



HIGHER EDUCATION PROGRAMS

"PLAN OF OPERATIONS"

Revised May 2013

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RESOLUTION

T-111-13

WHEREAS, the Yakama Nation is a federally recognized Nation pursuant to the Treaty of 1855 (12 Stat. 951), and

WHEREAS, the Yakama Tribal Council is the governing body of the Confederated Tribes and Bands of the Yakama Nation of the Yakama Reservation by the authority delegated by the Resolution of 1944 and Resolution T-38-56, and

WHEREAS, education is an important element in the daily lives of our children, our families, and communities, and

WHEREAS, it is important to the Yakama Nation to encourage and be supportive of Yakama People's involvement in education programs, so much that the Treaty of 1855 under Article #5 includes it, and

WHEREAS, the Yakama Tribal Council on May 4, 1954 approved the Plan of Operation establishing the Scholarship Program for members of the Yakama Tribe and the Education Committee was charged with the responsibility of carrying out the provisions of the Plan, and

WHEREAS, a Plan of Operation for the Higher Education Program has been in place since fiscal year 1982 with revisions authorized by Resolutions T-3-82 and T-21-83 is currently under the administrative structure of the Yakama Nation Department of Human Services for the purpose of furthering eligible Yakama Students' formal education, and

WHEREAS, a revision of the Plan of Operation for the Higher Education Programs was reviewed and approved by Education Committee Action for immediate implementation .

NOW THEREFORE, BE IT RESOLVED, by the Yakama Tribal Council, meeting in regular session at the Governmental Offices of the Confederated Tribes and Bands of the Yakama Nation, with a quorum being present that the revised Plan of Operation for the Higher Education Programs is hereby approved and shall include the Tribal Scholarship, Bureau of Indian Education College Student Assistance and Bureau of Indian Affairs Employment Assistance Program, (AVT).

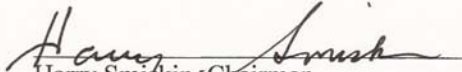
BE IT FURTHER RESOLVED, that all programs including tribal enterprises administer any and all scholarship funds through the Yakama Nation Higher Education program to ensure equality, fairness, and continuity in the student successful endeavor in achieving their college degree(s) and to ensure progress towards completion of their educational tracks.

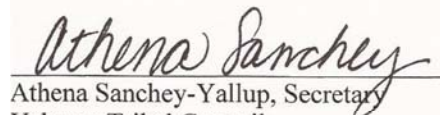
BE IT STILL FURTHER RESOLVED, that the Education Committee has the authority to modify this plan at their discretion to ensure fairness and equality for all Yakama Tribal Members.

BE IT FINALLY RESOLVED, that the Yakama Nation does not waive, alter, or otherwise diminish its Sovereign Immunity, whether expressed or implied, by virtue of this resolution for any and all administrative or legal action which may arise directly or indirectly from the same, nor does the Yakama Nation waive, alter, or otherwise diminish its rights, privileges, remedies or services guaranteed by the Treaty of 1855.

DONE AND DATED on this 2nd day of July, 2013 by the Yakama Nation Tribal Council by a vote 12 for, 1 against, 0 abstention.

ATTEST:


Harry Smiskin, Chairman
Yakama Tribal Council


Athena Sanchey-Yallup, Secretary
Yakama Tribal Council

File
leeh Ca#066-2013-3

***THE COMPREHENSIVE PLAN OF THE HIGHER EDUCATION PROGRAM(S) OF THE
DIVISION OF HUMAN SERVICES***

SCOPE OF SERVICES:

The Comprehensive Plan joins together under one administration, two programs serving higher education; the Bureau of Indian Education (BIE) College Student Assistance Program and the Yakama Nation Tribal Scholarship. This consolidation was approved by the Yakama Education Committee under the authority granted by Yakama Tribal Council Resolution No# 75-82, dated May 12, 1982.

STATEMENT OF WORK:

The Department of Human Services functions as the administrative section of the Comprehensive Plan of the College Student Assistance and Yakama Nation Tribal Scholarship Programs. The overlapping, yet different, regulations governing each program, one based upon financial need and one based upon academic achievement, call for a single administration with one set of goals, objectives, policies and procedures. This plan is designed to provide;

- Equal access to information, both financial and academic
- Equal treatment and consistency of treatment
- A fair process of application
- Professional supervision of student follow up and educational tracking

The result should improve the service in support of higher education among the Yakamas and make for improved efficiency in the use of funds.

