

San Carlos Apache College

STUDENT HANDBOOK

Effective as of May 26, 2026



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Welcome to the San Carlos Apache College (SCAC) Student Handbook. The Student Handbook is designed to work in tandem to the SCAC Catalog. Where the catalog is an exhaustive document that gives a snapshot of all facets of the college, the Student Handbook is designed to be a shorter guide to basic information pertaining to SCAC students: student life, resources, rights, responsibilities, and policies.

About SCAC

Vision

Nnee bi'at'e'ihii nldzilgo ádantzih translates from Apache to English as “Upholding the power of Apache wisdom and knowledge.”

Mission

To provide the *Nnee* an excellent higher education experience rooted in *Nnee bi'at'e*.

Goals

San Carlos Apache College (SCAC) will:

1. Rekindle the language, traditions, and culture of the Apache People.
2. Ensure the institution has the policies, processes, and resources required to maximize the success of every student.
3. Achieve educational excellence through competitive and relevant academic programs as well as innovative teaching methods appropriate for different learning styles.
4. Enable the institution to chart-its-own-course and successfully carry-out its unique mission by acquiring independent accreditation, financial self-sufficiency, and managerial autonomy.



ARROW Framework Operationalizing SCAC's Mission

- **ACCOUNTABILITY:** To enable the institution to chart its own course and successfully carry out its unique mission by acquiring independent accreditation, financial self-sufficiency, and management autonomy.
- **RESPECT:** To provide the Nnee an excellent higher education experience rooted in Nnee bi'at'e.
- **RESILIENCE:** To rekindle the language, traditions, and culture of the Apache People
- **OPENNESS:** To ensure the institution has the policies, processes, and resources required to maximize the success of every student.
- **WISDOM:** To achieve educational excellence through competitive and relevant academic programs as well as innovative teaching methods appropriate for different learning styles.

ARROW Framework for Student Services

- **ACCOUNTABILITY:** To serve students by collecting and protecting confidential, personal data, so they have records access for their college and post-college needs.
- **RESPECT:** To provide the Nnee and excellent higher education experience rooted in the values of Nnee bi'at'e.
- **RESILIENCE:** To serve students by assisting them through external hindrances, so they can continue to make progress towards their goals.
- **OPENNESS:** To serve students with welcoming interactions and practices to ensure that everyone feels seen and heard.
- **WISDOM:** To serve students by offering programs and systems that cultivate college readiness, so they are equipped with the skills, connections, experience, and cultural knowledge to navigate their future.

TOCC Accreditation

In February 2005, Tohono O’odham Community College (TOCC) was awarded accreditation by the Higher Learning Commission (HLC) of the North Central Association. Accreditation ensures that TOCC courses will transfer to other institutions of higher education and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in May 2021.

TOCC is also a member of Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them. For more information on Arizona public higher education, transfer and accreditation, see www.aztransfer.com/home

In 2017, the San Carlos Apache College (SCAC) was approved by the Higher Learning Commission to be recognized as a “site/location” of Tohono O’odham Community College (TOCC). SCAC subsequently received permission to offer courses at its facilities in San Carlos, Arizona. Courses were offered there to 58 students there in the Fall semester, and to 185 students by the Spring of 2020. The intent is for TOCC to support the site until SCAC earns independent accreditation within the next two to four years.

Student Services and Resources

Student Services

SCAC’s Student Services exist to help individuals transition from being prospective students to SCAC graduates. There are many steps that a student needs to take to successfully complete that exciting journey. Student Services are Wrap-Around services designed to envelope students with the support they need to finish well.

New Student Orientation

New Student Orientation (NSO) is designed to help you succeed in college and to provide you with the information about programs and services, academic programs, financial aid, technology, and important deadlines within the academic calendar. Orientation schedules are communicated over email and social media every semester. Videos of past orientation presentations can be found on the SCAC YouTube page (<https://www.youtube.com/@apachecollege/playlists>).

Prior to registering for classes, any prospective full-time student new to higher education is strongly advised to attend an orientation session after completing an Application for Admission and taking any Assessment tests.

