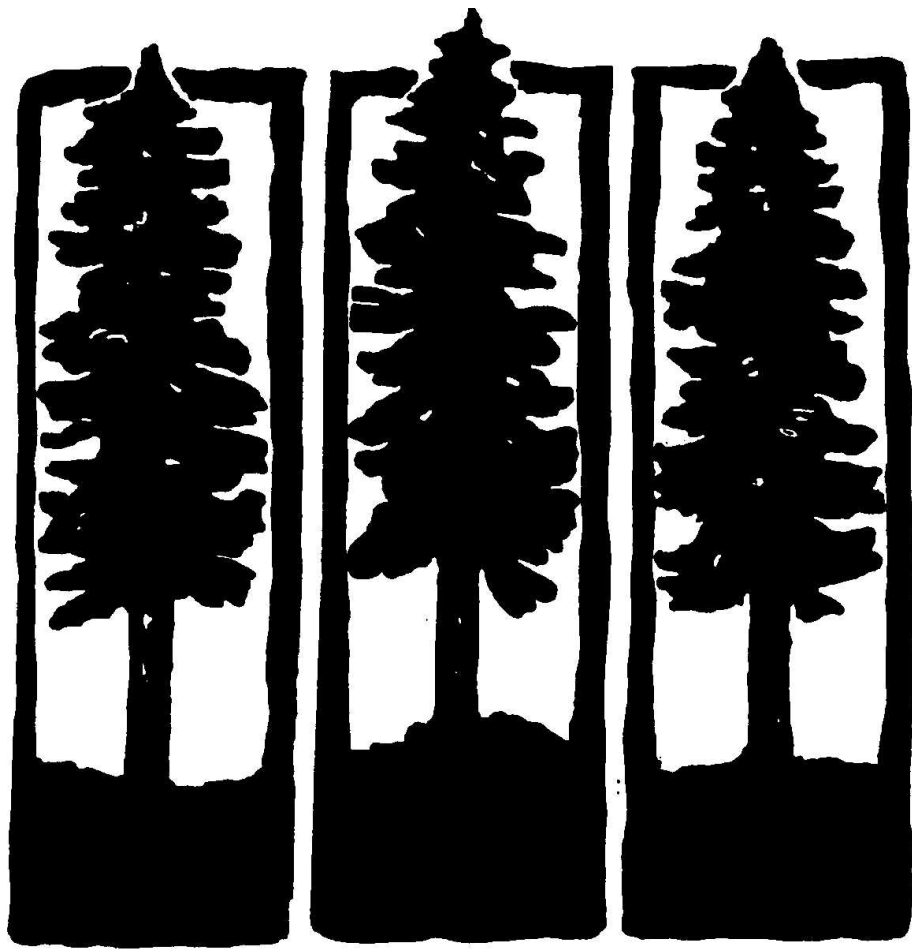


ITASCA

COMMUNITY COLLEGE



Student Handbook

2009-2010

Student Handbook 2009-2010

Itasca Community College
1851 E Hwy 169
Grand Rapids, MN 55744-3397

Telephone: 218-322-2300
or 1-800-996-6422

Facility Services/Maintenance Dept. Cell Phone
(Campus Security and/or for emergencies): 218-244-3191

Fax: 218-322-2332
email: iccinfo@itascacc.edu
website: www.itascacc.edu

Member of Minnesota State College and University System

Itasca Community College is an equal opportunity educator/employer.
This document is available in alternate format.
Call: 218-322-2433

Itasca Community College First-Year Student Philosophy

The Itasca Community College faculty and staff believe the first year is critical to the academic success and personal growth of our students.

To best serve the unique needs of first-year students, we will:

- give students individual attention in a safe, supportive, and friendly environment
- provide high-quality instruction
- communicate and uphold high academic expectations
- establish positive advising relationships
- support an environment in which students experience and express diverse world-views
- offer a comprehensive range of activities to enhance learning and personal growth
- encourage students to make connections with others on the campus and in the community
- evaluate the results of our efforts and use them for continuous improvement

CAMPUS TELEPHONE NUMBERS

Academic Resource Center	322-2390
Administration Offices	322-2400
Admissions / Records Office.....	322-2330
Alumni Office	322-2451
Arrowhead University Center	1-877-833-4733
Bookstore	322-2360
Business Office.....	322-2310
Cafeteria	322-2313
Center for Continued Learning	322-2410
Computer Services	322-2440
Counseling.....	322-2320
Customized Training.....	327-4499
Davies Hall.....	322-2420
Director of Nursing.....	322-2420
Disability Services.....	322-2433
Donovan Hall	322-2430
Downtown Computer Education Center	327-4499
Engineering.....	322-2370
Enrollment Services.....	322-2340
Facility Services / Maintenance Dept.....	322-2470
Financial Aid	322-2320
GED Testing	322-2390
Head Start.....	327-4478
Information.....	322-2300
Itasca Residence Hall	322-2380
Library.....	322-2350
Mullins Hall	322-2302
Multicultural Student Affairs	322-2353
Student Government.....	322-2314
Student Support Services	322-2430
Testing Center	322-2390
Upward Bound Program	322-2460
Video Services.....	322-2350
Wilson Hall.....	322-2420
Wenger Hall – Residence Floor	322-2380
ICC’s Toll Free “800” Number.....	1-800-996-6422
ISD Dist #318 High School Learning Center (Dailey Hall)	327-4346
KAXE Radio Station 91.7 FM (260 NE Second Street)	326-1234
U of M North Central Research & Outreach Center (1861 E Hwy 169).....	327-4490
USDA North Central Forest Experiment Station (1831 E Hwy 169)	326-7100
Wannigan Apartments (Building Manager) (1607 E Hwy 169)	326-1898

2009 – 2010 Academic Calendar


FALL SEMESTER 2009

August 17-21	Faculty Duty Days – Offices Open
August 21	Last Day for Students to Pay Fees Without Penalty
August 24	All Fall Semester Evening Classes Begin Freshman Orientation
August 28	Fifth Day of Classes – Last Day to Add/Drop Full Semester Classes
September 7	Labor Day Holiday – Offices Closed
October 2	Early Warning
October 15-16	MSCF Conferences – No Classes/Offices Open
October 21	Midsemester
November 11	Veteran’s Day Holiday – No Classes/Offices Closed
November 25	Last Day to Withdraw from Full Semester Classes
November 26-27	Thanksgiving Holiday – No Classes/Offices Closed
December 15-18	Final Exam Days
December 18	Last Day of Fall Semester
December 21- January 4	Holiday Break – No Classes/Offices Open (except Dec. 25 and Jan. 1 when offices will be Closed)







SPRING SEMESTER 2010

January 5-8	Faculty Duty Day – Offices Open
January 8	Last Day for Students to Pay Fees Without Penalty
January 11	All Spring Semester Classes Begin
January 15	Fifth Day of Classes – Last Day to Add/Drop Full Semester Classes
January 18	Martin Luther King Holiday – No Classes/Offices Closed
February 19	Early Warning
February 20	Presidents’ Day Holiday – No Classes/Offices Closed
March 8-12	Spring Break – No Classes/Offices Open
March 16	Midsemester
April 1-2	Faculty Duty Days – No Classes/Offices Open
April 20	Last Day to Withdraw from Full Semester Classes
April 23	No Classes – Offices Open
May 10-13	Final Exam Days
May 13	Last Day of Spring Semester Commencement Exercises

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







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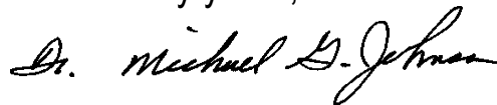
It is our intention to provide resources relevant to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy contained within this handbook as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the College administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and the College. The information in this handbook is for use as an academic planning tool and is subject to change at any time. Upon printing of this handbook, all previous issues are revoked.

WELCOME to Itasca Community College, a learner-centered college that is dedicated to the success of our students.

You may be pursuing a degree, certificate or diploma. You may be taking a class for personal enrichment or to improve your work skills. In any case, our college is dedicated to giving you the best opportunities to reach your goals.

A very qualified faculty and staff who truly believe in the mission of our college will greet you with warmth, care, and concern. You will be challenged, enlightened, and successful if you determine your goals and utilize this handbook to map out your course of action. Thank you for choosing ICC to help you achieve your educational dreams.

