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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 (MnSCU) 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!

On behalf of the faculty and staff at Itasca Community College, I want to thank you for choosing ICC to pursue your educational goals. We truly believe ICC is the Best Place to Start, and we will commit to empowering you to reach (and hopefully exceed) the goals that you set out to achieve.

We strongly encourage you to engage with our highly qualified faculty and staff and to become involved in the many rewarding academic and student life programs offered on campus. The depth of your learning and the value of your college experience will largely depend on your commitment to utilizing the supportive resources in place at ICC.

This handbook contains a wealth of important information intended to help you through your journey at ICC, so please use it to your benefit. Again, thank you for choosing Itasca Community College – the **Best Place to Start!**

Best wishes,

Bart Johnson
Provost

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**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
Best Start

This list is designed to assist you in your educational goals and objectives. KEEP THIS LIST to help identify important steps in achieving goals at Itasca.

☐ Keep current: Your address, phone number and email address on your student record can be updated through eServices on the ICC website.

☐ Emergency Notification System: All registered students are automatically enrolled. An email sent to students will explain how to manage your account.

☐ Photo ID: Get a photo Student ID in 104 Backes Student Center. You will need to provide your student tech ID number, Star ID, and a photo ID.

☐ Student Email: Students are provided with a student email account. Email is the OFFICIAL form of student communication for the college.

☐ eServices: Your “go to” spot to update personal information, register for class, view grades, track financial aid, check your account balance, and much more.

☐ Transfer of Credits from Other Institutions: For transfer credit evaluation, request an official transcript to be sent to ICC from all colleges or universities that are not in the Minnesota State system. We will attempt to electronically retrieve other Minnesota State transcripts when you apply to ICC. You may need to submit an eTranscript Retrieval form.

☐ Immunization: Complete an Immunization Verification form and submit to Student Services if you were born after 1957 and didn’t graduate from a Minnesota high school.

☐ Text books: Visit the ICC Bookstore or the ICC website for textbook information.

☐ DARS Audit: Review your DARS Audit periodically to monitor your progress toward the degree you are pursing. DARS audits can be obtained through eServices. Keep an academic guidesheet of the degree you are pursuing to reference during registration.

☐ Tuition: Students are required to check their tuition balances through eServices in their student account and pay by the tuition due dates. Invoices are not mailed.

☐ Grading: Review course syllabus for grading criteria. Check your grades at the end of each term. Grades can be accessed through eServices.

☐ Satisfactory Academic Progress: Check regularly with your instructor to make sure you are making adequate progress. Seek out help if needed. Satisfactory Academic Progress is required to remain in good standing. Students must maintain a 2.0 grade point average and a 67% completion rate to remain eligible to receive financial aid and for continued enrollment.

☐ Student Employment: Visit the Financial Aid section of the website for employment opportunities. You’ll find it under “On-Campus Services.”

☐ Graduation: Complete a Graduation Application one semester prior to your anticipated completion/graduation date.
## 2016-17 Academic Calendar

### Fall Semester 2016  
August 22 – December 16

- Freshman Orientation .................................................. August 22
- Fall Semester Begins (4 pm or later classes on 8/22) .............. August 23
- Day 5 / Last Day to Add/Drop Full Semester Classes .............. August 26
- Fall Tuition Due .......................................................... August 26
- Drop for Non-Payment .................................................. August 26
- Labor Day Holiday (No Classes / Offices Closed) ................. September 5
- Financial Aid Disbursement ............................................. Begins September 9
- Late Fees Applied to Unpaid Charges .................................. September 20
- Early Warning .................................................................. October 3
- Graduation Application Due for Fall Graduates ...................... October 5
- Midsemester ..................................................................... October 17
- Faculty Duty Days (No Classes / Offices Open) ...................... October 20-21
- Registration for Spring Semester 2017 begins ....................... November 7
- Veteran’s Day Holiday (No Classes / Offices Closed) .......... November 11
- Thanksgiving Day Holiday (No Classes / Offices Closed) .... November 24-25
- Final Exam Days ............................................................ December 13-16
- Last day of Fall Semester ................................................ December 16
- Semester Break (No Classes / Offices Open*) ..................... December 17-January 8
  *Offices Closed December 25 and January 1

### Spring Semester 2017
January 9 – May 11

- Spring Semester Begins ................................................. January 9
- Day 5 / Last Day to Add/Drop Full Semester Classes ............ January 13
- Spring Tuition Due ....................................................... January 13
- Drop for Non-Payment ................................................ January 13
- Martin Luther King Holiday (No Classes / Offices Closed) .... January 16
- Financial Aid Disbursement ............................................. Begins January 27
- ICC Scholarship Applications Available .......................... February 1
- Late Fees Applied to Unpaid Charges ............................... February 6
- President’s Day Holiday (No Classes / Offices Closed) ......... February 20
- No Classes / Offices Open ............................................... February 21
- Early Warning ............................................................. February 22
- Graduation Application Due for Spring Graduates ............... March 1
- Career Fair (No Classes / Offices Open) ............................ March 3
- ICC Foundation Scholarship Application Deadline ............ March 3
- Spring Break .................................................................. March 6-10
- Midsemester .................................................................. March 15
- Graduation Application Due for Summer Graduates ............ April 5
- No Classes / Offices Open ............................................... April 14
- No Classes / Offices Open ............................................... April 28
- Registration for Fall Semester 2017 begins ....................... March 20
- Final Exam Days ........................................................... May 8-11
- Last Day of Spring Semester ........................................... May 11
- Commencement Ceremony ............................................... May 11

*Students should check their course schedule in eServices for official withdraw dates for full semester and block classes.*
Campus Telephone Numbers

Administration Offices .......................................................... 322-2400
Admissions / Enrollment Services ........................................... 322-2340
Alumni Office ........................................................................ 322-2451
Bookstore ............................................................................... 322-2360
Business Office ........................................................................ 322-2310
Cafeteria (Viking Grill) ............................................................. 322-2313
Center for Student Success (Tutoring / Writing Center) .......... 322-2454
Computer Services ................................................................. 322-2440
Counseling .............................................................................. 322-2320
Customized Training (AdvancED Minnesota) ......................... 322-2459 / 322-2411 / 322-2468
Director of Nursing .................................................................. 322-2365
Disability Services ................................................................... 322-2433
Engineering ............................................................................ 322-2370
Facility Services / Maintenance Dept ...................................... 322-2470
Financial Aid .......................................................................... 322-2320
GED Testing ............................................................................ 322-2390
Head Start (Kootasca) .............................................................. 327-4478
Information ............................................................................... 322-2300
Library ...................................................................................... 322-2350
Mullins Hall (Athletics) .............................................................. 322-2302
Multicultural Student Affairs ................................................... 322-2353
Records Office ......................................................................... 322-2320
Residential Life / Itasca Hall ...................................................... 322-2380
Student Government .............................................................. 322-2314
Student Services (Counseling/Financial Aid/Records) ............... 322-2320
Student Support Services – TRiO .......................................... 322-2430
Testing Center ......................................................................... 322-2390
Tutoring Center ....................................................................... 322-2454
TRiO (Educational Talent Search / Upward Bound) ................. 322-2460
Wenger Hall – Residence Floor .................................................. 322-2380
Writing Center ......................................................................... 322-2454

ICC’s Toll Free “800” Number .................................................. 1-800-996-6422
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
1. **Administration Building**
   - Provost/Chief Academic Officer
   - Dean of Student & Admin Affairs
   - Development Office
   - Alumni Office
   - NE Service Unit Research Office
   - TRiO Upward Bound / Talent Search
   - Personnel Office
   - Conference Rooms

2. **Backes Student Center (CC)**
   - Information Center
   - Admissions / Enrollment Services
   - Student Services
     - Counseling / Financial Aid / Records
   - Business Office
   - Bookstore
   - Cafeteria (Viking Grill)
   - Disability Services
   - Student Success Coordinator
   - Testing Center
   - TRiO Student Support Services
   - Veterans Coordinator
   - Continued Learning Conference Center
   - Viking Room

3. **Mullins Hall (M)**
   - Fitness Center
   - Gymnasium
   - Physical Education
   - Wellness
   - Varsity Athletics
   - Wrestling / PE Room
   - Classrooms
   - Student Government
   - College of St. Scholastica Rep
   - Coaches Offices
   - Faculty Offices

4. **Wenger Hall (EC)**
   - Chemistry
   - Engineering
   - Engineering Concept Lab
   - Math
   - Physics
   - Engineering Student Housing
   - Classrooms
   - Faculty Offices

5. **Davies Hall (T)**
   - Art
   - Music
   - Francis Chucker M.D. Auditorium

5. **Davies Hall (cont.)**
   - Practical Nursing
   - AdvancED MN (Customized Training)
   - Computer Services
   - Teaching Computer Lab
   - Interactive TV
   - HDIV Classroom (Immersion)
   - Classrooms
   - Faculty Offices

6. **Dailey Hall (V)**
   - Natural Resources
   - Forestry / Wildland Firefighting
   - GIS / Geography
   - Teaching Computer Lab
   - Carl Perkins Grant Coordinator
   - Facility Services / Maintenance
   - Classrooms
   - Faculty Offices

7. **Media Center (L)**
   - Library
   - Video Services
   - Academic Resource Center
     - Tutoring Center / Writing Center
   - Center for Innovation
   - Computer Lab
   - Interactive TV
   - American Indian Studies
   - American Indian Learning Community
   - Faculty Offices

8. **Liberal Arts Building (LA)**
   - College for Kids Coordinator
   - English
   - History
   - Philosophy
   - Teaching Computer Lab
   - Classrooms
   - Faculty Offices

9. **Wilson Hall (W)**
   - Biology / Natural Science
   - Business / Accounting
   - Computer Science
   - Mathematics
   - Psychology
   - Classrooms
   - Faculty Offices

10. **Child Care Center (K)**
    - Kootasca Early Head Start

11. **Itasca Hall**
    - Residence Life Director
1. Administration Building
2. Backes Student Center
3. Mullins Hall
4. Wenger Hall
5. Davies Hall
6. Dailey Hall
7. Library/Media Center
8. Liberal Arts Building
9. Wilson Hall
10. Child Care Center
11. Itasca Hall
Introduction

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.

Accreditation

Itasca Community College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

Diversity

Itasca Community College recognizes, respects, and honors diversity existing in society due to an individual’s culture, race, ethnicity, religion, gender, and mental and physical challenges. The college is committed to creating a curriculum and a learning environment that empowers students to become contributing members of an increasingly multicultural and diverse society. Students are encouraged to explore and to be exposed to diverse cultures and perspectives as an important aspect of their learning experience.

Equal Opportunity

Itasca Community College provides equal access for all students to classes, programs, activities, and facilities without regard to race, color, creed, religion, gender, national origin, sexual orientation, marital status, age, disability, political affiliation/belief, status with regard to public assistance, or inclusion in any other group or class against which discrimination is prohibited by local, state, or federal statutes and regulations.
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<th>SUNDAY</th>
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<td>15 Eligible students may charge books August 15 – 30</td>
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<td>21 Housing Orientation 4:30 pm Davies Theater Grill-out following</td>
<td>22 Freshman Orientation Fall Semester Classes Begin (4 pm or later)</td>
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**Welcome to Campus Activities**

There will be a variety of activities for students to participate in during the first few weeks of school. *Cookouts, dances, bowling, athletic events, etc.*

Watch for notices and join in the fun!
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<th>WEDNESDAY</th>
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<tr>
<td>ICC Volleyball vs. Gogebic 6 pm</td>
<td>Last Day to Add/Drop Full Semester Classes</td>
<td>Last Day to Pay Tuition &amp; Fees</td>
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<td>31</td>
<td>ICC Volleyball vs. Northland 6:30 pm</td>
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<td>5 Labor Day Holiday</td>
<td>6 Financial Aid applied to student accounts</td>
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<td>NO CLASSES / Offices Closed</td>
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<td>20 FAFSA filing deadline for fall MN State Grant eligibility</td>
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<td>ICC Football vs. MN State-Fergus Falls 1:30 pm</td>
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<td>ICC Volleyball vs. Fond du Lac 6:30 pm</td>
<td>Financial Aid Overage Checks Available via Direct Deposit</td>
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<td>ICC Volleyball vs. Hibbing 6:30 pm</td>
<td>ICC Volleyball vs. Rainy River Noon ICC Football vs. Central Lakes 1:30 pm</td>
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<td>NO CLASSES</td>
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|           |          |        | 1
<p>| ICC Football vs. Vermilion 3 pm  |
| 5         | Application Deadline for Fall 2016 Graduates | 6 | 7 |
| ICC Football vs. Fond du Lac 1:30 pm |
| 12        | ICC Volleyball vs. Central Lakes 6:30 pm | 13 | 14 |
|           |          |        | 15 |
|           |          |        | 19 |
|           |          | 20     | 21 |
|           |          |        | 22 |
| MSCF Conferences NO CLASSES / Offices Open |
| 26        | 27       | 28     | 29 |
| ICC Volleyball vs. Vermilion 6:30 pm |
| ICC Volleyball vs. Mesabi Noon Football State Semi Finals |</p>
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<td>13 ICC Basketball vs. Concordia 7 pm men ONLY</td>
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<td>28 ICC Basketball vs. Concordia JV 5 pm women 7 pm men</td>
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![Snowman Image]
## February 2017

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<td>ICC Basketball vs. Central Lakes 6 pm women 8 pm men</td>
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**March 2017**

**Notes:**

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|        | **Global Education Week coming in March.**  
**Watch for announcements with dates and events.** |         |
|        | ![Image](image1.png) | ![Image](image2.png) |
| 5      | 6      | 7       |
|        |        |         |
| 12     | 13     | 14      |
|        |        |         |
| 19     | 20     | 21      |
| Fall Semester 2017 Registration  
Students with 24+ earned credits |        |         |
| 26     | 27     | 28      |
| Fall Semester 2017 Registration  
Remaining Students |        |         |
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**SPRING BREAK**  
**MARCH 6 – 10**

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|        |        | **Summer Session 2017**  
Watch for course listings, dates, and registration information.  
Summer Session courses begin in May. |
| 2      | 3      | 4       |
|        | Fall Semester 2017  
Registration Open to General Public |        |
<p>| 9      | 10     | 11      |
|        |        |         |
| 16     | 17     | 18      |
|        |        |         |
| 23     | 24     | 25      |
|        |        | ICC Foundation Scholarship &amp; Awards Reception |
| 30     |        |         |</p>
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| Freshman Orientation 2017  
Fall Semester Classes Begin  
(4 pm or later) |
<p>| | | |
|        |        |         |
| 27     | 28     | 29      |</p>
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Non-Discrimination in Education and Employment

Itasca Community College is committed to a policy of non-discrimination 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, gender identity, gender expression or membership or activity in a local commission as defined by law.

Harassment of an individual or group 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 has no place in a learning or work environment and 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, or 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.

Itasca CC’s Diversity & Affirmative Action staff person is Bart Johnson.
A paper copy of the policy is available in 104 Backes Student Center.
Report or Complaint of Discrimination / Harassment Investigation

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to non-discrimination by providing a process through which individuals alleging violation of system non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, status with regard to public assistance or membership or activity in a local commission. This procedure is not applicable to allegations of sexual violence, which should be handled under appropriate system and college or university policies and procedures.

This procedure shall apply to all individuals affiliated with Minnesota State colleges, including its students, employees, and applicants for employment, 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/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom, and advocacy.

The system office and colleges 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. Discrimination and harassment are not within the protections of academic freedom.


Accessibility

Itasca Community College complies with the Americans with Disabilities Act, the Rehabilitation Act, and the Minnesota Human Rights Act, which provide for reasonable accommodations for students with documented disabilities. Persons needing accommodations should contact the OSD Director at 218-322-2433.
What is the OSD?
The OSD is Itasca Community College’s program to provide assistance for academic accommodations for students with disabilities. Our goal is that the student, through appropriate accommodations, has an equal opportunity to succeed at Itasca. Academic accommodations for your disability are not special privileges; they are your right under law. To receive any of these services, you must provide documentation of your disability and ask for what you need.

