Mvskoke Etvlwv Nakcokv Mvhakv Svhvlwecvt
College of the Muscogee Nation

Cokv-Hecvlke Seme'Fvyvtkv
Student Handbook
2026-2027

College of the Muscogee Nation
2170 Raven Circle
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www.cmn.edu

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A Message from Our President

Welcome to the College of the Muscogee Nation (CMN). Located in the heart of the Muscogee (Creek) Nation Reservation 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 37-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 state-of-the-art STEM building, library, bookstore, fitness center, cafeteria, science lab, additional classrooms, tutoring lab, Turtle Lodge, Student Success Center, and seminar space. Student housing features 25 two-bedroom units, accommodating 100 students, which include telephone, cable, and internet.

As a member of the American Indian Higher Education Consortium, we are committed to the success of our students, our citizens, and our tribal 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 curriculum supports our mission of meeting student, tribal, and societal needs by providing real-world training.

The college was established to serve Muscogee citizens and other tribal members utilizing the history, government, language, and culture of the Native American people. Education has always been a significant part of our history and continues as a priority for Muscogee people today. To that end, numerous former elected officials, the current Principal Chief David Hill, and National Council have supported CMN through legislation and funding.

As President, I look forward to meeting you as you pursue your educational goals. It is my privilege to offer the Student Handbook 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 on campus as we develop new facilities and increase our student services. Our focus will always remain on serving every student. On behalf of the CMN Faculty, Staff, and Board of Regents, we appreciate your interest in the College of the Muscogee Nation and wish you the best success in reaching your goals.

Mvto! (Thank You!),

Monte Randall

Dr. Monte Randall
President

INTRODUCTION

HISTORY OF THE COLLEGE

Honoring the sacrifices of our ancestors.

The College of the Muscogee Nation is a tribal college created September 1, 2004, by the Muscogee Nation National Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a Board of Regents. In 2009, Muscogee citizens voted by referendum to include CMN in the Constitution of the Muscogee Nation as Article XIII, thereby reinforcing stability for the college to maintain its development.

Support for higher education began in the Muscogee Nation in 1879 when Indian University was opened. In 1885, the institution was moved to its present location in Muskogee after the Creek Council granted 160 acres of land for expansion.

While continued support has always been expressed by tribal officials for higher education, the College of the Muscogee Nation is the first college for the Muscogee Nation. Prior to CMN offering its first classes in the fall trimester of 2004, the National Council passed a resolution expressing support for the Tribal College with the cooperation of the Oklahoma State University system. Upon receiving Candidacy for Accreditation in 2012, CMN separated from OSUIT, became a freestanding institution, and gained recognition as a Land Grant Tribal College. In November 2016, CMN was granted Initial Accreditation by the Higher Learning Commission Board of Trustees.

COLLEGE CONTEXT

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. Vrakkueckv (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.

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 will provide a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and will offer exemplary academic programs that meet student, tribal, and societal needs.

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

PHILOSOPHY

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.

VISION STATEMENT
The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture and appreciation for tradition that will serve our students well into the future benefiting the interests of the Muscogee Nation and 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.

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.

BOARD OF REGENTS
The College of the Muscogee Nation 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 the curricula and courses of study, and establishes student fees in accordance with CMN policies. In addition, the Muscogee Nation allocates funds to the institution for operation and maintenance from tribal appropriations and other funds, which are made to the board.

LOCATION
CMN Administrative offices are located at 2170 Raven Circle, Okmulgee, OK 74447. Classrooms are located in the Education/Administration building and the Student Center.

ACCREDITATION
CMN is accredited by the Higher Learning Commission.

AFFILIATIONS
The College of the Muscogee Nation is a member of the American Indian Higher Education Consortium (AIHEC). CMN has been recognized as a Tribally Controlled College by the Bureau of Indian Affairs under the Tribally Controlled Community College Assistance Act (P.L. 95-471) as a member of AIHEC. The College has also been granted Tribal Land Grant status under the Morrill Act 1994 Amendment.

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. A program of General Education is believed to provide 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 the associate degree.

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STUDENT RIGHTS

RIGHT TO SPEECH AND ASSEMBLY
Members of the CMN community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the CMN community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. Students have the right to assemble, to select

speakers, and to discuss issues of their choice. The College shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others.

RIGHT TO A QUALITY EDUCATION
In addition to the basic constitutional rights, students at CMN have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facts of academic freedom.

RIGHT TO BE SECURE IN POSSESSIONS AND BE FREE FROM UNREASONABLE SEARCH AND SEIZURE
CMN does not provide areas for storage of personal belongings for students. Therefore, it is the responsibility of the student to safeguard such belongings. It is also recommended that all vehicles be kept locked while on the premises. CMN will also protect the rights of students to be free of unreasonable search and seizure.

RIGHT TO RELIGION AND CULTURE
CMN understands the potential conflicts that may occur with academic requirements and a student's observance of sincerely held religious beliefs. If a student has any concerns, they may contact the Dean of Academic Affairs at 918-549-2800.

RIGHT OF ACADEMIC FREEDOM
Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled. Students are expected to exercise their freedom with responsibility.

RIGHT TO A SAFE AND SECURE ENVIRONMENT
CMN is a public facility open to the public during normal operating hours. The campus is well lit and security officers provide security by patrolling campus.

Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.

RIGHT TO DUE PROCESS
Students have the right to use the complaint/grievance and grade appeal procedures as outlined in this handbook.

CMN policy violations by students may be heard through the appropriate procedures established by CMN for due process concerning alleged violations.

CLERY ACT-CAMPUS SECURITY
CMN is committed to safety and security on its campus. CMN provides security and has access to the Muscogee (Creek) Nation Lighthorse Police. To report a crime, students should contact CMN Security at 918-758-8410 or MCN Lighthorse at 732-7800.

Pursuant to the Clery Act, the College of the Muscogee Nation monitors criminal activity and annually publishes a campus Crime Report. For more information, see the Campus Safety, Security, and Fire Safety Annual Report located on our website.

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/staff on campus premises with any college sponsored activity or event on or off campus. The tribal college will annually distribute the policies, procedures, and penalties regarding these issues. The preceding policy has been adopted to ensure compliance with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. For more information see the CMN Drug and Alcohol Prevention Program located on our website at www.cmn.edu.

SEXUAL MISCONDUCT POLICY

The College of the Muscogee Nation affirms its commitment to an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. The College will not tolerate nor condone any form of sexual misconduct, physical, mental, or emotional in nature. Students of the college are expected to report incidents of sexual harassment, sexual violence, or assault, or harassment based on gender or sexual orientation. Sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42 U.S.C. S2000e. Et. Seq.), and Title IX of the Educational Amendments (20 U.S.C. 1681, et. Seq.) and is punishable under federal law. For more information, see the full CMN Sexual Misconduct Policy located on the CMN website in the Campus Safety, Security, and Fire Safety.

DISABILITY ACCOMMODATIONS

The College of the Muscogee Nation will provide reasonable accommodations to ensure that students with documented disabilities have a fair opportunity to perform in class. Students are to advise the instructor of such disabilities and the desired accommodations before the first class of each trimester.

Accommodations and support for students with documented disabilities are provided through the appropriate CMN offices. It is the responsibility of the student to bring forth documentation of a disability before services can be initiated. For more information and the complete policy, please see the consumer information section located on our website at www.cmn.edu.

NOTICE OF NON-DISCRIMINATION

The College of the Muscogee Nation (CMN), in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and tribal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified disability, or status as veteran, in any of its policies, practices or procedures. This provision includes, but it not limited to admissions, employment, financial aid and educational programs, activities, or services. 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records.