Sincerely yours,



Dr. Michael G. Johnson
Provost

STATEMENT OF INSTITUTIONAL INTEGRITY

The college is dedicated to helping every learner acquire the essential knowledge, skills and attitudes to be successful. Itasca recognizes that ethical behavior creates an effective learning environment and helps the students and the institution accomplish their goals. The college defines integrity as the responsibility to deliver education and services as promised. Equitable treatment of all people involved with the college is fundamental to the integrity of Itasca Community College.

Integrity requires:

- Mutual respect for all, regardless of roles and responsibilities.
- Open and free exchange of information relative to individual roles and responsibilities.
- Non-discriminatory practices regarding the admission and retention of students and the hiring and retention of employees.
- Commitment to a student-centered program of studies.
- Commitment to on-going professional growth and development for faculty and staff.
- Honest and truthful communication regarding the college's programs, policies and practices.

VISION

Itasca Community College will be a vital resource and community partner providing accessible, responsive, and innovative opportunities that empower all learners to realize their full potential and enhance the viability of the region.

MISSION

Itasca Community College provides accessible academic and career-related education which contributes to the social and economic health of the region, empowers learners to meet or exceed their expectations, and fosters critical thinking and civic and global engagement.

VALUES

Itasca Community College dedicates itself to the following values and will use these values to continually evaluate its mission, vision, and goals:

- Integrity
- Focus on learners and learning
- Collaboration
- Responsiveness
- Access

FOUNDATIONAL PROCESSES

The following foundational processes will be employed by Itasca Community College as it implements its strategic plan:

- Communicate openly and clearly.
- Use participatory decision-making.
- Respect diversity.
- Value its human resources.
- Continually improve.
- Practice stewardship.
- Utilize technology.

STRATEGIC GOALS

Goal 1: Engaged Learners: Itasca CC will inspire learners to imagine and think critically about themselves, their communities, and the larger world, thereby enhancing awareness of multicultural perspectives and providing opportunities for civic and global engagement.

Goal 2: Innovative Teaching: Itasca CC will build on its successful programs and develop learning opportunities that are innovative and responsive to the evolving needs of learners and their communities.

Goal 3: Seek Diverse Learners: Itasca CC will reach out to people from diverse backgrounds and provide them with learning opportunities and services that respect and draw upon the strengths of their cultural backgrounds and empower them to achieve their educational goals.

Goal 4: Learner-Centered Environment: Itasca CC will continually strive to provide a learner-centered environment that is inviting, civil, safe, accessible, and supportive.

Goal 5: Community Partnerships: Itasca CC will enhance existing partnerships and engage in collaborative efforts to maintain and build the vitality of the college, community, and region.

Goal 6: Enhance Resources: Itasca CC will pursue a wide variety of public and private resources to ensure the ongoing support of its mission and vision.

EDUCATIONAL PHILOSOPHY

Itasca Community College affirms its commitment to a broad and coherent foundation of general education which is fundamental to educational opportunity, individual enrichment, and citizenship. Our graduates will acquire the intellectual and practical essentials to create and adapt to our diverse society, now and in the future. These essentials include skills in or knowledge of:

- Communication
- Critical Thinking
- Information Technology
- Mathematical / Scientific Reasoning
- Citizenship and Ethics
- Diversity

ICC Foundational (Level 1) General Education Goals and Outcomes

Communication

Goal: To develop students' skills in the use of written and oral language in the various contexts of personal and professional life.

Students will be able to:

- Read, evaluate, synthesize and apply information from a variety of sources.
- Understand/demonstrate the writing and speaking processes through planning, organizing, drafting, revising, and editing.
- Write and speak clearly, concisely, and accurately in a variety of contexts and formats.
- Employ appropriate language use, vocabulary and mechanics in academic, professional, and personal settings.
- Participate effectively in groups with emphasis on listening, critical, and reflective thinking and responding.

Critical Thinking

Goal: To increase students' abilities to engage in and apply effective critical/creative thinking and reasoning skills to personal and professional decision-making, problem-solving, and evaluative reasoning.

Students will be able to:

- Identify a problem/issue/concept.
- Gather/generate information and/or ideas.
- Analyze the connections among the ideas, facts, goals, and implicit assumptions relevant to a solution.
- Formulate solutions and/or processes and identify potential consequences.
- Select and implement a solution, process, or decision.
- Evaluate and modify the solution, process, or decision as appropriate.

Information Technology

Goal: To develop students' skills in and knowledge of computers and other technology.

Students will be able to:

- Perform basic keyboarding skills.
- Perform basic word processing skills.
- Access and manipulate information electronically.
- Define basic computer terminology and functions.
- Use technological equipment.

Mathematical / Scientific Reasoning

Mathematical Reasoning Goal: To increase students' skills in and knowledge of mathematical and logical modes of thinking.

Students will be able to:

- Use critical thinking skills to solve mathematical problems.
- Solve problems using appropriate mathematical methods.
- Demonstrate ability to apply mathematical reasoning in a variety of disciplines.
- Demonstrate an increased level of confidence in their own mathematical abilities.

Scientific Reasoning Goal: To improve students' understanding of scientific principles and of the methods of scientific inquiry.

Students will be able to:

- Demonstrate an understanding of scientific principles, vocabulary, and the methods of scientific inquiry and communication of results.
- Demonstrate the ability to collect and analyze data and use critical thinking to interpret experimental results.

Citizenship and Ethics

Goal: To develop students' capacity to understand the ways in which they can exercise responsible and productive citizenship.

Students will be able to:

- Analyze and reflect on the ethical dimensions of legal, social, or scientific issues.
- Examine, articulate and apply their own ethical views.
- Participate in an opportunity for civic engagement.

Diversity

Goal: To increase student's understanding and acceptance of individual and group differences (e.g. cultures, race, gender, sexual orientation, age, class).

Students will be able to:

- Demonstrate interpersonal skills necessary for living and working effectively in a society with great population diversity.
- Analyze their own attitudes, behaviors, concepts, and beliefs regarding human diversity.

1. **Administration Building**
Provost
Dean of Academic Affairs
Continued Learning Center
Development Office / Alumni Office
College for Kids Coordinator
NE Service Unit Research Office
Upward Bound / Talent Search
Personnel Office
Conference Rooms
2. **Backes Student Center (C)**
Information Center
Director of Finance & Facilities
Student Services
 Admissions and Records
 Counseling
 Financial Aid
Enrollment Services
Business Office
Bookstore
Cafeteria
Student Life / Student Government
Continued Learning Conference Ctr
Veterans Center
Viking Room
3. **Mullins Hall (M)**
Physical Education / Wellness
Varsity Athletics
Gymnasium
Fitness Center
Wrestling / PE Room
Classrooms
Faculty / Coaches Offices
4. **Wenger Hall (EC)**
Engineering / Math
Physics / Chemistry
Engineering Concept Lab
Engineering Student Housing
Classrooms / Faculty Offices
5. **Davies Hall (T)**
Theater
Art / Music
Nursing
Computer Services
Main Computer Lab
Applied Learning / College Attainment
Computer Aided Drafting Lab
Interactive TV
Classrooms / Faculty Offices
6. **Dailey Hall (V)**
Speech
Denmark Exchange Program
Interactive TV
Facility Services / Maintenance
High School Learning Center
Classrooms / Faculty Offices
7. **Media Center (L)**
Library
Video Services
Academic Resource Center
Disability Services
Tutoring Center / Testing Center
Mass Communication
Sociology
Computer Lab
Center for Innovation
Infinity Program
Faculty Offices
8. **Donovan Hall (D)**
Computer Lab
Student Support Services
Multicultural Student Affairs
Anishinabe Resource Center
American Indian Studies
English / History / Philosophy
Natural Resources
Forestry / Wildland Firefighting
GIS / Geography
Class Act – Education
Early Childhood Education
NE Applied Learning Institute
Global Education / Int'l Study
College of St. Scholastica Rep
Classrooms / Faculty Offices
9. **Wilson Hall (W)**
Biology / Natural Science
Business / Accounting
Mathematics
Computer Science
Psychology
Classrooms / Faculty Offices
10. **Child Care Center (K)**
Kootasca Early Head Start
11. **Itasca Hall**
Residence Life Director
12. **Wannigan Apartments**
(Available to ICC Students)

