



Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Office of the Tribal Chair

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MICHELLE CHINGWA EDUCATION HONORARIUM REGULATIONS REG-WOS 2020-003-083121 -002

I. DEFINITIONS

- A. **“Accredited”** shall apply to those post-secondary institutions of higher education, including vocational schools, that are accredited by an agency or organization recognized by either a domestic or foreign government or another accrediting agency that processes validations for colleges, universities, and other institutions of higher learning.
- B. **“Citizen”** shall mean an enrolled member of the Little Traverse Bay Bands of Odawa Indians.
- C. **“Department”** shall mean the Niigaandiwin Education Department that is overseen by the Executive Branch.
- D. **“Executive”** shall mean the Tribal Chairperson or his/her designee
- E. **“Executive Directive”** in accordance with the WOS 2015-19, means a directive issued by the Tribal Chairperson that establishes basic internal rules of procedure, or guidelines for the Executive Department and employees and does not impact Tribal Citizens or entities outside of the Executive Branch.
- F. **“GPA”** shall mean a student’s Grade Point Average reported by an institution on a student’s transcript for the academic term.
- G. **“LTBB”** shall mean The Little Traverse Bay Bands of Odawa Indians.
- H. **“MCEH”** shall mean the Michelle Chingwa Education Honorarium Program.

- I. **“Release of the Information Form”** shall mean a form completed by the student and provided by the LTBB Education Department that gives permission to the department for 3rd party communication with the institution.
- J. **“Student Success Plan”** shall mean a plan that is designed for the student by the Education Department that addresses financial and/or academic goals of the student ensure student success.
- K. **“Student Success Planning Session”** shall mean a meeting facilitated by the Higher Education Specialist, the Academic Services Coordinator, and/or the Education Director with the student which is intended to develop a plan which addresses financial and/or academic goals and connect them to the appropriate supports and resources that are available.
- L. **“Tribe” or “LTBB”** shall mean the Little Traverse Bay Bands of Odawa Indians.

II. ELIGIBILITY

- A. The Michelle Chingwa Education Honorarium Act was enacted to provide a gift to honor Tribal Citizens that are obtaining post-secondary educational opportunities.
- B. To be eligible for an honorarium, the student must:
 - a. Be an enrolled citizen of the Tribe.
 - b. Be enrolled in a post-secondary institution of higher education, including vocational schools, that is accredited by an agency or organization recognized by a domestic or foreign government or another accrediting agency that processes validations for colleges, universities, and other institutions of higher learning.
 - c. Maintain a 2.0 GPA over the course of an academic term (subject to petition).

III. APPLICATION

- A. Students must submit a completed application packet to apply for the Michelle Chingwa Education Honorarium (MCEH), which includes the following: MCEH

application, Release of Information form, a current class schedule and, an unofficial transcript reflecting the last semester MCEH funding was awarded. First time MCEH applicants must submit a photo copy of their tribal identification card.

- B. The continuation of a student's honorarium funding for subsequent semesters is contingent on the submission of a new course schedule for the upcoming semester, and an updated unofficial transcript for the previous semester. The transcript must reflect that the student has maintained a minimum 2.0 GPA during their last academic term.

IV. DISTRIBUTION OF HONORARIUM

- A. Students will be allowed one (1) honorarium per semester, which shall be awarded to any eligible student, who applies prior to the established deadlines as defined in WOS 2020 – 003 Section III, Application (D) (1) (a-e).
- B. A student's honorarium will be calculated at the credit rate established by the Executive branch for each classification and according to the student's submitted application and schedule. For calculation purposes, a student may only receive funding for up to 18 credits for undergraduate courses (class 1, 2, 3 or 5) **OR** receive funding for up to 12 credits for graduate courses (class 4); or a combination of both not to exceed 18 credits total. If a student is taking both undergraduate and graduate courses, the student may choose which credits they want to apply the award to, but the total amount of credits awarded shall not exceed 18 credits.
- C. Honorariums will be distributed directly to the student. The Education Department will not issue a student's MCEH award directly to a post-secondary institution on their behalf, unless there exists a legal or administrative barrier to issuing an honorarium to the student (e.g. incarcerated students.)
- D. The honorariums will be distributed in one (1) installment each semester.
- E. Students must submit a current unofficial transcript for the previously awarded semester(s). If necessary, adjustments will be made for any credits dropped, withdrawn, or for academic progress deemed ineligible for credit according to the student's institutional GPA guidelines.
- F. All applications must be submitted by hand delivery, email, fax, or mail that is postmarked by the deadlines set forth in the MCEH Act to be considered timely. Pursuant to WOS 2020 – 003, MCEH Section III(D)(3), applications submitted after the deadlines shall be classified as *late*.
- G. It is at the discretion of the Education Department to determine on a case-by-case basis whether funding will be awarded in the event of a late application submission,

provided the student submits a petition form in accordance with the MCEH regulations.