The law provides that the institution will maintain the confidentiality of student education records. At its discretion, CMN may provide directory information in accordance with the provisions of the Act. Students may withhold directory information by notifying the CMN Registrar in writing. For more information and the complete policy please the consumer information section located on our website at www.cmn.edu.

STUDENT RIGHT-TO-KNOW ACT

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 the consumer information guide located on our website at www.cmn.edu.

COMPLAINT(S)/GRIEVANCE(S) AND GRADE APPEAL(S)

The procedures provided are available for resolution of student issues and concerns.

STUDENT ON STUDENT COMPLAINT(S)/ GRIEVANCE(S)

A complaint is an issue brought up by a student, a CMN employee, or the student government concerning the institution, institutional conditions, policies, procedures, or problems with other students or CMN employees. A grievance may also be brought up by a student, a CMN employee, or the student government regarding alleged improper, unfair, unsuitable, arbitrary, or discriminatory treatment. Initial complaints/ grievances should be directed to the party(ies) involved, and if not resolved, further inquiries may be directed to the Dean of Student Affairs. All complaints/ grievances must be made within the same trimester for proper follow-up. The procedure for resolving a complaint/ grievance is as follows:

PROCEDURE

1. First, discuss the concern with the other student(s). If discussion is not possible or the complaint/grievance is unable to be resolved informally, the student should then;

2. Submit a written statement to the Dean of Student Affairs via the Student Complaint Form. The form can be obtained at the Office of the Dean of Student Affairs in Administration Building room 126. In your statement, describe the issue in detail, outline the steps you have taken toward resolving the issue, and list possible resolutions you see to the issue. The Dean of Student Affairs will discuss the issue with the complainant to determine a process to resolve the situation. The Dean of Student Affairs will address the issue with the respondent(s) and come to an agreed resolution. The proposed resolution will be documented on the Student Complaint Resolution form by the Dean of Student Affairs and presented to the complainant. This process will occur within 10 business days and the parties will be notified, in writing, of the decision and any actions being taken.

3. Sufficient detail must be given in order to make an appropriate determination of a resolution and/or whether disciplinary action through a Formal Conduct Hearing is warranted. See Conduct section to view the Student Conduct policy and process.

4. If your complaint or concern has not been resolved to your satisfaction, you may appeal the decision by submitting a written appeal to the Dean of Academic Affairs within three days of receiving notification of the original resolution. In your written appeal, include the original resolution proposed by the Dean of Student Affairs, your reason for appealing the decision, and list possible resolutions you see to the issue. The Dean of Academic Affairs will review all information provided and notify the student, in writing within five business days, of the final resolution. The decision of the Dean of Academic Affairs is final and cannot be appealed.

COMPLAINT/GRIEVANCE PROCESS REGARDING AN EMPLOYEE OF CMN

1. First, the student should try to meet with the employee to discuss and resolve the concern. If a meeting is undesirable or does not resolve the issue, the student should;

2. Submit a written complaint/grievance to the Dean of Student Affairs via the Student Complaint Form. In situations of a possible conflict of interest; submit to the Dean of Academic Affairs.

3. The appropriate Dean and the student will determine if a meeting with the employee and/or the employee's supervisor is necessary.

4. Should such a meeting be necessary, the appropriate Dean notifies the employee and the employee's supervisor in writing of the complaint/grievance and the purpose of the meeting.

5. After the meeting, the appropriate Dean will notify the student(s) in writing of the decision and the supervisor will notify the employee in writing of the decision and any repercussions or sanctions.
6. If the complaint/grievance is not satisfactorily resolved or rectified within ten business days after following the above steps, or if the student wishes to appeal the complaint/grievance resolution then this will proceed to the President for further and final resolution.

Any written complaint/grievance received by the College of the Muscogee Nation will be acted on or action will be initiated by the Dean of Student Affairs within ten business days barring extenuating circumstances.

The objective of the procedures is to resolve problems as quickly and efficiently as possible at the level closest to the student so that student progress may continue. The student may have a representative in attendance for any and all such meetings, barring legal counsel.

GRADE APPEAL

A student must first discuss his/her grade with the instructor prior to the grade appeal process. A student may appeal a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. For the complete listing of the policy see the CMN Catalog located on our website at www.cmn.edu.

STUDENT RESPONSIBILITIES

CMN students are expected to be mature

individuals. Their conduct both in and out of the college is expected to be that of a responsible adult. In fact, CMN strives to instill the values to help its students grow and mature in a positive manner, providing a positive role model to all. Under these circumstances, it is expected that the student will remember that the reputation of CMN is affected at all times by his or her conduct.

ATTENDANCE

Students are expected to attend classes. If an emergency situation arises and a student cannot attend a particular class, it is important that the student communicate with the instructor prior to the class meeting. Not attending classes may negatively affect a student's performance, financial aid, and subsequently affect a student's grade.

STANDARDS OF STUDENT CONDUCT

The College of the Muscogee Nation promotes the integration of traditional Native American values with all of its programs. CMN expects students to respect the rights and property of the College of the Muscogee Nation community and its students, the Muscogee (Creek) Nation community, and its citizens, and to know and observe tribal, federal, state and local laws. Traditional Muscogee teachings charge us with seeking the virtues of VRAKKUECKV (respect), FVTCETV (integrity), MECVLKE (responsibility), EYASKETV (humility), and HOPORENKV (wisdom).

In keeping with this spirit, students are expected to conduct themselves in a manner which is a credit to themselves, the College of the Muscogee Nation, their families, and communities.

CMN students accept responsibility to comply with the College's policies and expectations. Students are responsible for becoming familiar with traditional Muscogee values and the policies pertaining to student rights and responsibilities. Failure to be informed will not excuse inappropriate behavior as it relates to the policies.

POLICY:

Student Conduct policy and procedures contained herein are applicable to all College of the Muscogee Nation (CMN) Students, regardless of race, color, age, national origin, religion, sex, disability, status as a veteran, or marital status and are intended to accomplish the following:

1. Create and promote a productive living and learning community/environment that fosters the intellectual, personal, cultural and ethical development of its students.

2. Promote self-discipline and respect for the rights and privileges of others to the educational process and to good citizenship.

3. Teach students to take on the responsibility to observe and help maintain standards of personal behavior that are a positive contribution to this academic community.
4. Violations of Conduct include, but are not limited to: Consumption, possession and/or being under the influence of drugs and/or alcohol

while on campus or at any CMN sponsored activities, academic misconduct, disorderly conduct, Housing and Residential Life policy violations, information technology misuse and abuse, harassment, threats, bullying, discrimination, retaliation, sexual misconduct, swearing, obscene language or gestures, threats, physical aggression, fighting, retaliation, physical or mental aggression against others, hazing, and unreasonable noise or other actions that make others feel uncomfortable or disrupt the learning environment.

The standards and policies apply to inappropriate student behavior on campus and at all College activities. It may also apply to student actions off campus that adversely affect CMN community or CMN educational goals and objectives. In addition, students must abide by tribal, federal, and state laws.

PURPOSE:

The following information is provided to inform students of the procedures in place for resolving alleged violations of CMN policies. The procedures are designed to allow for fact-finding and decision-making in the context of the CMN educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the CMN and community.

DEFINITIONS:

Complainant: Any member of the CMN community (faculty, staff, student or the College) filing a conduct violation against a student.

Respondent: The student alleged to be in violation of the Code of Conduct.