GOALS OF THE HIGHER EDUCATION PROGRAMS:

- GOAL 1:** To work jointly with institutions of higher learning to develop financial assistance packages for eligible students including high school seniors.
- GOAL 2:** To provide financial assistance to Tribal applicants whose academic record qualifies them for Tribal and BIE/BIA award.

- GOAL 3:** To counsel and assist students in their furtherance of their higher education and advocate with institutions of higher learning for students on behalf of the Yakama Nation.
- GOAL 4:** To encourage Yakamas to enter the critical fields of studies as identified by the Tribe, and assist students in securing employment in Tribal and non-Tribal sectors through the educational process.
- GOAL 5:** To promote post-secondary education among Yakama middle and high school students by visitations, advising, and mentoring using all available resources including former Tribal Scholars.
- GOAL 6:** To administer all tribal program and enterprise scholarships.
- GOAL 7:** Establish a Yakama Nation Endowed Scholarship using all available resources and volunteers.
- GOAL 8:** Identify and assist Yakama Nation Tribal members with non-Yakama Scholarships.
- GOAL 9:** Encourage and financial assist high school students in college programs while pursuing their high school diploma, (i.e.: G.E.A.R. UP, etc.).
- GOAL 10:** To operate an Employment Assistance Program on the Yakama Indian Reservation to provide the following services to eligible applicants: 1) Career Guidance; 2) Adult Vocational Training; 3) Financial Assistance in Job Placement.

OBJECTIVES, POLICIES AND PROCEDURES

- Objective 1:** To maintain the College Student Assistance, Employment Assistance Program (AVT) 638 Contract and the Tribal Scholarship Program by insuring standardization and uniformity of overall supervision, compliance and monitoring of the program.
- Policy 1.1:** The objective shall adhere to the terms of the contracts and comply with the requirements of the Yakama Nation Plan of Operation.
- Procedure 1.1:** The Deputy Director of the Department of Human Services will provide overall responsibility and supervision of the Contracts and Tribal Scholarship Program.
- 1.1(a) Provide overall supervision of the Higher Education Program Manager activities.
 - 1.1(b) Communicate with Bureau of Indian Education and Bureau of Indian Affairs Contracting Officer Representative, (COR), regarding contract compliance.
 - 1.1(c) Provide technical assistance to Higher Education Program staff.

Objective 2: To maintain the incorporation of the College Student/Employment Assistance Program and Tribal Scholarship Programs.

Policy 2.1: The three programs shall be administered as one continual process from the initial student award and through the student's academic career track when and when not receiving financial assistance until completion of their college degree program/training.

Policy 2.2: Expenditures shall reflect the need of full time students first in traditional campus based educational/training tracks and program needs to ensure success of the program(s) and adhere to allowable cost line items.

Policy 2.3: Bureau of Indian Education, Bureau of Indian Affairs and Tribal regulations and law requirements shall be adhered to.

Procedure 2.1: The staff of the Higher Education component of the Department of Human Services consists of: One Program Manager in charge of and supported through multiple departments; One Scholarship/AVT Counselor working on BIE College Student Assistance, Tribal Scholarship and Adult Vocational Training reporting to the Program Manager supported through the BIE College Student Assistance Program; One Bookkeeper IV reporting to the Program Manager and supported through the BIE College Student Assistance Program; One Office Assistant II reporting to the Program Manager and supported by through the Tribal Scholarship Program.

2.2: The Program Manager will insure that the approved budget will be adhered to and will initiate contract modifications according to the established Tribal modification process.

Objective 3: The Program Manager will assist the staff in both BIE College Student Assistance/AVT and Tribal Scholarship Programs and to aid staff in providing services to eligible students seeking to further their higher education.

Policy 3.1: The higher education staff will maintain proper documentation and confidentiality on all student matters.

Policy 3.2: The Scholarship/AVT Counselor shall carry program responsibilities in the absence of the Program Manager.

Objective 4: To implement policies for continuity of services to students.

Policy 4.1: Students currently funded yet remain in good standing shall be allowed to continue until they complete their program within expected academic evaluation time frames for two, four year and graduate degrees.

Procedure 4.1: Records of students currently funded will be reviewed for GPA, number of accumulated credits/units, major field of study, and eligibility status. Sophomores attending Community College, Junior, Senior, and Graduate students will be required to submit a credit progress evaluation from the institution.

Procedure 4.2: Record problem areas to provide data for adjusting the policies/procedures of the program to better serve students.

Objective 5: To relate the philosophy and role of higher education programs to Yakama tribal member students, the community, and institutions of higher learning.

Policy 5.1: The Higher Education Program policies must be supported by the staff, thus helping the program to succeed.

