Non majors).....4 hrs

BIOL 1114 General Biology (Majors).....4 hrs

BIOL 2104 Human Anatomy .....4 hrs

PHYS 1204 General Physical Science .....4 hrs

**COMPUTER LITERACY (3 CREDIT HOURS)**

CS 1013 Computer Literacy & Applications .....3 hrs

**Core Requirements.....15 Hours**

MVSK 1353 Human Relations .....3 hrs

MVSK 2153 Grant Writing.....3 hrs

MVSK 2053 Indian Land Issues.....3 hrs

MVSK 2113 Tribal Court Systems .....3 hrs

MVSK 2163 Project Management (Service Learning) .....3 hrs

**Specialization Requirements - Each Area .....12 Hours**

**Administration .....12 Hours**

ACCT 2103 Financial Accounting .....3 hrs

MVSK 2273 Governmental Accounting .....3 hrs

MGMT 2603 Human Resource Management .....3 hrs

GAM 2233 Public Relations .....3 hrs

**Human Services .....12 Hours**

MVSK 2513 Community Health .....3 hrs

MVSK 2523 Personal and Family Living .....3 hrs

MVSK 2533 Utilization of Community Resources .....3 hrs

PSYC 1113 Introductory Psychology .....3 hrs

**Health Services .....12 Hours**

MVSK 2513 Community Health .....3 hrs

MVSK 1233 Health Care Systems/Operations .....3 hrs

MVSK 1243 Health Care Coding/Billing .....3 hrs

OIS 1153 Medical Terminology.....3 hrs

## College of the Muscogee Nation

Total Minimum	<b>Certificate in Gaming (O)</b>	24 HOURS
<b>Specialization</b> .....		<b>21 Hours</b>
GAM 1103 Introduction to Native American/Oklahoma Gaming.....		3 hrs
GAM 2313 Native American Gaming Regulations and Compliance .....		3 hrs
GAM 2213 Native American Gaming Law .....		3 hrs
GAM 2203 Casino Mathematics.....		3 hrs
GAM 2103 Casino Operations Management .....		3 hrs
GAM 2113 Electronic Games Management .....		3 hrs
GAM 1123 Supervision and Protection of Casino Games I .....		3 hrs
<b>Electives</b> .....		<b>3 Hours</b>
GAM 2323 Supervision.....		3 hrs
GAM 2143 Basic Room Operations.....		3 hrs
GAM 2413 Casino Security.....		3 hrs
GAM 1413 Introduction to the Casino Industry .....		3 hrs
GAM 2303 Techniques of Casino Dealing .....		3 hrs

**College of the Muscogee Nation**

Total Minimum                      **Certificate in Mvskoke Language Studies (O)**                      21 HOURS

**Specialization Requirements** ..... **21 Hours**

MVSK 1123 Beginning Mvskoke Language .....	3 hrs
MVSK 1133 Intermediate Mvskoke Language .....	3 hrs
MVSK 2013 Advanced Mvskoke Language .....	3 hrs
MVSK 2133 Conversational Mvskoke Language .....	3 hrs
MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke .....	3 hrs
MVSK 2333 Mvskoke Literacy Project (Service Learning).....	3 hrs
MVSK 2433 Mvskoke Practicum: New Speakers Practice.....	3 hrs

## Course Descriptions

Accounting	ACCT
Biology	BIOL
Chemistry	CHEM
Computer Science	CS
Culinary Arts	CUA
English	ENGL
Gaming	GAM
History	HIST
Humanities	HUM
Management	MGT
Mathematics	MATH
Muscogee	MVSK
Physical Science	PHYS
Police Science	PLSC
Political Science	POLS
Psychology	PSYC
Sociology	SOC
Speech	SPCH

## COURSE DESCRIPTIONS-GENERAL EDUCATION

### ACCOUNTING (ACCT)

**ACCT 2103** **3 Hours**

#### **Financial Accounting.**

This course involves the theory and practice of measuring and recording financial data for an economic unit; journalizing transactions; adjusting entries for revenue and expense item, inventories, depreciation, internal control with an emphasis on cash, current and long-term liabilities and accounting for corporation stock transactions. Course emphasis will be on the preparation and use of the income statement, balance sheet and statement of cash flows. Theory.