Working Day: Working Day means a working day when the CMN's main administrative offices are open. The calculation of working days shall exclude Saturdays, Sundays and legal holidays.

PROCEDURE:

Conduct Violation

1. Any member of the CMN community (faculty, staff, student or the College) may file a conduct violation against a student in which a violation of the Code of Conduct has occurred.

2. Such violation shall be filed with the official having jurisdiction as soon as possible but within 60 days of the alleged violation. The time may be extended at the discretion of the CMN President. If an individual is unsure of where to direct a complaint, contact the Office of Student Affairs. Cases involving allegations of sexual misconduct will be referred to the Title IX Officer.

3. The violation must be submitted in writing and signed by the person(s) submitting the violation. Included must be the date, time, place, name(s) of person(s) involved and sufficient detail to make a determination of whether disciplinary action may be warranted. While CMN officials will accept and process verbal and anonymous complaints, the overall review and response to charges of conduct violations is more effective

when based on written explanations of alleged violations.

4. Name(s) of witness(es) should be included.

5. Complaints may be initiated for incidents where concurrent criminal charges are pending. CMN may process incidents without regard to either pending civil litigation or criminal prosecution. CMN conduct proceedings may proceed before, during, or after court proceedings.

Interim Suspension

In cases where student health or safety is reasonably believed to be significantly jeopardized, the Dean of Student Affairs, in consultation with the President may suspend a student for the period of time required to allow a thorough investigation and an opportunity for a hearing. Students who are so suspended are not permitted on campus or in CMN buildings, facilities, or activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean of Student Affairs.

If the conduct or behavior of a student residing in CMN housing is determined by the Dean of Student Affairs to be a threat to others, the ability to live in CMN housing may be immediately suspended for a brief period of time pending the outcome of a hearing. During an interim housing suspension, the student is immediately removed from CMN housing and is not to reenter any campus residence until a hearing is held and a decision regarding the pending complaint has been made.

In the case of an interim suspension under this provision, the Dean of Student Affairs will prepare and send notice of a student conduct hearing under the pre-hearing procedures to the affected student under the student conduct hearing procedures in this policy within five working days of the imposition of the interim suspension. Such student conduct hearing, held pursuant to this policy, must be held within twelve working days of the imposition of the interim suspension.

Informal and Formal Options for Disposition of Conduct Violation Charges

1. Alleged violations of CMN polices where neither suspension nor expulsion are a possibility will normally be resolved informally through a **Student Conduct Meeting**. Allegations which could, if proven, result in a suspension or expulsion, or that are complex sensitive, or require a number of witnesses or that involve an alleged victim are referred to a **Student Conduct Hearing** involving a Student Conduct Hearing Committee (SCHC).

2. The purpose of the Student Conduct Meeting is to enable the complainant and respondent to meet (together or individually) with the Dean of Student Affairs to explain the circumstances surrounding the event. The student conduct meeting may be used to determine if a formal hearing is needed or to discuss an appropriate resolution. The student conduct meeting shall include the respondent and the Dean of Student Affairs and others as the Dean may deem appropriate.

3. A formal Student Conduct Hearing is required in all actions that may result in serious sanctions against the accused student including suspension and expulsion. The SCHC shall

include the Dean of Student Affairs as the committee chair and three faculty or staff members as committee members. A majority vote of the entire committee, excluding the chair, is required to suspend or expel a student. The Dean of Student Affairs will take notes, and record the hearing on a recording device.

Honesty Statement

CMN expects that all information presented will be truthful and accurate. Be advised that if false information is willfully provided, a student will be in violation of the Code of Conduct and may be subject to disciplinary action. (See Student Responsibilities, Deception in the CMN Student Handbook.)

Student Conduct Meeting

Upon determining that sufficient evidence exists to believe that a violation of the Student Code of Conduct may have occurred, the Dean of Student Affairs will notify the respondent and complainant, if applicable, in writing of the alleged violations against the respondent and will provide a copy of the Complaint Process and Student Conduct policy and procedures within the notification. The notice will also include a date and time for meeting between the respondent and the Dean of Student Affairs. This meeting may include the complainant, if applicable, if the Dean of Student Affairs believes his or her presence would aid in the determination of a violation or the Dean may arrange a separate meeting with the complainant. The notification shall be transmitted at least three working days in advance of any meeting with the respondent. The written notice will be hand delivered directly to each party (who shall sign to acknowledge receipt), sent electronically to the each party's institutional email address, or mailed to each party's last known address as filed in the Registrar's Office via certified mail, return receipt requested. Complainant and respondent are each responsible for providing and maintaining a current local address and email address with the Registrar's Office.

The meeting process is to be an informal process allowing flexibility in reviewing and responding to alleged conduct violations. Accordingly, the Dean of Student Affairs may meet with complainant and respondent individually or jointly and may take other actions consistent with the type of violation alleged.

At the meeting, the respondent will be provided with the following:

1. An explanation of the alleged violation(s) of CMN policy;
2. A summary of the facts and information that substantiate the allegations; and
3. The opportunity to reflect upon and give their account of the incident or circumstances pertaining to the allegation(s).

Additionally, the respondent will be informed that the decision of the Dean may result in one or more of the following:

a. The allegations(s) may be dismissed as unfounded.
b. The student may admit responsibility for the violation(s) and have a sanctions(s) imposed.
c. The student may be found responsible for violating the Student Code of Conduct and have a sanction(s) imposed.
d. Any sanction (except suspension, deferred suspension, and expulsion) may be imposed.
e. Decisions reached at the meeting will be final with no option to appeal or other proceedings.
f. Failure to respond to a written allegation(s) or failure to

complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, additional alleged violations or a decision being made based on the information available at the time.

The Dean of Student Affairs will take notes, and record the meeting on a recording device and will issue a written decision to respondent and, if appropriate, to complainant within five working days of meeting with the respondent. Decisions reached through the student conduct meeting cannot be appealed. If it is determined that sanctions such as suspension or expulsion are necessary due to a violation(s), the formal Student Conduct hearing process will begin.

Student Conduct Hearing (Formal Hearing Process)

Hearing procedures are provided for allegations against an individual where suspension or expulsion from CMN is possible, if the individual is found responsible.

Complainant and respondent have the right to be accompanied by an advisor, who may advise and support the student. The advisor is limited to advising the student and may not present the case, or make statements during the proceedings. Complainant and respondent should provide CMN with the name and contact information for their advisor as soon as practical but at least three working days prior to the hearing.

Student Rights in the Student Conduct Hearing Process

CMN views the conduct process primarily as an educational experience that can promote growth in personal understanding of one's role as a member of an educational community and one's rights, responsibilities, and privileges therein. However, sanctions such as suspension or expulsion from the college may be necessary to uphold community standards and to protect the campus community.

During the student conduct hearing process, both the respondent and the complainant have rights to:

1. A written notice of the alleged violation(s);
2. An explanation of the student conduct process upon request;
3. Have no violation assumed;
4. A timely hearing;
5. Be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statement during the proceedings;
6. Have access to the information and documents to be presented at the hearing in advance;
7. Be present during the entire proceeding, except during committee deliberation;
8. Question any party or witness present, either directly or indirectly, at the discretion of the hearing committee chair;
9. Present material witnesses (those with firsthand knowledge of the incident). The respondent and complainant are responsible for contacting and arranging for the attendance of their own witnesses in all cases;
10. Receive a written notification of the outcome of the conduct process; the complainant can only receive written notification of the outcome of the conduct process when permitted by federal law; and

11. Identification of an avenue for appeal, if applicable.

Possible sanctions may include but are not limited to verbal or written reprimand, restrictions, community service, referral to Health and Wellness office, educational class or program, restitution, graduation hold, cancellation of enrollment, conduct probation, no contact order, suspension and/or expulsion, removal from student housing, among other sanctions.

