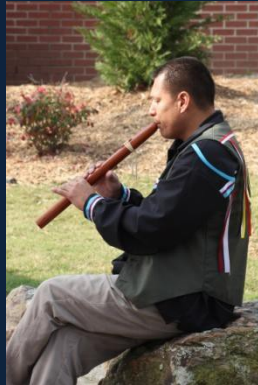


COLLEGE OF THE MUSCOGEE NATION

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHVLWECVT



2010-2012 CATALOG

2010-2012 Catalog

The College of the Muscogee Nation

MVSKOKE ETVLWV NAKCOKV MVHAKV SVHLWECVT

Academic Achievement, Native Values

www.mvsktc.org



College of the Muscogee Nation

2010-2012 Academic Calendar

2010-11 Academic Calendar

Fall Session: 8/31/2010--12/15/2010
 Spring Session: 1/05/2011--4/22/2011
 Summer Session: 5/02/2011--8/26/2011

2011-12 Academic Calendar

Fall Session: 9/05/2011--12/16/2011
 Spring Session: 1/04/2012--4/20/2012
 Summer Session: 4/30/2012--8/24/2012

Dates may vary from OSUIT dates, holidays, etc.

Day	Mon	Date	Fall 2010 (8/31/10-12/14/10)
R	Apr	1	All students may start enrolling for Fall 2010
T	Aug	31	Classwork Begins, 7:30am
M	Sep	6	HOLIDAY, Labor Day (No CMN Classes/CMN Offices closed)
M		13	Last day to drop Fall class With FULL REFUND
T	Oct	5	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		15	Last day of 1st 1/2 semester classes
W		20	2nd 1/2 Classes Begin, 7:30am
F		20	1st 1/2 semester final grades due by 4:30pm
F		29	New and Returning Students may start enrolling for Spring 2011
M	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
M		15	Last Day To Withdraw from full semester with automatic "W" on transcript
M		15	HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		25-26	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		30	Classwork Resumes, 7:30 am
W	Dec	1	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
T		14	Last day of class, 4:30pm
T		14	OSUIT Graduation Exercises, 7:30 pm
R		16	Grades due by 8:00am to the CMN Registration Office
W-F		15-Jan 4	Winter Break
R-F		23-24	HOLIDAY, Christmas (CMN Offices Closed)
R-F		30-31	HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2011 (1/05/11-4/22/11)
M	Oct	18	All students may start enrolling for Spring 2011
W	Jan	5	Classwork Begins, 7:30am
F		7	Last day to Add a class for Full Spring and 1st 8 weeks
M		17	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		19	Last day to drop Spring and 1st 8 weeks class with FULL REFUND
F	Feb	11	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		24	Mid Semester, 4:30pm
T	Mar	1	2nd 8 weeks Classes Begin, 7:30am
M-F		14-18	Spring Break
M		21	Classes Resume, 7:30am
T		29	Last day to Withdraw from full semester with automatic "W" on transcript
R	Apr	12	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		22	Last day of Spring classes, 4:30pm
F		22	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
F		22	OSUIT Graduation Exercises, 7:30 pm
M		25	Grades due to CMN Registrar by 8:00am
S	May	7	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2011 (5/02/11-08/26/11)
F	Feb	25	Enrollment for Summer Courses begin
W	May	2	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
M		7	Last day to Add a class (Full Summer and 1st 8 weeks)
F		13	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		30	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	6	Interim Session Begins, 7:30am
F		10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		10	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		24	Last day of 1st 8 weeks Classes, 4:30pm
F		24	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
M	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		11	Classwork Resumes, 7:30 am
T		11	2nd 8 weeks Classes Begin, 7:30am
F		15	Last day to Withdraw from Interim Class with Automatic "W" on transcript

F		29	Interim Session Ends July 30, 4:30 pm
T	Aug	2	Last day to Withdraw from full Summer with Automatic "W" on transcript
M		15	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		26	Classes End, 4:30 pm
F		26	OSUIT Graduation Exercises, 7:30 pm
M		29	Grades due to CMN Registrar by 8:00 am
Day	Mon	Date	Fall 2011 (9/05/11-12/16/11)
M	MAY	2	All students may start enrolling for Fall 2011
M	Sep	5	HOLIDAY, Labor Day (CMN Offices closed)
T		6	Classwork Begins, 7:30am
M		19	Last day to drop Fall class With FULL REFUND
T	Oct	11	Last Day to Withdraw from 1st 1/2 semester classes ("W" on transcript)
F		21	Last day of 1st 1/2 semester classes
W		26	2nd 1/2 Classes Begin, 7:30am
W		26	1st 1/2 semester final grades due by 4:30pm
F	Nov	11	HOLIDAY, Veteran's Day (No CMN Class/CMN Offices closed)
R		17	Last Day To Withdraw from full semester with automatic "W" on transcript
M		14	TENTATIVE, HOLIDAY, Native American Day (No CMN Classes, CMN Offices Closed)
R-F		24-25	HOLIDAY, Thanksgiving and Student Break (No CMN Classes/CMN Offices Closed)
M		28	Classwork Resumes, 7:30 am
M	Dec	5	Last day to Withdraw from 2nd 1/2 semester classes ("W" on transcript)
F		16	Last day of class, 4:30pm
F		16	OSUIT Graduation Exercises, 7:30 pm
M		19	Grades due by 8:00am to the Registration Office by 8:
M-T		19-Jan 2	TENTATIVE WinterBreak
M		26	TENTATIVE, HOLIDAY, Christmas (CMN Offices Closed)
F	Jan	2	TENTATIVE, HOLIDAY, New Year (CMN Offices Closed)
Day	Mon	Date	Spring 2012 (1/04/2012-4/20/12)
F	Oct	28	All students may start enrolling for Spring 2012
W	Jan	4	Classwork Begins, 7:30am
F		6	Last day to Add a class for Full Spring and 1st 8 weeks
M		16	HOLIDAY, Martin Luther King Day--No Classes, CMN Offices OPEN
W		18	Last day to drop Spring and 1 st 8 weeks class with FULL REFUND
F	Feb	10	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
R		23	Mid Semester, 4:30pm
T		28	2nd 8 weeks Classes Begin, 7:30am
M-F	Mar	19-23	Spring Break
M		26	Classes Resume, 7:30am
T		27	Last day to Withdraw from full semester with automatic "W" on transcript
F	Apr	6	HOLIDAY, Good Friday (No CMN classes, CMN Offices Closed)
T		10	2nd 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		20	Last day of Spring classes, 4:30pm
F		20	OSUIT Graduation Exercises, 7:30 pm
M		23	Grades due to CMN Registrar by 8:00am
S	May	5	TENTATIVE-CMN Graduation Exercises, 10:00am at the MCN Complex, Mound Building
Day	Mon	Date	Summer 2012 (4/30/12-8/24/2012)
F	Feb	24	Enrollment for Summer Courses begin
M	Apr	30	Classes Begin, 7:30 am (Full Summer and 1st 8 weeks)
W	May	2	Last day to Add a class (Full Summer and 1st 8 weeks)
F		11	Last day to Drop with FULL REFUND and no "W" on transcript (Full and 1st 8 weeks)
M		28	HOLIDAY, Memorial Day (No CMN Classes, CMN Offices Closed)
M	Jun	4	Interim Session Begins, 7:30am
F		8	1st 8 weeks, Last day to Withdraw with automatic "W" on transcript
F		8	Last day to Drop Interim Class with Full Refund and no "W" on transcript
F		22	Last day of 1st 8 weeks Classes, 4:30pm
F		22	Summer Break Begins, 4:30 pm
M		27	HOLIDAY, Creek Festival (No CMN Classes, CMN Offices Closed)
W	Jul	4	HOLIDAY, Independence Day (No CMN Classes, CMN Offices Closed)
M		9	Classwork Resumes, 7:30 am
M		9	2nd 8 weeks Classes Begin, 7:30am
F		13	Last day to Withdraw from Interim Class with Automatic "W" on transcript
F		27	Interim Session Ends July 30, 4:30 pm
T		31	Last day to Withdraw from full Summer with Automatic "W" on transcript
M	Aug	13	2nd 8 weeks, Last day to Withdraw with Automatic "W" on transcript
F		24	Classes End, 4:30 pm
F		24	OSUIT Graduation Exercises, 7:30 pm
M		27	Grades due to CMN Registrar by 8:00am

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This Catalog offers information about CMN's academic programs and services as accurately as possible. Circumstances may prompt changes in CMN policies and services rendering current information inaccurate. The current and official information may be found on the CMN website, <http://www.mvsktc.org>.

GENERAL INFORMATION

Mission Statement

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

Cultural Context

The College of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. *Vrakkueckv* (Respect) is cultivated.

Muscogee ways are interwoven into the curriculum by honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

Vision Statement

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

Core Values

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

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

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

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

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

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

Goals

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

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

History of the College

The College of the Muscogee Nation (CMN) is a tribal college created September 1, 2004 by the Muscogee Nation Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a board of regents.

Prior to the tribal college offering its first classes in the fall semester of 2004, the National Council passed a resolution expressing support for the CMN with the cooperation of the Oklahoma State University system. An institutional charter was drafted and by-laws were adopted as the organic documents to organize the college governance and administration.

While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation. The college unites both the Oklahoma State University system and the Muscogee (Creek) Nation (MCN), with the OSU system helping the CMN to gain accreditation in the near future.



Logo

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

Board of Regents

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



Location

CMN Administrative offices are currently located at 600 North Mission Lane, Okmulgee, OK 74447 (west of the OSU Institute of Technology campus). The Learning Resource Center is in the Health and Environmental Technologies building on the OSUIT campus. Classrooms are located on the OSU Institute of Technology campus and within the Muscogee (Creek) Nation Complex.

