

Independence

Community College

STUDENT HANDBOOK

Independence Community College Mission

Independence Community College serves the best interests of students and the community by providing academic excellence while promoting cultural enrichment and economic development.

Accreditation

Independence Community College (ICC) is accredited by the Higher Learning Commission, 30 North LaSalle Street, suite 2400, Chicago, Illinois 60602-2504 of the North Central Association of Colleges and Schools. The College is a member of the American Association of Community Colleges, the Council of North Central Two-Year Colleges, the Kansas Association of Community College Trustees, .

Notice of Non-Discrimination

Applicants for admission or employment; students, parents, employees, sources of referral of applicants for admission or employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning ICC's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

Title IX Coordinator
David Smith, Dean of Academics
Phone: 620-332-5418
E-mail: smith@indyc.edu

Section 504 ADA Coordinator
Informational Technology Office, Cessna Building
Phone: 620-332-5444
E-mail: grege@indycc.edu Eric Montgomery

This Handbook is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition expenses, and costs of any kind. The College further reserves the right to, without notice, add to or delete from this Student Handbook, as deemed necessary.

The ICC College Catalog is a resource for more detailed information concerning topics discussed in the Student Handbook. The Catalog contains, among other things, specific information concerning degree requirements and course offerings. All students are strongly encouraged to keep a copy of the Catalog from their initial year of continuous study at ICC. A limited number of catalogs are available in the Student Union Building from Student Services. A copy is also available to the student on the web at: www.indycc.edu/catalog/index.htm

Student Disability Services

The intent of the Board of Trustees of ICC is to establish a policy and support the terms of the Americans with Disability Act of 1990 (ADA) according to the rules and regulations of the State of Kansas and the Federal Government in making “reasonable accommodations” to ensure that the College facilities are accessible, and in compliance with employment practices, whether or not specific laws apply to the College. This is to ensure that College officials are in a position to carry out their fiduciary responsibility with all funds and monies entrusted to the College.

The College will:

- Designate a responsible person as ADA Coordinator
- Provide notice of Title II rights and protections
- Establish a grievance procedure
- Conduct a self-evaluation
- Develop a transition plan

To receive accommodation for a disability, the College requires that a student submits documentation of his/her disability. Acceptable documentation will usually include the following:

- A specific diagnosis from an appropriately licensed and qualified professional
- The credential and contact information of the diagnosing professional
- A comprehensive description of the diagnostic procedures, criteria and tests used
- Diagnostic methods which are consistent with the current professional practices in the field (Note: A complete psycho-educational evaluation is required for all disabilities that affect cognitive functioning)
- A description of the current functional impact of the disability on your physical, cognitive and behavioral abilities in the educational setting
- Information verifying treatments, medications and significant side effects, or assistive devices/services currently prescribed or in use
- Recommended academic accommodations

Students diagnosed prior to high school graduation may also wish to submit an Individualized Education Plan (IEP) documents. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services

ALL STUDENTS ARE RESPONSIBLE FOR READING AND UNDERSTANDING THE FOLLOWING POLICIES AS THEY PERTAIN TO ICC STAFF AND STUDENTS

Code: PSL – 714

SUBJECT: Possession, Use, or Distribution of weapons, Alcohol, or Illegal Drugs

Adopted: February 16, 1999

Revised: July 18, 2013

Independence Community College does not permit possession, use, or distribution of weapons, alcohol, or illegal drugs anywhere on property owned or leased by the College, except as permitted by PSL-716. The use of tobacco products or incense shall not be permitted in any campus buildings. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held on campus.

Code: STU – 801
SUBJECT: Possession, Use, or Distribution of weapons, Alcohol, or Illegal Drugs
Adopted: August 11, 1999
Revised: July 18, 2013

Independence Community College does not permit possession, use, or distribution of weapons, alcohol, or illegal drugs anywhere on property owned or leased by the College, except as permitted by STU-806. The use of tobacco products or incense shall not be permitted in any campus buildings. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities.

Code: PSL - 716
SUBJECT: Concealed Carry
Adopted: July 18, 2013

In accordance with Section 2(a) of the 2013 Senate Substitute for House Bill No. 2052, the carrying of a concealed handgun as authorized by the Personal and Family Protection Act is not prohibited on property owned or leased by the College.

Code: PSL – 712a
SUBJECT: Harassment
Adopted: May 12, 2009

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited. This policy applies to all administrators, staff, and faculty of the College while on campus or in any way associated with the College off campus. The College will, the best it is able, take steps to ensure the elimination of any form of harassment through (depending upon the nature of the claim) disciplinary actions, sanctions or referral to law enforcement for prosecution.

Harassment can be generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear.

The types of harassment prohibited include, but are not limited to: bullying (this includes cyber bullying), sexual harassment, racial harassment, age based harassment, country of origin harassment, belief harassment, veteran status based harassment, hazing, stalking, mobbing, and abuse.