Failure to adhere to the imposed sanctions will result in either a hold being placed on the student's enrollment privileges or graduation, additional disciplinary action, suspension, or expulsion.

Decisions reached in the student conduct hearing may be appealed as follows:

a. An appeal of the SCHC's decision will go before the President.
b. Appeal of the decision of the SCHC will be conducted by the President. The decision of the President will be final.

Pre-Hearing Procedures

The Dean of Student Affairs will prepare and send a written notice to the respondent and complainant at least seven working days before the hearing. The notice will be delivered in person, sent electronically to the student's institutional email address or mailed to the student's last known address of record as filed in the Registrar's Office and will include:

a. The date, time, place and nature of the hearing;
b. Reference to the section(s) of the Student Code of Conduct involved;
c. A brief explanation of the alleged violation(s), including the approximate date and place where the alleged violation(s) occurred;
d. Names of witnesses, if known;
e. The right to be accompanied by an advisor and the advisor's role in the hearing;
f. Names of the individuals who will comprise the SCHC for the hearing.

The Dean of Student Affairs will be available to meet with the complainant and the respondent, separately, to discuss and explain the hearing procedure and answer questions.

Three Working Days in Advance of the Hearing

a. The respondent and the complainant will provide to the Dean of Students copies of documents to be presented at the hearing and the names of witnesses who will be called to testify.
b. Each student must notify their witnesses of the date, time and location of the hearing.
c. The respondent and the complainant will have access to copies of documents to be presented at the hearing by prior appointment. Materials will be sent via email two working days in advance of the hearing.

Student Conduct Hearing Procedures

The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties, and where the SCHC can deliberate and make a decision using a "more likely than not" standard that a violation of the Student Code of Conduct did, or did not, occur. Formal rules of process, procedure,

and technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings. For example, hearsay evidence may be considered and will be weighed accordingly. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or CMN may result.

To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.

The respondent and complainant can present witnesses who may be questioned by the SCHC. Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

In the case of sexual harassment or sexual misconduct, the complaint will be referred to the Title IX Compliance Officer for review, investigation and processing consistent with CMN's Title IX policies and procedures.
The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of CMN. Others will not be allowed to make a recording of any type. CMN is not responsible for equipment malfunctions. Requests to review audio recordings may be made to the SCHC's chair.

If the respondent elects not to appear for the hearing, the hearing will be held in their absence. Failure to appear will be noted and without prejudice. Findings will be based on information presented at the hearing.

Material witnesses will be present during the introductory comments of the hearing, including the honesty statement, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent may remain throughout the hearing.

At the conclusion of the hearing, all parties will be dismissed except for the SCHC, who will deliberate and reach a decision.

A student's past conduct record may be subject to an education-related discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining appropriate sanctions.

The SCHC may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined by the Dean of Student Affairs to be appropriate.

<u>Hearing Deliberations and Decision</u>
The SCHC will deliberate and determine whether it is more likely than not that a violation(s) of the Student Code of Conduct did or did not occur as alleged.

a. The SCHC may find that the information presented was not sufficient to establish that a violation of the Student Code of Conduct was committed and dismiss the case.
b. The SCHC may find that the information presented was sufficient to affirm the alleged violations and impose a sanction appropriate for violation(s).

The decision of the SCHC will be communicated in writing to the respondent and, to the extent appropriate, the complainant within two working days. The

notification letter will include findings of fact, sanctions(s) imposed (if any), and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address, or sent by certified mail, return receipt requested to the student's last known address of record as filed with the Registrar's Office. The notification letter may also be picked up in the Dean of Student's office within two days of the hearing.

Student Conduct Committee Designation

Hearing procedures are provided for allegations against a student where suspension or expulsion from CMN is possible and for student discrimination and sexual misconduct grievances.

The Student Conduct Hearing Committee shall be selected from a group comprised of a minimum of 10 faculty or staff members appointed annually by the President. A hearing committee (SCHC) shall consist of three disinterested members selected from the group designated by the President. The Dean of Students shall serve as the Chair of the committee and the chair's role shall be to facilitate dialogue between the committee and students involved, ensure appropriate participation from advisors, and answer procedural questions as needed.

Appeal of SCHC Decision - President

Discipline decisions made by the SCHC may be appealed to the President.

An appeal is not a new hearing, but a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from CMN to the student or group charged with the offense. The student or group must show that one or more of the listed grounds for appeal have merit.

1. Appeals for Code of Conduct hearings must be submitted in writing to the President within three (3) College of the Muscogee Nation working/school days of receiving the decision. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.
2. The appeal must cite at least one of the following criteria as the reason for appeal and supporting argument(s):
   a. The original formal hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or respondent resulted.
   b. New evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing. The evidence must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal.
   c. The sanction was too severe or not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with CMN procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
3. The President will review the record of the original hearing, including documentary evidence. It is the discretion of the President to convert any sanction imposed to a lesser sanction, to rescind any previous sanction. If there is new evidence which is believed to substantially affect the outcome, or evidence

presented at the previous hearing(s) was "insufficient" to justify a decision against the student or group, or the President finds that a procedural error did occur, the President may determine that there is insufficient evidence to support an allegation or lessen the severity of the sanction(s).

4. The President will issue a final written decision and communicate that decision in writing to the appealing student within ten working days of receiving the appeal request. Such decision will also be transmitted to appropriate offices.

5. The decision of the President is final.

Re-entry Review

Students suspended from CMN for misconduct must fulfill all sanction requirements before they are eligible to re-enroll. The Dean of Student Affairs will review the student's completion of sanctions to determine the student's eligibility for re-enrollment.

CMN Officers and Designees

The designation of a CMN official responsible for prescribed actions shall automatically include the official's designee in instances where an official is unable, unavailable or has concluded that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy.

Students sanctioned by the Student Conduct Disciplinary Actions process or Housing Judicial Committee are not in 'good standing' with the Office of Student Affairs. Students not in good standing are required to meet the criteria to return to good standing which includes completing all assigned sanctions and may include maintaining this status until one full trimester has passed. Those not in good standing with the Office of Student Affairs are ineligible to hold officer positions within campus student organizations or to participate in off campus CMN student activities.

ACADEMIC MISCONDUCT

CMN students are expected to be honest in their endeavor to attain a college education. Academic misconduct is not allowed and includes, but is not limited to, dishonest conduct during completion of assignments, examinations and tests, plagiarism, disruption of instructional activities, and altering of any student academic records.

1. Dishonest conduct during examinations or tests includes:
   - Knowingly using, buying, selling, transporting, or soliciting the contents of an un-administered test.
   - Copying from another student's test.
   - Possessing unauthorized test material during a test.
   - Getting help from another student during a test without permission from the instructor.
2. Plagiarism is the practice of using the ideas or writings of another as one's own.

Unauthorized alteration or use of any college documents is prohibited. Alleged student behavior regarding academic misconduct will use the policies and procedures provided.

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Academic misconduct includes cheating, plagiarism, communicating with other students during an exam, or other behavior that relates to the student's academic integrity at the college.

If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a "zero" for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.

2. Recommendation to the Academic Dean that the student receives a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.

3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

APPEAL OF ACADEMIC AFFAIRS SANCTION

A written appeal must be filed by the student within ten working days of notification and submitted to the Dean of Academic Affairs. The appeal is heard by a committee consisting of the Dean of Academic Affairs, two faculty members, and a student member. The student and instructor will be present and after the meeting they will be informed in writing of the action taken.