Upon completion of the new Education/Administration building, CMN administrative and classroom facilities will be located at 1200 Hwy 56, Okmulgee, OK 74447 (1/4 mile north of the OSUIT Campus).

Accreditation

CMN currently enjoys a partnership with the Oklahoma State University system to transcript courses. Through this partnership, students are dually enrolled with CMN and OSUIT. Students may take classes at either school with those courses transcribed through OSUIT. Thus, a student earning an unaccredited CMN degree may have courses transferred to an accredited institution via an OSUIT transcript. Consistent with its mission, CMN is committed to student learning through this partnership. In further demonstrating this commitment to learning, CMN has attained Associate Member status in the American Indian Higher Education Consortium.

Partner Institution

A formal arrangement with the Oklahoma State University system provides access to their facilities, administrative systems, and faculty. Currently, federal financial aid services, transcripts, and academic credit are provided by the OSU system.

Sexual Assault and Sexual Harassment Policies

The College of the Muscogee Nation affirms its commitment to an educational and employment environment free of sexual harassment, sexual violence, or harassment based on sexual orientation. The college will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. Students of the college are expected to report incidents of sexual harassment, sexual violence, or assault or harassment based on gender or sexual orientation. Sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 (42

U.S.C. S2000e. Et. Seq.), and Title IX of the Educational Amendments (20 U.S.C. 1681, et. Seq.) and is punishable under federal law. The tribal college will abide by OSU Institute of Technology policies and procedures regarding these issues. Additional information on these policies may be obtained from the College at (918) 758-1480.
(Picture Insert)

Drug and Alcohol Abuse Prevention Policy

The College of the Muscogee Nation is committed to a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and faculty on campus premises with any college sponsored activity or event on or off campus. The tribal college will abide by the OSU Institute of Technology policies and procedures regarding these issues. The preceding policy has been adopted to ensure compliance with both the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989*.

Student Right-to-Know and Campus Security Act

Pursuant to the Student Right-to-Know and Campus Security Act, the College of the Muscogee Nation when accredited will monitor criminal activity and annually publish a campus Police Crime Report. Until accreditation is granted CMN will abide by the policies and procedures of OSUIT and a copy of their report will be available to each current CMN student and employee.

COLLEGE SERVICES

Admissions

Admission to the College of the Muscogee Nation is managed through the CMN Admissions and Registration office, with cooperation of the OSU system for dual admission. Students may initiate the admission process with any department advisor or with the CMN Admissions/Registration office. All applicants must complete an application for admission to CMN, an application for admission to OSUIT; submit 2 official high school transcripts (sealed envelope mailed from high school) or GED scores, official ACT and/or SAT scores, and immunization records. A student who has previously attended another accredited college or university must have two official

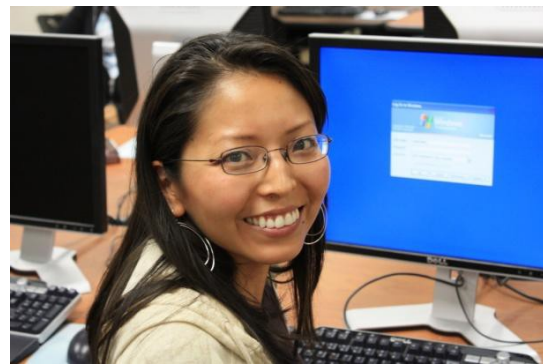
transcripts mailed directly from each school to CMN. A student may not disregard any part of his/her academic records in order to apply for admission.

Bookstore

Books and specifically related academic resource materials required to complete coursework at CMN can be obtained at the OSUIT bookstore or in some cases through the CMN Registration office Business Affairs-Administrative Office. Tuition and fees due to CMN are paid at the OSUIT Bursar's office. Checks should be made payable to OSU Institute of Technology for courses offered by CMN. All federal financial aid disbursements are issued through the OSUIT Bursar's office. All CMN financial aid is managed by the CMN Financial Aid office and disbursed through the OSUIT Bursar's office.

Campus Services/Facilities

Through a cooperative agreement with OSUIT, students of CMN have access to the following: Access Services, Child Care Center, Copy Center, Counseling Services, Mail Service, Recreation/Athletic Facilities, Intramurals, Extra-curricular clubs/organizations, Residential Life and Food Services, Student Union and Student Health Services. For specific information regarding these services/facilities please refer to the OSU Institute of Technology web site (www.osuit.edu).



Computer Resources

Computers are available for student use in the Learning Resource Centers of CMN and OSUIT. Additionally, a limited number of laptop computers are available for checkout from the CMN LRC.

Continuing Education

The College of the Muscogee Nation in cooperation with the OSU system provides training and/or courses for non-traditional or extraordinary education needs of the community, tribal or business sector.

Financial Aid

All degree-seeking students must fill out the Free Application for Federal Student Aid (FAFSA) in order to ensure students' ability to access education. It can be completed online at www.fafsa.ed.gov using the OSUIT School Code of **003172**. The priority filing deadline is **March 1**. Once the FAFSA is completed, eligibility for grants, scholarships, student loans and student employment is determined. Financial aid is available to both full-time and part-time students who meet eligibility requirements. For further information, see the Financial Aid section of this document or contact the Financial Aid Office.

Learning Resource Center

CMN's Learning Resource Center is currently located in the Health and Environmental Technologies Building on the OSUIT campus. The LRC is equipped with computer workstations and houses documents related to a variety of topics, journals and newspapers concerning Native American issues and general subject matter. The LRC's latest expansion project is bringing tribal newsletters and newspapers from across the United States and Canada to the current periodicals shelves to add diverse Native American publications to students' fingertips exposing issues facing other Indian communities.

CMN students may also utilize OSUIT's Learning Resource Center for electronic access to full text journals, literary databases, and newer non-print resources to expand research capabilities.

Parking

Parking is provided by OSUIT for students and staff. Signage designates parking areas. All vehicles, including motorcycles, parked on college property must register at the college Bursar's office. Parking registration or fees are not required.

Public Safety

When students attend class at the MCN Capital Complex, the Muscogee Nation Lighthouse Police are responsible for the safety and

protection of the students, employees and property of CMN. Lighthouse officers are CLEET certified and empowered to enforce all tribal laws as well as college regulations. Lighthouse offices are located at the extreme south end of the Capitol Complex, south of the Center for Human Development. For assistance, call (918) 756-8700 ext. 378. When students are on the OSUIT campus, the OSUIT campus police are responsible for safety and protection of the students. Their telephone number is (918) 293-4890. For emergencies on the OSUIT campus, dial "0" (Zero) for the campus operator.



Records

Student academic records and grade reports for CMN courses are maintained in the CMN Admissions and Registration office, as well as OSUIT Registrar's Office. Students may obtain transcript requests and registration materials through either office. When additional copies of academic records are needed from institutions other than CMN, the student must contact the issuing institution. Once submitted, academic records and transcripts become a permanent part of the student's records at CMN and will not be returned.

Consistent with the partnership between CMN and the Oklahoma State University system, policies regarding records will be the same.

Students with Disabilities

The Americans with Disability Act of 1990 (ADA) and the Rehabilitation act of 1973 (Section 504) prohibits discrimination against any qualified person regardless of disability. CMN and OSUIT will provide reasonable accommodations to ensure that students with documented disabilities have a fair opportunity to perform in class.

Upon acceptance to CMN, the student is responsible to submit documentation of disability (not older than three years and provided by a licensed professional or medical doctor) to the CMN Registration Office. Prior to each semester enrolled, the student is responsible to request special accommodation for classes in writing. CMN will advise the instructor of desired accommodations before the first class of each semester. All reasonable methods of securing desired accommodation will be utilized.



STUDENT LIFE

Clubs and Organizations

CMN's Native American Student Association (NASA) enhances student development and initiative. Other than NASA, most clubs and organizations will consist primarily of those offered through OSUIT.

Conduct

CMN, in conjunction with OSUIT, enforces the disciplinary issues of the college in a manner consistent with OSUIT policies and procedures. The purpose is to establish standards for appropriate behavior defined in the OSUIT Student Handbook and the CMN Student Handbook.

Identification Cards

CMN students will be issued an OSUIT photo identification card with the CMN logo that indicates dual enrollment. Students may use cards to access certain facilities and services. The card should be carried by the student at all times for identification. A fee of \$15 is charged for replacement cards.

Policies

CMN students have access to and are expected to comply with the CMN Student Handbook.

Additionally, CMN students as dually enrolled OSUIT students, have access to and are expected to comply with the OSUIT Student Handbook. Electronic copies of each hand book are available and posted on respective school websites (www.mvsktc.org and www.osuit.edu). Policies and procedures related to student life are published in each handbook.

Discrimination Policies

The College of the Muscogee Nation is in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, and section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and applicable federal laws and regulations. No person shall be discriminated against on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices or procedures. For additional information, contact the College of the Muscogee Nation at (918) 758-1480.

Smoke Free Campus

The CMN campus, cooperating with MCN and OSUIT, enjoys a Tobacco-Free campus. Cessation assistance, including a certified American Lung Association counselor is available through OSUIT's „Breathe Easy" program.

ADMISSION

General Admission Requirements

Students will be admitted to CMN and to OSUIT in one of the following status:

1. First Time College Students:
 - A. High School Graduates or
 - B. Non-High School Graduates

2. College Transfer Students:
 - A. Students with fewer than 24 credits
 - B. Students with 24 or more credits
 - C. Transfer Student Probation
 - D. Transfer of Credit

3. Advanced Standing
4. Re-Admission
5. Special Admission
6. Adult Admission
7. Concurrent Student

For clarification on admission policies, requirements for special programs, computer proficiency and residency for a degree, please contact the CMN Admissions Office.

