



MUSCOGEE (CREEK) NATION  
DEPARTMENT OF HIGHER EDUCATION  
TRIBAL GRANTS INFORMATIONAL HANDBOOK  
UNDERGRADUATE STUDENTS



DEPARTMENT OF EDUCATION AND TRAINING

The Muscogee (Creek) Nation Department of Higher Education administers seven total supplement grant programs to assist enrolled citizens with college expenses at the undergraduate and graduate levels that will enable successful graduation from their higher education institution.

*Hesci! Hello!*

*The Muscogee (Creek) Nation Department of Higher Education would like to congratulate you on your decision to attend an institution of higher learning! College is a great time to gain new networks, friendships, and educational experiences that will benefit you in the future. Our department's goal is to assist you with supplemental funding that will be used for educational expenses.*

*Please review the following information in this handbook, which includes deadlines, requirements, and frequently asked questions. **REMINDER:** Our grants do not cover 100% of higher education expenses. Students are urged to continue seeking additional funding sources to assist with institutional costs.*

*If you have any questions, we invite you to contact our office at: (918) 732-7661 or email: [highered@muscogeenation.com](mailto:highered@muscogeenation.com) Good luck with your progression through higher education!*

*Onward!*

*-Muscogee (Creek) Nation Department of Higher Education Staff*



## MUSCOGEE (CREEK) NATION SCHOLARSHIP (BIA SCHOLARSHIP)

- **Online Applications available Mar. 1 – June 1 for FALL Semester**
- **Online Applications available Nov. 1 – Dec. 15 for SPRING Semester**

The Muscogee (Creek) Nation Higher Education Program will expend funds through self-governance to award educational grants to our tribal citizens with no minimum blood quantum required and attending accredited institutions of higher learning. **FAFSA Required. Funding for this grant is: 1. Limited to Pell-eligible undergraduate students only; and, 2. Determined by financial needs established by student's college or university.** The maximum amount of funding per semester a student may be eligible for is \$1000 for single dependent student, \$1500 for independent student, \$2000 for a married or head of household student.

### ELIGIBILITY CRITERIA:

- Student must be enrolled as a full time student (At least 12 hours)
- Part time may be considered if student is enrolled in at least 9 hours.
- Student must maintain a GPA of a 2.0 or higher

### GRANT REQUIREMENTS:

- Completed Online Application
- Copy of CDIB (Certificate of Degree of Indian Blood)
- Copy of Muscogee (Creek) Citizenship Card
- Letter of Acceptance from College/ University
- Degree Plan/Plan of Study
- Official College Transcript (if previously attended)

### ACADEMIC PROBATION will occur when:

- Student is earning less than the hours in which they were awarded.
- Student GPA is between 1.0 - 2.0 for semester funded.

### GRANT SUSPENSION will occur when:

- A full time student earns less than 12 hours
- A part time student earns less than 9 hours
- Student is earning less than a 1.0 GPA
- Student who withdraws officially or unofficially from school
- Student does not meet the GPA and credit hour requirement while on probation will be placed on suspension.

**\*\*IF SUSPENDED, full-time students will be required to earn one full semester (12 cr. hrs.), part time students (9 cr. hrs), with a GPA of 2.0 or better before eligibility will be reinstated.**

**Student is responsible for submitting their official transcripts and next term class schedule at the end of each semester to maintain eligibility of the program.  
Review guidelines and deadlines for each funding source.**

## TRIBAL FUNDS GRANT

- **Online Applications available Mar. 1 – June 1 for FALL Semester**
- **Online Applications available Nov. 1 – Dec. 15 for SPRING Semester**

Tribal Funds Grants are awarded to MCN enrolled student- citizens attending an accredited college or university with no blood minimum quantity required. The award amount will be determined by the number of hours in which student is enrolled up to a maximum of 18 hours (Award rate = \$125.00 per credit hour, refer to Tribal Funds Grant Information page). Funding is for Fall and Spring semesters only (\*\*Students in need of summer courses to complete a degree program may be eligible for funding if funds are available). \*\* *Half credit hours are not accepted in the award amounts. (Example: student has 12.5 credit hours, the award will be considered for 12 credit hours)*

### ELIGIBILITY CRITERIA:

- Student will be required to submit copy of schedule prior to each semester
- Student will be required to submit official transcript at the end of each semester
  - **Fall Semester Transcripts due by January 31<sup>st</sup>**
  - **Spring Semester Transcripts due by June 30<sup>th</sup>**
- Student must maintain a GPA of **2.5 or higher**
- Funding is up to 10 semesters or 150 credit hour for bachelors degree, 75 credit hours or 6 semesters for associates degree, whichever comes first. (Attempted credit hours accumulated prior to program enrollment are counted towards semesters/credit hours threshold.)

