



**ITASCA
COMMUNITY
COLLEGE**
Grand Rapids, MN

2011-2012 Student Handbook & Calendar

Itasca Community College
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Member of Minnesota State College and University System



Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon advance request by contacting Ann Vidovic in Disability Services, Donovan Hall 107 at 800-996-6422 ext 2433. Deaf and Hard of Hearing users or TTY communication contact the "Minnesota Relay Service at 7-1-1 or 1-800-627-3529."

07/11

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

WELCOME to Itasca Community College

A learner-centered college that is dedicated to the success of our students.

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

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

Sincerely yours,



Dr. Michael G. Johnson
Provost

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.
- Star Alert:** Activate your Star Alert account which is the emergency notification system of the college. Look for the link on the ICC website.
- Photo ID:** Get a photo Student ID in 104 Backes Student Center. You will need to provide your student ID number 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.
- 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 MnSCU system. We will attempt to electronically retrieve other MnSCU 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 pursuing. 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.
- Grading:** Review course syllabus for grading criteria. Check your grades at the end of each term. Grades will not be mailed out. 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.
- Graduation:** Complete a Graduation Application one semester prior to your anticipated completion/graduation date.
- Employment:** Visit the Financial Aid section of the website for employment opportunities. Just click on "Admissions."

2011-12 Academic Calendar

<u>Fall Semester 2011</u>	<u>August 22 – December 16</u>
Fall Tuition Due	August 19
Fall Semester Begins	August 22
Freshman Orientation	August 22
Day 5 / Last Day to Add/Drop Full Semester Classes	August 26
Drop for Non-Payment	August 26
Labor Day Holiday (No Classes / Offices Closed)	September 5
Financial Aid Disbursement	
Graduation Application Due for Fall Graduates	October 1
Early Warning.....	October 3
Midsemester.....	October 17
Faculty Duty Days (No Classes / Offices Open)	October 20-21
Veteran's Day Holiday (No Classes / Offices Closed)	November 11
Registration for Spring Semester 2012 begins	November 14
Last Day to Withdraw from Full Semester Classes.....	November 23
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 26 and January 2

<u>Spring Semester 2012</u>	<u>January 9 – May 10</u>
Spring Tuition Due	January 8
Spring Semester Begins	January 9
Day 5 / Last Day to Add/Drop Full Semester Classes	January 13
Drop for Non-Payment	January 13
Financial Aid Disbursement	
Martin Luther King Holiday (No Classes / Offices Closed)	January 16
President's Day Holiday (No Classes / Offices Closed).....	February 20
Early Warning.....	February 21
Spring Break.....	March 5-9
Midsemester.....	March 13
No Classes	April 5-6
Registration for Fall Semester 2012 begins	April 16
Last Day to Withdraw from Full Semester Classes.....	April 19
No Classes	April 20
Final Exam Days	May 7-10
Last Day of Spring Semester	May 10
Commencement Ceremony	May 10

<u>Summer Term 2012</u>	<u>(projected dates) TBD</u>
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Campus Telephone Numbers

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

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

Campus Map

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.

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19 Last Day to Pay Tuition & Fees	20
24	25	26 Last Day to Drop/Add Full Semester Classes Drop for Non- Payment	27
31			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 ICC Pride Day Alcohol Free Tailgate Party 1 p.m.
7	8	9 ICC Volleyball vs. Rainy River 6:30 p.m.	10 ICC Football vs. Rochester 2:30 p.m. GRHS Field ICC Volleyball Invitational 9 a.m.
14 ICC Volleyball vs. Mesabi 6:30 p.m.	15	16	17 ICC Pride Day Alcohol Free Tailgate Party 11 a.m. – Mullins ICC Volleyball vs. Hibbing 12 noon
21 ICC Volleyball vs. Fond du Lac 6:30 p.m.	22	23	24
28	29 ICC Football vs. Vermilion 7 p.m. Dixon-Barle Field in Coleraine	30	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6 ICC Football vs. Mesabi 7 p.m. GRHS Field	7	8
12	13	14 ICC Volleyball vs. Central Lakes 6:30 p.m.	15 ICC Volleyball vs. Northland 12 noon
19	20 MSFCA Conf No Classes / Offices Open ICC Football vs. Fergus Falls 2 p.m. GRHS Field	21 MSFCA Conf No Classes / Offices Open	22
26	27	28	29

