

# STUDENT HANDBOOK

OF

POLICIES & PROCEDURES

FOR THE

SISSETON WAHPETON OYATE

HIGHER EDUCATION GRANT PROGRAM



Sisseton Wahpeton College  
Old Agency Box 689  
Sisseton, SD 57262

## INTRODUCTION:

This Student Handbook has been compiled to provide information on the Sisseton Wahpeton Oyate's Higher Education Grant Program. This program is operated by the Sisseton Wahpeton College under P.L. 102-325 Title XIII, Part B, of the Higher Education Tribal Grant Authorization Act. This office is dedicated to serving enrolled members of the Sisseton Wahpeton Oyate who are pursuing degrees of Higher Education.

The student handbook policies were developed by the Sisseton Agency School Board members from 1983 to June 1996, at which time the Sisseton Agency, Bureau of Indian Affairs, Office of Indian Education Programs officially closed due to reduction in force. The Higher Education Grant Program is now being administered by the Sisseton Wahpeton College as a direct grant. These policies are based on 25 Federal Code of Regulations Part 40 Administration of Educational Grants for Higher Education, Authority: Sec. 11, 48 State. 986; 25 U.S.C. The Scholarship Officer for the Sisseton Wahpeton Oyate implements these policies and gives assurances that these Federal Regulations are adhered to in the administration of the program.

## ELIGIBILITY:

To qualify for financial assistance from the SWO Higher Education Grant Program you must:

1. Be an enrolled member of the Sisseton Wahpeton Oyate.
2. Must be accepted for admission at an accredited institution of Higher Education, working towards an undergraduate Associate or Bachelor's degree.
3. Must be enrolled full-time according to the College or University's admission standards.  
**PLEASE NOTE:** Students will be considered for assistance if they are enrolled in at least 9 credits, but their budgets must reflect this status. Students who are not full-time will be funded at a lesser amount than what a full-time student receives.
4. Must show financial need as determined by the College or University's Financial Aid Officer.
5. Students who are in default with any of the Federal Family Education Programs may be considered for funding from the Higher Education Grant Program if they have access to other sources of financial assistance in addition to the higher education grant.
6. Post Graduate and Graduate level students will be considered at the end of the year for funding **IF funds are available** and will only be funded once per academic year.
7. Students receiving funds from the Sisseton Wahpeton Oyate's Adult Vocational Training Program will NOT be eligible for funding under the Sisseton Wahpeton Oyate's Higher Education Grant Program.

## APPLICATION PROCESS:

All students must complete the following in order to be considered for funding:

1. A complete application with signature.
2. Letter of acceptance from the College or University.
3. Financial aid package form, completed by the Financial Aid Office at the school you will attend. We will also accept estimated budgets if they are signed by the Financial Aid Officer.
4. Proof of Tribal enrollment.
5. Copies of transcripts from all Colleges and Universities previously attended.
6. **All students must complete a new application for each academic year in which financial assistance is requested.**

***ALL APPLICATIONS AND REQUIRED FORMS MUST BE RECEIVED IN THE HIGHER EDUCATION GRANT PROGRAM OFFICE BY THE DEADLINE DATE.***

**DEADLINE DATES:**

June 15<sup>th</sup> of the year for the Fall semester or quarter.  
December 15<sup>th</sup> of the year for the Spring semester or quarter.

**AWARD PROCESS:**

The Scholarship Officer will screen all applications received for eligibility. It is the responsibility of the student to call and see that their application has been received and if their file is complete. **Priority** will be given to full-time continuing students making satisfactory academic progress.

Award amounts per year may vary depending on the number of students eligible and total funds available for disbursement.

Award notices will be mailed directly to the Financial Aid Office at the College or University attending.

Disbursements of scholarship checks will be made directly to the student in care of the Financial Aid Office at the College or University attending.

Each student is required to produce identification and also sign for receipt of the Higher Education Grant Program check each term. The actual funds disbursed to each student will depend on the schools disbursement policy.

**REFUND POLICY:**

All Higher Education Grant checks not disbursed to the student must be returned to the Sisseton Wahpeton Oyate Higher Education Grant Program, Old Agency Box 689, Sisseton, SD 57262 for cancellation.

**SATISFACTORY ACADEMIC PROGRESS:**

All students funded by the Higher Education Grant Program must meet the following standards:

1. Maintain a Grade Point Average (GPA) of 1.5 for Freshmen and 2.0 for Sophomores, Juniors and Seniors.
  - a. A student will be placed on probation the following term if he/she fails to maintain the required grade point average.
  - b. If a student fails to meet the required grade point average after being placed on probation he/she will then be placed on suspension.
  - c. The student on suspension must then complete 12 credit hours and successfully earn a grade point average of 2.0 or above before reinstatement of eligibility and continued funding.
2. In addition to maintaining satisfactory academic progress per term, students are encouraged to complete their four year degree program within a period of five years or 10 semesters.

**GRADE REPORTS:**

All students funded by the Higher Education Grant Program are required to submit copies of grade reports and/or transcripts at the **end of each academic term**.

**STUDENTS RIGHTS AND RESPONSIBILITIES:**

When accepting the Sisseton Wahpeton Oyate's Higher Education Grant, the student must comply with the standards set by the Sisseton Wahpeton College.

The responsibilities of the student are:

1. To submit grade reports on a timely basis. Grade reports/transcripts can be e-mailed to [tlarsen@swc.tc](mailto:tlarsen@swc.tc) or faxed.
2. To adhere to the requirements of satisfactory academic progress.
3. To immediately report any changes in enrollment status to the SWO Higher Education Grant Program Office.
4. To notify the Higher Education Grant Program Office of any changes in the current mailing address.
5. To apply for other sources of financial assistance.
6. It is the student's responsibility to check with the Higher Education Grant Program to see that their file is complete.

The rights of the student are:

1. To receive fair and equitable treatment from the SWO Higher Education Grant Program Office.
2. To receive upon request an application for the Higher Education Grant Program.
3. To receive in a timely manner the information related to specific requests regarding eligibility and receipt of award upon request.
4. To receive the scholarship check on a timely basis.
5. To request an appeal hearing regarding any denial of Higher Education Program funds. A written appeal must be made to the Scholarship Program Officer and will be reviewed by the Scholarship Committee.

For more information concerning the Higher Education Grant Program please contact the Financial Aid Director or the Assistant Financial Aid Director at the Sisseton Wahpeton Oyate's Higher Education Grant Program Office located within the Sisseton Wahpeton College in Agency Village, SD.

The office telephone number is (605) 698-3966 ext. 1182. Sorry but collect calls cannot be accepted. The fax number is (605) 698-3132 or (605) 742-0394. (The e-mail address is [tlarsen@swc.tc](mailto:tlarsen@swc.tc))

The mailing address is: SWO Higher Education Grant Program  
Sisseton Wahpeton College  
Old Agency Box 689  
Sisseton SD 57262

**Fall and spring semesters are defined for program purposes as follows:**

- Fall classes taken August/September **through** December
- Spring classes taken January **through** May