



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) 732-7688 or email: [highered@mcn-nsn.gov](mailto:highered@mcn-nsn.gov). Good luck with your progression through higher education!*

*Onward!*

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



## CREEK NATION OF OKLAHOMA SCHOLARSHIP GRANT (BIA GRANT)

- **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.**

### 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:

1. Completed Online Application
2. Copy of CDIB (Certificate of Degree of Indian Blood)
3. Copy of Creek Citizenship Card
4. Letter of Acceptance from College/Univ.
5. College Transcript (if previously attended)

### ACADEMIC PROBATION will occur when:

- Student is earning less than the hours in which they were awarded
- Student is earning less than a 2.0 GPA

### 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
- Students who withdraw officially or unofficially from school

**\*\*IF SUSPENDED, students will be required to earn one full semester (12 hours) with a GPA of 2.0 or better before eligibility will be reinstated\*\***

**Student is responsible for submitting their official transcripts 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**

All Muscogee (Creek) Nation (MCN) enrolled undergraduate students are eligible for the Tribal Funds Grant. Tribal Funds Grant will be 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). 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 will not be considered in the award amounts. (Example: student has 12.5 credit hours, the award will be considered for 12 credit hours)***

**ELIGIBILITY CRITERIA** for this grant is listed below:

- 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**

**GRANT REQUIREMENTS:**

1. Completed Online Application
2. Creek Tribal Citizenship Card
3. Degree Plan
4. Official Transcripts (To be sent after completion of semester)

**ACADEMIC PROBATION** will occur when:

- Student is earning less than a 2.5 GPA but at least 1.5 GPA
- Student drops up to three credit hours during the semester in which they were funded

**GRANT SUSPENSION** will occur when:

- Student drops below a 1.5 GPA During the semester
- Student that drops more than three credit hours during the semester in which they were funded
- Student who withdraw officially or unofficially from school without a valid medical reason or other valid reason

***\*\*IF SUSPENDED, students are required to earn one full semester at 12 hours without the tribal grant and earn a 2.5 GPA or better before eligibility will be reinstated\*\****

**Student is responsible for submitting their official transcripts 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 rewards Muscogee (Creek) Nation student-citizens who meet the grade point requirement of a GPA of 3.0 or better during the semester at an accredited school.

### ELIGIBILITY CRITERIA:

- Students must have a GPA of 3.0 or better for the semester
- Student must not be on *Probation/Suspension* for Tribal Grant
- 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 (NEW):

- Students earning a 3.5 to 4.0 GPA for the Semester/Quarter/Trimester are eligible for \$700
- Students earning a 3.0 to 3.499 GPA for the Semester/Quarter/Trimester are eligible for \$350

### OFFICIAL TRANSCRIPT DEADLINES:

**FALL SEMESTER DUE BY JANUARY. 31<sup>st</sup>**  
**SPRING SEMESTER DUE BY JUNE 30<sup>th</sup>**

## STUDENT RESPONSIBILITIES

### All Students are responsible for:

- Submitting all Official Transcripts and required documentation to their assigned coordinator in a timely manner;
  - Continuing students will submit their official transcript from the semester in which they were funded, as well as a class schedule for the upcoming semester to stay eligible for the program;
  - Report any changes in class schedule to their grant coordinator
    - Submit a "Student Update Form" if any information changes.
- \*\*\*Failure to meet requirements may delay or exclude student from funding.

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



# ATTENTION STUDENTS!!!



The following information is important regarding the debit card application process and activation of the debit card once you receive it.

General instructions on applying and activating your card:

- 1) Complete debit card application, submit a color copy of a photo ID, and **IMMEDIATELY** return both documents to the Higher Education Department via email or mail.
- 2) Once you receive your Oklahoma State Bank debit card:
  - A) Call the phone number provided on the back of debit card and follow steps to complete activation process.
  - B) Email, fax, or mail completed Direct Deposit Form to your grant coordinator.
- 3) Once the bank card has been activated, you will receive an award letter by email, or mail, and funding will be loaded on debit card within 3-5 business days once you receive your award letter.

### \*\*\*PLEASE NOTE

- Be sure your information on the bank application is legible for the bank review process. If your information is not legible, it may delay the process of your debit card and tribal grant award.

Mvto for your cooperation! If you have any questions, please contact your assigned grant coordinator or the Higher Education Department.

**Grant Coordinators:** (Note: coordinators work with students listed by last name.)

<b>A-C</b>	Heather Brown	<a href="mailto:HBrown@mcn-nsn.gov">HBrown@mcn-nsn.gov</a>	(918) 549-2766
<b>D-H</b>	Shelby Powell	<a href="mailto:spowell@mcn-nsn.gov">spowell@mcn-nsn.gov</a>	(918) 732-7695
<b>I-O</b>	Jessica Lowe	<a href="mailto:jlowe@mcn-nsn.gov">jlowe@mcn-nsn.gov</a>	(918) 732-7692
<b>P-S</b>	Brian Moore	<a href="mailto:bmoore@mcn-nsn.gov">bmoore@mcn-nsn.gov</a>	(918) 732-7691
<b>T-Z</b>	Taryn Morgan	<a href="mailto:tamorgan@mcn-nsn.gov">tamorgan@mcn-nsn.gov</a>	(918) 732-7797
	Higher Education Dept.	<a href="mailto:highered@mcn-nsn.gov">highered@mcn-nsn.gov</a>	(918) 732-7661

**Mailing Address:**

Muscogee (Creek) Nation  
Attn: 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:  
<http://www.mcn-nsn.gov/services/education-training/higher-education/>

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

\*\*\*Spring Semester, Summer Session Applications are open November 1<sup>st</sup> to December 1<sup>st</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 approximately two weeks before the student or school receives the award.

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

A. You only need to apply one time. However, you do have to send your official transcript at the end of each semester, along with a schedule to continue eligibility

**Q. *What are Academic Probation and Grant Suspension statuses?***

A. Academic Probation occur when: a student earns less than a 2.5 GPA, but at least 1.5 GPA, during the semester; or, student drops three credit hours during the semester in which they were funded.

A.1 Grant Suspension will occur when; students drops below 1.5 GPA during the semester; student that drops more than three credit hours during the semester in which the student received funding; and, student who withdraws (officially or unofficially) without valid reason (medical, personal, etc.).

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

A. Reinstatement will occur after student completes the following semester without tribal grant funding and meets required hours and required GPA (2.5). The required hours will be determined based on students' previous award amount. Student awarded for full time hours (12+ hours) will be required to complete full time hours 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 during suspended term.

**Q. *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.