

SITTING BULL COLLEGE

GRADUATE STUDENT POLICIES & PROCEDURES

MASTER OF SCIENCE – ENVIRONMENTAL SCIENCE

MASTER OF EDUCATION – CURRICULUM AND INSTRUCTION

MASTER OF BUSINESS ADMINISTRATION



(Revised May, 2022)

SITTING BULL COLLEGE

2022-2024

9299 Highway 24
Fort Yates, ND 58538

ADMINISTRATIVE OFFICES

(701) 854-8000 Administration
(701) 854-3403 Student Center Fax
(701) 854-8197 Science & Technology Center Fax
(701) 854-7171 Family Support Center Fax
(701) 854-2013 Entrepreneurial Center Fax
(701) 854-3061 Transit Center Fax
(701) 854-2345 Financial Center Fax

(605) 823-4318 McLaughlin Site
(605) 823-4982 McLaughlin Fax
(605) 845-5762 Mobridge Site

INSTRUCTIONAL SITES

Fort Yates, North Dakota 58538
McLaughlin, South Dakota 57642
Mobridge, South Dakota 57601

For additional information contact info@sittingbull.edu

ACCREDITATION

Sitting Bull College is accredited by The Higher Learning Commission: A Commission of the of North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413. Phone number (312) 263-0456; (800) 621-7440.

Sitting Bull College is also a member of the American Indian Higher Education Consortium and the North Dakota Tribal College Association.

College Colors: Blue & Silver
College Mascot Name: Suns

DISCLAIMER

Terms, conditions, fees, course offerings, admissions, graduation requirements, college rules and regulations, college calendar and other regulations affecting the student body set forth in this bulletin are in accordance with information available at the time of publication. Sitting Bull College reserves the right to change these conditions when necessary. Therefore, this document should not be considered a contract between the student and the institution.

STATEMENT OF POLICY ON NON-DISCRIMINATION

It is the policy of Sitting Bull College (SBC) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law. This also applies to Sitting Bull College's admission practices, financial aid practices, athletics events, recreation activities, public events or other College policies and programs.

REFERENCE

SBC operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

PROCEDURE/CONTENT

Specific complaints alleging discrimination must be in written form and referred to one of the following complaint receivers

TITLE IX AND 504 COORDINATOR

For Student Information

Koreen Ressler, Vice President of Operations
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8001

For Employee Information

Elisabeth Hertel, Human Resource Manager
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8004

COMPLAINT RECEIVERS

Fort Yates Campus
Science and Technology Center
Koreen Ressler, Vice President of Operations
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8001

Fort Yates Campus
Financial Center
Elisabeth Hertel, Human Resource Manager
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8004

Fort Yates Campus Student Center/Library
Donna Seaboy, Financial Aid Director
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8013

Fort Yates Campus Family Support Center
Chris Fried, Education Dept.
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8040

Fort Yates Campus Entrepreneurial Center
Jonathan Anderson, TBIC Director
9299 Highway 24
Fort Yates, ND 58538
(701) 854-8122

Fort Yates Campus Transit Center
Pam Ternes, Transportation Director
9299 Highway 24
Fort Yates, ND 58538
(701) 845-8075

Fort Yates Campus Trades Center
Steve Yellow, Maintenance Director
9299 Highway 24
Fort Yates, ND 58538
(701) 824-8030

McLaughlin Site
Bernadette Terrell, Site Coordinator
PO Box 613
McLaughlin, SD 57642
(605) 823-4318

Mobridge Site
Jan Brockel, Site Coordinator
414 6th Street West
Mobridge, SD 57601
(605) 845-5762

1. The complaint receiver will provide the written discrimination allegation to the President, who has five working days to establish and convene a hearing committee to review the alleged complaint. The committee shall consist of a faculty member, a staff member, and an administrator. The complainant will be allowed to select one member of the hearing committee, and the President will appoint the other two.
2. The hearing committee must meet with the complainant within five working days and complete their investigation within ten working days.
3. Findings of the hearing committee must be given to the President within twenty-four hours of the completion of the investigation.
4. If the findings indicate that discrimination occurred, the violator will be subject to appropriate disciplinary action within three days by the President. The complainant will be informed of the disciplinary action.
5. If specific complaint alleging discrimination is against the President of SBC it must be in written form and addressed to the Board of Trustees.
6. If the individual filing a complaint wishes to further pursue the complaint, a written report can be filed with the Office of Civil Rights, US Department of Education, Midwestern Division, 111 North Canal Street, Suite 1053, Chicago, Illinois, 60606-7204. Phone number (312) 886-8434, fax number (312) 353-4888.
7. If the individual filing a complaint wishes to further pursue the complaint on a USDA program, a written report can be filed with the U.S. Department of Agriculture, Director of Adjudication, 1400 Independence Avenue, S.W., Washington, C.D. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Complaint forms can be found online at http://www.ascr.usda.gov/complaint_filing_cust.html or call (866) 632-9992.

VISION

Let us put our minds together and see what life we can make for our children.

Wakhányeža kin lená épi čha táku waštéšte iwíčhun̄kičiyukčan̄pi kte.

MISSION

Guided by Ochethi Sakowin culture, values, and language, Sitting Bull College is committed to building intellectual capital through academic, career and technical education, and promoting economic and social development.

STUDENT INSTITUTIONAL OUTCOMES

1. Students will display technical and critical thinking skills through effective oral and written communication.
2. Students will display leadership skills that promote ethical, responsible, dependable, and respectful behavior.
3. Students will develop work ethics and skills to function independently and cooperatively within a diverse work environment.
4. Students will demonstrate knowledge of past, present, and future Native American cultures.

STUDENT SUCCESS DEFINITION

To be a successful student at Sitting Bull College, you do not forget who you are and where you come from. Success for a student is when you see opportunities the degree unlocks and are able to choose what path fits you best. When you are a successful student, you understand and pass on the knowledge you learn in order to invest in creating a better future for yourself and your community.

If it doesn't challenge you, it won't change you.

OCHETHI SAKOWIN EQUITY, DIVERSITY, INCLUSION, AND VALUES

Sitting Bull College strives for educational equity, diversity, and inclusion in scholarly activities by cultivating opportunities for collaboration and community to create, model, apply, and practice the Ochethi Sakowin values, or virtues that are culturally identified ideals for being in this world. Rather than abstract and elusive philosophical principles to be strived after, however, these qualities are essential elements of one's everyday life. As the Ochethi Sakowin author Joseph Marshall points out,

They are instilled in us as firmly and as specifically as American courtesies like saying "please" and "thank you" . . . I knew growing up that at some point I was supposed to be the things I learned in the stories: compassionate, honorable, and brave, and so forth . . . The virtues espoused by the

stories . . . are the foundation and moral sustenance of Ochethi Sakowin culture. (Marshall, *The Ochethi Sakowin Way* p. xiii).