Code: STU – 805
SUBJECT: Harassment
Adopted: May 12, 2009

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited. This policy applies to all students of the College while on campus or in any way associated with the College off campus. The College will, the best it is able, take steps to ensure the elimination of any form of harassment through (depending upon the nature of the claim) disciplinary actions, sanctions or referral to law enforcement for prosecution.

Harassment can be generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear.

The types of harassment prohibited include, but are not limited to: bullying (including cyber bullying), sexual harassment, racial harassment, age based harassment, country of origin harassment, belief harassment, veteran status based harassment, hazing, stalking, mobbing, and abuse.

Code: STU – 806
SUBJECT: Concealed Carry
Adopted: July 18, 2013

In accordance with Section 2(a) of the 2013 Senate Substitute for House Bill No. 2052, the carrying of a concealed handgun as authorized by the Personal and Family Protection Act is not prohibited on property owned or leased by the College.

Code: TRU – 914
SUBJECT: Harassment
Adopted: May 12, 2009

Harassment of anyone, or by anyone, associated with Independence Community College is prohibited.

This policy applies to all students, administrators, staff, faculty, visitors, guests, vendors and volunteers of the College while on campus or in any way associated with the College off campus. The College will, the best it is able, take steps to ensure the elimination of any form of harassment through (depending upon the nature of the claim) disciplinary actions, sanctions or referral to law enforcement for prosecution.

Harassment can be generally defined as consistent, persistent or unwelcome behaviors, comments (written or spoken) or physical contact that in any way promotes an environment of violence, hostility, degradation, exploitation, intimidation, or fear.

The types of harassment prohibited include, but are not limited to: bullying (including cyber bullying), sexual harassment, racial harassment, age based harassment, country of origin harassment, belief harassment, veteran status based harassment, hazing, stalking, mobbing, and abuse.

Safety and Security

The Clery Act Annual Security Report

In 1991, the US Congress passed the Student Right-to-Know and Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft, and statistics on arrests for drug and alcohol violations. In October 1998, President Bill Clinton signed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and requiring that all crimes motivated by hate or bias be included in the statistics. ICC recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized. The College has the utmost concern for the success of each student and strives to give each student maximum freedom to live his/her life free from outside interference. With this freedom, however, comes the responsibility of becoming an active participant in the exercise of personal safety. No community's security plan can attain maximum effectiveness unless everyone contributes to making it work. Safety and security are both personal as well as shared responsibilities. Only by accepting this responsibility can members of the College community maintain a safe and secure environment.

Sexual Misconduct: ICC is committed to maintaining a positive and safe learning and working environment. ICC students and employees are responsible for assuring that ICC maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the ICC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. ICC prohibits Sexual Misconduct, specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence and stalking, and related retaliation of any nature against or by any student or employee.

Sexual Misconduct violates the dignity of individuals, impedes the realization of ICC's educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Kansas Acts Against Discrimination and could lead to criminal prosecution.

Definitions:

“Sexual Misconduct” is a broad term encompassing non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
- the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

For purposes of this Policy, Sexual Misconduct includes, but is not limited to, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

“Consent” is a willingness or agreement to engage in conduct. Consent must be freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is:

- Overcome by force or fear;
- Unconscious or powerless;
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the minimum age required to give consent in Kansas ([K.S.A. 21-5503](#)); or
- Providing apparent consent due to fraud or misrepresentation.

“Preponderance of Evidence” means that the information shows that it is “more likely than not” that the accused student violated the College's Policy.

Complaints: If you have any questions or concerns about Sexual Misconduct, or if you wish to file a complaint of Sexual Misconduct, students are strongly encouraged to immediately contact the appropriate person(s) listed in the Student Sexual Misconduct Complaint Procedures – 650.01, and employees are strongly encouraged to immediately contact the appropriate person(s) listed in the Discrimination, Harassment or Retaliation Complaint – Procedure 420.01. In an emergency, you may also contact the Sheriff's Department at (620)330-1000 or if you may call 911 for immediate assistance.

ICC is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Misconduct.

Sexual Misconduct Complaints Against a Student should be made verbally or in writing as set forth in the Student Sexual Misconduct Complaint Procedures.

Sexual Misconduct Complaints Against an Employee should be made verbally or in writing as set forth in the Discrimination, Harassment or Retaliation Complaint – Procedures.

Every reasonable effort will be made to protect the confidentiality of the parties during an Investigation. After an Investigation, any person who is found to have violated this Policy or retaliated against another will be subject to discipline, up to and including expulsion from ICC and/or termination of employment, to help ensure that such actions are not repeated.

