

2025-2026
CATALOG



Mvskoke Etlwv Nakcokv Mvhakv Svhlwecvt

The College of the Muscogee Nation

Academic Achievement, Native Values.

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT

This Catalog offers information about CMN's academic programs and services offered by the College of the Muscogee Nation. This document is as accurate as possible, although on occasion, information may change throughout the academic year. Circumstances may prompt changes in policies and services, requiring catalog revision. Such changes authorized by CMN apply both to prospective students and to those previously enrolled unless the latter are specifically exempted.

The current and official information may be found on the CMN website, cmn.edu.

Catalog revision date: April 2025. The most recent revision will be posted on the CMN website at cmn.edu.

CMN information is available online at the following links:

Main Page	cmn.edu
Admissions	cmn.edu/Admissions
Catalog	cmn.edu/catalog
Degree and Certificate Programs	cmn.edu/degrees



cmn.edu | 2170 Raven Circle | PO Box 917 | Okmulgee, OK 74447 | 918.549.2800

Message from Our President



Board of Regents

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Chair

Dr. Dean Hughes, Ed.D
Vice Chair

Pandee Ramirez, J.D.
Secretary

Sharon Mouss, M.S.
Member

Bruce Douglas, M.S.
Member



Hensci,

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, newly renovated cafeteria and dining room, science lab, additional classrooms, tutoring lab, Turtle Lodge, Student Success Center, and seminar space. Student housing features 21 two-bedroom units, accommodating 84 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 this Catalog to you as your guide to success at CMN. If you have questions or want more information about CMN, please call us at (918) 549-2800 or visit our campus located at 2170 Raven Circle, just off University Boulevard, in Okmulgee, Oklahoma.

This is a very exciting time 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



2025-2026 Academic Calendar

	<u>Fall 2025</u>	<u>Spring 2026</u>	<u>Summer 2026</u>
Registration Open	April 21 – Aug 18	Oct 27 – Jan 5	Mar 9 – May 11
Application Deadline	Aug 18	Jan 5	May 11
CLASSES BEGIN	Aug 25	Jan 12	May 18
Last Day to Add Course	Aug 27	Jan 14	May 20
LABOR DAY HOLIDAY	Sept 1		
MEMORIAL DAY HOLIDAY			May 25
Last Day to Drop with Refund	Sept 5	Jan 23	May 29
Last Day to Withdraw with W (1 st Half)	Oct 3	Feb 20	June 26
Mid-Trimester	Oct 13	Mar 2	June 22
Second Half Begins	Oct 20	Mar 9	June 29
CREEK FESTIVAL HOLIDAY			June 29
INDEPENDENCE DAY HOLIDAY			July 4
MUSCOGEE NATION SOVEREIGNTY DAY			July 9
SPRING BREAK		Mar 16-20	
Last Day to Withdraw from full trimester with W	Nov 7	Apr 2	July 10
VETERAN'S DAY HOLIDAY	Nov 11		
NATIVE AMERICAN DAY	Nov 18		
THANKSGIVING HOLIDAY	Nov 24-28		
GOOD FRIDAY HOLIDAY		Apr 3	
Last Day of Class	Dec 12	May 1	July 24
GRADUATION		May 1	
Grades Due	Dec 16	May 5	July 28

Table of Contents

MESSAGE FROM OUR PRESIDENT	1
2025-2026 ACADEMIC CALENDAR.....	2
GENERAL INFORMATION	5
MISSION STATEMENT	5
CULTURAL CONTEXT	5
VISION STATEMENT	5
CORE VALUES.....	5
GOALS.....	5
HISTORY OF THE COLLEGE.....	6
OFFICIAL SEAL/LOGO	6
BOARD OF REGENTS.....	6
LOCATION	6
ACCREDITATION	6
AIHEC.....	6
SEXUAL ASSAULT AND HARASSMENT POLICIES; TITLE IX POLICY	6
NOTICE OF NON-DISCRIMINATION	7
DRUG AND ALCOHOL ABUSE PREVENTION POLICY	7
STUDENT RIGHT TO KNOW.....	7
DISCRIMINATION POLICIES.....	7
STUDENTS WITH DISABILITIES	7
ADMISSIONS.....	8
ADMISSIONS CATEGORIES.....	8
GENERAL ADMISSIONS.....	8
NON-DEGREE SEEKING	9
SPECIAL ADMISSIONS (NON-DEGREE SEEKING)	9
CONCURRENT ENROLLMENT (NON-DEGREE SEEKING).....	9
TRANSFER STUDENT	10
READMISSIONS.....	10
INTERNATIONAL STUDENT	10
GENERAL POLICIES	11
ACADEMIC PROFICIENCY	11
TRIBAL VERIFICATION	12
FINANCIAL ARRANGEMENTS.....	12
NEW STUDENT ORIENTATION	12
BRIDGE CAMP PROGRAM	13
VACCINATION REQUIREMENTS	13
NON-ACADEMIC CRITERIA FOR ADMISSIONS.....	13
INCARCERATED APPLICANTS	14
REGISTRAR	14
ENROLLMENT INFORMATION	14
RECORDS.....	14
ADDING OR DROPPING A COURSE	15
OFFICIALLY WITHDRAWING FROM COLLEGE	15
UNOFFICIAL WITHDRAWAL.....	16

ADMINISTRATIVE WITHDRAWAL	16
AUDITING COURSES	16
COURSE ATTENDANCE.....	16
LEAVE OF ABSENCE	16
TRIMESTER LOAD	17
CREDIT HOURS.....	17
CLASSIFICATION	18
COURSE NUMBERS.....	18
DEGREES AWARDED	18
CERTIFICATES AWARDED.....	18
TRANSFER OF COURSE CREDITS.....	18
TRANSFER OF CREDIT	18
ADVANCED STANDING CREDIT	19
GRADES	19
GRADE CORRECTIONS.....	20
GRADE APPEALS	20
GRADUATION REQUIREMENTS	20
GRADUATION WITH HONORS	21
HONOR ROLL	21
ACADEMIC REGULATIONS.....	21
ACADEMIC SUSPENSION APPEAL	21
READMISSIONS OF SUSPENDED STUDENTS.....	21
COURSE REPEAT POLICY.....	21
FERPA/PRIVACY ACT	22
ACADEMIC.....	24
PHILOSOPHY OF GENERAL EDUCATION.....	24
PHILOSOPHY OF ASSESSMENT OF STUDENT LEARNING.....	24
GENERAL EDUCATION.....	24
PLAN OF STUDY	25
ACADEMIC ADVISEMENT	25
INSTITUTIONAL LEARNING OUTCOMES	25
GENERAL EDUCATION LEARNING OUTCOMES	26
PROGRAM OUTCOMES.....	26
<i>CRIMINAL JUSTICE</i>	26
<i>GAMING</i>	26
<i>CERTIFICATE IN GAMING</i>	26
<i>GENERAL STUDIES</i>	26
<i>NATIVE AMERICAN STUDIES</i>	26
<i>CERTIFICATE IN MYSKOKE LANGUAGE STUDIES</i>	27
<i>CERTIFICATE IN MYSKOKE LANGUAGE TEACHER EDUCATION</i>	27
<i>NATURAL RESOURCES</i>	27
<i>TRIBAL SERVICES</i>	27
<i>CERTIFICATE IN TRIBAL LEADERSHIP</i>	27
BURSAR.....	28
GENERAL POLICIES	28

PAYMENT OF ACCOUNT	28
SERVICES	28
STUDENT ID CARDS	28
PARKING PERMIT	29
COST OF ATTENDANCE.....	29
TUITION AND CHARGES POLICY	30
CREDIT BALANCE	30
FINANCIAL AID.....	30
APPLICATION PROCESS	30
GENERAL TITLE IV, HEA STUDENT ELIGIBILITY REQUIREMENTS.....	30
TYPES OF FINANCIAL AID	30
SCHOLARSHIPS	30
LOAN PROGRAMS.....	31
FINANCIAL AID AWARD LETTERS	31
FINANCIAL AID DISBURSEMENT.....	31
SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS	31
RETURN OF TITLE IV FUNDS.....	31
TRANSFER STUDENTS.....	31
STUDENTS WITH A PREVIOUS DEGREE	32
VETERAN’S AFFAIRS BENEFICIARIES	32
COLLEGE SERVICES.....	32
ASSESSMENT AND TESTING	32
STUDENT SUCCESS CENTER	32
STUDENT WORK OPPORTUNITIES.....	32
RAVEN’S NEST BOOKSTORE	33
TEXTBOOKS	33
FOOD SERVICES	33
COMPUTER RESOURCES	34
CMN EMAIL	34
ONLINE CLASSROOM.....	34
STUDENT PORTAL	34
CMN HELP SYSTEM.....	34
RAVEN APP	35
RAVEN ALERTS	35
LIBRARY	35
HEALTH AND WELLNESS SERVICES	35
PUBLIC SAFETY	36
STUDENT LIFE	36
STUDENT ACTIVITIES	36
CONDUCT.....	36
STUDENT COMPLAINTS	36
HOUSING.....	37
STUDENT SUCCESS CENTER	37
THE LEARNING CENTER.....	37
CO-CURRICULAR ASSESSMENT	37
TOBACCO-FREE CAMPUS	37
COURSE DESCRIPTIONS	46

ADMINISTRATION AND FACULTY.....	62
BOARD OF REGENTS	62
COLLEGE ADMINISTRATION	62
DEGREE PROGRAM COORDINATORS	62
FACULTY	62
COLLEGE GLOSSARY TERMS.....	64



General Information

Mission Statement

The College of the Muscogee Nation is the institution of higher education for the Muscogee (Creek) Nation emphasizing native culture, values, language and self-determination. The College provides a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and offers exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of the Muscogee Nation encourages lifelong learners, for personal growth, professional development, and intellectual advancement.

Cultural Context

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

Vision Statement

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

Core Values

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

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

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

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

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

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

Goals

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

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

History of the College

The College of the Muscogee Nation (CMN) is a tribal college created on September 1, 2004, by the Muscogee Nation Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a board of regents. Prior to the tribal college offering its first classes in the fall trimester of 2004, the National Council passed a resolution expressing support for the CMN with the cooperation of the Oklahoma State University system. An institutional charter was drafted, and by-laws were adopted as the organic documents to organize the College governance and administration. While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation.

Official Seal/Logo

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



Board of Regents

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

Location

The CMN campus is located on Loop 56 in Okmulgee, Oklahoma. The Education/Administration Building, CMN administrative and classroom facilities are located at 2170 Raven Circle, Okmulgee, OK 74447. The administrative office hours of operation are Monday through Friday, 8:00 am to 5:00 pm.

Admissions, Registration, Student Success Center, Academic Advisors, and bookstore will be available until 6:00 p.m. on the first two nights of classes each trimester.

Accreditation

College of the Muscogee Nation is accredited by the Higher Learning Commission.



AIHEC

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

Sexual Assault and Harassment Policies; Title IX 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](#).

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, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to, Admissions, employment, financial aid, and educational services, activities, or services. For more information, refer to the Annual Campus Crime Awareness/Security Report and Fire Safety Report on the CMN website, or visit the Dean of Student Affairs.

Drug and Alcohol Abuse Prevention Policy

The College of the Muscogee Nation is committed to a standard of conduct that prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises as well as any college-sponsored activity or event on or off campus. For more information refer to the CMN Drug and Alcohol Prevention Program located on the CMN website.

Student Right to Know

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

Discrimination Policies

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

Students with Disabilities

CMN complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. CMN will provide reasonable modifications and /or accommodations for students with disabilities depending on the student's needs. If you are interested in attending CMN and are in need of accommodations, you may schedule an appointment with the dean of student affairs. For further details, please refer to the Consumer Information Guide at cmn.edu under the heading "Facilities & Services Available to Students with disabilities."

Admissions

This Admissions policy defines the requirement for individuals who wish to enroll at College of the Muscogee Nation (CMN). CMN is an open-enrollment institution. That means any person, Native or non-Native, who is sixteen years of age or older and meets the criteria is eligible for enrollment at the college. Students can apply online at cmn.edu/apply or in person at the Office of Admissions. All transcripts must be official from the issuing school or institution and sent directly to the Office of Admissions. To ensure the transcripts are official, students must have the issuing school or institution send the electronic transcript directly to Admissions@cmn.edu or by mail. Electronic transcripts can be sent to Admissions@cmn.edu or mailed to CMN 2170 Raven Circle Okmulgee, OK. 74447.

Application Deadline

The application deadline to apply and register for classes is one week prior to the start of each term. This allows ample time for students to receive the support they need and ensures a smooth transition into the term. Applications and all required documents must be submitted prior to the deadline. This includes a completed application and all required documents for Admissions. Please note that students are not allowed to enroll once the term begins.

Admissions Categories

All applicants seeking Admissions to the College of the Muscogee Nation must apply for Admissions. They must complete and sign all forms and submit any additional requirements before being admitted to CMN. Once an application is received, applicants will be admitted to one of the following categories. Descriptions are as follows:

- General Admissions – First enrollment at CMN degree-seeking or certificate programs
- Non-Degree – students who wish to take classes and not seek a degree
- Special Admissions – 9 credit hours without submitting academic credentials
- Concurrent Enrollment – students who want to earn college credit while in high school (Junior- starts the summer after the sophomore year is completed; Senior- starts the summer after the junior year is completed) must be sixteen years of age or older
- Transfer Student – attended another institution and has more than 24 credit hours
- Re-Admissions – students who wish to return, who have been away for more than two consecutive terms
- International Student – students from another country other than the United States

General Admissions

To be eligible for General Admissions, the student must provide the following:

- Complete application
- Enrollment agreement
- Official high school transcript from an accredited high school (or)
- GED, HiSET, TASC, state-sanctioned test or diploma-equivalency certificate recipient: must submit official scores (or)
- Individuals who home study at the secondary level, as defined by state law, must submit a high school transcript. Non-recognized accredited or unaccredited high schools: these students may or may not be eligible for Title IV, HEA Funds, state aid, or institutional scholarships,
- Non-high school graduates are not eligible for Title IV, HEA funds, or state aid and may not be eligible for institutional scholarships
- Proof of academic proficiency as explained under “Academic Proficiency”
- Official college transcripts from each college attended (if applicable)

- Vaccination records (online certificate program excluded)
- Copy of legal identification (driver's license, social security card, or birth certificate and photo ID)
- Copy of tribal verification (if applicable, for details see “Tribal Verification”)

CMN does not admit under the “Ability to Benefit” criteria. CMN does not accept diplomas.

Non-Degree Seeking

Non-degree seeking students are students taking classes who have not selected a degree. These students fall under the General Admissions requirements unless declared special or concurrent enrollment.