- H. If a student's application is late for one (1) semester that shall not impact a timely application made in another semester.

V. HONORARIUM LEVELS

- A. The Education Department shall post the honorarium levels on the Tribal website and in the Tribal newsletter. Honorarium information shall be made readily available to students through the Education Department.

VI. PETITION PROCESS

- A. Students who wish to petition a denial or adjustment must submit a Petition Form provided by the Education Department. Students may only petition MCEH award denials made by the Education Department based on GPA status, honorarium adjustments, or late submission. Students who wish to petition a denial or adjustment must submit a Petition Form provided by the Education Department.
- B. The student must submit their Petition Form to the LTBB Education Department in person, via email, fax or postmarked within fifteen (15) business days from the date of receiving the notice of denial or adjustment. All shall be addressed to: "*The Education Department*, 7500 Odawa Circle, Harbor Springs, Michigan 49740."
- C. Upon receiving a Petition Form, the Higher Education Specialist will evaluate the Petition Form to determine whether it contains all required information. If the Education Department finds that a student has submitted an incomplete Petition Form, the Higher Education Specialist shall contact the student within five (5) business days to obtain any required information missing from the Petition Form. Missing information will be accepted in person, via e-mail, fax, or by U.S. mail.
- D. Upon receipt of a complete Petition Form, Education staff consisting of the Higher Education Specialist, Academic Services Coordinator, and Education Director will make the determination. In the event someone has to abstain from the petition due to conflict of interest or is unable to hear the petition, another qualified Education Staff person will assist in making the determination, based on the following;
 - a. The student's complete academic history documented in their Higher Education file.
 - b. The student's Petition Form and all accompanying documentation.

- E. In some instances, the Education Department may request a Student Success plan and/or additional documentation from the student in order to make a petition determination. The Higher Education Specialist shall contact the student within five (5) business days to obtain any additional information from the Petition Form. Additional information will be accepted in person, via e-mail, fax, or by U.S. mail.
- F. The Education Department will make a determination on the student's submitted petition within ten (10) business days. Petitions may be closed once the Education Department issues a determination or at the request of the student filing the request.
- G. Students who are granted a GPA petition request shall receive MCEH funding for the academic term in which the request was filed even if the student does not meet the 2.0 GPA requirement.
- H. Students who are granted an adjustment petition request shall be awarded an honorarium amount equivalent to the amount they would have been awarded had their honorarium not been adjusted. Such students will only be adjusted for MCEH funded credits that are dropped, withdrawn or deemed ineligible and during or after the semester the petition was filed.
- I. After a determination has been made by the Education Department, the Higher Education Specialist will attempt to contact the Tribal Citizen as to the outcome of their petition. The Education Department shall notify the Tribal Citizen through the appropriate communication channels within five (5) business days.
- J. Students who have received a petition denial may contest the Education Department's determination in writing to the Executive Director Unit.
- K. All decisions by Executive Director Unit are final.
- L. In order for the Education Department to consider funding students for a course more than twice, the student must provide acceptable proof to the Education Department that they need to take the class over to complete a degree requirement. No student may be funded for the same class more than three (3) times.

VII. REPORTING

- A. The following reports shall be submitted to Tribal Council:
 - a. Three (3) summary reports for each semester's Honorariums in March, July, and October and a year-end summary each January for all the previous year's Honorariums.
 - b. Each report submitted to Tribal Council shall contain at a minimum:

1. A list of names of Honorarium recipients, the type of degree sought or earned and most recent contact information.
 2. Number of students in each class of Honorariums
 3. Number of semester credits in each class of Honorariums
 4. Total dollar amount of Honorariums for each period and the year
 5. Present Honorarium rates and predicted rates needed to meet budget for the next cycle
- c. The list of Honorarium recipients, the type of degree sought or earned, and most recent contact information shall also be provided to other Tribal sub-entities by the Education Department, upon request.
- d. Any previous outstanding student debt that occurred before the passing of WOS 2018-010 Michelle Chingwa Education Assistance Statute shall be forgiven and considered null and void.

CERTIFICATION

As Tribal Chairperson, I approve these Michelle Chingwa Education Honorarium Regulations.

Date: 08/31/2021

Regina Gasco Bentley
Regina Gasco Bentley, Tribal Chairperson

Received by the Tribal Council Office on: 08.31.21 by: [Signature]

As the Legislative Leader and Tribal Council Secretary, we certify that these Michelle Chingwa Education Honorarium Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians by Phone Poll of the Tribal Council held on September __, 2021, by a vote of 8 in favor, 0 opposed, 0 abstentions, and 1 absent.

Date: 09/02/2021

Emily Proctor
Emily Proctor, Legislative Leader

Date: 09/02/2021

Marcella R. Reyes
Marcella Reyes, Secretary