There are numerous virtues, and while individuals may identify different virtues or order them variously according to significance, the underlying theme is always the same: expectations for individual behavior and character that ensure balance and well-being within society – human and beyond. In Marshall's words, "There is nothing more important."

The following Ochethi Sakowin values have been adopted as a guide for students to follow during their educational journey at Sitting Bull College.

1. Wóohola (Respect): SBC family should be thoughtful and considerate towards property, policies and people including themselves, fellow students, faculty, staff, and visitors.
2. Wówačhaŋtognake (Generosity): SBC family should assist others in need without expecting anything in return.
3. Wówaunšila (Compassion): SBC family should display empathy for those less fortunate.
4. Wóowothaŋla (Integrity): SBC family should show honesty and truthfulness for their actions and work.
5. Wówačhiŋthanka (Patience): SBC family should show endurance under difficult situations.
6. Wówičakhe (Honesty) SBC family should display integrity, truthfulness and straightforwardness in their educational studies and activities.
7. Wóuŋšiič'iyē (Humility): SBC family should be modest and respectful to themselves, fellow students, faculty, staff, and visitors.
8. Wóksape (Wisdom): SBC family should strive to gain the understanding to apply perceptions, actions, and judgment in a good way.
9. Wóohitike (Bravery): SBC family may face uncertainty and need to find courage in order to succeed.
10. Wówalitake (Fortitude): SBC family need to find the mental and emotional strength in difficult times.

Sources for the following list of values/virtues come from Joseph Marshall's book, *The Ochethi Sakowin Way: Stories and Lessons for Living* (New York: Penguin ACCUPLACER 2002). Other useful sources discussing Ochethi Sakowin values are *Land of the Spotted Eagle* (Lincoln: University of Nebraska Press 1978) by Luther Standing Bear, *Speaking of Indians* by Ella C. Deloria (University of Nebraska Press 1998), and *The Sioux* by Royal B. Hassrick (University of Oklahoma Press 1964). The spelling of the values here follows the *New Ochethi Sakowin Dictionary* (Bloomington, IN: Ochethi Sakowin Language Consortium 2008).

For additional information and history about the college see the *Sitting Bull College 2022-2024 Bulletin*.

GRADUATE PROGRAMS STUDENT POLICIES & PROCEDURES

It is the responsibility of all graduate students to inform themselves and abide by all of the policies and procedures outlined in the *Sitting Bull College Bulletin* and by those outlined below specific to SBC graduate programs.

GRADUATE STUDENT ADMISSION PROCEDURE

Application

All students applying for admission to an SBC graduate program must submit the following documentation to the Registrar at: Registrar, 9299 Highway 24, Fort Yates, ND 58538.

1. Sitting Bull College Application for Graduate Student Admissions. Applications for Graduate Student Admissions are accepted year around. The deadline for Fall admissions is June 1.
2. Official transcripts from all previously attended colleges and universities.
3. Personal Statement – The length should be a minimum of a half (1/2) page, no longer than two (2) pages for each of the following topics.
 - The applicant should discuss their personal and professional experiences related to the graduate degree they wish to pursue. Please explain how these experiences have helped prepare you for graduate school.
 - List and describe your skills, abilities, values, and characteristics that you believe are important to being a successful graduate student.
 - Describe your research interests, academic goals, career goals, and reasons for wanting to attend graduate school.
4. Letters of Recommendation and Evaluation – The applicant will submit two (2) completed letters of recommendation and evaluation using the Sitting Bull College Graduate Student Letter of Recommendation and Evaluation for Graduate Study form.
5. Official verification of tribal enrollment if you are a Native American student. If applicable, Native American students who are not enrolled in a federally recognized tribe must submit an official verification of tribal enrollment and a birth certificate of one of their parents.
6. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) – Per state, federal, and Internal Revenue Service guidelines, Sitting Bull College is required to verify your SSN or ITIN annually for accurate tax reporting on 1098-T forms. Having an accurate SSN/ITIN on tax forms supports the tax deduction that a student or family may claim for qualified educational expenses on both federal and state income tax returns.
7. Resume or Curriculum Vita.

Optional: Writing sample demonstrating proper college level writing with citations and bibliography.

SBC Graduate programs do-not require the GRE.

Graduate program cohorts are not larger than 15 graduate students at one time for each program.

Applications that are missing any of the above requirements will not be accepted or forwarded to department faculty for review.

Criteria for Admissions

1. Completion of a bachelor's degree preferably in the field of studies or a related field of studies to the master's program you are applying to. (If your undergraduate degree was in teaching and you are applying to the M.Ed. please include your Praxis I and Praxis II Scores.)
2. Cumulative GPA of 2.75 or higher. Students with poor GPAs lower than 2.75 should still apply if interested in attending graduate school. Applicants should use their Personal Statement to highlight their accomplishments. Applications will be reviewed by program faculty on a case-by-case basis. Students with a good record of research and work experience may still be accepted even though their cumulative GPA may be lower than admission standards.
3. Demonstration of readiness for graduate school and research evident in the applicant's Personal Statement, their Letters of Recommendation and Evaluation, and the applicant's Resume or Curriculum Vita.
4. Applicants must complete and pass a background check.

Pre-Admission Interview

Applicants that meet the admissions criteria may be asked to interview with program faculty before final acceptance into their chosen graduate program is approved. Interviews may be conducted face-to-face, via video, or by phone.

Acceptance

Upon the recommendation of the program faculty, graduate students will receive an official acceptance letter from the Dean of Academics. Students will have six (6) years from the start of the semester they begin their program to complete their Master's degree course requirements and thesis. Failure to complete their requirements in those six (6) years will require students to validate coursework completed more than six (6) years old in order to apply for graduation.

Special Notes

The Master's of Science in Environmental Science (M.S. – Environmental Science) and Master's in Education (M.Ed.) are cohort models with new cohorts being started in the fall semester every two years. The Master's in Business Administration (M.B.A.) accepts applicant's year around.

The Master's in ENS program offers day and night courses. The program requires an extensive amount of research/field time. It is anticipated that the coursework will take between two and three years to complete. It is highly encouraged, but not required, that selected participants not hold full-time employment during this period. Half-time assistantships may be available for participants in the program, depending on grant funds.

The M.Ed. program is mostly synchronous online instruction requiring some regular on campus visits. This program is designed for working educators so courses are typically held in the evenings.

The M.B.A. program at Sitting Bull College offers courses in a two year rotation. Potential students can apply any semester within the sequence as long as the co-requisites are met. The program can be completed within 21 months. Students must complete BADM 697 in the final semester. The M.B.A. program is designed for working professionals with face-to-face and some online courses. Select courses are offered in accelerated 8 week blocks while others run a full 16 weeks.