**MVSK 2273** **3 Hours**

#### **Governmental Accounting.**

This course will study budgetary and financial accounting/reporting as applied at the state, local, and special-purpose governments; financial accounting and reporting for not-for-profit organizations. Prerequisite: Financial Accounting

**ACCT 2203** **3 Hours**

#### **Managerial Accounting.**

An introductory course in managerial accounting that emphasizes the decision making needs of

internal management to achieve organizational objectives. Topics include cost behavior, management accounting systems, selecting relevant information, decision making, budgeting, responsibility accounting, capital budgeting, break-even analysis, activity-based costing, and financial statement analysis.

### **BIOLOGY (BIOL)**

**BIOL 1014** **4 Hours**

#### **General Biology (Non majors).**

An introduction to various topics in biological science including basic chemistry, cellular biology: studies of animals, plants, protist, and fungi; human biology: genetics and heredity; and environmental/population studies. Theory/Lab.

**BIOL 1114** **4 Hours**

#### **General Biology.**

This course involves biological principles, population, man and the environment. Genetics, reproduction, development, concepts of evolution, selection, adaptation, speciation, taxonomy, and various concepts involving ecosystems are studied. Theory/Lab.

**BIOL 2104** **4 Hours**

#### **Human Anatomy.**

Human Anatomy involves an introductory study of the human body's structure and function with an emphasis on anatomical principles. Topics of study will begin at the cellular level and follow development through the major organ systems. Theory/Lab. Prerequisite: BIOL 1114, or Instructor approval.

**BIOL 2134** **4 Hours**

#### **Microbiological Investigations and Research**

This course will allow students the opportunity to conduct scientific research for a trimester over the topic of microorganism isolations and identification. Microbes of fungal and bacteria found in the areas of water and soil reclamation projects will be the focus of our research. Discussion topics also include the importance of bacteria, environmental concerns of aquatic habitats, and the differences in soil from disturbed areas of land. The students involved in the laboratory will also work in collaboration with college students at other universities.

**CULINARY ARTS (CUA)****CUA 0003** **3 Hours**  
**Culinary Arts—Choice of Courses****CUA 1162** **2 Hours**

This course will include instruction and practical application in the following: Eggs cooked to order, omelets, pancakes, waffles, French toast and hot cereals. Student will also be trained in offering daily or weekly specials to include crepes, quiches and poached egg dishes and buffet set up for quantity breakfast feeding. Theory.

**CUA 1214** **4 Hours****Dining Room Operations.**

Introductory level topics covered in this course include table setting, varied service styles and techniques, and identification of dining room equipment. Students experience greeting, seating, selling, and serving in an actual restaurant setting. Daily menus; an introduction to wines and spirits; and an introduction to tableside cooking and flaming are covered. The latest computerized techniques in hotel and restaurant business are studied as well as other career opportunities. Lab.

**ENGLISH (ENGL)****ENGL 0143** **3 Hours**  
**English Fundamentals**

This course reviews the fundamentals of English, including grammar, standard usage, spelling, punctuation, and basic writing skills. This is a competency-based course and the student's Accuplacer test scores determine placement. This course prepares students for entry to a college-level English course and does not count toward graduation or any degree program. Theory. Must meet academic proficiency.

**ENGL 1113** **3 Hours****Freshman Composition I.**

This course focuses on the writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing with an emphasis on structure, organization and style. The course offers a brief review of grammar and punctuation, a study of sentence structure and practice writing paragraphs and compositions. Theory.

**ENGL 1213** **3 Hours**  
**Freshman Composition II.**

This course continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in English 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form. Theory. Prerequisite: ENGL 1113.

**COMPUTER SCIENCES (CS)****CS 1013** **3 Hours**  
**Computer Literacy & Applications.**

This course is an applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies, and primary desktop applications. Theory/Lab.

**HISTORY (HIST)****HIST 1483** **3 Hours**  
**U.S. History to 1865.**

This course covers the history of the United States from European colonization through the Civil War period. One class in this course is usually offered each trimester with an emphasis on Native American contributions to the U.S. History. Theory. Must meet academic proficiency.

**HIST 1493** **3 Hours**  
**U.S. History Since 1865.**

The history of the United States from the reconstruction period to the present is discussed. Emphasis is given to the growth of the industry and its impact on domestic and foreign affairs. Theory. Must meet academic proficiency.

**HUMANITIES (HUM)****HUM 1013** **3 Hours**  
**Humanities I.**

Themes of human expression as reflected through art, music and literature from the classical era through the Renaissance are examined. Theory. Must meet academic proficiency. Must meet academic proficiency.