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11 Veteran's Day Holiday No Classes / Offices Closed	12
16 Spring Semester 2012 Registration Students with 15+ earned credits	17	18	19
23 Last Day to Withdraw from Full Semester Classes	24 Thanksgiving Day Holiday No Classes / Offices Closed	25 Thanksgiving Day Holiday No Classes / Offices Closed	26
30			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 New Student Registration for Spring Semester 2012	3
7	8	9 Basketball vs. Riverland Women – 6 p.m. Men – 8 p.m.	10 Basketball vs. Anoka Women – 1 p.m. Men – 3 p.m.
14 Final Exams	15 Final Exams New Student Registration for Spring Semester 2012	16 Final Exams Last Day of Fall Semester	17
21	22	23	24
28	29	30	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6 Last Day to Pay Tuition & Fees Basketball vs. Ridgewater Women – 6 p.m. Men – 8 p.m.	7 Basketball vs. MSCTC Fergus Falls Women – 3 p.m. Men – 5 p.m.
11	12	13 Last Day to Drop/Add Full Semester Classes Drop for Non- Payment	14  Basketball vs. Hibbing Women – 6 p.m. Men – 8 p.m.
18 Basketball vs. Mesabi Women – 6 pm Men – 8 pm	19	20	21
25	26	27 Basketball vs. Northland Women – 6 pm Men – 8 pm	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11 Basketball vs. Rainy River Women – 1 pm Men – 3 pm
15	16	17	18 Basketball vs. Fond du Lac Women – 1 pm Men – 3 pm
22	23	24	25 Basketball vs. Vermilion Women – 1 pm Men – 3 pm
29			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7 Spring Break	8 Spring Break	9 Spring Break	10
14	15	16	17
21	22	23	24
28	29	30	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5 No Classes	6 No Classes	7
11	12	13	14
18 Fall Semester 2012 Registration Students with 15+ earned credits	19 Last Day to Withdraw from Full Semester Classes	20 No Classes	21
25 New Student Registration for Fall Semester 2012	26	27	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 New Student Registration for Fall Semester 2012	4	5
9 Final Exams	10 Final Exams Last Day of Spring Semester Commencement	11 New Student Registration for Fall Semester 2012	12
16	17	18	19
23	24	25	26
30	31		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

General Information

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, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

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

This policy supersedes all existing college non-discrimination policies.

Please refer to the "Discrimination / Harassment / Sexual Violence Policy" on the Itasca website at www.itascacc.edu for the entire policy.

Itasca CC's Diversity & Affirmative Action staff person is Barbara McDonald.

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, 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 MnSCU 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.

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Itasca CC’s Diversity & Affirmative Action staff person is Barbara McDonald.

A paper copy of the policy is available in 104 Backes Student Center.

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.

Office for Students with Disabilities (OSD)

Ann Vidovic, OSD Director

ICC Library – 218-322-2433 / 218-322-2438 (TTY)

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

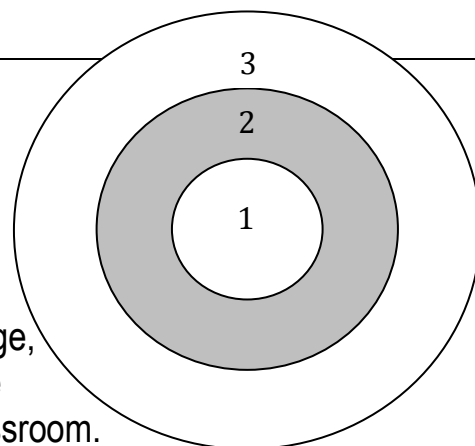
Improving Learning at Itasca

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 Dean of Academic Affairs, 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 Dean of Academic Affairs.

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 (About Itasca/Consumer Information). Paper copies of the full disclosures are also available upon request in 104 Backes Center / 218-322-2302.

- Athletic Program Participation Rates and Financial Support (Gender Equity/Title IX)
- Copyright Infringement
- Cost of Attendance
- Student with a Criminal Offense
- Drug Free Campus
- Financial Assistance Available to Students
- Graduation Rates (Student Right-to-Know)
- Immunization Policy
- Job Placement Rates
- Missing Student Notification Policy
- Campus Security & Fire Safety
- Services & Facilities Available to Disabled Students
- Student Non-Discriminatory Policy
- Retention Rates
- Family Education Rights & Privacy Act (FERPA)
- Transfer Credit Acceptance Policy
- Transfer Credit Articulation Agreements
- Withdrawal / Refund Policy

Emergency Information

Star Alert

Star Alert is an emergency notification system that sends subscribers cell phone text messaging and email during emergencies that threaten life, safety, or severely impact normal campus operations. These messages may be weather related warnings involving severe thunderstorms, tornadoes, winter storms, or other situations that cause the campus to be closed. Star Alert will NOT be used to notify participants of individual class cancellations.

The service is optional and registration is required on the Itasca CC website. The service can be cancelled if no longer desired.

Star Alert is a free service provided by Itasca CC. However, normal messaging fees from your cell phone provider may apply. To receive text messages to your cell phone it must have text messaging or email capabilities. Notifications are dependent upon external providers. ICC cannot guarantee notifications will be received by the intended recipient.

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 call their supervisor or the provost's phone at 218-322-2401 to clarify if the college is closed or classes are cancelled. The media does not necessarily differentiate when announcing the status of the college.

Procedures:

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

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

Definitions:

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

B. *Delayed Opening* – Closing for a designated period of time all operations other than those which are deemed essential to the protection of life and property.

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

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

You can call any of the following crisis team members during regular business hours. Call 218-244-3191 or 218-259-6322 after hours.