Exceptions to Advising/Orientation Requirements

Students who do not need to participate in Advising and Orientation are the following:

- Students who have earned a degree or certificate; or
- Part-time students dually enrolled in another institution of higher education; or
- Part-time students enrolling in personal development, special interest, business or industry contract or customized courses; or

- Part-time students who are non-degree seeking.

TOCC Bookstore

The TOCC Main Campus stocks textbooks for college courses. Students are encouraged to check with their instructors and on the course syllabus for the required textbooks and materials needed for classes. The College staff is available to assist students in filling out the TOCC Google Form where they can select appropriate textbooks based on instructor and course reference number.

Before textbooks can be taken from the College, payment must be made in full. The College accepts payment for books in cash, check, credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order or a signed letter from an employer.

For more information, call TOCC's bookstore at (520)479-2306.

Counseling

The overall health and wellness of students in mind, body, and spirit is important to their success at SCAC. A number of services are provided to students through referral programs and/or online and in-person workshops. These include forums, health fairs, screenings, lifestyle management classes, safe sex education programs, and disease prevention awareness programs.

SCAC has 24/7 counseling services available for all students and staff through their BetterMynd platform. Counseling services can assist students with self-awareness, personal development, and the achievement of academic success through the development of effective time management and study skills. If counseling support is needed by a SCAC student, please contact the Student Services department or email wellbeing@apachecollege.org.

Academic Advising

Educational and career goals are important for student success. All SCAC Students are responsible to develop their own educational and career goals and to make sure that they are taking the appropriate courses to achieve these goals. To assist in this endeavor, the College offers advising services. An Academic Advisor is available by appointment and on a drop in basis at SCAC's Main Campus. To schedule an appointment with an advisor, please call the Admissions and Records Office at (928) 475-2016 or book a Calendly appointment online through the college website ("Academics" on the top menu to "Advising").

SCAC students need to meet with the advisor whenever they have questions about their Program of Study (POS), or at least once each semester. The purpose of meeting with an advisor on a continuing basis is for students to have assistance with the following:

1. Keeping informed of changes to programs and courses at TOCC.
2. Checking one's progress towards degree completion.
3. Considering changes in one's interests or career plans.

Advising Frequently Asked Questions:

1. What if I went to college years ago? Will those classes count at SCAC?

- a. To find out if credits earned at another college or university will transfer to SCAC, please request that *official transcripts* from any /all previous schools attended be sent to admissions@apachecollege.org. The *official transcripts* must be sent from the institution directly to SCAC.
2. What classes should I be taking?
 - a. You may consult with your advisor(s) on which classes to take, but utilizing the outlined Program of Study for your selected program will be very helpful, too. You can find this in the college catalog.
3. I got a prerequisite error when trying to register for classes; what do I do?
 - a. If you received any sort of error when trying to register for classes online, please reach out to advising@apachecollege.org. For the aforementioned prerequisite error, most likely there is a required class you need to take *before* taking the one for which you tried to register.

Retention and Student Success

Increasing student retention rates is a college-wide effort. The Retention Coordinator is responsible for tracking students' class progress by using the EARS (Early Alert Retention System) Reporting at 4, 8, and 12 weeks. Students who are underperforming with less than 70% in any course are referred to tutoring and additional services. These additional services may include: Apache Language Tutoring, Online tutoring using NetTutor, BetterMynd Counseling Services, the Academic Advisor, the Vice President of Student Affairs, the Provost, and/or local San Carlos Apache Tribal resources at the Wellness Center and Tribal Social Services. Students may contact the Vice President of Student Affairs for assistance, clarification, or concerns.

Resources for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended (“Section 504”) and Titles II and III of the American with Disabilities Act, as amended, (“the ADA”), San Carlos Apache College prohibits unlawful discrimination on the basis of disability in its programs, services, and activities.

SCAC will make every effort 1) to ensure that qualified individuals with a disability are provided reasonable accommodation; and 2) to promote respect for the dignity and equal treatment of individuals with disabilities.