**MANAGEMENT (MGMT)****MGMT 2603** **3 Hours**  
**Human Resource Management.**

This course is an interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD). Theory.

**MATHEMATICS (MATH)****MATH 0143****3 Hours****Math Fundamentals**

This course emphasizes areas of mathematics that may be directly applied to practical, real-world situations. It will prepare students for entry into a college-level mathematics course, placing emphasis on math at the pre-college level. Topics covered include application of adding, subtracting, multiplying and dividing with whole numbers, fractions, decimals, problems with percent and ration and proportion. This is a competency-based course and the student's Accuplacer test scores determine placement. This course will not count toward graduation or any degree program. Theory.

**MATH 0153****3 Hours****Algebra Fundamentals**

This course emphasizes areas of elementary algebra that may be directly applied to practical, real-world situations. It is designed to build on skills learned in basic math, and establish a foundation in algebraic concepts and problem solving to prepare students for entry into college-level algebra course. This competency-based course and the student's Accuplacer test scores determine placement. This course will not count toward graduation or any degree program. Theory.

**MATH 0163****3 Hours****Intermediate Algebra**

This is a review of fundamental operations of algebra involving first degree equations, simple quadratic equations, equations with two variable and systems of equations and inequalities. One year of high school algebra is recommended. This is an excellent refresher course for those needing MATH 1513. This competency-based course and the student's Accuplacer test scores determine placement. This course will not count toward graduation or any degree program. Theory.

**MATH 143****3 Hours****Math for Critical Thinking.**

This course is a study of the fundamental structures of mathematics for non-math or non-science/engineering majors. Topics include problem-solving, estimation, set theory, logic, number theory, algebraic equations, the qualities, and applications. Theory.

**MATH 1513****3 Hours****College Algebra.**

Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic functions, determinants, permutations and combinations and the binomial theorem are all covered in this course. Theory. Prerequisites: MATH 0163 or a sufficiently high score on the Accuplacer entry assessment test.

**MATH 2003****3 Hours****Business Mathematics.**

Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest. Theory. Must meet academic proficiency.

**POLITICAL SCIENCE (POLS)****POLS 1113****3 Hours****U.S. Government.**

This course provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined. Theory. Must meet academic proficiency.

**PHYSICAL SCIENCE (PHYS)****PHYS 0123****3 Hours****Science**

This course is designed to prepare students for entry into a college level science course. This course familiarizes the student with basic concepts of physics, chemistry, earth science and life science. Students will learn proper laboratory proceedings and be able to apply the scientific method in solving problems in the lab experiments. This course does not count towards graduation or any degree program. Placement in this course is determined by entry assessment scores. This course will not count toward graduation or any degree program. Theory/Lab.

**PHYS 1204** **4 Hours**  
**General Physical Science**

This is a lecture and demonstration course designed to assist students in interpreting their physical environments. Topics from astronomy, chemistry, geology and physics are covered. Theory/Lab. Note: One year of algebra recommended. Must meet academic proficiency.

**PSYCHOLOGY (PSYC)**  
**PSYC 1113** **3 Hours**  
**Introductory Psychology.**

This is an introductory course which presents the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed. Theory. Must meet academic proficiency.

**READING (READ)**  
**READ 0143** **3 Hours**  
**Reading Fundamentals**

This course reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills. This is a competency-based course and student's Accuplacer test scores determine placement. This course does not count toward graduation or any degree program. Theory.

**SOCIOLOGY (SOC)**  
**SOC 1113** **3 Hours**  
**Introductory Sociology**

This course assists the student in understanding the social influences on day-to-day life by examining the sciences of human society. Major emphasis is placed on the study of group behaviors. Theory. Must meet academic proficiency.

**SPEECH (SPCH)**  
**SPCH 1113** **3 Hours**  
**Introduction to Speech Communications.**

This course offers instruction on preparation and delivery of extemporaneous speeches. Emphasis is on audience and purpose analysis, topic research, visual aids and delivery methods. Activities include delivering various speeches before an audience. Speaking situations

commonly encountered in business and industry receive special attention. Theory. Must meet academic proficiency.

**SPCH 2313** **3 Hours**  
**Small Group Communication.**

Small Group Communication focuses on enhancing student understanding of and skills for participation in small group interaction. This course addresses various social dimensions of group processes such as group development, leadership, conflict resolution and verbal and nonverbal communication strategies. Particular emphasis is on task-oriented groups. Theory.