Duty to Report:

All supervisory employees of the College holding a designated supervisory position (as determined by the listing maintained in Human Resources for Supervisor Evaluation purposes) and others as specifically designated by the College shall have a duty to report to one of ICC’s Title IX Coordinators any suspected Sexual Misconduct involving a student of which they become aware. All other employees with direct knowledge of such conduct are encouraged to report knowledge of any suspected Sexual Misconduct involving a student.

Sexual Misconduct Complaints Against a Student	
Keli Tuschman, HR Independence Community College 1057 W. College Avenue Independence KS 67301 620.332-5606 ktuschman@indycc.edu Admin Bldg.	Tammie Geldenhuys, VPSAA Independence Community College 1057 W. College Avenue. Independence KS 67301 620.332-5481 tgeldenhuys@indycc.edu Student Union

Students Who May Be Victims of Sexual Misconduct:

You are strongly urged to seek immediate assistance if you or someone you know may be the victim of any form of Sexual Misconduct. Assistance can be obtained 24 hours a day, seven days a week, from:

- Montgomery County Sheriff’s Department
- Mercy Hospital
- [ICC CARE Team](#)

College Closings

Emergency closing situations include, but are not limited to, snowstorms or other weather conditions, heating/air conditioning failure in the buildings, health reasons (i.e. epidemics), employee concern, extreme financial emergencies, or other emergencies. To learn of an emergency closing at ICC, check our website, Facebook page, Text Caster, or tune into local radio and/or television broadcasts. If no announcement is made, classes will operate on a regular schedule. Every effort is made to insure that the decision to close the College is made no later than 7:00 a.m.

Reporting Crime

People who see or know of criminal activity or emergencies on campus may report these events in several ways. The campus is directly linked into the City/County Emergency 9-1-1 system. Serious injury accidents and other emergencies should be reported by dialing 9-1-1. The dispatcher is able to identify the location of the source of the call. Several agencies from the city, including the ambulance service and fire department, will respond to the campus. The Sheriff's Department will also respond to calls for assistance 24 hours a day. When possible, after calling 9-1-1, campus security should also be called. For non-emergencies call the Sheriff's office at 620-330-1000 or call campus security at 620-331-5885. You may also contact the Vice President of Student Affairs Office at (620)332-5481.

Storm Instructions

On the ICC campus, a storm warning may be given by voice or audible alarm. Please respond in the following way:

- **Academic Building**, Seek shelter on the lower level
- **Administration Building**, Seek shelter in the Academic Building, on the lower level
- **Cessna Learning Center**, Seek shelter in the interior halls or in the restrooms
- **Fieldhouse**, Seek shelter in restrooms or weight room
- **Fine Arts Building**, Seek shelter in the interior halls or in the restrooms
- **Student Union**, Seek shelter in the lower level
- **Resident Halls**, seek shelter in the interior halls or restrooms

If you sight a tornado or severe storm clouds on campus, contact Security, the Coordinator of Student Life, the College receptionist, or an administrator who in turn will initiate the campus-wide alarm. Stay away from glass windows and doors.

Lost and Found

Anyone who has lost or found personal items should contact the campus receptionist, ext. 0, in the Administration Building.

Activity/I.D. Cards

All students enrolled in six hours or more will receive an I.D. card which enables the student to attend pre identified campus activities, athletic events and Cornerstone Fitness Center (through ICC entrance). Initial I.D.'s are free and replacements cost \$10.00.

Parking

Students are not allowed to park in restricted parking spaces which are clearly posted in the three major parking areas. **Residence Hall students are required to have parking tags.**

Student Activities

The Student Activities Director offers a full array of student activities during the year. The Campus Activities Board (CAB) will register student organizations. CAB schedules and coordinates activities and programs, which include Fall Festival, Open Mic Nights, Dances, Movie nights, and Medallion hunts. CAB programs are

funded with an allocation of the student activity fee paid by all ICC students. Students who get involved in CAB will assist in deciding what student organizations and programs will be funded on campus. Students are invited to start new organizations. To do so, simply contact the Vice President of Student Affairs for more information.

Intramural/Recreational Sports

ICC's student life initiative will coordinate a limited schedule of intramural activities for students. Students interested in participating should watch for flyers advertising upcoming activities and/or contact the Student Activities Director at (620)332-5413.

Library/Media Center

The ICC Library is located on the top floor of the Academic Building. The Library provides a comfortable atmosphere where you can get your work done, borrow books, DVDs and eReaders, or just relax with a cup of free coffee or tea. We have many computers, study tables and couches available for student use, a quiet room for those who need silence to concentrate, and a professional staff available to assist you anytime.

With print, online, and streaming video resources to help with your research and homework needs, we are the perfect place to get your class projects done. If we don't have the resource you need, we can get it for you through inter-library loan (we can borrow the book, DVD, or journal article from another library- it's

easy!). Library staff can assist you with searching for and locating materials and information you need- please don't hesitate to ask us for help. The Library has monthly Open Mic Nights where anyone is welcome to perform or just watch and enjoy the free snacks and coffee.