NO SHOW POLICY

A student who does not attend any classes within the first three weeks of the fall/spring semester or the first week of the summer session shall be considered a “no show” and 100% tuition and fees refund will be issued.

The student will be billed a “no show” fee of \$10.00 per course, registration fee (\$25), and the total cost of purchases made at the SBC Bookstore. Students may return books up to four weeks from the start of classes if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

Sitting Bull College adheres to a policy of compliances with the Family Educational Rights & Privacy Act of 1974. The definition of this Amendment is as follows:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

www2.ed.gov/policy/gen/guide/fpco/ferpa/index.html

ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor upon enrollment at SBC. In most cases, the advisor will be an instructor in the student's specific area of study. The advisor assists in proper course selection to meet curricular requirements and helps students avoid errors in scheduling. However, students have the final responsibility for satisfying the degree requirements for the curriculum chosen and the college's general education requirements.

SATISFACTORY ACADEMIC PROGRESS

All graduate students must maintain a grade point average (GPA) of 3.00 to remain in satisfactory academic standing and to graduate. Grades of less than "C" are not included in the number of credits accepted for a graduate degree, but they are counted in determining the cumulative GPA. The academic standing of all graduate students will be reviewed at the end of each academic term. Those graduate students who's accumulative graduate GPA is less than 3.00 will be placed on academic probation. Students on academic probation will remain on academic probation until their accumulative GPA is a 3.00. Ex. If their GPA falls below a 3.00, the student goes on academic probation. The next semester that student must earn a 3.00 GPA or higher for that semester, making **satisfactory academic progress** toward improving their overall GPA. If they do not earn a 3.00 GPA while on academic probation they will be suspended for (a semester or a year). They will have to petition to get back into the program. If accepted back into the program the student will be again placed on academic probation. If that student does not make satisfactory academic progress as described above, they will be permanently dismissed from the program.

All graduate students must complete a minimum of 32 credits at or above the 500 course number level.

All graduate students must complete a minimum of 24 credit hours at SBC if transferring in from another accredited college or university. Only up to nine (9) graduate credits may be transferred in to meet the degree core requirements and must appropriately substitute for required program courses.

All graduate students must complete their degree requirements within six (6) years of acceptance to the program.

Classification

- Full-time graduate students are taking 9 credits per semester.
- Two-thirds-time graduate students are taking 6-8 credits per semester (M.Ed.).
- Part-time graduate students are taking 5 credits or less per semester.

All graduate students who do not complete all coursework within the two-year cohort timeframe, including the research thesis or scholarly project, will need to enroll themselves in one (1) continuous enrollment credit each semester after completion of coursework until their thesis is complete or they have taken twelve (12) continuous enrollment credits.

All graduate students must have a cumulative graduate GPA of 3.00 to graduate.

PARTICIPATION IN THE GRADUATION CEREMONY: The graduate student must have a minimum cumulative graduate GPA of 3.00, have all graduate coursework completed, and have a complete draft of their thesis submitted for review. *This is an issue of concern for the Tribal Higher Education Office, the Board of Trustees, and Administration.*

GRADUATE STUDENTS' CODE OF CONDUCT

All SBC graduate students must uphold and maintain academic honesty, personal responsibility, and professional integrity. All graduate students must attend and participate in graduate seminars, courses, and presentations as scheduled. All graduate students must submit work in a timely manner and as requested by faculty. Failure to consistently participate in graduate seminars, courses, and presentations, as well as a failure to consistently submit required work on time may result in disciplinary actions as describe below.

Graduate students are expected to abide by the same policies, procedures, and Ochethi Sakowin values as all SBC students. The only exceptions to these policies and procedures are identified in this *Graduate Student Handbook*.

When students fail to maintain a reasonable standard of conduct on campus, at the instructional centers or at any college-sponsored activity, they may be subject to disciplinary action. Disciplinary proceedings shall commence only after the student has been counseled or warned about improper conduct.

SBC forbids the possession and/or use of alcohol and/or drugs on campus. Sitting Bull College will specify those standards of behavior, which it considers essential to its educational mission and its community life. These specific regulations shall be designed to represent reasonable standards of student conduct.

The following misconduct for which students are subject to college discipline applies to all times on campus and any off-campus functions sponsored or supervised by the college.

1. Plagiarism is from a Latin word for kidnapper. The act of kidnapping is the act of stealing. To use someone else's ideas or words as one's own would qualify as having plagiarized or stolen their work. Plagiarism can be applied to written work (i.e., papers, diagrams, statistical tables), to material from the Internet, CD-ROM's or other electrical sources and to examinations and tests. Written works submitted to SBC are scanned using Turnitin software to identify plagiarism. Penalties for plagiarism and cheating may include but are not limited to the following:
 - re-writing the assignment in question
 - receiving an "F" on the assignment or test in question
 - failing the course in which the assignment was submitted
 - academic suspension
2. Dishonesty, such as cheating or knowingly furnishing false information to the college.
3. Forgery, alteration, or misuse of college documents, records, or identification.
4. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities including its public service functions or of other authorized activities.
5. Physical, verbal, and/or cyber (as outlined by the social media network) abuse of any person or conduct, which threatens or endangers the health or safety of any such person.
6. Theft of or damage to property of the college, its Board, employees, students or visitors.
7. Unauthorized entry to or use of college facilities.
8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling, or possessing drugs/alcohol on college property or at events sponsored by the college.
9. Failure to comply with directions of college official acting in performance of their duties.
10. Any act that injures, degrades, or disgraces, any fellow student or person attending the college.
11. Smoking in non-designated areas.

Penalties for items 2-11 may include but are not limited to the following:

- Mandatory counseling
- Failure of a course
- Travel privileges revoked
- Participation in college sponsored activities revoked
- Academic suspension
- Permanent expulsion

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings shall commence only after the student has been counseled or warned about said conduct from the Dean of Academics. The college will establish a method for imposing discipline, which complies with the requirements of due process. In all situations the student will be informed of the nature of the charges against him/her; that he/she be given an opportunity to refute them; that the institution not be arbitrary in its actions; and that there be provisions for appeal of a decision. The college has an obligation to specify those standards of behavior, which it considers essential to its educational mission defined as clearly as possible and interpreted in a manner consistent with principles of relevancy and reasonableness. Disciplinary proceedings will be instituted only for violations of standards of conduct.