Special Admissions (Non-Degree Seeking)

Students who wish to enroll in courses without intending to pursue a degree may be permitted to register in no more than nine credit hours without submitting previous transcripts. Academic proficiency (see academic proficiency) and prerequisite verification (see appropriate course description) may be required before enrolling in selected courses. Students seeking only cultural enrichment courses may enroll in up to 18 credit hours without submitting academic credentials.

- Complete application
- Enrollment agreement
- Proof of academic proficiency as explained under “Academic Proficiency” (depended on course)
- Vaccination records (excludes online courses)
- Copy of legal identification (driver's license, social security card, or birth certificate and photo ID)
- Copy of tribal verification (if applicable, for details see “Tribal Verification”)

Once a student has completed nine credit hours, the student is required to meet the general or transfer Admissions criteria to enroll in additional coursework. Retention standards will be followed. These students may or may not be eligible for Title IV, HEA Funds, state aid, or institutional scholarships; please see the Financial Aid Office for details.

Concurrent Enrollment (Non-Degree Seeking)

Concurrent enrollment at CMN allows high school, home study, or unaccredited high school students to take college-level courses while still in high school. These students are referred to as concurrent students.

To be considered for Admissions, a student must have the following:

- Minimum composite score of 19 ACT, Pre-ACT (10th grade), 990 SAT, PSAT (**or**)
- Have a high school GPA of 3.0 or higher on a 4.0 scale
- Be a junior or senior 16 years of age or older
- Approval to enroll by a high school counselor/admin; home study by parent/legal guardian
- Permission to enroll from a parent(s) or legal guardian

Enrollment Requirements

- Complete application
- Enrollment agreement
- Vaccination records (excludes online courses)
- Copy of legal identification (driver's license, social security card, or birth certificate and photo ID)
- Copy of tribal verification (if applicable, for details see “Tribal Verification”)
- Concurrent Signature form (re-submit each term)
- Official high school transcript (re-submit each semester after grades are posted)
- High school schedule (re-submit each semester)
- Official college transcripts from each college attended (if applicable)
- Proof of academic proficiency, as explained under “Academic Proficiency.”

- Multiple measures may not be considered for concurrent students except in rare instances
- Concurrent students may not enroll in remedial coursework except for the summer term following their senior year

Students may enroll only in those subject areas where they have proven academic proficiency. For continued enrollment, the concurrent student must maintain a 2.0 or higher GPA in subsequent terms. Concurrent students not meeting enrollment requirements due to rare circumstances can contact the Admissions office to see if an exception may be considered.

Course workload - A concurrent student may enroll in a combined number of high school and college-level courses per term, not to exceed a course workload of 19 credit hours (excluding non-academic courses, such as athletics, band, etc.). One-half of the high school unit for calculating workload shall be equivalent to three credit hours of college work.

Transfer Student

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

- Complete application
- Enrollment agreement
- Official High School transcript (if less than 24 transfer credit hours)
- Proof of academic proficiency as explained under “Academic Proficiency”
- Official transcripts of record from all colleges and universities attended
 - If enrolling in a certificate program with a bachelor’s or higher, you will only need a copy of the awarding college transcript

Transcripts of records from institutions not accredited by a regional association may be considered for transfer when appropriate to the student’s degree program and when the CMN Registrar has had an opportunity to validate the courses or programs.

If academic status changes from the student’s initial program division of a certificate program at CMN to a degree program, student will need to initiate a transcript check to evaluate transfer credits, as credits may then apply to the degree program the student is transferring into from the initial time of application.

See the Office of the Registrar to determine the transferability of courses from another institution.

Readmissions

Students who have attended CMN previously but have not attended within the last two terms must submit new Admissions paperwork to CMN including:

- Complete application
- Enrollment agreement
- Official transcripts of record from all colleges and universities attended since the last date of attendance

International Student

An international student is “a student who is, or will be, in the U.S. on a student visa.” International students must meet academic performance standards equivalent to those required by domestic students. All students for whom English is a second language shall be required to present evidence of proficiency in the English language before Admissions to the college.

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

1. Have graduated from high school (equivalent to a U.S. high school diploma) or secondary school
2. Can show English proficiency in any of these ways:
 - a. TOEFL internet-based score of at least 61*
 - b. TOEFL computer-based score of at least 173
 - c. TOEFL paper-based score of at least 500
 - d. IELTS score of at least 5.5
(Above testing is only valid if taken within the last two years)
 - e. Native English speaker
3. Have submitted an application for Admissions and the General Admissions requirements.
4. Can show financial support for the estimated cost of attendance

Please be prepared to start the international Admissions process several months in advance to allow for formal VISA processing. These students may or may not be eligible for Title IV, HEA Funds, state aid or institutional scholarships. CMN does not participate in federal student loans.

Undocumented Immigrants

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

Deferred Student

Students meeting the 2012 Deferred Action criteria can apply at CMN. Students must submit paperwork to the Office of Admissions regarding their status and approval for Deferred Action from U.S. Citizenship and Immigration Services/Department of Homeland Security. These students may or may not be eligible for Title IV, HEA Funds, state aid, or institutional scholarships.

General Policies

High School Curricular Requirements

Fifteen units of high school coursework are required for college Admissions to public colleges and universities in the state system. High school curricular requirements have been established for students seeking Admissions to Oklahoma colleges and universities.

These include:

- 4 units of English (Grammar, Composition, Literature)
- 3 units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus statistics and probability, Calculus, Advanced Placement Statistics)
- 3 units of Laboratory Science (Biology, Chemistry, Physics, or any lab science certified by the school district;
- 3 units of History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non- Western Cultures)
- 2 additional units of computer technology, or two years of the same foreign language, or any advanced placement course, psychology, sociology, or any liberal arts and sciences courses.

Academic Proficiency

CMN students must demonstrate academic proficiency before enrollment in each subject area. Academic proficiency determines one's eligibility to enroll in specific courses or placement in remedial classes during a student's first term of enrollment. Cultural enrichment certificates and relevant courses may be excluded

from this requirement.

Students must prove academic proficiency in one of four ways:

1. Transferring credits that prove academic proficiency in a subject area; or
2. Submitting an ACT or Pre-ACT score of 19 or better in each subject area, or an SAT or PSAT score of 330 in Reading and Writing and 510 in Math, or a similar acceptable battery of tests or
3. Completing the ACCUPLACER Assessment and scoring at or above the institutional score for each subject area.

Writing	246
Reading	243
Arithmetic	234
College Algebra - AAF	222
Science (Read + Math)	Read 243 + QAS 234

Past placement testing may be accepted; see the Testing Center for details or

4. Additional academic information (multiple measures) may be considered, including but not limited to high school transcript, Bridge Camp performance, career goals, or CMN faculty-developed proficiency test. For more details, see your Academic Advisor. Multiple measures can be used at the advisor's discretion if course enrollment requirements are unmet due to unforeseen circumstances.

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

Tribal Verification

If applicants have native descent, they may provide the following acceptable documentation to verify tribal affiliation.

- Tribal citizenship cards are the preferred document for verification. If one cannot be provided, an official Certificate of Degree of Indian Blood (CDIB) card may be used to prove tribal affiliation.
- Direct descendants of an enrolled member of a tribe eligible for BIA educational benefits may provide official documentation of at least one-fourth degree Indian blood descendant of an enrolled member of a federally recognized tribe eligible for BIA education benefits, signed by the appropriate BIA agency or federally recognized tribe.

Financial Arrangements

Students are responsible for managing their accounts and settling balances with the Bursar's office before registering for the next term. Payment plans are available if needed.

New Student Orientation

Raven Ready is an exciting and essential orientation experience designed to prepare students for their first year at CMN. Offered in the fall trimester, this program provides incoming students with the opportunity to explore campus, meet fellow students, and gain valuable insights into CMN's services and student organizations. As part of Raven Ready, students will also complete a few mandatory requirements, including:

- Online Title IX Training
- Supplemental Student Information Survey

These must be completed during their first term of enrollment. Failure to do so will result in an enrollment hold, preventing students from registering for future classes until all requirements are met. Raven Ready ensures students are equipped with the knowledge and resources for a successful start to their academic journey.

Bridge Camp Program

The primary purpose of this program is to provide an enriching educational experience. By identifying academic strengths and areas for growth, the program enhances students' opportunities for academic success, ultimately helping them overcome deficiencies and progress to college-level courses. This program is offered at the start of the fall term each academic year.

Vaccination Requirements

Oklahoma law requires all new students to provide evidence of being immunized against Hepatitis B (three-shot series). In addition, new students born after 1957 must provide proof of immunization for measles, mumps, and rubella (MMR - two-shot series). If this information is not received during the student's first trimester, a hold will be placed on future enrollment until the requirement is met. The requirement shall not apply to students enrolling in online courses, in which the student is not required to attend class on campus. International students are required to provide evidence of tuberculosis immunity. Students living on campus may have additional requirements. Please refer to the Student Housing Handbook at cmn.edu or contact the Residence Manager.

Exemptions may be permitted for medical, religious, or personal objections. See the Admissions Office for more details. In a public health emergency and/or disease outbreak, CMN will take precautionary measures to ensure a safe and healthy environment. Precautionary measures may include students being prohibited from entering the campus for their protection and protecting the other students at the college. In addition, medical documentation may be required before returning to campus while appropriate agencies are contacted. Non-compliance with guidelines may result in disciplinary procedures and/or a hold on future enrollment.

Non-Academic Criteria for Admissions

CMN takes the following non-academic factors into account when deciding whether to admit an applicant:

- If the applicant has been suspended, expelled, denied Admissions, or denied Re-Admissions from any educational institution, or is currently facing pending disciplinary charges at any college, university or higher educational institution.
- If the applicant has pending felony charges or has been convicted of a felony in any state, country, or tribal jurisdiction.
- If the applicant has pending charges or has been convicted for offenses involving drugs (controlled substances), violence, firearms, weapons, or harm to others in any jurisdiction.

When any of these factors apply, CMN's Non-Academic Review Committee will evaluate the applicant's submitted documents to determine whether Admissions should be granted.

Applicants with the following conditions will be ineligible for Admissions at this time:

- Pending criminal charges
- Active arrest warrants
- Released from incarceration within the past year
- Currently enrolled in a drug court program
- For more information or to request a Non-Academic Review form, please contact the Admissions Office.

The applicant's court case must be fully resolved (closed) to be considered for Admissions. To request a Non-Academic Review Request form and obtain complete policy information, please email NAR@cmn.edu.

Additionally, a student with a felony conviction may face limitations in gaining employment in certain fields after earning a degree from CMN. Specifically, individuals with felony convictions may be ineligible for licensure or employment in law enforcement agencies or gaming facilities.

Incarcerated Applicants

An applicant is considered incarcerated if they are serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or any similar correctional facility, whether operated by the government or a contractor. However, an applicant is not considered incarcerated if they are in a halfway house, under home detention, or sentenced to serve only on weekends. Incarcerated individuals are not eligible for Admissions.



Registrar

Enrollment Information

Enrollment and other key dates are shown on the official *Academic Calendar* on page 2 of this document. Additional information can be obtained through the Admissions and Registration offices. The enrollment process for all new students starts with the Admissions office. The staff provides students with initial career information and academic advisement. After enrollment, an advisor works with the student outlining a plan of study and identifying course requirements. Students are urged to review their academic progress each trimester with an advisor from their department. Currently enrolled students may pre-enroll for the subsequent trimester during the final weeks of each trimester.

Records

Student academic records and grade reports for CMN courses are maintained in the Office of the Registrar. Students may obtain transcripts and registration materials through the office. Official transcripts can also be requested at cmn.edu at no cost. When additional copies of academic records are needed from institutions other than CMN, the student must contact the issuing institution. Once submitted, academic records and transcripts become a permanent part of the student's records at CMN and will not be returned.

Change of Enrollment Request Form

Active students changing enrollments, certificates, non-degree seeking to degree, may be required to submit additional documentation. If academic status changes from the student's initial program division of a certificate program or NDS at CMN to a degree program, student will need to initiate Enrollment Change Form to evaluate additional documentation.

Adding or Dropping a Course

- Students may, subject to maximum enrollment limitations, add courses during the first week of the trimester with the approval of their advisor or academic dean.
- Students may, subject to the Academic Calendar, drop course(s) with the approval of their advisor or the academic dean.
- Students must complete a *Course(s) Add/Drop Request* form through the Office of the Registrar prior to the add/drop deadline for the process to be complete.

For typical 15-week courses, any course dropped during the first ten business days of classes will have no transcript record. Any course dropped after the first ten days of classes and prior to the end of the 11th week will result in a grade of "W" being recorded on the student's transcript. After the beginning of the twelfth week of a 15-week trimester, a student may not withdraw from a course. A grade of "F" may be assigned (see definition of grading terms "F"). All deadlines are posted in the *Academic Calendar* on page 2. For courses of shorter duration, the above dates may vary. A course may not be dropped or withdrawn after a grade is assigned.

Officially Withdrawing from College

Policy

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

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

Procedure

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

1. Determine date of withdrawal;
2. Two calculations are performed:
 - a. The student's ledger card and established attendance are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, and scheduled attendance based on the payment period.
 - b. Calculate the school's refund requirement (see Return of Title IV Funds)
3. The student's grade record will be updated to reflect the final grade.
4. The College of the Muscogee Nation will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The Financial Aid Coordinator will provide the student with a notification explaining the Title IV, HEA requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based on the length of time the student was enrolled in the program, scheduled attendance, and the amount of funds the student received.

- b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

In the event a student decides to rescind their official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing their program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned.

Unofficial Withdrawal

Any student who does not provide official written notification of their intent to withdraw, fails to maintain satisfactory academic progress, fails to comply with the school's conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the College of the Muscogee Nation enrollment agreement, will be considered to have unofficially withdrawn.

Administrative Withdrawal

For the complete Administrative Withdrawal policy refer to the CMN Consumer Information Guide on the CMN website at cmn.edu.

Auditing Courses

Students auditing a class must obtain approval from the degree program coordinator and schedule the class as an audit through the Office of the Registrar. Fees for auditing are the same as fees for credit courses. No credit or letter grade will be given for courses audited. Procedures for auditing a course are administered by the Office of Admissions. No examinations or any other evaluation measures will be required or provided.

Persons auditing courses may not change their enrollment to credit after the add period ends. Students enrolled in courses for credit may change to audit status only during the period approved for dropping courses.

Course Attendance

College of the Muscogee Nation is not an attendance taking institution. **Not attending or participating in class can and will affect a student's financial aid.** If attendance in class cannot be documented by the instructor, a student will not be eligible for financial aid. Students are required to return all financial aid awarded if they are not attending or participating in class. For the complete attendance policy refer to the CMN Consumer Information Guide on the CMN website at cmn.edu.

Leave of Absence

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

1. The student must request the leave of absence in writing, signed, and dated to their advisor. The advisor will forward this to the academic dean. The academic dean has two to three business days to approve the LOA. The letter must clearly state the reason(s) for the requested leave of absence.