Student requests for accommodation due to disability are processed through the Academic Affairs Office. An authorized employee will provide intake assistance, determine eligibility based on appropriate documentation, plan for student services, notify faculty about accommodation(s), and monitor student accommodations.

Information Technology

SCAC offers IT resources for its students. These include hardware resources such as loaner chrome books and student ID badges as well as staff member resources who can assist students with password resets and miscellaneous help tickets.

Library

The SCAC Community Library provides students with access to its onsite collections, its online catalog and databases, and the internet. A Gila County library card is required to borrow Library materials. All youth under the age of 18 must have a signed Permission Form on file prior to using the computers. SCAC Community Library offers the following services:

- Library assistance for reference and research
- Study area and reserved book section for SCAC students
- Access to IT equipment, services, and classes
- Programming for community members (youth to elders).

Address and Contact Information

SCAC Librarian, Rebecca Swift, can be reached at (928) 475- 2611 or Rebecca.Swift@scat-nsn.gov

Mailing Address

SCAC Library
P.O. Box 545
San Carlos, Arizona 85550

Courier Address

SCAC Library
San Carlos Ave, Building 20
San Carlos, Arizona 85550

<https://azlibrary.gov/dazl/online-reference-resources>

While SCAC has been building its own library resources, we are still considered a site of TOCC; this means many of TOCC's library services are available to SCAC students and employees.

Security

At SCAC, we strive to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities feeling that they are in an environment that is safe and secure.

SCAC provides all students and employees the Campus Security Policies and Procedures. The most recent campus crime statistics are posted on the SCAC website (<https://www.apachecollege.org/wp-content/uploads/2025/10/San-Carlos.pdf>).

The college provides security for all its buildings on its main campus to ensure a safe and healthy environment for faculty, staff, and students. Hours on Monday through Thursday are 8:00am-7:00pm and 8:00am-5:00pm on Fridays.

Student Engagement

Getting Involved

SCAC offers a rewarding life for its students. There are opportunities to get together to share common interests, celebrate diverse cultures, enjoy recreational and learning activities, and much more. In addition, there are avenues available to develop and demonstrate leadership qualities, to establish contacts with the College and within the San Carlos Apache community, and to be a voice within and for SCAC.

Student Government, Clubs, and Organizations

For those students with similar interests, SCAC encourages the establishment of student clubs and organizations. Students will have a voice in College functions and activities through the SCAC Student Government and other student groups and committees. SCAC students are encouraged to sit on various task forces and committees that make recommendations to the College President and the SCAC Board of Regents. Students are encouraged to participate in student organizations to gain leadership, citizenship, and volunteer experience.

Student Government and organizations of SCAC derive their authority from the SCAC Board of Regents. The Board of Regents delegates responsibility for this authority to the President, Vice President of Student Affairs, and a designated sponsor who is an employee of the college. These individuals will be charged with the responsibility for working with student leadership body(ies) and organizations in the development of the College student activities and programs.

The SCAC Student Government exists to represent and be the voice of the student body, working together to bring forth ideas of concern and interest that would best serve and promote the San Carlos Apache College mission, vision, and core values.

In addition to SCAC Student Government, students may form additional campus clubs and organizations. All student organizations, however, must be registered with and officially recognized by the College. Each recognized student organization must adhere to the policies, procedures, and purposes of the College.

1. Membership in all student organizations is open to any student and employee, regardless of race, age, creed, color, sex religion, national origin, sexual preferences, or disability.
2. Recognized student organizations must have a sponsor who is an employee of the College.
3. No college club funds will be used to support student functions where intoxicants or drugs are sold or planned for consumption.
4. Recognized student organizations are prohibited from having private bank accounts. Funds for each student organization will be deposited into that organization's designated account, as established by the college administration.