**POLICE SCIENCE (PLSC)**  
**PLSC 1123** **3 Hours**  
**Introduction to Law Enforcement and Police Procedures.**

Philosophy of law enforcement; the powers and limitations of the law enforcement officer as revealed in case studies.

**PLSC 1133** **3 Hours**  
**Ethics and Professional Behavior in Law Enforcement**

This is an introductory course of the science of moral philosophy. The student will explore their professional duties and the rational for them when facing ethical dilemmas in the criminal justice career field.

**PLSC 1143** **3 Hours**  
**Traffic**

Police responsibility in traffic control, organization of traffic and patrol division, routine traffic duties and accident reports. Pre-requisite: PLSC 1223 and concurrent enrollment in PLSC 2222.

**PLSC 1211** **1 Hour**  
**Firearms.**

Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students with permission of department head.

**PLSC 1223** **3 Hours**  
**Penal Code and Related Criminal Laws.** The legal basis of law enforcement; the penal code, formation of law enforcement bodies, local ordinances and regulatory functions.



**PLSC 1313** **3 Hours**  
**Patrol Procedures.**  
An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisite: PLSC 1223.

**PLSC 1413** **3 Hours**  
**Police-Community Relations.**  
Relationships existing between the police and the community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights and the elements of effective community relations.

**PLSC 2103** **3 Hours**  
**Emergency First Aid.**  
Department of Transportation (DOT) First Responder. Emphasis on emergency care for injuries and response procedures to emergency situations. Successful completion results in certification by the American Heart Association in Basic Life Support and by DOT as First Responders. Lab: two hours per week.

**PLSC 2111** **1 Hour**  
**Defensive Tactics.**  
The study and practice of methods of defense employed by police officers. Lab: three hours per week. Open only to Collegiate Officer Program (COP) students with permission of department head.

**PLSC 2211** **1 Hour**  
**Emergency Vehicle Operation.**  
The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students.

**PLSC 2213** **3 Hours**  
**Principles of Investigation and Interview.** General principles of police investigation, evaluation, processing and assignment of complaints, methods of obtaining evidence, interviewing techniques. Prerequisite: PLSC 1223.

**PLSC 2222** **2 Hours**  
**Police Records and Reports.**  
Organization and operations of centralized records division; study of standard police forms and reports. Concurrent enrollment in PLSC 1143.

**PLSC 2253** **3 Hours**  
**C.O.P. Survey**  
A survey course to complete the Collegiate Officers Program to include general certifications required by the Council on Law Enforcement Education and Training Mandated by State Bill 920.

**PLSC 2413** **3 Hours**  
**Technical Investigation I**  
The technical investigator's function and duties in criminal investigation. Areas included are latent fingerprints, casting, ballistics, crime scene photography, and collection and preservation of evidence. Lab: three hours per week. Prerequisite: PLSC 2213.

**PLSC 2543** **3 Hours**  
**Occupational Proficiency**  
This course is designed to evaluate the graduate's proficiency in their major field of study. Areas to be assessed include communications skills, job interviewing techniques and professional competencies. Prerequisite: student must be within one (1) trimester of graduation.

**NON-C.O.P.**  
**PLSC 1113 (MVSK 1113)** **3 Hours**  
**Native American History.**  
The class will examine the historic relationship between Native Americans and the United States Government. Students will study major influences on Native American people and tribes such as; Indian removal, reservation era, boarding schools, land allotment, Indian reorganization, relocation, termination and self-determination.

**PLSC 2653 (MVSK 2113)** **3 Hours**  
**Tribal Court Systems.**  
This course is designed to provide an overview of American Indian Tribal Court Systems. This course will expose students to Tribal Court Systems and its role in the Tribal Government and law enforcement within Tribal jurisdictions. Prerequisite: MVSK 1213

**GAMING**  
**GAM 1103** **3 Hours**  
**Introduction to Native American/Oklahoma Gaming.**

Studies the evolution of American Indian gaming and its influence on tribal self-determination. Examines the historical, legal, economic, and social/cultural, and regulatory impact of legalized gaming on Indian Nations and Oklahoma.

**GAM 1123** **3 Hours**  
**Supervision and Protection of Casino Games I.**  
Basic gaming form, electronic game slots and table games, observe suspicious activity and breaches of policy procedure.

**GAM 1133** **3 Hours**  
**Basic Games Operations.**  
This course will focus on the basic understanding of rules and regulations for roulette, electronic games, blackjack and casino carnival type games and understanding the various personnel roles, duties and their functions.

