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Itasca Community College

1851 East Highway 169
Grand Rapids, MN 55744-3397
218-327-4460 / 800-996-6422

Member of the Minnesota State Colleges and Universities System

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, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon advance request by contacting Ann Vidovic in Disability Services, Backes Student Center at 800-996-6422 ext. 2433. Deaf and Hard of Hearing users or TTY communication contact the "Minnesota Relay Service at 7-1-1 or 1-800-627-3529."
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Accreditation / History

Accreditation

Itasca Community College is accredited by The Higher Learning Commission and a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504/ph 800-621-7440). Diplomas, professional certificates and associate degree programs are approved by the Minnesota State Colleges and Universities Board of Trustees. The college is also approved for veterans educational benefits. Itasca Community College received a ten-year re-accreditation status in October 2009. The next Higher Learning Commission visit will be scheduled for the 2018-2019 academic year.

History

Itasca Community College, on U.S. Highway 169 on the eastern edge of Grand Rapids, shares a campus with both the University of Minnesota North Central Research and Outreach Center and the North Central Research Station of the USDA-Forest Service.

Originally established in 1922, Itasca was regarded as the state’s first comprehensive community college in 1967 when occupational programs offered by the local area vocational school were combined with the college’s transfer and pre-professional programs. Since then, the college has constructed several new buildings, the most recent being a new residence hall in 2005; has completed extensive remodeling projects; and has linked all facilities with heated, enclosed walkways. These enhancements, together with its scenic wooded setting and extensive landscaping for wildlife, make ICC one of the most attractive community college campuses in the state.

Itasca became part of the Arrowhead Community Colleges in 1981 with the merger of five northeastern Minnesota community colleges: Itasca, Hibbing, International Falls, Ely and Virginia. This regional structure was dissolved in 1996 with the creation of the Minnesota State Colleges and Universities system and the resulting merger of Minnesota’s state universities, community colleges and technical colleges.

In 1999, the Northeast Higher Education District (NHED) was formed for the purpose of “providing better services to students, expanded partnerships with business and industry, stronger community connections and improved institutional stability.” Current members of the regional district are Itasca and four other northeastern Minnesota colleges: Rainy River Community College in International Falls, Vermilion Community College in Ely, Mesabi Range Community & Technical College in Virginia and Eveleth, and Hibbing Community College.

One of Itasca’s great strengths continues to be meeting the educational needs of its students through innovative instructional programs, technology upgrades and collaborative projects between the college and community businesses, organizations and individuals.

Students who attend ICC have several academic choices: two year transfer programs (AA and AS degrees); pre-professional courses; vocational diploma programs (AAS degree); professional certificate programs; and certificates of completion. In addition, the Continued Learning Center provides customized training and computer education for business and industry, open enrollment computer classes, community education and SeniorNet classes, and enrichment programs for children.

Itasca Community College has strong partnerships throughout the region and the state. ICC is a partner in the Minnesota Center for Engineering and Manufacturing Excellence. The center was established by the
Minnesota State Colleges and Universities in 2005 to build partnerships between higher education, business and industry to stimulate economic development through education, training, and applied research.

Itasca has strong ties with its area high schools, as a member of the Itasca Area Schools Collaborative (IASC), a group made up of seven surrounding school districts and the college. In addition, ICC is a member of the Applied Learning Institute, a regional organization of 16 school districts including the IASC team.

**Policies and Procedures**

**Attendance**

Students are expected to attend all scheduled classes and are responsible for all work missed during absences. Absences should be discussed with the instructor.

**Semester System**

Itasca follows a semester calendar, with two academic terms scheduled between late August and late May. An eight week summer term is scheduled in May through July. ICC offers flexible scheduling including online course delivery, block scheduling, alternative start date classes within certain programs, and May block classes. The calendar for the next academic year is published each January, and copies are available at the ICC Information Center.

**Normal Credit Load**

The credit-hour load for full-time students ranges from 12 to 18 hours per semester. Students who wish to register for more than 21 credits must discuss their plans with a counselor and must submit an academic petition to the Dean of Academic Affairs.

**Final Exams**

Final examinations are scheduled on campus in two-hour blocks during the last four days of the academic semester. This includes comprehensive finals as well as unit or chapter exams which constitute the last exam given during the semester. Final examinations 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 final exams at alternative times (ex. Early) unless 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.