Students will submit all application materials to CMN. Dual applications (CMN and OSUIT) are a requirement of the agreement between CMN and OSUIT.

Please note that all first time students of CMN are required to take the COMPASS assessment, a self-paced computerized assessment of reading, math, and writing skills (English). An exception is made for students with ACT scores of 19 or above in each of the subtest areas, and certain college transfer students. The assessment is offered at the OSUIT Assessment Center.

Advanced Standing Credit can be awarded to students who successfully complete proficiency tests that are developed and administered by the department responsible for the course offering. Students must be validated by successful completion of twelve or more semester hours of academic work at CMN and/or OSUIT.

Application and Acceptance

Preliminary acceptance is granted following the processing of the admission application. Formal acceptance is issued upon receipt of the following documentation: high school, GED, college transcripts, American College Test (ACT), and/or Scholastic Aptitude Test (SAT) scores. Application and acceptance arrangements may also be made for a Special Non-Degree Seeking Student through the Registration office for students without a high school diploma, GED, and without ACT and SAT scores.

Note: All first time students must meet minimum levels of competency in reading, writing, spelling, science, and mathematics. Placement

in appropriate classes will be based on scores obtained on the ACT test or assessment tests administered on campus. The assessment tests can be arranged through OSUIT Assessment Center.

High School Graduate

The following high school curricular requirements have been established for students seeking admission to the College of the Muscogee Nation:

UNITS/YEARS and COURSE AREAS

- | | |
|---|---|
| 4 | English (Grammar, Composition, Literature) |
| 3 | Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.) |
| 3 | Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics.) |
| 3 | History and Citizenship Skills (including 1 unit of American History and 2 additional units from subjects of Tribal History, Native American Government, History, Economics, Geography, Government, Native American culture, Non-Western culture) |
| 2 | Additional units of subjects listed above or selected from the following: (Computer Science, Native Language, Foreign Language.) |

15 Required Units

Dual Enrollment

Dual enrollment is required of all CMN students. Students will be required to enroll at both the College of the Muscogee Nation and OSU Institute of Technology or other OSU system institutions. Dual enrollment includes internet courses, correspondence courses, and other distance learning classes, as well as, traditional courses.

Readmission

Students who have attended CMN previously, but have not attended within the last academic year, must again submit an Application for Admission and other admissions and financial aid paperwork to CMN and the cooperating institution. If the student has attended any other

institution of higher education during their absence from CMN, official transcripts since the last date of attendance from that institution must be submitted CMN and the cooperating institution.

Transfer Students

Students who have attended other higher education institutions are considered for re-admission as transfer students. Those students who have completed fewer than 15 semester hours are required to meet the academic criteria outlined in the previous section on Application and Acceptance. Students transferring to CMN from a post-secondary institution must comply with the college's admission policies.

Orientation

Students enrolling in eight or more semester hours for the first time are required to enroll in the orientation course. This course includes introduction to college facilities, policies, services, personal growth and adjustment, study behavior, and academic and career development.

CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

Tuition and Fees

Tuition and fees for a semester is based on OSUIT rates and upon the number of semester hours in which the student enrolls. Tuition and fees for Audited courses is the same rate as courses taken for credit. Tuition and enrollment fees for Oklahoma resident students are \$126.50 per semester hour. The rate for IT, EDT, Nursing and CUA courses is \$135.00 per semester credit hour. Nonresident students' tuition and enrollment fees are \$300.50 per semester hour and \$309.00 per semester hour for IT, EDT, Nursing and CUA. Additional fees include Remedial Supplementary Fee, \$18.50 per semester hour; Advanced Standing Examination Fee, \$5.00; Late Enrollment Fee, \$10.00; Off-Campus Electronic Media Fee \$25.00. Additional lab fees may apply to specific programs.

Tuition and/or other fees may change after the printing of this catalog. Notice of any change(s) will be posted where appropriate.



Payment of Accounts

Accounts are payable for the fall, spring and summer sessions by the first day of each class. A late payment penalty of 1% per month will be assessed on delinquent accounts. Students who have not received a completed financial aid award in advance or who are not paying their account in full at the time of regular enrollment will be required to meet with a Financial Aid Counselor to complete the FAFSA or make financial arrangements. CMN and/or OSUIT reserve the right to withhold grades, academic transcripts and diplomas until all financial obligations to the colleges are satisfied. Students with delinquent accounts will not be permitted to complete enrollment or attend class.

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

FINANCIAL AID

CMN understands the importance of Financial Aid for students to ensure academic success. Financial Aid staff is available at both CMN and OSUIT to assist students with questions. Degree-seeking full time students and part-time students are eligible to apply for Financial Aid.

FINANCIAL AID OVERVIEW

Application Process for Financial Aid

For all degree-seeking students, funding through CMN is dependent upon information from the Free Application for Federal Student Aid (FAFSA). The FAFSA information is used to determine your eligibility for federal, state, and

institutional grants; federal work study; and the CMN Scholarship and/or Tuition Waiver/Grant. A student can complete your FAFSA by going to the FAFSA website at www.fafsa.ed.gov. The priority filing deadline is **March 1**, and the school code is **003172**. The CMN deadline for filing the FAFSA is two weeks before the beginning of the term of attendance.

Some students may be selected for *verification*, a process that requires students to provide more information to the OSUIT Student Financial Services Office. If a student is selected for verification, he or she will be notified by the OSUIT Student Financial Services Office.

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

CMN will help a student and/or student's family complete the financial aid forms if necessary. To request help, contact the Dean of Student Affairs at the College of the Muscogee Nation, at 918-549-2800 or via email at: mrandall@muscogeenation-nsn.gov.

Determination of Need

After the FAFSA is complete, financial need and eligibility are determined by the information provided to the Federal Department of Education on the FAFSA. Eligibility for specific funds is based on federal and state guidelines, institutional awarding policies, and the funds available at the time of the application review.

If a student has questions regarding the determination of financial aid, he or she is encouraged to contact the Dean of Student Affairs at the College of the Muscogee Nation, at 918-549-2800 or via email at: mrandall@muscogeenation-nsn.gov.

Types of Financial Aid

Financial aid programs available to the CMN students include:

Grants

Grants are monetary awards distributed to students, based on need, according to household financial information provided on the

FAFSA. Grants do not need to be repaid. CMN students may be eligible for several types of grants.

- Federal Pell Grant *
- Federal Supplemental Educational Opportunity Grant (SEOG) *
- Federal Work Study *
- Tribal Programs
- Oklahoma Tuition Aid Grants *

* Denotes aid programs requiring enrollment in a degree-seeking program. Requirements for other aid programs may vary.

Scholarships

Federal and State need-based scholarships, Private scholarships, Tribal Scholarships, CMN Scholarships and CMN Tuition Waiver/Grants are available through contributions and endowments to CMN from the tribal government, individuals, businesses, and foundations. For more information about other types of scholarships, please contact your tribe and visit the OSUIT Student Financial Services website at:

http://www.osuit.edu/admissions/financial_services/index.php

Additional Sources

Students have access to a wide range of additional resources to pay for cost related to a college education. For other private scholarships, students research and apply for scholarships on their own. CMN provides a Student Resource Guide to assist in this process. This Student Resource Guide is available in the Learning Resource Center (LRC), the Registration Office, the Dean of Student Services Office, the Dean of Academic Affairs Office and in the Financial Aid Office. Additional information is provided on the following funding and community programs:

- G.I. Bill/Veteran's Benefits
- Vocational Rehabilitation Services
- Job Training Partnership Act

Loan Programs

Borrowing student loans is discouraged at CMN. However, we recognize that in some situations this is necessary. Please see the Dean of Student Services to discuss eligibility for loans and loan conditions.

Starting in January each year, CMN provides a Financial Aid Orientation Workshop to assist students.

Continuing students may reapply each year using the electronic FAFSA renewal application at www.fafsa.ed.gov, available beginning in mid-January for the following school year.

Transfer students may contact the OSUIT and CMN Financial Aid Offices if you have already filed for financial aid. Otherwise, the procedure to renew is the same as above.

The priority date to apply for financial aid is March 1. Meeting this deadline reasonably assures the student the maximum amount of financial aid available.

FINANCIAL AID AWARD LETTERS

After the student file is reviewed, an OSUIT award letter is mailed to the student detailing eligibility. Once the student accepts the aid and returns the signed award letter to OSUIT, the listed funds will be processed.

The award letter is only an estimate. This aid is based on availability of funds. There is no liability for any agency or the CMN to pay these awards.

FINANCIAL AID DISBURSEMENT

Once a student file is completed and, if necessary, the signed award letter is received by the OSUIT Student Financial Services Office, monies will be requested from the appropriate funding agencies.

The OSUIT Bursar's Office disburses all financial aid. After the Add/Drop period, funds will first be applied toward direct educational costs and the balance, if any, is refunded to the student to meet other expenses related to his/her educational pursuits.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

If a student receives financial aid, government regulations require that the student makes satisfactory academic progress and maintains good standing in his/her courses. Students who do not meet this criterion are ineligible to continue receiving Federal Title IV funding. Reinstatement may occur when CMN's satisfactory academic progress standards are met.

Satisfactory academic progress is measured in two ways: Grade Point Average and Completion Ratio. Failure to meet the academic progress standards for one semester results in financial aid probation. Students on financial aid probation are eligible for Title IV Funds.

Failure to meet the academic progress standards for two consecutive semesters may result in financial aid suspension.

Students on financial aid suspension are not eligible for Title IV Funds or the CMN Scholarship or the CMN Tuition Waiver/Grant.

Additionally, a third measure, which limits how many credits/hours can be funded through financial aid is used. This credit limit is based on how many credits it takes to complete a particular degree or certificate. More details are available in the CMN and OSUIT Student Financial Services Offices.