**GAM 1233** **3 Hours**  
**Customer Service Strategies.**  
Examines the role and responsibilities of employees in building quality guest relationships that create customer satisfaction as well as exploring the functions of customer service employees in hospitality businesses.

**GAM 1313** **3 Hours**  
**Gaming Advertising.**  
Creating, coordinating and integrating advertising, public relations and marketing activities; developing and presenting a gaming campaign.

**GAM 1323** **3 Hours**  
**Beverage Management.**  
Practical skills and knowledge for effective food and beverage service in a casino environment. Topics include basic sanitation and safety, greeting and service of guests, styles of service, and handling complaints. Upon completion, students should be able to demonstrate appropriate human relation and technical skills in the service of foods and beverages to develop customer satisfaction.

**GAM 1413** **3Hours**  
**Introduction to the Casino Industry.**  
Introduces the various segments of the gaming industry. Major topics include a review of the historical background of gaming and the evolution of the different types of gaming, including class II and III, lottery, riverboat, conventional, and Native American gaming.

**GAM 2103** **3 Hours**  
**Casino Operations Management.**  
An overview of the history and development of the gaming industry. Basic casino managerial techniques are covered with an emphasis on the following: Protection of casino games; staffing, labor/management relations; floor, pit, and shift supervision.

**GAM 2113** **3 Hours**  
**Electronic Games Management.**  
The basics of management focusing on departmental responsibilities and operating procedures. There will be an emphasis on supervising shift managers, slot mechanics, EG techs, floor persons, electronic game cashiers, and coin room managers. Topics of discussion will also include: electronics game drops, count room, jackpot fills, and credits.

**GAM 2123** **3 Hours**  
**Supervision and Protection of Casino Games II.**  
In-depth examination of the various methods used to protect casino table games. Reviews and examines possible ways that cheating can occur. Included are methods of detection and internal controls used by the casino.  
Prerequisite: Supervision and Protection of Casino Games I.

**GAM 2133** **3 Hours**  
**Hospitality Marketing.**  
Strategies for Marketing and decision-making in the hospitality industry. There is an emphasis on customer identification, consumer behavior, competition, product promotion, placement, and pricing strategy.

**GAM 2143** **3 Hours**  
**Basic Room Operations.**

Basic understanding of camera systems and operations, policy and procedures for the various geographical areas of the casino and observation techniques.

**GAM 2203** **3 Hours**  
**Casino Mathematics.**

Applies mathematic principles specific to casino operations and game control. It will include a review of arithmetic, analysis of odds/probabilities relative to casino games, and basic accounting and reporting procedures.

**GAM 2213** **3 Hours**  
**Native American Gaming Law.**

This class will focus on the various local, state and federal regulatory processes, including compacts, gaming ordinances, and internal control regulations.

**GAM 2223** **3 Hours**  
**Player Trends and Tracking.**

Examines the various methods that casinos use to monitor patrons transactions and data reports that are used to study the trends of frequent players through technology based systems. Player tracking will be discussed as a marketing tool for the casino. The benefits of trend data will be studied to identify underperforming games.

**GAM 2233** **3 Hours**  
**Public Relations.**

Introduces issues and practices of communications between gaming organizations and their constituencies. Includes the study of opinion research, media relations, public communication campaigns, consumer identity and ethics. Students gain experience in writing news releases, conducting surveys, and designing integrated campaigns.

**GAM 2303** **3 Hours**  
**Techniques of Casino Dealing.**

A hands-on training course designed to teach dealing skills. Emphasis will be on procedures, customer service, and game protection.

**GAM 2313** **3 Hours**  
**Native American Gaming Regulations and Compliance.**

Introduction to the laws and regulations related to the gaming industry within the United States with specific focus on Indian gaming in Oklahoma. Examination of Compact Agreements between Native American Tribes and Oklahoma and their impact on Indian gaming operations.

**GAM 2323** **3 Hours**  
**Supervision.**

Application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, and training.

**GAM 2413** **3 Hours**  
**Casino Security.**

This course is designed to familiarize individuals with the various types of security measures used in the casino industry to protect the agency from loss and maintain the integrity of the games. In Addition, to providing information relative to typical cheating methods in each game, the course will also provide information relative to the legal aspects of surveillance.