A student must apply in advance for the LOA unless unforeseen circumstances prevent a student from doing so. If approved the LOA begins on the date submitted to the advisor. The student is required to follow the CMN's policy in requesting the LOA.

2. There must be a reasonable expectation that a student will return from a leave of absence to continue their enrollment at CMN.
3. CMN only approves the student's request for an LOA in accordance with the College's policy.
4. CMN will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
5. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
6. If extenuating circumstances, e.g., pregnancy, bedridden, etc., exist, the LOA could extend the timeframe as long as the total does not exceed 180 days in any 12-month period.
7. Approved leaves of absence are viewed as temporary interruptions in a student's attendance. A student returning from an LOA must complete the term in order to be eligible to receive a second or subsequent disbursement.
8. If the student does not resume attendance at the school on or before the end of a leave of absence, the College treats the student as a withdrawal (for financial aid purposes only).

Procedure

- A. Upon receiving written notification from the academic dean that a student has been granted an official leave of absence, the financial aid officer will take the following steps:
 1. Recalculate cost of attendance based on months of actual enrollment to determine the total amount of financial aid eligibility for the academic year and, if necessary, correct resulting over-awards.
 2. Notify the student of the following: Student's last date of attendance; Beginning and ending dates of the approved leave of absence; revised cost of attendance and financial aid eligibility; revised graduation date, if applicable.
- B. If the student fails to return at the end of the federally approved leave of absence, the student will be considered to have withdrawn from CMN (for financial aid purposes only) as of the first day the leave of absence was granted. The financial aid officer will perform the following functions:
 1. The financial aid officer will perform refund/repayment calculations.
 2. The financial aid officer will promptly return any federal funds or student loan funds to lender(s) within 45 days of receipt of notification of the student's failure to return from the approved leave of absence.
 3. The financial aid officer will notify the academic dean and the advisor, if applicable, of the student's withdrawal status and the impact the withdrawal has on the student's financial aid award package.

Trimester Load

A full-time student carries a minimum load of 12 credit hours in the regular trimester. During shorter summer trimesters, a student carrying 9 credits is considered a full-time student.

A student should carry a normal load of 15-18 credit hours per regular trimester. This enrollment should lead to the successful completion of all associate degree requirements in four regular trimesters unless a trimester of remedial or high school equivalency coursework is needed. Students wanting to carry more than 19 credit hours per regular trimester must have the approval of their advisor and registrar.

Credit Hours

CMN assigns and awards credits to courses using commonly accepted practices that are consistent with the federal definition of the credit hour. A trimester hour of credit is given for a minimum of 800 minutes of instructional meeting time.

- Theory: One trimester credit hour requires a minimum of 800 minutes of instruction.
- Laboratory: One trimester credit hour requires a minimum of 1600 minutes of laboratory instruction.
- Theory/Laboratory: One trimester credit hour requires a minimum of 1375 minutes of combined class/laboratory instruction.
- Internship: One trimester credit hour requires a minimum of 2475 minutes of employer-supervised work time.

Classification

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

Course Numbers

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

Degrees Awarded

Associate of Applied Science in Gaming
 Associate of Arts in Native American Studies
 Associate of Science in Criminal Justice
 Associate of Science in General Studies
 Associate of Science in Natural Resources
 Associate of Science in Tribal Services

Certificates Awarded

Certificate in Gaming
 Certificate in Mvskoke Language
 Certificate in Mvskoke Language Teaching
 Certificate in Tribal Leadership



Transfer of Course Credits

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

Transfer of Credit

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

Transfer credit will not be evaluated until an official transcript from the issuing institution(s) has been

received by the Admissions and Registration offices. Although all courses may be transferred into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency. (See Graduation Requirements for further explanation.) The advisor may submit a “Substitution” form along with a course syllabus or course description to the Office of the Registrar with a copy to the Academic Dean.

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at accredited institutions of higher learning. The evaluation is based on course content, as described in the catalog of the institution. Evaluation of transfer credit may require documentation such as program requirements and course syllabi to determine acceptable transfer credit courses.

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

Advanced Standing Credit

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

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 Point

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

Symbols
A – Excellent
B – Good
C – Average
D – Below Average
F – Failure

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

AU - Audit status is used for students not interested in obtaining a course grade but who are enrolled simply to gain course information. The allowable time to change enrollment status from audit to credit is the last day

of the add period for each trimester. Students changing their enrollment status from audit to credit must meet institutional Admissions/retention standards as set by the State Regents. The allowable time to change enrollment status from credit to audit is the last day of the drop period for each trimester. AU will not contribute to a student's GPA.

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

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

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

Grade Corrections

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

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

Grade Appeals

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

Graduation Requirements

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

The minimum number of hours for graduation is 60 successfully completed credit hours (see individual degree requirements), excluding physical education activity, and preparatory or remedial courses ("0-level").

Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred:

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

Graduation with Honors

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

Honor Roll

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

Academic Regulations

Refer to the satisfactory academic progress policy located in the CMN consumer information guide on the CMN website at cmn.edu.

Academic Suspension Appeal

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

Readmissions of Suspended Students

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

Course Repeat Policy

A student may repeat a course and have only the second grade earned, whether lower or higher than the first

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

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

FERPA/Privacy Act

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

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

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

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

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

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the CMN in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the CMN who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review education record in order to fulfill their professional responsibilities for CMN.

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

administers FERPA is:

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

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

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

Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Non-Disclosure of Directory of Information" form, which is available from the Office of the Registrar. Please note two important details regarding place a "No Release" on your record: The College receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Having a "No Release" on your record will preclude release of such information, even to those people.

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

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

- To other school officials, including teachers, within the [school] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom that the conditions listed in §99.31(a)(1)(i)(B)(I)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the students seek or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to student's enrollment transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S.
- Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the conditions of the aid or enforce the terms and conditions of the aid. (§§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines that student is alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules and policies with respect to the allegations made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use of possession of alcohol or controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

Academic

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

Philosophy of General Education

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. The CMN program provides students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying educational experience at the College of the Muscogee Nation. Students complete general education requirements by the time they have completed course work for an associate degree.

Philosophy of Assessment of Student Learning

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

General Education

Courses and credit hours vary as determined by the academic program. Note that courses generally will be selected from the list that follows.

For specific requirements, see the appropriate degree plan.

Orientation College Cornerstone	1 hour	Mathematics Math for Critical Thinking College Algebra Business Math (See degree plan)	3 hours
English Freshman Composition I Freshman Composition II	6 hours	Behavioral Science Introduction to Sociology Introduction to Psychology	6 hours
Social Science US History to 1865 US History Since 1865 Native American Tribal Government US Government Introductory Psychology	9 hours	History US History to 1865 US History Since 1865	3 hours
Political Science U.S. Government Native American Tribal Government	6 hours	Communications Introduction to Speech Communications Small Group Communications (See degree plan)	3 hours
Science Biology General Physical Science Chemistry	8 hours	Computer Literacy Computer Literacy & Applications	3 hours
Humanities Humanities Beginning Mvskoke Language	6 hours	Electives Beginning Mvskoke Language Intermediate Mvskoke Language Advanced Mvskoke Language Native American Literature (See degree plan)	3-6 hours

Plan of Study

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

Academic Advisement

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

Institutional Learning Outcomes

Mvskoke Values

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

General Education Learning Outcomes

Global Awareness

Demonstrate social, cultural, and global responsibility.

Ethical Conduct

Demonstrate honesty and accountability.

Information Literacy

Utilize resources and information.

Communication

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

Critical Thinking

Evaluate information to reach valid conclusions.



Program Outcomes

Criminal Justice

The Criminal Justice Associate of Science degree is an academic program designed for students who are interested in the field of tribal law enforcement and the Justice System. Students develop knowledge in the law enforcement community and in areas of federal Indian law, state and tribal criminal and civil law.

Students completing the Criminal Justice Program will:

- Identify current federal, state and tribal laws.
- Apply current ethical standards.
- Evaluate the organization of Law Enforcement and the Justice System

Gaming

The Gaming, Associate of Applied Science, degree focuses on casino operations and a variety of specializations relating to marketing, management, hospitality and customer relations. Students will gain knowledge relating to management, supervision or customer service in tribal gaming. Students will develop a well- rounded educational experience that conforms to the highly specialized needs of tribal casinos and acquire knowledge applicable to Native American gaming law, Native American gaming regulations, and tribal casino operations.

Students completing the Gaming Program will:

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

Certificate in Gaming

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

General Studies

The General Studies Associate of Science degree is an academic program designed for students who are interested in a broad range of education with an emphasis on the core curriculum. Students develop knowledge of mathematics, sciences, writing, and communication.

Students completing the General Studies program will:

- Demonstrate mathematics and science skills in general education course work.
- Examine the techniques for effective writing.
- Evaluate general studies in relation to communication skills.

Native American Studies

The Native American Studies Associate of Arts degree program is a specialized degree focusing on Mvskoke language or Mvskoke studies with opportunity for alternative tribal courses. Students will develop an informed and tribal-specific appreciation for historical, cultural, and language issues within the broad social

contexts of Native North America. Native American Studies students develop a working knowledge to help preserve and record tribal history and strengthen culture and language.

Students completing the Native American Studies Program will:

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

Certificate in Mvskoke Language Studies

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

Certificate in Mvskoke Language Teacher Education

Students will develop the skills and knowledge to teach the Mvskoke language. Students will be exposed to updated curriculum development, utilization of digital resources, and examine teaching methods. This program will support the development of qualified teachers of the Mvskoke language.

Program Outcomes:

- Creation of a guided curriculum for participants which will aid them in developing the necessary teaching methods needed to converse and teach the Mvskoke language in a classroom or virtual setting.
- Creation of institutional tools to assess student learning in a classroom setting or virtual environment.
- Develop technology skills to teach the Mvskoke language in an effective digital format.

Natural Resources

The Natural Resources Associate of Science degree is an academic program designed for students who are interested in the field of conservation and sustainable agriculture. Students develop knowledge of the elements of the natural environment and aspects of conducting agribusiness.

Students completing the Natural Resources program will:

- Demonstrate the fundamentals of soil science, water resources, and ecology.
- Examine the practices of natural resources conservation and sustainability.
- Evaluate natural resources in relation to Indian land issues.

Tribal Services

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

Students completing the Tribal Services Program will:

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

Certificate in Tribal Leadership

This certificate program highlights leadership-related skills like communication, presentations, critical

thinking and problem-solving. Additionally, you will gain an understanding of the complex culture and history influencing modern Native American communities. The certificate curriculum is based on Native American cultural values and modern organizational management and leadership skills. It is designed to directly and intentionally address leadership characteristics and behaviors through a lens of our Native American worldview.

Program Outcomes:

- Demonstrate an understanding of effective leadership practices that are contextually situated and culturally framed.
- Examine the fundamental practices and issues of tribal politics.
- Examine strategies for facilitating collaborations, fostering partnerships, and building consensus for community development
- Design personalized leadership and project/program action plans for successful community development.

Bursar

General Policies

The Bursar's Office hours:

Monday through Friday, 8:00 AM to 5:00 PM, extended hours posted at the beginning of each term.

The Bursar staff may be reached by telephone at (918) 549-2827.

Payment of Account

Account balances are due on the first day of class each trimester. Accounts must be paid in full to enroll in subsequent trimesters. Transcript and enrollment holds will be placed on all student accounts with outstanding balances. Students using Chapter 31 or Chapter 33 Veteran's benefits will not have a hold placed on their account due to non-payment until they are notified of their outstanding balance after VA payment has been posted. If a student wishes to utilize these benefits, their eligibility must be verified by the first day of classes.

Payments may be mailed to:

**CMN-Bursar's Office,
P.O. Box 917,
Okmulgee, OK 74447**

Methods of payment accepted are cash, check, money order, and credit or debit card. **Do not mail cash payments.** Mailed payments should include the student's ID number.

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

Services

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

Student ID Cards

CMN issues each new student a photo identification card as part of the enrollment process. The student

should carry the card for identification. The first card is issued at no charge. Replacement cards are \$15 each at the Bursar's Office. These cards may be obtained in the Student Success Center.

Parking Permit

Each student and employee vehicle parked on campus is required to display a valid parking decal. These decals may be obtained at the Bursar's Office. The first decal is issued at no charge. Replacement and additional vehicle decals are \$15 each.

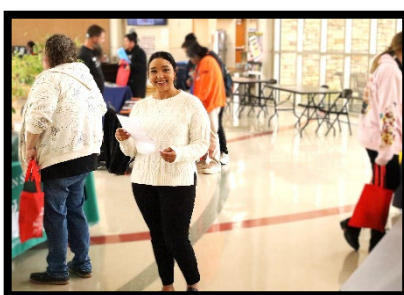
Cost of Attendance

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

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

<i>Academic Fees (Per Credit Hour)</i>	<i>Room and Board Fees</i>
Tuition	Housing Fee
\$146.50	\$1,815.00
Remedial Supplementary Fee	(\$1,210 during 10-week Summer)
\$18.50	Residential Meal Plan
Late Enrollment Fee (Flat Fee)	\$1,500.00
\$10.00	(\$1,000 during 10-week Summer)
Off-Campus Electronic Media Fee	Commuter Meal Plan (20 Meals)
\$25.00	\$100.00

Please note: Additional lab fees may apply to specific programs. Tuition and fees will vary based on program and are subject to change without notice. For a complete listing and description of fees, please visit CMN's website.



Tuition and Charges Policy

Tuition, fees, housing (if applicable), and meal plan charges are added to student accounts after the last day to drop with a refund, according to the academic calendar. If a **proper withdrawal** is made during the add/drop period, tuition will not be charged. If a student drops course(s) during the add/drop period, tuition charges will be adjusted accordingly. There will be no adjustment of tuition charges after the add/drop period. Bookstore charges (if applicable) are added to student accounts in accordance with bookstore policies, and prior to the first scheduled financial aid disbursement.

A student who enrolls in a course(s) and does not attend/participate by the conclusion of the add/drop period will be unregistered from courses and dropped from CMN. Students dropped for this reason will not be billed for the course(s) and are responsible for returning bookstore items within the return period. Failure to return items could result in bookstore charges being added to the student account.

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

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

Credit Balance

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

Financial Aid

Financial Aid consists of scholarships, grants, and part-time employment. The purpose of these programs is to assist students who, without such aid would be unable to attend college. CMN understands the importance of Financial Aid for students to ensure academic success. Financial Aid staff is available at CMN to assist students with questions. For information regarding office hours and advisement please refer to the CMN Consumer Information Guide located on our website at cmn.edu.

Application Process

View the Financial Aid Application and Forms, as well as the Introduction to the Financial Aid office section located in the CMN Consumer Information guide located on our website at 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 cmn.edu.

Types of Financial Aid

View the Financial Aid Programs section located in the CMN Consumer Information guide located on our website at cmn.edu.