ADMINISTRATION OF THE CODE OF STUDENT CONDUCT

1. The Vice President of Operations and/or Dean of Academics will be responsible for administering the Code of Conduct and for the general conduct of students. Any person who has knowledge of any such violations after referred to, as the Code, shall report all violations of law and the Code of Conduct herein immediately to the Vice President of Operations and/or Dean of Academics.
2. The Vice President of Operations and/or Dean of Academics will ensure that the best interest of any student charged with an offense is served by making use of appropriate counseling or other professional services deemed necessary. The Vice President of Operations and/or the Dean of Academics in seeking professional assistance and advice shall consult with a minor student's parent(s) or guardian(s).
3. In cases of violations of the Code, the Vice President of Operations and/or Dean of Academics will impose those sanctions, which he/she deems appropriate and will inform the student of the decision in writing. He/she will further inform the student charged with misconduct and the disciplinary action. He/she will further inform the student of his/her right of appeal to the Student Appeals Board. The Student Appeals Board shall sustain, modify, or overrule the decision of the Vice President of Operations and/or Dean of Academics.

STUDENT APPEALS BOARD

PROCEDURE

The request for a hearing in front of a Student Appeals Board must be in writing to the Vice President of Operations when dealing with student services issues or the Dean of Academics when dealing with faculty or grading issues. It will be the Vice President of Operations or Dean of Academics responsibility to assemble the Student Appeals Board. The request for a hearing before the Student Appeals Board must take place within five (5) working days from receipt of written notification from the Vice President of Operations or Dean of Academics. If the student does not appeal within the appropriate time period, the decision of the Vice President of Operations or Dean of Academics will be final.

The student will be given written notice at least three (3) school days prior to the scheduled hearing.

1. Membership of the Student Appeals Board shall consist of:
 - a. One faculty selected by the Vice President of Operations or Dean of Academics
 - b. Two students - the President of the Student Government and one student at-large (selected by the student)
 - c. One Board of Trustees member
 - d. The Vice President of Operations or Dean of Academics (non-voting member)
 - e. One counselor selected by the Vice President of Operations or Dean of Academics
2. All members will have equal votes. The President of the Student Government will serve as Chairperson of the Board.
3. Three out of five voting committee members will make a quorum. In the absence of a Student Government President, the Vice President of Operations or Dean of Academics will designate an acting person from the Student Government.
4. A majority vote of those present will be required on all decisions of the Board.

POLICY

1. The student appealing before the Student Appeals Board shall have the right to be assisted in his/her defense by an advisor of his/her choice.
2. Burden of proof shall rest upon the college. Each official charging a student of misconduct must be prepared to substantiate the charge.
3. The student shall be given an opportunity to testify and to present evidence and witnesses. He/she shall have an opportunity to hear and question the adverse witnesses. The Appeals Board shall not consider statements against the student unless he/she has been advised of their content and of the names of those who made them. The student must be given an opportunity to rebut unfavorable inference, which might otherwise be drawn.
4. All matters upon which the decision may be based must be introduced as evidence at the Appeals Board meeting. The decision shall be based solely upon the evidence.
5. A qualified secretary will provide an accurate record of all proceedings. A tape recording will be authorized if requested by the accused.
6. Proceedings shall be orderly. If the Chairperson of the Board feels that any person present is disruptive, he/she may be excluded from the hearing. Such disruptive conduct may be the basis for subsequent disciplinary action against such persons, including expulsion from college.
7. After the commencement of the hearing, the chairperson will notify the student that he/she may challenge, for stated causes, the qualification of any member sitting on the case. If the challenge is upheld by a majority vote of the Board members, the challenged member will be disqualified from sitting on the Appeals Board for that particular case.
8. The hearing shall be private if requested by the student charged.
9. A student may elect not to appear at the hearing, but the hearing will continue as scheduled. The Board members will base their decision on the evidence presented.

The decision of the committee is final. The Vice President of Operations or Dean of Academics will notify the student in writing within five (5) working days of the hearing.

WHAT CAN I DO IF I FEEL I AM BEING TREATED UNFAIRLY?

It is the policy of the College that all students have at their disposal specific and equitable procedures, which afford due process for resolving grievances.

A grievance is a result of an alleged unfair, inequitable or discriminatory interpretation, application, or implementation of college policy or procedure including the Statement of Non-Discrimination listed on page two of the *College Bulletin*. You may obtain a copy of the grievance procedure from the Office of the Vice President of Operations.

GRIEVANCE PROCEDURE

In a relationship of student to instructor and staff member of SBC, misunderstandings can develop. Therefore, it is imperative that a formalization of procedures be developed to disarm any situation that can develop and also give the student an avenue for correction of a problem. It is the intent of this policy to alleviate any feelings of retribution or prejudice that can arise from problem situations. To assist the student, instructor, staff member, and the college in arriving at a fair and unbiased decision, this procedure will strive to assist in resolving disputes and conditions.

1. **Initial Grievance:** The student must discuss the grievance with the instructor or staff member from whom the disagreement stems. If the matter cannot be settled at this point, the student then has the responsibility to confer with the Vice President of Operations or Dean of Academics. The student may ask one of the Counselors' to attend the meetings with the student.
2. **Submission of Written Grievance:** If the student is not satisfied with the verbal conference with the Vice President of Operations or Dean of Academics she/he must submit a written grievance to the Vice President of Operations or Dean of Academics within five (5) working days and she/he will receive a written response from the Vice President of Operations or Dean of Academics within five (5) working days.
3. **Grievance Committee:** If the student is not satisfied with the written response, she/he has five (5) working days to request in writing that a grievance committee hear the matter. This request is given to the Vice President of Operations or Dean of Academics and a hearing will be scheduled within five (5) working days.
The committee shall be comprised of the following:
 - a. Vice President of Operations or Dean of Academics
 - b. One counselor selected by the Vice President of Operations or Dean of Academics;
 - c. One faculty member selected by the Vice President of Operations or Dean of Academics;
 - d. One staff member selected by the Vice President of Operations or Dean of Academics;
 - e. One member of the SBC Student Government selected by the grieving student
 - f. One Board of Trustees member

The decision of the committee is final. The Vice President of Operations or Dean of Academics will notify the student in writing within five (5) working days of the hearing

FINANCIAL AID

Financial aid is a combination of several funding sources available to assist a student with educational expenses. The following sources of financial aid are available to graduate students: Tuition waivers, grants, scholarships and loans. Funding sources can award students based on program of study, financial need, or academic standing.

- SBC Tuition waivers can be limited based on funding and the number of applicants per semester.
 - Students who withdraw from the course or complete the course(s) with a letter grade of D or F will be required to pay for the tuition expense.
 - *Priority Deadline April 30th –Fall / October 31st –Spring*
- Grants are considered gift aid with no-stipulations, or repayment
- Scholarships can be considered a repayment award (requiring contract/obligations) or gift aid depending on the funding source. Students should review all requirements prior to accepting a scholarship award.
- Loans are funds borrowed that must be repaid. SBC does not offer student loans; however, the SBC financial aid office will certify documents to assist those who apply for loans.