**MVSK 2413** **3 Hours**  
**Computer Security.**

This course will offer an in-depth study of topics in computer security. Topics will vary according to current trends and research directions in the field. Some possible topics include: secure file and mail systems, operating system vulnerabilities, firewall and intrusion detection, denial-of-service, and security in mobile environments.

**GAM 2423** **3 Hours**  
**Introduction to Hospitality Management.**

Provides a basic understanding of the hospitality industry, including hotels, restaurants, casinos, casino hotels, institutions, consulting firms, and travel agencies. The course will also cover industry opportunities and guest needs will be discussed.

## **GOVERNMENT**

### **MVSK 1213 3 Hours**

#### **Native American Tribal Government.**

A brief historical overview of Tribal Governments using selected tribes to provide a review of significant treaties, specific examples of sovereignty, federal legislation, and state compacts. The executive, legislative, and judicial branches of a selected tribal government will be analyzed as well as a discussion of contemporary critical issues.

### **MVSK 1353 3 Hours**

#### **Human Relations.**

The course focuses upon a better understanding of human behavior as related to interpersonal relations on the job. Foundations of human behavior, strategies for effective human relations, fundamental skills of working as a team leader and team member, and ways of anticipating, preventing, and coping with challenges of human relations are major areas of study.

## **HISTORY**

### **MVSK 1113 (PLSC 1113) 3 Hours**

#### **Native American History.**

The class will examine the historic relationship between Native Americans and the United States Government. Students will study major influences on Native American people and tribes such as; Indian removal, reservation era, boarding schools, land allotment, Indian reorganization, relocation, termination, and self-determination.

### **MVSK 2243 3 Hours**

#### **History of the Mvskoke.**

Historical perspective of the Mvskokvke, pertinent documents, historical figures, and analysis of events.

## **HEALTH SERVICES**

### **MVSK 1233 3 Hours**

#### **Health Care Systems/Operations**

An overview of health care delivery systems including different models and components and their applications. A brief historical summary, the interface of public and private organizations, and review of the various personnel who comprise these systems, will be examined in relation to their impact on health care delivery.

### **MVSK 1243 3 Hours**

#### **Health Care Coding/Billing**

This course covers procedural coding guidelines for the ICD-9-CM classifications, CPT coding, evaluation and management, primary care, anesthesia/general surgery, the integumentary system, orthopedics, cardiology, OB/GYN, radiology, pathology and laboratory, billing and collections, filing the claim form, handling reimbursement, and auditing/appeals.

### **OIS 1153 3 Hours**

#### **Medical Terminology**

This course teaches the spelling and meaning of medical terms, root words, prefixes, suffixes, multiple combinations, and basic anatomy. Theory.

## **LANGUAGE**

### **MVSK 1123 3 Hours**

#### **Beginning Mvskoke Language.**

In this course, students will learn basic phrases, expressions, methods of communication in the Creek language. Beginning level conversational proficiency will be emphasized.

### **MVSK 1133 3 Hours**

#### **Intermediate Mvskoke Language.**

This class serves as a continuation of the Beginning Mvskoke Language class with an additional focus on reading, writing and comprehending the language. Activities will emphasize Creek language interaction among students for achieving a higher level of conversational proficiency. Prerequisites: MVSK 1123 or permission from the instructor.

### **MVSK 1253 3 Hours**

#### **Tribal Languages.**

Basic course designed for selected tribal languages that focus on listening and speaking emphasizing language practice using topics of everyday life.

**MVSK 2013 3 Hours**

**Advanced Mvskoke Language.**

This course is designed to give students intensive practice at the advanced level in reading, writing, and speaking the Mvskoke language. Listening and speaking skills will be emphasized in class. Students will write a series of brief compositions and focus on developing new vocabulary. Students will participate in simulated conversations using the Mvskoke language. Prerequisite: MVSK 1133or permission from the instructor.

**MVSK 2133 3 Hours**

**Conversational Mvskoke Language.**

This course will focus on listening and speaking the Creek Language with intense practice on topics of everyday life.

Prerequisite: MVSK 1123

**MVSK 2143 3 Hours**

**Mvskoke Rhetoric.**

Survey of writings and speeches of tribal leaders and elders, contemporary and past. Preparation and presentation of original orations in the Mvskoke language. Prerequisite: MVSK 2013.

**MVSK 2253 3 Hours**

**Mvskoke Practicum: Reading and Writing Mvskoke.**

This course emphasizes integration of skills and strategies for reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing Mvskoke. Theory.