The ICC Library is also home to the William Inge Collection, the largest existing collection of writings by Pulitzer Prize-winning playwright William Inge. The Collection includes more than four hundred original manuscripts, as well as correspondence, interviews, and other memorabilia. Materials in the Collection cannot be checked out, but students are welcome to conduct research in the Collection for class assignments or personal interest.

For more information about the Library and the services we provide, check out our website: <http://www.indycc.edu/library>.

Tuition and Fees

See current schedule of tuition and fees based on legal residency of students. Payment may be made in the Business Office, located in the Student Union Building, lower level. Visa, MasterCard, Discover, and checks are accepted. Students who fail to pay their tuition and fees may be prevented from pre-enrolling or enrolling in classes for the next semester.

Food Service

All meals in the cafeteria are provided by the Great Western Dining Service. The food management staff works with students to provide delicious food to meet dietary and personal needs. Students enjoy a variety of foods, and an unlimited plan allows for seconds and thirds of most items on the menu. Students may even bring a favorite recipe from home! Residence Hall students will receive three meals each class day plus two meals each weekend day as part of their housing contract. **The Director of Food Services has the right to refuse service anyone whose conduct, language, appearance, or dress is inappropriate for the College dining and serving areas.** Hours of service are posted in the cafeteria.

Financial Aid

The Office of Student Financial Aid manages the programs of financial assistance for ICC students. Located in the lower level of the Student Union Building, the Student Financial Aid staff assists students with employment on campus through the Federal Work-Study Program and with federal grants and loans. Federal assistance

available includes Pell Grants, Supplemental Educational Opportunity Grants, the Stafford Loan Program, and the Parents' Loan for Undergraduate Students (PLUS) Program.

Return of Awards

Students who withdraw/drop out of all classes before 60% completion of a semester term “earn” only the percentage of their awards corresponding to their attendance. Any award amounts received for unearned attendance must be returned.

Scholarships

ICC will provide academic scholarships for students based on past academic success and upon criteria established by ICC. More detailed information concerning ICC academic and performance scholarships is provided in the ICC Catalog.

ALL STUDENTS ARE REQUIRED TO PAY ALL ACTIVITY FEES.

The priority deadline for submitting an ICC Scholarship Application is April 1. After April 1, scholarships are awarded to deserving students based upon the availability of funds.

ICC Foundation Scholarships

The ICC Foundation annually awards thousands of dollar's worth of endowed and annual scholarships. ICC Foundation scholarships will be applied to the cost of the recipient's education. Criteria may include, but need not be limited to: prior academic performance, performance on tests designed to measure ability and aptitude for college work, recommendations from instructors, financial need, and the conclusions that the selection committee might draw from information regarding the individual's motivation, character, ability, and potential.

Interested students must first complete the ICC Foundation scholarship application. The application deadline for the fall semester is October 1 and the application deadline for the spring semester is March 1. For a complete listing of ICC Foundation scholarships available as well as the ICC Foundation Scholarship Application, the ICC Foundation Scholarship Handbook is located at <http://indycc.edu/admissions/scholarships.htm>.

Student Support Services (SSS)

Student Support Services is a federally funded TRIO program committed to helping eligible students at ICC. The program focuses on providing academic support to participants to ensure their success in college. The SSS staff strives to help students improve the quality of their life both academically and socially. ICC students must qualify for this program in one of three ways: first generation student status (neither parent nor guardian has received a bachelor's degree), income eligible (as determined by the Federal Government), and/or documented physical or learning disability. Activities and services are offered FREE to qualified students. All students who use the program must be citizens or permanent residents of the United States of America.

Student Support Services offers:

- Individual and Group tutoring in many college courses
- Test review sessions
- Computer and printer access
- Campus visits to 4-year colleges
- Transfer application assistance
- Academic advising, degree checks, and individual education plans
- Mentoring
- Seminars and meetings
- Learning styles inventory assessments
- Test proctoring

- Financial aid assistance with Financial Literacy workshops
- Career exploration and planning
- Personal counseling
- Workshops for development of personal and academic skills such as: stress reduction, financial planning, goal setting, time management, personality types, procrastination plagiarism, test taking, note taking, and resume building
- Workshops on transfer and continued study options
- Cultural enrichment, social and recreational activities
- Community engagement/volunteerism activities
- Services for disabled students to ensure equal access to higher education opportunities
- Supplemental grant monies, awarded to active and eligible participants
- Swashbuckler publications

To contact or read more about Student Support Services, drop by the tutoring lab in Room #130, Academic Building, email bcampus@indycc.edu or jlopez@indycc.edu, phone (620) 332-5423 or (620) 332-5404, visit ICC's webpage, and Facebook.