Need is defined by adding the students funding sources + EFC (expected family contribution) minus the estimated cost of attendance. The Department of Education calculates a student's EFC based on information the student provided on his/her FAFSA application.

As of, July 1, 2012 students are limited to a Pell lifetime eligibility unit (LEU) of 600% which equates to 12 semesters of full-time enrollment. Students who have obtained a bachelor's level degree at any

institution are no longer eligible for Federal Aid (Pell, FSEOG, and FWS).

The SBC Financial Aid Office reserves the right to make the final determination regarding the type(s) and amount of aid awarded to students. Students receiving additional scholarships not listed on the award letter must report the funding source and amount to the financial aid office. Adjustments may be made to a student's award letter if there is an over award of need-based financial aid funds.

SBC's estimated direct education costs per year for Masters Degrees, including full-time tuition, fees, and books: \$7,920

The estimated indirect costs per year that include room, board, transportation, and personal expenses: \$10,916

SBC has several housing units available for student use. Students who live in campus housing may expect to pay a monthly rent fee between \$400 and \$500 based on the type of house assigned to the student. SBC also has 12 single unit apartments available in Fort Yates and 18 single rooms plus 2 handicap accessible rooms in Mobridge. Students who live in the single unit apartments may expect to pay a monthly rent fee of \$250 per month.

Additional Financial Aid Policies and Procedures can be found in the SBC Bulletin. You can also contact the office of financial aid for more assistance by email at financial.aid@sittingbull.edu or by telephone at (701) 854-8057.

GRADUATE PROGRAMS FEES

Fees and expenses shown here are those in effect at the time of publication. All fees are subject to change without notice.

TUITION (charged each semester – per credit hour)\$350.00

REGISTRATION FEE (charged each semester)\$25.00

ACTIVITY FEE (fall and spring semesters)\$30.00

TECHNOLOGY FEE

Full-time enrollment (9 graduate credits or more credits – per credit hour)\$150.00

Two-thirds-time enrollment (6-8 graduate credits – per credit hour)\$150.00

Part-time enrollment (1 to 5 graduate credits) \$15.00 per credit hour

SBC GRADUATION FEE (purchase of cap, tassel, gown, diploma and cover).....\$100.00

(Purchase of diploma and cover only)\$35.00

TRANSCRIPT FEE\$10.00

NO SHOW FEE: (charged per class for students who do not attend any class in the first three weeks and do not complete the form to officially withdraw from classes) \$10.00

PROGRAM SPECIFIC REQUIREMENTS

MASTER OF SCIENCE – ENVIRONMENTAL SCIENCE

The M.S. in Environmental Science degree is granted to the student, who wishes to complete a program of study which leads to employment in a specific career. The M.S. degree program requires a minimum of thirty-eight (38) credit hours of course work. For admissions into a Master's program a student must have successfully completed a Bachelor's degree in a related discipline, and meet the necessary requirements for admission into the program.

The graduate program in Environmental Science (ENS) is an extension and builds off of the college's current A.S. and B.S. programs allowing students to gain greater skills in specific areas. The program description for the B.S. program states that it:

...is designed to provide students with a background sufficient to make them competitive in the workplace for careers in environmental science, natural resource management, wildlife management, and other science-related disciplines. The program will prepare students to conduct scientific research using methodology necessary to attain results that will be used for science-related, managerial decisions.

PROGRAM OUTCOMES

The student will show competency and mastery in the following skill sets associated with environmental sciences:

1. The student will develop scientific critical thinking skills.
2. The student will demonstrate the ability to articulate knowledge of environmental science, methodologies, and policy both in writing and orally.
3. The student will synthesize a cogent research thesis inclusive of appropriate statistical analysis.
4. The student will demonstrate an understanding of Native Science as it relates to the Lakota/Dakota culture, while maintaining the balance with and the integrity of Western Science.

CORE REQUIREMENTS

ENS 500	Graduate Research Seminar	2 Credits
ENS 511	Advanced Experimental Design	3 Credits
ENS 515	Advanced Statistics	3 Credits
ENS 520	Advanced Techniques in GIS	3 Credits
ENS 542	Environmental Policy & Resource Management	3 Credits
ENS 545	Applying Dakota/Ochethi Sakowin Culture to Environmental Science	3 Credits
ENS 550	Conservation Biology	3 Credits
ENS 600	Research and Thesis	6-9 Credits
Total Core Requirements		26-29 credits

Specialization/Emphasis Courses (Must Take A Minimum Of 12 Credits):

ENS 522	Advanced Remote Sensing and Digital Image Processing	3 Credits
ENS 530	Limnology	3 Credits
ENS 532	Watershed Analysis	3 Credits
ENS 552	Avian Ecology	3 Credits

ENS 554	Grassland Ecology	3 Credits
ENS 556	Ecology of Invasive Species	3 Credits
ENS 558	Restoration Ecology	3 Credits
ENS 560	Advanced Water and Soil Biogeochemistry	3 Credits
ENS 562	Microbial Ecology	3 Credits
ENS 570	Climate Change	3 Credits
ENS 572	Environmental Water Quality	3 Credits
ENS 580	Advanced Water Sampling Techniques	3 Credits
ATSC 520	Atmospheric Chemistry	3 Credits
ATSC 528	Atmospheric Data Analysis	3 Credits
ATSC 535	Measurement Systems	3 Credits
ATSC 565	Air Quality	3 Credits
Total Specialization/Emphasis Requirements 12+ credits		
TOTAL DEGREE REQUIREMENTS		38+ CREDITS

MASTER OF EDUCATION – CURRICULUM AND INSTRUCTION

The graduate program in Education, with a specialization in Curriculum and Instruction, will assist graduate students in developing skills sets and understanding in curriculum, instruction, and assessment. Graduate students will be exposed to and challenged in the areas of research, writing, critical thinking, and practicums. Graduate students will be exposed to both theory and practice in their research, textual readings, classroom discussions, and experiential learning.

This program is intended to: 1). Assist current teachers develop their skills sets and understanding of curriculum, instruction, and assessment; or 2). Assist graduate students, who do not have a background in teaching, develop skills sets necessary for an administrative role (or similar role) in the field of Education (i.e., Higher Education). Applicants who do not have a background in teaching are encouraged to apply. Applicants with a degree in subjects that are taught at the secondary education level may be eligible for a North Dakota secondary teaching license after the successful completion of the graduate program in Education. They would need to contact the Education Standards and Practices Board (ESPB) in North Dakota about licensing requirements, or contact the department of education in the state in which they reside or plan to live. For applicants who do not have a teaching background, this degree program may serve to be useful in administrative roles in the field of Education (i.e., Higher Education) and possibly other discipline areas, and may be applicable to jobs such as corporate trainer and educational consultant.