Who is eligible?
Students with the following disabilities may be eligible for accommodations:
- Physical limitations (walking, wheelchair, etc.)
- Deafness/limited residual hearing
- Mental illness
- Visual impairments
- Learning disabilities
- Certain medical conditions
- Speech impairments
- Other (muscular dystrophy, epilepsy, multiple sclerosis, severe arthritis, AIDS, asthma)
- Alcoholism, drug addiction

What accommodations are offered through Disability Services?
Accommodations are based on individual student need and staff consultation. The following services may be provided:
- Registration assistance
- Early registration
- Readers, note takers/scribes
- Testing accommodations
- Taped textbooks
- Advocacy with faculty
- Adapted computer terminals
- Use of special equipment
- Advocacy and self-advocacy
- Counseling and referral regarding specific disability-related education and career needs
## Improving Learning at Itasca

### Improving teaching and learning: Assessment of student academic achievement

Across all educational institutions, assessing student learning has always helped students and teachers determine how successful students have been achieving their educational goals. Assessing learning has also helped institutions improve the educational experience. At Itasca Community College we are concerned with assessing student academic achievement towards these same goals. We want to let you know how this takes place at the college and what you might expect as a student.

To visualize the levels of assessment at Itasca, imagine the patterns made when you drop a pebble on the still surface of a lake. As the pebble hits the water, it becomes the center of a series of circles that ripple outward.

1. **At Itasca, the classroom experience is at the center.** During your course of study at ICC, your instructors will evaluate your learning in the various courses that you take. They’ll use quizzes, tests, portfolios, assigned papers, projects, and other tools that provide evidence of student learning. Your teachers use these assessment tools to determine your level of knowledge, skills, and abilities and to determine your grades. They also use these assessments to improve teaching and learning in the classroom.

2. **Beyond the classroom, assessment also takes place at the program level.** For example, nursing students take licensure exams administered by the Minnesota Board of Nursing, while engineering and Class Act students develop comprehensive portfolio projects that demonstrate their achievements. Psychology students participate in program-level pre/post exams as well.

3. **Across the college, we have developed a systematic approach in the area of general education as well.** As you move through your course study at ICC, you might participate in this experience. For example, in 2002-03, more than 250 students took a national exam that assessed student abilities in the area of mathematical reasoning. The feedback from this kind of general education assessment allows the college to recognize what it is doing well, and how we might improve the educational experience for you. Each year ICC faculty members, together with the Chief Academic Officer, determine one general education area to assess. These broad core areas of general education, referred to as ICC’s Foundational Goals, are embedded across the curriculum:
   - Communication
   - Critical Thinking
   - Information Technology
   - Mathematical/scientific reasoning
   - Citizenship and ethics
   - Diversity

Itasca utilizes these foundational goal areas to benchmark success and document the completion of general education requirements.

As you can see, whether it is at the course, program, or college-wide level, ICC’s efforts to assess student academic achievement helps the college to improve the effectiveness of teaching and learning. Your participation in these assessment efforts will serve you well as we enhance your learning experience at ICC.

If you have any questions about ICC’s efforts in assessing student academic achievement, please don’t hesitate to contact the Chief Academic Officer.
Consumer Information

The Department of Education requires colleges and universities to provide the following information/statistics/policy to its community members. This information can be found on the Itasca Community College website at www.itascacc.edu in three locations: “About Itasca” “Academics/College Policies,” and “On-Campus Services.” Paper copies of the full disclosures are also available upon request in 104 Backes Center / 218-322-2302.

- Academic Programming (Education, Facilities, and Faculty)
- Accreditations, Approvals, and Licensure
- Athletic Program Participation Rates and Financial Support (Gender Equity/Title IX)
- Book and Supply Disbursement Policy
- Campus Security & Fire Safety and Emergency Response & Evacuation Procedures
- Student Complaint and Grievance Policies (includes outstate online)
- Copyright Infringement Policy
- Cost of Attendance / Net Price Calculator
- Criminal Conviction Issues / Student with a Criminal Offense
- Drug Free Campus
- Family Education Rights & Privacy Act (FERPA)
- Financial Aid Availability and Assistance Available to Students / Loan Counseling
- Graduation and Transfer Out Rates (Student Right-to-Know)
- Immunization Policy
- Job Placement Rates
- Missing Student Notification Policy
- Refund Policy and Requirements of Withdrawal and Return of Aid
- Retention Rates
- Services & Facilities Available to Disabled Students
- Student Body Diversity
- Student Non-Discriminatory Policy
- Textbook Information
- Transfer Credit Acceptance Policy
- Transfer of Credit and Articulation Agreements
- Voter Registration
- Withdrawal / Refund Policy

Emergency Information

Emergency Notification System

Effective August 2014, ICC launched its new emergency notification system. Registered students are automatically enrolled in the system and will receive an email about how to manage their enrollment. The new system provides SMS (text), voice and email notifications, if enabled by the students. More information will be available to students at student orientation.
Emergency 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 check the ICC website 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 Director of Facility Services 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 at 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:
   4. Radio: KAXE, KOZY-KMFY, WTBX
   5. Television: WDIO, KDLH, KBJR
6. 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.

Emergency Procedures & Drills
Emergency procedures are posted in all areas of the campus. If an emergency or drill occurs, follow the directions given by your instructor.
Crisis Services

Itasca has a crisis team whose mission is to prevent and manage crises or unexpected tragedies that adversely affect students. The team can provide the following services:

- Education
- Support
- Counseling
- Referral

*The ICC Emergency Designee number should be the first campus number called.*

Any of the following crisis team members may be called during regular business hours. Call 218-244-3191 or 218-259-6322 (school year only) after hours.

### Campus Emergency Contact Numbers

<table>
<thead>
<tr>
<th>ICC Emergency Designee</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Home Phone</th>
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<tbody>
<tr>
<td>Bart Johnson, Provost &amp; Chief Academic Officer</td>
<td>218-322-2388</td>
<td>218-349-9154</td>
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<tr>
<td>Rick Kangas, Dean of Student &amp; Administrative Services</td>
<td>218-322-2319</td>
<td>218-838-3803</td>
<td>218-838-3803</td>
</tr>
<tr>
<td>Chad Haatvedt, IT Services &amp; Director of Facility Services</td>
<td>218-322-2444</td>
<td>218-259-1235</td>
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<tr>
<td>Shane Holm, Faculty</td>
<td>218-322-2396</td>
<td>218-256-0580</td>
<td>218-246-8094</td>
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<tr>
<td>Cricket Guyer, ICC Staff</td>
<td>218-322-2400</td>
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<tr>
<td>Ann Vidovic, Disability Services/TRiO</td>
<td>218-322-2433</td>
<td>218-398-7306</td>
<td>218-245-3227</td>
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<tr>
<td>Weldon Braxton, Residential Living</td>
<td>218-322-2380</td>
<td>218-360-0155</td>
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<td>ICC Student Services</td>
<td>218-322-2320</td>
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<tr>
<td>ICC Security Staff</td>
<td>218-322-2320</td>
<td>218-259-6322</td>
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<tr>
<td>ICC Services Department</td>
<td>218-322-2470</td>
<td>218-244-3191</td>
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<tr>
<td>ICC Student Association</td>
<td>218-322-2314</td>
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### OFF Campus Emergency Contact Numbers

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<thead>
<tr>
<th>Emergency Services</th>
<th>9-911 from campus phones</th>
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<tr>
<td>Grand Rapids Police Department</td>
<td>218-326-3464 <em>Non-emergency number</em></td>
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<tr>
<td>Itasca County Sheriff’s Department</td>
<td>218-326-3477 <em>Non-emergency number</em></td>
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<tr>
<td>Itasca County First Call for Help</td>
<td>218-326-8565 OR 800-442-8565</td>
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*Note: Contacting Itasca CC Crisis Services is not a substitute for calling 911 in an emergency.*

### Behavioral Intervention Team

#### Mission Statement

The Behavioral Intervention Team provides proactive assistance to students who are exhibiting concerning behaviors, both to support students and assist faculty/staff.

#### Purpose

The Behavioral Intervention Team is a cross-functional assessment group that will respond to students in apparent/potential distress. The BiT has been created to:
• **Collect** information from students, faculty, staff, and community members about students who demonstrate, through current or past behavior, conduct or expression that may pose a safety risk to either themselves or the campus community.

• **Connect** information that is collected into an assessment of risk that may exist. “Connect the dots” regarding problematic actions involving a student(s) that may be known to various faculty, staff, students, and community members.

• **Prevent** possible harm by providing support and initiating appropriate intervention/referral based on assessment.

**Reportable Behaviors**

- **Self-injurious behavior** (suicidal ideation/attempt, cutting behavior, dangerous alcohol/substance abuse consumption, etc.)
- **Disruptive behavior** that violates campus community safety (homicidal threats, stalking, assault, cyber bullying, carrying weapons, etc.)
- **Unusual behavior** (changes in personality, depressive symptoms, shifts in mood, unexplained irritability and/or lethargy, hopelessness, etc.)

**Team Members**

- Rick Kangas – Dean of Student & Administrative Affairs
- Ann Vidovic – Director of Disability Services & Student Support Services
- Chad Haatvedt – Director of Information Technology & Facility Services
- Becky Niemi – Faculty / Counselor
- Brenda Fairchild – Faculty / Counselor
- Weldon Braxton – Residential Living Director / Student Success Coordinator
- Tom Inforzato – Advisor / Football Coach / Student Life Director
- Amie Furlong – Student Support Services Counselor

**As Needed Members**

Other college officials as well as community professionals may be asked to serve on the team in specific situations as needed. The team will consult with the Attorney General’s Office as needed. The team will meet every two weeks during the regular academic year.

**BIT Referral Process**

Sometimes students do not ask for help when they need it. Members of the college community may refer students of concern to BIT by accessing the **Behavior Intervention Incident Form** on the website (located under On-Campus Services/Behavioral Information Team). This incident report form should be downloaded, completed, and brought to the Student Services Office (107 Backes Student Center). In addition, you may contact one of the BIT team members listed above.

**Emergency Situations**

In cases where a student may pose immediate risk of harm to self or others, please call **911** to reach law enforcement.
Admissions

Admissions Process for New Students

Students planning to enroll must complete an Itasca Community College application and submit it to the Admissions Office. This online application is available at Itasca’s website www.itascacc.edu under “Admissions.”

In addition, students must request that their final high school transcript and official transcripts from any colleges they may have attended be submitted to Itasca.

An immunization form must be submitted. You are exempt from completing this form if you were born before 1957 or graduated from a Minnesota high school after 1997. A copy of this form can be found online.

The Accuplacer Placement Test is a computerized placement testing system designed to provide information about the academic skills of students in English, reading, math, and computer skills. The primary function of this test is to determine if students are prepared for college-level coursework, or if they would require developmental courses.

Minnesota State policy requires all new students to be assessed unless they meet one or more of the following exemptions:

- ACT scores of 18+ in English or 21+ in reading, and 22+ in math. These scores must be within two years of application.
- Successful completion of college-level writing course may waive the reading portion.
- Successful completion of college algebra or higher may waive the math portion.

Appointments to register are also made online and can be scheduled the same day as your placement test. If you have attended another college and have transfer credits, you will want to make an appointment to register with a counselor.

Checklist for Admissions

Become a Student in Six Steps

1. Application
   - Complete an online application and pay $20 application fee
   - Submit your high school transcript or official GED copy
   - Submit official transcripts for any Minnesota State colleges you have attended
   - Complete the immunization form if born after 1957 and not a graduate of a Minnesota high school

2. Placement Test
   - Make an appointment online to take the placement test
   - This test can be taken at any Minnesota State college with results forwarded to Itasca
   - One retest is allowed annually for a $10 fee

3. Registration
   - Make appointment online; can be same day as placement test

4. Paying Tuition
   - Complete the FAFSA
   - Submit an application for Itasca Scholarships online
   - Set up a FACTS/Nelnet payment plan

5. Buy Books

6. Attend New Student Orientation
Residency Status

Students who seek to qualify for in-state tuition must first meet the following requirements:

- Student must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition
- Residence in Minnesota must not be merely for the purpose of attending an educational institution
- Graduation from a Minnesota high school

Students needing approval of their residence status must complete a Determination of Residency form with Student Services in 107 Backes Student.

Readmission

Students who have not been enrolled in an Itasca Community College course for a period of three or more consecutive semesters must apply for readmission.

Selecting a Degree / Program of Study

Students must provide written intent of the specific degree (AA, AS, AAS), diploma, or certificate they are pursuing at Itasca. Students will declare a program of study during the admissions process. Students who have a question about their program or changing their program should meet with a counselor for assistance. A Declaration / Change of Program form must be completed if changes are made. This form can be found online under “Academics / Student Forms.”

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on the choice of your field of study or chance to obtain federal, state or other higher education financial aid.

Non-Degree Seeking

Non-degree seeking students must complete the application and registration process. Non-degree seeking students are not eligible for financial aid.

Orientation

Orientation sessions are held for new students each fall semester on the first day of classes. Orientation provides students with information about college policies, procedures, and services. Students are responsible for the information provided at orientation and the policies and procedures in the Student Handbook. Student handbooks are distributed at orientation, and are also available in the Library and the Bookstore. The handbook may also be found on the college website under “Academics.”
International Students

International students are required to be enrolled in 12 or more credits each semester. Upon arrival at the college, students must present their I-94, visa and passport to the Admissions Director. International students must purchase health insurance through Minnesota State or provide proof of health insurance prior to registering for courses at ICC. International students are responsible for maintaining their legal status while enrolled at ICC.

International students must complete the following steps.

- Complete the Itasca International Application form
- Submit a transcript of high school grades
- Submit a detailed financial statement including proof of sufficient funds to cover all costs for an entire academic year
- Provide proof of personal health insurance.
- Provide documentation demonstrating English proficiency (TOEFL, Michigan Test, SL Center, or ELS)

The I-20 form will be issued when all admission requirements are met and applicants have been accepted.

Post-Secondary Enrollment Options (PSEO) for High School Students

The Post-Secondary Enrollment Options program allows high school juniors and seniors the opportunity to earn college credits.

Eligibility Criteria

- You must be a high school junior or senior at a public or nonpublic school or home schooled.
- You cannot be classified as a full-time student at your high school.
- Seniors must have a minimum cumulative end of year GPA of 3.00. Juniors must have a minimum cumulative end of year GPA of 3.20. This includes all work for 9th, 10th, 11th, and 12th grades.
- Students must test into college classes numbered 1000 or above on the placement test in reading, English, and math (if taking math at ICC). PSEO students may not enroll in classes below 1000, restricted classes, or summer classes.
- PSEO students are required to maintain a minimum GPA of 2.00 at Itasca.

Admission Procedure

- Meet with your high school counselor to discuss your remaining course requirements and credits needed for high school graduation. Complete the necessary forms (High School Verification and Notice of Student Registration) being sure to obtain the required signatures. If these are not complete and in your file, you will not be allowed to register.
- Submit high school transcripts to ICC’s Student Services Office in 107 Backes Student Center.
- Schedule a placement test.
- Schedule a registration appointment with an ICC counselor. PSEO students may not test and register on the same day.

Deadlines for PSEO application can be found on the Itasca website under “PSEO Students” on the “Admissions” page. PSEO students are not eligible for financial aid.
Senior Citizen Tuition Exemption

Senior citizens (age 62+) who are legal residents of the State of Minnesota may register for courses on a space-available basis beginning the day after the first day of class. The cost to senior citizens is a $20 per credit administrative fee. In addition, all other student fees are applicable to senior citizens except the student life fee. Senior citizens who register before the second day of the term are required to pay full tuition and fees. To apply for the Senior Citizen Tuition Exemption, contact Student Services (218-322-2320) and provide proof of age.

Student Email

Your ICC Email account is the OFFICIAL means of student communication for the college.