Academic Dishonesty

Any student dishonesty detected in a course will result in the student receiving no credit for the examination, written work or quiz, and may result in an "XF" grade, suspension and/or dismissal from the course and/or institution. The student so affected shall have the right of appeal through the Vice President of Student Affairs.

Academic Standards/GPA

A student's cumulative grade point average (GPA) is used to evaluate his/her academic progress. Students are expected to make acceptable academic progress. Satisfactory academic progress for purposes related to student financial aid match those standards for all ICC students and are defined in the catalog as follows:

- 1-31 total cumulative semester hours 2.0 cumulative GPA
- 32-63 total cumulative semester hours
 (Students in Associate Degree Programs) 2.0 cumulative GPA
- 64-91 total cumulative semester hours
 (Students in Associate Degree Programs) 2.0 cumulative GPA
- Students enrolled in a certificate program of 60 hours or less must complete with at least a 2.0 cumulative GPA.

Academic Probation/Suspension

Students should be aware that graduation requires a minimum grade point average of 2.0. Students placed on academic probation may not take more than 12 credit hours per Fall or Spring semester, no more than 3 credit hours per summer session without permission. All probationary students must have advisor approval for registration and may be limited to classes in which they may enroll.

A student placed on probation status has two regular (Fall and Spring) semesters to raise the cumulative grade point average to the accepted minimum for the semester. If the minimum cumulative grade point average is not met following a semester of probation, the student is placed on Academic Suspension. Probationary status is removed by attaining the minimum cumulative GPA as defined above.

A student on academic probation for one regular (Fall or Spring) semester who fails to raise his/her cumulative grade point average to the required minimum will be placed on academic suspension and may be barred from registration for one regular (Fall or Spring) semester. An appeal may be filed through the Vice President of Academic Affairs Office. Upon returning, a professional development plan will be developed and signed by the

student and the Vice President of Academic Affairs and followed until the student has met the academic standards as defined above.

Academic Suspension Appeal Process

An appeal process is available to any student placed on Academic Suspension. During the appeal process, a student is not allowed to enroll at ICC. All appeals must occur in the following manner by the deadline specified in the Academic Suspension Letter or by the Vice President of Academic Affairs.

1. A letter of appeal must be submitted to the Vice President of Academic Affairs stating reasons for dismissal and conditions that indicate plan of improvement.
2. Submit college transcript to the Vice President of Academic Affairs.

The items above must be in the office of the Vice President of Academic Affairs by the deadline date specified in the “Academic Suspension Letter.” Dishonesty on any of the materials submitted to the Vice President of Academic Affairs is considered grounds for denial of readmission to the College.

Grade System

ICC operates on the semester system. Two semesters comprise the academic year. The semester hour is used to designate the amount of college credit for a subject taken for one semester. One semester hour of credit usually represents one lecture or recitation per week. At least two additional hours each week in preparation or laboratory work may be required. A three semester hour course normally meets three 50 minute periods per week.

An average student credit hour load is 16 hours per semester. So that academic achievement may be recorded and made available for reference, the following system of recording grades is in effect. Letter grades are converted to grade points for each semester hour of credit earned. Note: Four-year colleges may not accept a “D” as a transfer grade.

Grade Points Per Credit Hour

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0
- P = 0 Passing
- I = Incomplete
- W = Withdrawn
- CPR = 0 Credit
- AU = Audit
- CL = Academic
 Clemency

FN= Failing not Attending

Grade point average (GPA) is calculated by taking the total number of grade points earned divided by the total number of hours attempted for which grades A, B, C, D, or F are recorded. In classes where a grade of “P” is recorded, the hours will not be used when figuring the final GPA.

Student Classification:

Freshman: A student who has completed fewer than 30 semester hours of course work.

Sophomore: A student who has completed 31 or more semester hours.

Disciplinary Policies and Procedures

Student Code of Conduct

In general, the behavioral norms expected of the college student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the college, honesty in academic work and all other activities, and observations of local, state, and federal laws.

When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse.

The College reserves the right for any college employee or student to respond to any inappropriate student behavior which is detrimental to the best interest of the College.

College employees that observe inappropriate behavior or any violation of the student conduct code are to complete an Incident Report which includes any action taken by the employee.

Students who observe inappropriate behavior or any violation of the student code of conduct must report the violation within 24 hours or within two school calendar days to the Vice President of Student Affairs or the Student Activity Director. At that time the student must complete an Incident Report.

After the review of circumstances and the Incident Report, the Student Activities Director may conduct a hearing and make a ruling and, where deemed necessary, assigning a sanction(s). Students may appeal the findings from the Student Activities Director to the Vice President of Student Affairs.

Prohibited Behavior

The following addresses three areas of prohibited conduct: interference with the rights and freedoms of others; wrongful utilization of goods, services, or information; and criminal conduct.