FINANCIAL AID PROBATION

A student awarded federal financial aid, and who fails to meet the GPA standard (see above) or the 75% completion ratio of earned to attempted hours (see above), will be placed on financial aid probation for one term. While on probation, a student may still receive financial aid. To be removed from probation, a student must meet the cumulative SAP standards at the end of the probation period. If a student fails to meet these standards, the student will be placed on Financial Aid Suspension at the end of the probation period.

FINANCIAL AID SUSPENSION APPEAL

A student who has mitigating circumstances may appeal financial aid suspension. Examples of mitigating circumstances may be: serious medical problems, death in family, curriculum changes, an improvement in their cumulative GPA or completion ratio that still does not meet the cumulative SAP standards requirements but shows marked improvement by the student, etc. The appeal must include a written explanation and documentation explaining why the student was not able to meet the standards. A student must also include in the appeal a written plan to produce improved academic performance, or an Individual Academic Plan. Continued financial aid probation may be granted based on the circumstances. Appeals are reviewed by the Financial Aid Director. Appeals must be filed at

least three weeks before the first day of class. The Financial Aid Appeal form may be obtained from the Financial Aid Office. For more information about this or other options, please contact the CMN or OSUIT Student Financial Services Office.

WITHDRAWALS AND CHANGE OF ENROLLMENT STATUS

Any student receiving financial aid (grants or scholarships) must notify the Financial Aid Office if they withdraw from courses or totally withdraw from CMN. It may be necessary for the student to repay a portion of the aid received due to change in enrollment status. Withdrawals count as credits attempted but not earned.

RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

All students receiving Federal and/or State Financial Aid must comply with the intent of the regulations and statutes. For more information, please contact the CMN Dean of Student Affairs or the OSUIT Student Financial Services Office.

DRUG-RELATED CONVICTIONS AND STUDENT INELIGIBILITY

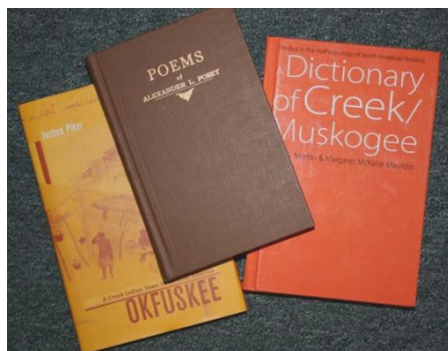
A student who wishes to receive a Federal Pell Grant or any other Title IV monies is required to certify that (s)he will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the Federal Grant. For more information, contact the CMN Dean of Student Affairs or OSUIT Student Financial Services Office.

VETERANS

Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these benefits while pursuing a course of study at CMN. The Financial Aid Director is the point of contact at CMN and must complete certification of enrollment forms as soon as possible. Eligible student need to contact the Financial Aid Office as soon as possible.

For more information on financial aid eligibility, SAP standards, tribal grants, or other financial aid contact the CMN Dean of Student Affairs or

OSUIT Student Financial Services Office.



ACADEMIC

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

Philosophy of General Education

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

Students complete general education requirements by the time they have completed course work for the associate degree.

Philosophy of Assessment of Student Learning

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources, and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The

primary function for determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor and improve courses, services, and programs.

General Education

Courses and credit hours vary as determined by the academic program. Note that courses generally will be selected from the list that follows. For specific requirements, see the appropriate degree plan.

College Cornerstone **1hr.**
Orientation to the College of the Muscogee Nation

Language Arts **9hrs.**
Freshman Composition I
Freshman Composition II
Introduction to Speech Communications or Small Group Communications (See degree plan)

Social Science **6hrs.**
American History
Native American History

Physical Science **3-4hrs.**
General Physical Science
Chemistry I
General Physics I

Political Science **6hrs.**
U.S. Government
Native American Tribal Government

Biological Science **3-4hrs.**
Biological Science
General Botany
General Zoology
Human Anatomy (See degree plan)

Humanities **3hrs.**
Humanities
Native American Art
Early Western Civilization

Quantitative Analysis **3hrs.**
Mathematical Structures
College Algebra
Business Math (See degree plan)

Behavioral Science **3hrs.**
Introduction to Sociology
Introduction to Psychology

Computer Literacy **3hrs.**
Computer Literacy & Applications

Electives **3-6hrs.**
Beginning Mvskoke Language
Intermediate Mvskoke Language
Advanced Mvskoke Language
Native American Literature
Federal Indian Law
See degree plan

Curricular Deficiencies
Students entering CMN with a high school deficiency can be admitted into an associate degree program. However, students must successfully complete the course requirements within the first 24 credit hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed. Students must successfully complete zero level courses with a passing grade in order to remove the deficiency.

Plan of Study
All students are expected to meet with an advisor prior to enrollment each semester to plan their academic schedule. When the student has declared a major, they will be assigned an advisor to develop a plan of study. The plan of study must be approved by the Academic Dean. The approved plan of study will be stored in the student's academic file in the Registration Office. Plans of study are valid as long as the student is continuously enrolled. Students are responsible for checking prerequisites for courses for which they plan to enroll and for following the plan of study in completing courses needed for the degree. Once the student has completed 45 credit hours, he or she may apply for a final degree check and a graduation request with the CMN Registration Office. In all cases, the final degree audit must be submitted prior to the completion of the last semester of enrollment.

Degrees Awarded
Associate in Applied Science in Police Science*
Associate in Applied Science in Gaming
Associate of Arts in Native American Studies*
Associate of Science in Tribal Services*
Federal Financial Aid does not apply to these degrees*, however local/tribal aid is offered.

Certificates Awarded
Certificate in Gaming
Certificate in Mvskoke Language

Academic Advisement

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

Credit Hour

A semester hour of credit is given for the equivalent of one fifty-minute class period per week for a semester of fifteen or sixteen weeks. For laboratory work, one semester hour of credit is granted for each two or more hours of laboratory work. The length of classes during summer and evening will be proportioned according to the clock hours of a course meeting during regular day classes.

Class Attendance

Students are expected to attend classes. If an emergency situation arises and a student cannot attend a particular class, it is expected that the student contact the instructor prior to the class meeting. Not attending enrolled classes may negatively affect a student's grade for a course. Students receiving financial aid jeopardize receiving the same financial aid where class attendance is a requirement.

Semester Load

A full-time student is one who carries a minimum load of 12 credit hours in the regular semester or 6 credit hours during the summer semester. A student should carry a normal load of 15-18 credit hours per regular semester. This enrollment should lead to the successful completion of all associate degree requirements in four regular semesters, unless a semester of remedial or high school equivalency course work is needed. Students wanting to carry more than 18 credit hours per regular semester must have approval of their advisor and Registrar.

Classification

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

Course Numbers

Courses numbered in the 1000's are intended primarily for freshman. Courses numbered in the 2000's for sophomores. Associate degree students must have approval of their advisor and the registrar before enrolling in 3000 or 4000 level courses intended for juniors and seniors. The last digit of a course number indicates the number of semester hours of credit to be earned. When zero is the last digit of a course number, the course carries variable credit. Course numbers beginning with "0" indicates remedial work and do not count toward hours earned, hours attempted, accumulated grade point average, or graduation.

Final Examinations

The schedule for final examinations is published each semester. Examinations are given only at the scheduled time and each class must meet at that time. Request for early examinations or excuses from examinations will not be granted. In emergency situations, a student may petition to take an Incomplete in the course. However, an I cannot be given to a student who is failing a course at the time the I grade is awarded.

Grades

Grades are recorded with the letter grades A, B, C, D, F, I, AU, W, AW, P/F, P/NP, or N. Grades are posted online through the student's OKEY account at the closing of each semester. For letter grades A, B, C, D, and F, please see below.

Grade Point

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

Symbols

A – Excellent

B – Good

C – Average

D – Below Average

F - Failure

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

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. The allowable time to change an enrollment status from audit to credit is the last day of the add period for each semester. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit is the last day of the drop period for each semester. AU will not contribute to a student's GPA.

W - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the eleventh day of classes (approximately one eighth of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth of the length of the class. The last day for an automatic W is the last day of the eleventh week (approximately seventy five percent of the class length) for classes meeting the full length of regular sessions. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with seventy-five percent of the class. For any drop or withdrawal accepted after this deadline, a W or F will be assigned depending upon the student's standing in the class. If an F grade is

assigned, it is calculated in the student's GPA; the W grade is GPA neutral.

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

P/F - An instructor may elect to use pass-fail as an option for students in specified courses, included in this are the remedial and orientation courses. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an F and is calculated into the GPA.

P/NP - An instructor may elect to use the grades P and NP for specified courses or may allow students to elect a P/NP option under circumstances specified by the institution. The P grade is neutral indicating minimal course requirements have been met and credit has been earned. The P grade may also be used to indicate credit earned through advanced standing examinations. The grade of NP indicates that a student did not meet minimum requirements in a course designated for P/NP grading. While both grades P and NP are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

N - An N grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The N grade is GPA neutral.

Grade Reports

A final grade report is available to each student using his/her assigned OSUIT email and OKEY account. Refer to the OSUIT website for information about the OKEY account (www.osuit.edu).

Grade Corrections

A faculty member may initiate a change after

grades have been submitted to the Registration Office provided that:

1. Justification for the grade change is made in writing to the Registrar via a "change of grade form", and
2. The changes are submitted within the first 8 weeks of the semester after the original grade was awarded.