Student Field Trips

Being able to attend a college field trip is a privilege. SCAC students are expected to behave in a respectable manner and will be required to submit a "Students Responsibilities and Expectations" form to the Field trip chaperone. Students may be required to be in Good Academic Standing to participate (GPA of 2.0 or higher). Students are expected to adhere to the following while on school sponsored field

trips:

- Demonstrate good behavior towards fellow students and staff members.
- Be positive role model and representatives of the San Carlos Apache College at all times
- Will NOT use, sell, possess or distribute any illicit drugs or alcohol for the duration of the field trip
- Expected to show up on time to all scheduled functions and events
- Have a positive attitude, so that all students have a positive learning experience
- Adhere to the Student Code of Conduct

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that provide opportunity to SCAC students by providing both merit-based and general scholarships each semester. Students will have the opportunity to apply for both the AIHEC and AICF scholarships through the TOCC Financial Aid office, when available.

Every spring, SCAC selects several students travel to the AIHEC student conference, a gathering of student representatives from tribal colleges and universities throughout the country. Selections are carefully made based on a variety of factors including academic standing.

The American Indian College Fund awards scholarships to AICF Student of the Year. This is a prestigious award that recognizes academic achievement and community service. The TOCC Student of the Year is recognized at the AIHEC student conference, and the award is accompanied by a scholarship.

SCAC is in the process of developing a relationship with AIHEC and AICF and will have more information available in the coming year about similar opportunities for SCAC students.

Student Rights and Responsibilities

All students at SCAC are considered responsible adults and are accountable for their own personal behavior regardless of age. SCAC expects students to represent the College in a professional manner at all times. Moreover, pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one's own growth and training.

Student Responsibilities

Enrollment in SCAC carries with it the obligations that the student will be responsible citizen of the College. At the same time, the College has the responsibility of informing students of their rights and responsibilities, defining reasonable standards of behavior, and assuring substantive and procedural due process.

It is essential that all students, as well as other members, of the College Community, be responsible for the well-being and stability of San Carlos Apache College. To accomplish this, all members of the College Community must adhere to the following responsibilities:

1. Cooperate with college employees in the performance of their duties and authorized activities.
2. Refrain from obstructing other students from obtaining a college education.
3. Meet all financial obligations to the College.
4. Obey laws and regulations of the San Carlos Apache Tribe and applicable federal and state laws and regulations, and SCAC college policies.
5. Give accurate and complete information for all official records required by the College.
6. Obey all regulations of the College, including the Student Code of Conduct.
7. Carry identification at all times while on College property.

Student Conduct and Ethics Policy

In order to maintain an appropriate learning environment, SCAC expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities on the property or under jurisdiction of the College.

Student Code of Conduct Violations

Inappropriate and/or illegal student conduct that are grounds for disciplinary action include, but are not limited to, the following:

1. Dishonesty, such as knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, identification, e-mail, or other electronic information.
3. Obstruction or disruption of teaching, administration of the College, disciplinary procedures, or other College activities, community service functions, or other authorized activities sponsored by the College on or off College premises.
4. Physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions or conduct that threaten or endangers the health or safety of any person.
5. Psychological abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions. This included threats, stalking, harassing, including sending harassing or threatening messages via e-mail, and the use of telephone to terrify, intimidate, threaten, harass, annoy, or offend.
6. Theft of or damage to property of the College or of a member of the College community or of a visitor to the College.
7. Unauthorized entry or occupancy of College facilities or blocking access to or exit from such areas.
8. Unauthorized use of College supplies or equipment.
9. Violation of copyright laws as they apply to print, audio/video, and computer software materials.
10. Violations of trademark laws and protection as they apply to the SCAC logo, College Seal, and College licensed merchandise.
11. Violations of College policies or campus regulations.
12. Use, possession, or distribution of illegal drugs and other substances on campus or at any College-sponsored event.
13. Use, possession, or distribution of alcoholic beverages on College property or appearance at the College or any College-sponsored event for students while under the influence of alcohol.
14. Disorderly conduct, lewd, indecent, or obscene or expression, breach of the peace, violent behavior on College-owned or controlled property or at College-sponsored or supervised

functions.