Procedure 5.1: On site high school and college visits will be made by higher education staff to disseminate information on program opportunities to students, parents, teachers and school administrators.

Procedure 5.2: The Yakama Nation Review and Yakama Nation Radio (KYNR) will be provided with articles, newsletters, bulletins, and special announcements regularly by the Higher Education staff.

Objective 6: To recruit, facilitate and supervise the application process of eligible enrolled Yakama Tribal members as candidates for program scholarships by:

a) Providing professional assistance in the form of field work, detail work, and paperwork to the Tribal Education Committee, which is responsible for approving all scholarships and,

b) Providing encouragement, assistance and leadership to students or former students which will prepare them to continue their formal education.

Policy 6.1: It is understood that once a potential applicant becomes an active student, the Scholarship Staff becomes immediately responsible for proper guidance and academic counseling on the students' progress.

Objective 7: To utilize the Tribal Council Education Committee for application review.

Policy 7.1: Policies governing the operation of the Education Committee.

The Education Committee will take action only on complete applications. Awards based on availability of funds.

First priority funding shall be given to enrolled Yakama students attending full time in the following order:

- a) Returning full time Junior/Senior and graduate students who meet all scholarship and college student assistance requirements and remain in good academic standing and progression towards their degree.
- b) New and returning students who meet all scholarship and college student assistance requirements.
- c) Returning students on probation status due to low academic performance who meets all scholarship and college student assistance as well as acceptance from the institution.
- d) Returning part time graduates and undergraduates in good standing (Tuition and fees only).
- e) Second priority for funding shall be given to non-enrolled Yakama students who are enrolled in a different Tribe in the above order.
- f) Students shall not be funded to attend secretarian schools for the sole purpose of attaining a religious degree.
- g) Scholarship and grant line items shall not be allowed for per diem travel expenses to short term workshops, professional associations, conventions or conferences to enrolled or non-enrolled Yakama students.
- h) Students who wish to attend private institutions or on-line courses will be expected to pay the difference between the costs of attending a public institution as compared to a private institution.

Procedure 7.1: Committee membership – The four (4) members of the Tribal Council Education Committee.

7.1a: Committee Chair will be the Chair of the Education Committee or his/her designee.

7.1b: Committee meetings will be scheduled on a regular basis.

- Quorum: at least three (3) members of the committee will be present.
- The Education Committee will approve/disapprove by Committee Action.

Policy 7.2: Policy governing applicant eligibility for BIE college student assistance program.
(GRADUATE STUDENTS ELIGIBLE BASED ON AVAILABILITY OF FUNDING)

- a) A member of or at least a one-fourth degree Indian blood descendant of a member of an Indian tribe which is eligible for the special program and services provided by the United States through the BIE to Indians because of their status as Indians.
- b) Priority will be given to enrolled members of the Yakama Nation.
- c) Other enrolled Tribal members living on or near the Yakama Reservation providing the individual can show evidence of denial from their home agency.
- d) Applicants must complete the Yakama Nation Higher Education application and meet designated deadlines with no exceptions.
- e) A high school senior or high school graduate or have earned a GED.
- f) All applicants must apply for school based financial aid.
- g) All applicants must demonstrate financial need. Depending on availability of funds, set amounts may be awarded at the discretion of the Education Committee.
- h) Work Study – ALL applicants applying for financial assistance shall participate in the College Work Study (CWS) program offered them by the school. Exception to this policy MAY be given to students expecting to graduate and/or in critical fields of study. The program manager will have sole discretion in evaluating and granting the exception(s).
- i) Applicant must be officially admitted to a post-secondary institution which offers a two or four year degree and has achieved full accreditation of the six Regional Accrediting Associations.
- j) Applicants must be full time students as established by the institution.
- k) Students who are funded and below 2.0 GPA and/or less than full time status during the term are placed on academic probation the following term. If deficiency continues funds will be discontinued the following term on suspension, and the student must attend on their own and meet the above requirements before they are eligible to re-apply.
- l) Applicants who do not earn minimum financial aid eligibility of the college will be automatically placed on suspension by the Tribal Scholarship Office. (i.e., 0.00 GPA/0 credits or less than 6 credits and below 2.0 GPA). REFER TO k) FOR TRIBAL SCHOLARSHIP ELIGIBILITY.