PROGRAM OUTCOMES

1. The candidate will demonstrate advanced knowledge, skills, and dispositions.
2. The candidate will understand, develop, and apply research and research methods through effective communication relevant to the advanced field of study using effective communication through writing.
3. The candidate will demonstrate a deepened understanding of the study of the role of schools in society and the development of positive-relationship partnerships with families and the larger community through effective communication and the implementation of programs, services, events, and/or best practices.

4. The candidate will demonstrate a deepened understanding and apply advanced teaching strategies and models of teaching relevant to the advanced field of study, in order to meet the needs of students.
5. The candidate will demonstrate various methods of integrating current, appropriate instructional technologies.
6. The candidate will demonstrate practicum performance via a field experience that shows evidence of the potential impact on P-12 student learning using varied assessments.
7.
 - a. Determine and apply sound pedagogical practices to meet the needs of all students as learners and of the learning environment.
 - b. Demonstrate a deepened understanding of curriculum theory, design, and delivery.
 - c. Determine, apply, and reflect on multiple means of assessing and evaluating diverse students' learning.
 - d. Demonstrate professional experience and growth as educational leaders and supervisors and curriculum and instruction strategists for the purpose of preparing teachers for different roles in schools.

Special Notes:

The degree program will be offered using a cohort model in which all students' progress through the program together; thus, providing support and networking for each other. Classes will be scheduled online/hybrid during the academic year using an intensive block format with a larger required course load during the summer months of the first year of the cohort, when K-12 schools are not in session. Summer session classes will mainly meet online with the possibility of meeting face-to-face on campus on occasion. If a summer class meets face-to-face on campus, it will likely take place during the day rather than the evening, and the amount of time that students have face-to-face time will be limited. The cohort will consist of a total of five semesters. Fall and spring semesters will require graduate students to take a total of six (6) credits per semester. The first three chapters of the thesis or scholarly project will be integrated into courses the first two semesters. Chapter 1: Introduction will be integrated into Critique and Design of Research semester 1, Chapter 2: Review of the Literature will be integrated into EED 520: Multicultural Education: Theory & Practice semester 2, and Chapter 3: Methodology will be completed during summer session as a standalone course.

CORE REQUIREMENTS

EED 501	Advanced Foundations in Education	2 Credits
EED 510	Differentiated Instruction	2 Credits
EED 520	Multicultural Education: Theory & Practice	3 Credits
EED 522	Models of Teaching & Learning	3 Credits
EED 525	Critique & Design of Research	2 Credits
EED 526	Research Writing	2 Credit
EED 527	Statistics	3 Credits
EED 528	Educational Assessment	3 Credits
EED 530	Curriculum Design	2 Credits
EED 540	Education Law & Ethics	3 Credits
EED 550	Advanced Integration of Technology into the Classroom	3 Credits

EED 560	Field Experience	1 Credit
Total Core Requirements		29 Credits

Specialization/Emphasis Courses (Must take three (3) credits in research or scholarly subject areas.)

EED 570	Research Seminar I	1 Credit
EED 571	Research Seminar II	2 Credits
EED 580	Scholarly Project Seminar I	1 Credit
EED 581	Scholarly Project Seminar II	2 Credits

Total Specialization/Emphasis Requirements **3 credits**

TOTAL DEGREE REQUIREMENTS **32 CREDITS**

MASTER OF BUSINESS ADMINISTRATION

The MBA program at Sitting Bull College educates current and future business leaders through the use of technology, research and engagement with an emphasis on economic development, budgeting, financial decision making, and planning while promoting ethical behavior consistent with the Lakota/Dakota culture and language. The Master of Business Administration (MBA) degree is granted to the student, who wishes to complete a program of study which leads to employment in a specific career.

The MBA degree program requires a minimum of thirty-eight (38) credit hours of course work. For admissions into a Master's program a student must have successfully completed a Bachelor's degree in a related discipline (students may apply with un-related disciplines but additional coursework applies), and meet the necessary requirements for admission into the program. M.B.A. graduates are well positioned for many job opportunities within the Sitting Bull College region at Standing Rock and surrounding areas. The M.B.A. program offers courses face-to-face with some offered online. Select courses are offered in accelerated 8 week blocks while others run a full 16 weeks.

PROGRAM OUTCOMES

1. The student will demonstrate the use of written and oral communication.
2. The student will learn how to budget effectively and how to understand and prepare financial statements.
3. The student will demonstrate leadership skills applying creative problem solving techniques to achieve optimal utilization of resources at an organization.
4. The student will integrate various business management techniques throughout the cross functional areas of an organization.
5. The student will demonstrate an understanding of the challenges that are faced in today's business environment.

CORE REQUIREMENTS

Co-Requisites Courses (If Required)

ACCT 200	Accounting I	3 Credits
BOTE 247	Spreadsheet Applications	3 Credits

Core Courses

BADM 500	Graduate Research Studies	1 Credit
BADM 502	Operations and Supply Management	3 Credits
BADM 505	Money and Banking Analysis	3 Credits
BADM 510	Scholarly Project Seminar Part 1	1 Credit
BADM 517	Community Development	3 Credits
BADM 542	Managerial Accounting	3 Credits
BADM 573	Economics	3 Credits
BADM 606	Project Planning	3 Credits
BADM 610	Marketing Analysis	3 Credits
BADM 635	Business Law and the Regulation of Business	3 Credits
BADM 640	Management Information Systems	3 Credits
BADM 655	Financial Management and Financial Analysis	3 Credits
BADM 680	Strategic Management and Decision Making	3 Credits
BADM 697	Scholarly Project Seminar Part 2	3 Credits
Total Core Requirements		38 credits
TOTAL DEGREE REQUIREMENTS		38 CREDITS

DATA RESEARCH OWNERSHIP

SBC will co-own all research data that is created or collected by its employees, researchers, or students except when there is a written agreement that states otherwise. Research materials, intellectual property, inventions, or devices developed through Sitting Bull College are the property of the SBC. Rights to such research data/property may be transferred to other parties with written consent by Sitting Bull College. Research data or research materials that may be subject to copyright, patent or trademark rights will be the property of the SBC. The researcher will retain data (raw data, findings, consent forms, etc.) for three years, and raw data may be retained indefinitely as long as there are no human subject identifiers. If the data (projects/research) are subject to HIPAA and VA regulations, the data must be retained for at least six years. If the data led to the granting of a patent, trademark or copyright the data shall be retained for the life of the patent, trademark or copyright. Data shall be retained while any litigation/legal action or investigation of allegations is pending.