15. Failure to comply with directions of College officials acting the performance of their duties.
16. Possession or use of firearms, explosive, dangerous, chemical, substances, instruments, or other weapons which can be used to inflict bodily harm on any individual or damage to a building or grounds of College-owned or controlled property.
17. Engaging in lotteries or other forms of gambling on College-owned or controlled property.
18. Leaving unattended minor children on College-owned or controlled property or at College-sponsored or supervised functions without making provisions for them to be cared for and supervised.
19. Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security.
20. Inappropriate use of electronic devices. Students should avoid using pagers, beepers, cellular phones, or any other instrument that might be disruptive in an academic setting.
21. Failure to obtain prior approval from a SCAC Vice President or appropriate College administrator for: soliciting of any type which involves the College student body, college employees, or visitors; posting or distributing information of any kind within the premises of the College Campus; selling merchandise on College property by a student or a student organization and any other fund raising activity.

Disciplinary Dismissal and Readmission Policy

SCAC may dismiss, suspend, or expel students who violate social and or academic standards or national, state, and local laws designed for every citizen. Administrative procedures shall be established, whereby those who are accused of violations of College rules may be afforded due process, and if evidence, warrants, a speedy, fair, and just hearing. SCAC employees who have reason to suspect a violation are mandatory reporters and must follow reporting procedures described below: College students, staff, and faculty may file an Incident Report Form for violation(s) of the Student Code of Conduct (SCC). The Incident Report Form may be accessed here:

<https://www.apachecollege.org/wp-content/uploads/2025/05/SCAC-Incident-Report-Form-5.28.25.pdf>

Students may apply for re-admission in accordance with the terms of the disciplinary action. The student must reapply to the College, and must show proof that he or she has met all the conditions of the sanctions as set forth by the designated administrator that imposed the sanctions.

SCAC shall honor suspensions and dismissals by other colleges for a least one semester.

Disciplinary Action Procedures

1. Document student conduct violations on the Incident Report Form and submit the form within two business days according to the following guidelines:
 - Academic Infractions will be reported to the Provost
 - Non-academic Infractions including those delineated in the Student Code of Conduct in this Handbook should be reported to the Vice President of Student Affairs
 - Sexual harassment or discrimination incidents will be reported to the Title IX Coordinator. See TOCC's/SCAC's Nondiscrimination and Anti-Harassment Policy at: <https://www.apachecollege.org/wp-content/uploads/2025/10/SCAC-NonDiscrimination-Policy-.pdf>

2. Submission and Examination of Evidence of Student Violations

- All documentations/evidence must be presented to the appropriate College official by the individual filing the Incident Report Form
- If the appropriate College official determines there is a lack of evidence to support a pending violation of the Student code of Conduct no further action will be pursued
- If the appropriate College official determines that the violation did probably occur and is minor, the official will provide the student and the Vice President of Student Affairs a record of the review and a recommended course of action
- If the appropriate College official determines that a violation did or probably did occur, and if the violation is deemed to be a serious breach of the Student Code of Conduct, the following due process hearing procedures will be followed.

3. Due Process Hearing

The appropriate college official, as identified in Section 1 above, will convene a Hearing Committee comprised of three members.

- a. The student who is charged with a violation must be notified within five (5) business days after an Incident Report has been filed. The notice will state the violation(s) and include a brief explanation of the findings (date, time, and location) of the pending violation(s).
- b. The Hearing Committee will recommend the appropriate action by the end of the business day of the hearing. The student may appeal. Outcomes taken by the Hearing Committee will be one or more of the following:
 - Provide a letter to the student noting that no findings were made
 - A written warning
 - Disciplinary probation for specified time
 - Suspension for a specified time
 - Eviction from Residence Life for a specified time
 - Expulsion from the College
- c. Appeal Process
 - Students have the right to appeal if they disagree with an unfavorable decision. A request for an appeal must be submitted to the President of San Carlos Apache College within five (5) business days of the decision by the Hearing Committee
Exception: A decision of expulsion is final and cannot be appealed.
- d. Within two (2) business days after receiving an appeal letter from a student, the President and College Vice Presidents will review the case and any evidence provided and will:
 - Schedule a meeting with the student for additional clarification or questions.
 - Confirm the sanction issued to the student, or rescind the final decision.
 - Issue a written decision within five (5) business days
 - Render a decision that will be final and no longer appealable.