DISCIPLINARY RECORDS

All disciplinary records are confidential and must not be disclosed in whole or in part unless required under law, including but not limited to the Family Education Rights and Privacy Act (FERPA), the U.S. Patriot Act, and lawful court order. Except in cases involving suspension or expulsion, a student's disciplinary record shall be separate from a student's academic records.

All disciplinary records shall be retained by the Dean of Student Affairs. Records in which a student received a sanction of less than suspension or expulsion will be kept for a reasonable period of time, depending on the student's status and then destroyed.

Suspension and expulsion actions may be reflected on a student's official academic transcript by the words "May not register for non-academic reason," and the registrar may remove the notation when the penalty expires, all at the discretion of the Dean of Student Affairs. Sanctions of suspension or expulsion are permanent records. No student will be permitted to graduate or officially withdraw from CMN while disciplinary action is pending.

VIOLATIONS OF LAW

CMN reserves the right to address any alleged violations of tribal, federal, state, or local law occurring on or off campus. CMN maintains a cooperative working relationship with Muscogee (Creek) Nation Lighthorse Police. Law enforcement officers will be called in for violations of law as needed or at the discretion of CMN administration. Information is exchanged with law enforcement agencies regarding crime reports to maintain cooperative efforts in preventing campus crime and resolving crime-related problems.

ALCOHOL/DRUG USE
Students may not distribute, transport, serve, possess, or consume alcoholic beverages anywhere on CMN property. Intoxication is a violation of CMN policy. The possession or use of illegal or harmful drugs, hallucinogens or harmful narcotics is also prohibited.

There are dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. Health hazards include profound alterations in sensation, mood, and consciousness that may involve all the physical senses, as well as experiences that depart from reality. Also, actions by students under the influence may put the safety of others around them at risk.

SMOKE FREE CAMPUS
The CMN campus is a Tobacco-Free campus. Cessation assistance is available through the MCN Tobacco Prevention Program.

ANIMALS/PETS
Pets are not permitted in any of the campus buildings. Service animals specifically trained to aid a person with a disability are welcome on campus.

COMPUTER USE
Computers are available for student use in the library. Additionally, a limited number of laptop computers are available for checkout from the CMN Library. All students will read and sign the College of the Muscogee Nation Computer Policy Form before access is enabled. A copy of the signed policy is to be kept in the student master file located in the Office of Admissions. Students who violate these policies are subject to removal of their network ID, password, and email address from the servers without notice and/or be referred to legal authorities if deemed necessary.
Passwords and password policies may vary by each term. These passwords should be protected. Students are not allowed to share passwords or login sessions with anyone, including family or friends.

All student accounts for students not registered for current term will be deleted after last day of add/drop.

DECEPTION
Dishonest behavior is prohibited. This includes, but is not limited to; falsely accusing an individual of inappropriate behavior, possessing, using, or furnishing false identification and forgery, financial aid fraud or abuse, and alteration or misuse of any CMN documents, records, or identification.

HARASSMENT
Harassment includes verbal or physical conduct that creates an intimidating, hostile, or offensive environment. Individuals who believe that harassment or discrimination has occurred should contact the Dean of Student Affairs to file a grievance. An investigation will be conducted and CMN will take appropriate corrective action.

HAZING POLICY
Hazing is defined as any intentional, knowing, or reckless act committed by one person or a group of people against another individual in connection with initiation into, affiliation with, or continued membership in a student organization that causes, or creates a substantial risk of physical, mental, or emotional harm regardless of consent.

Hazing activities are not only against the College of the Muscogee Nation's (CMN) Student Code of Conduct but are also against state and federal law. Any requirement imposed upon prospective, new, or current members which is not

related to the organization's purpose is prohibited and will become the subject of a CMN Student Code of Conduct investigation once the practice is brought to the attention of the Dean of Student Affairs. This policy applies to all students, student organizations, and clubs. If you have any questions or concerns about hazing, or activities that could constitute hazing, please do not hesitate to contact the Dean of Student Affairs at studentaffairs@cmn.edu or 918-549-2817.

All students and campus student organizations are expected to comply with the College of the Muscogee Nation Student Code of Conduct at all times. The Hazing Policy applies to all recognized and unrecognized student organizations. This includes clubs, societies, associations, sport teams, fraternities, sororities, bands, or student government. A student organization at a higher education institution comprises two or more enrolled students;

Hazing may include but not be limited to the following prohibited behavior:

a. Engaging in any activity that recklessly, knowingly, or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission, holding office in, or maintaining membership or affiliation, regardless of the individual's consent or lack of consent, including state and federal law, but not limited to:

b. Physical harm such as paddling, whipping, branding, electric shocking, placing harmful substances on the body, sleep deprivation, exposure to extreme conditions, calisthenics, forced consumption of food, liquor, drug, or other substances.

c. Degrading behavior that causes ridicule, humiliation, embarrassment, or adversely affects the dignity of an individual.

d. Interfering with an individual's ability to participate in or benefit from the services or activities of the University, employment, or religious observances.

e. Activity resulting in the destruction, misuse, or removal of another's property.

f. Activity that causes an individual to engage in behavior that may violate the CMN Student Code of Conduct, Hazing Policy, or tribal, local, state, or federal law.

g. Causing, coercing or inducing another person to perform sexual acts.

h. Any activity that places another person in reasonable fear of bodily harm through the use of threating words or conduct.

Process for documenting violations of the institutions standards of conduct relating to hazing:

To report alleged violations of the *Stop Campus Hazing Act* and the *College of the Muscogee Nation's Hazing Policy*, contact CMN Campus Security at 918-758-8410 or complete the CMN *Security Incident Statement Form* at https://cmn.edu/wp-content/uploads/CMN-Incident-Statement-Formatted.pdf. After completing the incident statement form, email to security@cmn.edu. To report anonymously, complete the *Anonymous Reporting* form found on the CMN website at https://cmn.edu/security/reporting/. Cases involving allegations of sexual misconduct will be referred to the Title IX Officer.

Concerned individuals have the option to submit a report anonymously, however, conduct officials prefer contact information be provided for follow up questions. Should contact information not be provided,

CMN's ability to investigate and address the behaviors reported may be limited. The College of the Muscogee Nation's ability to investigate reported incidents and enforce campus policies depends on the specificity of information reported. Concerned community members are encouraged to provide as much specific detail as possible when reporting so that appropriate action may be taken.

All alleged violations will be investigated and addressed in accordance with the CMN Student Code of Conduct Policies and Procedures. A copy of the CMN Student Code of Conduct Policies and Procedures and Procedures can be found in the CMN Student Handbook located on the CMN website at cmn.edu.

An investigation of the reported incident(s) will be conducted within 3 working days of receiving the report. A thorough and impartial investigation will be conducted in conjunction with the CMN Security and the Dean of Student Affairs. The affected student organization will be notified of the allegations and outcomes. Cases may be referred to tribal law enforcement when applicable. In situations where the Hazing Policy is found to be violated via the Student Code of Conduct Policies and Procedures, individual disciplinary action may be imposed which may include suspension or expulsion, organizational sanctions may be imposed which may include probation, loss of charter/recognition, or suspension of activities, or a criminal referral may be made to tribal law enforcement, if applicable.

PROPERTY

Theft, destruction, or vandalism of anyone's property or CMN property is prohibited. Littering on campus or in a campus building is also prohibited.