Online eServices

ICC offers a variety of eServices for current and prospective students. As a student of Itasca, you have the ability to access the following using your StarID and password:

- Register for classes
- View your grades by term
- View your complete ICC academic record
- View the status of your Financial Aid / apply for student loans
- View your ICC account showing your charges and any balance due
- Pay on your ICC account using a credit card
- Update your address, phone numbers, and email address
- View your DARS (Degree Audit Reporting System) audit

Student Forms

Forms related to academics, admissions, and financial aid are available on the ICC website under “Academics/Student Forms.”

Placement Testing

In accordance with Minnesota State board policy, placement testing is administered to place students into appropriate courses that ensure the best chance for success in college. Students are required to enroll in courses at or below their skill level. Students will also be required to complete all necessary prerequisite coursework.

Students who meet one of the following criteria and can provide documentation may be exempt from taking the assessment.

- The student has a college degree
• The student has passed college level English, math, and reading intensive classes with a grade of C (2.00) or better
• The student has been assessed within the last two years.
• The student has an ACT score of 18+ in English or 21+ in reading, and 22+ in math. Testing must be completed before registration will be permitted.

Itasca will provide accommodations to meet the needs of all qualified students with disabilities when they take their assessment tests. Students requesting this service should contact the Office for Student Disabilities prior to assessment.

Students register for placement test appointments online using the link under “Admissions” on the website. Picture identification is required at the time the placement test is administered. Students may test and register on the same day. PSEO students may not test and register on the same day. The placement test can be taken at any Minnesota community college with results forwarded to Itasca. The test is not timed, so you may pace yourself. On average, students take two hours to complete their placement test. Student may retest once an academic year at a charge of $10 per testing session.

Counseling/Advising

Located in the Student Services Office, 107 Backes Student Center – 218-322-2320

Students and prospective students are encouraged to consult with counselors on academic, career or personal concerns. Students are given the opportunity to meet with a counselor in a confidential setting in which they may explore their goals, aptitudes, and interests. A counselor is available by appointment or drop-in basis during the day.

Counseling services include:
• Career information
• Selection of degree / program of study
• Selection of courses / on-line registration assistance
• Assistance with academic problems
• Advising

Transfer of Credit

Transfer of Credit from Another College to Itasca CC

Transfer students with prior coursework at another college, university, or vocational school should provide official transcripts for transfer evaluation. Any college-level course will be considered for transfer. Additional documentation may be requested to complete a transfer evaluation.
Courses with a content match to the required ICC course can be transferred and used to satisfy specific course requirements in an A.S. degree, A.A.S. degree, diploma, and/or certificate program.

Minnesota Transfer Curriculum guidelines will be used to categorize transferred General Education courses into one of ten MnTC goal areas. Credit for coursework that does not fit into any goal area will not be granted.

If a student’s cumulative GPA at the sending institution is less than 2.0, D grades will not be accepted in transfer from that school. However, if the course is part of the MnTC, D grades will be accepted unless otherwise specified by program requirements. No F grades will be accepted in transfer. Courses approved for transfer must be comparable in nature, content, and level and match at least 75 percent of the content and goals of the course for which the student is seeking equivalent credit. Technical courses must have been completed within the past five years to be considered for transfer. (Nursing students should consult with the Transfer Specialist regarding specific program transfer requirements.)

- Transfer grades are not calculated in a student’s GPA.
- If you have earned college credit at other institutions or through alternative means such as AP, IB, CLEP Examinations or military education, you may send transcripts or the appropriate documents to Itasca Community College for evaluation.
- The number of credits transferred to Itasca is dependent upon the specific requirements of each program or degree offered at ICC.

For additional transfer information, go to www.mntransfer.org

**eTranscript (Transfer from Other Minnesota State Colleges)**

Students are typically no longer required to request official transcripts from other Minnesota State college(s) that they have previously attended. Effective November 2009, Itasca Community College is able to electronically retrieve most official transcripts (eTranscripts) from other Minnesota State institutions free of charge. Itasca CC will attempt to retrieve all available Minnesota State eTranscripts without any action on the students part based on the student’s ICC application data.

It is the student’s responsibility to submit an eTranscript Retrieval Request form in the following situations:

- The student applied to ICC before November 2009 and did not previously submit an up-to-date official transcript from another Minnesota State institution.
- New grades have been posted at another Minnesota State institution(s) because the student had “In Progress” grades at the time they applied to ICC, or the student has since completed additional courses at another Minnesota State institution.
- Financial hold(s) at other Minnesota State institution(s) at the time of the student’s application to ICC have been resolved. (eTranscripts will not be available and students will not be able to register at ICC until they resolve the financial hold(s) and submit the retrieval form to ICC with a paid receipt from the other institution).
- An eTranscript was not retrieved at the time of application for some unknown reason.

eTranscripts are available for Minnesota State institutions only. Students who attended non-Minnesota State schools or the University of Minnesota must request official transcripts from that school be sent to Itasca CC.
To have your Itasca CC transcript sent to another Minnesota State institution, please follow the procedures required by that institution.

**MnTC Goal Areas**

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**Minnesota Transfer Curriculum (MnTC)**

The public higher education colleges and universities in Minnesota have developed a common general education curriculum called the Minnesota Transfer Curriculum (MnTC) which provides students with a seamless transfer between colleges and universities within our state.

This Minnesota transfer curriculum consists of 40 or more semester credits which meet specific student competencies from 10 goal areas.

Students who complete the Associate in Arts (AA) degree at Itasca Community College will have met the Minnesota Transfer Curriculum requirements (2.00 GPA required).

Questions regarding transfer agreements or the transferability of credits should be directed to a counselor in the Student Services Office located in 107 Backes Student Center (218-322-2320 / 800-996-6422).

**Degree Requirements**

In order to earn a degree, diploma or certificate from Itasca, students must complete a minimum of 20 credits at Itasca in courses numbered 1000 or above but below 8000.

**Credit for Prior Learning**

Students who are able to demonstrate learning acquired prior to enrollment at Itasca may be able to receive credit for their learning experience. A non-refundable fee may be charged for the evaluation of this learning. Itasca recognizes:

- **Transfer of Credit**: Course credits taken at other institutions may be eligible for transfer to ICC as described in the Transfer Policy.
- **Test-out**: After being admitted to the college, it may be possible to earn credit for courses offered at ICC by successful completion of an exam. This examination may take the form of a written test, an oral examination, or other demonstrations of competency.
Test-out may not be utilized to obtain credit for a course in which the student is currently enrolled, a course that the student had previously taken and received a letter grade, had previously failed, had taken for audit, or had withdrawn from. Students are not permitted to test more than once for any course. A grade of “C” or better, as determined by the evaluator, is required for credit.

Test-out grades are not calculated in a student’s GPA. A fee will be charged for each credit attempted. Information and forms for the test-out process are available at the Registration Office.

- **AP (Advanced Placement), IB (International Baccalaureate), CLEP (College Level Examination Program):** Credits awarded through these programs may be used for partial fulfillment of the general education requirements. A maximum of 24 credits may be applied toward one of Itasca’s degree programs. Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of these credits which may have different regulations from those of ICC. A listing of equivalencies can be found on the ICC website under “Transfer Students.”

- **Portfolio Review:** Itasca students may apply to obtain course credit based on a previous relevant life/work experience. The experience shall be from employment or learning, recent and relevant, and of satisfactory performance. Students must demonstrate college level learning through a portfolio process. Some courses may not have this option available. Further details can be obtained from the Student Services Office in 107 Backes Student Center.
Financing Your Education

Financial Aid

Located in the Student Services Office
107 Backes Student Center
218-322-2320

To apply for financial aid at Itasca Community College, a student must complete the Free Application for Federal Student Aid (FAFSA) and include ICC’s school code (002356). Once this step is complete, the school will notify the student if any additional paperwork is needed.

After the Financial Aid office has all the required paperwork and the student has been accepted for admission and declared an aid eligible degree/diploma program, an award letter will be processed for the student and made available for viewing on eServices. The ICC website has links to various sources that explain how awards are determined by the U.S. Department of Education and the State of Minnesota.

The award letter shows what the student will receive at each credit level and also shows how much the student may borrow in Federal Direct loans (if the student chooses to borrow a loan). The award letter shows awards for both fall and spring semesters. An award letter will be produced for summer term only if a student enrolls in classes for summer term.

Awards shown on the award letter may include the following:

- Federal Pell Grant
- MN State Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)*
- Federal Direct Loan, Subsidized, and/or Unsubsidized
- Work Study, Federal, or State*

*Funds for these programs are limited and are awarded on a first-come basis. Not all students qualify for all awards.

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Checklist for Financial Aid

- Be accepted for admission
- Declare an aid eligible degree/diploma/certificate program at ICC
- Complete a FAFSA (fasa.gov)
- Respond to requests for additional information from the Financial Aid Office
- Register for classes
- Obtain a Student ID card
- Setup a student email account and activate your StarID
- Check email at least once a week
- Keep your address and phone number current on eServices
- Set up a current direct deposit account on eServices
- Make other arrangements for tuition payment if financial aid is not enough to cover the cost of tuition (i.e., NBS payment plan)
- Apply for work-study position
- Complete Info Release Form
- Submit final high school transcript/GED and all prior college transcripts
Blandin Foundation Funding
Itasca receives funding for several aid programs from the Blandin Foundation. Funds are disbursed on a first-come, first-serve basis. See ICC’s website for application instructions at www.itascacc.edu.

Required Credit Level for Federal Grants (all terms)
- Full-time: 12 or more credits per semester
- Three-quarter time: 9 to 11 credits per semester
- Half-time: 6 to 8 credits per semester
- Less than half-time: 1 to 5 credits per semester

Required Credit Level for Minnesota State Grant (all terms)
- Full-time: 15 or more credits per semester

Minimum enrollment level for a MN State Grant is 3 credits, awards vary at each credit level.

Required Credit Level for Federal Direct Stafford Loans
- Half-time or greater: 6 or more credits

Yearly Federal Direct Loan Limits
- Dependent Student Grade Level One (completed less than 30 credits): $5,500
- Dependent Student Grade Level Two (completed 31 or more credits): $6,500
- Independent Student Grade Level One (completed less than 31 credits): $9,500
- Independent Student Grade Level Two (completed 31 or more credits): $10,500

Other loan options not listed on the ICC award letter
- Federal Direct PLUS (Parent Loan for Undergraduate Students)
- Private education loans

Other grant option at ICC but not listed on the ICC award letter
The MN Child Care Grant is available for students with child care costs. A separate application is required for this grant and funds are awarded on a first come, first serve basis.

Transferring Financial Aid to Itasca Community College
- The financial aid awards at one school do not automatically transfer to another school.
- Students transferring to Itasca CC must add school code (002356) to their FAFSA.
- All financial aid, including future loan disbursements, at the first school must be cancelled by the student. Failure to cancel loans could result in a delay of receiving loans at ICC.

Financial Aid Consortium Agreement
The consortium agreement is to be used by students that are getting their degree/certificate and financial aid from ICC (home) and who wish to take coursework at another institution (host) and have those credits included as part of their term credit load at ICC. Courses taken at non-Minnesota State schools are not eligible for a consortium agreement.

Data Privacy / Consent to Release Information
Students who want someone else to receive information regarding their financial aid file must complete an Authorization for the Release of Student Information form. The form is available upon request in the Student Services Office, 107 Backes Center, or online at www.itascacc.edu/forms.
Summer Financial Aid Process
Summer award letters are posted to eServices after a student registers for summer courses.

Pell Census Date
The Pell Census Date is the last day of the full semester add/drop period. This date establishes course eligibility for the Federal Pell Grant. Courses added after the Pell Census Date are not eligible for the Pell Grant. The Pell Grant may be adjusted if a course which has not started is dropped after the Pell Census Date. Students are encouraged to decide on their course schedule before the term starts.

Book Charging
Financial aid applicants with a valid, non-rejected FAFSA on file may charge their book costs to their ICC student account. See the ICC website for specific charge dates.

Aid Disbursement
Financial aid disbursements begin on the 11th business day of the semester. Disbursements are made twice a week. Disbursements are made in the form of direct deposit. Sign up for this option on eServices. Adjustments to aid may be warranted if a student's course schedule changes during the semester. Requests to cancel a loan must be made in writing to the Financial Aid Office.

Withdrawal from College/Return of Title IV Funds
Grades of W, FN, or FW issued before aid is disbursed will not be included in the credit level for aid awards. If a student completely withdraws from all credits for a term before the 60% point of that term, the financial aid disbursed is subject to the Federal Return of Title IV Funds. Students “earn” financial aid in proportion to the time they are enrolled up to the 60% point of the term. The unearned share of financial aid is returned in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG. The student may need to repay a portion of financial aid he/she received. If a student stops attending/withdraws before his/her financial aid is disbursed, the student is responsible for the tuition due to the College. Failure to attend class does not qualify as an official withdrawal from the college. Collection action will be initiated for unpaid balances owed to the college.

Attendance and Last Date of Attendance (LDA)
Attendance is required for students receiving financial aid. Financial aid recipients who do not attend their courses will have an adjustment made to their aid. The aid adjustment could result in a balance due to the college and a late charge. In some cases, there may not be a change in the aid because the student’s new credit level is still within the award’s credit range. Students who have received an award letter and do not plan on attending must drop their courses before the fifth (5th) day of the term or will be responsible for charges incurred. Instructors are contacted before and after aid is disbursed to determine if a student is attending class or not. A student who starts attending class and then stops attending after aid is disbursed will be given a grade of FW in that class. This is considered an unofficial withdrawal and aid adjustments may occur. Re-entry into the course is by instructor approval only.

Financial Aid and Academic Performance
The Higher Education Amendments require all colleges to establish a standard of satisfactory progress for all financial aid recipients. It is important to review the Satisfactory Academic Progress Policy section in the Student Handbook.
eTranscript (Financial Aid)
ICC will honor financial hold(s) and academic suspension(s) at other Minnesota State institution(s) found through the admission/eTranscript retrieval process. The student will be notified that the hold and/or suspension has been placed on their ICC account. It is the student’s responsibility to resolve the issue(s) by following the procedures outlined in the notification. The student’s financial aid eligibility will be affected, as well as registration, and the student may be dropped from their courses if the hold(s) and/or suspension(s) are not resolved in a timely manner.

Nelnet Payment Plan
The Nelnet payment plan is an option for students to pay tuition in monthly installments. The Nelnet payment plan is not a loan program; there are no interest or finance charges assessed, and there is no credit check. There is a small cost to enroll in the Nelnet payment plan. To sign up for this payment plan or for more information, go to the front page of the ICC website and use the “NBS Payment Plan” link.

Third Party Authorization / Agency Funding
The third party billing process allows agencies and employers to pay a student’s educational costs. The agency or employer submits a written authorization based on information the student provides to them. Once the semesters’ drop/add period has passed and financial aid has been applied to student accounts, the College will invoice the agency or employer. The student is ultimately responsible for their educational costs. If for any reason the third party does not pay all or a portion of the student’s charges, the student will need to pay any remaining balance.

If you have an authorization for ICC to bill a sponsoring agency for your tuition and/or fees, you need to bring your authorization to the Business Office, located in Room 109 Backes Student Center. To obtain information about third party billing, please call 218-322-2403.

Are you scholarship eligible?
Scholarships are gift awards generally based on scholastic ability, community or school involvement, ethnic background or other related factors.

The 2017 ICC Foundation Scholarship application will be available online beginning February 1, 2017 and must be submitted by the March 3, 2017 deadline. These scholarships are awarded for the 2017-2018 academic year.
Tuition and Fees

Cost of Attendance – Tuition Rate and Fees for 2016-2017

2016-2017 per credit tuition rates:
Resident: $156.04  Non-Resident: $195.05
Resident Online: $180.79  Non-Resident Online: $219.80
Nursing Differential: $178.98  Process Operations: $208.00

2016-2017 per credit fees:
• .35¢ MSCSA (Student Government)
• $2 parking
• $7.50 student activity
• $10 technology fee

To estimate tuition costs, add the appropriate per credit tuition rate to the per credit activity fee and multiply by the number of registered credits.