Grade Appeals

A student must first discuss his/her grade with the instructor prior to grade appeal process. A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consulting with the instructor. The Grade Appeals Process must be formally initiated from the student with a written appeal to the Degree Program Coordinator within four months after the original grade is awarded or six weeks after the student begins a new semester, whichever comes first. If no resolution is achieved or if the Degree Program Coordinator is the instructor of the course grade in question, the student must submit the written appeal to the Academic Dean for presentation and discussion with the Grade Appeals Committee. If the Degree Program Coordinator of the course grade in question is seated on the Grade Appeals Committee, a replacement Degree Program Coordinator will be seated for the process. The decision of the Grade Appeals Committee is final and the student will be notified in writing by the Grade Appeals Committee Chair.



Graduation Requirements

Students at CMN must request a degree check the semester before graduation to the Registration Office. A degree check will confirm courses successfully completed toward graduation and show any outstanding courses(s) and/or degree requirements yet to be

completed.

The minimum number of hours for graduation is 60 successfully completed credit hours (see individual degree requirements), excluding physical education activity, and preparatory or remedial courses ("0-level"). Students must meet all degree requirements for graduation, including but not limited to the following, before degrees are conferred:

1. Students must have a minimum of 30 credit hours earned through CMN. (No more than one-half (50%) of any degree can be earned outside of CMN or transferred into CMN.)
2. At least 15 of the 30 credit hours must be satisfactorily completed in residence at CMN.
3. The last 15 credit hours of any degree program must be completed in residence at CMN
4. The minimum grade point average is 2.0 for graduation.
5. All other degree requirement must be met.

Graduation with Honors

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

Honor Roll

Outstanding students are recognized in the graduation semester by induction into the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecetv Etohkviketv (President's Honor Roll) or the Vrakkuecetv Etohkviketv (Honor Roll). In order to be eligible, students must earn a grade point average of 3.75 or higher for the Nakcokv Mvhakv Svhlwecvt Ohhecv Vrakkuecetv Etohkviketv (President's Honor Roll) or between 3.50 and 3.749 for Vrakkuecetv Etohkviketv (Honor Roll), and complete a total of 12 or more semester hours with a grade no lower than a "B" in degree required courses at

the time of final grade reporting. High school equivalency courses do not meet the criteria for inclusion in determination of honors awards.

Academic Notice

As a cautionary warning of possible academic progress difficulties, students who have attempted 30 or fewer credit hours and have a cumulative GPA between 1.7 – 2.0 will be placed on Academic Notice.

A student placed on Academic Notices with OSUIT will also be placed on Academic Notice with CMN.

Academic Probation

Students whose cumulative GPA falls below a 2.0 will be placed on Academic Probation. A student must bring his or her GPA up to a 2.0 in regularly graded course work at the end of the next semester or complete each course in the next semester with a 1.7 or better to continue as a student. If the GPA is not brought up, the student will be immediately placed on Academic Suspension and not reinstated for one semester.

A Student placed on Academic Probation with OSUIT will also be placed on Academic Probation with CMN.

Academic Suspension

Any student placed on academic probation the previous semester and fails to raise his or her GPA to 2.0 or the required cumulative level will be suspended from CMN for one semester.

A student placed on Academic Suspension with OSUIT will also be placed on Academic Suspension with CMN.

Academic Suspension Appeal

A student may appeal Academic Suspension in writing, citing circumstances that led to the suspension or the reason(s) appeal of the suspension should be considered. Written appeals should begin and be submitted to the CMN Registration Office including as many details as possible. All appeals must be submitted no less than 4 business days before the beginning of the semester of suspension to the CMN Registration Office. Each appeal is individually considered in cooperation with the OSUIT Director of Admissions and the OSUIT Executive Vice President. Further action may or may not be required. An approved appeal of Academic Suspension allows the student to

immediately enroll in courses for the suspended semester provided all other student obligations have been met.

Academic Misconduct

The fundamental principle of academic life is integrity. Academic dishonesty in any form is not condoned by CMN. If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a “zero” for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.
2. Recommend to the Academic Dean that the student be dropped from the class and assigned a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.
3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

A written appeal must be filed by the student within 10 working days of notification and submitted to the Academic Dean. The appeal is heard by a committee consisting of the Academic Dean, two faculty members and a student member. The student and instructor will be present and after the meeting they will be informed in writing of the action taken.

Withdrawals

Withdrawal from a course is not official until an Add/Drop/Withdrawal form has been received by

the CMN Registration Office. The Financial Aid Director's approval will be required in situations where financial aid or Satisfactory Academic Progress is negatively affected. Students may withdraw from courses according to the following schedule. Dates corresponding to the days cited are listed in the academic calendar.

1. Students may Drop a course up to the end of the 10th business day of the class sessions with a full tuition refund and no course recorded on the transcript.
2. Students may Withdraw a course from the 11th day to the last business day of the 11th week of the semester, with no tuition refund and a "W" recorded on the transcript. (See academic calendar for summer, intensive, short or other special semester add, drop and withdrawal dates.)
3. Students may not withdraw from courses after the beginning of the twelfth week of the semester.
4. No course may be dropped or withdrawn after a final grade has been assigned.

NOTE: For students enrolled in OSUIT courses, add, drop and withdrawal dates are consistent with the OSU system requirements.

Course Repeat Policy

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

Limited occasions will allow a student to repeat courses above the first four (4) courses (not

exceeding eighteen (18) hours of D or F grades) but each repeated course grade, including the original grade is calculated in the GPA.

Transfer of Course Credits

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

Transfer credit will not be evaluated until an official transcript from issuing school(s) has been received by the Registration/Admissions office. Although all courses may be transferred into CMN, no more than one-half (50%) of the degree may be transfer credit. The last 15 credit hours earned for any CMN degree must be taken in residency. (See Graduation Requirements for further explanation.)

Transcripts

The partnership between the OSU system and CMN allows for a student to receive a transcript from the OSU institution. The dual transcript will be recognized by both institutions. The OSUIT Registrar's office will provide up to 10 copies of the student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations.

Privacy Act

CMN policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Registrar's Office.

Access to Student Academic Records

In accordance with FERPA, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the Registration Office for access to academic records.

**College of the Muscogee Nation
OSU-Oklahoma City**

Total Minimum **Associate in Applied Science in Police Science (O) (CMNP)** 60 HOURS

General Education Requirements 27 Hours

ENGLISH (6 CREDIT HOURS)*

ENGL 1113 Freshman Composition I3 hrs
ENGL 1033 Technical Writing I3 hrs

HISTORY (6 CREDIT HOURS) *

PLSC 1323 Native American History3 hrs
HIST 1483 U.S. History to 18653 hrs
or
HIST 1493 U.S. History Since 1865

POLITICAL SCIENCE (6 CREDIT HOURS)

PLSC 2650 Native American Tribal Government3 hrs
POLS 1113 U.S. Government3 hrs

BEHAVIORAL SCIENCE (3 CREDIT HOURS) *

PSYC 1113 Introductory Psychology3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 1113 Introduction to Speech Communication...3 hrs

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Science.....3 hrs

* Students have the option of enrolling in Tribal College courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.

Technical Occupational Specialty**33 Hours**
(OSU-Oklahoma City)

PLSC 1123 Introduction to Law Enforcement and Police Procedures3 hrs
PLSC 1223 Penal Code and Related Criminal Laws3 hrs
PLSC 1313 Patrol Procedures3 hrs
PLSC 1413 Police Community Relations3 hrs
PLSC 2103 Emergency First Aid3 hrs
PLSC 2213 Principles of Investigation and Interview.....3 hrs

Core.....**15 Hours**

PLSC 1212 Traffic2 hrs
PLSC 2221 Police Records and Reports1 hr
PLSC 1211 Firearms1 hr
PLSC 2111 Defensive Tactics1 hr
PLSC 2211 Emergency Vehicle Operation1 hr
PLSC 1320 Native American Language3 hrs
PLSC 2650 Federal Indian Law3 hrs
PLSC 2650 Tribal Court Systems3 hrs

Note: Federal Financial Aid does not apply to this degree, however local/tribal aid is offered.

**College of the Muscogee Nation
OSUIT**

Total Minimum **Associate in Applied Science in Gaming (O) (GAM)** 61 HOURS

General Education Requirements28 Hours
(Check catalog course listings section for prerequisites)

ORIENTATION (1 CREDIT HOUR)
MVSK 1111 College Cornerstone 1 hrs

ENGLISH (6 CREDIT HOURS)
ENGL 1113 Freshman Composition I.....3 hrs
ENGL 1213 Freshman Composition II.....3 hrs

MATHEMATICS (3 CREDIT HOURS)
MATH 1473 Mathematical Structures I.....3 hrs
MATH 2003 Business Mathematics3 hrs

COMMUNICATIONS (3 CREDIT HOURS)
SPCH 2313 Small Group Communications3 hrs

HISTORY (3 CREDIT HOURS)
HIST 1483 U.S. History to 18653 hrs

POLITICAL SCIENCE (3 CREDIT HOURS)
POLS 1113 U.S. Government3 hrs

HUMANITIES (3 CREDIT HOURS)
MVSK 1123 Beginning Mvskoke Language.....3 hrs
(Or other tribal language course)

COMPUTER LITERACY (3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications.....3 hrs
*MVSK 2413 Computer Security3 hrs

GENERAL EDUCATION ELECTIVES (3 CREDIT HOURS)
MVSK 1113 Native American History3 hrs
MVSK 1213 Native American Tribal Government.....3 hrs

* Students have the option of enrolling in the College of the Muscogee Nation courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.