Skateboarding, Electronic Skateboards, Roller-Blades, and Remote Control Vehicles

Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored, and/or charged in any Student-Resident housing due to a potential fire hazard.

The use of skateboards, electronic skateboards, roller blades, and remote control vehicles are prohibited in housing units, entry walkways, breezeways, and sidewalks. Skateboards, bicycles, and roller blades are prohibited from being used recreationally on CMN campus. Due to risk of injury and destruction of property, jumping, acrobatic tricks, or jumping curbs, on CMN streets, parking lots, breezeways, or sidewalks is prohibited. Skateboards, bicycles, and roller blades are viewed as forms of transportation to be used on CMN streets only from building to building. It is strongly suggested for students to use helmets and safety gear to guard against injury.

SOLICITATION

Students and organizations may not advertise, sell, conduct a business, or raise funds on campus without first notifying and receiving written permission from the Dean of Student Affairs.

STALKING

No person may intentionally stalk another person. "Stalk" means to engage in the intentional course of behavior directed at a specific person that frightens, intimidates, or harasses that person, and that serves no legitimate purpose.

FIREARMS, EXPLOSIVES, OTHER WEAPONS

Unauthorized possession or use of weapons

on CMN property (owned or controlled) is prohibited. Weapons include, but are not limited to: firearms, ammunition, knives, BB guns, fireworks, or other dangerous objects or substances.

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THINGS TO KNOW

AIHEC
The American Indian Higher Education Consortium (AIHEC) offers students from tribal colleges across the country the chance to participate in knowledge, sports, and art competitions through annual national conferences held throughout the United States. CMN students will compete in both team and individual competitions in coming years, enhancing the academic reputation of CMN and challenging future students to keep its academic reputation strong.

SPEAKERS/ STUDENT FORUM
CMN allows speakers to participate in co-curricular activities and college events. Guest speakers and students are invited to give presentations on a variety of topics. Faculty, staff, students, and community members may attend at no cost.

CLASS CANCELLATION/CAMPUS CLOSING
Notification of class cancellations will be posted on campus. If no announcement is made, students should remain for fifteen minutes after the class is scheduled to begin unless a longer delay has been specifically announced. Closures resulting from severe weather conditions, natural disasters, or mechanical failures will be announced by the President or appropriate designee using the Raven Alert system via text message, email notification, and voice message. The student is responsible to contact the instructor to determine what the make-up work is or to arrange for taking a make-up test. The course instructor will determine make-up work.

EMERGENCY
In order to improve communication and to better serve students and staff, CMN utilizes Raven Alerts Notification System. CMN Raven Alerts are notifications sent via text message, voice message, and e-mail. Only notifications regarding class cancellations and emergency notifications will be sent through this system.

Rave (Raven Alert) does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Students may opt out of SMS messages at any time by texting STOP to 67283 or 226787. If you choose to opt out of phone notifications, a notification will still be sent to your student e-mail.

Please refer to the Office of Admissions to update your phone number and/or add additional phone numbers or email addresses to your account.

Emergency drills are held periodically during the school year. In the event of a fire alarm, evacuate the building as quickly and as cautiously as possible. Leave the building using the nearest exit. Emergency Exit Plans are posted in each classroom and a copy of the printed plan is available in the Security Office located in the Student Center.

In case of a tornado, stay away from windows and any interior locations that contain glass. Take shelter in the interior hallway, closet, restrooms, or other designated area.

CAMPUS

The CMN Education/Administration commons area provides students a relaxed gathering place. Vending machines are located in close proximity for snacks. Outdoor locations include a cultural plaza, garden, outdoor classroom, solar charging stations, and an arbor. The CMN Student Center provides students with a bookstore, library, organizational and study space, fitness center, and food services. The center is the hub for campus and community meetings, events, and activities. The pond, located south of campus, can be accessed Monday through Friday for catch and release fishing. Fishing after dark and swimming in the pond is prohibited.

Please note that certain areas of campus are accessible to authorized personnel only (i.e. I.T. room, supply storage areas) as indicated by posted signage.

OFF-CAMPUS CLASSES

CMN classes may be offered, on occasion, at different locations depending on documented need. These locations are to provide classrooms, and faculty offices. Students may take evening classes taught by full-time and/or adjunct faculty.

LIBRARY

The on-campus library is a vital part of CMN's instructional program. Books, periodicals, local newspapers, DVDS, and a Native American collection are available for student, staff, and faculty use. Quiet study areas, computers, an on-line catalog, printer, and electronic databases are also available for students. The librarian is available to assist with research, utilizing citation styles, avoiding plagiarism, as well as providing information literacy instruction.

STUDENT ACTIVITIES/SPECIAL EVENTS

Co-curricular activities are planned to provide a social, cultural, and physical complement to the formal academic aspects of the college. A variety of speakers, field trips, social gatherings, and special interest clubs are available to students.

STUDENT LEADERSHIP AND CLUBS

CMN student organizations provide opportunities for learning outside of the classroom. Student Senate provides students with an arena to engage in college and community activities, as well as for gaining leadership experience by attending CMN board and committee meetings. Student organizations such as the Tribal Leadership Circle (TLC) provide opportunities for students to share cultural experiences with students that share the same interests. The American Indian Higher Education Consortium (AIHEC) provides an annual student government group that coordinates a national tribal college student competition and conference. CMN has a local student AIHEC group that prepares students for the annual hand game and knowledge bowl

competitions. Other student organizations include American Indian Science and Engineering Society (AISES), Student Housing Organization (SHO), Seeds of Life, Indigenous Media Club (IMC), Nu Omega Lambda Omicron (NOLO), Phi Theta Kappa (PTK), Environmental Science Club, Two Spirits for Pride, and the Student Senate. Students are encouraged to speak to advisors or student government representatives for more information on any of these exciting opportunities and get involved! For more information on student organizations please visit the Student Success Center.

UNATTENDED CHILDREN

. Children in classrooms may be permitted on single occasions with the instructor's permission. Out of respect for all students and concern for safety and liability reasons, children are not to be left unattended in any CMN location. CMN security will attempt to locate a parent or guardian of an unattended child. Legal authorities may be contacted if the attempt to locate the parent or guardian is unsuccessful.

STUDENT SUPPORT SERVICES

Student Support and academic tutoring programs provide opportunities for academic development to assist students with basic college requirements and serve to motivate students toward successful completion of their college education. The goal of Student Support Services is to increase the college retention and graduation rates of its participants and facilitate transition to the next level of higher education. For students wanting to transfer to a four year degree program, CMN serves as a liaison and provide opportunities to visit regional institutions.

ACADEMIC ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, College of the Muscogee Nation recognizes the fundamental principles of nondiscrimination and accommodation in academic programs. The Office of Academic Affairs is the designated campus resource for verifying and coordinating reasonable accommodations for students with disabilities. The request will be reviewed on an individual basis. Students are required to submit documentation (issued within the last 3 years) before accommodations will be considered. The information needs to be submitted within 10 calendar days of enrollment to Academic Affairs. For the complete policy on Academic Accommodations see the CMN Consumer information Guide located on our website at http://www.cmn.edu.

BURSAR'S OFFICE

The CMN Bursar's Office manages CMN student financial transactions, including the payment for tuition, fees, and textbooks as well as the disbursement of financial aid. Students can also get their parking permit sticker from the Bursar. For more information contact the CMN Bursar's Office at 918-549-2827.