Campus Map Insert

TUITION RATE SCHEDULE

Tuition for a semester is based upon the number of credit hours a student takes. Tuition charges per credit are the same for day and evening courses. Auditing courses requires the same payment as courses taken for credit. Following is the tuition rate schedule for Fall and Spring Semesters:

Cr.			Online		Cr.			Online	
	Resident	Non-Res.	Resident	Non-Res.		Resident	Non-Res.	Resident	Non-Res.
1	\$135.53	\$173.23	\$163.58	\$198.23	10	\$1,355.30	\$1,732.30	\$1,635.80	\$1,982.30
2	\$271.06	\$346.46	\$327.16	\$396.46	11	\$1,490.83	\$1,905.53	\$1,799.38	\$2,180.53
3	\$406.59	\$519.69	\$490.74	\$594.69	12	\$1,626.36	\$2,078.76	\$1,962.96	\$2,378.76
4	\$542.12	\$692.92	\$654.32	\$792.92	13	\$1,761.89	\$2,251.99	\$2,126.54	\$2,576.99
5	\$677.65	\$866.15	\$817.90	\$991.15	14	\$1,897.42	\$2,425.22	\$2,290.12	\$2,775.22
6	\$813.18	\$1,039.38	\$981.48	\$1,189.38	15	\$2,032.95	\$2,598.45	\$2,453.70	\$2,973.45
7	\$948.71	\$1,212.61	\$1,145.06	\$1,387.61	16	\$2,168.48	\$2,771.68	\$2,617.28	\$3,171.68
8	\$1,084.24	\$1,385.84	\$1,308.64	\$1,585.84	17	\$2,304.01	\$2,944.91	\$2,780.86	\$3,369.91
9	\$1,219.77	\$1,559.07	\$1,472.22	\$1,784.07	18	\$2,439.54	\$3,118.14	\$2,944.44	\$3,568.14

Differential tuition rates also apply for Nursing courses. Per credit cost for these courses is \$160.00.

NOTE: Tuition and fees are subject to change, pending approval by the MnSCU Board of Trustees in July 2009.

In addition, a 31¢ per credit Student Government fee, a \$2 per credit parking fee, a \$6.75 per credit student activity fee, and an \$10 per credit technology fee are assessed each student once each semester.

Reciprocity agreements have been reached with the following: Wisconsin, North Dakota, South Dakota, Kansas, Michigan, Missouri, Nebraska, and Manitoba. For more information on reciprocity, stop in the ICC Student Services Office, 107 Backes Student Center.

ESTIMATE OF COSTS: Based on the preceding information, a student may compute his/her tuition and fees for the semester and year. Books and supplies are additional and vary for each student each semester. An expenditure of about \$500 per semester for books and supplies could be anticipated for full-time students.

PAYMENT OF TUITION AND FEES: It is ultimately your responsibility to make payment of all tuition and fees incurred. Failure to receive an invoice does not release you from your financial obligation. Failure to attend class does not constitute withdrawal and/or exemption from payment. It is your responsibility to officially withdraw from a course you are no longer attending or to totally withdraw from all coursework by contacting the Admissions Office. After the fifth class day, students are automatically dropped for non-payment unless:

1. The Financial Aid Office has determined your official eligibility for aid; OR
2. The Business Office has received a tuition payment authorization from an outside agency; OR
3. A minimum of \$300 or 15% of tuition/fees has been paid; AND
4. A FACTS payment plan has been established (available on-line at the college website (www.itascacc.edu))

TUITION WAIVER: Itasca Community College follows MnSCU Board Policy 5.12, Subpart E with regard to the waiving of tuition. The Provost may waive amounts due to the college for a variety of reasons, such as benefits provided to employees in bargaining agreements, significant extenuating circumstances (family/personal, employment related condition, or catastrophic in nature or event), or in the event of college error. Students must submit a petition requesting the waiver, along with documentation to support and/or validate their request, to the administration.

STUDENT ACTIVITIES

The activities program is designed to stimulate an appreciation of the arts, to promote social growth, and to provide recreational skills for the college community.

ATHLETICS (MEN AND WOMEN):

Intercollegiate: The Itasca Community College “Vikings” compete in a variety of intercollegiate sports. **Men – football, wrestling, basketball, baseball; Women – volleyball, basketball, softball.** ICC is a member of the Minnesota Community College Athletic Conference and the National Junior College Athletic Association. Physical examinations and proof of insurance are required of all participants in varsity athletics.

Intramurals: Intramurals supplement the intercollegiate athletic program and provides all students with opportunities for participation in intramural activities. Activities offered have included co-ed volleyball, basketball, softball, and flag football. Watch for announcements and sign-up sheets for these activities. ☺

CLUBS AND ORGANIZATIONS: All students are encouraged to participate in the ICC Student Government and other college-sanctioned organizations. ICC supports those clubs and organizations that have been officially approved by the Student Government. In order to receive approval, members of an organization must submit a constitution to the Director of Student Life for review by Student Government. This constitution must outline the specific objectives of the club. Organizations should meet the following criteria:

1. Encourage cooperation with the college community.
2. Further scholastic interest and achievement.
3. Organize, maintain, and stimulate educational activities within the college community.
4. Develop leadership qualities in the students who participate.

Current active clubs on the ICC campus are:

- **Circle K:** Devoted to involving students in campus and community service while developing quality leaders and citizens. Circle K inspires people to better our world. www.icc_circle_k@hotmail.com ☺
- **Forestry Club:** Geared towards students enrolled in the Forestry Program.
- **Gay Straight Alliance:** Promotes a supportive and open community for both Gay and Allied students, provides education and awareness of GLBT issues, and provide networking opportunities with similar campus and state organizations. ☺
- **Global Education:** Comprised of students, staff and faculty members, this group sponsors a global education week each spring. ☺
- **Jen Guyer Leadership Club:** Members develop leadership skills by way of growth, self-discovery, and self-expression through activities, discussion, and connections with fellow students while learning how to make a difference. Contact Kathie Allen at 326-9267 ☺
- **O-Gitch-I-Dah:** Strives to provide peer support and promote activities which increase understanding of American Indian culture and heritage. Open to all interested students. Contact Harold Annette, 106 Donovan, 218-322-2353 or Dan Curry, 111 Donovan, 218-322-2365 ☺
- **Panorama – Campus Crusade for Christ (CRU):** A student based organization whose goal is to enrich the lives of studentsthrough a biblical viewpoint of the world around us. Contact Pat Mathias, 117 Wilson, 218-322-2422 ☺
- **Phi Theta Kappa:** International honor society for 2 year colleges. Contact Jackie Gallop, 107 Donovan, 218-322-2430 ☺

- **Psychology Club:** Provides students with the opportunity to expand their knowledge of psychology beyond the classroom. Explore careers in human services and become involved ..in community based projects/research. Contact Jackie MacPherson, 118 Wilson, 218-322-2423 📞
- **Student Ambassadors:** Sponsored by the ICC Alumni Association, Ambassadors provide campus tours, usher at college events, speak with prospective students, organize a variety of student events, and help with fundraising events. Contact Beth Anderson, 102 Admin, 218-322-2451 📞
- **Student Bible Study:** Promote educational and spiritual understanding and awareness among students and provide fellowship. Contact Rick Mikesh at rmikesh@itascacc.edu 📞
- **Student Government:** Involved in the governing process of the college and a voice for all students, this group is involved in the decision-making process and helps plan campus events. Stop by the office in Backes Student Center or call 218-322-2314

Join a club or an organization today! It's a great way to meet people, learn leadership skills and enhance your educational experience at ICC. Check out the ICC website for information about specific clubs and organizations. 📞

ICTV: Itasca Community Television, Inc. is the local public access cable television station. It cablecasts locally produced programming on three stations over two cable television systems: Paul Bunyan (stations 32, 25 and 37) and Mediacom (stations 2, 5 and 7). Students interested in learning video taping, editing and studio production skills can call the operations manager at 218-327-5866 to join the ICTV team. Internships are available as arranged through ICC. www.watchictv.org

KAXE FM RADIO STATION: KAXE FM 91.7 is a community sponsored public radio station. The station offers students the opportunity to gain desired internship experiences through credit classes each semester.