Support and Related Courses

Core Requirements 12 Hours
GAM 1103 Introduction to Native American/Oklahoma Gaming 3 hrs
GAM 2313 Native American Gaming Regulations and Compliance 3 hrs
GAM 2213 Native American Gaming Law 3 hrs
GAM 2203 Casino Mathematics 3 hrs

Technical-Occupational Specialization
Specialization Requirements-Each Area 18 Hours

Casino Operations
GAM 2103 Casino Operations Management 3 hrs
GAM 2113 Electronic Games Management.....3 hrs
GAM 1123 Supervision and Protection of Casino Games I.....3 hrs
GAM 2123 Supervision and Protection of Casino Games II.....3 hrs
GAM 2303 Techniques of Casino Dealing3 hrs
GAM 1133 Basic Games Operations.....3 hrs

Gaming Marketing
GAM 2233 Public Relations.....3 hrs
ACCT 2103 Financial Accounting.....3 hrs
GAM 2223 Player Trends and Tracking.....3 hrs
GAM 1233 Customer Service Strategies3 hrs
GAM 2133 Hospitality Marketing3 hrs
GAM 1313 Gaming Advertising3 hrs

Gaming Management
GAM 1413 Introduction to the Casino Industry3 hrs
MGMT 2603 Human Resource Management3 hrs
ACCT 2103 Financial Accounting.....3 hrs
GAM 2103 Casino Operations Management3 hrs
GAM 2113 Electronic Games Management.....3 hrs
GAM 2303 Techniques of Casino Dealing3 hrs

Hospitality/Customer Relations
GAM 2423 Introduction to Hospitality Management3 hrs
GAM 1233 Customer Service Strategies3 hrs
GAM 2133 Hospitality Marketing3 hrs
GAM 2233 Public Relations.....3 hrs
CUA 1214 Dining Room Operations4 hrs
CUA 1162 Food Service Management2 hrs

Electives 3 Hours
GAM 2323 Supervision3 hrs
GAM 2143 Basic Room Operations.....3 hrs
GAM 1323 Beverage Management3 hrs
CUA 0003 Culinary Arts-Choice of Courses3 hrs
GAM 2413 Casino Security3 hrs

**College of the Muscogee Nation
OSUIT**

Total Minimum **Associate in Arts in Native American Studies (O) (CMNN)** 66 HOURS

General Education Requirements 39 hrs
(Check catalog course listings section for prerequisites)

ORIENTATION (1 CREDIT HOUR)

MVSK 1111 College Cornerstone 1 hr

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy 3 hrs

ENGLISH (6 CREDIT HOURS)

ENGL 1113 Freshman Comp I 3 hrs

ENGL 1213 Freshman Comp II 3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 2313 Small Group Communications 3 hrs

MATHEMATICS (3 CREDIT HOURS)

MATH 1473 Math Structures 3 hrs

MATH 1513 College Algebra 3 hrs

SCIENCE (8 CREDIT HOURS)

BIOL 1304 General Biology 4 hrs

BIOL 2104 Human Anatomy 4 hrs

HUMANITIES (6 CREDIT HOURS)

HUM 2103 Humanities I 3 hrs

MVSK 1123 Beginning Mvskoke Language 3 hrs
(or other Tribal Language Courses)

SOCIAL SCIENCE (9 CREDIT HOURS)

HIST 1483 U.S. History to 1865 3 hrs

POLS 1113 U.S. Government 3 hrs

PSYC 1113 Intro. To Psychology 3 hrs

Core Requirements **12 Hours**

MVSK 1113 Native American History 3 hrs

MVSK 2053 Indian Land Issues 3 hrs

MVSK 1213 Native American Tribal Government 3 hrs

MVSK 2113 Tribal Court Systems 3 hrs

Specialization Requirements – Each Area **15 Hours**

MVSKOKE STUDIES

MVSK 1133 Intermediate Mvskoke Language 3 hrs

MVSK 2133 Conversational Mvskoke Language 3 hrs

MVSK 2243 History of the Mvskoke 3 hrs

MVSK 2323 Contemporary Mvskoke Life 3 hrs

MVSK 2423 The Contemporary Mvskoke Community (Service Learning) 3 hrs

MVSKOKE LANGUAGE STUDIES **15 Hours**

MVSK 1133 Intermediate Mvskoke Language 3 hrs

MVSK 2133 Conversational Mvskoke Language 3 hrs

MVSK 2013 Advanced Mvskoke Language 3 hrs

MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke 3 hrs

MVSK 2333 Mvskoke Literacy Project (Service Learning) 3 hrs

ELECTIVES

MVSK 2143 Mvskoke Rhetoric 3 hrs

MVSK 2263 Introduction to Mvskoke Linguistics 3 hrs

MVSK 2343 Field Lab in Mvskoke Culture 3 hrs

MVSK 2433 Mvskoke Practicum: New Speakers Practice 3 hrs

MVSK 2090 Independent Study 3 hrs

MVSK 1253 Tribal Languages 3 hrs

Note: Federal Financial Aid does not apply to this degree, however local/tribal aid is offered.

**College of the Muscogee Nation
OSUIT**

Total Minimum **Associate in Science in Tribal Services (O) (CMNS)** 66 HOURS

General Education Requirements 39 Hours
(Check catalog course listings section for prerequisites)

ORIENTATION (1 CREDIT HOUR)

MVSK 1111 College Cornerstone 1 hr

ENGLISH (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I 3 hrs
ENGL 1213 Freshman Composition II 3 hrs

MATHEMATICS (3 CREDIT HOURS)

MATH 1473 Mathematical Structures I 3 hrs
MATH 1513 College Algebra 3 hrs

COMMUNICATIONS (3 CREDIT HOURS)

SPCH 2313 Small Group Communication 3 hrs

SCIENCE (8 CREDIT HOURS)

BIOL 1014 General Biology 4 hrs
BIOL 2104 Human Anatomy 4 hrs

HUMANITIES (6 CREDIT HOURS)

HUM 1013 Humanities I hrs 3 hrs
MVSK 1123 Beginning Mvskoke Language 3 hrs

SOCIAL SCIENCE (9 CREDIT HOURS)

HIST 1483 U.S. History to 1865 3 hrs
MVSK 1213 Native American Tribal Government 3 hrs
POLS 1113 U.S. Government 3 hrs

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications 3 hrs

Students have the option of enrolling in Tribal College courses listed or courses offered by the OSU System in the same General Education category. Degree Plans will show courses from the Tribal College or appropriate course substitutions from OSU.

Core Requirements **15 Hours**

MVSK 1353 Human Relations 3 hrs
MVSK 2153 Grant Writing 3 hrs
MVSK 2053 Indian Land Issues 3 hrs
MVSK 2113 Tribal Court Systems 3 hrs
MVSK 2163 Project Management (Service Learning) 3 hrs

Specialization Requirements - Each Area **12 Hours**

Administration 12 Hours

ACCT 2103 Financial Accounting 3 hrs
MVSK 2273 Governmental Accounting 3 hrs
MGMT 2603 Human Resource Management 3 hrs
GAM 2233 Public Relations 3 hrs

Human Services 12 Hours

MVSK 2513 Community Health 3 hrs
MVSK 2523 Personal and Family Living 3 hrs
MVSK 2533 Utilization of Community Resources 3 hrs
PSYC 1113 Introductory Psychology 3 hrs

Health Services 12 Hours

MVSK 2513 Community Health 3 hrs
MVSK 1233 Health Care Systems/Operations 3 hrs
MVSK 1243 Health Care Coding/Billing 3 hrs
OIS 1153 Medical Terminology 3 hrs

Note: Federal Financial Aid does not apply to this degree, however local/tribal aid is offered.

**College of the Muscogee Nation
OSUIT**

Total Minimum

Certificate in Gaming (O)

24 HOURS

Specialization	21	Hours
GAM 1103 Introduction to Native American/Oklahoma Gaming	3	hrs
GAM 2313 Native American Gaming Regulations and Compliance	3	hrs
GAM 2213 Native American Gaming Law	3	hrs
GAM 2203 Casino Mathematics	3	hrs
GAM 2103 Casino Operations Management	3	hrs
GAM 2113 Electronic Games Management.....	3	hrs
GAM 1123 Supervision and Protection of Casino Games I	3	hrs
Electives	3	Hours
GAM 2323 Supervision	3	hrs
GAM 2143 Basic Room Operations	3	hrs
GAM 2413 Casino Security.....	3	hrs
GAM 1413 Introduction to the Casino Industry	3	hrs
GAM 2303 Techniques of Casino Dealing	3	hrs

**College of the Muscogee Nation
OSUIT**

Total Minimum **Certificate in Mvskoke Language Studies (O)** 21 HOURS

Specialization Requirements	21	Hours
MVSK 1123 Beginning Mvskoke Language	3	hrs
MVSK 1133 Intermediate Mvskoke Language	3	hrs
MVSK 2013 Advanced Mvskoke Language.....	3	hrs
MVSK 2133 Conversational Mvskoke Language.....	3	hrs
MVSK 2253 Mvskoke Practicum: Reading and Writing Mvskoke	3	hrs
MVSK 2333 Mvskoke Literacy Project (Service Learning).....	3	hrs
MVSK 2433 Mvskoke Practicum: New Speakers Practice.....	3	hrs

Course Descriptions

Accounting	ACCT
Biology	BIOL
Chemistry	CHEM
Computer Science	CS
Culinary Arts	CUA
English	ENGL
History	HIST
Humanities	HUM
Management	MGMT
Mathematics	MATH
Physical Science	PHYS
Police Science	PLSC
Political Science	POLS
Psychology	PSYC
Speech	SPCH

COURSE DESCRIPTIONS-GENERAL EDUCATION-CMN/OSUIT

For General Education courses not listed, refer to OSUIT.

ACCOUNTING (ACCT)

ACCT 2103 **3 Hours**

Financial Accounting.

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

BIOLOGY (BIOL)

BIOL 1014 **4 Hours**

General Biology.

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

BIOL 2104 **4 Hours**

Human Anatomy.

Human Anatomy involves an introductory study of the human body's structure and function with the emphasis on anatomical principles. Topics of study will begin at the cellular level and follow development through the major organ system. Theory/Lab. Prerequisite: BIOL 1114, or Division Chair approval.