- m) All Junior level students are required to submit to the Tribal Scholarship Office an official credit/unit evaluation that shows expected date of completion in a timely manner consistent with traditional time frames to complete their intended degree program. Students who attend full time shall not be allowed to be funded beyond a five year period to attain their undergraduate four year degree. Any extensions shall be met on and approved by the Education Committee as well as special needs student plans.
- n) ON-LINE COURSES will be evaluated on an individual basis and shall be approved by the Education Committee. Special family and/or employment circumstances will play a major role in determining student applicant's approval to take on line course work. Full time shall not be below the minimum GPA and Credits for traditional students. THE COST OF ON-LINE COURSES SHALL BE EQUAL TO TRADITIONAL COLLEGE/UNIVERSITY IN STATE COSTS AND SHALL COVER TUITION AND BOOKS ONLY, NO EXCEPTIONS.

Procedure 7.2: Scholarship staff will become familiar with the entrance/academic requirements, and financial aid eligibility process of all college and universities.

Policy 7.3: Policies governing applicant eligibility for Tribal Scholarship.

- a) Applicants must be enrolled members of the Yakama Nation and verified by the Yakama Nation Enrollment Office and either a high school senior, a high school graduate or have earned a GED.
- b) Graduate students must maintain a 3.0 GPA as a full time student according to the institution and maintain academic progress per the institution standards. Non-traditional grading systems will be evaluated on a satisfactory progress scale established by the institution.
- c) Graduate students are encouraged to apply to other graduate scholarship funding sources.
- d) For continuous year round programs, the graduate student is responsible to ensure official documentation is submitted by the institution to secure funding during the year.
- e) Undergraduate or Graduate students who withdraw before the school term is over must refund the total Yakama Nation Tribal Scholarship award advanced to them before they qualify for future Tribal Scholarship(s) and earn the minimum academic requirements for one term on their own.

- f) Any student, undergraduate or graduate, who withdraws from school up to two times without approval, shall not be eligible for future tribal scholarship awards. Only one exception based on an appeal to the education committee will be accepted during the student's academic career. Likewise, AVT completions or suspensions have to wait one year before applying for Higher Education Program funding.
- g) ON-LINE COURSES, (see 7.2; n.)

Same eligibility requirements for BIE College Students Assistance Program shall apply even though the Tribal Scholarship is based on academic performance and not financial need; students are encouraged to seek any and all financial support.

Procedure 7.3: Classification available to applicant:

1. A full time undergraduate student is eligible for maximum Tribal Scholarship award of \$1,500.00 per academic year excluding summer which is separate application process. And \$3,000 for graduate level as a full time student.
2. Part time undergraduate and graduate students are eligible based on availability of funds only and shall include tuition and books only. Awards if made shall not exceed full time Tribal Scholarship awards per term.
3. Approved plan. A student who does not meet all eligibility requirements and has agreed to attend special tutoring sessions in low academic areas or other means of special help, as stipulated by the Education Committee on the recommendations of the Scholarship Office.
4. Graduate student status as determined by the institution applicants attends.

7.3a: Deadline for filing application(s): All applicants will file the complete application packet by: (NO EXCEPTIONS)

Fall Quarter/Semester (Academic Year):	July 1 st
Winter Quarter/Spring Semester:	November 1 st
Spring Quarter:	February 1 st
*Summer/*High School Senior:	May 1 st

*High School Sr. who wants their award announced at their graduation.

*Separate application for summer term.

7.3b: Processing of a completed application:

-A confidential file will be established for the applicant and kept in a secured file in

the Tribal Scholarship Office.

- Results of the Scholarship Programs recommendations and Education Committee Action will be communicated to the applicant in writing.

Objective 8: To provide student(s) in the program with a thorough orientation with a continual follow-up process to maximize the student's success in obtaining their college degree(s).

Policy 8.1:

- Students shall meet academic standards and earn appropriate number of credits to progressively rise their standing each term towards attaining a degree.
- All students shall declare a major after 60 semester hours or 90 quarter hours. At that time students shall be required to request a formal credit evaluation with the Registrar of the institution and file a copy in the Scholarship Office. Failure to do so shall result in loss of scholarship funds until this requirement is met. (Exception is vocational/technical training students).
- Any changes after major has been declared must be reviewed and approved by the Scholarship Program.

Procedures 8.1: The orientation of a new student.

In order to help the student, wisely review and choose courses, and adjust to a new academic schedule, the Scholarship staff will provide students, singly and as a group: an orientation course.

The course will be a required part of the application approval process for new student award recipients and will include:

Program policies as they relate to the student(s)

- Policies of the institution which the student will attend.
- Orientation presentations by appropriate resource individuals.

8.2: After each term an analysis of each student's grade report will be done by the Higher Education Staff to insure satisfactory progress toward attaining a degree/certification.