LEADERSHIP RECOGNITION STIPENDS: Itasca Community College awards student leadership stipends and/or tuition waivers. The Student Government President may apply for a tuition waiver of up to eight credits per semester. Selection of student leaders for recognition is made by a committee comprised of students, faculty, and staff each spring semester. Recognition awards are a maximum of \$500.00, and criteria for nomination will include the demonstration of leadership skills that have enhanced the student experience and the entire college community. Watch the weekly newsletter in late March/early April for more information.

LITERARY MAGAZINE: A college literary magazine is published annually by the students. Contact Teresa Alto, 214 Donovan Hall, 218-322-2371 for information.

MUSIC: Students may participate in the Itasca Choral Society and a string program through the Itasca Orchestral Society. Individual music lessons are also available in several disciplines – voice, piano, and guitar. Contact Maria Annoni, 129 Davies Hall, 218-322-2379 to participate.

STUDENT GOVERNMENT: Student Government is the link between ICC students and the faculty, staff, and administration. Members meet with various college staff and faculty members on a regular basis to discuss issues and concerns. The MnSCU system values student participation and involvement. Student representatives are a part of decision-making on the Board of Trustees, at the system level and on campuses. Members are also involved with student issues on the state level and sponsor a variety of student activities. If you are interested in joining Student Government, contact their office in 001 Backes Student Center or call 218-322-2314. 📞

STUDENT LIFE: The Student Life program gives students the opportunities to expand their education beyond the traditional classroom. Activities are designed to meet the needs of our diverse population and encourage students to become involved as participants or observers in co-curricular activities geared to meet educational, occupational, cultural, and recreational interests. Students can also gain leadership experience in planning, organizing, and scheduling as these activities. A Student Life Committee is established annually where voting membership is at least two-thirds students. The committee develops and monitors all budgets and expenditures funded by the student life/activities fee within the guidelines of the MnSCU colleges policies and procedures. The committee shall annually recommend the allocation of revenues and propose policies and procedures for administering the student life/activities budget. Don't find yourself saying, "Gee, I wish I had participated." Just do it!

STUDENT SERVICES

ACADEMIC RESOURCE CENTER (ARC): Media Center – Library – 218-322-2390 

- Small group or individualized instructional arrangements – students are assisted in developing new competencies in skill areas such as reading, writing, math, vocabulary, and study skills
- Free tutoring is available.

ADMISSIONS / RECORDS: 107 Backes Student Center – 218-322-2330 

- Admission of students to the college
- Registration of classes
- Maintenance of academic records
- Final student grade reports (Semester report cards are not mailed. Students access grade reports through e-services on the ICC webpage (www.itascacc.edu))
- Requests for transcripts (\$3 unofficial / \$5 official)
- Petitions
- Official drops and/or withdrawals

BOOKSTORE: 10A Backes Student Center – 218-322-2360 

Hours are 8 a.m. – 2:30 p.m. with extended hours at the beginning of each semester

- New and used books required to complete course work
- A variety of supplies
- Financial aid vouchers are available on published days and allow qualified students to charge their books
- Campus Lost & Found department

Bookstore regulations are:

1. All sales are either cash or major credit card.
2. Sales slips must be presented for a refund or exchange.
3. Refunds are made only during the first five days of class and also require a drop/add slip.
4. Books must not be damaged in any way for a full refund.
5. Used books are accepted on consignment for resale at the end of the semester.
6. All used book sales are final.

A current semester booklist can be located on the ICC web page.

BUS SERVICE: Arrowhead Transit bus service provides low cost transportation between the campus and several nearby communities each day college is in session. Contact Arrowhead Transit at 218-326-3505 or 1-800-862-0175.

BUSINESS OFFICE: 109 Backes Student Center – 218-322-2310 ☎

- Pay tuition and fees owed the college. Payments can also be made on-line.
- Visa, Mastercard, and Discover cards are accepted. Checks should be made payable to: Itasca Community College
- Tuition is due in full before the first day of the semester unless you are receiving financial aid or have a FACTS payment plan in place
- Financial aid checks are also disbursed on Tuesdays and Thursdays from 9 a.m. to 12 noon

CHILD CARE CENTER: The center is home to KOOTASCA Community Action's TAPP/Early Head Start program and the Invest Early Infant & Toddler's Initiative, funded through the Blandin Foundation. Both serve at-risk children ages 6 weeks to 33 months. Invest Early provides two half days a week of programming with wrap-around child care between 6 a.m.–6 p.m. Monday – Friday. The TAPP/Early Head serves teen parents attending the Alternative Learning Center (ALC) working towards their high school diploma. 218-327-4478

COMPUTER SERVICES: 235 Davies – 218-322-2444

- **Desire2Learn:** D2L is our online course delivery platform. Many courses at ICC are enhanced by D2L, with such features as gradebooks, message centers, course syllabi, posting of assignments, readings, on-line testing, etc.
- **NetStorage:** NetStorage allows you to access your M: Drive (network file storage) from the Internet. You will also have access to the Q: Drive.
- **NetMail:** NetMail is ICC's email system for all students. Your email address is username@netmail.itascacc.edu (where username is your ICC Network UserName). This is the official form of communication with students. You need to check this on a regular basis. NetMail is web based, so you can log in anywhere you have access to the Internet. The address is <http://netmail.itascacc.edu>. Just click the link on this page to login. To login, use your ICC username and password.
- **e-Services:** These online services include web registration, checking grades, financial aid, and electronic payments NOTE: Logging into eServices requires that you know your Tech ID number and your PIN number.
- **Open Computer Labs:** Located in the Library, 15 Donovan, 205 Wenger and in various lounges and hallways on campus, labs are open during normal business hours.
- **Wireless Support:** Wireless Internet access is available in all buildings. Internet service in residence halls is provided via a combination of wired and wireless access.
- **Laptops:** A limited number of laptops are available for short term checkout from the campus Library. They do not have Internet access or file storage, so users need to use a USB flash device.

Help logging into these services can be found on the "Students" link on ICC's home page.

COUNSELING AND CAREER CENTER: 107 Backes Student Center – 218-322-2320 ☎

- Students will have the opportunity to discuss vocational, educational, and personal interests and goals with a counselor.
- Other services include furnishing career information and providing on-line registration assistance.
- A counselor is available by appointment or drop-in basis during the day and on selected evenings at the beginning of each semester or by appointment.

DISABILITIES SERVICES: 110F Library – 218-322-2433 📞

- Coordinates services and accommodations for students who have special academic needs due to a physical or medical disability, deafness, loss of sight, or a learning disability.
- Specific accommodations may include priority scheduling, test-taking accommodations, note-taking services, learning disability screening, or scheduling interpreters.
- Confidentiality is guaranteed.

FINANCIAL AID: 107 Backes Student Center – 218-322-2320 📞

- Help students obtain financial assistance to enable them to further their education
- Administers all grant, scholarship, loan and work programs on campus
- Financial aid is available to eligible full- and part-time students

FOOD SERVICE: Upper Level – Backes Student Center – 218-322-2313 📞

- Breakfast from 7:45 a.m.–10 a.m.
- Hot lunches and snacks until close at 1:30 pm daily
- After hour snacks are available from vending machines, containing hot and cold offerings
- Meal plan options are available. Visit the Business Office to purchase a plan

GED (GENERAL EDUCATION DEVELOPMENT): Testing Center – Library – 218-322-2390
ICC is an official GED testing center. Tests are high school equivalency exams designed for persons 19 or older who have not completed high school or 16-18 years old who have an age waiver (permission) from the Department of Education. Components of the test include writing skills, social studies, math, science, and reading.

HOUSING / RESIDENCE HALLS: Itasca Hall – 218-322-2380 📞

- Two on-campus housing options; Itasca Hall, a three story suite-style residence hall that houses 75 students or Wenger Hall, a 12 room residence hall with a common kitchen located on the third floor of the Engineering Center
- Current list of private and residential housing available in 104 Backes Student Center
- A privately owned student housing complex located next to campus

To apply for on-campus housing contact Residential Living directly at 218-322-2380 or housing@itascacc.edu.