FEES, TUITION, AND REFUNDS

Tuition and fees for a trimester are based upon the number of trimester hours in which the student enrolls. Tuition and fees for Audited courses are the same rate as courses taken for credit. Tuition and enrollment fees for all students are $146.50 per trimester hour. Additional fees include Remedial Supplementary Fee, $18.50 per trimester hour; and Late Enrollment Fee, $10.00. Additional lab fees may apply to specific programs.

Tuition and fees are paid through the CMN Bursar's Office each trimester. Tuition refunds for students who withdraw from all classes will be in accordance with the stated refund policy, in the CMN Catalog.

PAYMENT OF ACCOUNTS

Enrollment and transcript holds will be placed on all accounts that are not satisfied by the second month of a term. CMN reserves the right to withhold grades, academic transcripts, and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

CMN Scholarship/Tuition Waiver monies are awarded after all other forms of Financial Aid have been utilized and paid directly to the Bursar's Office. For more information, please consult the Financial Aid section of this handbook or the CMN Financial Aid Office.

BOOKSTORE

Books and specifically related academic resource materials required to complete coursework at CMN can be obtained at the Raven's Nest bookstore. In addition to textbooks, the bookstore offers class materials, supplies, and snacks.

TEXTBOOKS

Textbook sales and returns are available through the CMN Bookstore. Textbook charges to your student account 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, or may paid in cash, by check, or 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.

A textbook buy-back period is arranged at the end of most trimesters for students who wish to sell their used textbooks.

COMPUTER RESOURCES

Computers are available for student use in the CMN library, Education/Administration Building computer lab, the Learning Center, Student Success Classroom (AB 100), and the Turtle Lodge. A limited number of laptop computers and Wi-Fi hotspots are available for checkout from the library. Additionally, laptop carts are available for classroom usage upon faculty request.

LEARNING CENTER

The CMN Learning Center is located in room 106 in the Education/Administration Building and provides tutoring assistance in math, reading, writing, and other selected subjects. The Learning Center is equipped with computers, study tables, calculators, headphones, and other learning materials. For more information contact the Academic Resource Specialist.

Peer tutoring is offered in the Learning Center. Peer tutors are current CMN students who show initiative, academic determination, and meet academic and non-academic requirements. In addition, peer tutors earn an hourly wage for their time. Students interested in becoming a peer tutor should contact the Human Resource Specialist for more information.

STUDENT SUCCESS CENTER

The SSC provides assistance with academic advisement for new and transfer students, academic counseling, community outreach, entrance exam services, retention support, and tutoring initiatives. New and transfer students will meet with SSC staff to develop their degree plans. The Student Success Center has a suite of offices located in the north area of the Education/Administration Building on the CMN campus. The SSC is open Monday through Friday from 8:00 a.m. to 5:00 p.m. For more information contact the SSC at 918-549-2833.

THE JOURNEY BEGINS NEW STUDENT ORIENTATION

The Journey Begins orientation is designed to empower freshman and transfer students with knowledge of campus resources and services including tutoring, student organizations, Raven's Nest Bookstore information, meal plans, and much more.

The Journey Begins is held before the beginning of each trimester to provide students with an opportunity to meet CMN staff/faculty and other students before classes begin. For more information, contact the Learning Center at 918-549-2848.

HEALTH AND WELLNESS SERVICES

CMN Health and Wellness Services are located in the CMN Education/Administration Building. The services focus on providing case management to connect students with counseling on behavioral and mental health issues, including community outreach, and referrals.

These services provide prevention and awareness programs that will increase a student's knowledge, provide mental health health screenings, and access to CMN's Health Shelf and the Hompetv Torketv (food pantry). The Health Shelf provides students with hygiene needs at no cost to students. The Hompetv Torketv (food pantry) provides students with food and snacks at no cost.

HEALTH REFERRAL

Information regarding health services is available to students through the CMN Health and Wellness office. The college does not provide medical services. Therefore, it is the student's responsibility to make his or her own medical arrangements. For immediate first aid assistance, contact the CMN Security Office. First Aid kits are available throughout the College of the Muscogee Nation facilities.

COUNSELING SERVICES

Information regarding counseling is available to students through the College of the Muscogee Nation's Health and Wellness Services or the Dean of Student Affairs.

Licensed, professional counseling services are available at local agencies or the Muscogee (Creek) Health Administration – Behavioral Health. Further information and appointment scheduling may be obtained by calling MCN Behavioral Health at 918-758-1910.

Crisis behaviors include homicidal or suicidal ideations. If a student threatens to harm themselves or others, contact CMN Security at (918) 758-8410 or Lighthorse Police at (918) 732-7800, as soon as possible.

Additional emergency contacts:
After Hours Emergencies (MCN Tribal facilities) 1 (800) 219-9458
National Suicide Prevention 1 (800) 273-TALK (8255)
Reach Out Hotline (mental health/substance abuse) 1 (800) 522-9054

SUBSTANCE ABUSE COUNSELING
Information for drug and alcohol abuse counseling is available through the CMN Health and Wellness Services and the Dean of Student Affairs. CMN employees and students may receive drug and alcohol counseling, treatment, rehabilitation, or reentry programs through community resources. More information is available in the Student Resource Handbook (available in the Health and Wellness office) and the local telephone directory.

STUDENT DISABILITY SERVICES
CMN is committed to making learning accessible to all students. We coordinate our efforts in making accommodations necessary for student learning. The office of Student Affairs provides accommodations, referrals, and/or support for students with documented physical disabilities. Services may include assistance with college procedures, adaptive equipment, and auxiliary aids. For more information, contact the Dean of Student Affairs at 918-549-2817.

The office of Academic Affairs is the designated office to request academic accommodations. For more information on academic accommodations please contact the Dean of Academic Affairs at 918-549-2806.

It is the responsibility of the student to bring forth documentation establishing a disability before services can be initiated. (See the Academic Accommodations section).

FIRST AID/ACCIDENTS
All emergencies, accidents, or incidents should be immediately reported to CMN Security at 918-758-8410. Security Officers will notify the appropriate parties and 911 as needed. First Aid kits and emergency AED defibrillators are located in all CMN buildings. Due to safety reasons, CMN staff and faculty are not permitted to distribute over the counter/oral medications of any kind to students or campus visitors.

FOOD SERVICES
Located in the CMN Student Center, the Core Values Café offers affordably priced meals and beverages. Dining is available seven days a week, Monday through Sunday, except for periods of campus closure which include Christmas Break, Thanksgiving Break, and other breaks indicated by the College of the Muscogee Nation. Resident student meal plans are available in a 20-meal plan and a commuter meal plan. Non-residential students, visitors, faculty, and staff may dine at The Core Values Café at nominal cost. Cash, student meal card and credit cards are accepted.

The Core Values Café Hours of Operation:
Monday through Friday –
Breakfast-7:30 a.m.- 9:00 a.m.
Lunch-11:00 a.m.-1:30 p.m.
Dinner-4:00 p.m.-7:00 p.m.

Saturday –
Breakfast: 9:00 a.m.-10:00 a.m.
Lunch-11:00 a.m.-1:30 p.m.
Dinner-4:00 p.m.-7:00 p.m.
Sunday: No breakfast served.
Lunch: 11:00 a.m.-1:30 p.m.
Dinner: 4:00 p.m.-7:00 p.m.

Students with food allergies or special dietary needs should submit a request to the Food Services Supervisor in order to make special arrangements 918-549-2836.

Vending machines are available in the Education/Administration building, the Student Center, and the student housing laundry facility. Food services are provided in the Café.