Scholarships

Federal and State need and non-need based scholarships, Private scholarships, Tribal Scholarships, American Indian College Fund Scholarships, CMN Scholarships, and CMN Tuition Waiver/Grants are available through

contributions and endowments to CMN from the Federal government, state, tribal government, individuals, businesses, and foundations. For more information about other types of scholarships, please contact the CMN Financial Aid & Scholarships office or refer to the CMN Scholarship Resource Guide located on our website at cmn.edu.

Loan Programs

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

Financial Aid Award Letters

After the student has completed their FAFSA and verification, the student's aid can be processed. Once processed, CMN will notify the student through their official school e-mail and their student portal showing what type/amount of aid is available. It is important to remember that the award letter is only an estimate, and all aid is based on the availability of funds. There is no liability for any agency or the CMN to pay these awards.

Once the award letter notification is received the student will be able to log onto the 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 cmn.edu.

Satisfactory Academic Progress (SAP) Standards

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

Return of Title IV Funds

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

Transfer Students

Transfer students that have already completed a FAFSA through a previous school, must log back into the current FAFSA and put CMN's school code 042249 under the school code section, and re-submit. Transfer students also need to contact their previous financial aid office and cancel all existing aid. If you need assistance please visit the CMN Financial Aid & Scholarships office.

Students with a Previous Degree

Students who have received two associate's degrees, a bachelor's degree or higher, or a combination of the two must complete Institutional Consideration to determine financial aid eligibility.

Veteran's Affairs Beneficiaries

The contact person for questions regarding Veteran's Affairs beneficiaries is Lacey Azbell, Director of Enrollment Management. VA beneficiaries are not automatically certified. Students must request certification at the beginning of each term. Please contact (918) 549-2855 or lazbell@cmn.edu with inquiries.

College Services

Assessment and Testing

ACCUPLACER is a self-paced computerized assessment of Reading, Math, and Writing skills. The assessment can be taken on campus in the Student Success Center (SSC), located in the Administration building, weekdays between 8:30 a.m. and 1:30 p.m. Appointment is preferred, but not required and walk-ins are welcomed. The following policy applies to all students taking the ACCUPLACER assessment:

1. All examinations will be coordinated through the SSC and will cover the following areas: Reading, Math, and Writing skills.
2. Students will be allowed to take the exam for each subject up to three times.
3. Initial testing must be completed prior to enrollment and retesting must be completed within the first week of the trimester. Any changes in student's schedule due to retesting must be processed during the first week of the trimester. No retesting will be allowed after the fifth day of the trimester.

Student Success Center

CMN have dedicated advisors to assist students in making informed decisions regarding course loads and academic advisement, while offering college and career counseling, testing services, and retention support. They assist with planning for college transfers and developing individualized plans of study. Students are encouraged to meet with their advisor each term to ensure continued success and growth.

The SSC also offers career assessment and support career advising at all stages. Through personalized assessments, the SSC help students discover their competencies, interests, values, and personal characteristics, all of which inform students of career choices and enhance work performance. Students can improve their employability with hands-on support in crafting resumes, preparing for mock interviews, and engaging in one-on-one meetings designed to sharpen key skills.

SSC utilizes the latest trends and technology, including the Handshake networking platform, which connects students to a wealth of internships, job opportunities, and career advice. Through this platform, students can access student-centered job boards and engage with a wide range of career resources designed to enhance their success.

Student Work Opportunities

Internship employer-based internship experiences at CMN formally integrate academic study with work experience. The employer provides the student with a mentor available throughout the internship experience. Students can earn college credit and pay during the internship experience. Institutional Work-study program provides part-time employment for students. Current openings are posted at cmn.edu/jobs.

Raven's Nest Bookstore

The Raven's Nest Bookstore is located within the Student Center. Books and related academic resource materials required to complete coursework at CMN can be obtained, as well as class materials and supplies. The bookstore also offers gift items and sundry goods. For more information, contact the bookstore at 918-549-2834.

- Hours of operation are Monday- Friday: 8:00 a.m.- 4:30 p.m.
- The bookstore will be open until 6:00 p.m. the first two nights of classes each trimester.

Textbooks

Student textbook charges may be billed to the student's account. All payments on accounts are to be made to the Bursar, for payment methods and arrangements please refer to the Bursar.

- If a student is eligible, CMN Scholarship/Tuition Waiver will pay for textbooks required for CMN coursework; however, any textbook purchases made prior to one week of the beginning of classes will not be refunded by CMN, the CMN Scholarship, or the CMN Tuition Waiver/Grant.
- The bookstore offers full refunds on textbooks returned within one week of the term's start date. To qualify, books must be in their original condition and accompanied by the original sales receipt. All refunds will be processed through the original payment method used for purchase, whether cash, credit/debit card, or bursar account.
- Textbook sales begin one week before the start of classes and continue until the last day to drop classes for the term. Students must bring their printed class schedules and student I.D. to pick up their textbooks.

A textbook buy-back period is arranged at the end of each term for students who wish to sell their used textbooks. All books must be in good condition. The bookstore will pay up to 35% of the book's selling price. One-time use, out-of-print, and old editions will not be a part of the buyback. Current student I.D. is required for all buyback transactions.

Food Services

Located in the Student Center, The Core Values Cafe offers nutritious, affordably priced meals and beverages. Dining is available seven days a week, Monday through Sunday, except during campus breaks. During these times, when students are required to vacate student housing, dining services may be unavailable. This includes breaks such as Christmas, Thanksgiving, term breaks, and other scheduled breaks as indicated in the class schedule.

Resident student meal plans are available in a 20-meal plan; a commuter meal plan is also available and may be purchased at the Office of the Bursar.

The Core Values Café is open for dining to non-residential students, visitors, faculty and staff. Cash, student meal card and credit cards are accepted.

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:**
 - **Continental Breakfast**
 - **Lunch:** 11:00 a.m. - 1:30 p.m.
 - **Dinner:** 4:00 p.m. - 7:00 p.m.
- **Sunday:**
 - **No Breakfast**
 - **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 with a doctor's statement attached to the Food Services Supervisor to make special arrangements.

Computer Resources

Student computer resource access is vital to all students here at CMN. Students are encouraged to access online resources, academic journals, research databases, collaborate on group projects, communicate with instructors and peers, participate in online discussions or classes. Computers are located at the following:

Learning Center (Administration Building - AB)

- Open access computer lab available for all students.

Library (Student Center)

- A limited number of laptops and mobile hot spots are available for checkout.

Additional Computer Labs (Administration Building - AB)

- Two other computer labs with availability outside of scheduled classes.

CMN Email

All students at CMN will be provided with an email. Example, Firstname.lastname@cmn.edu.

CMN Email is the official way CMN will communicate with all students and serves as the method used to verify student identity for all college systems such as Online Classroom, Student Portal and other applications. Using this secure login method ensures that student privacy is protected with industry-standard security measures. To set up visit cmn.edu/activate.

Online Classroom

The Online Classroom is CMN's online learning management system. Students can access course materials, submit assignments, take quizzes, participate in discussions and communicate with their instructors and receive feedback on assignments. Before logging in to the Online Classroom for the first time, students must set up their CMN email account. Once they have established a secure password they will be able to log in to the Online Classroom with their CMN email and password. The Online Classroom is accessible at <https://cmn.edu/classroom>.

Student Portal

The student portal is a self-service system allows students to access their grades, view transcript information, request official transcripts, print class schedules, pay tuition online, view and update personal information, view financial aid information, and much more. Student portal is available at cmn.edu/portal.

CMN Help System

Help Desk can be reached for IT or Maintenance assistance at help.cmn.edu or (918) 549-2822. Help desk hours are Monday through Friday, 8 a.m. to 5 p.m.

Raven App

This notification app connects students and employees to campus information, activities and events. Students may join discussions, chat with friends and see their timetables. Raven app is available at cmn.edu/app.

Raven Alerts

The Raven Alert Notification System is an emergency messaging service. This system ensures campus safety and security by quickly communicating emergency information to all students and college personnel through phone calls, text messages, email notifications and campus audio broadcasts.

Library

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

Health and Wellness Services

Health and Wellness services offer resources and information to promote mental health, substance misuse prevention, and awareness to CMN students and the community. CMN values the health and well-being of our students and recognizes the prevalence of mental health struggles in college students. CMN Health and Wellness services aspire to eliminate the stigma connected to mental health by promoting a positive atmosphere that encourages students to advocate for themselves and strengthen self-efficacy.

Staff members are knowledgeable of Native American viewpoints of mental health services and can provide a sensitive approach to make students feel comfortable with seeking help.

Our services aim to assist in:

- **Case Management:** Connect students with counseling services for behavioral and mental health needs.
- **Listening and Exploration:** Helping students navigate challenges, exploring their feelings, and developing new skills.
- **Problem Solving:** Offering guidance and support to overcome obstacles and improve productivity.
- **Skill Development:** Empowering students to improve their emotional well-being and coping mechanisms.
- **Mental Health Screenings:** Assesses mood, behavior, and thinking patterns to identify potential signs of mental health disorder. Contact a CMN Case Manager to schedule a screening.

CMN's services are not suitable for serious mental health needs. In such cases, we will refer students to appropriate community services.

Students can visit our offices in person or schedule an appointment. Conversations are confidential with a few exceptions, such as:

- Court orders
- Health and safety emergencies
- Imminent threats to oneself or others

- Child or elder abuse cases

Faculty and staff can refer students to Health and Wellness by calling (918) 549-2800 or emailing health@cmn.edu.

Public Safety

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

Student Life

Student Activities

The Office of Student Affairs offers a wide range of opportunities for students to engage in campus life, promoting community involvement and social interactions. These activities foster a sense of belonging and allow students to meet peers with similar interests. Key activities include:

- Annual Events:
 - Fall Fest
 - Native American Heritage Month Celebration
 - Co-curricular activities
- Recognized Student Organizations: CMN offers a variety of student organizations that focus on different aspects of student life, leadership development, and cultural exchange. These organizations include:
 - Nu Omega Lambda Omicron (NOLO)
 - 2 Spirits 4 Pride
 - Indigenous Media Club
 - American Indian Science and Engineering Society (AISES)
 - Seeds of Life
 - Environmental Science Club
 - Phi Theta Kappa (PTK)
 - Student Housing Organization (SHO)
 - Student Senate
 - Tribal Leaders Circle (TLC)

These student organizations promote Native culture, community service, and provide leadership opportunities. They organize regular meetings, activities, fundraisers, and community service projects.

- Additional Student Groups:
 - E-Sports Team
 - Other clubs and activities

For more information about getting involved with these organizations, students are encouraged to visit the Student Success Center or contact the Office of Student Affairs.

Conduct

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

Student Complaints

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

located at cmn.edu under the “Current Students” section.

All internal complaints will be addressed according to CMN policy.

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

Housing

CMN offers on-campus housing with 21 units, housing more than 80 students, designed to provide students with a safe and comfortable living experience. CMN housing is staffed with highly qualified professionals to uphold students’ rights and responsibilities. For more information, refer to the CMN Student Housing Handbook located at cmn.edu

Student Success Center

The SSC, located in the Administration building, is the starting point for every applicant or student's academic journey. CMN has dedicated advisors to assist students in making informed decisions regarding course loads, academic advisement, college and career counseling, testing services, and retention support. They offer valuable support for career goal setting, planning for transfers, and developing individualized plans of study. Students are encouraged to meet with their advisor each term to ensure continued success and growth. The SSC provides career assessment along with career advising and counseling services at all stages of career development. Through personalized assessments, students discover their competencies, interests, values, and personal characteristics, all of which inform career choices and enhance work performance. Students can improve their employability with hands-on support in crafting resumes, preparing for mock interviews, and engaging in one-on-one meetings designed to sharpen key skills. SSC assists with applications for career opportunities through Handshake networking platform, which connects students to a wealth of internships, job opportunities, and career advice. Through this platform, students can access student-centered job boards and engage with a wide range of career resources designed to enhance their success.

The Learning Center

The LC is dedicated to offering comprehensive academic support services to both students and faculty. Our mission is to equip students with the skills and confidence necessary for success in their academic endeavors. The LC staff collaborate closely with instructors to foster an environment conducive to student achievement. Additionally, the Learning Center offers a Summer Bridge Camp to help students prepare for entry-level assessments. The LC also partners with Tutor.com to provide 24/7 online tutoring services for all CMN students. For more information, contact the Learning Center at (918) 549-2848.

- The LC is located in Room 106 of the Administration building.
- Hours of Operation: 8:00 am to 5:00 pm on Monday through Friday.

Co-curricular Assessment

CMN acknowledges that student learning takes place outside as well as within the curriculum. Co-curricular Assessment Committee was established to help develop and contribute to the Assessment Plan. For more information regarding co-curricular assessment, please see the Assessment Plan.

Tobacco-Free Campus

The CMN campus is a Tobacco-Free environment. The Health and safety of faculty, staff, students and visitors is a top priority for CMN. Oklahoma Tobacco Helpline is a free service available by phone or online for all Oklahomans with a desire to stop smoking or using other tobacco products. Contact the Helpline by calling 1-800-QUIT NOW (1-800-784-8669) or online at www.okhelpline.com.