IDENTIFICATION (ID) CARD: 105 Backes Student Center – 218-322-2302

- Used for free or reduced price admission to college-sponsored activities
- Serves as an ICC Library card and cafeteria meal plan card

INSURANCE: 105 Backes Student Center – 218-322-2302

Health and accident insurance information is available to all college students.

LIBRARY: Media Center – Library – 218-322-2350 📞

Hours are 8 a.m.-8 p.m. Monday through Thursday; 8 a.m.-4:30 p.m. Fridays; and 10 a.m.-3 p.m. Saturdays during the academic year. Hours vary during the summer and over breaks. It is closed on Sundays and holidays.

- Books, periodicals, audio-visual materials and electronic resources available for student, faculty, staff, and community use.
- Interlibrary Loan services with MINITEX, North Country Library Cooperative, and the Arrowhead Library system.
- Spaces available for individual and group work, conferences, AV previewing and computing.

OFFICE FOR MULTI-CULTURAL STUDENT AFFAIRS: 106 Donovan Hall – 218-322-2353 📞

Supports activities likely to increase the achievement levels of American Indian/Alaska Native students and other students of color.

- Promoting relevant curriculum
- Academic progress tracking
- Tutoring
- Scholarship and financial aid assistance
- Advocacy with ICC faculty and staff
- Opportunities for leadership experience
- Peer support
- Cultural sharing provided by the American Indian student organization, O-Gitch-I-Dah Club, and the ICC Minority Club.

PARKING: Provided in the student and visitor parking lots. ALL students are required to pay a parking fee (calculated by credit load). Students are NOT allowed to park in reserved parking areas until after 5 pm (other than handicapped areas which require a permit whenever used). All violators will have their car relocated to a legal parking area on campus and will be responsible for moving costs charged by the towing company. Handicapped parking slots are located at convenient sites on campus. Temporary permits can be obtained from Ann Vidovic in the Library and require documentation of the handicap. Violations involving handicapped parking areas are handled by the Sheriff's office.

STUDENT SUPPORT SERVICES (SSS): 107 Donovan – 218-322-2430 📞

Provides extra support and assistance to students who might benefit from:

- Academic planning, one-on-one tutoring, group social events, counseling or other services
- Courses free of charge including Transition to College, Job Readiness, Early Start, Parenting Skills and Assertiveness Training

TESTING CENTER: Media Center – Library – 218-322-2390 (Hours posted) 📞

- Provides proctor services for external study programs and online students
- PPST/ETS for education majors
- ACT testing for high school juniors and seniors
- Testing services for college placement (Accuplacer online testing)

WEEKLY NEWSLETTER: Emailed to students at the start of each week, it is the primary means of communication with the student body. It may also be accessed at www.itascacc.edu/news. If you have news items you would like included, please email Darla Millard (dmillard@itascacc.edu) or drop off a hard copy to her in the Information Center (104 Backes Student Center). Unless otherwise notified, the submission deadline is Thursday by noon each week. 📞

YMCA MEMBERSHIPS: Business Office, 109 Backes Student Center – 218-322-2310

ICC students are eligible for discounted YMCA student memberships based upon the number of credits they are registered for. These memberships are bought by the semester and are NON-REFUNDABLE.

STUDENT POLICIES

STUDENT CODE OF CONDUCT: Itasca offers each student the freedom to learn and enjoy college life in an orderly and lawful manner. In return, every student must assume the obligation and responsibilities that accompany these freedoms. By enrollment at ICC, the student assumes the obligation and responsibility of conducting him/herself in accordance with reasonable and lawful requirements. Violations of these responsibilities may result in sanctions that can include warning, restitution, probation, suspension, or expulsion from the college.

Students have the right to establish their own personal life and behavior so long as they do not violate college regulations or interfere with the rights of others or the educational process. ICC has both the right and responsibility to protect members of its community from both physical harm and property damage.

Students will abide by college conduct policies. However, this code of student conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off campus but is related to the college community.

Students may be held accountable for violations of the behaviors committed off campus when:

- Hazing is involved
- The violation is committed while participating in a college sanctioned or sponsored activity
- The victim of the violation is a member of the college community
- The violation constitutes a felony under state or federal law
- The violation adversely affects the education, research, service or image of the college

The Student Code of Conduct can be found in its entirety at www.itascacc.edu. Just click on “Students” and then “College Policies.” A paper copy is available from Room 105 Backes Student Center.

Student Rights and Responsibilities

This list can be found in its entirety at www.mnscu.edu/board/policy/301.html:

Classroom Civility: The following statement has been adopted by the college as part of the Student Code of Conduct to ensure that all students have a safe and conducive learning environment. Students who do not follow this code of conduct may be reported to the Dean of Academic Affairs. The administration reserves the right to remove students from classes who do not adhere to the guidelines of this code of conduct statement.

“It is essential that instructors and students maintain a safe and mutually respectful environment in which they can teach and learn. Any student behavior that is threatening or distracting to instructors, students, or the learning experience is unacceptable and will not be tolerated at Itasca Community College.

Consequences for such unacceptable conduct may include a verbal reprimand, temporary or permanent removal from class, or expulsion from Itasca Community College.

Instructors have the right to request a meeting with the disruptive student and an administrator if they feel such a meeting is necessary. Students also have the right to ask for the attendance of another college employee at the meeting.”

Adopted by the ICC Faculty Association and Administration – February 2005

ACADEMIC INTEGRITY: Academic honesty and integrity are highly valued in the ICC community. Students should realize that to submit work which is not academically honest violates the purpose of the college. Academic dishonesty is unethical behavior which adversely affects not only the college's academic environment but also the larger community. It seriously compromises the integrity of the academic experience and will be neither tolerated nor condoned at Itasca. Specific programs (i.e. nursing) may also have policies regarding academic integrity.

Definition: No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as academically dishonest. Academic dishonest or cheating includes, but is not limited to, the following:

1. Plagiarism – presenting the ideas and/or words of others as if they were one's own as if they were one's own without acknowledging their origins.
2. Dishonesty in testing:
 - a. the unauthorized acquisition and/or possession of unadministered tests or other academic materials, and/or the distribution of these materials.
 - b. copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority.
3. Selling or giving an assignment (e.g., theme, report, term paper, essay, painting, drawing, sculpture) to another student for use in a course, or submitting an assignment prepared totally or in part by someone else.
4. Submitting nearly identical work that one has previously offered for credit in another course without prior approval of the instructor.
5. Violating authorized guidelines established by instructors for individual assignments.
6. Sabotaging or damaging the work of others.

Penalties: Students who violate this policy are subject to penalties as determined by the instructor. These penalties may include one of the following:

1. Failure (or 0 points) on the assignment or test on which the academic dishonest occurred.
2. Failure in the course (i.e., student is in effect "expelled" from the class).
3. Expulsion from the institution.

Faculty will be expected to inform the Academic Dean in writing of the violation in circumstances of course failure and recommended expulsion from ICC.

Appeals: Students have the right to appeal decisions regarding academic dishonesty through the Academic Dean.

CHILDREN ON CAMPUS: Children are welcome on campus at appropriate activities and college events (performances, athletic events, open houses). Students may not bring children to class without prior consent from the instructor. Also, it is not appropriate to bring children to the college in the following circumstances: work-study job sites, new student orientations, and assessment appointments. In addition, college employees should not be asked to supervise children. Children are the responsibility of the responsible individual while on campus. Violations will be addressed through the Student Conduct Policy.

COMPUTER POLICIES: All students are assigned a unique computer account providing them with access to campus lab computers and network resources. Students must activate their account prior to using any of the campus provided computer/information technology resources. You can activate your account by going to www.itascacc.edu and selecting "Students" from the main menu and follow the link to "Activate Account." You will start by reviewing the MnSCU and ICC technology policy. At the bottom of the policy page, you will be required to create a new account password and sign off on a statement indicating that you have read and understand the Acceptable Use Policy for Campus Computing. Students may also review a paper copy available in the Computer Services office (235 Davies) and sign the acceptance form and submit it to the attendant on duty. Any questions about the policies may be directed to Chad Haatvedt, Director of Computer Services, 218-322-2444.