### GRANT REQUIREMENTS:

- Completed Online Application
- Muscogee (Creek) Tribal Citizenship Card
- Degree Plan/Plan of Study
- Class Schedule (ASAP, when available)
- Official Transcripts (if previously attended)
- Banking Account-funds are disbursed as direct deposits

### ACADEMIC PROBATION will occur when:

- Student is earning less than a 2.5 GPA but at least 1.5 GPA during semester funded.
- Student does not earn or withdraws from three credit hours during the semester funded.

### GRANT SUSPENSION will occur when:

- Student drops below a 1.5 GPA during the semester funded.
- Student does not earn or withdraws from four or more credit hours during the semester funded.
- Student who withdraws officially or unofficially from school without a valid medical reason or other valid reason
- Student does not meet the GPA and credit hour requirement while on probation will be placed on suspension.

**\*\*IF SUSPENDED, full-time students are required to earn one full semester (12 credit hours) without tribal grant funding and meet required GPA (2.5) to be reinstated. Part-time students are required to earn the number of credit hours previously awarded and meet required GPA (2.5) to be reinstated.**

**Student is responsible for submitting their official transcripts and next term class schedule at the end of each semester to maintain eligibility of the program.  
Review guidelines and deadlines for each funding source.**

## TRIBAL INCENTIVE GRANT

The Tribal Incentive Grant Program will award citizens of the Muscogee (Creek) Nation who meet the grade point requirements at an accredited school. Undergraduate students attending college with a GPA of 3.0 or better during the semester are eligible for this program. Students will be funded up to 10 semesters or 150 credit hours, whichever comes first.

### ELIGIBILITY CRITERIA:

- Submit Official Transcript by deadline.
- Be in good standing while on Higher Education Tribal Grants Programs.
- Student must not be on *Probation/Suspension* for Tribal Grant Program.
- Student must maintain credit hours for which student received semester funding.
- Student will be funded up to 10 semesters or 150 credit hours, whichever comes first.

### IF CRITERIA AND DEADLINES ARE MET, STUDENT ELIGIBLE FOR THE FOLLOWING:

- Students earning a 3.5 to 4.0 GPA for the Semester/Quarter/Trimester are eligible to receive \$700
- Students earning a 3.0 to 3.499 GPA for the Semester/Quarter/Trimester are eligible to receive \$350
- Maximum of 2 incentives per academic year

#### **OFFICIAL TRANSCRIPT DEADLINES:**

**FALL SEMESTER DUE BY JANUARY. 31<sup>st</sup>**

**SPRING SEMESTER DUE BY JUNE 30<sup>th</sup>**

Student is responsible for submitting their official transcripts and next term class schedule at the end of each semester to maintain eligibility of the program. Review guidelines and deadlines for each funding source.

## STUDENT RESPONSIBILITIES

### ALL STUDENTS ARE RESPONSIBLE FOR:

- Submitting all Official Transcripts by deadline date.
- Submitting other required documentation to their assigned grant advisor in a timely manner.
- Continuing students will submit their official transcript from the semester in which they were funded and a class schedule for the upcoming semester to stay eligible for the program.
- Report any changes in class schedule to their grant advisor.
- Submit a "Student Update Form" if any information changes (contact information, change of school, major, banking information, etc.) The form can be found on the MCN Higher Education website <https://www.muscogeenation.com/department-of-education-and-training/higher-education/>

**\*\*Failure to meet requirements may delay or exclude student from funding.**

**Student is responsible for submitting an Official Transcript from their institution and next term class schedule at the end of each semester to maintain eligibility of the program. Official Transcripts ONLY. Transcripts can be hand-delivered in a signed & sealed envelope by the institution, sent by the institution through the mail, or by the institution's e-script process.**

### PLEASE NOTE:

Tribal Grants and Tribal Incentive Grants are distributed by direct deposit to your bank account. Once you have fully completed your Higher Education supplemental grants application, please submit your banking information on the Direct Deposit Form that will be included on your Automated Workflow email. Complete the form and submit to your grant advisor ASAP.