Interference with the Rights and Freedoms of Others

Animals/Pets

- No pets are allowed; having an animal on campus is a violation of residence hall policy or college policy
- Feeding of stray animals is prohibited

Failure to Respond

- Failure to respond to a reasonable request of a college faculty, staff or security member
- Failure to provide identification when asked to do so by any member of the ICC faculty, staff or security
- Failure to respond to a request for an interview during a disciplinary investigation or knowingly falsifying or misrepresenting information during an interview/hearing
- Failure to complete an assigned sanction, for a policy violation, may be reason for disciplinary suspension
- Failure to provide the College with documentation; providing false information or fraudulent documents to college officials

Fire Alarm & Related Hazards

- Activating a fire alarm or a similar emergency situation
- Failure to evacuate college facilities or willfully disregarding any emergency or fire alarm signal
- Creating a fire, safety, or health hazard (i.e., burning candles, using a BBQ in unauthorized areas, etc.)
- Use of any tobacco products in any campus facility or vehicle; to include chewing tobacco
- Rendering inoperable or abusing a fire alarm, extinguisher, or other safety device

Harassment/Assault

- Disturbing the peace, disrupting lawful, orderly activities of others, or rioting
- Assaulting, striking, or in any way threatening or causing physical harm to another
- Verbal or written abuse beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm or which is harassing in nature
- Harassment or acts of insensitivity or intolerance toward individuals/groups, including groups defined by race, creed, national origin, disability, and sexual orientation
- Hazing, as defined by cruel horseplay, harassment or punishment by the imposition of disagreeable tasks, or frightening, scolding, beating, or annoying by playing abusive tricks upon an individual
- Cyber-bullying in which a student either texts or e-mails another student with inappropriate information, threats, and or innuendoes

Illegal Possession

- Sale or possession of firearms, ammunition, explosives, fireworks, concealed weapons, and other weapons, including but not limited to, pistols, rifles, shotguns, handguns, BB guns, paint guns, knives, dangerous chemicals, or the sale or possession of other substances prohibited by law

Mischievous/Dangerous Behavior

- Mischievous behavior or mischievous/inappropriate use of property
- Climbing onto and/or being on the roof of any college buildings
- Ejecting objects from windows, roofs, or balconies of college buildings
- Littering outside doors, windows, parking lots, and other college facilities
- Removing/destroying screens, entering or exiting a room through windows
- Use of fire exit without authorization
- Walking on the frozen lake

Wrongful Utilization of Goods, Services, or Information

- Duplicating keys, computer access codes and other devices without proper authorization
- Embezzling, defrauding, or procuring any money, goods, or services under false pretenses or attempting to embezzle, defraud, or procure any money, goods, or services under false pretenses
- Forging, altering, or causing any false information to be entered on an administrative record or presented at an administrative proceeding
- Issuing a check on campus knowing that it will not be honored when presented for payment
- Possessing, purchasing, or receiving property, money, goods, or services knowing them to have been stolen or embezzled
- Stealing from and/or possessing, borrowing under pretenses, without authorization of any property or services from another person, group or people, or the college
- Unauthorized use of long distance caller identity codes
- Unauthorized use of the computer system, computer access codes, and restricted areas of computer services

Criminal Conduct

- Committing any actual or threatened non-consensual sexual act
- Destroying or vandalizing property, or intent to destroy property
- Operating a vehicle in violation of traffic rules or so as to endanger people or property
- Trespassing upon or forcefully entering premises without authorization
- Use, possession or distribution of alcoholic beverages or drugs/controlled substances (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or public intoxication while on college owned or controlled property or while attending a college sponsored event
- Violating local, state or federal criminal statute shall be a violation of the code of conduct, whether or not such violation is prosecuted by public officials. The college may refer such violations to appropriate law enforcement agents.

Sexual Misconduct

There are many types of sexual violence and ways for individuals to be victimized. If you experience or are aware of any of the following violent acts, this site provides additional information to assist the victims and observers to seek assistance immediately.

Sexual Violence: The term sexual violence is often used interchangeably with rape depending on the federal state and federal laws.

Rape: In about eight out of 10 rapes, no weapon is used other than physical force. Anyone may be a victim of rape — women, men or children, straight or gay.

Acquaintance Rape: Assault by an acquaintance involves coercive sexual activities by someone that the victim knows. It occurs against a person's will by means of force, duress, violence or fear of bodily injury.

Child Sexual Abuse: Often a means of child sexual abuse occurs by an acquaintance or relative through incest.

Dating & Domestic Violence: The issues of power and control are often at the center of dating and family violence. It occurs in all socioeconomic, educational, racial and age groups.

Drug Facilitated Sexual Violence: This form of violence is used to compromise the individual's ability to consent prevent the sexual act from occurring. Drugs and alcohol are used to prevent the victim from protecting themselves.

Hate Crimes: Victims of hate crimes are usually based on a dislike of another's race, religion, national origin, ethnic identification, gender or sexual orientation.