Grading Complaints and Appeal Process

Based upon professional judgment, the instructor is solely responsible for the course grade assigned. Normally no instructor may be directed to change a grade. However, where a mistake, fraud, or bad faith

by the instructor is proven, the instructor may be directed to change the grade. The burden of proof for the existence of mistake, fraud, or bad faith on the part of the instructor is the responsibility of the student. Complaints about grading are resolved at the level of the Provost.

Students may appeal a grade within the first five weeks of the regular semester after the semester in which the grade was awarded. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Provost. When a formal request is made, the student will be asked to submit appropriate documentation to support the appeal. The Provost will appoint a Grade Appeal Committee. If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grades, the Provost will complete and return a change of grade form, attaching the Grade Appeal Committee’s decision and submit the Change of Grade form to the Registrar. Grade Appeal Committee decisions are final.

Non-Grading Student Complaint Process

Students have the right to file a Student Complaint when they encounter or experience a problem on campus or if they feel they have been treated unfairly. Students are encouraged to first attempt to resolve the issue informally with the faculty, staff, or department directly involved prior to filing a formal complaint. If the complainant is not satisfied with the outcome of an informal discussion or if the student is uncomfortable discussing his/her/their complaint, then the student should proceed to a formal complaint procedure as described immediately below.

Formal Student Grievance Procedure

Students following the formal grievance procedure are required to complete a formal grievance letter within thirty (30) days of the alleged incident. Generally, the Student can file the complaint with the Vice President of Student Affairs; however, the complaint can also be filed with a Faculty member or Staff who can help the student route the complaint to the proper authority to review, investigate, and proceed with the necessary corrective actions and/or interventions. The table below describes the route for communicating different types of student complaints.

Proper Authority:

Type of Complaint	Point of Contact
Student-to-Student	Vice President of Student Affairs
Student-to-Faculty	Provost
Student-to-Staff	Director of Human Resources

The formal letter must include the following information:

- The student name(s), student identification number(s), and contact information including TOCC email address(es)
- A detailed description of the nature of the grievance and citation to which College policy was violated
- Information concerning informal attempts to resolve the issue, including dates of meetings

- Supporting documents or evidence, such as a copy of the policy or procedure which the student believes was arbitrarily or unfairly applied
- A clear description of the relief or resolution sought
- Student(s) signature(s)
- Date of grievance submission

Assessment of the Student Complaint – Proper Authority will assess the validity of student complaints and determine the following:

- Evidence and Factual Cases – The Student’s Formal Complaint demonstrates evidence to support the complaint. A Committee is selected to further review and resolve the student complaint and determine a course of action.
- Non-Evidential or Lack of Evidence Cases – The Student’s Formal Complaint does not carry or demonstrate proof of evidence or does not demonstrate violation of college policies. In such case, the complaint will be closed.

The reviewing authority for the Student Complaint must provide a written statement to the student describing the process of review completed on the student complaint, acknowledging the severity of the student complaint, summarizing the findings/outcomes of the complaint, describing next steps of the complaint procedure, and a brief description of the course of action and/or interventions to be conducted/employed (if any). It is the student’s responsibility to know the details of the review, assessment, and outcomes of their student complaint. The reviewing authority must provide his/her/their statement to the complainant within seven business days from the receipt of a student’s formal complaint.

Student’s Right to Appeal – If the student is not satisfied with the outcome of the review, assessment, and/or outcomes of the complaint, then they have the right to appeal. Appeals must be made in writing to the designated reviewing body and must be made on a timely basis, i.e., *within five business days after the written response from the reviewing authority*. The Appeal process is completed according to the following Levels of Reviews:

Level of Appeal	Reviewing Body
First Appeal	Submit appeal in writing to the President’s Office.
Second Appeal	Submit appeal in writing to the Board of Regents. All decisions made by the Board of Regents are final.