CULINARY ARTS (CUA)

CUA 0003 **3 Hours**

Culinary Arts—Choice of Courses

Refer to the OSU Institute of Technology catalog.

CUA 1162 **2 Hours**

Food Service Management.

This course is designed to introduce students to action stations, breakfast cooking concepts and also high volume breakfast cooking. This course will include instruction and practical application in the following: Eggs cooked to order, omelet's, pancakes, waffles, French toast and hot cereals. Student will also be trained in offering daily or weekly specials to include crepes, quiches and poached egg dishes and buffet set up for quantity breakfast feeding. Theory.

CUA 1214 **4 Hours**

Dining Room Operations.

Introductory level topics covered in this course include table setting, varied service styles and techniques, and identification of dining room equipment. Students experience greeting, seating, selling, and serving in an actual restaurant setting. Daily menus; an introduction to wines and spirits; and an introduction to tableside cooking and flaming are covered. The latest computerized techniques in hotel and restaurant business are studied as well as other career opportunities. Lab.

ENGLISH (ENGL)

ENGL 1033 **3 Hours**

Technical Writing I.

This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and for specific purposes. The assignments and activities reflect real-world work situations and writing requirements such as letters and memoranda. Theory. Note: available online.

ENGL 1113 **3 Hours**

Freshman Composition I.

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

ENGL 1213 **3 Hours**
Freshman Composition II.
This course continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in English 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form. Theory. Prerequisite: ENGL 1113. Note: available online.

COMPUTER SCIENCES (CS)
CS 1013 **3 Hours**
Computer Literacy & Applications.
This course is an applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies, and primary desktop applications. Theory/Lab.

HISTORY (HIST)
HIST 1483 **3 Hours**
U.S. History to 1865.
This course covers the history of the United States from European colonization through the Civil War period. One class in this course is usually offered each semester with an emphasis on Native American contributions to the U.S. History. Theory.

HIST 1493 **3 Hours**
U.S. History Since 1865.
The history of the United States from the reconstruction period to the present is discussed. Emphasis is given to the growth of the industry and its impact on domestic and foreign affairs. Theory. Note: available online.

HUMANITIES (HUM)
HUM 1013 **3 Hours**
Humanities I.
Themes of human expression as reflected through art, music and literature from the classical era through the Renaissance are examined. Theory. Note: available online.

MANAGEMENT (MGMT)
MGMT 2603 **3 Hours**
Human Resource Management.
This course is an interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD). Theory.

MATHEMATICS (MATH)
MATH 1473 **3 Hours**
Mathematical Structures I.
This course is a study of the fundamental structures of mathematics for non-math or non-science/engineering majors. Topics include problem-solving, estimation, set theory, logic, number theory, algebraic equations, the qualities, and applications. Theory.

MATH 1513 **3 Hours**
College Algebra.
Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic functions, determinants, permutations and combinations and the binomial theorem are all covered in this course. Theory. Prerequisites: MATH 0163 or two years high school algebra or a sufficiently high score on the COMPASS entry assessment test. Note: available online.

MATH 2003 **3 Hours**
Business Mathematics.
Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest. Theory.

POLITICAL SCIENCE (POLS)
POLS 1113 **3 Hours**
U.S. Government.
This course provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined. Theory. Note: available online.

PSYCHOLOGY (PSYC)
PSYC 1113 **3 Hours**
Introductory Psychology.
This is an introductory course which presents the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed. Theory. Note: available online.

SPEECH (SPCH)

SPCH 1113 **3 Hours**

Introduction to Speech Communications.

This course offers instruction on preparation and delivery of extemporaneous speeches.

Emphasis is on audience and purpose analysis, topic research, visual aids and delivery methods.

Activities include delivering various speeches before an audience. Speaking situations commonly encountered in business and industry receive special attention. Theory.

SPCH 2313 **3 Hours**

Small Group Communication.

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

COURSE DESCRIPTIONS-CMN/ OSU-OKLAHOMA CITY

For General Education courses not listed, refer to OSU-OKC.

POLICE SCIENCE (PLSC)

PLSC 1123 **3 Hours**

Introduction to Law Enforcement and Police Procedures.

Philosophy of law enforcement; the powers and limitations of the law enforcement officer as revealed in case studies.

PLSC 1211 **1 Hour**

Firearms.

Care and use of police firearms, including legal provisions and restrictions. Open only to COP (Collegiate Officer Program) students with permission of department head.

PLSC 1212 **2 Hours**

Traffic.

Police responsibility in traffic control, organization of traffic and patrol division, routine traffic duties and accident reports. Pre-requisite: PLSC 1223 and concurrent enrollment in PLSC 2221.

PLSC 1223 **3 Hours**

Penal Code and Related Criminal Laws.

The legal basis of law enforcement; the penal code, formation of law enforcement bodies, local ordinances and regulatory functions.

PLSC 1313 **3 Hours**

Patrol Procedures.

An examination of the types and methods of patrol activities. Studies include patrol techniques, hazard awareness, decision-making and tactical considerations. Prerequisite: PLSC 1223.

PLSC 1413 **3 Hours**

Police-Community Relations.

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

PLSC 2103 **3 Hours**

Emergency First Aid.

Department of Transportation (DOT) First Responder. Emphasis on emergency care for injuries and response procedures to emergency situations. Successful completion results in certification by the American Heart Association in Basic Life Support and by DOT as First Responders. Lab: two hours per week.

PLSC 2111 **1 Hour**

Defensive Tactics.

The study and practice of methods of defense employed by police officers. Lab: three hours per week. Open only to Collegiate Officer Program (COP) students with permission of department head.

PLSC 2211 **1 Hour**

Emergency Vehicle Operation.

The legal aspect of emergency vehicle operation, desirable law enforcement driving behaviors and the proper handling of a vehicle in non-emergency, emergency and pursuit modes. Limited to Collegiate Officer Program (COP) students.

PLSC 2213 **3 Hours**

Principles of Investigation and Interview.

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

PLSC 2221 **1 Hour**
Police Records and Reports. Organization and operations of centralized records division; study of standard police forms and reports. Concurrent enrollment in PLSC 1212.

PLSC 1320 **3 Hours**
Native American Language. Basic course designed for a selected tribal language that focuses on listening and speaking emphasizing language practice using topics of everyday life.

PLSC 2650 **3 Hours**
Federal Indian Law. This course will focus on the nature and scope of Indian Law including the legal framework of the government to government relationship between tribal, federal, and state governments. A historical overview of federal Indian relations and policy will be provided, including basic doctrines of federal Indian law.

PLSC 2650 **3 Hours**
Tribal Court Systems. This course addresses the issues involved in creating and operating tribal judiciaries, and the federal, state, and tribal tax laws that affect tribal governance.

PLSC 2650 **3 Hours**
Native American Tribal Government. A brief historical overview of Tribal Governments using selected tribes to provide a review of significant treaties, specific examples of sovereignty, federal legislation and state compacts. The executive, legislative and judicial branches of a selected tribal government will be analyzed as well as a discussion of contemporary critical issues.

POLITICAL SCIENCE (POLS)

PLSC 1323 **3 Hours**
Native American History. The class will examine the historic relationship between Native Americans and the United States Government. Students will study major influences on Native American people and tribes such as; Indian removal, reservation era, boarding schools, land allotment, Indian reorganization, relocation, termination and self-determination.

COURSE DESCRIPTIONS-CMN

MVSK 2273 **3 Hours**
Governmental Accounting. This course will study budgetary and financial accounting/reporting as applied at the state, local, and special-purpose governments; financial accounting and reporting for not-for-profit organizations. Prerequisite: Financial Accounting

COMPUTER TECHNOLOGY
MVSK 2413 **3 Hours**
Computer Security.

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

GAMING
GAM 1103 **3 Hours**
Introduction to Native American/Oklahoma Gaming.

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

GAM 1123 **3 Hours**
Supervision and Protection of Casino Games I.

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

GAM 1133 **3 Hours**
Basic Games Operations.

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

GAM 1233 **3 Hours**
Customer Service Strategies. Examines the role and responsibilities of employees in building quality guest relationships that create customer satisfaction as well as

exploring the functions of customer service employees in hospitality businesses.

GAM 1313 **3 Hours**
Gaming Advertising.

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

GAM 1323 **3 Hours**
Beverage Management.

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

GAM 1413 **3 Hours**
Introduction to the Casino Industry.

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

GAM 2103 **3 Hours**
Casino Operations Management.

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

GAM 2113 **3 Hours**
Electronic Games Management.

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

GAM 2123 **3 Hours**
Supervision and Protection of Casino Games II.

In-depth examination of the various methods used to protect casino table games. Reviews

and examines possible ways that cheating can occur. Included are methods of detection and internal controls used by the casino.

Prerequisite: Supervision and Protection of Casino Games I.

GAM 2133 **3 Hours**
Hospitality Marketing.

Strategies for Marketing and decision-making in the hospitality industry. There is an emphasis on customer identification, consumer behavior, competition, product promotion, placement and pricing strategy.

GAM 2143 **3 Hours**
Basic Room Operations.

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

GAM 2203 **3 Hours**
Casino Mathematics.

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

GAM 2213 **3 Hours**
Native American Gaming Law.

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

GAM 2223 **3 Hours**
Player Trends and Tracking.

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

GAM 2233 **3 Hours**
Public Relations.

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

news releases, conducting surveys and designing integrated campaigns.

GAM 2303 **3 Hours**
Techniques of Casino Dealing.

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

GAM 2313 **3 Hours**
Native American Gaming Regulations and Compliance.

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

GAM 2323 **3 Hours**
Supervision.

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

GAM 2413 **3 Hours**
Casino Security.