### Grant Advisors: (Note: Advisors work with students listed by last name.)

A-C	Raegan McGee	rmcgee@muscogeenation.com	(918) 732-7689
D-H	Hunter Hotulke	hhotulke@muscogeenation.com	(918) 732-7693
I-M	Louisa Proctor	lproctor@muscogeenation.com	(918) 732-7695
P-S	Brian Moore	bmoore@muscogeenation.com	(918) 549-2766
N-O; T-Z	Staff	highered@muscogeenation.com	(918) 732-7661
	Higher Education Dept.	highered@muscogeenation.com	(918) 732-7661

### Mailing Address:

Muscogee (Creek) Nation Higher Education  
P.O. Box 580  
Okmulgee, OK 74447  
Phone: 918-732-7661  
Facebook Page: MCN Higher Education  
Twitter: @MCNHigherEd  
Instagram: @MCNHigherEd

## FREQUENTLY ASKED QUESTIONS:

**Q. *How do I get an Application?***

A. All applications are available online **ONLY** during enrollment dates at:

<https://www.muscogeenation.com/higher-education/>

\*\*\*Fall Semester Applications are open March 1<sup>st</sup> to June 1<sup>st</sup>

\*\*\*Spring Semester Applications are open November 1<sup>st</sup> to December 15<sup>th</sup>

**Q. *How do I know if I will receive a grant/scholarship?***

A. If approved, the Higher Education office will notify you with an award letter sent to the student.

**Q. *Do I apply each semester or each academic year?***

A. You only need to apply one time. However, students will need to submit their official transcript at the end of each term, along with the next term's class schedule to continue eligibility.

**Q. *What are Academic Probation and Suspension-Tribal Grant and BIA Scholarship statuses***

A. Academic Probation occurs when a student earns less than a 2.5 GPA but at least 1.5 GPA for Tribal Grant or less than a 2.0 GPA for BIA Scholarship during the semester; and/or student does not earn or withdraws up to three credit hours during the semester in which they were funded.

A.1 Grant Suspension will occur when students earns less than 1.5 GPA during the semester for Tribal Grant or earning less than 1.0 GPA for BIA Scholarship; and/or student does not earn or withdraws from four or more credit hours during the semester in which the student received funding; or a student who withdraws (officially or unofficially) without valid reason (medical, personal, etc.).

**Q. *If a student is on Academic Probation or Grant Suspension, what are the procedures for reinstatement?***

A. Reinstatement from suspension will occur after student completes the following semester without tribal grant funding and meets required hours and required GPA (2.5 for Tribal Grant, 2.0 for BIA Scholarship). Student awarded for full time hours will be required to complete full time hours (12 hours or more) during the suspended term; while students that were awarded for part time hours (11 hours or less) will be required to complete part time hours (based on students' previous credit hours funded) during suspended term.

**B. *Is there a credit hour limit on Higher Education Programs?***

A. **Yes**, eligible students can receive supplemental funding assistance up to 150 attempted credit hours or 10 semesters at a 4-year institution (75 credit hours at the associate's level, 2-year institution), whichever comes first. Additionally, if a student is attending a college/ university prior to enrolling onto our programs, the student's attempted credited hours accumulated prior to program enrollment are counted towards the 150 attempted credit hours/10 semesters threshold.

**Q. *Does Higher Education fund students for additional associates, bachelors, etc.??***

A. **No**. The Department of Higher Education only funds ONE degree- one associates, one- bachelors, etc.

B. The Department of Higher Education does NOT provide funding for additional, second degrees (2nd associate's, 2nd bachelor's, 2nd master's, etc.) regardless if a student's first degree was not funded by the Higher Education program.

**MUSCOGEE (CREEK) NATION  
DEPARTMENT OF HIGHER EDUCATION  
TRIBAL FUNDS GRANT INFORMATION**

<b>AWARD AMOUNTS</b>			
<b>Number of Hours</b>	<b>Award Amount</b>	<b>Max Award Per Academic Year</b>	
<b>18</b>	<b>\$2250</b>		
<b>17</b>	<b>\$2125</b>		
<b>16</b>	<b>\$2000</b>		
<b>15</b>	<b>\$1875</b>		
<b>14</b>	<b>\$1750</b>		
<b>13</b>	<b>\$1625</b>		
<b>12</b>	<b>\$1500</b>		
			<b>\$4,500</b> (Full Time)
<b>11</b>	<b>\$1375</b>		
<b>10</b>	<b>\$1250</b>		
<b>9</b>	<b>\$1125</b>		
<b>8</b>	<b>\$1000</b>		
<b>7</b>	<b>\$875</b>		
<b>6</b>	<b>\$750</b>		
<b>5</b>	<b>\$625</b>		
<b>4</b>	<b>\$500</b>		
<b>3</b>	<b>\$375</b>		
<b>2</b>	<b>\$250</b>		
<b>1</b>	<b>\$125</b>	<b>\$2,750</b> (Part Time)	