HOUSING
CMN offers on-campus housing with 25 units designed to provide students with a safe and comfortable living experience. CMN housing is staffed with a highly qualified Resident Manager and Resident Assistants to ensure students' rights and responsibilities are upheld. For more details of policies and procedures refer to the CMN Student Housing Handbook located on our website at http://www.cmn.edu.

LOST AND FOUND
Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost articles. Any articles that have been found can be given to security at the security office located in the Student Center.

STUDENT IDENTIFICATION CARDS
All students must have an official College identification card. College of the Muscogee Nation students will be issued a CMN photo identification card upon admission to the college. Students may use cards to access certain facilities and services. The card should be carried by the student at all times for identification. A fee of $15.00 is charged for replacement cards.

TOKNAWV VNICKV 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. Financial Aid staff is available at CMN to assist students with questions. For office hours, advising hours for walk-ins and to schedule an appointment please contact 918-549-2800 or refer to the CMN Consumer Information Guide located on our website at http://www.cmn.edu.

FINANCIAL AID OVERVIEW
Application Process for Financial Aid: All degree/certificate-seeking students enrolled at CMN are encouraged to fill out the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by CMN for enrolled students.

The College of the Muscogee Nation Scholarship and/or Tuition Waiver/Grant is processed by CMN. You can complete your FAFSA by going to the FAFSA website at studentaid.gov. CMN's school code is 042249.

Some students will be selected for verification, a process that requires students

to provide more information to the Financial Aid & Scholarships office. If a student is selected for verification, he or she will be notified by the Financial Aid & Scholarships office.

CMN Scholarship (for documented members of the Muscogee Creek Nation) and/or Tuition Waiver Applications (for American Indian students who are enrolled in Federally-recognized tribes) are available both online and in the application packet. An application packet is given to prospective students when they meet with an advisor or representative of the College of the Muscogee Nation.

CMN is available to assist students with financial aid forms, if necessary. To request assistance, contact the Financial Aid Coordinator at the College of the Muscogee Nation, at 918-549-2811 or via email at: financialaid@cmn.edu.

For more information, view the Introduction to the Financial Aid Office and Financial Aid Application and Forms 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, College of the Muscogee Nation Scholarships and CMN Tuition Waiver/ Grants are available through contributions and endowments to the College of the Muscogee Nation 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 and Scholarships office.

LOAN PROGRAMS

College of the Muscogee Nation Board of Regents has voted that CMN will not participate in the William D. Ford Direct Loan Program.

College of the Muscogee Nation does not participate in any Alternative Loan programs. We discourage students from borrowing loans and do not market them in any way. We do not have a preferred lender list or any preferred lender arrangements.

Borrowing Student Loans is discouraged at the College of the Muscogee Nation. However, we recognize that in some situations, this is necessary. Please see the Financial Aid Coordinator at the College of the Muscogee Nation to discuss eligibility for loans.

CONTINUING STUDENTS

Reapply each year using the electronic FAFSA renewal application at studentaid.gov and is available beginning in October 1 for the following school year.

TRANSFER STUDENTS

Contact the CMN Financial Aid Office if you have already filed for financial aid. Otherwise, the procedure to follow is the same as “Continuing Students.”

FINANCIAL AID AWARD LETTERS
After the student has completed their FAFSA and verification, the student's aid can be processed. Once processed, CMN will notify the student through 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 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 (R2T4)
According to federal regulations, a return of Title IV funds calculation must be completed for any recipient of Title IV grant or loan assistance who completely withdraws (officially, un-officially, administratively) or fails all course work from a period of enrollment or stops attending class before completing 60% of the trimester. This calculation determines the amount of financial assistance the student earned and is based on the date the student began the withdraw process, officially notified the institution of the intent to withdraw, was administratively withdrawn, or unofficially ceased attendance.

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.

NOTICE OF FINANCIAL AID PENALTIES FOR DRUG VIOLATIONS
A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. A school may verify this if there is conflicting information. Please view the Notice of Financial Aid Penalties for Drug Violations in the CMN Consumer Information Guide located on our website at http://www.cmn.edu.

REGISTRATION

Students register for courses during the registration period prior to the beginning of each trimester. For reference, the CMN Catalog contains degree plans for all majors/certificates. New and transfer students (with less than 30 credit hours) will meet with Student Success Center staff. After 30 credit hours, students must meet with his/her degree program advisor. For a complete listing of the Registration policy, see the CMN Catalog located on our website at http://www.cmn.edu.

Eligibility for Registration
Students must meet certain eligibility requirements before they may proceed with registration. In order for a student to register, he or she must have a zero balance on his/her Bursar's Account. If a student has an outstanding obligation a "hold" will be placed on the student's educational records. The hold will prohibit the student from registering in the future and the student will not be able to receive a grade report or transcript until the obligation is finalized.

PREREQUISITES
Courses designated as prerequisites in the CMN Catalog or in the CMN degree plans will be considered satisfactorily completed with the attainment of a grade of "D" or better. Courses listing a need for prerequisites cannot be taken unless the student has satisfactorily completed all applicable prerequisites.

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, they will be assigned an advisor to develop a plan of study. The plan of study must be approved by a CMN Representative. The approved plan of study will be maintained in the Student Information System stored in the student's academic file in the CMN Registration Office. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for checking prerequisites 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 Registrar. In all cases, the final degree audit must be submitted to the Registrar prior to the completion of the trimester.

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 with defining career goals, encouraging awareness of cultural and social opportunities available to them, and assisting with critical-thinking skills. Advisors will assist students in choosing a degree program.

COKV-HECKV VKERKV 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.

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

For a complete listing of the grading policy see the CMN Catalog located on our website at http://www.cmn.edu.

ACADEMIC WARNING
As a cautionary warning of possible academic progress difficulties, students who have attempted 30 or fewer credit hours and have a cumulative GPA between 1.7 and 2.0 will be placed on Academic Warning. For the complete policy on Satisfactory Academic Progress see the CMN Consumer

information Guide located on our website at http://www.cmn.edu.

ACADEMIC SUSPENSION
Any student placed on academic probation the previous trimester and fails to raise his or her GPA to 2.0 or the required cumulative level will be suspended from CMN for one trimester. For the complete policy on Satisfactory Academic Progress see the CMN Consumer Information Guide located on our website at http://www.cmn.edu.

ACADEMIC SUSPENSION APPEAL
A student may appeal Academic Suspension in writing, citing circumstances that led to the suspension or the reason(s) an appeal of the suspension should be considered. A student who wishes to appeal must complete an *Academic Suspension Appeal Form* from the Office of Academic Affairs. For the complete policy see the CMN Consumer Information Guide located on our website at http://www.cmn.edu.

ACADEMIC PROBATION
If a student's appeal is approved, involving academic suspension, then the student will be placed on Academic Probation. A student must bring his or her GPA up to a 2.0 in regularly graded course work at the end of the next trimester to continue as a student. If the GPA is not increased, the student will be immediately placed on Academic Suspension and not reinstated for one trimester. For the complete policy on Satisfactory Academic Progress see the CMN Consumer Information Guide located on our website at http://www.cmn.edu.

COKV-HECKV RESPOYETV GRADUATION

Students at CMN must request a degree check the trimester before graduation from 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. For a complete listing of the Graduation policy see the CMN Catalog located on our website at http://www.cmn.edu.

GRADUATION CEREMONY, ATTIRE, AND ANNOUNCEMENTS
Caps and gowns as well as printed announcements are provided to all graduates. Students will be recognized at the commencement ceremony with the College of the Muscogee Nation graduation stoles, in accordance with the graduation requirements listed in the CMN Catalog.