The President’s office shall have ten (10) business days upon receipt to reply via formal letter to the student making the appeal. Students who do not accept the response from the president’s office shall have ten (10) business days upon receipt of the reply to submit an appeal to the Board of Regents (BOR). Submissions to the BOR will be reviewed and reported back to the complainant within one month of receipt of the appeal.

Students’ Academic Freedom

SCAC recognizes the right of students to express their opinions. The academic freedom of the student is the freedom to express and to defend his/her views and beliefs, and the freedom to differ, without

authoritative repression and without scholastic penalty by the faculty of the College.

Policy Statements

Non-Discrimination Policy

SCAC is committed to the policy that all persons shall have equal access to its programs, facilities, and employment opportunities. We provide educational opportunities for all area residents, and we encourage all members of the community to utilize programs offered at the College in order to promote Apache Language and Culture and to strengthen families and communities.

Americans with Disabilities Act

Student requests for accommodations(s) due to a disability are processed through the Student Services Division. An assigned staff member will act as the Disability Services Coordinator (DSC) and will provide intake assistance to make an eligibility determination using student-provided documentation. If approved for services, the DSC will make faculty notification of accommodations(s) and assist in monitoring of student progress related to these accommodations; a decision will be made each semester whether to continue an accommodation service plan.

Drug-Free School and Communities Act Information

SCAC is committed to the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §114g). Therefore, SCAC is an alcohol-free, drug-free, and weapon-free environment. These prohibitions apply to students and employees of SCAC while on college property, including in a college or personal vehicle, or in conjunction with any college-sponsored activity:

- Possession and/or consumption of alcoholic beverages.
- Use, possession, or sale of illegal drugs or drug paraphernalia, as well as misuses of prescribed drugs.
- Possession or use of firearms and dangerous weapons, with the exception of sworn law enforcement officers in the performance of their official duties.
- Possession or use of any live ammunition, fireworks, dangerous chemicals, or explosives

Students or employees who come to the college under the influence of alcohol, illegal drugs, and other controlled substances are considered a threat to the general safety and learning environment of the College and are also in violation of this policy.

Students or employees who violate this policy are subject to disciplinary action and/or referral to the appropriate law enforcement agency.

Legal Sanctions

SCAC is located on the San Carlos Apache Reservation. Tribal and applicable federal and state laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug- and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. SCAC will fully subscribe to and cooperate with tribal, federal, and state authorities in the enforcement of all laws regarding the unlawful

possession, use, or distribution of illicit drugs and alcohol.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction.

Support Resources

SCAC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Students should contact the SCAC Student Affairs office for assistance.

Student Identification Number and Student ID Cards

Each student admitted to SCAC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC/SCAC. A Student Identification Card will be issued when registering for the first time. It provides access to some college resources. I.D. cards can be obtained by filling out the Google Form found on the SCAC Website:

<https://www.apachecollege.org/information-technology/>.

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for SCAC employees. The SSN is used to match current and future records with any past records in order to ensure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational records, must provide the third party with the following: 1) the student's photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and 3) the student's signature and the date on the statement.

Family Educational Rights and Privacy Act (FERPA)

SCAC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the SCAC Registrar's Office at (928)475-2016 for more information.

Privacy of Student Records

SCAC and FERPA designates certain categories of student information as directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student.

Although SCAC maintains a closed (unpublished) student directory, such information may be disclosed by SCAC for any purpose and at its discretion unless the student has signed a Disclosure of Student Information form requesting nondisclosure. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct SCAC not to disclose public or directory information for any purpose.

Students' Right to Have Information Withheld

Students must submit a signed Disclosure of Student Information Form to the Admissions Office in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file indefinitely until the student relinquishes the disclosure. SCAC will not release any private or directory information unless written authorization is given by any student who specifically requests release of public or directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at (928)475-2016. Students may access the Disclosure of Student Information or FERPA form by contacting the Admissions and Records Office.