College of the Muscogee Nation Plan of Study for A.S. in Criminal Justice (66 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0143 Math Fundamentals (if taking MATH 2003)	0	
		MATH 0153 Algebra Fundamentals (if taking MATH 1513)	0	
		MATH 0163 Intermediate Algebra (if taking MATH 1513)	0	
		ENGL 0143 English Fundamentals	0	
		READ 0143 Reading Fundamentals	0	
		PHYS 0123 Science	0	
Degree Requirements		Course Number/Name	Hrs	Term
General Education Requirements 39 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1	
	English (6)	ENGL 1113 Freshman Composition I	3	
		ENGL 1213 Freshman Composition II	3	
	Mathematics (3)	MATH 2003 Business Mathematics or; MATH 1513 College Algebra	3	
	Behavioral Science (3)	PSYC 1113 Introduction to Psychology or; SOC 1113 Introduction to Sociology	3	
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3	
	Social Science (9)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3	
		NAS 1113 Native American History or; NAS 1213 Native American Tribal Government	3	
		POLS 1113 U.S. Government	3	
	Humanities (3)	HUM 1013 Humanities I or; MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3	
	Science (8)	BIOL 1014 General Biology (Non-Majors) or; BIOL 1114 General Biology (recommended for transfer)	4	
		BIOL 1404 Botany or; PHYS 1204 General Physical Science	4	
	Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3	
Core Courses 12 Hours	Core Courses (12)	CJ 1113 Introduction to Criminal Justice	3	
		CJ 2013 Criminal Procedures	3	
		CJ 1213 Juvenile Justice	3	
		CJ 2113 Criminal Law	3	
Specialization Requirements (Choose One) 12 Hours	Law Enforcement (12)	PLSC 1413 Police-Community Relations	3	
		PLSC 2213 Principles of Investigation & Interview	3	
		CJ 2213 Corrections	3	
		CJ 1133 Ethics & Professional Behavior in Law Enforcement	3	
	Legal Studies (12)	CJ 2513 Legal Research & Writing	3	
		NAS 2113 Tribal Court Systems	3	
		CJ 2233 Civil Procedures	3	
		CJ 2413 American Court Systems	3	
	Tribal Justice (12)	CJ 2223 Criminal Law in Indian Country	3	
		CJ 2323 Family Law in Indian Country	3	
		NAS 2113 Tribal Court Systems	3	
CJ 2533 Federal Indian Law & Policy		3		
Electives 3 Hours	Electives (3)	PLSC 2513 Crisis Intervention	3	
		CJ 2523 Cultural Diversity		
		MVSK 2343 Field Lab in Mvskoke Culture		
		NAS 2053 Indian Land Issues		
Degree Program Total Hours			66	



Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0143 Math Fundamentals	0
		ENGL 0143 English Fundamentals	0
		READ 0143 Reading Fundamentals	0
Degree Requirements		Course Number/Name	Hrs
General Education Requirements 28 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1
	English (6)	ENGL 1113 Freshman Composition I	3
		ENGL 1213 Freshman Composition II	3
	Mathematics (3)	MATH 1493 Math for Critical Thinking or; MATH 2003 Business Mathematics	3
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3
	Social Science (6)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3
		POLS 1113 U.S. Government	3
	Humanities (3)	MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3
	Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3
	General Education Elective	NAS 1113 Native American History NAS 1213 Native American Tribal Government	3
Core Courses 12 Hours	Core Courses (12)	GAM 1103 Introduction to Native American/Oklahoma Gaming	3
		GAM 2313 Native American Gaming Regulations and Compliance	3
		GAM 2213 Native American Gaming Law	3
		GAM 2203 Casino Mathematics	3
Specialization Requirements (Choose One) 18 Hours	Casino Operations (18)	GAM 2103 Casino Operations Management	3
		GAM 2113 Electronic Games Management	3
		GAM 2303 Techniques of Casino Dealing	3
		GAM 1133 Basic Games Operations	3
		MGMT 2603 Human Resource Management	3
		ACCT 2103 Financial Accounting	3
	Gaming Marketing (18)	GAM 2223 Player Trends and Tracking	3
		GAM 1233 Customer Service Strategies	3
		GAM 2133 Hospitality Marketing	3
		GAM 1313 Gaming Advertising	3
		GAM 2233 Public Relations	3
	GAM 2423 Introduction to Hospitality Management	3	
Electives (3)	Electives (3)	GAM 2323 Supervision	3
		GAM 2413 Casino Security	
		Other: Approved Gaming Course	
Degree Program Total Hours			61



Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0153 Algebra Fundamentals	0
		MATH 0163 Intermediate Algebra	0
		ENGL 0143 English Fundamentals	0
		READ 0143 Reading Fundamentals	0
		PHYS 0123 Science	0
Degree Requirements		Course Number/Name	Hrs
General Education Requirements 39 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1
	English (6)	ENGL 1113 Freshman Composition I	3
		ENGL 1213 Freshman Composition II	3
	Mathematics (3)	MATH 1493 Math for Critical Thinking or; MATH 1513 College Algebra	3
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3
	Science (8)	BIOL 1014 General Biology (Non-Majors) or; BIOL 1114 General Biology (recommended for transfer)	4
		BIOL 2104 Human Anatomy or; PHYS 1204 General Physical Science	4
	Humanities (6)	HUM 1013 Humanities I	3
		MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3
	Social Science (9)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3
		PSYC 1113 Introduction to Psychology	3
		POLS 1113 U.S. Government	3
	Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3
Core Courses 9 Hours	Core Courses (9)	MGMT 1353 Human Relations	3
		SOC 1113 Introduction to Sociology	3
		NAS 1113 Native American History	3
General Studies Distribution Areas 18 Hours*	Distribution Areas (18)*		3
			3
			3
			3
			3
			3
Degree Program Total Hours			66

*See the Course Catalog to select the remaining 18 hours from the core and specialization requirements from the Native American Studies, Tribal Services, Criminal Justice, Gaming, or Natural Resources Degree Programs. Example of courses to be taken are provided below:

ACCT 2103 Financial Accounting, ACCT 2203 Managerial Accounting, CJ 1113 Introduction to Criminal Justice, CJ 1213 Juvenile Justice, CJ 2113 Criminal Law, CJ 2513 Crisis Intervention, HCA 1153 Medical Terminology, HCA 1233 Health Care Systems/ Operations, HCA 1243 Health Care Coding/Billing, HCA 2513 Community Health, MGMT 2153 Grant Writing, MGMT 2603 Human Resources Management, NAS 1213 Native American Tribal Government, NAS 2053 Indian land Issues, NAS 2113 Tribal Court Systems, SOC 2523 Personal and Family Living, SOC 2533 Utilization of Community Resources, GAM 2103 Casino Operations Management, NREM 2013 Preservation of Cultural/Historical Sites



College of the Muscogee Nation Plan of Study for A.A. in Native American Studies (66 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0153 Algebra Fundamentals	0	
		MATH 0163 Intermediate Algebra	0	
		ENGL 0143 English Fundamentals	0	
		READ 0143 Reading Fundamentals	0	
		PHYS 0123 Science	0	
Degree Requirements		Course Number/Name	Hrs	Term
General Education Requirements 39 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1	
	English (6)	ENGL 1113 Freshman Composition I	3	
		ENGL 1213 Freshman Composition II	3	
	Mathematics (3)	MATH 1493 Math for Critical Thinking or; MATH 1513 College Algebra	3	
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3	
	Science (8)	BIOL 1014 General Biology (Non-Majors) or; BIOL 1114 General Biology (recommended for transfer)	4	
		BIOL 2104 Human Anatomy or; PHYS 1204 General Physical Science	4	
	Humanities (6)	HUM 1013 Humanities I	3	
		MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3	
	Social Science (9)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3	
		PSYC 1113 Introduction to Psychology	3	
		POLS 1113 U.S. Government	3	
	Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3	
Core Courses 12 Hours	Core Courses (12)	NAS 1113 Native American History	3	
		NAS 2053 Indian Land Issues	3	
		NAS 1213 Native American Tribal Government	3	
		NAS 2113 Tribal Court Systems	3	
Specialization Requirements 15 Hours	Mvskoke Studies (15)	MVSK 1133 Intermediate Mvskoke Language	3	
		MVSK 2133 Conversational Mvskoke Language	3	
		MVSK 2243 History of the Mvskoke	3	
		MVSK 2323 Contemporary Mvskoke Life	3	
		MVSK 2423 The Contemporary Mvskoke Community: SL	3	
	Mvskoke Language Studies (15)	MVSK 1133 Intermediate Mvskoke Language	3	
		MVSK 2133 Conversational Mvskoke Language	3	
		MVSK 2013 Advanced Mvskoke Language	3	
		MVSK 2253 Mvskoke Practicum: Reading & Writing Mvskoke	3	
		MVSK 2333 Mvskoke Literacy Project: SL	3	
	Mvskoke Language Teaching (15)	MVSK 1133 Intermediate Mvskoke Language	3	
		MVSK 2023 Methods for Teaching the Mvskoke Language	3	
		MVSK 2123 Practices for Teaching Reading and Writing Language	3	
		MVSK 2183 Digital Teaching of the Mvskoke Language	3	
		MVSK 2233 Mvskoke Language Practice Teaching, Observation, and Evaluation	3	
	Electives	MVSK 2343 Field Lab in Mvskoke Culture	3	
		MVSK 2090 Independent Study	3	
		Other: Approved Native American Cultural Arts Classes	3	
Degree Program Total Hours			66	



Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0153 Algebra Fundamentals	0
		MATH 0163 Intermediate Algebra	0
		ENGL 0143 English Fundamentals	0
		READ 0143 Reading Fundamentals	0
		PHYS 0123 Science	0
Degree Requirements		Course Number/Name	Hrs
General Education Requirements 39 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1
	English (6)	ENGL 1113 Freshman Composition I	3
		ENGL 1213 Freshman Composition II	3
	Mathematics (3)	MATH 1493 Math for Critical Thinking or; MATH 1513 College Algebra	3
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3
	Science (8)	BIOL 1014 General Biology (Non-Majors) or; BIOL 1404 Botany	4
		CHEM 1114 Chemistry or; PHYS 1204 General Physical Science	4
	Humanities (6)	HUM 1013 Humanities I	3
		MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3
	Social Science (9)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3
		NAS 1213 Native American Tribal Government	3
		POLS 1113 U.S. Government	3
	Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3
Core Courses 12 Hours	Core Courses (12)	NAS 2053 Indian Land Issues	3
		NREM 1013 Introduction to Natural Resources	3
		SOIL 2113 Fundamentals of Soil Science	3
		NREM 2113 Water Resources	3
Specialization Requirements (Choose One) 15 Hours	Conservation (15)	BIOL 2323 Principles of Ecology	3
		NREM 2013 Preservation of Cultural/Historical Sites	3
		GEOL 1113 Geology	3
		SOIL 2213 Soil Conservation Practices	3
		GIS 2113 Application of Global Positioning Systems	3
	Sustainable Agriculture (15)	AGRI 1113 Agroecology (Food Systems Approach)	3
		GEOL 1113 Geology	3
		AGRI 1213 Growing Heirloom Crops	3
		AGRI 2013 Animal Production	3
AGRI 2113 Native American Agribusiness		3	
Degree Program Total Hours			66



College of the Muscogee Nation Plan of Study for A.S. in Tribal Services (66 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0153 Algebra Fundamentals	0	
		MATH 0163 Intermediate Algebra	0	
		ENGL 0143 English Fundamentals	0	
		READ 0143 Reading Fundamentals	0	
		PHYS 0123 Science	0	
Degree Requirements		Course Number/Name	Hrs	Term
General Education Requirements 39 Hours	Orientation (1)	ORIE 1011 College Cornerstone	1	
	English (6)	ENGL 1113 Freshman Composition I	3	
		ENGL 1213 Freshman Composition II	3	
	Mathematics (3)	MATH 1493 Math for Critical Thinking or; MATH 1513 College Algebra	3	
	Communications (3)	SPCH 1113 Introduction to Speech Communications or; SPCH 2313 Small Group Communications	3	
	Science (8)	BIOL 1014 General Biology (Non-Majors) or; BIOL 1114 General Biology (recommended for transfer)	4	
		BIOL 2104 Human Anatomy or; PHYS 1204 General Physical Science	4	
	Humanities (6)	HUM 1013 Humanities I	3	
		MVSK 1123 Beginning Mvskoke Language (or other tribal language)	3	
	Social Science (9)	HIST 1483 U.S. History to 1865 or; HIST 1493 U.S. History since 1865	3	
		NAS 1213 Native American Tribal Government	3	
		POLS 1113 U.S. Government	3	
Computer Literacy (3)	CS 1013 Computer Literacy & Applications	3		
Core Courses 15 Hours	Core Courses (15)	MGMT 1353 Human Relations	3	
		MGMT 2153 Grant Writing	3	
		NAS 2053 Indian Land Issues	3	
		NAS 2113 Tribal Court Systems	3	
		MGMT 2163 Project Management: SL	3	
Specialization Requirements 12 Hours	Administration (12)	ACCT 2103 Financial Accounting	3	
		ACCT 2203 Managerial Accounting	3	
		MGMT 2603 Human Resource Management	3	
		GAM 2233 Public Relations	3	
	Human Services (12)	HCA 2513 Community Health	3	
		SOC 2523 Personal and Family Living	3	
		SOC 2533 Utilization of Community Resources	3	
		PSYC 1113 Introductory Psychology	3	
	Health Services (12)	HCA 2513 Community Health	3	
		HCA 1233 Health Care Systems / Operations	3	
		HCA 1243 Health Care Coding / Billing	3	
		HCA 1153 Medical Terminology	3	
	Tribal Leadership (12)	MGMT 1513 Theories and Practices of Tribal Leadership	3	
		POLS 2143 Political Factors in Tribal Leadership	3	
		MGMT 2603 Human Resource Management	3	
		SOC 2433 Tribal Community Development	3	
Degree Program Total Hours			66	



College of the Muscogee Nation

Plan of Study for Certificate in Gaming (24 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0143 Math Fundamentals	0
		ENGL 0143 English Fundamentals	0
		READ 0143 Reading Fundamentals	0
Degree Requirements		Course Number/Name	Hrs
Specialization 21 Hours	Specialization (21)	GAM 1103 Introduction to Native American/Oklahoma Gaming	3
		GAM 2313 Native American Gaming Regulations and Compliance	3
		GAM 2213 Native American Gaming Law	3
		GAM 2203 Casino Mathematics	3
		GAM 2103 Casino Operations Management	3
		GAM 2113 Electronic Games Management	3
		MGMT 2603 Human Resource Management	3
Electives (Choose One) 3 Hours	Electives (3)	GAM 2323 Supervision	3
		GAM 2413 Casino Security	
		Other: Approved Gaming Course	
Degree Program Total Hours			24



College of the Muscogee Nation

Plan of Study for Certificate in Mvskoke Language (21 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	MATH 0143 Math Fundamentals	0
		ENGL 0143 English Fundamentals	0
		READ 0143 Reading Fundamentals	0
Degree Requirements		Course Number/Name	Hrs
Specialization Requirements 21 Hours	Mvskoke Language Studies (21)	MVSK 1123 Beginning Mvskoke Language	3
		MVSK 1133 Intermediate Mvskoke Language	3
		MVSK 2013 Advanced Mvskoke Language	3
		MVSK 2133 Conversational Mvskoke Language	3
		MVSK 2253 Mvskoke Practicum: Reading & Writing Mvskoke	3
		MVSK 2333 Mvskoke Literacy Project: SL	3
		MVSK 2433 Mvskoke Practicum: New Speakers Practice	3
Degree Program Total Hours			21



College of the Muscogee Nation

Plan of Study for Certificate in Mvskoke Language Teaching (27 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	ENGL 0143 English Fundamentals	0	
		READ 0143 Reading Fundamentals	0	
Degree Requirements		Course Number/Name	Hrs	Term
Specialization Requirements 27 Hours	Mvskoke Language Teaching (27)	*MVSK 1133 Intermediate Mvskoke Language	3	
		MVSK 2013 Advanced Mvskoke Language	3	
		MVSK 2133 Conversational Mvskoke Language	3	
		MVSK 2253 Mvskoke Practicum: Reading & Writing Mvskoke	3	
		MVSK 2433 Mvskoke Practicum: New Speakers Practice	3	
		MVSK 2023 Methods for Teaching the Mvskoke Language	3	
		MVSK 2123 Practices for Teaching Reading and Writing Mvskoke Language	3	
		MVSK 2183 Digital Teaching of the Mvskoke Language	3	
		MVSK 2233 Mvskoke Language Practice Teaching, Observation, and Evaluation	3	
Degree Program Total Hours			27	

*Prerequisite- MVSK 1123 Beginning Mvskoke Language, for MVSK 1133 Intermediate Mvskoke Language



College of the Muscogee Nation

Plan of Study for Certificate in Tribal Leadership (24 Hours)

Developmental Courses 0 Hours	ACT, SAT or Accuplacer Test Scores determine enrollment. Pass/Fail only	ENGL 0143 English Fundamentals	0	
		READ 0143 Reading Fundamentals	0	
Degree Requirements		Course Number/Name	Hrs	Term
General Education Requirements 9 Hours	General Education Requirements (9)	NAS 1213 Native American Tribal Government	3	
		NAS 2053 Indian Land Issues	3	
		MVSK 1123 Beginning Mvskoke Language	3	
Specialization Requirements 15 Hours	Tribal Leadership (15)	MGMT 1513 Theories and Practices of Tribal Leadership	3	
		NAS 2113 Tribal Court Systems	3	
		POLS 2143 Political Factors in Tribal Leadership	3	
		MGMT 2603 Human Resource Management	3	
		SOC 2433 Tribal Community Development	3	
Degree Program Total Hours			24	

COURSE PREFIXES

Accounting	ACCT	Mathematics	MATH
Aerospace	AERO	Muscogee	MVSK
Agriculture	AGRI	Native American Studies	NAS
Biology	BIOL	Natural Resources	NREM
Chemistry	CHEM	Orientation	ORIE
Computer Science	CS	Physical Science	PHYS
Criminal Justice	CJ	Police Science	PLSC
English	ENGL	Political Science	POLS
Gaming	GAM	Psychology	PSYC
Geographic Information Systems	GIS	Reading	READ
Health Services	HCA	Sociology	SOC
History	HIST	Social Work	SWK
Humanities	HUM	Soil Science	SOIL
Management	MGMT	Speech	SPCH

COURSE DESCRIPTIONS

Must meet academic proficiency for all courses.