Incest: This crime occurs between closely related individuals such as parents and children, uncles/aunts and nieces/nephews, etc.

Male Sexual Violence: Men and boys are also the victims of the crimes of sexual violence, sexual abuse and rape. In fact, in the United States, more than 10 of all victims are male.

Partner Rape or Domestic Violence: This violent sexual act is committed without a person's consent or against a person's will. The perpetrator is the individual's current partner (married or not), previous partner or co-perpetrator.

Sexual Exploitation by Helping Professionals: This act involves sexual contact without consent by a person of trust such as helping professional and a victim. These individual perpetrators could be the victims' doctor, therapist, teacher, priest, professor, police officer, lawyer, etc. — and a client/patient.

Sexual Harassment: Unwelcome advances for sexual favors by verbal or physical conduct that affects a victim's work or school performance are considered sexual harassment.

Stalking: Victims that have been unaware of being followed for the purpose of a physical or sexual assault often have life altering experiences.

Stranger Rape: Three major categories include blitz sexual assault by rapidly assaulting the victim with no prior contact. Contact sexual assault is done by the suspect trying to gain the trust of their victim by luring them out of areas where they can seek help. Home invasion sexual assault is when a stranger breaks into and enters a victim's home.

What to Do If You're Sexually Assaulted

- Get to a safe place for your protection.
- Get medical attention immediately. The primary purpose of medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the assault. The secondary purpose of the medical examination is to aid in the police investigation and legal proceedings.
- Don't bathe or douche. Bathing or douching might be the first thing you want to do. This would literally be washing away valuable evidence. Wait until you have a medical examination.
- Save your clothing. It is all right to change clothes, but save what you were wearing. Place each item of clothing in a separate paper bag and save for the police. Your clothing could be used as evidence for prosecution.
- Report the incident to the police. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later. Again, the ICC victim advocate and college personnel are willing and able to assist you in reporting assaults to the proper authorities.
- Contact your victim support resources. If you are a victim of a sexual assault, please secure medical attention and supporting agencies even if you decided not to contact the police.

Where to Go for Help

Talk to a professional counselor to get the emotional help that you need due to the trauma. Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets around she/he has been the victim of a sex offense. Victims tend to feel guilty as though they did something to bring it on themselves and often keep the incident to themselves or share some of the incident with a close friend. While this might be helpful in the immediate sense, we encourage you to talk to a knowledgeable counselor about your reactions to being victimized. The services that are provided both on and off campus are available to all victims of violent acts and are designed to assist in overcoming the trauma of the attack.

Decide NO and take action NOW.

You have a right to be safe. Communicate your concerns to a friend or parent or contact [ICC college officials/counselors, CARE Team](#) or the Montgomery County Sheriff's Office.

Be an active bystander if someone you KNOW is being sexually abused.

- Help the victim by encouraging them to get help and that you will help them.
- Safely intervene to point out unacceptable behavior.
- Ask a college official for help. You can make a positive difference in someone's life.
- Encourage the victim to contact counselors for emotional assistance and guidance.
- Encourage the victim to go to the police for safety and help.

The college asks everyone in the ICC family to be an active bystander. Being an active bystander shows that you care about the ICC community. When you witness any troubling behavior, take action to make sure that ICC is a safe place. Being aware, and responding are key to become an active bystander. See something, say something and do something.

There are many examples for becoming an active bystander. Observing any of the following behaviors that need you to say something to keep ICC and our ICC community safe.

Say NO to these behaviors:

- disrespectful or abusive behavior
- homophobic
- racist or sexist jokes
- discrimination
- risky behavior resulting from substance use
- Hate behavior or comments
- taking advantage of power imbalances such as status, size or level of inebriation

Just ask:

- Are you OK?
- Can I talk to you for a second?
- That's really not cool.

Use backups.

- Get your friends together. It's time to leave.
- Get your friends for backup. Sometimes having your friends to back you up makes it easier to intervene.
- If intervening in the situation would be dangerous for you to do call 911. It's always an option for intervention.

Use distraction.

- Invite yourself to tag along
- Hey, this party is lame, let's go somewhere else.

Use the silent stare.

- Sometimes a disapproving look can be far more powerful than words.

Use humor.

- Reduces the tension of an intervention and makes it easier for the person to hear you.
- Do not undermine what you say with too much humor. Funny doesn't mean unimportant.

Use disapproval.

- Say something like, "I hope no one ever talks to you like that."
- Challenge a sexist/rape joke by saying, "I don't get it, can you explain why that joke is funny?"

Use friendship.

- "I gotta tell you that the way you acted makes you look like a jerk."
- "As your friend, I thought you were better than this."

Report It

You have a right to be safe. Communicate your concerns to a friend or parent or contact [ICC college officials/CARE Team or Montgomery County Sheriff's Office.](#)

BULLYING

Bullying is a widespread and serious problem that can happen anywhere. It is not a developmental phase an individual has to go through, it is not "just messing around," and it is not something to grow out of. Bullying can cause serious and lasting harm.