Prerequisite: MVSK 2013.

**MVSK 2263 3 Hours**

**Introduction to Mvskoke Linguistics.**

The work of the linguist; basic nomenclature of linguistics as applied to the Mvskoke language.

The history of the Mvskoke language.

Prerequisite: MVSK 2013.

**MVSK 2333 3 Hours**

**Mvskoke Literacy Project (Service Learning).**

This course is a form of experiential learning. Students will plan, implement, and participate in a tribal community service project to develop Mvskoke literacy. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility, and highlights project achievements. 45 Credit Hours and MVSK 2013.

**MVSK 2433 3 Hours**

**Mvskoke Practicum: New Speakers Practice.**

Focuses on listening and speaking, providing the opportunity to function in the Mvskoke language in a variety of everyday situations.

Prerequisite: MVSK 2013.

**NATIVE AMERICAN STUDIES**

**MVSK 2053 3 Hours**

**Indian Land Issues.**

This course will provide an overview of the Federal land tenure system, Indian land history, and Indian land law. It will also identify the roles of the various disciplines with trust duties involving Indian land tenure.

**MVSK 2091 1 Hour**

**Independent Study- AIHEC**

This course is designed to provide an overview of American Indian Higher Education Consortium (AIHEC). This course will expose students to AIHEC, AIHEC Student Conference and Indian Education.

**MVSK 2090 3 Hours**

**Independent Study.**

Individualized study for a topic not offered in the curriculum. Content of the course may vary depending on the needs and interests of the student. May be repeated with different topics for a maximum of 3 credit hours.

**MVSK 2113 (PLSC 2653) 3 Hours**

**Tribal Court Systems.**

This course is designed to provide an overview of American Indian Tribal Court Systems. This course will expose students to Tribal Court Systems and its role in the Tribal Government and law enforcement within Tribal jurisdictions.

Prerequisite: MVSK 1213

**ORIENTATION**

**ORIE 1011 1 Hour**

**College Cornerstone.**

This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into and fundamentals of college life. The course offers a brief overview of the campus and services with a focus on basic survival skills to meet the collegiate expectations.

## **SOCIAL SCIENCE**

### **MVSK 2323 3 Hours**

#### **Contemporary Mvskoke Life.**

The Mvskoke have preserved traditions and created new celebrations reflecting a unique contemporary way of life. Food, art, ceremony, clothing are distinctive as they are modern.

### **MVSK 2343 3 Hours**

#### **Field Lab in Mvskoke Culture**

An off-campus experience related to the study of Mvskoke culture. Students may select a sponsoring program to oversee the project.

### **MVSK 2423 3 Hours**

#### **The Contemporary Mvskoke Community (Service Learning)**

This course is a form of experiential learning that focuses on today's Mvskoke community. Students will assess, design, and implement a small project that will serve a community's need. The course culminates with students developing a portfolio their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements. Prerequisite: 45 Credit Hours.

## **TRIBAL SERVICES**

### **MVSK 2153 3 Hours**

#### **Grant Writing.**

The course teaches the mechanics of proposal writing and the political and social aspects of "grantsmanship." Students will develop skill in identifying sources of grant funding, doing useful research to support their applications, and tailoring their proposals to specific audience interests. Prerequisite: ENGL 1113.

### **MVSK 2163 3 Hours**

#### **Project Management (Service Learning).**

This course is a form of experiential learning. Students will plan, implement and participate in a tribal community service project to develop a better understanding of the project management function. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility, and highlights project achievements. Theory. Prerequisite: 45 credit hours.

### **MVSK 2513 3 Hours**

#### **Community Health.**

A course designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education. Particular emphasis will be placed in promoting the physical, mental, and social welfare of citizens in schools and communities based on The Healthy People 2020: Health Promotion and Disease Prevention Objectives.

### **MVSK 2523 3 Hours**

#### **Personal and Family Living.**

The course addresses the personal and family relationships throughout the family life cycle. Students will gain insight into their role in society. Areas of concentration are decision making, communication, marriage, parenting, dealing with family issues from a Native American perspective.