SBC THESIS STYLE GUIDE

Introduction:

Sitting Bull College requires the completion of a thesis for master's degrees. Theses are available through the Sitting Bull College Library. Because these manuscripts are widely used by scholars and researchers, Sitting Bull College has established these guidelines to maintain consistency of format.

The thesis is a reflection of the student, the advisory committee, the department, and ultimately, Sitting Bull College.

- The student and advisory committee are jointly responsible for the scholarly style used in the thesis.
- Each member of the student's advisory committee must review and approve the thesis.
- Following the defense of your thesis the approval page must be signed by the members of the advisory committee and submitted to the Dean of Academics for their signature.

Timetable for Completion:

- Submission of Preliminary Approval and Notice of Defense forms at least two weeks prior to your scheduled defense
- Submission for Dean of Academics signature at least one week before graduation

Cataloging:

Submission of one bound copy and one electronic copy of the signed thesis to Sitting Bull College Library is the final step before graduation. Once you have successfully defended your thesis and obtained all necessary signatures on the Thesis Approval Page, students will submit a PDF version of their final document with all of the fonts embedded prior to graduation.

Style Format:

APA is the style format to be used when writing your thesis.

Example Pages:

Following are example pages illustrating the format that should be used for your thesis. These examples are designed to help as you work through formatting your thesis.

Title Page – see sample on next page:

- A 2" top margin is required.
- A 1 – 1½" left margin is required to allow for binding.
- All of the text on the page is centered.
- This page is counted, but not numbered.
- Single space two or more line titles.
- Title is in all capital letters.
- Complete student name: First, Middle, and Last are required.

2" top margin

GENOMIC IDENTIFICATION OF INVASIVE SPECIES IN
THE GREATER MISSOURI RIVER WATER SHED

(Title should be all caps and single spaced if longer than one line)

by

John Harvey Doe

Associate of Science, Sitting Bull College, 2016

Bachelor of Science, Sitting Bull College, 2018

(Insert appropriate degree, university, and year of graduation)

A Thesis

(Insert appropriate type of document- dissertation or thesis)

Submitted to the Graduate Faculty

of

Sitting Bull College

in partial fulfillment of the requirements

for the degree of

Master of Science

(Insert appropriate degree to be awarded)

Fort Yates, North Dakota

May

2022

(Insert month and year of actual graduation – May or December)

(This page is counted, but not numbered)

Copyright Page – see sample on next page:

- This page is optional but, if included, is counted and numbered with a lower case Roman numeral (ii).
- Copyright is the legal protection of intellectual property and begins at the moment the work is created.
- If you wish to acknowledge your legal rights, you may include the Copyright page in your document following the Title page.
- There is no requirement of notice or registration; registration of the copyright is also optional.
- The registration establishes a public record of your thesis or dissertation and, at least for American publications, registration is required before you can file an infringement lawsuit. (Crews, Kenneth. (1996). Copyright Law and Graduate Research Part v, pp. 21-22)

Copyright 2016 John Doe

or

c 2016 John Doe

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Approval Page - see sample on next page:

- The advisory committee signs this page after the successful defense of your thesis.
- Photocopied signatures are not acceptable.
- The Dean of Academics signs this page indicating acceptance of the document as partial fulfillment of the degree. A PDF copy of this page will be sent to the student after the dean has signed it. The original page will be kept in the student's file at Sitting Bull College.
- You will include this page in your final manuscript. This will either be page ii or iii depending on whether you include a copyright page or not.
- A 2" top margin is required.
- Insert appropriate degree, appropriate name, and enough lines for all of your committee members. Type your committee members' names under the signature lines.
- Provide a line for the Dean's signature and a line for the date.
- Single space the text on this page.

2" top margin

This thesis, submitted by **(your name)** in partial fulfillment of the requirements for the Degree of Master of Arts **(insert appropriate degree)** from Sitting Bull College, has been read by the Faculty Advisory Committee under whom the work has been done and is hereby approved.

(Name of Chairperson)

(Name of Committee Member)

(Name of Committee Member)

This thesis is being submitted by the appointed advisory committee as having met all of the requirements of Sitting Bull College and is hereby approved.

(Name of Dean of Academics)

Dean of Academics

Date

Permission Page – see sample on next page:

- This page will allow for reproduction of this document for scholarly purposes.
- A 2" top margin is required.
- Insert appropriate title, department, degree, and thesis or dissertation.
- The page is numbered with a lower case Roman numeral at the bottom center of the page.
- The text on this page is single spaced.
- The title on the Permission page must be the same as the title on the Title page.
- Your name and date must be typed onto this page.

2" top margin

PERMISSION

Title Genomic Identification of Invasive Species in the Greater Missouri River Water Shed

Department Environmental Science

Degree Master of Science

In presenting this thesis in partial fulfillment of the requirements for a graduate degree from Sitting Bull College, I agree that the library of this institution shall make it freely available for inspection. I further agree that permission for extensive copying for scholarly purposes may be granted by the professor who supervised my thesis work or, in her (or his) absence, by the Dean of Academics. It is understood that any copying or publication or other use of this thesis or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and to Sitting Bull College in any scholarly use which may be made of any material in my thesis.

(Typed Name)

(Date)

Acknowledgments Page – see sample on next page:

- This page follows the Table of Contents, List of Figures, and List of Tables; these pages will all be formatted according to APA style.
- A 2" top margin is required.
- This is an optional page which, if included, is counted and numbered with lower case Roman numerals, centered at the bottom of the page.
- The word ACKNOWLEDGMENTS needs to be spelled the same way on this page as in the Table of Contents.

2" top margin

ACKNOWLEDGMENTS

I wish to express my sincere appreciation to the members of my advisory Committee for their guidance and support during my time in the master's program at Sitting Bull College.

Dedication Page – see sample on next page:

- This page is optional and, if included, is **not counted** or **numbered**.
- The dedication statement will be centered vertically and horizontally on the page.
- If the dedication is longer than one line, it can be either single or double spaced.

To my mom Jane and my dad John,
The world's best parents!

Abstract Page – see sample on next page:

- A 2" top margin is required.
- If the abstract is more than one page, all subsequent pages will have a 1" top margin.
- The page number(s) will be lower case Roman numeral(s), centered at the bottom of the page.

2" top margin

ABSTRACT

The abstract should be a succinct summary of the thesis in three parts: a presentation of the problem, account of the research and methods used, and the conclusions of the research. There is no word limit on your abstract. However, it is recommended that you limit your abstract to between 150 and 350 words.



Sitting Bull College Application for Graduate Admissions

Revised 05/02/2022

Phone: (701) 854-8000 www.sittingbull.edu

Sex Offender Policy: To increase the safety and welfare of the students, faculty and staff of Sitting Bull College, no convicted and registered sex offenders will be allowed to enroll in courses or allowed on any Sitting Bull College property.