Miscellaneous Fees

Some courses may require additional course fees. Refer to course schedule.
Housing Fob Replacement Fee – $20
Housing Hard Key Replacement Fee - $90
Late Tuition Payment Fees – $30
Library Fine/Replacement Fees – varies
LPN Background Check Fee – $20
Nursing Liability Insurance Fee – $12
Placement Retest Fee – $10 per testing session
Student ID Replacement Fee – $5
Transcript Fee – NO Charge

Books and Supplies

Books will cost approximately $840 for the academic year. Books and supplies for Engineering and Nursing students are estimated at $1,200 per year. A semester booklist is listed on the Bookstore page of the ICC website.

Reciprocity

Reciprocity agreements have been reached with Wisconsin, North Dakota, and South Dakota. For more information on reciprocity, stop in the Student Services Office, 107 Backes Student Center.

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 Student Services Office.

By registering for classes, you enter into a legally binding contract to pay all tuition and fees, including nonrefundable fees. You also acknowledge that failure to make the required payment by the due date may result in additional late fees, inability to register for classes, and the withholding of transcripts and/or diploma.

**Students must view their bill on eServices.** Their bill will show the amount due for tuition and fee charges, on-campus housing or meal charges, and any previously unpaid balances. This billing statement will not reflect any financial aid you will receive. You will need to compare your financial aid awards to your billing statement to determine the remaining balance owed. Billing statements and financial aid awards must be viewed on eServices.

You may pay on your account at any time; however, your billing statement will show you the exact charges and credits applied to your account on the date the bill was created.

Your student account is a record of all charges and payments made to your account. Your account includes financial aid payments (including scholarships, grants, loan disbursements, student service fees, technology fees and, if you are living on campus, your housing room and board.

To check your student account, go to the eServices section of the college website.

**Course Cancellation / Drop for Non-Payment**

After the fifth class day, students are automatically dropped for non-payment unless:
- The college Financial Aid Office has determined your official eligibility for aid OR
- A minimum of $300 or 15% of tuition/fees has been paid OR
- A Nelnet payment plan has been established (available online at www.itascacc.edu)

**Methods of Payment**

Payments can be made in the following ways:
- **Online using eServices**
- **In person at the ICC Business Office, 109 Backes Student Center using:**
  - Cash, Check or money order payable to Itasca Community College
  - Credit Card (VISA, MasterCard, Discover)
- **Business Office hours are:**
  - 9 a.m. – 4:30 p.m. during peak periods
  - 10 a.m. – 2 p.m. after the first two weeks of the semester
- **Mailed payment to:**
  - Itasca Community College
  - 1851 E Hwy 169
  - Grand Rapids MN 55744-3397
- **FACTS / Nelnet Payment Plan (Please note deadlines for enrollment)**
  - A link can be found on the front page of the ICC website.
• Financial Aid Disbursement – Charges will be deferred until aid is applied to your account. If you do not have enough financial aid to cover all of your charges, you must pay the balance by the due date or establish a Nelnet payment plan.

• Outside Third Party Payments – An authorization for ICC to bill a sponsoring agency for your tuition and/or fees must be on file with the ICC Business Office. Please verify that we have received this authorization.

Most grants, scholarships and loans are applied directly to your account by the Financial Aid Office. If your financial aid pays your bill in full and there is money remaining on your account, you are entitled to a refund.

Late Fees

You will be charged a $30 late fee if you have unpaid charges on your account and have not established a Nelnet payment plan. Check the academic calendar (page 3) for dates.

Tuition Waivers

Itasca Community College follows Minnesota State 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 ICC administration.

What Happens If I Don’t Pay?

In addition to installment fees and late payment fees, a “Hold” will be placed on your academic record. This hold must be cleared before you will be allowed to register again or obtain a transcript or diploma. Past due accounts may be subject to handling charges and collection procedures. Collection can include court action and referral to outside collection agencies. You are responsible for any and all costs necessary for the collection of any amount not paid when due.

What Happens If I Decide Not to Attend ICC?

Once you have registered for classes, you are responsible for all charges on your account. If you decide not to attend ICC, you must drop your classes online via eServices or contact the Student Services Office at 218-322-2320 to drop your class(es) BEFORE the semester starts. After this point, you must contact the Student Services Office to officially withdraw from ICC. You are not “officially withdrawn” if you do not attend any of your classes.

You must drop classes within five days (short term classes have shorter fee drop periods) of the semester start date to get a 100% refund of your tuition payment. Contacting other offices on campus does not constitute an official drop/withdrawal of classes and will not remove the financial obligation.
Registration for Credit Courses

Currently enrolled students are expected to meet with their counselor prior to registration. All currently enrolled students will register online. A student must have a student StarID number and password for online registration.

Students are responsible for meeting course prerequisites and/or placement test score requirements. Visit the website for course prerequisites. Students who have not met the course requirements must receive authorization from a counselor prior to registering.

Students are responsible for all tuition and fees incurred by registering for courses.

In order to participate in a class, you must be registered for that class.

Course Wait List

A course wait list is established once a course has filled. Students are responsible for placing themselves on the wait list by adding a course to their wait list cart in eServices. Placement on the wait list will be on a first-come basis. In order for a student to be placed on the wait list, the student must have an active email account on file. All wait list notifications will be sent via email and will include changes in current position, offer of an open seat, and removal from the wait list.

Once an open seat offer is made, the student will have 24 hours to accept the offer and this will be noted in the email that is sent to the student. If the student accepts the offer by registering, the student accepts all financial obligations. If the student does not accept the offer within the specified timeframe, the student will automatically be removed from the wait list.

A student may be on multiple wait lists for the same course (different sections).

The wait list will become inactive the Friday prior to the first day of classes. The course list will become inactive at the end of the add/drop period (fifth day of the term).

Course Information

General Education

The requirement of most colleges that students complete a certain number of credits in various areas of study like science, social studies, and humanities.

Required Courses

Courses listed as required in an A.A., A.S., A.A.S. degree, diploma or certificate must be successfully completed to meet graduation requirements.
Elective Courses

Electives are additional courses chosen by the student that are not required but are needed to complete the required number of credits for their degree.

Course Numbering System

Beginning with Fall 1998, courses numbered below 1000 are developmental and not intended to satisfy degree requirements. Prior to Fall 1998, courses numbered below 100 are developmental and are not intended to satisfy degree requirements. These courses may be necessary to prepare students for success in college level work but cannot be applied toward an A.S. degree, A.A.S. degree, diploma, or certificate.

Beginning with Fall 1998, courses numbered below 1000 and above are designated to satisfy associate and diploma degree requirements. Prior to Fall 1998, courses numbered 800 are special interest and non-transferable. Courses numbered 100 or 200 are undergraduate level and are intended to meet the graduation requirements of the certificate or associate degrees.

Course Prerequisites

Some courses require the successful completion of a related course before registration into the next course. Course descriptions include any prerequisite required.

Course Schedules

The course schedule on the ICC website contains the most accurate and up-to-date information. Hard copies of the schedule are also available in Student Services (107 Backes Student Center), the Bookstore (Backes Student Center), the Library (Media Center), and Student Support Services (14 Backes Student Center).

Final Exams

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. 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 Chief Academic Officer to take an exam at a different time, providing the instructor is in agreement.
Adding, Dropping, & Withdrawing from Courses

Students are responsible for understanding the processes for adding, dropping, and withdrawing from courses, as well as the difference between dropping and withdrawing.

The Add/Drop period is a time for students to freely change their semester schedules without consequence. After this period, students must “withdraw” if they wish to remove themselves from a course.

For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Adding Courses

- Students are permitted to add courses up through the first five business days of the semester, or one business day after the first class meeting, whichever is later.
- In the case of block formatted courses (8 weeks in length) students are only allowed to add through the first four business days.
- For courses less than 3 weeks in length students may add the course to their schedule up to the second business day of the class.

Dropping Courses

To “drop” a course means that it will vanish from the transcript and there will be no record of ever having registered for the course.

- Students are permitted to drop courses up through the first five business days of the semester, or one business day after the first class meeting, whichever is later.
- In the case of block formatted classes (8 weeks in length) students have five business days to drop.
- For courses less than 3 weeks in length students may drop the course from their schedule no more than one business day after the first class session.
- Dropping a course within the Add/Drop period will result in a full refund of tuition and fees.
- Students are financially obligated for all classes not dropped within the Add/Drop period and the courses will remain on their academic record.
- Failure to attend class does not qualify as a drop. Unless you officially drop a course, you are responsible for full tuition and fees.
Withdrawing from Courses

To “withdraw” from a course means to remove oneself from the course after the Add/Drop period. The course will remain on the transcript, and a “W” will appear on the transcript in place of a grade. This does not affect the GPA; however, it does affect the Completion Rate. Students whose cumulative completion rate falls below 67% risk being placed on Academic Warning or Suspension.

- Failure to attend class does not qualify as an official withdrawal. Failure to attend class may result in an unofficial withdraw and will appear on the student transcript as an FW.
- Students should refer to their course schedule in eServices to determine the official withdraw dates for their classes.
- If a course has already concluded, students may not withdraw from that course.
- For information about a possible refund, see “Dropping a Course/Total Withdrawal from ICC” in the Refund section of this handbook.
- No credit is given for withdrawn courses or any work that may have been completed for the course.
- Students can NOT withdraw from courses online using eServices. Students must contact the Student Services Office (107 Backes Student Center) to officially withdraw from courses.

Important Notes about Dropping / Withdrawing

Dropping or withdrawing from a course may affect a student’s financial aid, and may require the student to repay a portion of that aid. Students on an F-1 visa must meet with a Counselor or International Student Advisor to be sure that dropping or withdrawing from a course will not jeopardize their full-time student status. Drop/withdraw dates for block, late start, and early-end courses differ from full semester courses. Students should check with the Student Services Office for specific information.

Refunds

Unless you officially drop a course or totally withdraw from school, you are responsible for full tuition and fees. Failure to attend class does not qualify as a drop or withdraw.

Approved refunds will be issued within fifteen calendar days. If a course is canceled or if tuition collection is made in error, the tuition will be adjusted without penalty. If a student has received some form of financial aid (grants or loans), all or a part of any refund may be returned to the financial aid program.

For courses that meet 3 times or less, a refund will be issued only if the course is dropped 24 hours prior to the first class session.
Dropping a Course (Reduction of Course / Credit Load)

Courses Starting the First Week of the Semester
Students may drop any course during the first five days of the semester and receive a 100% refund of tuition and fees.

Courses Starting After the Fifth Day of the Semester
Some courses have a published start date that occurs after the fifth day of the semester. A student who elects to drop a course in this category will be provided a refund of tuition and fees on the following basis:
- Course dropped before scheduled start date: 100% Refund
- Course dropped by the end of the business day following the start date of the course: 100% Refund
- Courses dropped after the 100% refund period: NO REFUND

Total Withdrawal from Itasca Community College
Students who drop all their credits and formally withdraw from the college will receive a refund of their tuition and fees according to the schedule below. A Student Withdrawal form must be submitted to the Student Services Office (107 Backes Student Center) in order to determine eligibility for a refund.

Fall and Spring Semester
- 1st through 5th day of the semester: 100% Refund
- 6th through 10th day of the semester: 75% Refund
- 11th through 15th day of the semester: 50% Refund
- 16th through 20th day of the semester: 25% Refund
- After the 20th day of the semester: NO REFUND

Summer Term
- 1st through 5th day of summer term: 100% Refund
- 6th through 10th day of the term: 50% Refund
- After the 10th day of the term: NO REFUND

Grading

Grading Policy
Itasca provides students with three grading options. Students must declare grading options at the time they register. A letter grade will be assigned for all courses unless Pass/No Credit or Audit is declared. Semester and cumulative grade point average (GPA) is calculated on A, B, C, D, F, FN, FW, and NC grades and listed on the student transcript.

Students access grade reports through eServices.
Letter Grade
Letter grades will be assigned to each course as an evaluation of student performance. Letter grades of A, HA, B, HB, C, D, F, FN, and FW will be used in computation of GPA. A grade of F, FN, or FW will not satisfy a graduation requirement nor will it count as a course completion for calculation of satisfactory academic progress.

A/HA: performance greatly exceeds course requirements (4 quality points per credit)
B/HB: performance surpasses course requirements (3 quality points per credit)
C: performance meets course requirements (2 quality points per credit)
D: performance minimally meets course requirements (1 quality point per credit)
F/FN/FW: performance is unsatisfactory (0 quality points per credit)
The letter H preceding a grade indicate an honors option that includes additional coursework, a project, and a presentation completed by the student. Grade points are not impacted.

Pass/Fail Grading
The Pass/No Credit option is for students who are not interested in receiving a letter grade but would like to receive credit for the course. 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. However, 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 Student Services 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:

- Students may accumulate no more than 9 semester credits for graduation under the P/F grading option.
- Students may take no more than one (1) class per semester on a P/F basis (regardless of the total number of credits taken).
- Students who are on Academic Warning or on an approved academic plan will not be allowed to register for any courses on a P/F basis.
- 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.
- Prerequisite courses in an intended major may not be taken on a P/F basis.
- No class taken initially for a letter grade may be repeated on a P/F basis.
- 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 Student Services Office.

P: performance meets course requirements (C or better)
NC: performance does not meet course requirements
Audit

The audit (AU) option is for students who want to take a course and not receive a grade. Students selecting this option may choose to participate fully in the class by completing assignments, taking tests, and receiving evaluative feedback.

AU: indicates taking a course without receiving credit or a grade. An AU will appear on the student transcript. Audited courses do not count toward course load for students receiving financial aid or veterans' benefits. The cost of auditing a course is the same as taking the course for credit. Audits cannot be converted to a letter grade and will not satisfy a course prerequisite or a graduation requirement.

Other Grade Types

I: indicates that the instructor has granted an extension of time for course completion. The student and the instructor must enter a formal agreement detailing when the remaining requirements will be completed. An “I” grade automatically becomes an F at the end of the next semester (not including summer sessions) if all course requirements have not been satisfactorily completed. Note: Instructors are not obligated to give “I” grades or grant extensions for completing course requirements. An “I” is not calculated in GPA but counts as an attempted but not completed course in the calculation of satisfactory academic progress.

W: indicates a student has withdrawn from a course. A “W” is not calculated in GPA but counts as an attempted but not completed course in the calculation of satisfactory academic progress.

Repeated Courses

ICC 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. The repeated course with the lowest grade is not counted in the GPA calculation but will count as an attempted but not completed course for calculation of satisfactory academic progress. Classes taken originally for a letter grade must be repeated for a letter grade. Repeats are processed automatically at the end of each semester. However, if a student is completing a block class as a repeat within the same semester they must notify the Registrar (218-322-2320) for processing.

All repeated credits are included in the percent of completion and maximum timeframe calculations. When repeating a course, students may 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.

Grade Point Average (GPA)

GPA is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses where a letter grade of A, HA, B, HB, C, D, F, FN, or FW were received. GPA is computed on a semester and a cumulative basis.

GPA calculation does not include test-out grades, transfer grades, advanced placement, portfolio, or articulated courses.
Grade Appeal
Students who feel their grade is inaccurate and cannot resolve the issue with their instructor may appeal their grade through the use of the student appeal procedure. Appeal forms are available online or in the Student Services Office. Appeals to change grades must be submitted within one semester of completion of the course.

Maximum Credit Load
The maximum semester credit load is 21 credits. Students may not exceed this limit unless their grades are above average and they have obtained authorization from their faculty advisor/counselor prior to registration.

Student Recognition

Dean’s List
At the end of each semester, the college publishes a list of full-time students (those registered for 12 credits) who have earned a GPA of 3.25 or higher in all subjects taken during the semester.

Leadership Recognition Stipends (Tuition Waivers)
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 the Student Life Director and representatives from student clubs and organizations. A total of $1,500 of tuition waivers are awarded each year with waivers ranging between $125-$500. Criteria for nomination will include the demonstration of leadership skills that have enhanced the student experience and the entire college community. Anyone in the college community may nominate a student. An announcement requesting nominations is sent campus wide via email in March or April.