Name	Office Phone	Cell Phone	Home Phone
Dr. Michael Johnson, Provost	218-322-2401	218-259-5495	218-326-3237
Dr. Barbara McDonald, Dean of Academic Affairs	218-322-2402		218-327-9197
Rick Kangas, Director of Student Services	218-322-2319		
Shane Holm, Program Director	218-322-2396	218-256-0580	218-246-8094
Cricket Guyer, ICC Staff	218-322-2400		
Trika Smith, ICC Faculty	218-322-2418		
Ann Vidovic, Director	218-322-2433		
Pam Rajala, ICC Counselor	218-322-2361		
Loralie Young, Director of Residential Living	218-322-2380	218-360-0155	
ICC Student Services	218-322-2320		
ICC Security Staff		218-229-6322	
ICC Services Department	218-322-2470	218-244-3191	
ICC Student Association	218-322-2314		

Other Emergency Contact Numbers

Emergency Services	9-911 from campus phones
Itasca County Sheriff's Dept Non-emergency number	218-326-3477
Itasca County First Call for Help	218-326-8565 800-442-8565

Note: Contacting Itasca CC Crisis Services is not a substitute for calling 911 in an emergency.

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 on-line application is on Itasca's website www.itascacc.edu under "Admissions." **Itasca does not require an application fee.**

In addition, students should 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.

All students seeking admission at Itasca CC are required to take a placement test. Appointments to take the placement test are scheduled online. Placement test results help advisors determine which classes will be best for you.

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.

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 for a Minnesota high school.

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

Checklist for Admissions Become a Student in Six Steps

1. Application

- *Complete an online application (no application fee required)*
- *Submit your high school transcript or official GED copy*
- *Submit official transcripts for any non-MnSCU 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 online appointment to placement test.*
- *This test can be taken at any MnSCU college with results forwarded to Itasca CC.*
- *Retesting is allowed for a \$10 fee*

3. Registration

4. Paying Tuition

- *Complete the FAFSA*
- *Submit an application for Itasca Scholarships online.*
- *Set up a FACTS payment plan*

5. Buy Books

6. Attend New Student Orientation

Readmission

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

Selecting a Major

A major is the specific degree (A.A., A.S., A.A.S.), diploma, or certificate in which a student is enrolled. Students will declare a major during the admissions process. Students who have a question about their major or changing their major should meet with a counselor for assistance.

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 semester on campus. 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. It may also be found on the college website.

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 bio page to the Admissions Director. International students must purchase health insurance through MnSCU 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 to be accepted for admission. The I-20 form will be issued when all admission requirements are met and applicants have been accepted.

- Complete the Itasca International Application form
- Submit a transcript of high school grades
- Enclose a 300-500 word handwritten statement commenting on such things as academic background and educational objectives at Itasca
- 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)

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 Itasca's Student Services Office.
- 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 "K-12 Connections" on the "Academics" page.

Senior Citizens

Minnesota residents, age 62 or older, may enroll in any credit class on a space available basis the day of the first class meeting after all tuition paying students have been accommodated. While no tuition is charged, administrative and special fees are assessed at an estimated cost of \$30.56 per semester credit. Senior citizens wishing to guarantee their enrollment in a course may register earlier, but will be required to pay full tuition and fees.

Student Email

Email is the official means of student communication for the college. Email accounts can be activated on the ICC website (www.itascacc.edu).

You've Got Email

***Activate your student email account and check it regularly.
Email is the official means of 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
- 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

Placement Testing

In accordance with MnSCU 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 course at or below their skill level. Students will also be required to complete all necessary prerequisite coursework.

New students registering for seven or more college credits or plan to enroll in an English or math course are required to take the placement test. The test assesses reading, writing and math skills.

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 ICC score of 24 or higher in reading, English and/or 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 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 major
- 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. Consideration for advanced status may be given to students who have already earned a degree or have completed the Minnesota Transfer Curriculum (MnTC).

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 MnSCU Colleges)

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

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 MnSCU institution.
- New grades have been posted at another MnSCU 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 MnSCU institution.
- Financial hold(s) at other MnSCU 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 MnSCU institutions only. Students who attended non-MnSCU 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 MnSCU institution, please follow the procedures required by that institution.

MnTC Goal Areas

- Goal 1: Communications*
- Goal 2: Critical Thinking*
- Goal 3: Natural Sciences*
- Goal 4: Mathematical / Logical Reasoning*
- Goal 5: History and the Social & Behavioral Sciences*
- Goal 6: Humanities & Fine Arts*
- Goal 7: Human Diversity*
- Goal 8: Global Awareness*
- Goal 9: Ethic and Civic Responsibility*
- Goal 10: People and the Environment*

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 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. This requirement shall be reduced to 10 credits for students transferring from another Minnesota community college.

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 testout 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.
- **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.

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 to view 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 it 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 done for summer term only if a student enrolls in classes for summer term.

Checklist for Financial Aid

- Be accepted for admission*
- Declare an aid eligible degree/diploma/certificate program at ICC*
- Completed FAFSA*
- Respond to requests for additional information from the Financial Aid Office*
- Register for classes*
- Obtain a Student ID card*
- Setup a student email account*
- Check email at least once a week*
- Keep your address and phone number current on your student record*
- Set up a current direct deposit account*
- Make other arrangements for tuition payment if financial aid is not enough to cover the cost of tuition (i.e., FACTS payment plan)*
- Apply for work-study position*

Awards on the award letter may include the following

- Federal Pell Grant
- MN State Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)*
- Federal Direct Stafford 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 will be awarded all awards.