I am applying for graduate admission to: ☐ Environmental Science ☐ Education: Curriculum & Instruction ☐ Business Administration

I am applying as a: ☐ First-Time Graduate Student ☐ Transfer Graduate Student ☐ Returning Graduate Student

Legal Name: (as appears on legal documents, i.e. social security card, birth certificate, court documents)

Last Name First Name Middle
- -
Maiden/Other Names Social Security Number

Physical Street Address and Mailing Address:

PO Box City State Zip Code
Street Address City State Zip Code
()
Telephone E-Mail Address

In case of emergency, please provide the following information:

Name Relationship Telephone

Demographic Information:

Date of Birth: ____/____/____ Gender: ☐ Male ☐ Female
Month Day Year

Marital Status: ☐ Single ☐ Single Parent ☐ Married ☐ Separated ☐ Divorced

of Dependent Children: ____

Race/Ethnicity: ☐ Asian ☐ Black or African American ☐ Hispanic ☐ Native Hawaiian or Pacific Islander ☐ White
☐ American Indian/Alaska Native | Are you an enrolled member of a Federally Recognized Tribe: ☐ Yes ☐ No

If you aren't an enrolled member of a Federally Recognized tribe, is your biological parent(s) an enrolled member of a Federally Recognized Tribe: ☐ Yes ☐ No

If you are an enrolled member of a Federally Recognized Tribe, please submit a copy of your Certificate of Indian Blood. If you are not enrolled but a biological parent is, please submit a copy of your birth certificate along with a copy of the enrolled parent's Certificate of Indian Blood (the biological parent, who is enrolled with a Federally Recognized Tribe, must be listed on the birth certificate).

Employment Information:

Are you currently employed: ☐ Yes ☐ No
Employer Name: _____
Telephone #: _____

Please complete the back side of this application.

High School Information:

Have you graduated from high school: ☐ Yes ☐ No

Name of High School _____

City _____

State _____

Have you completed the GED: ☐ Yes ☐ No If you have completed the GED, please submit an official GED transcript.

College or University Information:

College or University _____ City _____ State _____

College or University _____ City _____ State _____

College or University _____ City _____ State _____

Degree or degrees earned: _____

Praxis I Score (If Applicable): Reading: _____ Math: _____ Writing: _____ Year Taken: _____

Praxis II Score (If Applicable): Reading: _____ Math: _____ Writing: _____ Year Taken: _____

Other Information:

Are you a US citizen: ☐ Yes ☐ No

Are you a veteran: ☐ Yes ☐ No If yes, what branch of service: _____

Are you responsible for caring for an elderly family member: ☐ Yes ☐ No

Do you speak an American Indian language: ☐ Yes ☐ No

If yes, do you consider your language skills to be: ☐ Limited ☐ Conversational ☐ Fluent

Did your father earn a bachelor's degree: ☐ Yes ☐ No

Did your mother earn a bachelor's degree: ☐ Yes ☐ No

Did you attend a Head Start Program as a child: ☐ Yes ☐ No

Which district do you reside in: ☐ Bear Soldier ☐ Cannon Ball ☐ Kenel ☐ Long Soldier ☐ Porcupine
☐ Rock Creek ☐ Running Antelope ☐ Wakpala ☐ Not Applicable

Please mail the following documents to the address below:

- ✓ Completed Application
- ✓ Official College Transcripts
- ✓ Personal Statement

- ✓ Letters of Recommendation and Evaluation
- ✓ Copy of Tribal Enrollment
- ✓ Resume or Curriculum Vita

Mailing Address: Office of Registrar, Sitting Bull College, 9299 Hwy 24, Fort Yates ND 58538

Certification of Information:

I certify that the information given on this application is correct and complete to the best of my knowledge.

Student Signature _____

Date _____

It is the policy of Sitting Bull College (SBC) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law. This also applies to Sitting Bull College's admission practices, financial aid practices, athletics events, recreation activities, public events or other College policies and programs.

Sitting Bull College operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973.



Sitting Bull College Letter of Recommendation and Evaluation for Graduate Studies in:

(Select One)

<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Education: Curriculum & Instruction	<input type="checkbox"/> Business Administration
--	--	--

Applicant Name: (Print) _____

Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment) signed into law on 31 December 1974, I ☐ (do) ☐ (do not) waive my right of access to inspect and review this letter of recommendation. I give my permission to this person to include grades, GPA or class rank [as appropriate] in the letter of recommendation. In addition, I understand this letter will be destroyed after it is used to help evaluate my application for admission to graduate study at Sitting Bull College.

Applicant Signature: _____ **Date:** _____

Sitting Bull College recognizes the completion of a recommendation is a time-consuming process and we appreciate your assistance in evaluating this applicant. Any information you can provide relevant to the applicant's preparation and potential for graduate work will be most helpful to us. Thank you.

Recommender/Evaluator Name: (Print) _____

Relationship to Applicant: _____ Years Known: _____

Address: _____

Phone Number: _____ Email: _____

Recommender/Evaluator Signature: _____ **Date:** _____

Please return to: Office of Registrar, Sitting Bull College, 9299 Hwy 24, Fort Yates, ND 58535

lisa.mclaughlin@sittingbull.edu

Evaluation

Please rate the Applicant's following abilities by percentile:

	Top 5%	Top 15%	Top 25%	Below 35%	N/A
Imagination					
Motivation					
Initiative					
Perseverance					
Maturity					
Reaction to Criticism					
Analytic Ability					
Writing Ability					
Research Ability					
Teaching Ability					

Recommendation

Please describe what you believe are this applicant's strengths and weaknesses as they might apply to their graduate studies. Also note any achievements you are aware of that may demonstrate this applicants abilities to succeed as a graduate student. Explain any challenges you believe this applicant will have that may create a barrier to their success as a graduate student. (Attach an additional page if needed.)



Sitting Bull College Release of Tribal Enrollment Verification

Please complete and submit this form if you are a Native American enrolled in a Federally Recognized Tribe. If you are not enrolled but have a parent who is enrolled, please have them complete this form and attach it to your application. Mail this form to the address below:

Dear Tribal Enrollment Office,

Please send a copy of my certificate of Indian blood to:

Sitting Bull College
Office of Registrar
9299 Hwy 24
Fort Yates, ND 58538

Applicant's Last Name: _____

Applicant's First Name: _____ MI: _____

Other Names Used: _____

Date of Birth: _____

Current Address: _____

City: _____ State: _____

Phone Number: _____

Agency enrolled at: _____

Agency Address: _____

Father's Name: _____

Mother's Name: _____

Applicant's Signature: _____ Date: _____