Graduation

Degrees Awarded
In addition to the A.A. degree, Itasca awards professional certificates, vocational diplomas, A.A.S., and A.S. degrees in a variety of programs.
Requirements

- Must complete all the requirements with a GPA of 2.00 or higher for the degree or program
- Must complete a minimum of 20 credits at Itasca
- Must file an application for graduation

If students stop attending for one year or more, they must meet the program requirements of the catalog in effect at the time of reentry into school. Students will have five years in which to complete their work under the terms of the catalog in effect at the time of their first enrollment. Students graduating more than five years after the date of first enrollment must meet the requirements of the catalog in effect for the year in which graduation occurs.

Application for Graduation

Graduation application packets are available online under “Student Forms” or in the Student Services Office, 107 Backes Student Center. Packets consist of a checklist, graduation application, graduate survey, and general education student survey. Students are also required to attach a Degree Audit Report which can be printed from eServices. All items must be completed and submitted to the Student Services office by the deadlines stated on graduation materials.

A Grad Wrap event is held in early April so that candidates for graduation can follow-up on the graduation application process, verify status of any loans, check on any unpaid balance, and receive information on the ceremony.

Ceremony

A formal graduation ceremony is held at the end of spring semester. All students who have completed their program requirements and have also submitted an application for graduation will be invited to attend. Students who fail to submit this application by the published deadline may not have their name included in the graduation program and/or may not be considered for that term’s graduation event.

Information regarding the graduation process and the ceremony is available on the ICC website. Click on “Academics” and then “Graduation.”

Honors

Students must complete a minimum of 30 credits in order to be eligible for honors status. Cumulative grade point averages at the end of fall semester are used to determine honor status for students completing degrees at the end of fall semester, spring semester or summer session.
Honors status requires a cumulative GPA of 3.25 to 3.49 and High Honors status requires a cumulative GPA of 3.50 to 4.00.

Students graduating with honors will be given honors regalia to be worn at the commencement ceremony when they pick up their cap, gown, and tassel.

Graduate Follow-up Survey
When students graduate they are asked to complete a follow-up survey about employment and/or continuing education plans. Responses are kept confidential and the summarized data is an important resource for the college.

College Services

Bookstore
Located in 10 Backes Student Center – 218-322-2360
- Hours are 9 a.m. – 2 p.m. with extended hours at the beginning of each semester
- New and used books required to complete course work
- A variety of supplies
- Book charging is available on published days to allow qualified financial aid recipients 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 seven days of class and also require a drop/add slip.
4. Books acceptable for returns must be in new condition, no bent or worn pages, no highlighting or writing. Books that are shrink wrapped cannot be returned once the shrink wrap has been broken.
5. Book buy back occurs during finals week of each semester. The bookstore purchases a limited number of books that will be used the following semester and an on-site wholesaler will purchase additional books on a supply and demand basis. Books purchased for the bookstore are paid at a rate of 50% of the new price whether or not it was purchased new or used. Additional books purchased by the wholesaler are paid at a rate set by the used book company.
   Book buy back services are available through the ICC Bookstore website at any time.
6. PSEO students must have a stamped schedule in order to pick up their books from the ICC bookstore. PSEO students MUST return all books to the ICC bookstore no later than one week after the last day of the semester.

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

Arrowhead Transit bus service provides low cost transportation to and from campus and several nearby communities each day college is in session. Contact Arrowhead Transit at 1-800-862-0175 option 4.

Jefferson Bus Lines provides low cost transportation between the Twin Cities (airport included) and Duluth and on up to range cities (Virginia, Hibbing, Grand Rapids). Visit www.jeffersonlines.com for daily schedules. Rides can be booked through Douglas at the Duluth Depot (218-722-5591).

Child Care Center

Located adjacent to Mullins Hall Gymnasium – 218-327-4478
The center is home to KOOTASCA Community Action’s Head Start pre-school, serving at-risk children ages 3-4. Classrooms are open Monday through Thursday during the school year. For an application please contact Barb Foss at 218-999-0814.

Computer Services (IT)

Located in 235 Davies Hall – 218-322-2440 or cell: 218-259-3287
All students are assigned a unique computer account called “StarID” providing them with access to campus information technology resources. Students must activate their “StarID” account prior to using any of these resources. Instructions for activating your account can be found at www.itascacc.edu/starid. Read the policy disclaimers, and follow the link to “Activate Account.”

Students can use their StarID to access campus computers, copiers, Desire2Learn, eServices and email. Itasca Community College uses Microsoft’s Office365 Online for student office tools such as Word, Excel, and PowerPoint, collaboration tools and file storage. These are available online and require only a web browser. Instructions for accessing your online services can be found on the college’s home page.

The College has policies in place regarding acceptable use of information technologies. Information can be found in the policy section of this handbook and on the ICC website.

Wireless: The entire campus is covered by wireless internet access. Students will need to authenticate using their StarID credentials to connect to the wireless system. All devices should be supported, but the service allows only web browsing, not gaming.

Disability Services

Located in 14 Backes Student Center – 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.

More information on Disability Services can be found under the heading Accessibility beginning on page 38 of this handbook.
Food Service

**Viking Grill and Eatery** – Upper Level of Backes Student Center – 218-322-2313
Grab 'n Go items, salad bar, hot lunches, dinner and snacks are available daily. The cafeteria opens at 10:30 a.m. and closes at 6 p.m. (4 p.m. on Fridays) After-hour snacks are available from vending machines, containing hot and cold offerings.

Meal plan options are available and are purchased at the cafeteria register.

GED

Located in the Testing Center – 14 Backes Student Center – 218-322-2390
ICC is an official GED testing center. Tests are high school equivalency exams designed for persons 18 or older who have not completed high school or 16-17 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. Persons interested in testing should contact the Testing Center coordinator for an appointment.

Housing / Residence Halls

Resident Life Director located in Itasca Hall – 218-322-2380
Itasca has two on-campus housing options: Itasca Hall, a three story suite-style residence hall that houses 79 students; and Wenger Hall, a 12 room residence hall that houses 36 students who share a common kitchen located on the third floor of the Engineering Center. To apply for on-campus housing contact Residential Living directly at 218-322-2380 or print the housing application from the ICC website. Select “Residential Living” from the “Admissions” or “On-Campus Services” menu.

Each year, Itasca receives a number of calls from people who are interested in renting to students. The Department of Residential Living maintains this list of off-campus housing options in the Grand Rapids area. This list can also be found on the ICC website under “Admissions” > “Residential Living” > “Off Campus Housing.”

Insurance (Health)

Limited information on health and accident insurance through private vendors is available to all college students. Inquire in 104 Backes Student Center.

Learning Center

Located in the Media Center – Library – 218-322-2454
Preparing for an exam? Homework assistance? The Learning Center is the place for all your study needs. Visit us in the back of the library or see our schedule at [http://www.itascacc.edu/on-campus-services/tutoring-services](http://www.itascacc.edu/on-campus-services/tutoring-services)

The primary focus of the Learning Center is to help students become independent, successful learners who can achieve their educational goals. We provide peer tutoring services for many classes, as well as intensive writing consultations.

- Peer and professional tutoring
- Tutor-facilitated study groups
- Supplemental instruction (SI)
- Assisted labs
- Study skills workshops
- Learning styles inventories
Writing Center
Writing is not easy. The Writing Center is here to help with your writing assignments, from research to final revision. Just ask us. Open from 9 a.m. to 3 p.m. with appointments suggested. Contact us for more information or to set up an appointment at writingcenter@itascacc.edu or 218-322-2454.

Library / Media Center
Located in the Media Center – 218-322-2350
Hours are 8 a.m.-8 p.m. Monday through Thursday; 8 a.m.-4:30 p.m. Fridays; and 2-6 p.m. Sundays during the academic year. Hours vary during the summer and over breaks. The Library is closed on Saturdays and holidays.
- Books, periodicals, audio-visual materials and electronic resources available for student, faculty, staff, and community use.
- Interlibrary Loan services with MINITEX and the Arrowhead Library system.
- Spaces available for individual and group work, conferences, AV previewing and computing.

Multi-Cultural Student Services
Located in the Media Center L126– 218-322-2353
This space, adjacent to the entrance of Dailey Hall, provides space and resources for, primarily, the Native American learning community on campus. The ICC Native American student organization, O Gitch I Dah Club, utilizes this area for study, recruiting, meetings, and planning activities such as the annual ICC pow-wow in the spring.

This office supports programming efforts for campus inclusion and diversity on campus. Some of the services are:
- Academic, career, and personal advising/referral
- Financial aid assistance
- Advocacy with college faculty and staff
- One-on-one tutoring
- Courses on Ojibwa language and culture

O-Gitch-I-Dah
An Ojibwa word meaning “heroes,” this group strives to provide peer support and promotes activities which increase the understanding of American Indian culture and heritage. The O Gitch I Dah Club is open to all interested students.

Parking
Students and visitors may park in the following parking lots: the lot south of Mullins and Wenger Hall, the lot west of Wenger Hall, and the large lot on the west side of campus. Parking is NOT allowed in reserved areas until after 5 p.m. Overnight parking is in the lot west of Wenger Hall and south of Itasca Hall from November 1-March 1. If a vehicle is left overnight in other lots and is a problem for snow removal, it will be towed at the owner's expense to Lot A. Handicapped parking slots are located at convenient sites on campus and require the display of a state permit. Campus parking lots are routinely patrolled by the Grand Rapids police department. All violators will have their car ticketed and will be responsible for parking ticket costs. Parking violations, including handicapped parking areas, are handled by the Grand Rapids police department.
Bicycle racks are provided around campus for cyclers. Bikes are not allowed on sidewalks.

**Student ID Cards**

All students need to obtain an ICC student ID card. Student ID cards are required for use of library materials and computer/photocopy printing. A valid ID card is required for book purchases at the ICC Bookstore. Students may deposit funds on the card and then use it to make purchases from the Viking Grill. When presented at college-sponsored events, the card will allow you a free or reduced price admission.

Student ID cards are issued in 104 Backes Student Center to current students with a course schedule and photo identification. The first student ID card issued to a student is free; replacement cards are $5 each. The $5 fee must be paid at the Business Office before the replacement card can be created.

**Student Support Services**

Located in 14 Backes Student Center, TRIO Student Support Services (SSS) is a grant funded by the U.S. Department of Education, Student Service Department, for post-secondary students who are either first generation, low income, or who have a documented disability. TRIO SSS provides access and opportunity to students so that they persist and succeed in achieving their academic goals in higher education.

The legislative purpose of TRIO SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. Therefore, SSS can provide a variety of academic support, tuition-free classes and tutorial assistance, in addition to financial literacy education and advocacy, career exploration, cultural opportunities and transfer trips to four-year colleges. SSS also provides personal, academic, career, and transfer counseling and assistance. The close involvement with TRIO SSS students has led to an increased student retention rate over that of the students not in Student Support Services.

**Testing Center**

Located in 14 Backes Student Center – 218-322-2390 (Hours posted)

- Provides proctoring services for students in external study programs
- ACT testing site
- Testing services for college placement (Accuplacer online testing)
- Pearson VUE MTLE testing site for education majors
- CLEP testing site
- ATI (TEAS) testing site for nursing students
- GED testing site
- Provides make-up testing for ICC students. Students are responsible for contacting their instructor and having the test sent to the Testing Center
Transcripts

No fee is charged for ICC transcripts. Please note, however, that official transcripts will not be issued if you have any financial obligations to Itasca Community College (ICC) or any other Minnesota State College or University (Minnesota State).

If you need an official ICC transcript sent to a Minnesota State institution, you may not need to request a transcript from ICC. The Minnesota State institution may be able to electronically retrieve your ICC transcript. Please contact that institution directly for more information. A complete list of Minnesota State colleges and universities can be found at [www.mnscu.edu/campuses](http://www.mnscu.edu/campuses)

You must complete a Transcript Request form online when requesting an official transcript to be sent to a non-Minnesota State institution, are requesting an official transcript for non-educational purposes, or if you attended ICC prior to 1970. The form and detailed instructions are available on the ICC website under “Academics” and to “Student Forms.”

You cannot request a transcript by phone or email as your signature is required. ICC does not fax transcripts to other schools or to students. They are sent through the mail or electronically sent through the National Student Clearinghouse.

Unofficial transcripts/academic records are available to students on eServices.

Veterans Resource Center

Located in 14 Backes Student Center – 218-322-2307

The Veterans Resource Center is available for veterans, current or former military personnel, to get information on veteran’s benefits, to relax, or study. A veteran’s service representative and/or student worker is available for a few hours each week to meet with veterans. Check the schedule posted on the door.

YMCA Student Memberships

Purchased in the ICC 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. On sale at the beginning of each semester, these memberships are bought by the semester and are NON-REFUNDABLE.

Student Life

Student life activities are designed to stimulate an appreciation of the arts, to promote social growth, and to provide recreational skills for the college community.

Students are given opportunity to expand their education beyond the classroom. Activities are designed to meet the needs of a diverse population and encourage students to become involved in co-curricular activities geared to meet educational, occupational, cultural, and recreational interests. Students also gain leadership experience in planning, organizing, and scheduling as these activities.
Get Involved

The most successful students and those who most enjoy their educational experience are the students that get involved. Don’t find yourself saying, “Gee, I wish I had participated!” Just do it!

Athletics (Men and Women)

Intercollegiate
The Itasca Community College “Vikings” compete in a variety of intercollegiate sports. Men’s sports include football, wrestling, basketball, and baseball and women’s sports include volleyball, basketball, and 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. Gender Equity reporting for Itasca can be found at http://ope.ed.gov/athletics/search.asp

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.

Student Clubs and Organizations

All students are encouraged to participate in 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.

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 and contact information.

African American Pride Club: The purpose of the African American Pride Club is to support the understanding of African American culture, African American students’ academic/personal life skills, and to positively impact community perception through interaction and service. The ultimate goal is unity among all races; therefore, all students are welcome to participate in this club. Contact Weldon Braxton, 218-322-2380.

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.

Natural Resources 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.

Nursing Club: Geared toward students enrolled in the Nursing Program. Involves community service opportunities. Contact Sue Aldrich, 138 Davies Hall, 218-322-2384

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, Library, 218-322-2353

Panorama – Campus Crusade for Christ (CRU): A student based organization whose goal is to enrich the lives of students through a biblical viewpoint of the world around us. Contact Pat Mathias, 117 Wilson Hall, 218-322-2422

Phi Theta Kappa: International honor society for 2 year colleges. Contact Anna Francisco, 218-322-2368

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 Hall, 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, 112 Administration Building, 218-322-2451

Student Government: Student Government is the link between ICC students and the faculty, staff, and administration. Involved in the governing process of the college and a voice for all students, this group meets with various college staff and faculty members on a regular basis to discuss issues and concerns and is involved in the decision-making process and helps plan campus events.

The Minnesota State 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, stop by their office in Mullins Hall or call 218-322-2314.

Student Life Committee: 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 Minnesota State 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.

ICTV (Itasca Community Television)

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 about video production can call the operations manager at 218-999-0088 for a tour. Student memberships ($25) allow students to use ICTV equipment to make programs to air on the station. ICTV has one internship opening each spring. More information and ICTV online programs can be found at www.watchictv.org.

**Literary Magazine**

Published annually by students, “Spring Thaw” is a college literary magazine including essays, fiction, poetry, artwork, and photography submitted by students and community members. Contact Lisa Marcis, Liberal Arts Building, 218-322-2439 for details.

**Student Academic Rights, Responsibilities, and Policies**

**Academic Forgiveness**

ICC’s Academic Forgiveness Policy is intended to allow a student who has been away from ICC for five or more years, the opportunity to re-establish his/her GPA.

In order to meet eligibility, the student must not have been enrolled in any institution of higher education, including ICC, during the five-year period prior to petitioning for Academic Forgiveness.