**Classification of Students**

- **Full-time:** A student who is enrolled for at least 12 credits
- **Part-time:** A student who is enrolled in at least one course for credit and carrying less than 12 credits
- **Freshman:** A student who has completed less than 30 semester credits at the time of registration
- **Sophomore:** A student who has completed 30 or more semester credits at the time of registration
Special: A student who is not a candidate for a certificate or a degree and who is enrolled for seven or fewer credits in a semester

Honors Students and Special Honors Lists

At the end of each semester, the college publishes a list of full-time students (those registered for at least 12 credits) who have earned a GPA of 3.25 or higher in all subjects taken during the semester. Students with a GPA of 4.00 are given special recognition.

Admissions Policies

Itasca Community College, an open door institution, admits students in a manner designed to ensure the best opportunity for their educational success. The comprehensiveness of Itasca’s academic offerings provides opportunities for training and education to students from a broad range of ability levels and interests.

Itasca Community College considers all applications. No applicant is refused admission on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission. Students who have graduated from high school or the equivalent, General Education Development (GED) certificate holders, individuals whose high school classes have graduated, as well as current high school students who meet Post Option program criteria may apply for admission to ICC. A lack of English skills will not be a barrier to admission and participation. All students will be charged a $20 application fee. An application for admission may be made at any time.

Admission to the college does not automatically qualify a student for all ICC courses and curricula; some of the course offerings in both career and transfer programs require a prerequisite class.

Proof of Immunization

Students born prior to 1957 and students who graduated in 1997 or thereafter from a Minnesota high school do not need to provide immunization records. All other students must provide documentation of immunization against these vaccine-preventable diseases: measles, rubella, mumps, diphtheria, and tetanus within the last ten years. Please include immunization records with your application to Itasca.

Documentation of immunization (month and year) can be obtained from personal health records, school records or clinic records. New students who are having grade transcripts transferred from their high school should request that their immunization record be transferred as well. Students without proof of the required immunization will need to obtain them from either their physician or community clinic. Immunization information is to be turned in to the Admissions/Records Office. If needed, immunization forms may be obtained from the Admissions/Records Office.

Ability to Benefit

Students who do not have a GED or high school diploma may qualify for admission under the Ability to Benefit Policy. This policy allows students to be assessed by taking the ACCUPLACER Assessment Test.
Achievement of satisfactory scores on this test will allow students to be admitted to the college and have their file reviewed for financial aid eligibility.

**Financial Aid**

The Financial Aid Student Services Office (107 Backes Student Center, 218-322-2320) at Itasca Community College administers more than $6.85 million annually in financial assistance to students. Grant, scholarship, loan, and employment programs are available from federal, state, college, and private sources. A student is generally awarded one or more types of financial aid in a package designed to meet documented needs and special circumstances. Since funds for some programs are limited, early application is very important. Priority for funds will be given to students whose financial aid files are complete by May 1. For more information, visit Itasca’s website (www.itascacc.edu) and click on “Costs and Financial Aid,” or call the Student Services office at 800-996-6422, ext. 2320.

**How to Apply**

As soon after January 1 as your federal taxes are completed, file the “Free Application for Federal Student Aid” (FAFSA online) at www.fafsa.ed.gov. Be sure to have the results sent to Itasca Community College – code 002356. This is the REQUIRED application for students interested in grants, loans, and work-study. Families with unusual circumstances should contact the Financial Aid Office to set up an appointment to discuss their situation.

Additional applications are needed for scholarships, Indian aid, child care grants, and part-time grants. Students should contact the ICC Student Services office for application forms and for help in completing the forms.

**Types of Financial Aid**


Other sources of funding through outside agencies include but are not limited to: Veterans’ Benefits, State Indian Scholarships and Tribal Grants, Rehabilitation Services Grants, and Workforce Investment Act (WIA) Grants.

**Payment of Financial Aid**

Financial aid is applied to student accounts on the 11th class day of the semester. Aid overage checks are then available to pick up in the Business Office on the 12th and 13th days. Tuition and fee payments are deferred for financial aid recipients until the scheduled disbursement date.