ACCT 2103

3 Hours

Financial Accounting

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

ACCT 2203

3 Hours

Managerial Accounting

An introductory course in managerial accounting that emphasizes the decision-making needs of internal management to achieve organizational objectives. Topics include cost behavior, management accounting systems, selecting relevant information, decision making, budgeting, responsibility accounting, capital budgeting, break-even analysis, activity-based costing, and financial statement analysis.

AERO 1013

3 Hours

Introduction to UAS

This course introduces basic Unmanned Aircraft Systems (UAS) skills development in an applied learning environment. Beginning-level techniques are developed through design and completion of UAS projects. Skills learned will include basic soldering, 3D software and printing, circuit boards, and the usage of basic hand tools.

AGRI 1113

3 Hours

Agroecology

Study of agroecology and permaculture principles in relation to sustainable food and agricultural systems in Native American Food Systems. Specific connections will be made back to pre-1492 Native American food systems. Theory.

AGRI 1213 **3 Hours****Growing Heirloom Crops**

Study of heirloom Native American Crops and its connection to Culture and Food Systems and to traditional three sisters. Students will develop crop plans to understand its relationship to any heritage crop. Protecting crops in ecological beneficial ways, along with saving seeds and preserving traditional crop genetics will be emphasized. Students will present workable crop production plans. Theory.

AGRI 2013 **3 Hours****Animal Production**

Students will gain an understanding of animal production and the integration with traditional cropping systems. The role of animal management in relation to resilient Native American Food Systems will be emphasized. Animal management will be studied in relation to grazing and feeding. Students will conduct specific research on the characteristics of important animals for tribal agriculture programs. Theory.

AGRI 2113 **3 Hours****Native American Agribusiness**

Study of the role of traditional Native American economies and its current application to agribusiness. Strategies will be explored that help Native American Agribusiness be more equitable, nutrition rich, and emphasize cultural values. Students will study the similarities and differences between managing individual tribal member agribusiness and managing larger scale tribal nation agri-enterprise. Management of marketing, operations, human resources, financial, and food safety components will be researched. Students will present workable agri-enterprise plans. Theory.

BIOL 1114 **4 Hours****General Biology**

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

BIOL 2134 **4 Hours****Microbiological Investigations and Research**

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

BIOL 2323 **3 Hours****Principles of Ecology**

A study of basic ecological concepts introducing students to the foundations of the various sub-disciplines and terminology used in ecology, along with resources and resource management in the environment and the interaction of species. Terrestrial and aquatic ecosystems will be covered as well. Theory.

CHEM 1114 **4 Hours****General Chemistry**

General Chemistry is an algebra-based course. This course includes nomenclature, atomic and molecular structure, stoichiometry, and bonding, states of matter, thermochemistry, acids and bases, and gas laws; with laboratory. Pre-requisite: College Algebra.

CS 1013 3 Hours

Computer Literacy & Applications

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

CJ 1113 3 Hours

Introduction to Criminal Justice

This course provides an introduction to the criminal justice system, including its basic component parts: law enforcement, the courts system, and corrections –including historical and social perspectives; the roles and functions of various agencies; and the process involved in the administration of justice. The primary goal of this course is to develop a general understanding of the criminal justice system in dealing with Tribal, State, and Federal entities.

CJ 1133 3 Hours

Ethics and Professional Behavior in Law Enforcement

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

CJ 1213 3 Hours

Juvenile Justice

An introduction to the juvenile justice system; including the historical, philosophical, and organizational background of the system. The course will include the functions of Federal, State, and Tribal jurisdiction, and the roles of the juvenile justice agencies. Prerequisite: CJ 1113.

CJ 2013 3 Hours

Criminal Procedure

Rules, principles, and concepts governing the enforcement of arrest, search, and seizure. Procedural controls incidental to the investigation of criminal offenses - arrest, search, and seizures in the administration of justice.

CJ 2113 3 Hours

Criminal Law

An examination of the nature of the criminal act. The Classification of crimes, necessary elements, and necessary defenses according to Federal, State, and Tribal Statutory Code and Case Law. The consideration of the effects of case decisions on criminal law.

CJ 2213 3 Hours

Corrections

An introductory class to Corrections. Topics include correctional issues, correctional policy and operations, ideologies, and applications concerning offenders. The class will also look at Indian Country Corrections; the history and barriers tribes face in establishing tribal detention centers.

CJ 2223 3 Hours

Criminal Law in Indian Country

This course will reflect upon crime and punishment in Indian Country. We will explore the impacts in Indian Country that have occurred over time through U.S. policy, statutes, Treaties, and case law including the recent cases of *McGirt v. Oklahoma*, *Oklahoma v. Castro-Huerta*, and *Hooper v. City of Tulsa*. We will examine the overrepresentation of Native Americans in the criminal justice system, sentencing disparity, and disturbing statistics regarding Natives as victims of crime.

CJ 2233 **3 Hours**

Civil Procedures

A study of the procedural law in civil cases. A discussion of the court organization, types of jurisdictions. The course will examine Federal, State, and Tribal law and procedure methods. Students will also learn the basic rules of discovery as well as the terminology in civil law.

CJ 2323 **3 Hours**

Family Law in Indian Country

This course will examine the historical and cultural aspects of ICWA and Juvenile Justice issues, including the analysis of federal policies and the impact on families and communities in Indian Country. Students will study the contemporary issues in Indian Country including the newly passed Native American Child Protection Act of 2021, the recent case of Brackeen v. Haaland (2023) and the recent changes to the Major Crimes Act in relation to crimes that are a violation against women and children in Indian Country.

CJ 2413 **3 Hours**

American Court Systems

Students learn about the organization and administration of the adjudication function on both Federal and State levels. Students also learn about the roles of court personnel and jurisdiction process and relationships with the other Criminal Justice functions.

CJ 2513 **3 Hours**

Legal Research and Writing

Introduces the student to basic legal research tools, including statutes, digests, case law, citations, encyclopedias, dictionaries, and online databases. The course includes the study of legal terminology. Enables the student to practice the content and conventions of legal writing. Students will utilize Supreme Court opinions at the Tribal, State, and Federal levels in researching legal issues. Prerequisite: ENGL 1113.

CJ 2523 **3 Hours**

Cultural Diversity

Provides cultural diversity training and understanding in law enforcement, courts, and corrections. Emphasis is placed on the roles tribal police, police, prosecutors, defense attorneys, tribal judges, judges, probation and parole officers, and correctional officers. Surveys the role race, gender, and diversity play in our criminal justice system, particularly in relationship to the tribal police, police, the courts, and corrections. Discusses uniqueness, diversity, stereotypes, prejudice, and discrimination in relation to criminal justice professionals. Prerequisite: PLSC 1413 Police-Community Relations

CJ 2533 **3 Hours**

Federal Indian Law

This course explores the principles, doctrines, and treaties that govern the legal relations between the United States and Indian tribes. It will consider the origins and scope of tribal sovereignty as recognized under federal law, as well as current federal law on civil jurisdiction. It will explore the division of authority between tribal, federal, and state governments; and constitutional issues affecting Natives. Current legal issues covered include economic development in Indian country, taxation, protection of Indian religious rights and cultural property, and other treaty-based rights.

CJ 2553 **3 Hours**

Mvskoke Law I

An introductory course to the basic values, which includes Mvskoke traditional law, common law, and constitutional law. This course will include the study of the constitutional jurisprudence of the Mvskoke Nation Supreme Court that serves as the final interpretive authority on Mvskoke Law. The course will examine some of the monumental cases decided in the Mvskoke Court system.

ENGL 0143 **3 Hours**

English Fundamentals

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

ENGL 1113 **3 Hours**

Freshman Composition I

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

ENGL 1213 **3 Hours**

Freshman Composition II

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

GAM 1103 **3 Hours**

Introduction to Native American/Oklahoma Gaming

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

GAM 1123 **3 Hours**

Supervision & Protection of Casino Games I

Basic gaming form, electronic game slots and table games, observe suspicious activity and breaches of policy procedure.

GAM 1133 **3 Hours**

Basic Games Operations

This course will focus on the basic understanding of rules and regulations for roulette, electronic games, blackjack and casino carnival type games and understanding the various personnel roles, duties and their functions.

GAM 1233 **3 Hours**

Customer Service Strategies

Examines the role and responsibilities of employees in building quality guest relationships that create customer satisfaction as well as exploring the functions of customer service employees in hospitality businesses.

GAM 1313 **3 Hours**

Gaming Advertising

Creating, coordinating and integrating advertising, public relations and marketing activities; developing and presenting a gaming campaign.

GAM 1323 **3 Hours**

Beverage Management

Practical skills and knowledge for effective food and beverage service in a casino environment. Topics include basic sanitation and safety, greeting and service of guests, styles of service, and handling complaints. Upon completion, students should be able to demonstrate appropriate human relation and technical skills in

the service of foods and beverages to develop customer satisfaction.

GAM 1413 3 Hours

Introduction to the Casino Industry

Introduces the various segments of the gaming industry. Major topics include a review of the historical background of gaming and the evolution of the different types of gaming, including class II and III, lottery, riverboat, conventional, and Native American gaming.

GAM 2103 3 Hours

Casino Operations Management

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

GAM 2113 3 Hours

Electronic Games Management

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

GAM 2123 3 Hours

Supervision & Protection of Casino Games II

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

GAM 2133 3 Hours

Hospitality Marketing

Strategies for Marketing and decision-making in the hospitality industry. There is an emphasis on customer identification, consumer behavior, competition, product promotion, placement, and pricing strategy. In-depth examination of the various methods used to protect casino table games. Reviews and examines possible ways that cheating can occur. Included are methods of detection and internal controls used by the casino. Prerequisite: Supervision and Protection of Casino Games I.

GAM 2143 3 Hours

Basic Room Operations

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

GAM 2203 3 Hours

Casino Mathematics

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

GAM 2213 3 Hours

Native American Gaming Law

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

GAM 2223 **3 Hours**

Player Trends and Tracking

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

GAM 2233 **3 Hours**

Public Relations

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

GAM 2303 **3 Hours**

Techniques of Casino Dealing

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

GAM 2313 **3 Hours**

Native American Gaming Regulations and Compliance

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

GAM 2323 **3 Hours**

Supervision

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

GAM 2413 **3 Hours**

Casino Security

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

GAM 2423 **3 Hours**

Introduction to Hospitality Management

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

GIS 1013 **3 Hours**

Introduction to Geospatial Technologies (GST)s

Introductory course regarding the fundamentals of diverse Geospatial Technologies, focusing on learning fundamental navigation and mapping within the ArcGIS Geographic Information Systems (GIS). Students gain an understanding of continually developing career paths in GSTs for business industries and governments. Course exercises provide introductory working knowledge of Global Positioning Systems (GNSS/GPS), cartography and visualization, remote sensing, and spatial analysis using ArcGIS software.

GIS 2113 **3 Hours**

Applications of Global Positioning Systems

Students are provided with an introduction to basic theoretical concepts and practical hands-on use of global positioning systems (GPS) with strong emphasis in relation to natural resources management and data collection. Theory.

GEOL 1113 **3 Hours**

Geology

Introduces minerals and rocks, and a survey of the principles of geology, erosion, plate tectonics, and the structure of the earth. Theories of the formation of the earth and its evolution as a system will be studied. Theory.

HCA 1153 **3 Hours**

Medical Terminology

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

HCA 1233 **3 Hours**

Health Care Systems/Operations

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

HCA 1243 **3 Hours**

Health Care Coding/Billing

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

HCA 2513 **3 Hours**

Community Health

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

HIST 1483 **3 Hours**

U.S. History to 1865

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

HIST 1493 **3 Hours**

U.S. History Since 1865

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

HUM 1013 **3 Hours**

Humanities I

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

MATH 0143**3 Hours****Math Fundamentals**

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

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

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

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

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

MATH 1413**3 Hours****Introduction to Statistics**

An introduction to summary statistics (measures of central tendency and variability), and basic probability. Additional topics include binomial, frequency, and normal distributions, point estimation, confidence intervals, and hypothesis testing. Graphical distributions of data will also be discussed and applied appropriately. Prerequisite: Placement from the Accuplacer Scores or completion of Math 0163.

MATH 1493**3 Hours****Math for Critical Thinking**

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

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

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

MATH 1523**3 Hours****Precalculus and Trigonometry**

This course primarily concentrates on trigonometry functions and their inverses, trigonometric identities, solutions of triangles, and applications. In addition, limits, vectors and some vector operations, polar coordinates and continuity are introduced. It is designed to build on skills in college math and establish a foundation to prepare students for higher level math courses and computer science courses. Prerequisite: MATH 1513 or 24 Math ACT/580 SAT score or instructor's permission.