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's ICC's website for application instructions.

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
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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
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Yearly Federal Direct Stafford 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.
- The student transferring to our school must add our 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.

Consent to Release Information

Students who want someone else to receive information regarding their financial aid file must complete an Information Release form.

Data Privacy

This form is sent with Financial Aid tracking letters and is also available upon request in the Student Services Office, 107 Backes Center.

Summer Financial Aid Process

Summer award letters are mailed after a student registers for summer courses.

Pell Census Date

Pell eligible students who enroll in a course after the Pell Census Date will not receive a Pell Grant for that course. The Pell Census Date is the last day of the 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 early in the term.

Aid Disbursement

Financial aid disbursements begin on the 11th business day of the semester. Disbursements are made twice a week. Checks are mailed if not picked up by the student. In the near future disbursements will be made in the form of direct deposits to those students who sign up for this option. Adjustments to aid may be made after disbursement of aid if a student's course schedule changes. 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 or FN issued before aid is disbursed will not be included in the credit level for the aid award. 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 Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Direct PLUS Loan, Federal Pell Grant, Additional Federal Pell Grant, Federal SEOG. The student may need to repay a portion of financial aid he/ she received. If a student 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 a withdrawal from the college.

Changes in Enrollment for Loans

If a student drops below six credits and has a disbursed loan, the loan funds will be returned to the lender and the student billed for the full amount of the returned loan.

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.

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 MnSCU institution(s) found through the eTranscript retrieval process. The student will be notified that the hold and/or suspension has been placed on their ICC account as well, and it is the student's responsibility to resolve the issue(s) by following the procedures outlined in the notification. The student's financial aid 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.

FACTS Payment Plan

The FACTS payment plan is an option for students to pay tuition in monthly installments. The FACTS 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 FACTS payment plan. To sign up for this payment plan or for more information, go to the ICC website.

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 218-322-2310.

Are you scholarship eligible?

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

The ICC Foundation Scholarship application is available online each year in January through the early March deadline for the following academic year.

Tuition and Fees

Cost of Attendance – Tuition Rate and Fees for 2011-2012

2011-2012 per credit tuition rates:

Resident:	\$151.56	Non-Resident:	\$189.45
Resident Online:	\$176.56	Non-Resident Online:	\$214.45
Nursing Differential:	\$173.84		

2011-2012 per credit fees:

- .31¢ Student Government
- \$2 parking
- \$6.75 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:

Late Tuition Payment Fees – \$30

Placement Retest Fee – \$10 per testing session

Nursing Liability Insurance Fee – \$12

LPN Background Check Fee – \$20

Transcript Fee – \$5 official / \$3 unofficial

Library Fine/Replacement Fees – varies

Housing Fob Replacement Fee – \$XX

Student ID Replacement Fee – \$5

Books and Supplies

Books will cost approximately \$900 for the academic year. Books and supplies for Engineering and Nursing students are estimated at \$1,000 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, South Dakota, Kansas, Michigan, Missouri, Nebraska, and Manitoba. For more information on reciprocity, stop in the Student Services Office, 107 Backes 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 requirement payment by the due date may result in additional late fees, inability to register for classes, and the withholding of transcripts and/or diploma.

A billing statement will be mailed to your permanent address approximately one month before the start of fall semester. It 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 balanced owed. Billing statements and financial awards can 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 AND
- A FACTS 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 between the hours of 9 a.m. and 4:30 p.m., Monday through Friday using:
 - Cash, Check or money order payable to Itasca Community College
 - Credit Card (VISA, Mastercard, Discover)
- Mailed to:
 - Itasca Community College
 - 1851 E Hwy 169
 - Grand Rapids MN 55744-3397
- FACTS / NelNet Payment Plan
- 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 FACTS / 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.

Most grants, scholarships and loans are applied directly to your account by the Financial Aid Office. If your financial 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 FACTS payment plan.

Tuition Waivers

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

requesting the waiver, along with documentation to support and/or validate their request, to ICC administration.

What Happens If I Don't Pay?

In addition to installment fees, late payment fees, and campus meal plan shut-off, 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 or contact the Student Services Office at 218-322-2320 to drop your class(es) over the phone **BEFORE** the semester starts. If the semester has already started, you must contact the Records Office to officially withdraw from ICC. **You are not automatically "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 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

- **Minnesota Transfer Curriculum**

The Minnesota Transfer Curriculum represents a coordinated effort among public two- and four-year colleges and universities to offer general education courses that may transfer from one Minnesota institution to another. Itasca Community College's 2000 level general education courses meet the guidelines of the Minnesota Transfer Curriculum (MnTC).

- **College Level**

College-level courses are numbered 1000 or above. Diplomas require all courses to be college-level. A.S. and A.A.S. degrees require general education courses that are numbered 2000, with one area of exception.

- **Developmental Level**

Developmental courses are numbered 0999 or lower. 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.

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 Center), the Bookstore, the Library, and Student Support Services (107 Donovan).

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 Dean of Academic Affairs to take an exam at a different time, providing the instructor is in agreement.