- A student who wishes to petition for Academic Forgiveness must meet with an ICC counselor to review his/her academic history and transcript. If it is determined that the student meets the criteria, the student will complete the Academic Forgiveness form with his or her counselor. At this time, the student will provide reasons for their previous poor performance along with current educational plans for success.

- Once the form is complete and signed by the student and the counselor, it is sent to the suspension committee for review. The suspension committee is made up of the Chief Academic Officer, the Dean of Student & Administrative Services, the Financial Aid Director, and the Registrar and faculty counselor(s). This committee will either approve or deny the petition.

- If approved, the student must successfully follow these steps:
  1. The student must first demonstrate academic success by completing 12 college level credits at ICC with a minimum GPA of 2.0. The 12 credits need not be in one semester. Forgiveness will only be granted after these 12 credits are successfully completed. These 12 credits will be subject to current academic warning, probation, and suspension policies. Students not achieving a 2.3 GPA for these 12 credits will also be subject to current probation and suspension policies.
  2. Once the criteria for Academic Forgiveness has been met, the student will have a one-time opportunity to identify a specific term prior to the five year period of absence, where the student can “draw the line.” All term grades earned prior to this point in time will be excluded from the GPA calculation. These courses and grades will remain on the student’s academic record (transcript) but will be identified in such a way that they cannot be used to
satisfy any academic requirement. The exclusion of these courses may not be recognized by other institutions, including transfer institutions.

3. Excluded courses will still be considered for the determination of Financial Aid eligibility.

- Academic Forgiveness Policy is a one-time opportunity.

**Academic Integrity**

Academic honesty and integrity are highly valued in the ICC community. Students who enroll and remain at Itasca should, therefore, 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) also may 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 dishonesty or cheating includes, but is not limited to, the following:

- **Plagiarism** – Presenting the ideas and/or words of others as if they were one’s own without acknowledging their origins.

- **Dishonesty in testing:**
  1. The unauthorized acquisition and/or possession of non-administered tests or other academic materials, and/or the distribution of these materials.
  2. 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. During a test, using materials not authorized by the instructor.

- **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.**

- **Submitting nearly identical work** that one has previously offered for credit in another course without prior approval of the instructor.

- **Violating authorized guidelines** established by instructors for individual assignments.

- **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:

- Failure (or 0 points) on the assignment or test on which the academic dishonesty occurred.
- Failure in the course (i.e., student is in effect “expelled” from the class).
- 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 by following policies and procedures indicated under the Student Code of Conduct.
Acceptable Use of Computers and Information Technology

Itasca Community College has adopted Minnesota State’s Acceptable Use of Computers and Information Technology Resources, pursuant to Minnesota State Board of Directors Policy and System Procedures (Chapter 5 Administration, 5.22.1). The complete text of this policy and procedure may be found at the following locations:


As required by Part 8 of the aforementioned Minnesota State procedure, Itasca Community College has adopted the following procedures to deal with local implementation of the Board Policy and Procedure:

Part 8. College and University Policies and Procedures

Colleges and universities and the Office of the Chancellor must adopt policies and procedures consistent with Policy 5.22 and this procedure:

1. Possible illegal activities may be reported to the Director of Computer Services, Dean of Student & Administrative Services or College Provost.
2. Itasca Community College will implement State and System security policies, procedures, standards and guidelines to protect the integrity of System information technology and its users’ accounts to the best of its abilities.
3. Itasca Community College users will ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies.
4. Contact information of the official to be contacted by users and others if they have questions, concerns or problems regarding the use of System information technology or concerning intended or unintended interruptions of service:
   Chad Haatvedt – Director of Computer Services
   111 Dailey Hall
   Phone: 218-322-2444
   email: chadhaatvedt@itascacc.edu

Information and education will be provided to users concerning applicable information technology, policies, and procedures via the following means:

1. Link to policies and procedures on the desktop of student lab computers
2. Link to policies and procedures on the campus web page as well as the campus portal system when developed
3. Reference to URL for policies and procedures in campus newsletters
4. Reference to URL for policies and procedures in student handbook
5. Orientation materials presented to new students, faculty and staff
6. All users will be required to review and acknowledge an understanding and acceptance of these policies in order to have their computer access accounts activated.

The Director of Computer Services is designated to make decisions regarding approved hardware or software use. A copy of the Minimum Standards for computer hardware and permitted software list are on file in the office of the Director of Computer Services. The computer advisory committee will be solicited for input on the contents of the lists containing hardware standards and permitted software.

Users shall not attach any electronic device to the campus system information technology via physical, wireless or other means, without the express written permission of the Director of Computer Services, or his/her duly authorized representative. Requests to
attach to the campus information technology system shall be made in writing or electronically, on a form provided by the Computer Services Department.

All users shall maintain an up to date antivirus program on any computer connected via any means to the campus information technology system. Said antivirus program must be currently certified by ICSA Labs (http://www.icsalabs.com).

**Student Petition and Appeals Procedure**

**Student Responsibility**

Students are responsible for knowledge of and compliance with ICC policies, procedures, and regulations. Policies and procedures affecting students are stated in this document. If questions arise regarding policies or procedures, students are encouraged to meet with their faculty advisor or a counselor to help clarify understanding and interpretation.

**Student Rights**

Students have the right to petition policies and/or appeal decisions made regarding their academic standing, final course grades, transfer credit evaluations, graduation requirements, tuition requirements, and other similar issues. The college will act on requests for appeal when there is documented evidence of unusual circumstances or an inability of the college to deliver stated educational services.

**Process**

The student must make the petition or appeals request in writing on the appropriate forms. Forms are available on the website or at the Student Services Office. The request must be clear and specific. The student must provide reasons and supportive documentation for the request. For an appeal, the request must be initiated within three (3) weeks from the time the incident or disagreement occurred. Students are encouraged to meet with a counselor or admissions advisor for assistance in completing the appeal form. Petitions may be filed at any time.

The completed request form is to be submitted to the Student Services Office. The Registrar will act on the request and/or forward to the appropriate administrator for approval or denial. The appeal or petition request should be forwarded to an administrator responsible for the area in question. For example, an appeal over a course grade given by an instructor would be forwarded to the Chief Academic Officer.

The college will act on the student appeals and petitions in a timely manner. In most situations, a decision will be made within two weeks of the date the request is received by the Student Services Office. A copy of the decision will be mailed to the student’s home address and one copy will be maintained in the student’s file.

Upon receiving the decision from the Registrar or appropriate administrator, the student may request to further petition or appeal the decision to the Provost. In cases of Transfer Appeals, the students may further the appeals process through the Office of the Chancellor. (Refer to the Minnesota State Colleges and Universities System Level Transfer Appeal Process.) Students must indicate on the form their intention to further appeal the decision, sign and date the form, and return it to the Registrar within seven (7) school days. The appeal will then be forwarded to the Provost, who will make a decision on the request within two (2) working weeks.

**Appeals Review Committee**

Occasionally an appeal or petition request may be of such a nature that it may be in the
best interest of the student and the school to convene an Appeals Review Committee to advise the campus administration on the request. It will be determined by the Chief Academic Officer whether to assemble an Appeals Review Committee.

Representation on the Review Committee typically would include, but is not limited to, three (3) to five (5) members from the following list of individuals: Chief Academic Officer, the Dean of Student & Administrative Affairs, the Financial Aid Director, the Registrar, an Instructor, a Counselor, the Director of Disability Services, and/or a Student Representative.

Appeal to President
If a student contests the appeals decision made on campus, the student has the right to further appeal to the President. The student shall submit the appeals request form and accompanying documentation to the President. The decision of the President is final.

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 Code of Conduct policy.

Student Code of Conduct
Itasca offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, ICC expects every student to 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, by their association with ICC, will abide by college conduct policies. This includes the Acceptable Use Policy for Campus Computing as well as residential hall 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. Therefore, 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.

Section 1: Definitions
- “College” means Itasca Community College.
- “Administrator” means that person designated by the college Provost to be responsible for the administration of the Student Code of Conduct.
• “Cheating” includes, but is not limited to: use of any unauthorized assistance in taking quizzes, tests, or examinations, use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff; engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

• “Expulsion” means permanent denial of the privilege of enrollment at the college.

• “Hazing” means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a student group or organization.

• “Policy” means the written regulations of the college and Minnesota State as found in, but not limited to, the Student Code of Conduct, the college and Minnesota State web pages, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources.

• “Preponderance of evidence” means that a standard of responsibility that it is more likely than not that the code has been violated.

• “Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. It also includes knowingly using or distributing copyrighted materials from a textbook, web/internet and any published work considered to have a copyright status.

• “Student” includes all persons who:
  a. are enrolled in one or more courses, either credit or non-credit, through the college;
  b. withdraw, transfer or graduate, after an alleged violation of the Student Code of Conduct;
  c. are not officially enrolled for a particular term but who have a continuing relationship with the college; and/or
  d. have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

• “Student organization or club” means any number of persons who have complied with the formal requirements for college recognition as a club or organization.

• “Summary suspension” means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.

• “Suspension” means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

Section II: Proscribed Conduct
A. Jurisdiction of the Itasca Community College Student Code of Conduct
The Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:
• Hazing is involved; or
• The violation is committed while participating in a college sanctioned or sponsored activity; or
• The victim of the violation is a member of the college community; or
• The violation constitutes a felony under state or federal law; or

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The violation adversely affects the educational, research, or service function of the college.

The administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or other Dishonest Acts.

B. Conduct – Rules and Regulations
Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanctions outlined in Section III. Examples of misconduct circumstances include (but are not limited to) the following:

- Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any college official, faculty member, or office; forgery, alteration, or misuse of any college document, record, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
- Physical abuse, verbal abuse, threats, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
- Hazing.
- Failure to comply with directions of college officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
- Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or Minnesota State web site.
- Violation of any federal, state or local law.
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Use, possession, manufacturing, or distribution of synthetic marijuana (herbal incense).
- Use, possession, manufacturing, or distribution of alcoholic beverages or being under the influence of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (See Drug and Alcohol Policy for further detail).
- Violation of college policy regarding the use of tobacco products on college premises.
- Violation of the college Weapons Policy, which includes use of firearms, explosives, other weapons, or dangerous chemicals on college premises or possession of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- Participating in an on or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
- Any violation of the college Acceptable Use of Technology Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
- Abuse of the student conduct system, including but not limited to:
  a. Failure to obey the notice from a student conduct Judicial Board or college official to appear for a meeting or hearing as part of the student conduct system.
  b. Falsification, distortion, or misrepresentation of information before a student conduct Judicial Board.
  c. Disruption or interference with the orderly conduct of a student conduct Judicial Board proceeding.
  d. Filing an allegation of a violation of the Student Code of Conduct in bad faith;
  e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  f. Attempting to influence the impartiality of a member of a student conduct Judicial Board prior to, and/or during the course of the student conduct proceeding.
  g. Harassment (verbal or physical) or a member of a student conduct board prior to, during, and/or after a student conduct proceeding.
  h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same incident) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the administrator. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
Section III: Student Code of Conduct Procedures

A. Investigation and Informal Process

- Any member of the college community may file a written complaint alleging that a student or student club/organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student club/organization, the administrator shall conduct an investigation of the allegations.

- If the complaint seems unwarranted or lacks substantiating evidence, the administrator may discontinue proceedings.

- If there is sufficient evidence to support the complaint, the Dean of Student & Administrative Services shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given oral or written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the student code of conduct. During the meeting the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

- A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing. If the student requests a formal hearing, he/she must notify the administrator within five business days after the college notifies the student of the sanction (see III.B, Formal Hearing). A student who is subject to sanctions other than expulsion or suspensions longer than nine days may agree to accept the sanction, or may submit an appeal in accordance with the college’s appeal procedures (see III.E, Appeals).

- If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

B. Formal Hearing

The college Provost or designee determines the composition of the student conduct Judicial Board, which must include student, faculty and staff representation. Students serving on the board shall be appointed by the campus Student Senate.

Student conduct panel hearings shall be conducted according to the following guidelines:

- Student Conduct Judicial Board hearings normally shall be conducted in private. A quorum of board members must be present in order for the hearing to proceed. A quorum consists of three student representatives, two faculty members, and one staff member selected by the Provost.

- Students or clubs/organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or club/organization’s failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

- Within a reasonable time (nor more than ten academic days) prior to the hearing, the student must be informed in writing of:
  a. the complaint;
b. the evidence to be presented against him/her;
c. a list of witnesses;
d. the nature of their testimony.

- In hearings involving more than one accused student or club/organization, the administrator, in his/her discretion may permit the hearing concerning each student to be conducted either separately or jointly.

- The student may have an advocate present at the hearing. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for an offense, it may be advisable that the student have an attorney as the advocate. At least three business days prior to the hearing the student will provide the Provost with any written documentation to be presented at the hearing, the names of witnesses who will be called by the student, and whether an advocate will be present.

- Witnesses shall be excluded from those parts of the hearing in which they do not testify. The complainant and the accused student may remain present for the entire hearing. Each witness has the right to be accompanied by one advocate, who shall not participate in the questioning or presentation of information.

- A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing (no more than twenty academic days). The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.

- The hearing may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the administrator to be appropriate.

C. Sanctions
The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

- Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time (three academic periods/days) and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.

- Loss of Privileges – Denial of specified privileges for a designated period of time. Examples include administrative withdrawal of the student from a course; denial of access to specific college facilities, courses, programs, services or activities; denial of such benefits as receiving institutional financial aid, registration, representing the college in a specific capacity, and holding office in campus clubs/organizations.

- Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

- Discretionary Sanctions – Work assignments, essays, service to the college, or other related discretionary assignments.
• Suspension – Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Suspensions lasting ten days or longer shall be noted on the student's transcript.
• Expulsion – Permanent denial of the privilege of enrollment at the college. Expulsions shall be noted on the student's transcript.
• Revocation of Admission and/or Degree – Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
• Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

The following sanctions may be imposed upon groups, clubs, or organizations:
• Those sanctions listed above
• Loss of selected rights and privileges for a specified period of time
• Deactivation – loss of all privileges, including college recognition, for a specified period of time

D. Summary Suspension
In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the college campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

E. Appeals
• A decision reached by the Student Conduct Judicial Board or a sanction imposed by the administrator may be appealed by the accused student(s) or complainant(s) to the Provost within five business days of notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.
• Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
  a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

- If an appeal is upheld by the Provost, he/she may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of suspension for ten days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Classroom Civility: The following statement has been adopted by the college 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 Chief Academic Officer. 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

Student Rights and Responsibilities

Part 1. Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2. Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
Part 3. Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make their best effort to consult with a designated member of the student association.

Part 5. Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.

Part 6. Student Policies. The policies of the college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7. Catalog and Course Information. To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9. Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10. Property Rights. Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.
Part 11. Student Review and Consultation. Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

Complaint and Grievance Procedure

In accordance with Minnesota State Board policy 3.8, a student has the right to seek a remedy for a dispute or disagreement through a designated complaint and grievance policy. A student should use available informal means to have decisions and/or actions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. Complaints and grievance procedures are protected under data privacy rights.

Complaints

A complaint is an informal claim alleging improper, unfair, or arbitrary treatment. Disagreement with an administrative decision or the outcome of an appeal of that decision is not a complaint unless it alleges improper, unfair, or arbitrary treatment.

To Make/Resolve a Complaint

Note: Complaint processes are subject to the time limits as listed within this policy.
1. To resolve a complaint, the student should first contact the employee with whom the complaint exists.
2. Although it is not required that the complaint be written, the student is encouraged to write down:
   a. the reason for the complaint,
   b. factual summary of the complaint, and
   c. the remedy sought before arranging a meeting with the appropriate individual to discuss the complaint.
3. If there is no agreement or resolution during the initial complaint process, the student may schedule a time to discuss the complaint with the employee’s direct supervisor.
4. The direct supervisor will review previous resolution steps, discuss the complaint with the student and other appropriate individuals, and communicate an answer to the student.
5. If there is no agreement or resolution during the meeting with the direct supervisor, the student may seek resolution using the grievance process.