MATH 2003 **3 Hours**

Business Mathematics

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

MGMT 1353 **3 Hours**

Human Relations

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

MGMT 1513 **3 Hours**

Theories and Practices of Native American Leadership

In this course students will be introduced to Native American Leadership through a review of history, culture, Mvskoke leaders, and contemporary ideals. Students will focus on the concepts of tribal core values and the skills involved in leadership development.

MGMT 2153 **3 Hours**

Grant Writing

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

MGMT 2163 **3 Hours**

Project Management (Service Learning).

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

MGMT 2603 **3 Hours**

Human Resource Management.

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

MVSK 1013 **3 Hours**

Mvskoke Language Traditional Gardening Practices

Mvskoke language revitalization class incorporating total physical response method of language learning to guide the students in gardening principles from the Muscogee culture. The course will immerse students in the Mvskoke language providing experiential methods of active listening and practicing speaking the language focused on Muscogee traditional agricultural practices.

MVSK 1123 **3 Hours**

Beginning Mvskoke Language

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

MVSK 1133 **3 Hours**

Intermediate Mvskoke Language

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

permission from the instructor.

MVSK 1253 3 Hours

Tribal Languages

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

MVSK 2013 3 Hours

Advanced Mvskoke Language

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

MVSK 2023 3 Hours

Methods for Teaching the Mvskoke Language

A systematic approach to teaching the Mvskoke language, utilizing historical Mvskoke language materials for review and discussion, and writing objectives to teach Mvskoke language courses. Instructional materials will be developed and assessed, the assessment process for student performance will be studied and fundamental teaching strategies will be observed.

MVSK 2091 1 Hour

Independent Study- AIHEC

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

MVSK 2090 3 Hours

Independent Study

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

MVSK 2123 3 Hours

Practices for Teaching Reading and Writing the Mvskoke Language

An overview of teaching methods for basics of reading the Mvskoke language including enunciation, comprehension, and fluency to improve one's knowledge and execution of the reading process. The strategy for teaching writing will focus on vocabulary, grammar, semantics, and sentence structure.

MVSK 2133 3 Hours

Conversational Mvskoke Language

This course will focus on listening and speaking the Creek Language with intense practice on topics of everyday life. Prerequisite: MVSK 1123

MVSK 2143 3 Hours

Mvskoke Rhetoric

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

MVSK 2183 3 Hours

Digital Teaching of the Mvskoke Language

The basic principles of technology will be presented to enhance one's understanding of digital learning.

History, definitions, ethical issues, standards, methods and learning management system will be presented. Online teaching experiences will focus on maximizing a Mvskoke language learners' experience in an educational setting.

MVSK 2233 3 Hours

Mvskoke Language Practice Teaching, Observation and Evaluation

Mvskoke language teaching techniques will examine and the fundamentals of Mvskoke language curriculum will be developed. Observed practice teaching will be evaluated for incorporation of resource materials and utilization of teaching tools consistent with accepted teaching objectives.

MVSK 2243 3 Hours

History of the Mvskoke

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

MVSK 2253 3 Hours

Mvskoke Practicum: Reading and Writing Mvskoke

This course emphasizes integration of skills and strategies for reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing Mvskoke. Theory. Prerequisite: MVSK 2013.

MVSK 2263 3 Hours

Introduction to Mvskoke Linguistics

The work of the linguist; basic nomenclature of linguistics as applied to the Mvskoke language. The history of the Mvskoke language. Prerequisite: MVSK 2013.

MVSK 2273 3 Hours

Governmental Accounting

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

MVSK 2323 3 Hours

Contemporary Mvskoke Life

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

MVSK 2333 3 Hours

Mvskoke Literacy Project (Service Learning)

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

MVSK 2343 3 Hours

Field Lab in Mvskoke Culture

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

MVSK 2413 3 Hours

Computer Security

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

MVSK 2423 **3 Hours**

The Contemporary Mvskoke Community (Service Learning)

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

MVSK 2433 **3 Hours**

Mvskoke Practicum: New Speakers Practice

Focuses on listening and speaking, providing the opportunity to function in the Mvskoke language in a variety of everyday situations. Prerequisite: MVSK 2013.

NAS 1113 **3 Hours**

Native American History

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

NAS 1213 **3 Hours**

Native American Tribal Government

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

NAS 2053 **3 Hours**

Indian Land Issues

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

NAS 2113 **3 Hours**

Tribal Court Systems

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

NAS 2203 **3 Hours**

Mvskoke Literature

In this course, we critically analyze Muscogee (Creek) literary written and oral traditions by examining Creek history in Creek literature. Students will read and discuss short stories, poetry, letters, essays, and a novel by Muscogee Creek authors in their pre-removal history in Georgia and Alabama and post-removal history in Indian Territory, and the present-day state of Oklahoma.

NAS 2303 **3 Hours**

Concepts in Indigenous Sovereignty

This course explores the relationship between having overlapped cultural environments and multiple legal sovereigns to the individual Tribal or national citizen by relating the personal impact of legal concepts and policies within the historical and present-day territorial jurisdictions of the Muscogee Creek Nation, the state of Oklahoma, and the United States. As part of the partnership between CMN and Emory to co-develop Native American and Indigenous Studies, these classes are held concurrently online and have the same curriculum and schedule, with additional in-person enrichment opportunities for students. Emory and CMN students will partner to create semester/trimester-long projects linking historical and legal issues to Muscogee

homelands, Muscogee reservation lands, and each student's home communities.

NREM 1013 3 Hours

Introduction to Natural Resources

Introduces natural resources both renewable resources such as soil, forests, water, and wildlife, and nonrenewable resources such as oil, metals, and minerals. Explores natural resource careers. Theory.

NREM 2113 3 Hours

Water Resources

Examines the occurrence, use, management, and conservation of water and water resources. Further discussion of the environmental, economic, and social implications of floods, droughts, dams, and water usage as well as current issues in water quality, water pollution, and water resource regulation. Students will be introduced to current and emerging trends in water resource issues, development, and technology. Theory.

NREM 2013 3 Hours

Preservation of Cultural/Historical Sites

An introduction to issues of cultural and historic preservation. Students survey the background of unique features of Mvskoke culture and history. An overview of the field including terminology, standards, resources, and technology is provided. Theory.

NREM 2213 3 Hours

Fish and Wildlife Conservation

Study of the ecology, conservation, and sustainable management of fish and wildlife species and communities. Emphasizes understanding the interactions among humans, wild animals, and their habitats to be more aware of the means for conserving fish and wildlife. Theory.

NREM 2313 3 Hours

Air Quality

This course provides a broad overview of air quality analysis as practiced in the U. S. Students will gain an understanding of the basic terminology used in air quality analyses, various interrelated aspects of air pollution control, and an opportunity to study various models used in air quality analysis modeling. Theory.

**ORIE 1011 Hour
College Cornerstone**

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

**PHYS 0123 3 Hours
Science**

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

**PHYS 1204 4 Hours
General Physical Science**

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

PLSC 1413 **3 Hours**

Police-Community Relations

Relationships existing between the police and the community they serve. Emphasis will be placed on the officer's role relative to the community, crime prevention, civil rights and the elements of effective community relations.

PLSC 2213 **3 Hours**

Principles of Investigation and Interview

General principles of police investigation, evaluation, processing and assignment of complaints, methods of obtaining evidence, interviewing techniques. Prerequisite: PLSC 1223.

PLSC 2513 **3 Hours**

Crisis Intervention

Provides education to assist in more effectively managing crisis situations that may arise among members of the community that may include, but not limited to mental health illness, PTSD, and Substance use disorders. Students will recognize the signs and symptoms that represent a crisis situation and safely understand how to de-escalate in a crisis situation. Students will utilize community resources and diversion strategies to provide emergency assistance.

POLS 1113 **3 Hours**

U.S. Government

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

POLS 2143 **3 Hours**

Political Factors of Tribal Leadership

This course is designed to introduce the student to the fundamentals and issues of tribal politics. Students will study the structures of tribal political systems and government to government relations.

PSYC 1113 **3 Hours**

Introductory Psychology

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

READ 0143 **3 Hours**

Reading Fundamentals

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

SOC 1113 **3 Hours**

Introductory Sociology

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

SOC 2433 **3 Hours**

Tribal Community Development

In this course students will examine the structure and process for community development that incorporates the needs in relation to established goals. Students will develop and lead a group project that utilizes needs assessments and priority decision making for successful community engagement.

SWK 2113 **3 Hours**

Introduction to Social Work

This course defines the profession of social work and describes its historical development. It provides foundation knowledge in social work values, professional ethics, and the history of social welfare and social services policy in the United States.

SOC 2523 **3 Hours**

Personal and Family Living

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

SOC 2533 **3 Hours**

Utilization of Community Resources

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

SOIL 2113 **3 Hours**

Fundamentals of Soil Science

The basic physical, chemical, and biological properties of soils are introduced. Students will study the origin, classification, and distribution of soils and their influence on people and food production as well as the management and conservation of soils. This course instills an awareness of soil as a basic natural resource and the use or abuse of which influences human society. Theory.

SOIL 2213 **3 Hours**

Soil Conservation Practices

This course addresses the nature and properties of soil, soil management principles, and techniques needed to preserve soil nutrients and prevent soil erosion. Theory.

SPEECH (SPCH)

SPCH 1113 **3 Hours**

Introduction to Speech Communications

This course offers instruction on preparation and delivery of extemporaneous speeches. Emphasis is on audience and purpose analysis, topic research, visual aids and delivery methods. Activities include delivering various speeches before an audience. Speaking situations commonly encountered in business and industry receive special attention. Theory.

SPCH 2313 **3 Hours**

Small Group Communication

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

ADMINISTRATION AND FACULTY

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Secretary

Douglas, Bruce, M.S.
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Mouss, Sharon, M.S.
Member

College Administration

Randall, Monte, Ed.D.
President

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

Tyner, Mekko, J.D.
Dean of Academic Affairs

Wind, Krystal, M.A.
Dean of Student Affairs

Azbell, Lacey, M.A.
Director of Enrollment Management

Factor, Linette, M.B.A.
Director of Business Affairs

Degree Program Coordinators

Najera, Cheryl, M.S., M.L.S.
Criminal Justice

McIntosh, ShanDea B.S.
Gaming

Marshall, Norma, M.S.
Native American Studies

Sanmann, Kent, M.A.G.S.I, M.A., B.S.
Natural Resources

Yates, Matthew, M.B.A.
Tribal Services

Wood, Colton, M.Ed.
General Education

Faculty

Najera, Cheryl, M.S.
Instructor
Criminal Justice

Hoskison, Billy, M.Ed., J.D.
Adjunct Instructor
Criminal Justice

Stidman, Hannah, A.B., B.B., J.D.
Adjunct Instructor
Criminal Justice

McIntosh, ShanDea, B.S.
Instructor
Gaming

Azbell, Christopher, M.A.
Instructor
Gaming

Dunn, Denise M.Ed.
Instructor
General Education

Gray, Elizabeth, M.A.
Instructor
General Education

Hake, Candise, B.S.
Instructor
General Education

Janway, Bailey, B.S., M.S.
Instructor
General Education

Sanders, Cynthia, B.S.
Instructor
General Education

Sexton, Angela, M.Ed.
Instructor
General Education

Wood, Colton, M.Ed.
Instructor
General Education

Palma, Gregory, M.S. Instructor General Education	Sanmann, Kent, M.A.G.S.I, M.A., B.S. Instructor Natural Resources
Coser, Pete, Ed.D. Adjunct Instructor General Education	Natseway, Courtney, A.S., B.S. Instructor Natural Resources
Coser Jr., Pete, M.H.R. Adjunct Instructor General Education	Coon, Joe, B.S. Adjunct Instructor Native American Studies
Courtwright, Rita, M.A. Adjunct Instructor General Education	De La Cruz, Reuben, B.S., D.P.M. Adjunct Instructor Non-Degree
Gaber, Andrew, M.P.A., M.C.P. Adjunct Instructor General Education	Greer, Chad, Ed.D. Adjunct Instructor Non-Degree
Johnson, Meredith, M.A. Adjunct Instructor General Education	Harjo, Frank, B.S., M.S. Adjunct Instructor Non-Degree
McKenzie, Kasey, J.D. Adjunct Instructor General Education	Yates, Matthew, M.B.A. Instructor Tribal Services
Sands, Ronnie, M.S. Adjunct Instructor General Education	De La Cruz, Emma, M.H.R. Adjunct Instructor Tribal Services
Barnett, Rebecca, Eminent Scholar Instructor Native American Studies	Moss, Julie, M.A. Adjunct Instructor Tribal Services
Culley, Irene, B.S., Eminent Scholar Instructor Native American Studies	Tiger, Frances, M.H.R. Adjunct Instructor Tribal Services
Fixico, Danielle, M.F.A. Instructor Native American Studies	
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College Glossary Terms

A

Academic Suspension - If a student on academic warning fails to earn the minimum trimester GPA for the credit hours earned at the next trimester enrollment, will be suspended from the college and will not be allowed to enroll for one full trimester. During this period of suspension, students will be encouraged to remedy the causes of their lack of progress.

Academic Proficiency- Academic proficiency determines one's eligibility to enroll in specific courses or placement in remedial classes during a student's first term of enrollment

Accreditation - A status awarded by a professional body with an interest in maintaining standards for its members.

ACT and SAT - These letters are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English, and social studies. Colleges may require the results of either the ACT or SAT before granting admissions.

Add/Drop - The period of time at the beginning of each term when schedules can be adjusted without penalty. The length of the add/drop period varies by class and is determined by the number of instructional weeks.

Advisor - Academic advisor will help students choose courses, review the course requirements in the program, plan course schedules and help students with any academic issues they may encounter. Faculty may conduct academic advisement, or there may be designated staff who serve in an academic advisor role.

AICF- stands for American Indian College Fund, a non-profit organization that supports Native students' access to higher education through scholarships and other programs. Focusing on supporting Native communities through scholarships, program funding for tribal colleges and universities, and advancing strategies for lasting change.

AIHEC- stands for the American Indian Higher Education Consortium. It is a 501(c)(3) organization representing the 35 accredited Tribal Colleges and Universities (TCUs) in the United States, with a mission to strengthen tribal nations and improve the lives of American Indians and Alaska Natives.

Alumni - People who have graduated from the college.

Application/Acceptance/Admissions - The process by which a prospective student submits the required forms and credentials to their chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, and other information provided by the applicant.

Articulation - the process of comparing the content of courses that are transferred between post-secondary institutions.

Associate degree - The associate degree is granted upon completion of a program of at least two, but less than four years of full-time equivalent college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The associate degree requires completion of a minimum of 60 credit hours, including

general education courses along with courses within a specific program of study, with a cumulative GPA of 2.0 (a "C" average).

Audit - A student who does not want to receive credit in a course may, with approval of the Registrar and instructor, audit the course as a "visitor." A student who audits a course cannot ask or petition the college at a later date to obtain college credit for the audited course. No financial aid or VA benefits can be awarded for an audited course.