Adding, Dropping, and 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 first five days of the semester is the Add/Drop period for full semester courses, which is a time for students to freely change their semester schedules without consequence (add or drop courses). After this period, students may only withdraw if they wish to remove themselves from a course.

The Add/Drop period for block courses is the first four days of the course.

Adding or Dropping a Course?

*If you receive financial aid,
check with the
Financial Aid Office to see
how adding/dropping
courses will affect your
financial aid award.*

Adding Courses

- Students may add courses during the Add/Drop period, which is the first five days of the semester.
- Students may add courses any time during the semester if the course has not yet begun, and there are still open seats in the course.
- Instructor permission is required if a student wishes to add a course after the Add/Drop period or after the start date of a late starting course.

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 may drop courses online without penalty during the Add/Drop period, which is the first five days of the semester.
- Some courses begin after the Add/Drop period. Students may drop these courses online through the close of business the day after the first class meets.
- Dropping a course within the Add/Drop period will result in a full refund of tuition and fees.
- 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 Probation or Suspension.

- Failure to attend class does not qualify as a withdrawal. Unless you officially withdraw from a course, you are responsible for full tuition and fees.
- Students may withdraw from a course anytime during the semester, except during the last 10 weekdays of the semester.
- Students may withdraw from a block course anytime during the first 75% of the course.
- 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.

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 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, and F 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, B, C, D, and F will be used in computation of GPA. A grade of F will not satisfy a graduation requirement nor will it count as a course completion for calculation of satisfactory academic progress.

A: performance greatly exceeds course requirements (4 quality points per credit)

B: 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: performance is unsatisfactory (0 quality points per credit)

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 Probation 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. A "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

When a course is repeated, both courses and grades earned will be shown on the student's transcript. The course that was previously taken is not counted in GPA calculation but will count as an attempted but not completed course for calculation of satisfactory academic progress. Students must complete the appropriate form, available in the Student Services Office, 107 Backes Student Center. A student is required to pay tuition for any credits being repeated. Financial aid may be applied to a repeated course if the original grade was an "F" or "W" or if the grade earned was lower than what is considered acceptable in a particular curriculum or 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, B, C, D, or F 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

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 is awarded each year with awards 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 have on file a high school transcript (or equivalent) verifying high school graduation
- 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

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.



Are you ready to graduate?

You must submit a graduation application along with required materials by the necessary deadline. Inquire at the Student Services Office, 107 Backes Student Center.

Application for Graduation

Any student who has completed the required course work and applied for graduation is eligible to participate in the commencement ceremony. Graduation application packets are available in the Student Services Office, 107 Backes Student Center and the Information Center, 104 Backes Student Center. It consists of a checklist, graduation application, graduate survey, and general education student survey. Students are also required to attach a DARS report to their graduation application. All items must be completed and submitted to the Student Services office by the deadlines stated on graduation materials.

Ceremony

A formal graduation ceremony is held at the end of spring semester. All students who have completed their program requirements and have 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 "Students" 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 an honors medallion to be worn at the commencement ceremony when they pick up their cap, gown, and tassel.

Graduate Follow-up

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 8 a.m. – 2:30 p.m. with extended hours at the beginning of each semester
- New and used books required to complete course work
- A variety of supplies
- Financial aid vouchers are available on published days and allow qualified students to charge their books
- Campus Lost & Found department

Bookstore regulations are:

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

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

Bus Service

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

Child Care Center

Located adjacent to Mullins Hall Gymnasium – 218-327-4478

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

Computer Services

Located in 235 Davies Hall – 218-322-2440

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 "Live.edu" for student email and file storage. Students have a 5GB email box, and 25GB of storage in their

“SkyDrive”. mail and the SkyDrive are available via any computer connected to the Internet. Instructions for accessing your email and SkyDrive can also be found at www.itascacc.edu/starid.

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.

Disability Services

Located in 110F Library/Media 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 on page 39 of this handbook.

Food Service

Viking Grill and Eatery – Upper Level of Backes Student Center – 218-322-2313

Breakfast, Grab ‘n Go items, salad bar, hot lunches and snacks are available daily. The cafeteria opens at 7:30 a.m. and closes at 2 p.m. After hour snacks are available from vending machines, containing hot and cold offerings.

Meal plan options are available. Visit the ICC Business Office, 109 Backes Student Center, to purchase a plan.

GED

Located in the Library Testing 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 75 students or Wenger Hall, a 12 room residence hall with 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. Just click on “Admissions.”

Each year, Itasca receives a number of calls from people who are interested in renting to students. The Department of Residential Living has a current list of private and residential housing available in the Grand Rapids area. This list can also be printed off the housing page of the ICC website.

Wannigan Apartment Complex is located adjacent to the Itasca campus. This privately owned building can accommodate 100 students in both private and shared bedroom living arrangements. Contact them at 218-326-1898 for rates and leasing information.

Insurance (Health)

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

Library

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 10 a.m.-3 p.m. Saturdays during the academic year. Hours vary during the summer and over breaks. The Library is closed on Sundays and holidays.

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

Multi-Cultural Student Services

Located on second floor of Donovan Hall – 218-322-2353

This office provides a unique program of support for students identifying themselves as having multi-cultural ancestry or as students of color. This area is a hub of activity for minority students and their friends. Students have a lounge/study area and computer available for their use.