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

GAM 2423 **3 Hours**
Introduction to Hospitality Management.

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

GOVERNMENT

MVSK 1213 **3 Hours**
Native American Tribal Government.

A brief historical overview of Tribal Governments using selected tribes to provide a review of significant treaties, specific examples of sovereignty, federal legislation and state compacts. The executive, legislative and judicial

branches of a selected tribal government will be analyzed as well as a discussion of contemporary critical issues.

MVSK 1353 **3 Hours**
Human Relations.

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

HISTORY

MVSK 1113 **3 Hours**
Native American History.

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

MVSK 2243 **3 Hours**
History of the Mvskoke.

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

HUMAN SERVICES

MVSK 1233 **3 Hours**
Health Care Systems/Operations

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

MVSK 1243 **3 Hours**
Health Care Coding/Billing

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

OIS 1153 **3 Hours**
Medical Terminology
This course teaches the spelling and meaning of medical terms, root words, prefixes, suffixes, multiple combinations, and basic anatomy. Theory.

LANGUAGE
MVSK 1123 **3 Hours**
Beginning Mvskoke Language.
In this course, students will learn basic phrases, expressions, methods of communication in the Creek language. Beginning level conversational proficiency will be emphasized.

MVSK 1133 **3 Hours**
Intermediate Mvskoke Language.
This class serves as a continuation of the Beginning Mvskoke Language class with an additional focus on reading, writing and comprehending the language. Activities will emphasize Creek language interaction among students for achieving a higher level of conversational proficiency. Prerequisites: Beginning Mvskoke Language or permission from the instructor.

MVSK 1253 **3 Hours**
Tribal Languages.
Basic course designed for selected tribal languages that focus on listening and speaking emphasizing language practice using topics of everyday life.

MVSK 2013 **3 Hours**
Advanced Mvskoke Language.
This course is designed to give students intensive practice at the advanced level in reading, writing and speaking the Mvskoke language. Listening and speaking skills will be emphasized in class. Students will write a series of brief compositions and focus on developing new vocabulary. Students will participate in simulated conversations using the Mvskoke language. Prerequisite: Intermediate Mvskoke Language or permission from the instructor.

MVSK 2133 **3 Hours**
Conversational Mvskoke Language.
This course will focus on listening and speaking the Creek Language with intense practice on topics of everyday life.

MVSK 2143 **3 Hours**
Mvskoke Rhetoric.
Survey of writings and speeches of tribal leaders and elders, contemporary and the past. Preparation and presentation of original orations in the Mvskoke language.

MVSK 2253 **3 Hours**
Mvskoke Practicum: Reading and Writing Mvskoke.
This course emphasizes integration of skills and strategies for reading and writing, including comprehension, vocabulary, fluency, sentence structure, and writing Mvskoke. Theory.

MVSK 2263 **3 Hours**
Introduction to Mvskoke Linguistics.
The work of the linguist; basic nomenclature of linguistics as applied to the Mvskoke language. The history of the Mvskoke language.

MVSK 2333 **3 Hours**
Mvskoke Literacy Project (Service Learning).
This course is a form of experiential learning. Students will plan, implement and participate in a tribal community service project to develop Mvskoke literacy. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements.

MVSK 2433 **3 Hours**
Mvskoke Practicum: New Speakers Practice.
Focuses on listening and speaking, providing the opportunity to function in the Mvskoke language in a variety of everyday situations.

NATIVE AMERICAN STUDIES
MVSK 2053 **3 Hours**
Indian Land Issues.
This course will provide an overview of the Federal land tenure system, Indian land history, and Indian land law. It will also identify the roles of the various disciplines with trust duties involving Indian land tenure.

MVSK 2090 **3 Hours**
Independent Study.
Individualized study for a topic not offered in the curriculum. Content of the course may vary depending on the needs and interests of the student. May be repeated with different topics for a maximum of 3 credit hours.

MVSK 2113 **3 Hours**
Tribal Court Systems.
This course is designed to provide an overview of American Indian Tribal Court Systems. This course will expose students to Tribal Court Systems and its role in the Tribal Government and law enforcement within Tribal jurisdictions.

ORIENTATION

MVSK 1111 **3 Hours**
College Cornerstone.
This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into and fundamentals of college life. The course offers a brief overview of the campus and services with a focus on basic survival skills to meet the collegiate expectations.

SOCIAL SCIENCE

MVSK 2323 **3 Hours**
Contemporary Mvskoke Life.
The Mvskoke have preserved traditions and created new celebrations reflecting a unique contemporary way of life. Food, art, ceremony, clothing are distinctive as they are modern.

MVSK 2343 **3 Hours**
Field Lab in Mvskoke Culture.
An off-campus learning experience related to the study of Mvskoke culture. Students may select a sponsoring Mvskoke program to oversee the project.

MVSK 2423 **3 Hours**
The Contemporary Mvskoke Community (Service Learning).
This course is a form of experiential learning that focuses on today's Mvskoke community. Students will assess, design and implement a small project that will serve a community's need. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements.

TRIBAL SERVICES

MVSK 2153 **3 Hours**
Grant Writing.
The course teaches the mechanics of proposal writing and the political and social aspects of "grantsmanship." Students will develop skill in

identifying sources of grant funding, doing useful research to support their applications, and tailoring their proposals to specific audience interests.

MVSK 2163 **3 Hours**
Project Management (Service Learning).
This course is a form of experiential learning. Students will plan, implement and participate in a tribal community service project to develop a better understanding of the project management function. The course culminates with students developing a portfolio of their service learning experience that addresses local needs, documents civic responsibility and highlights project achievements. Theory. Credit hour 3 Prerequisite None.

MVSK 2513 **3 Hours**
Community Health.
A course designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education. Particular emphasis will be placed in promoting the physical, mental, and social welfare of citizens in schools and communities based on The Healthy People 2000: Health Promotion and Disease Prevention Objectives.

MVSK 2523 **3 Hours**
Personal and Family Living.
The course addresses the personal and family relationships throughout the family life cycle. Students will gain insight into their role in society. Areas of concentration are decision making, communication, marriage, parenting, dealing with family issues from a Native American perspective.

MVSK 2533 **3 Hours**
Utilization of Community Resources.
Students will be taught the value of fostering good community relations that directly impact program services. The function of various community services will be assessed as well as the study of those resources to enhance the quality of assistance to clients.



ADMINISTRATION, FACULTY & STAFF

Board of Regents for the College of the Muscogee Nation

- Ramona Mason, B.S.**
Chair
- Dr. C. Blue Clark, Ph.D.**
Vice Chair
- Sharon Mouss, M.S.**
Recording Secretary
- Pandee Ramirez, J.D.**
Member
- Mike Flud, M.Ed., M.S.**
Member

College Administration

- Robert Bible, M.S.**
President
- James King, Ed.D.**
Regent's Director for Institutional
Effectiveness
- Angela Bunner, M.S.**
Dean of Academic Affairs
- Monte Randall, M.S.**
Dean of Student Affairs
- Mekko Tyner, J.D.**
Registrar
- Jan Hart, B.S.**
Business Manager
- Fields, Lindsay, B.S.**
Research/Financial Aid Specialist

Degree Program Coordinators

- Tayrien, David, M.B.A.**
Gaming
- Norma Marshall, M.S.**
Native American Studies
- Kasey McKenzie, J.D.**
Police Science
- Allan Colbert, M.S.**
Tribal Services

Faculty

- Briggs-Cloud, Marcus, M.T.S.**
Adjunct Instructor
Native American Studies
- Bunner, Angela, M.S.**
Instructor
General Education
- Burriss, William, B.S.**
Adjunct Instructor
Gaming
- Courtwright, Rita, M.A.**
Instructor
Academic Core
- Daugherty, Angela, M.A.**
Adjunct Instructor
Tribal Services
- Harjo, Nelson**
Adjunct Instructor
Native American Studies
- Haught, Karen, M.A.**
Librarian/Instructor
General Education
- Johnson, Tanya, M.B.A**
Adjunct Instructor
Tribal Services
- Marshall, Norma, M.S.**
Instructor
Native American Studies

Moss, Julie, M.A.

Adjunct Instructor
Tribal Services

On-the-Hill, Brian, B.A.

Adjunct Instructor
Native American Studies

Ormston, Rodney, M.S.

Adjunct Instructor
Gaming

Randall, Monte, M.A.

Instructor
Tribal Services

Sands, Ronnie, B.S.

Instructor
General Education

Sanders, Cynthia, B.S.

Adjunct Instructor
Native American Studies

Sanders, Patricia, B.S.

Adjunct Instructor
General Education

Tayrien, David, M.B.A.

Instructor
Gaming

Tiger, Frances, M.A.

Adjunct Instructor
Tribal Services

Tyner, Mekko, J.D.

Instructor
Tribal Services, General Education

Staff

Barnett, Josh

Maintenance Tech I

Barrett, Daniel

Security Guard

Blackwell, Diana, A.A.S.

Executive Assistant

Collins, Kendall, B.S.

Accounting Specialist

DeArmon, Kristal

Administrative Assistant

Harjo, Scotty

Custodian

Jennings, Kenny

Security Guard

McCormack, Kathy, A.A.S

Administrative Assistant

Parker, Marissa, A.A.

Administrative Assistant

Payne, Levi

Security Guard

Proctor, William


Custodian

Walker, Tania, A.A.S.


Secretary



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To New
CMN
Campus

 **CMN (OSUIT HET Bldg)**
Faculty Offices/LRC/Classrooms
Wayne Miller Drive

 **CMN**
Administrative Offices/Registration Office
600 N Mission Lane

 **OSUIT Grady W. Clack Center**
OSUIT Admission/Bursar/Counseling/Student Financial Aid