

**Michelle Chingwa Education Honorarium
Regulations**
REG-WOS 2024-003-083121-0024-
MICHELLE CHINGWA EDUCATION HONORARIUM REGULATIONS

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I. DEFINITIONS

A. “Academic Unit of Measurement” or “Unit” shall mean credit or continuing education unit.

B.

A.C. “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.D. “Citizen” shall mean an enrolled member of the Little Traverse Bay Bands of Odawa Indians.

C.E. “Department” shall mean the Niigaandiwin Education Department that is overseen by the Executive Branch.

D.F. “Executive” shall mean the Tribal Chairperson or his/her designee.

E.G. “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.H. “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.I. “MCEH” shall mean the Michelle Chingwa Education Honorarium Program.

I.J. “Release of Information Form” shall mean a form completed by the student and provided by the LTBB ~~Education Department~~ Niigaandiwin Education Department that gives permission to the department for 3rd party communication with the institution.

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J.K. “Student Success Plan” shall mean a plan that is designed for the student by the ~~Education Department~~ Niigaandiwin Education Department that addresses financial and/or academic goals of the student to ensure student success.

K.L. “Student Success Planning Session” ~~shall mean a meeting facilitated by the Niigaandiwin Education Department that is intended to develop a plan which addresses financial and/or academic goals and connect students to the appropriate supports and resources that are available.~~ 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.M. “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, or other institutions of higher learning.
 - c. Maintain a cumulative GPA of 2.0 or higher during the course of an academic year (subject to petition).
 - e. ~~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:

Approved by Tribal Council
Approved by Executive
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MCEH application, Release of Information Form, a current class schedule and an unofficial transcript reflecting the last semester MCEH funding was awarded. First time 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 cumulative GPA during their last academic term.

IV. DISTRIBUTION OF HONORARIUM

- A. Students ~~will be allowed~~may be eligible for up to one (1) honorarium per ~~semester~~academic term, which shall be awarded to any eligible student, who applies prior to the ~~e~~Established deadlines as defined in WOS ~~2020-0032024~~ Section III, Application **(D) (1) (a-e)**.

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- B. A student’s honorarium will be calculated at the credit-unit 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-units for undergraduate courses (classification ~~1,2 and 3,5~~ OR receive funding for up to 12 credits-units for graduate courses (classification 4); or a combination of both not to exceed 18 credits-units 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.~~In the event that a student is taking a course load that is comprised of both undergraduate and graduate level units, the student will be awarded based on their full-time status. Students who are considered full-time undergraduates (12 units or more) will be awarded up to 18 units maximum. Students who are considered full-time graduates (9 units or more) will be awarded up to 12 units maximum.

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B.

- C. Honorariums will be distributed directly to the student. The Niigaandiwin 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~~academic term~~.

- 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 Niigaandiwin 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 the Education Director~~ Niigaandiwin Education Department staff will make the determination. In the event ~~someone has to abstain from the petition due to a staff member has a~~ conflict of interest ~~in regard to the petition, 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 Niigaandiwin 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 Niigaandiwin Education Department will make a determination on the student's submitted petition within ten (10) business days. Petitions may be closed once the Niigaandiwin Education Department issues a determination or at the request of the student filing the petition.
- 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~~ adjustment amount. ~~If the request is denied, s~~Such students will only be adjusted for the ~~MCEH funded credit awarded units that are were~~ MCEH funded credit awarded units that ~~are were~~ dropped, withdrawn or deemed ineligible, ~~and during or after the semester petition was filed.~~

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