Some of the services are:

- Academic, career, and personal advising/referral
- Financial aid assistance
- Advocacy with college faculty and staff
- One-on-one tutoring
- General academic trouble-shooting
- Courses on Ojibwa language and culture
- Mentoring

Anishinable Resource Center

The center is utilized by students involved in the American Indian Study Organization or the Minority Club. Tribal newspapers arrive weekly to keep students informed about tribal events.

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.

Parking

Students and visitors may park in the student lot on the west side of campus. Parking is NOT allowed in reserved areas until after 5 p.m. 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.

Student ID Cards

All students are encouraged to obtain an ICC student ID card. Student ID cards are required for use of library materials and computer/photocopy printing. Students may deposit funds on the card and then use it to make purchases from foodservice. 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

Student Support Services is a TRiO program funded by the U.S. Department of Education. They provide services to students who are either low income, first generation college students (neither parent has a four-year degree), or students with disabilities. All services are free to program participants.

SSS offers academic planning, enrollment and registration assistance, personal, career and transfer counseling, and financial aid assistance. Additional support services include tutoring/study groups, mentoring, and cultural enrichment and social activities.

Participants also benefit from free courses (Transition to College, Parenting Skills, Assertiveness Training, and Career Orientation/Life Planning).

Testing Center

Located in the Media Center – Library – 218-322-2390 (Hours posted)

- Provides proctoring services for students in external study programs.
- An official site for PPST testing for education majors.
- An official site for ACT testing for high school juniors and seniors
- Testing services for college placement (Accuplacer online testing)
- An official site for GED testing.
- Provides make-up testing for ICC students. Students are responsible for contacting their instructor and having the test sent down to the Testing Center.

Tutoring Services

Located in the Media Center – Library – 218-322-2390

The primary focus in tutoring services is to help students become independent, successful learners who can achieve their educational goals. A wide range of services and resources is provided.

- Peer and professional tutoring
- Tutor-facilitated study groups
- Supplemental instruction (SI)
- Assisted labs
- Study skills workshops
- Learning styles inventories
- Links to helpful web sites

Transcripts

The form for requesting official and unofficial transcripts is available on the ICC website. If you are requesting an official transcript for another MnSCU college or university, you do not need to pay for an official transcript. Please request that institution “pull” your Itasca CC transcript through the eTranscript process.

Transcript requests should be addressed to the ICC Business Office, 1851 E Hwy 169, Grand Rapids MN 55744 or faxed to 218-322-2332. The request must include the following:

- Your complete address
- The complete address(es) where to send the transcript
- Your SSN
- A phone number where you can be reached
- Your signature

Transcripts cannot be requested by phone or email...we need your signature. Itasca does not fax transcripts.

If you need an unofficial transcript, you can print a copy from eServices.

Note: Transcripts for classes taken before 1980 may need to be requested directly from the ICC Student Services Office (218-322-2320).

Veterans Resource Center

Located in the lower level of Backes Student Center

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

The Student Life program gives students the opportunities to expand their education beyond the traditional classroom. Activities are designed to meet the needs of our diverse population and encourage students to become involved as participants or observers in co-curricular activities geared to meet educational, occupational, cultural, and recreational interests. Students can also gain leadership experience in planning, organizing, and scheduling as these activities.

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.

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.

Forestry Club: Geared towards students enrolled in the Forestry Program.

Gay Straight Alliance: Promotes a supportive and open community for both Gay and Allied students, provides education and awareness of GLBT issues, and provide networking opportunities with similar campus and state organizations.

Global Education: Comprised of students, staff and faculty members, this group sponsors a global education week each spring.

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, 106 Donovan Hall, 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 John Sarich, 226 Donovan Hall, 218-322-2375

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, 102 Administration Bldg, 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 MnSCU system values student participation and involvement. Student representatives are a part of decision-making on the Board of Trustees, at the system level and on campuses. Members are also involved with student issues on the state level and sponsor a variety of student activities. If you are interested in joining Student Government, contact their office in 001 Backes Student Center or call 218-322-2314.

Student Life 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 MnSCU colleges' policies and procedures. The committee shall annually recommend

the allocation of revenues and propose policies and procedures for administering the student life/activities budget

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 video taping, editing and studio production skills can call the operations manager at 218-327-5866 to join the ICTV team. Internships are available as arranged through ICC. www.watchictv.org

KAXE FM Radio Station

KAXE FM 91.7 is a community sponsored public radio station. The station offers students the opportunity to gain desired internship experiences through credit classes each semester. For more information contact KAXE at 218-326-1234.

Literary Magazine

A college literary magazine is published annually by the students. "Spring Thaw" is a compilation of essays, poetry, drawings, and photography submitted by students and community members. Contact Teresa Alto, 214 Donovan Hall, 218-322-2371 for details.

Music

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

Student Academic Rights, Responsibilities and Policy

Academic Forgiveness

Policy on academic forgiveness is currently being developed. This policy will be posted on the ICC website once it is finalized.

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 dishonest 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 through the Academic Dean.