### **MVSK 2533 3 Hours**

#### **Utilization of Community Resources.**

Students will be taught the value of fostering good community relations that directly impact program services. The function of various community services will be assessed as well as the study of those resources to enhance the quality of assistance to client

## ADMINISTRATION AND FACULTY

### Board of Regents

**Flud, Mike, M.Ed., M.S.**  
Chair

**Clark, C. Blue, Ph.D.**  
Vice Chair

**Mouss, Sharon, M.S.**  
Recording Secretary

**Ramirez, Pandee, J.D.**  
Member

**Douglas, Bruce, M.S.**  
Member

### College

#### Administration

**Bible, Robert, M.S.**  
President

**King, James, Ed.D.**  
Regent's Director for  
Institutional  
Effectiveness

**Randall, Monte, M.S.**  
Dean of Academic  
Affairs

**Krystal, Wind, B.S.**  
Dean of Student  
Affairs

**Tyner, Mekko, J.D.**  
Registrar

**Hart, Jan, B.S.**  
Director of  
Business  
Affairs

**McCormack, Kathy,  
M.B.A.**  
Admissions Officer

### Degree Program Coordinators

**McIntosh, Shan-dea, B.S.**  
Gaming

**Marshall, Norma, M.S.**  
Native American Studies

**Sala, Brandi, M.S.**  
Police Science

**Moore, Mackie, M.B.A.**  
Tribal Services

### Faculty

**Adney, Taler, M.B.A.**  
Instructor  
General Education

**Barnett, Shannon**  
Adjunct Instructor  
Native American Studies

**Bohanon, Joseph, Ph.D.**  
Adjunct Instructor  
General Education

**Buchanan, Shannon, B.S.**  
Adjunct Instructor  
Tribal Services

**Carey, Waleila, M.S.**  
History Instructor  
General Education

**Compton, Crystal, M.S.**  
Adjunct Instructor  
Tribal Services

**Coon, Bobbie, M.B.A.**  
Instructor  
Tribal Services  
Native American  
Studies

**Courtwright, Rita, M.A.**  
Instructor  
General Education  
Academic Core

**Eash, Teresa, C.P.C.**  
Adjunct Instructor  
Tribal Services

**Herrod, Eugene, M.J.**  
Adjunct Instructor  
General Education

**Jackson, Jake, M.A.**  
Adjunct Instructor  
General Education

**Johnson, Lisa, M.S.**  
Adjunct Instructor  
Tribal Service

**Lowe, Elsa, B.S.**  
Adjunct Instructor  
General Education

**Marshall, Norma, M.S.**  
Instructor  
Native American  
Studies  
General Education

**McCann, Jennifer, Ph.D.**  
Adjunct Instructor  
General Education

**McIntosh, Shan-dea, B.S.**  
Instructor  
Gaming

**McKenzie, Kasey, J.D.**  
Adjunct Instructor  
General Education

**Moore, Mackie, M.B.A.**  
Instructor  
Tribal Services

**Moss, Julie, M.A.**  
Adjunct Instructor  
Tribal Services

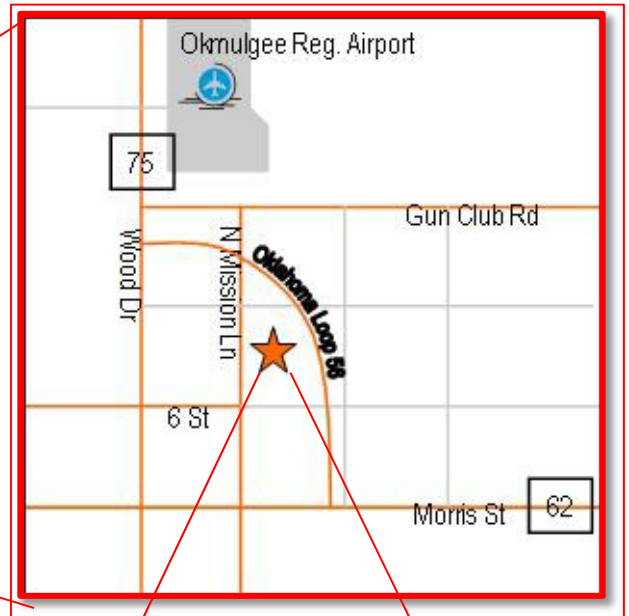
**Randall, Monte, M.S.**  
Adjunct Instructor  
Tribal Services

**Sala, Brandi, M.S.**  
Instructor  
Police Science

**Sands, Ronnie, M.S.**  
Math Instructor  
General Education

**Sanders, Cynthia, B.S.**  
Science Instructor  
General Education

**Treagesser, Brandy, L.P.N.**  
Adjunct Instructor  
Tribal Services



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Library, Faculty Offices, Administrative Offices  
Student Center  
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