CRIME AWARENESS AND CAMPUS SECURITY – This information is being provided to you as part of Itasca Community College's commitment to safety and security on campus and is in compliance with the Federal Crime Awareness & Campus Security Act of 1990. A copy of the annual Security Report in its entirety can be obtained from Student Services (105 Backes Student Center), on information racks around campus, on the ICC website (www.itascacc.edu/about/iccsecurityreport.pdf) or the Department of Education website (<http://ope.ed.gov/security>). ☺

Reporting of Criminal Actions or Emergencies: To report a crime or emergency, call the switchboard at 218-322-2300 during normal office hours (8 a.m.–4 p.m., Monday through Friday). After hours, call 218-322-2470 or 244-3191. If reporting a medical emergency, you should call the same number or call 911 in case of serious injury or loss of consciousness. There are free phones available in the lower level of Donovan Hall, the lobby of Davies Hall, the Backes Student Center entrance and lounge area, and the entrance to Wilson.

Law Enforcement Authority: ICC maintains a close working relationship with the Itasca County Sheriff's Department. Crime related reports and statistics are routinely exchanged. The college reports all incidents to the Sheriff's Department who also assists us in patrolling our parking lots.

Campus Security: This function is coordinated through the Facilities office. An escort service is available after 4 p.m. by phoning 322-2470 or 244-3191. ICC Facility Services personnel also can be contacted at **244-3191** in an emergency.

Crime Statistics: Itasca Community College believes that an informed public is a safety-conscious public. The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information.

Number of Incidents Occurring at Itasca Community College

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
<u>Occurrences Reported</u>					
Murder/Non-Negligent	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	3	5	4	4	0
Aggravated Assault	0	0	0	0	0
Motor Vehicle Theft.....	0	0	0	0	0
<u>Arrests Reported</u>					
Liquor Law Violations	0	0	0	5	0
Drug Abuse Violations	0	0	0	1	0
Weapons Possession	0	0	0	0	0

If you have any questions regarding campus security, contact the Director of Finance & Facilities at 218-322-2403 or stop in 105 Backes Student Center.

DRUG-FREE STUDENT POLICY – PUBLIC LAW 101-226 – According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, Itasca will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees.

Standards of Conduct, as outlined below, apply to all students and employees at Itasca Community College. Reviewed 6/2009.

- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange or distribute; or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute, a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus, or while involved in a college activity, service, project, program or work situation, off-campus. 16

- No student or employee shall possess a controlled substance, except when the possession is for that person's own use, and is authorized by law, 1) while on campus, or 2) while involved in a college activity, service, project, program or work situation off-campus.
- Except as allowed by Minnesota Statute 624.701, no student or employee shall introduce upon, or have possession upon, any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.101.
- Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to inform the principal campus administrator of this fact within five calendar days of the conviction. The college will notify the federal government within ten days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the workplace.
- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol, or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Campus Sanctions: Administrative and legal sanctions up to and including: 1) termination of employment for employees and expulsion for students; and 2) referral for prosecution, will be imposed on students and employees who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Legal Sanctions: Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL & ILLICIT DRUGS:

- Alcohol is the most abused drug in the U.S. today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About one in ten drinkers become alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to health. It can cause malnutrition; brain damage; cancer of the mouth, stomach and esophagus; heart disease; liver damage; ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life span by 10-12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous, especially when taken for a long time, in the wrong combinations or in excess.
- If drugs are taken, there is a risk of overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make individuals lose control, they may do things beyond their ability and take foolish risks. Accidents and injuries can result to the user and others.
- Abusing drugs can also cause legal, economic and personal problems.
- Individuals who abuse drugs often need help. Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

Chemical dependency, including alcoholism, is a treatable disease. Students who have a chemical dependency problem should speak in confidence with a college counselor. These staff members can assist the student in dealing with the problem and make referrals to community agencies for additional assistance.

Area agencies offering support, referrals and treatment programs include:

Children's Mental Health	218-327-4886
Hope House	218-326-1443
Meth/Drug Hotline	218-326-8565
Northland Recovery Center	218-327-1026
Range Mental Health.....	Hibbing 218-263-9237 or Virginia 218-362-6663
Rapids Counseling	218-327-2001
Hazelden Chemical Dependency	800-257-7800
Lake Superior Methadone Treatment	218-786-0223
Miller-Dwan Medical Ctr Chemical Dependency Services	888-826-0099
National Drug & Alcohol Abuse	800-662-4357

FINAL EXAM: Final exams are scheduled in two-hour blocks during the last four days of the semester, or on the last day of block scheduled classes. This includes comprehensive finals, as well as, unit or chapter exams which constitute the last exam given during the semester. Final exams for evening classes will be held during exam week at the regularly scheduled class time. No student will be required to take more than two finals in one day. However, if a conflict arises, the student must assume responsibility for contacting faculty prior to the start of the exam period to make alternate arrangements. Students will not be allowed to take exams early. If there are extenuating circumstances, students may petition the Dean of Academic Affairs to take an exam at a different time, providing the instructor is in agreement.

HANDGUN POLICY: The new "conceal and carry" law is officially known as the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714 ("MCPA"). The section of the law most directly affecting MnSCU states:

Subd. 18. [Employers; Public Colleges and Universities.]

- (a) An employer, whether public or private, may establish policies that restrict the carry or possession of firearms by its employees, while acting in the course and scope of employment. Employment related civil sanctions may be invoked for a violation.
- (b) A public postsecondary institution regulated under chapter 136F or 137 may establish policies that restrict the carry or possession of firearms by its students while on the institution's property. Academic sanctions may be invoked for a violation.
- (c) Notwithstanding paragraphs (a) and (b), an employer or a postsecondary institution may not prohibit the lawful carry or possession of firearms in a parking facility or parking area.

This policy can be read in its entirety at <http://www.mnscu.edu/board/policy/521.html>

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY:

Policy Statement

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other

relationships with persons having business at, or visiting the education or working environment. This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Itasca Community College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The college shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Itasca Community College, including but limited to, its students, employees, applicants, volunteers, and agents, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing college non-discrimination policies.

The policy can be viewed in its entirety at www.itascacc.edu. Click on "Student" and then "College Policies." A paper copy of the policy is available from Student Services in Room 105 Backes Student Center, 218-322-2302.

SEXUAL VIOLENCE POLICY

Policy Statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Itasca Community College. Itasca is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other college or MnSCU policies that may require separate proceedings. To further its commitment against sexual violence, Itasca provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Itasca Community College students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on college property. Incidents of sexual violence alleged to have been committed by a student at a location other than on college property are covered by this policy pursuant to the factors listed in MnSCU Policy 3.6, Part 2 (Off Campus Conduct). Incidents of sexual violence alleged to have been committed by an Itasca Community College employee at a location other than college property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on college property who are not students or employees are subject to appropriate actions by Itasca Community College, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by college policy 1B.1 and procedure 1B.1.1.

The policy can be viewed in its entirety at www.itascacc.edu. Click on "Student" and then "College Policies." A paper copy of the policy is available from Student Services in Room 105 Backes Student Center, 218-322-2302.

Reporting incidents of sexual violence.

Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement (911) for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office (Itasca Alliance Against Sexual Assault, 218-326-5008), counseling and health care providers, and campus security authorities for appropriate action.

Assistance in reporting. When informed of an alleged incident of sexual violence, all college students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Contact Dr. Mike Johnson (218-322-2401) to report incidents of suspected sexual violence.

PASS / FAIL GRADING: A student may enroll in certain ICC courses on a Pass/Fail (P/F) basis. A letter of "P" is issued for work that is judged average (C) or above. If, however, a grade of "A" is achieved, it will be recorded as such. While courses in which students earn "P" grades receive full college credit and count towards graduation, the "P" grades are not counted when computing a student's grade point average. If students elect to take a course under the P/F option and receive a grade of "F," the grade will affect their GPA. P/F grades become part of a student's permanent academic record at Itasca. Students selecting the P/F option must meet the stated pre-requisites for a given class, complete all course requirements, and take all examinations. The option to register on a P/F basis may be exercised until the end of the 7th day of class of a semester (3rd day of a summer session). Application forms for the P/F option are available in the Records Office and must be signed by a counselor. Students should be aware of the possibility that P/F grades may not be accepted by transfer institutions. The following restrictions apply to the P/F grading option:

1. Students may accumulate no more than 9 semester credits for graduation under the P/F grading option.
2. Students may take no more than one (1) class per semester on a P/F basis (regardless of the total number of credits taken).
3. Students who are on Academic Probation will not be allowed to register for any courses on a P/F basis.
4. Students may not choose the P/F option for required (core) courses in career/technical programs leading to an AAS degree or in required courses for one-year certificate programs.
5. Prerequisite courses in an intended major may not be taken on a P/F basis.
6. No class taken initially for a letter grade may be repeated on a P/F basis.
7. Faculty in each discipline will create a list of courses which may be taken under the P/F option and will also indicate whether the option is available to non-majors only or to both majors and non-majors.

