



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 supplemental grant and scholarship 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)

**APPLICATION AVAILABLE ON THE MUSCOGEE (CREEK) NATION CAMPHOUSE PORTAL**

<https://login.muscogeenation.com/>

**New Student Applications Available:**

**Mar. 1 – June 1 for Fall Semester; Nov. 1 - Dec. 15 Spring Semester**

**Continuing Student Applications Available:**

**Mar.1 - Aug.31 for Fall Semester; Nov. 1 – Jan. 31 for Spring Semester**

*(Note: Student should submit application or re-apply even if student does not have all documents to complete application. Documents can be submitted as soon as available but no later than September 30th for the fall semester and March 1st for the 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 scholarship 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.

### SCHOLARSHIP REQUIREMENTS:

- Completed 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)
- Copy of Marriage License or Children's Birth Certificate for Married/Head of Household Status

### ACADEMIC PROBATION will occur when:

- Student GPA is between 1.0 - 2.0 for semester funded.
- Student will receive funding while on probation.

### ACADEMIC 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 or full-time/part-time credit hour requirement while on probation.
- Student does not receive funding while on suspension.
- Reinstatement to the program requires a full-time student to earn one full semester (12 cr. hrs.), a part-time student (9 cr. hrs.), without scholarship funding, and meet required GPA (2.0).

**Student is responsible for submitting their official transcripts, next term class schedule and re-apply on Camphouse Portal each semester to maintain eligibility of the program.**

## TRIBAL FUNDS GRANT

**APPLICATION AVAILABLE ON THE MUSCOGEE (CREEK) NATION CAMPHOUSE PORTAL**

**<https://login.muscogeenation.com>**

**New Student Applications Available:**

**Mar. 1 – June 1 for Fall Semester; Nov. 1 - Dec 15 for Spring Semester**

**Continuing Student Applications Available:**

**Mar. 1 - Aug. 31 for Fall Semester; Nov. 1 – Jan. 31 for Spring Semester**

*(Note: Student should submit application or re-apply even if student does not have all documents to complete application. Documents can be submitted as soon as available but no later than September 30th for the fall semester and March 1st for the 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 per semester (fall and spring) at \$125.00 per credit hour. \*Students in need of summer courses to complete a degree program for that summer term or the next immediate fall term 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 a 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 30th**
- 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 Application
- Copy of Muscogee (Creek) Citizenship Card
- Degree Plan/Plan of Study
- Class Schedule (schedule must include school name, student name, semester, credit hours)
- Official Transcripts (if previously attended college)
- Banking Account Information (funds disbursed as direct deposit to student. Bank account must be in student name.)

### 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 one to three credit hours during the semester funded.
- Student will receive funding while on probation.

### 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 withdraws officially or unofficially from school without a medical or other valid reason.
- Student does not meet the GPA and credit hour requirement while on probation.
- Student does not receive funding while on suspension.
- Reinstatement to the program requires a full-time student to earn one full semester (12 credit hours), a part-time student (6 credit hours), without tribal grant funding and meet the required GPA (2.5).

**Student is responsible for submitting their official transcripts, next term class schedule and re-apply on Camphouse Portal at the end of each semester to maintain eligibility of the program.**

## 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. The Tribal Incentive Grant is available to undergraduate MCN students who are currently on the Higher Education program and new applicants to the program. MCN Undergraduate Higher Education students who meet the eligibility criteria and have a minimum GPA of 3.0 are eligible for this program. Students will be funded up to 10 semesters or 150 credit hours, whichever comes first. Note: Students do not need to apply for the Tribal Incentive Grant, the Official Transcript is automatically reviewed to determine eligibility once a student has been enrolled into the Higher Education program.

### ELIGIBILITY CRITERIA:

- Submit Official Transcript by deadline date.
- Be in good standing while on Higher Education Tribal Grant Program.
- Student must not be on *Probation/Suspension* for Tribal Grant Program.
- Student must earn the Tribal Grant credit hours funded for the term.
- Student will be funded up to 10 semesters or 150 credit hours, whichever comes first.
- Students in excessive hours not eligible for the Tribal Incentive Grant.
- Eligibility is determined by the term GPA in which the student received Tribal Grant funds, not the cumulative GPA.

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

- Students earning a 3.5 to 4.0 GPA for the term are eligible to receive \$700.
- Students earning a 3.0 to 3.499 GPA for the term 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>**

**TRI-MESTER OR QUARTER TERMS DUE 30 DAYS AFTER END OF TERM**

Student is responsible for submitting their official transcripts, next term class schedule, and re-apply on the Camphouse Portal each semester to maintain eligibility of the program.

Official Transcripts are to be sent by the institution through the mail, by the institution's e-script service, or student can hand-deliver in a signed & sealed envelope.