Award Letter - The notification of financial aid award. The award letter lists the types and amounts of financial aid for which the student is eligible. Award letters can be found in the student portal.

B

Bachelor's Degree - This is the undergraduate degree offered by four-year colleges and universities. The minimum credit hour requirement for a bachelor's degree is 120 hours.

Bookstore - College bookstores generally stock all the books and other materials required in all the courses offered at the institution as well as providing basic sundries and clothing items.

Bursar's Office - The Bursar's Office is responsible for all student financial transactions of the college.

C

Catalog - College catalogs provide all types of information parents and students need to know about a school. It lists, for example, the institution's history and philosophy, policies and procedures, its accreditation status, courses of study, degrees and certificates offered, physical facilities, Admissions and enrollment procedures, financial aid, student life activities, etc.

Certificate program - an organized series of credit courses, consisting of 21-27 credit hours at CMN, which concentrates study in a particular field, though some certificates also include one or more general education courses.

Commencement- A formal ceremony that celebrates and recognizes the academic achievements of graduating students, marking the beginning of their next chapter after completing their degree requirements.

Cost of Attendance - A total amount of attending the college including tuition and fees, room and board, books, supplies, transportation, miscellaneous personal items, loan fees, study abroad costs, dependent care expenses, disability-related expenses and cooperative education program costs.

Counselor - Counselors assist with career exploration, personal development, academic challenges and short-term personal counseling.

Course Numbers - All courses are identified by numbers usually containing 4 digits, for example, freshman English might be 1113. The first digit indicates the class year in which the subject is usually taken. A course number beginning with a "0" indicates that it does not carry credit hours applicable to a degree.

Credit Hour - A unit of measure that represents an hour of instruction that can be applied to the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

Curriculum - A curriculum is a program of courses approved for a particular degree or certificate. To

earn a degree or certificate in a specific program, you must complete the curriculum for that program.

D

Degree Audit/Program Evaluation - Degree Audit compares a student's academic progress to the requirements of any desired academic program. A student's degree audit can be found in the student portal.

Degree Plan of Study (POS) - A degree plan, curriculum or program plan, is a list of courses and requirements needed for a degree or certificate. Used to plan student schedules and get approval for financial aid. Students can get a copy in the course catalog or on the website.

Degree Requirements - Those requirements prescribed by institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.

Degrees - Degrees are rewards for the successful completion of a prescribed program of study.

Developmental Courses - Developmental courses are pre-college level courses that help students improve skills and prepare for college-level courses. Based on student placement test scores, these courses may be required in order to be eligible to take college-level courses required for program of study.

Drop - When dropping a course, there is no record on a student's transcript and there is no charge for the course. Students can drop a course without penalty before the end of the add/drop period.

E

Electives - Credit courses of choice which may be taken for credit toward a degree or certificate in any curriculum. They may be chosen from a wide variety of courses.

Enroll/Register - This is the procedure by which students choose classes each trimester. It also includes the assessment and collection of fees.

Extracurricular Activities - These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations, and events.

F

Faculty - The faculty is composed of all persons who teach classes for the college.

FAFSA (Free Application for Federal Student Aid) - The federal application must be completed to receive federal aid. The forms may be completed online at studentaid.gov.

Fees - Fees are additional charges not included in the tuition.

Final Exams (Finals) - These exams are usually given during the last week of classes each trimester.

Financial Aid - Financial Aid is made available from grants, scholarships, tuition assistance and part-time employment from federal, state, institutional, and private sources. Awards from these programs

may be combined in an "award package" to meet the cost of education.

Financial Aid Refunds - Excess funds, the amount of student aid that is left after tuition, fees, books and supplies have been deducted, are refunded to students.

Full-Time Enrollment - A student is enrolled in 12 or more credit hours in a trimester (full-time status for a summer term is 9 credit hours as it relates to Financial Aid.)

G

Grade Point Average (GPA) - A student's grade point average is the equivalent of their average for curriculum course work. Each letter grade has an equivalent point value: A = 4 points, B = 3 points, C = 2, D = 1 and F = 0. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries.

H

HLC- HLC stands for the Higher Learning Commission, one of six regional institutional accreditors in the United States recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

Hold - A hold is placed on a student's account record when an outstanding obligation occurs. The hold is released when the obligation has been satisfactorily met. Any person who has a hold placed on their record will not be allowed to register for classes the following trimester.

I

Incomplete - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. Course requirements must be completed within a mutually agreed-upon timeframe by instructor and student by a specified time or the "I" grade will be automatically changed to an "F."

International Student - An applicant who is requesting a student visa (F-1) or transferring from another college under a student visa.

M

Midterm Exams (Midterms) - During the middle of each trimester, instructors may give mid-term exams that test students on the material covered during the first half of the trimester. Some classes have only two tests, a mid-term and a final.

O

Official Transcript - An official college transcript is one that the receiving institution has received directly from the issuing high school, college, or university. It must bear the school or college seal, current date and an appropriate signature. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use.

Online Classes - Online classes meet via computer, through an online learning management system. Online students log in to attend class. There they access course lectures, receive assignments, and correspond with classmates and instructors.

P

Part-Time Enrollment- A part-time student is enrolled in less than 12 credit hours in a trimester.

Placement Testing - Placement test ensures that students get started in the right classes for their academic background and program.

Prerequisite Courses - This is a condition or requirement that must be met before enrolling in a course.

R

Register for Classes - to formally enroll in specific courses at a college, securing a place in those courses for the upcoming trimester.

Registrar - The registrar of an institution is responsible for the maintenance of all academic records.

Registration - The registration period is the time when students can register for classes to be offered during the upcoming trimester.

Registration Verification - This is a process that checks to ensure the student made a satisfactory grade in pre-requisite courses before the trimester begins. Students who did not successfully complete the pre-requisite course will be removed from the upcoming course registration. This process is run at the beginning of every trimester.

S

SAP- stands for Satisfactory Academic Progress which means maintaining good grades and completing enough coursework to stay on track for graduation within the timeframe expected by the school and federal regulations.

Schedule of Classes - Colleges prepare a Class Schedule for each trimester during the previous trimester. With the help of academic advisors and/or faculty members, students make up their own individual class schedules for each trimester they are enrolled in. Courses are designated in the Class Schedule by course department, course number, time, and days the course meets.

Specialization- Focused area of study, allowing students to delve deeper into a particular field of interest.

Student Aid Report (SAR) - A Student Aid Report (SAR) is a document received after the FAFSA is processed. The SAR will list all of the answers provided on the FAFSA. The SAR will contain an individual's Expected Family Contribution (EFC), which is used to determine eligibility for federal student aid. The institution will use this number to determine eligibility for financial aid based on the school's cost of attendance.

Student Identification Card (I.D.) - A student I.D. is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, a student number, the student's name, the name of the college, and the trimester enrolled.

Student Grant - A monetary award given to a student to help pay college expenses. Grants are usually not repaid by the student.

Student Services - Activities that contribute to the emotional and physical well-being of the students,

as well as to their intellectual, cultural, and social development outside of the context of the institution's formal instruction program.

Syllabus - The syllabus includes college, school, and departmental information and explains expectations, policies and requirements for a particular course.

T

Term- a specific period during the academic year when courses are offered.

Trimester- A trimester system divides the academic year into three sessions: fall, winter, and spring.

Transcript - The transcript is a permanent academic record. It may show courses taken, grades received and academic status.

Transfer of Credits - Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply toward graduation requirements; credits must transfer from an accredited institutions to be applied.

Transfer Student - A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level. The student may transfer with or without credit.

Tribal College and Universities- Tribal colleges and universities (TCUs) are higher education institutions chartered by tribal governments that emphasize Native American culture, language, and traditions while offering a variety of educational programs.

Tuition - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board.

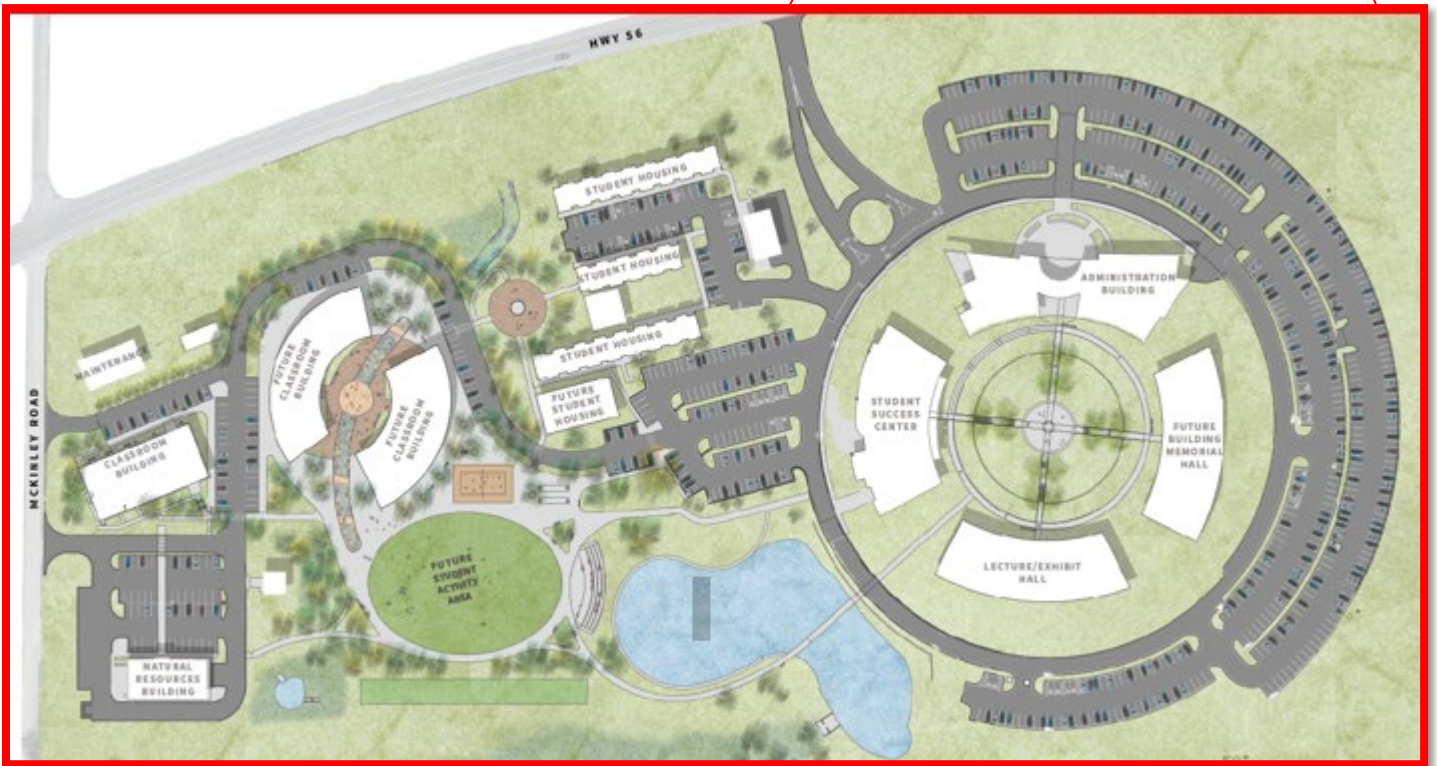
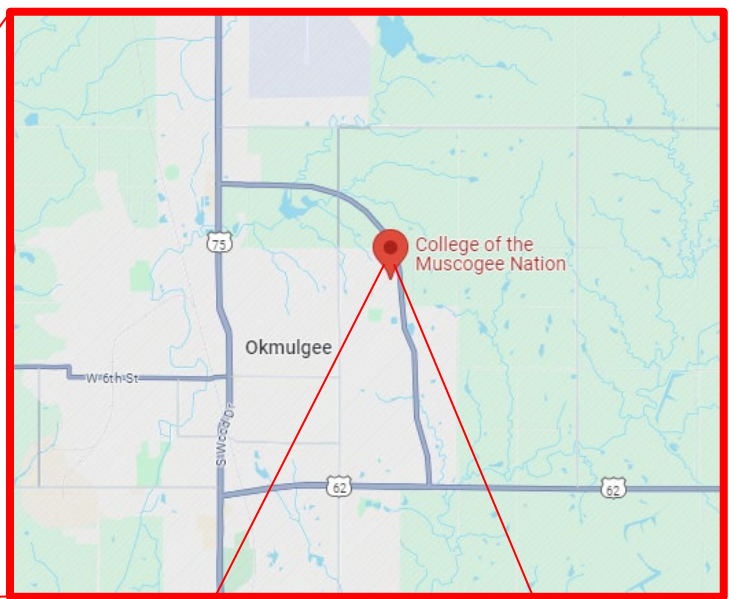
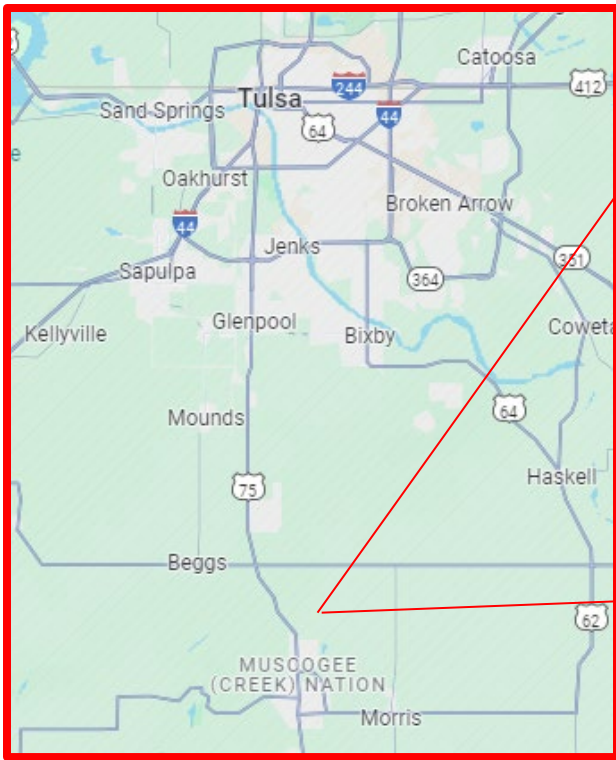
Tutors - A tutor is a person who has completed and/or demonstrated proficiency in a course or subject and is able to provide instruction to students. Tutors usually help students better understand course material and make better grades.

U

Undergraduate - An undergraduate is a student who is pursuing a one-, two-, or four-year degree.

W

Withdrawal - Students may withdraw from courses during a trimester. This action becomes valid after the add/drop period expires. A withdrawal appears on a transcript as a 'W' grade, counts as an attempt on the class, and charges tuition fees. They do not, however, impact your GPA, but it may affect a student's SAP.



College of the Muscogee Nation

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