Grievances

A grievance is a written formal claim alleging improper, unfair or arbitrary action that violates a specific policy, procedure, or practice of ICC or the Minnesota State system. Disagreement with an administrative decision or the outcome of an appeal of that decision is not a grievance unless it alleges improper, unfair, or arbitrary action.

To File/Resolve a Grievance

Note: Grievance processes are subject to the time limits as listed within this policy.
1. If a complaint is not satisfactorily resolved during the complaint process, and/or if the complaint addresses a violation of a specific policy, procedure, or practice of ICC or the Minnesota State system, the student may file a written grievance through four (4) steps if necessary:
   a. To the employee being grieved.
   b. To the administrator to whom the employee reports; and
   c. If the grievance involves a college policy or practice, to the college president. The decision of the president is final and binding.
d. If the grievance involves a board policy or the actions of the college president, a student may further appeal the college decision through the chancellor to the board. The decision of the board is final and binding.

2. Employees identified in the grievance shall receive copies of the grievance and any supporting documentation. Employees may submit a written response to the grievance.

3. The appropriate administrator will review the material submitted by the student to see if the material constitutes a grievance. If the material does not constitute a grievance, the administrator will communicate to the student and the involved employee.

4. If the material does constitute a grievance, the administrator shall conduct a thorough review and provide a written statement of finding to the student and the involved employee.

5. If the grievance process does not resolve the grievance, the student may consider filing an appeal through the college appeal process.

**Time Limits for Complaints and Grievances**

- The initial complaint or grievance must be presented within twenty (20) business days after the first occurrence of the event giving rise to the complaint or grievance, or twenty (20) business days after the student, through use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the complaint or grievance.
- All subsequent time limits (written response, appeal, final resolution, etc.) are limited to ten (10) business days.
- By mutual agreement of the student and college personnel, time limits may be extended due to extenuating circumstances approved by the appropriate dean or vice president.
- If a complaint or grievance is not presented within the established limits, it shall not be considered.
- If a complaint or grievance is not appealed to the next step within the established time limits, it shall be considered settled on the basis of the last answer.
- If, after presentation at any step, a college staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.

**Copyright Infringement**

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the owner is against the law. Illegal downloading or distribution of copyrighted materials can result in you being criminally prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys’ fees and civil penalties up to $150,000 per work distributed. Use of Itasca Community College’s resources for unauthorized distribution of copyrighted materials is forbidden.

The college prohibits illegal copy right infringement through its acceptable use policy and in its student conduct code. Disciplinary action, including loss of use of the College information technology systems up to and including expulsion from the College could result from violations of this policy.
This policy can be found in its entirety on the Itasca CC website.

**Student Data Practices Policy and Procedure**

This policy is based upon federal and state laws and regulations covered by the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA).

**Definitions**

A student is an individual who has either applied for enrollment, who is currently enrolled, or has been formerly enrolled at Itasca Community College. All students have the same rights regarding their educational data. Educational records are those records directly related to a student and maintained by Itasca Community College. Educational records include, but are not limited to admissions materials, financial aid records, transcripts, class lists, class schedules, graded exams or papers, records of disciplinary proceedings, photographs, and work study records. Certain information is exempted from the definition of “education record,” including:

- “Sole possession” notes of individuals records which remain in the sole possession of the maker, are used only as a personal memory aid, are not accessible or revealed to any other individual, and are destroyed at the end of the school year;
- Alumni records - information about individuals when no longer students;
- Medical treatment records, only accessible by treatment providers;
- Records held as part of documentation required by the Office of Disabilities.

A school official is a person employed by Itasca Community College in an administrative, supervisory, academic, or support staff position; a person or company with whom Itasca Community College has contracted; a person serving on the Board of Trustees or in the Office of the Chancellor; a student serving on an official college committee; a college security officer acting in a health or safety emergency; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

**Student Rights under FERPA and MGDPA**

A student has a right to inspect and review his or her educational records. Requests should be made in writing to the Registrar. Itasca Community College will provide access to view educational records immediately if possible, or within ten days of the student’s request. A student requesting a copy of his or her educational records will be assessed the cost according to current college fee rates. More information is below under “Procedure to inspect education records.” A student has a right to consent to disclosures of information, which identify him or her personally, except to the extent that these disclosures are allowed without student consent under state and federal law. A student has the right to request that the Registrar correct educational records, which he or she believes to be inaccurate or misleading. The student should petition the Registrar and clearly identify the part of the record they want changed as well as why the record is inaccurate or misleading. More information is below under “Procedure to correct education records.” Note: The right to challenge a grade does not apply under this policy. Students will be notified of their FERPA and MGPDA rights through publications of the
Consent for Release
Itasca Community College (ICC) will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party (including parent guardian, dependent, or spouse/domestic partner), except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing an Authorization to Release Student Information form available in Student Services, 107 Backes Student Center.

Directory Information
Directory information is information not generally considered harmful or an invasion of privacy if disclosed to the public. Itasca Community College has the authority to release the following information classified as directory information to the public:

- Student's name
- Email address (ICC issued)
- Star ID
- Dates of attendance
- Major field of study
- Degrees, honors and awards received
- Participation in officially recognized activities and sports
- Height and weight of athletes
- Photographs (stills or motion)

Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the Registrar in writing. The non-disclosure request will be permanent unless the student requests otherwise. Non-Disclosure of Public Information forms are available from the Student Services Office, 107 Backes Student Center. For questions concerning your rights, please contact the Registrar.

Release Without Consent
As allowed under FERPA and MGDPA, Itasca Community College has the right to release student records without student consent. Examples of release without consent include the following individuals and agencies:

- Appropriate school officials with a legitimate educational interest.
- Specified officials for audit, accrediting, or evaluation purposes.
- Appropriate parties in connection with providing financial aid to a student.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities pursuant to specific state law.
- Compliance with a judicial order or lawfully issued subpoena.
- Military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, Itasca Community College must disclose address, telephone number, and date of birth.
• The National Student Clearinghouse for the purpose of providing enrollment and graduation verification to employers and financial lenders.
• Another educational agency or institution, where a student intends to enroll, is enrolled, or from which a student receives services.
• Itasca Community College Foundation (Alumni Records).

Course Grades and Student Transcripts
Course grades and transcripts are an essential element of student records and the following supplemental policies shall govern these records at Itasca Community College:
• Instructors will take care to not reveal individual student grades. If grades are posted at a location accessible to all students, no personal identification, including name, social security number, or any part of those identifiers may be used in conjunction with posted grades.
• Student grades will not be revealed over the phone.
• All requests for transcripts must be received in writing by fax, mail, or in person.

Procedure to Inspect Education Records
Students may inspect and review records upon request to the Registrar. Students should submit a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar or an appropriate Itasca Community College staff person will make arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in ten days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her. Under FERPA and MGDPA, a college or university cannot deny students access to their education records; however, it may deny copies in circumstances specified by institutional policy. Itasca Community College reserves the right to deny copies of any of the following records:
• The financial records or statements of the student’s parents or legal guardians.
• Letters and statements of recommendations for which the student has waived his or her right to access.
• Those records which are excluded from the FERPA or MGDPA definition of education records.
• Official transcripts when there is a business office, records, or library hold on the student record. However, unofficial transcripts will be released regardless of holds on a student record.
• Educational records that include a set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record and therefore is not subject to FERPA access provisions.)

Procedure to Correct Education Records
Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are procedures for the correction of records:
1. A student must request, in writing, that the Registrar amend a record. In so doing, the student must identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. The Registrar will decide whether or not to comply with the request. If the college decides not to comply, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, Itasca Community College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.

4. The hearing will be conducted by the Dean of Academic Services. The student shall be afforded ample opportunity to present evidence relevant to issues raised in the original request to amend the student’s education records. The student may be assisted by an Itasca Community College faculty or staff member serving in an advisory capacity.

5. The Chief Academic Officer and Dean of Student & Administrative Affairs will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Itasca Community College decides that the information is inaccurate, misleading, or in violation of the student’s privacy rights, the record will be amended and the student notified, in writing, of the change.

7. If Itasca Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student’s privacy rights, the student will be notified that he or she has the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

8. The statement will remain part of the student’s education records as long as the contested information is maintained. If Itasca Community College discloses the contested portion of the record, it must also disclose the student’s statement.

Applicable Laws
Copies of FERPA, MGDPA, and the Solomon Amendment can be found online.

1. FERPA*
   20 U.S.C. 1232g
   34 CFR Part 99

2. MGDPA
   Chapter 13:
   http://www.revisor.leg.state.mn.us/stats/13/

3. Solomon Amendment
   32 CFR Part 216:
   http://www.clhe.org/mil-recru.htm

*Each student has the right under FERPA to file with the Department of Education a complaint under FERPA Regulations 99.63 and 99.64 concerning alleged failures by Itasca Community College to comply with the FERPA requirements.

Notice of Data Practices Access Personnel
The Responsible Authority for data practices compliance and access to government data for Itasca Community College is the Registrar. Requests for Student Data should be
directed to the Registrar: Student Services Office, 218-322-2320. Requests for Personnel Data should be directed to the Director of Human Resources, 218-749-7743. Students who have questions or concerns about obtaining access to data or other data practices issues may contact the campus Data Practices Compliance Officer: Registrar, Student Services Office, 218-322-2329. The address for Itasca Community College is 1851 E Hwy 169, Grand Rapids MN 55744. The college website address is www.itascacc.edu.

Satisfactory Academic Progress

Itasca Community College requires that students make satisfactory academic progress in order to remain in good standing and continue their enrollment. Satisfactory Academic Progress is determined by evaluation of cumulative GPA and pace of credit completion components. Itasca Community College has established and will apply the following standards of academic progress to all students effective 2/1/2015 and beyond. Students bear responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

To earn a diploma, certificate or associate degree from ICC, you 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 of 2.0 or your cumulative credits earned versus attempted percentage is below 67%. The Chief Academic Officer, together with Student Services Office staff are responsible for implementing and monitoring this policy.

I. Qualitative Measure – you are required to meet the minimum cumulative GPA requirements by the time you attempt your sixth credit (including any transfer credits if applicable). Grades of A, B, C, D, F, FN, FW, HA, HB, and NC will be included in the GPA calculation. Transfer credit GPA is not measured under this policy.

<table>
<thead>
<tr>
<th>Cumulative Attempted Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ credits (including transfer)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

II. Quantitative Measure

A. Required Completion Percentage – By the time you attempt your sixth credit (including transfer credits), you are required to have a minimum cumulative credit completion rate of 67%. Grades of F, FN, FW, I, NC, W, Z, or blank/missing are treated as registered, NOT earned.

Formula used: % earned = (cumulative earned credits/cumulative registered credits)

<table>
<thead>
<tr>
<th>Cumulative Attempted Credits</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ credits (including transfer)</td>
<td>67%</td>
</tr>
</tbody>
</table>

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. At the end
of each semester, ICC will perform a Satisfactory Academic Progress review and will suspend financial aid eligibility for students who cannot mathematically complete his/her program of study before attempting 150% of the required credits for that program. Maximum Timeframe calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may be required to appeal to continue receiving financial aid because of the maximum timeframe restriction. Credits attempted at ICC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student’s documented intended 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 Warning and Suspension

1. Qualitative and Quantitative Standards

   A. Evaluation: Following each term of attendance, your academic progress related to cumulative GPA and pace of progression (credit completion) will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Academic and Financial Aid Warning after the first occurrence.

   B. Reinstatement of students on warning status. If at the end of the warning period you have met the cumulative GPA and pace of progression (credit completion) ratio standards, ICC will reinstate your academic and financial aid eligibility.

   C. Suspension of students on warning status. If, at the end of the warning period your cumulative GPA and/or pace of progression (credit completion) ratio does not meet the required standards, ICC will suspend you immediately.

2. Maximum Timeframe Standard

   Following each semester of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid eligibility after any evaluation showing you have failed to complete your program of study within the maximum time frame allowed or cannot mathematically complete your program of study before attempting 150% of the required credits for that program. There will be no warning period prior to this type of suspension. This standard does not apply for academic warning, probation, or suspension. All periods of attendance (including periods when not receiving financial aid) are counted in this Maximum Timeframe evaluation.

3. 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. Suspension Appeals and Probation

A. Academic and Financial Aid Appeals
You have the right to appeal your academic and/or financial aid suspension based on mitigating or extenuating circumstances that may have affected your progress. Mitigating (out of your control) circumstances may include but are not limited to student illness, injury, and death in the student’s immediate family, etc. One appeal form is used for both academic and financial aid appeals. An appeal form is available at www.itascacc.edu/forms or in the Student Services office (107 Backes Center). Appeals are reviewed by the Student Appeals Committee. Secondary appeals are reviewed by the Provost. If your appeal is approved, you will be placed on Academic and/or Financial Aid probation for one semester and placed on an Academic Success Plan. While on your one semester of probation, you must meet the requirements and standards outlined by the Student Appeals Committee in an approved Academic Success Plan.

1. Continuation of Students Based on Successful Appeal
Academic and Financial Aid appeals will be reviewed on a case by case basis by the Student Appeals Committee. If an appeal is approved, you will be placed on Academic and/or Financial Aid Probation for one semester and placed on an approved Academic Success Plan. The ICC Chief Academic Officer and Student Services and/or Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. If you do not meet cumulative GPA and overall pace of progression (credit completion rate) requirements at the end of your one semester of probation, but do meet the conditions outlined in your approved Academic Success Plan, you will be allowed to continue enrollment at ICC under the conditions of your approved Academic Success Plan. You are no longer considered to be on probation at this point. If you fail to meet the conditions of your Academic Success Plan during any semester while attempting to regain overall Satisfactory Academic Progress compliance, you will immediately be re-suspended academically and/or from financial aid eligibility at ICC.

B. Transfer Students
During the admission application process, student academic transcripts from prior colleges attended are requested and reviewed. Minnesota State Procedure 3.4.1 indicates that students who have been placed on academic suspension at one Minnesota State institution shall not be eligible for admission at ANY Minnesota State institution until they have successfully appealed the suspension status to the new school to wish to attend. If it is determined that a student is on academic suspension status at another Minnesota State college/university, the following will occur:

1. Active Suspension
When a student is on an active suspension at another Minnesota State college/university and attempts to enroll at ICC prior to serving the prior school’s required suspension period (if applicable), ICC will deny admission and registration eligibility until the student has served the prior school’s suspension period or until the student successfully appeals the suspension status. See Section V(A) for appeal information.

2. Inactive Suspension

ICC will admit and allow a new ICC student to register for classes if that student had been suspended from another Minnesota State college/university but served the former school’s required suspension period (if applicable). A student in this situation will not be placed on Warning, Suspension, or Probation. Credit transfer completion percentage calculations from prior school earned credits (if applicable) do apply in ICC Satisfactory Academic Progress calculations.

VI. Notification – You will be notified in writing of your academic/financial aid warning, probation, or suspension status. Notification will include the process by which you may appeal.

VII. Reinstatement – If you are placed on academic and/or financial aid suspension, you will be eligible to re-enroll at ICC only after a successful appeal.

Treatment of Grades and Credits

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

Cumulative Attempted Credits: The total number of credits registered for during ALL terms of enrollment at ICC as well as credits accepted by ICC for transfer credit.

Earned Credits: Earned credits include letter grades of A, B, C, D, P, HA, HB. They are successfully completed credits that count toward the required completion percentage of 67% as defined by the pace of progression measure, including accepted transfer credits.

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

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

Audited Courses: Audited 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, are accepted as resident credits by ICC, and are included for purposes of processing financial aid by ICC. These credits are included in all satisfactory academic progress measurements.

Remedial/Developmental Credits: Remedial/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 college will use the highest grade in calculating the GPA. All repeated credits are included in percent of completion and maximum time frame calculations. Students may receive financial aid for up to one repetition of a previously
A passed course is defined as a grade of D- or higher. Students may receive aid more than once when repeating a course where the previous grade earned was an F, FN, or W.

Transfer Credits: Transfer credits are credits earned at another college that are accepted by ICC. Transfer credits accepted by ICC that are applicable to the student’s program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. They are not included when calculating your cumulative GPA, but ARE included when calculating pace of progression for maximum time frame.