E-script service: Email to [highered@muscogeenation.com](mailto:highered@muscogeenation.com)

Mail: Muscogee Nation Higher Education P.O. Box 580 Okmulgee, OK 74447

Office: 2202 Fox Ct. Okmulgee, OK 74447

***Unofficial Transcripts or grade reports are not acceptable to determine Tribal Incentive Grant eligibility.***

## STUDENT RESPONSIBILITIES

### ALL STUDENTS ARE RESPONSIBLE FOR:

- Submitting Official Transcripts by deadline date:
  - Fall Semester Deadline-January 31st
  - Spring Semester Deadline-June 30th
  - Tri-mester or Quarter Terms - Transcript due 30 days after end of the term
- Submitting required documentation:
  - Fall Semester documents should be submitted no later than September 30th.
  - Spring Semester documents should be submitted no later than March 1st.
- Submit any changes in class schedule to [highered@muscogeenation.com](mailto:highered@muscogeenation.com). Changes to class schedule could affect funding amount.
- 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 Camphouse Portal. Email to [highered@muscogeenation.com](mailto:highered@muscogeenation.com)
- Banking information must have student name on the account. Tribal Grant and Tribal Incentive Grant are disbursed by direct deposit to the student. Failure to keep banking information current may delay funding.

### CONTINUING STUDENTS

- Re-Apply on the Camphouse Portal each semester
  - Fall semester re-application available March 1st - August 31st
  - Spring semester re-application available November 1st - January 31st
  - Login to your Camphouse Portal account - Higher Education Tab - My Applications Tab - Re-Apply link. Contact Camphouse Support (918) 549-2760 for assistance with your Camphouse account or assistance with the re-apply link.

### OFFICIAL TRANSCRIPTS

- Official Transcripts Only will be accepted to determine eligibility for funding. Official Transcripts are to be sent from the institution to the MCN Department of Higher Education using one of the following options:
  - Email: use the institutions e-script service email to [highered@muscogeenation.com](mailto:highered@muscogeenation.com).
  - USPS: mail to Muscogee Nation Higher Education, P.O. Box 580, Okmulgee, OK 74447.
  - Hand Deliver: in a signed and sealed envelope to the MCN Tribal Complex, Department of Higher Education, 2202 Fox Ct. Okmulgee, OK 74447.
- Unofficial Transcripts or grade reports are not acceptable to determine eligibility for grant and scholarship funding.

*Note: Official Transcripts should not be opened by student before reaching the Higher Education office. If transcript has been opened the transcript will be considered unofficial and the Higher Education Department may request another transcript be sent.*

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

## FREQUENTLY ASKED QUESTIONS:

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

A. All applications are available **ONLY** during enrollment or re-apply dates on the MCN Camphouse Portal

New Student Enrollment Dates:

\*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>

Continuing Student Re-Apply Dates:

\* Fall Semester March 1st to August 31st

\*Spring Semester November 1st to January 31st

**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. **Yes**, students need to Re-Apply on the Camphouse Portal each semester.

Students need to submit their Official Transcript and the next term's class schedule to continue eligibility.

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

A. Tribal Grant Probation occurs when a student earns less than a 2.5 GPA but at a least 1.5 or does not earn or withdraws from one to three credit hours during semester in which student received funding .  
BIA Scholarship Probation occurs when the student's GPA is less than 2.0 but at least a 1.0.

A.1 Tribal Grant Suspension will occur when students earns less than a 1.5 GPA or student does not earn or withdraws from four or more credit hours during the semester in which the student received funding. BIA Scholarship Suspension occurs when a student earns less than a 1.0 GPA or a full time student earns less than 12 credit hours, part time student earns less that 9 credit hours. Tribal Grant and BIA Scholarship will also occur if a student 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 will occur after student completes the following semester without 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); while students that were awarded for part time hours (11 hours or less) will be required to complete part time hours (6 hours or more for Tribal Grant, 9 hours or more for BIA).

**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 the bachelor degree level (4-year institution), 75 credit hours at the associate degree level (2-year institution), whichever comes first.

Additionally, if a student is attending a college/ university prior to enrolling in the higher education programs, the student's attempted credited hours accumulated prior to program enrollment are counted towards the attempted credit hours/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**  
**P.O. Box 580**  
**Okmulgee, OK 74447**  
**Phone: 918-732-7661**  
**Fax: 918-732-7694**  
**highered@muscogeenation.com**

Marcia Taylor, Manager	mataylor@muscogeenation.com	(918) 732-7661
Jessica Lowe, Scholarship Officer	jlowe@muscogeenation.com	(918) 732-7692
Brian Moore, Asst. Scholarship Coordinator	bmoore@muscogeenation.com	(918) 549-2766

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

A-C	Raegan McGee	rmcgee@muscogeenation.com	(918) 732-7689
D-H	Stephanie Kingfisher	skingfisher@muscogeenation.com	(918) 732-7797
I-M	Louisa Proctor	lproctor@muscogeenation.com	(918) 732-7695
N-O	Hanna Jenkins	hjenkins@muscogeenation.com	(918) 732-7693
P-R	Mikayla Berryhill	mberryhill@muscogeenation.com	(918) 732-7691
S	Brian Moore	bmoore@muscogeenation.com	(918) 549-2766
T-Z	Hanna Jenkins	hjenkins@muscogeenation.com	(918) 732-7693

**Website:**

[muscogeenation.com/department-of-education-and-training/higher-education](http://muscogeenation.com/department-of-education-and-training/higher-education)

**Camphouse Portal:**

<https://login.muscogeenation.com>

**Facebook Page: MCN Higher Education**

**Twitter: @MCNHigherEd**

**Instagram: @MCNHigherEd**



**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>\$4,500</b> (Full Time)
<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>11</b>	<b>\$1375</b>	<b>\$2,750</b> (Part Time)
<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>	