Acceptable Use of Computers and Information Technology

All students are assigned a unique computer account providing them with access to campus lab computers and network resources. Students must activate their account prior to using any of the campus provided computer/information technology resources. You can activate your account by going to www.itascacc.edu/starid, reading policy disclaimers, and following the link to “Activate Account.”

You will start by reviewing the MnSCU and ICC technology policy. At the bottom of the policy page, you will be required to create a new account password and sign off on a statement indicating that you have read and understand the Acceptable Use Policy for Campus Computing. Any questions about the policies may be directed to IT Services, 235 Davies Hall, 218-322-2440.

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 Registration 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 Registration 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 Dean of Academic Affairs and Student Services.

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 Registration 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 Dean of Academic Affairs and Student Services 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: Dean of Academic

Affairs and Student Services, the Director of Student Services, 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 Conduct Policy.

Student Code of Conduct

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

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

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

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

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

The Student Code of Conduct can be found in its entirety at www.itascacc.edu. Just click on “Academics” and then “College Policies.” A paper copy is available from Room 104 Backes Student Center.

Student Rights and Responsibilities

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

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

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

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

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

Adopted by the ICC Faculty Association and Administration – February 2005

Complaint and Grievance Policies

In accordance with MnSCU 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 MnSCU 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 MnSCU 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 it's 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 policy on the college website and in the student handbook. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Itasca Community College to comply with the requirements of FERPA. Students desiring to file a complaint should address the complaint to:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave SW
Washington DC 20202-4605

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 and Student Affairs. 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 a Itasca Community College faculty or staff member serving in an advisory capacity.
5. The Dean of Academic and Student Affairs and Director of Student Services 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
<http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>
34 CFR Part 99
<http://www.ed.gov/legislation/FedRegister/finrule/2004-2/042104a.pdf>
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 requirements FERPA.

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. 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 Dean of Academic Affairs and Student Services, 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 on the chart below. Grades of A, B, C, D, F, FN, HA, HB, and NC will be included in the GPA calculation.

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

II. Quantitative Measure

- a. **Required Completion Percentage** – you are required to earn a minimum of 67% of cumulative registered credits. Grades of F, FN, I, NC, W, Z, or blank/missing are treated as registered, NOT earned.

Formula used: $\% \text{ earned} = (\text{cumulative earned credits} / \text{cumulative registered credits})$

- b. **Maximum Time Frame (financial aid recipients)** – You are expected to complete your degree/diploma/certificate within an acceptable period of time. You may receive financial aid through attempting 150% of the required credits needed to complete each individual program. 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 term of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid after any evaluation showing you have failed to meet the maximum time frame. There will be no warning period prior to this type of suspension. This standard does not apply for academic warning, probation, or suspension.
 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. Two separate appeal procedures

Academic – You have the right to appeal your academic suspension based on unusual or extenuating circumstances that may have affected your progress (death of a relative, medical problems, personal problems, transportation, childcare, etc.). Appeal forms are available on-line at www.itascacc.edu or in the Student Services Office. Appeals are reviewed by the Dean of Academic Affairs and Student Services. Secondary appeals will be reviewed by the Student Appeals Committee. If an academic appeal is approved, you will be placed on Academic Probation and must meet the requirements and standards outlined by the Dean of Academic Affairs and Student Services in an approved academic success plan in order to have your appeal status extended for an additional period.

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

1. **Continuation of Students who Successfully Appeal a Financial Aid Suspension** Financial Aid appeals will be reviewed on a case by case basis by the Financial Aid Director. If an appeal is approved, you will be placed on Financial Aid Probation status for one semester. The Financial Aid Director will communicate this decision to you, along with pertinent information regarding the conditions of the appeal. If, at the end of the appeal term (probationary term) you have not met cumulative GPA and overall pace of progression (credit completion rate) requirements, but did meet the conditions outlined in the appeal (which may include following an approved academic success plan), you shall have your appeal status extended for an additional term. If you fail to meet the conditions of your appeal (academic plan) during **any** term while attempting to regain overall Satisfactory Academic Progress compliance, you will be removed from probationary status and immediately re-suspended from financial aid eligibility.

B. Transfer Students

During the admission application process, student academic transcripts from prior colleges attended are requested and reviewed. MnSCU Procedure 2.9.1 indicates that students who have been placed on suspension at one MnSCU institution shall not be eligible for financial aid at ANY MnSCU institution until they have successfully appealed to the new school to have that suspension status removed. If it is determined that a student is on academic and/or financial aid suspension status at another college, the following will take place:

1. **Active Suspension (has not ceased college attendance for one or more years)**
When a student is suspended from another college and attempts to enroll at Itasca Community College prior to serving a one year period of non-attendance, Itasca will deny admission and registration to this student until the student has served a one year period of non-attendance or the student successfully appeals the suspension status to the Itasca Community College Dean of Academic Affairs and Student Services and Financial Aid Director. See section V for appeal information.
2. **Inactive Suspension (has ceased college attendance for one or more years)**
When a student has been suspended from another college and attempts to enroll at Itasca Community College after serving a one year or more period of non-attendance, Itasca will admit and allow the student to register for classes. However, this student will be placed on academic probation and must meet the probationary requirements (academic plan) as outlined in section V(A) above. However, this student is not eligible for financial aid probationary status without an approved financial aid appeal.