A list of courses which may be taken under the P/F option is available in the Counseling Office.

REPEATING COURSES: Itasca Community College permits students to repeat their courses for the purpose of improving their letter grade. Both the old and new grades remain on the student's transcript, but only the new grade will be used to compute the student's grade point average. Classes taken originally for a letter grade must be repeated for a letter grade. Students must complete the appropriate form, available in the Records Office, if they wish to repeat a course. A student is required to pay tuition for any credits being repeated. Financial aid may be applied to a repeated course if the original grade was an "F" or "W" or if the grade earned was lower than what is considered acceptable in a particular curriculum/major.

SATISFACTORY ACADEMIC PROGRESS: ICC requires that students make satisfactory progress in order to remain in good standing and continue their enrollment. ICC has established and will apply the following standards of academic progress to all students. Students bear responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. ☺

Satisfactory Academic Progress Policy – Effective January 2008

To earn a diploma, certificate or an Associate Degree from Itasca, a student must have a cumulative Grade Point Average (GPA) of 2.0 or better. You are not making satisfactory academic progress whenever your cumulative GPA falls below the required minimum or your percent of cumulative credits earned versus attempted is below 67%. The Dean of Academic Affairs, together with Financial Aid and Records Office staff are responsible for implementing and monitoring this policy.

- I. **Qualitative Measure** – You are required to meet the minimum cumulative GPA requirements on the chart below. Grades of A, B, C, D, F and FN will be included in the GPA calculation:

Cumulative Registered Credits	Minimum Required GPA
1-30	credits 1.75
31+	credits 2.00

II. **Quantitative Measure**

- a. **Required Completion Percentage** – you are required to earn a minimum of 67% of cumulative registered credits. Grades of F, FN, I, N, NC, W, Z, or blank/missing are treated as registered, NOT earned. Formula: % earned = (cumulative earned credits/cumulative registered credits)
- b. **Maximum Time Frame (financial aid recipients)** – you are expected to complete your degree/diploma/certificate within an acceptable period of time. You may receive financial aid through attempting 150% of the required credits needed to complete each individual program. Recipients pursuing more than one program/major or who have changed their program/major may be required to appeal to continue receiving aid because of the maximum timeframe restriction. Credits attempted at ICC and transfer credits that do not count toward the student's new program/major, will be excluded from the maximum timeframe calculation with an approved appeal.

- III. **Evaluation Period** – You will be evaluated at the end of each term – fall, spring, and summer.

IV. **Failure to Meet Standards**

a. **Academic/Financial Aid Probation and Suspension**

1. Maximum Timeframe Standard

Following each term of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid after any evaluation showing you have failed to meet the maximum time frame. There will be no probationary period prior to this type of suspension. This standard does not apply for academic probation/suspension.

2. Qualitative and Quantitative Standards

- a. Evaluation: Following each term of attendance, your academic progress related to cumulative GPA and credit completion rate will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Financial Aid Program after the first occurrence. *The probationary period shall be equal to your next term of attendance and requires that you attain a term GPA of 2.3 or higher and a credit completion ration of at least 80%.*
- b. Reinstatement of students on probationary status. If, at the end of the probation period, you have met the cumulative GPA and completion ratio standards, ICC will reinstate your academic and financial aid eligibility.
- c. Suspension of students on probationary status. At the end of the probationary period, if your cumulative GPA and/or completion ratio does not meet the required standards, ICC will suspend you immediately. One exception follows: If, at the time of review, you do not meet the cumulative GPA and/or completion rate requirements, but do meet the term GPA and credit completion requirements for the term being reviewed, you will be permitted to remain on a "continued probationary status." This status will continue until:
1. You meet the cumulative GPA and completion rate standards, at which time your academic and aid eligibility will be reinstated.
 2. You fail to meet the term GPA and completion rate standard for your next term of attendance, in which case you will be immediately suspended.
- OR
3. ICC determines that it is not possible for you to raise your cumulative GPA or completion ratio to meet ICC's standards prior to the end of the program for which you are receiving aid (financial aid recipients only).

3. Continuation of Students who Successfully Appeal a Financial Aid Suspension
If placed on Financial Aid suspension, you have the right to appeal based on mitigating (out of your control) circumstances. Appeals will be approved on a case by case basis by the Financial Aid Director. If an appeal is approved, the Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. At the end of the appeal term, if you met the term GPA and credit completion ratio conditions of your appeal, you shall have your appeal status extended for an additional term. If you fail to meet the conditions of your appeal, you will be removed from appeal status and immediately suspended from financial aid eligibility.

b. Extraordinary Circumstances

If suspended, you have the right to appeal that suspension status based on mitigating or extraordinary circumstances. See Appeals section below for specific directions. ICC reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance. These situations may include, but are not limited to a student who withdraws from all classes two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/certificate, etc.

V. Notification – You will be notified in writing (by letter or email) of your probation or suspension. The notification will also include the process by which you may appeal for reinstatement.

VI. Appeals – There are two separate appeal procedures at Itasca Community College.

a. Academic – You may have the right to appeal your academic suspension based on unusual or extenuating circumstances that may have affected your progress (death of a relative, medical problems, personal problems, transportation, childcare, etc.). You may request an academic appeal form from the ICC Records Office. Appeals are reviewed by the Dean of Academic Affairs. Secondary appeals will be reviewed by the Student Appeals Committee. If an academic appeal is approved, you must meet specific minimum standards determined by the institution in order to have your appeal status extended for an additional period. See ICC’s website for detailed criteria.

b. Financial Aid – You have the right to appeal your financial aid suspension (GPA, credit completion percentage, maximum timeframe) based on mitigating (out of your control) circumstances that were not present at the time of initial enrollment that affected your academic progress. Some examples are: student illness, injury, or death in the student’s immediate family. Appeal forms are available in the Financial Aid Office or on-line at www.itascacc.edu/financeedu and are reviewed by the Director of Financial Aid. Secondary appeals will be reviewed by the Student Appeals Committee and/or Provost.

VII. Reinstatement – If you are placed on academic suspension, you will be eligible to re-enroll in the college after an absence of one calendar year without an appeal. If you re-enroll under this condition, you will return to ICC on a probationary status. However, you are not eligible for financial aid until you have met “Satisfactory Academic Progress” cumulative standards OR have an approved financial aid appeal. Neither paying for your own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student’s financial aid eligibility.

VIII. Additional Elements

Registered Credits: Credits in which you are officially enrolled at the end of the registration “drop” period each term.

Cumulative Registered Credits: The total number of credits registered for during ALL terms of enrollment at the college.

Earned Credits: Earned credits include letter grades of A, B, C, D, and P; the successfully completed credits that count toward the required completion percentage 67% as defined by the quantitative measure.

Attempted, NOT earned: Letter grades of F, FN, I, N, NC, W, Z, and blank/missing are considered credits attempted by NOT successfully completed (earned).

Academic Amnesty: Credits for which a student has been granted academic amnesty WILL be included in all financial aid satisfactory academic progress measurements.

Audited Courses: These courses are not eligible for financial aid and are not included in satisfactory academic progress.

Consortium Credits: Consortium credits are those credits for which you are registered at another college, which are accepted in transfer by this college and are included for purposes of processing

financial aid at this college. These credits are included in all satisfactory academic progress measurements.

Developmental Credits: Developmental credits are those given for remedial coursework below 1000 level. You may receive financial aid for developmental credits up to a maximum of 30 credit hours; these credits are excluded from the maximum time frame calculation.

Repeated Credits: You are allowed to repeat a course in order to improve a grade, as allowed by the college. The school will use the second grad in calculating the grade point average. All repeated credits are included in the percent of completion and maximum time frame calculations. When repeating a course, students may receive financial aid for the course if the previous grade was an F or W. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned but the grade was lower than what is considered acceptable in a particular curriculum/major.