8.3: Student Follow-up:

- a) Each student must submit quarter/semester grade reports to the Scholarship Office immediately after each term. The following term funding will be released to the school upon receipt of grades to eligible students.
- b) The student shall notify the higher education office in writing of withdrawal from the institution specified in the award. The student shall be required to repay the Tribal Scholarship awarded if the program does not approve the reason(s) for the student's withdrawal.

Objective 9: Efforts are made to treat all applicants in a fair, consistent, and equitable manner.

Procedure 9.1: The initial steps in the appeals process are common to all programs, differentiation is made for the College Student Assistance Program when higher level appeal is made to the Bureau of Indian Education, and for AVT higher level appeal is made to the BIA.

9.2 **Appeals process:**

Level 1:

- a) Applicant feels he/she has legitimate complaints.
- b) Applicant immediately informs the higher education office in person and in writing to follow.
- c) Meeting is held as soon as possible (not to exceed 5 days) between applicant and the higher education Program Manager: Resolved.

NOTE: Although the appeals process exists to give applicants the opportunity to seek redress, applicants are encouraged to work with the higher education office staff to resolve the issue on an informal and mutual basis. This is the lowest level for handling an appeal.

Level 2:

- a) Applicant still feels issue is unresolved.

- b) Applicants submit a written appeal within ten (10) working days outlining their reason for the appeal to the higher education office.
 - c) The Program Manager and Deputy Director of the Yakama Nation Department of Human Services review the appeal. A meeting will be held with the applicant to discuss, not less than Five (5) working days from time the appeal was received.
 - d) A written recommendation for approval/disapproval will be forwarded to the Education Committee within five (5) days.
 - e) Upon receiving the written recommendations, the education committee, within five (5) working days will hold a hearing with all parties involved. A decision will be made and shall be deemed final.
- *For the Tribal Scholarship Program, the appeals stop here.

Level 3: ONLY FOR THE BIE STUDENT/AVT ASSISTANCE PROGRAM:

- a) Applicant still feels the issue is unresolved they can submit a written Appeal outlining reasons to:
Seattle Education Line Office
909 1st Avenue
Suite 192
Seattle, WA 98104
(206) 220-7979

NOTE: The Education Program Administrator may consult with the Tribal Scholarship office and Deputy Director, YN Department of Human Services.

Objective 10: To provide incentives to Yakama Graduates who demonstrate academic achievement during the course of their educational/training career by successfully completing their requirements in a timely manner.

Policy 10.1: Student(s) must maintain good academic and attendance as a full time student or a part-time student on a plan as approved by the Higher Education Office through the institution the student attends. And, progress towards completion of their degree/training program in a timely manner as prescribed by their institution handbook and course of study.

Procedure 10.1:

- a) The student will be required to maintain a 2.0 Grade Point Average as a full time student according to the institution they attend.
- b) A credit evaluation will be required to be submitted to the Yakama Nation Office of Higher Education when the student declares a major and/or during their junior year.
- c) The Yakama Nation Higher Education Office will monitor and evaluate the students' progress throughout their educational track to ensure timely completion.
- d) At any time should the student wish to change their major, the Higher Education Program must be notified in writing to approve the change.
- e) The Tribal Council Education Committee will determine the award presented on an annual basis and will determine when and how the awards will be presented.

Objective 11: To provide a written evaluation of all Higher Education Programs including Tribal Scholarship, BIE College Student Assistance and Employment Assistance Program (AVT), by August 1st of each year.

Procedure 11.1: An annual narrative report will be compiled by both the Program Manager and Higher Education/AVT Counselor.

11.1a The report will cover:

- 1) Tribal Scholarship Program
- 2) BIE College Student Assistance
- 3) Employment Assistance Program (AVT)

11.1b The report will include:

- 1) Status of program objectives
- 2) Financial report (budget review)
- 3) Number served
- 4) Student/Trainee Progress and Success (Completions)
- 5) Incentive Awards for graduates

11.1c Evaluation will be proofed and approved by the Department of Human Services Deputy Director prior to submission to the Education Committee.

11.1d Education Committee will submit report with recommendation for changes to Tribal Council by September 1st of each year.

Objective 12: To identify critical fields of study utilizing Tribal Human Resources, Economic Development, Tribal Enterprises, Education Committee, and Scholarship Alumni.

YAKAMA NATION HIGHER EDUCATION PLAN OF OPERATION

“I have read, understand and accept the Yakama Nation Higher Education Plan of Operation and support the plan and to maintain contact with the Higher Education Office at all times regarding the successful completion of my College/University Degree or Vocational Training Program.”

Student’s Signature

Date

Higher Education Program Manager’s Signature

Date