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

VII.Treatment of Grades and Credits

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

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

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

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

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

Audited Courses: 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, which are accepted in transfer by this college and are included for purposes of processing financial aid at this college. These credits are included in all satisfactory academic progress measurements.

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 school will use the second grade in calculating the grade point average. All repeated credits are included in the percent of completion and maximum time frame calculations. When repeating a course, students may receive financial aid for up to one repetition of a previously

passed course. Student may receive aid more than once when repeating a course where the previous grade earned was an F or W. In addition, a student may also repeat and receive financial aid for a course where a passing grade was earned but the grade was lower than what is considered acceptable in a particular curriculum/major.

Transfer Credits: Transfer credits are credits earned at another college that are accepted by Itasca. 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 the maximum time frame.

Withdrawals: A "W" (withdrawal) grade is given when you officially withdraw from a class after the drop/add period. "W" grades are considered unearned attempted credits that do not impact GPA but will negatively impact earned credits and your pace of progression (credit completion) percentage.

Incompletes: An "I" (incomplete) grade is a temporary grade assigned to you by an instructor if you cannot complete coursework on schedule because of illness or other circumstance beyond your control. This grade is treated as "unearned" attempted credit when evaluating pace of progression (credit completion rate). 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.

Updated 06/2011 – 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 MnSCU 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.

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

Law Enforcement Authority: ICC maintains a close working relationship with the 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 function is coordinated through the Facilities office. An escort service is available after 4 p.m. by phoning 322-2470 or 244-3191. ICC Facility Services personnel also can be contacted at **244-3191** in an emergency.

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

Number of Incidents Occurring at Itasca Community College					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<u>Occurrences Reported</u>					
Murder/Non-Negligent.....	0	0	0	0	0
Manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	4	4	0	0	0
Aggravated Assault.....	0	0	0	0	0
Motor Vehicle Theft.....	0	0	0	0	0
<u>Arrests Reported</u>					
Liquor Law Violations.....	0	5	0	0	0
Drug Abuse Violations.....	0	1	0	0	0
Weapons Possession.....	0	0	0	0	0

If you have any questions regarding campus security, contact the Director of Student Services at 218-322-2319 or stop in 105 Backes Student Center.

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 8/2011.

- 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.

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

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

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

- Alcohol is the most abused drug in the U.S. today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About one in ten drinkers become alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in damage to health. It can cause malnutrition; brain damage; cancer of the mouth, stomach and esophagus; heart disease; liver damage; ulcers and gastritis as well as damage to other body organs.
- Prolonged excessive drinking can shorten life span by 10-12 years.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind and behavior.
- Abusing drugs can be dangerous, especially when taken for a long time, in the wrong combinations or in excess.
- If drugs are taken, there is a risk of overdose and dependence, both physical and psychological.
- Long-term drug abuse can lead to mental illness, malnutrition and organ damage.
- The risk of AIDS, hepatitis and other diseases increases if drugs are injected.
- When drugs make individuals lose control, they may do things beyond their ability and take foolish risks. Accidents and injuries can result to the user and others.
- Abusing drugs can also cause legal, economic and personal problems.

- Individuals who abuse drugs often need help. Breaking a drug habit without outside help can be dangerous because of withdrawal symptoms and difficult because of the psychological need.

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

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

Handgun Policy

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

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

- 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.
- 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.
- 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

TYPE	TRANSMISSION	INFECTION COMPLICATIONS	VACCINE TO PROTECT YOU?
A	Having close personal or sexual contact with an infected person: <ul style="list-style-type: none"> ▪ 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 meningitidis* 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 departments 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/diseaseinfo/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 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 MnSCU policies that may require separate proceedings. To further its commitment against sexual violence, Itasca provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

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.

Please refer to the "Discrimination / Harassment / Sexual Violence Policy" on the Itasca website at www.itascacc.edu for the entire policy.

ICC's Diversity & Affirmative Action staff person is Barbara McDonald.

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 (Itasca Alliance Against Sexual Assault, 218-326-5008), counseling and health care providers, and campus security authorities for appropriate action.

Assistance in reporting.

When informed of an alleged incident of sexual violence, all college students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities. Contact ICC Provost, Dr. Mike Johnson (218-322-2401) 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 Itasca Alliance Against Sexual Assault (IAASA). 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 referral.
- Provide awareness and education related to issues surrounding sexual violence to students, faculty, and staff including special campus groups and athletes.

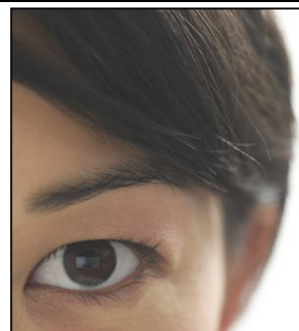
IAASA provides a training program (40 hours) for those interested in volunteering. Volunteer opportunities include after-hours Crisis Line, on-site office coverage, program awareness, and prevention education to the campus community. Trained advocates are available 24 hours a day. Services are free and confidential.

Tobacco

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

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?

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