Withdrawals: A “W” (withdrawal) grade is given when you officially withdraw from a class after the drop/add period. If you stop attending classes and do not officially indicate your intent to withdraw from a class or classes (unofficially withdraw), a “W” grade is not given. An “FW” (failed/withdrawing) grade is given instead. “W” grades are considered unearned attempted credits that do not impact GPA but do negatively impact earned credits and your pace of progression (credit completion) percentage. Withdrawal grades also count as attempted credits when calculating a student’s maximum timeframe for receiving aid. “FW” grades are treated as “F” grades and impact GPA and credit completion percentages.

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 circumstance beyond your control. This grade is treated as “unearned” attempted credit when evaluating pace of progression (credit completion rate) but does not impact GPA. 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. GPA is then negatively affected. Grade changes from “I” to a passing grade will impact GPA and pace of progress (credit completion) percentage.

Updated 2/2015 – SAP

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:

- 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.
- 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 Minnesota State college or university.

**For Academic Reasons:** See policy on Satisfactory Academic Progress.
Health / Safety / Security

Campus Security

This information is 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. Copies of the entire Annual Security Report can be obtained in 104 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). **Available by October 1 each year,** this report includes campus policies and procedures regarding crime emergencies on campus, reporting of such crimes, drug and alcohol use, sexual assault, missing persons, emergency response and evacuation, and fire safety reporting statistics for the previous calendar year. At the time of this handbook publication, all crime data had not been received. Refer to the ICC website for possible updated statistics.

**Reporting of Criminal Actions or Emergencies:** To report a crime or emergency, call 218-327-4751 at any time. If reporting a medical emergency, you should call the same number or call 911 (9-911 from campus phone) in case of serious injury or loss of consciousness. To report a non-emergency event, refer to crisis services on page 43.

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

**Campus Security:** This service is coordinated through the Residential Living office. Security officers can be reached at 218-259-6322 and are on duty daily during late afternoon and evening hours for the school year only. Hours are posted around campus. Escort service is available after 4 p.m. by phoning 218-259-6322 (school year only), 218-322-2470, or 218-244-3191.

**Crime & Fire Safety 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.

<table>
<thead>
<tr>
<th>Reported Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities*</th>
<th>Non-Campus Properties</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
<td>2015</td>
<td>0</td>
<td>0</td>
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<td>2014</td>
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<td>2013</td>
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<tr>
<td>Negligent Manslaughter</td>
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<tr>
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<tr>
<td></td>
<td>2013</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
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<td>0</td>
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<tr>
<td>Rape, fondling</td>
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<td>Sex Offense</td>
<td>2015</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible</td>
<td>2014</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Incest, statutory rape</td>
<td>2013</td>
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<td>0</td>
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<tr>
<td>Reported Offense</td>
<td>Year</td>
<td>On-Campus Property</td>
<td>On-Campus Student Housing Facilities*</td>
<td>Non-Campus Properties</td>
<td>Public Property</td>
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<td>Domestic Violence</td>
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*Hate Crime Categories: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability

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If you have any questions regarding campus security, contact the Dean of Student and Administrative Affairs at 218-322-2319 or stop in 105 Backes Student Center.
Current Student Housing Fire Statistics

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Drug Free Campus

**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 2016.

- 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.
- 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.
- Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to
be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

**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 and is potentially, physically and mentally, addicting.
- 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: 218-327-1105
- Range Mental Health: 218-263-9237 (or Virginia 218-749-2881)
- Rapids Counseling: 218-327-2001
- Hazelden Chemical Dependency: 800-257-7810
- Lake Superior Methadone Treatment: 218-786-0223
- Duluth Area Treatment & Rehabilitation: 888-560-5563
- National Drug & Alcohol Abuse (NCADD): 800-662-4357

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 (“MCPAA”). The section of the law most directly affecting Minnesota State 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

Immunization

Minnesota Law (M.S.135A.14) requires that all students born in 1957 or later and enrolled in a public or private post-secondary school in Minnesota is immunized against diphtheria, tetanus (Td), measles, mumps, and rubella (MMR). Documentation must be provided. No proof of immunization is needed from students who have graduated from a Minnesota high school in 1997 or later as they will have already met the immunization requirement as a high school student or from transfer students whose transcripts indicate that the student has met immunization requirements.

Other exceptions include those who have had the disease or if you have an exemption signed by your doctor indicating a medical reason not to be vaccinated. Religious or philosophical objections to immunization require a notarized statement of your beliefs.
Hepatitis / Meningitis

Students should be aware of the risks of viral hepatitis and meningitis. Vaccines are available for these serious illnesses, with the exception of hepatitis C.

**Know the ABC’s of Viral Hepatitis**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>TRANSMISSION</th>
<th>INFECTION COMPLICATIONS</th>
<th>VACCINE TO PROTECT YOU?</th>
</tr>
</thead>
</table>
| A    | Having close personal or sexual contact with an infected person:  
• Men having sex with men (fecal-oral)  
• Illegal drug users  
Contaminated food or water | Severe liver infection (hepatitis)  
Sickness for up to 6 months | YES |
| B    | Getting infected blood or body fluid in an open cut (like during a fight).  
Getting tattoos and/or body piercings  
Passing it from mother to child during birth and after  
Sharing toothbrushes and/or razors  
Having unsafe (unprotected) sex  
Sharing needles and/or syringes  
Snorting cocaine | Severe liver infection (hepatitis)  
Long-term liver infection  
Cirrhosis  
Liver cancer | YES |
| C    | Sharing needles and/or syringes  
Contact with infected blood | Long-term liver infection  
Cirrhosis  
Liver cancer | NO |

**KNOW HOW TO PROTECT YOURSELF. DON’T TAKE THE RISK!**

Play it safe – DON’T do the things that would put you at risk!

- There is no vaccine for hepatitis C
- There are vaccines to protect you against hepatitis A and hepatitis B
- You can get vaccinated against hepatitis A and B even if you have hepatitis C

Ask your health care provider for the vaccine today!
Meningococcal Disease and the Vaccine: What College Students Need to Know

What is meningococcal disease?
Meningococcal disease is a serious illness caused by Neisseria meningitides bacteria. It can cause meningitis, an infection of the brain and spinal cord coverings, and blood infections. Drugs such as penicillin can be used to treat these infections.

About 2,600 people get the disease each year in the U.S. About 10-15% of these people die. Of those who recover, 10% experience serious long-term effects such as hearing loss, diminished mental capacity, loss of fingers or toes, seizures and other nervous system problems.

How does meningococcal disease spread?
Meningococcal disease is spread by close or direct contact with secretions from the nose and throat. Kissing, sharing silverware, drinking directly from the same container, sharing a cigarette or lipstick, and coughing are examples of how the disease spreads.

What are the symptoms of meningitis?
Symptoms of meningococcal meningitis, a form of meningococcal disease, can include a high fever, headache, a very stiff neck, confusion, nausea, sensitivity to light, vomiting, and exhaustion. A rash may also develop.

You may become seriously ill very quickly, so contact your health care provider immediately if you have two or more of these symptoms.

How can I protect myself from getting meningococcal disease?
Wash your hands often and avoid sharing forks, spoons, drinking containers, lipstick and smoking materials. There is also a vaccine that can prevent meningococcal disease.

What should I know about the meningococcal vaccine?
The vaccine is highly effective (85-100 percent) at preventing four of the major strains of bacteria that cause meningococcal meningitis on college campuses. There is one other strain that circulates that is not included in the vaccine.

For most college students, only one dose of the vaccine is needed. The vaccine protects for about 3-5 years. Immunity develops within 7-10 days after vaccination.

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions. The risk of the meningococcal vaccine causing serious harm is extremely small. Getting the meningococcal vaccine is much safer than getting the disease.

How can I learn more about meningococcal disease and the meningococcal vaccine?
Ask your health care provider or call your local health department’s immunization program or the Centers for Disease Control and Prevention (CDC): 1-800-232-2522 (English) or 1-800-232-0233 (Español).

Visit the following sites:
- Minnesota Department of Health
  www.health.state.mn.us/divs/idepc/diseases/meningococcal
- National Center for Infectious Disease
  http://www.cdc.gov/ncidod/dbmd/diseases/meningococcal_g.htm
- American College Health Association
  www.acha.org/projects_programs/meningitis/index.cfm
- National Meningitis Association
  www.nmaus.org

Anyone can get Meningococcal disease, but college freshmen living in dorms are at increased risk and should seriously consider getting immunized.
Missing Persons

If in the event that a student has not been seen for more than 24 hours it is to be reported directly to the ICC Provost at 218-322-2401. With the direct involvement of the ICC crisis management team, local law enforcement will become involved as well. If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Director of Residential Living should be notified.

Under the direction of the Director of Residential Living, the Provost and Crisis Team, students who are under the age of 18 will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Itasca Community College Provost and/or the Grand Rapids Police Department should be notified.

If desired, students may designate a confidential contact person on their Emergency Information form to contact in the event they are deemed missing. At the college’s discretion, in addition to a confidential contact, the college reserves the right to contact a parent and/or guardian. The information collected will be kept confidential and secure in appropriate storage places.

Sexual Violence Policy

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 Minnesota State 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.

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 or college employee at a location other than on 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.

The entire policy can be found on the Itasca website at www.itascacc.edu “Academics/College Policies” link titled Harassment / Violence Policy & Procedure. ICC’s Diversity & Affirmative Action staff person is Bart Johnson. A paper copy of the policy is available in 104 Backes Student Center.

Reporting incidents of sexual violence.
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 (Support Within Reach, 131 Wilson Hall – 218-322-2457 (hours posted) / 218-326-5008 after hours), 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 ICC Dean of Student and Administrative Affairs, Richard Kangas (218-322-2319 or 218-838-3803) to report incidents of suspected sexual violence.

**Support Within Reach**

Located in 131 Wilson Hall – 218-322-2457 (hours posted) / 218-326-5008 after hours

Support Within Reach is a collaborative effort between Itasca CC and Support Within Reach–Sexual Violence Resource Center. Their mission is to enhance the campus community’s awareness, understanding, safety, and accountability regarding sexual violence, sexual harassment, and stalking. Program goals include:

- Providing on-site services including 24 hour crisis-line, one-to-one support, medical and legal advocacy, and referrals.
- Provide awareness and education related to issues surrounding sexual violence to students, faculty, and staff including special campus groups and athletes.

Support Within Reach provides a 40 hour training program for those interested in becoming a volunteer sexual violence advocate. Volunteer opportunities include after-hours Crisis Line, on-site office coverage, program awareness, and prevention education to the community. Trained advocates are available 24 hours a day. Services are free and confidential.

**Tobacco**

Itasca Community College is committed to creating a clean, safe, and healthy living, learning, and working environment, for all students and employees of the college. ICC is a leader in promoting lifetime wellness.

**Official Policy:**

As of January 1, 2008, smoking and the use of tobacco and tobacco-like products (including cigarettes, e-cigarettes/vapor cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff, contractors, vendors, and visitors is prohibited on all college properties at all times, including, but not limited to:

- In all interior spaces on college property
- On all outside property or grounds controlled, managed, or maintained by the college, including parking lots
- In all college owned, leased, or rented vehicles, including charter buses and vans, and all other college vehicles
- At all events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using college facilities. Organizers of such events are responsible for communicating the policy to attendees and for enforcing the policy.
Definitions:
Smoking: The burning of any type of lighted pipe, cigar, cigarette, electronic cigarette (e-cigarette/vapor cigarette) or any other smoking equipment, whether filled with tobacco or any other type of material.
Smokeless tobacco products: Smokeless tobacco consists of the use of snuff, chewing tobacco, dissolvable tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Policy Exceptions:
- Smoking and tobacco use is permitted inside personal vehicles with doors closed in college parking lots if the vehicle is at least 50 feet from a college building.
- This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Provost of the college or his/her designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the Provost or his/her designee. Such use must be preceded by reasonable advance notice to the public.

Policy Enforcement:
Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and health environment in which to work, study, and live.
In the case of a violation, the person will be informed of the College Smoking and Tobacco Use policy. Should that person continue to violate the policy, the aggrieved party should contact the offices of administration at 218-322-2400. Appropriate disciplinary procedures related to student code of conduct will be implemented.
**In the Eye of the Beholder**

Guidelines to Determine if Your Behavior and/or Comments are Sexual Harassment

- Would I want my actions or comments printed in the newspaper or on TV?
- Is there equal power between me and the person whom I’m interacting?
- Would I behave the same way if my significant other or my mother were standing next to me?
- Would I say/do this if their significant other or mother were with them?
- Would I want someone to act this way toward a person with whom I’m in a relationship?
- Is there equal initiation and participation between me and the person with whom I’m interacting?

Examples of Student-to-Student Sexual Harassment

- Name calling (honey, bitch, homo, hot, bitchin, ho, slut, whore, etc.)
- Verbal comments about body parts, clothing, looks, type of sex someone would be good at, the size of one’s penis or the size of a “hard on,” etc.
- Touching (arm, breast, crotch, etc.) / Massaging the neck and shoulders
- Leers and stares / Facial expressions such as winking, kissing, etc.
- Sexual or “dirty” jokes / Cartoons, pictures, pornography
- Sexually degrading skits
- Gestures with hands or body indicating masturbation or intercourse, giving “the finger,” males grabbing their genitals when females walk by
- Pressure for sex
- Cornering, blocking, standing too close, following
- Conversations that are too personal
- Rating an individual on a scale from 1-10
- Sexually explicit/obscene T-shirts, hats, pins
- Showing R-rated movies
- Sexist remarks
- Graffiti
- Spreading sexual rumors / “Slam books” (sexually offensive commentary written about students by classmates)
- Cat calls and whistling
- Sexually descriptive letters/notes
- Repeatedly asking someone out when he/she isn't interested
- Displays of affection and/or “making out” in public areas
- Grabbing at another’s crotch, breast, buttocks
- Jokes about rape or yelling “rape” or threatening rape
- Comments about one’s sexual activity
- Sexual assault / rape
- Touching oneself sexually in front of others
- “Sharking” (biting a female’s breasts or buttocks) / Bra snapping
- Use of computer to send sexual messages or playing of sexually offensive games
### ACRONYMS - WHAT DO THEY MEAN?

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Associate in Arts</td>
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<tr>
<td>AAS</td>
<td>Associate in Applied Science</td>
</tr>
<tr>
<td>ACT</td>
<td>American College Testing</td>
</tr>
<tr>
<td>AS</td>
<td>Associate in Science</td>
</tr>
<tr>
<td>CAPP</td>
<td>Computerized Assessments &amp; Placement Programs</td>
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<tr>
<td>CEU</td>
<td>Continuing Education Unit</td>
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<tr>
<td>CIS</td>
<td>College in the Schools</td>
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<tr>
<td>CLEP Test</td>
<td>College Level Examination Program</td>
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<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time Equivalent</td>
</tr>
<tr>
<td>FYE</td>
<td>Full-Year Equivalent</td>
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<tr>
<td>GED</td>
<td>General Educational Development</td>
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<tr>
<td>GPA</td>
<td>Grade Point Average</td>
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<tr>
<td>MCAC</td>
<td>Minnesota College Athletic Conference</td>
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<tr>
<td>MSCF</td>
<td>Minnesota State College Faculty</td>
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<tr>
<td>MnTC</td>
<td>Minnesota Transfer Curriculum</td>
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<tr>
<td>NJCAA</td>
<td>National Junior College Athletic Association</td>
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<tr>
<td>OSD</td>
<td>Office for Students with Disabilities</td>
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<tr>
<td>PSEO</td>
<td>Post-Secondary Enrollment Options Act</td>
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<tr>
<td>P/F</td>
<td>Pass/Fail (C grade or better)</td>
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<tr>
<td>MSCSA</td>
<td>Minnesota State College Student Association</td>
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<tr>
<td>SAR</td>
<td>Student Aid Report</td>
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<tr>
<td>SSS</td>
<td>Student Support Services</td>
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</tbody>
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