Transfer Credits: Transfer credits are credits earned at another college that are accepted by Itasca. They are not included when calculating your cumulative grade point average or percent of cumulative credits completed, but ARE included when calculating the maximum time frame as long as the credits apply toward your specific program requirements at Itasca.

Withdraws: A "W" (withdraw) grade is given when you officially withdraw from a class after the drop/add period. It does not impact GPA but will negatively impact earned credits and your completion percentage.

Incompletes: An "I" (incomplete) grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstances beyond your control. An "I" grade will automatically become an "F" grade at the end of the next term (not including summer) if requirements of course completion have not been satisfactorily met.

SCHOOL CLOSINGS: The authority to cancel classes or close the college resides with the Provost or the Provost's designee. (The closure of state agencies by the Commissioner of the Dept. of Employee Relations does not apply to Itasca Community College.)

When the college is closed, no employees are expected to report. If classes are cancelled, non-faculty members are expected to work or make other arrangements with their supervisor. Non-faculty employees are asked to call their supervisor or the provost's phone at 218-322-2401 to clarify if the college is closed or classes are cancelled. The media does not necessarily differentiate when announcing the status of the college.

Procedures:

1. The college's Building Maintenance Foreman will assess the conditions of the campus and inform the Provost or designee. The Provost or designee will then determine if classes will be cancelled or if the college shall be closed.
2. The most current information can be obtained by calling 322-2300 and a regularly updated recording will be available. Updated closing and/or cancellation information will also be posted on the ICC website (www.itascacc.edu). When possible, determination of closing or canceling shall be made by 5:30 a.m. or sooner for daytime classes and by 3 p.m. or sooner for evening classes.
3. Once a decision to cancel or close is made, the following radio and television stations will be notified:
Radio: KAXE, KOZY-KMFY, WKKQ-WTBX, KGPZ
Television: WDIO, KDLH, KBJR
4. You must assess your own travel conditions and report to work/school based on your personal assessment. When possible, annual leave and/or an alternate work schedule will be approved for employees.

You should not report for work or school if your personal situation is considered to be too dangerous to travel.

Definitions:

- A. *Closing the College* – Closing all operations other than those which are deemed essential to the protection of life and property. Closing the college results in canceling classes, as well as canceling student, faculty and staff activities and meetings. All general offices are closed.
- B. *Delayed Opening* – Closing for a designated period of time all operations other than those which are deemed essential to the protection of life and property.

C. *Cancellation of Classes and/or Activities* – Canceling one, several or all classes/activities (off campus or on-campus) in lieu of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of an event, e.g., athletic events, theatrical productions, concerts, or workshops.

STUDENT RECORDS: ICC accumulates a great deal of valuable and confidential information on each of the students enrolled. This information is desirable for purposes of student guidance and educational planning. In providing the college with this information, the student is assured:

1. Only authorized college personnel will have access to or use of the information.
 2. The information will only be used to further the student's educational program and for the student's benefit.
 3. The Dean of Academic Affairs is responsible for the confidentiality and security of the information under the direction of the College Provost.
 4. Student records are official records of ICC and will remain within the college, subject to the provisions of this policy.
 5. FERPA allows an educational institution to disclose education records of a student to another educational institution without the student's prior consent if the institution's annual notification of FERPA rights includes the information that these disclosures will be made.
- NOTICE: If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University System ("system"), your academic records at that institution are available to officials of other schools within the system while you are in attendance. A copy of the complete MnSCU policy regarding Seamless Admission is available in the ICC Records Office.

Section 438 of the Gen. Ed. Provisions Act, as amended, sets out requirements designated to protect the privacy of parents and students. In brief, the statute provides that the institution must provide students access to official records directly related to the student. Procedures must allow an opportunity for a hearing to challenge such records on the alleged grounds that they are inaccurate, misleading or otherwise inappropriate. The college must obtain written consent from the student before releasing personally identifiable data about students except that information classified as unrestricted. A copy of the complete Student Records Policy and definitions of public and private data may be obtained from the Records Office, 108 Backes Student Center, 218-322-2330.

SUSPENSION OR EXPULSION OF STUDENTS FROM CLASSES, PROGRAMS OR COLLEGES:

For Disciplinary Reasons - Clarification: The provisions of this regulation do not affect the rights of persons in authority to take any immediate and temporary actions necessary to retain the classrooms or program atmosphere, or to uphold established policies, regulations and laws. Grounds for suspension or expulsion shall be:

1. The violation of Board policies, system regulations or college regulations that are published and distributed to students; or the violation of local ordinances, state laws or federal laws which have special relevance to the college.
2. Actions or threats of actions deemed harmful to other persons or property. Situation Limitation: Suspension or expulsion shall result only from college related situations.

Procedure to be Used: When a student is involved in a situation where a decision has been made to suspend or expel, the procedures indicated below shall be used. Implementation of the procedures shall be carried out by the designee of the College Provost.

1. The student shall receive written notice which:
 - a. Describes the situation.
 - b. Explains the grounds for suspension or expulsion.
 - c. Includes a copy of the regulation, if the grounds for action involve the violation of a regulation.

- d. Has attached a copy of this regulation.
2. The student may request a hearing. If the student desires a hearing, he/she shall give written notification within five (5) class days of receipt of written notice. If the student does not file an appeal within the five days, any further right to appeal shall be waived.
3. The hearing shall be conducted within the "Contested Case Procedures," which have been adopted by the Office of Hearing Examiners. The "Contested Case Procedures" include the stipulation that the hearing shall be conducted by a hearing examiner appointed by the Chief Hearing Examiner pursuant to MN Stat. 15.052, Subd. 3.
4. The hearing examiner shall make his report, which contained his recommendation, to the College Provost.
5. Within five (5) class days following the hearing, a decision shall be made by the College Provost. The decision of the College Provost shall be final.

Student Status During Appeal Process: During any appeal process, the student shall have the right to attend classes and continue in other aspects of the college program until a final decision has been made, unless the process is the result of actions deemed harmful or potentially harmful to other persons or property.

Confidentiality: Where a closed hearing is held, as determined by the hearing examiner, all matters related to the situation in which a student is involved shall remain confidential with no release of any information to persons other than those involved in the hearing.

Admission: Students who have been suspended or expelled for disciplinary reasons from a postsecondary institution may be denied admission to any MnSCU college or university.

For Academic Reasons: - See policy on Satisfactory Academic Progress on page 20.

TOBACCO: As of January 1, 2008, smoking and tobacco use are prohibited on college property and in college vehicles in accordance with the MN Clean Indoor Air Act. Concerns regarding the clean air policies should be brought to the Provost.

WITHHOLDING OF DIPLOMAS AND TRANSCRIPTS OF CREDITS: The college will withhold the issuance of diplomas and official transcripts to a student until all money due the college has been paid. A student with unpaid college financial obligations may not be permitted to register for subsequent semesters until the obligation has been met or arrangements have been made to pay.

ACRONYMS - WHAT DO THEY MEAN?

AA.....	Associate in Arts
AAS.....	Associate in Applied Science
ACT.....	American College Testing
ARC.....	Academic Resource Center
AS.....	Associate in Science
CAPP.....	Computerized Assessments & Placement Programs
CEU.....	Continuing Education Unit
CLEP Test.....	College Level Examination Program
FAFSA.....	Free Application for Federal Student Aid
FTE / FYE.....	Full-Time Equivalent / Full-Year Equivalent
GED.....	General Educational Development
GPA.....	Grade Point Average
MCAC.....	Minnesota College Athletic Conference
MnSCU.....	Minnesota State Colleges and Universities
MSCF.....	Minnesota State College Faculty
MTC.....	Minnesota Transfer Curriculum
NJCAA.....	National Junior College Athletic Association
OSD.....	Office for Students with Disabilities
PEOA/PSEO.....	Post-Secondary Enrollment Options Act
P/F.....	Pass/Fail (C grade or better)
MSCSA.....	Minnesota State College Student Association
SAR.....	Student Aid Report
SSS.....	Student Support Services

Have a great year!
ITASCA COMMUNITY COLLEGE