Bullying involves:

- Imbalance of power - People who bully use their power to control or harm and the people being bullied.
- Intent to cause harm - Actions done by accident are not bullying, the person bullying has a goal to cause harm.
- Repetition - Incidents of bullying happen to the same the person over and over by the same person or group.

Who is a bully?

Anyone can be a bully by using the following techniques to intimidate, embarrass, belittle or harass someone.

- Verbal - Name-calling, hassling someone, spreading rumors or making degrading comments.
- Social - Spreading rumors, leaving people out on purpose, interfering negatively on other relationships.
- Physical - Hitting, punching, shoving or by using threatening looks or gestures.
- [Cyber bullying](#) - Using the Internet, mobile phones or other digital technologies to harm others.

When bullying becomes physical or sexual and causes harm or damage to property or makes you feel afraid to attend classes, it can be considered to be an assault or harassment.

KNOW you are being bullied.

If you experience any of the following feelings caused by someone, you may be a victim of bullying.

- Feel angry, sad, lonely or depressed.
- Feel like you have no friends.
- Find that you are getting into fights.
- Want to hurt someone else or yourself.
- Feel like taking steps to defend yourself.
- Feel helpless to stop the bullying.
- Feel hopeless that anything can be done.
- Be afraid to go to be on campus or feel anxious all the time.
- Feel bad about yourself.

Decide NO and take action NOW.

You have a right to be safe. Communicate your concerns to a friend or parent or contact [ICC college officials, counselors or CARE Team.](#)

Be an active bystander. If you KNOW someone being bullied, take action NOW.

- Refuse to join in bullying behavior.
- Safely intervene to point out unacceptable behavior to the bully.
- Ask a college official for help. You can make a positive difference in someone's life.
- Tell the victim that you want to help him or her.
- Contact ICC college officials or counselors and offer to go with them for support.

STALKING

Approximately 3.4 million people in the United States are victims of [stalking](#) each year. The primary targets are young adults between the ages of 18-24 years old. Most victims know their stalker. About one in four victims experienced some form of cyberstalking. Stalking creates uncertainty, instills fear and can completely disrupt lives.

Stalking involves:

- Repeated undesired contact such as phone calls, emails, letters, showing up unexpectedly, etc.
- Following or lying in wait for the individual.
- Making threats to the individual or their family.
- Any harassing or threatening behavior used to contact, track or place fear in the individual.
- Cyber stalking includes threatening behavior to create unwanted advances using the Internet and other forms of online and computer communications. Some forms of cyber stalking can include harassment using threatening or obscene emails, live chat, texting, hacking or monitoring a victim's computer and online activity.

Who is a stalker?

- A stalker can be someone you know well or not at all. Most stalkers have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women and women do stalk men.
- Intimate partner stalkers frequently approach their targets, and their behaviors escalate quickly.
- Almost 1/3 of stalkers have stalked before.
- Two-thirds of stalkers pursue their victims at least once per week, many daily, using more than one method.
- Seventy-eight percent of stalkers use more than one means of approach.
- Weapons are used to harm or threaten victims in one out of five cases.

Know You Are Being Stalked

If you experience any of the following unwanted or harassing contacts on more than one occasion during the past year that made you feel annoyed, fearful, anxious or concerned, you may be a victim of stalking.

- Receiving unwanted phone calls.
- Sending unsolicited or unwanted letters or emails.
- Having a sense of being followed more than once by someone.
- Having someone show up at places without a legitimate reason or waiting for you.
- Finding unwanted items, presents or flowers.
- Finding that your property has been vandalized or damaged.
- Receiving threats directed at you or someone close to you.
- Finding posted information or rumors about yourself on the Internet, in a public place or by word of mouth.

Decide NO and take action NOW.

You have a right to be safe. Communicate your concerns to a friend or parent or contact [ICC college officials, counselors or CARE Team](#).

Be an active bystander if you suspect someone is being stalked.

- Listen and show support for the victim.
- Have the victim keep you and their close acquaintances informed about their travel, schedule and other information so that they can be located at all times.
- Ask others to include the victim in activities so that it will eliminate them being alone.
- Encourage the victim to ask you or someone they trust to join them if they will be out alone.
- Safely intervene to point by telling authorities of your concern.
- Encourage the victim to have a phone at all times and include speed dial numbers on their phone.
- Help the victim create a safety plan.
- Help the victim locate safe places if in imminent danger, such as police stations, residences of family or friends — especially if unknown to the perpetrators — domestic violence shelters, places of worship and public areas.

The Campus Clarity program is ICC's prevention and education efforts to help stop relationship violence in support of title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery.

DATING VIOLENCE

- shows abusive, controlling or aggressive behavior.
- displays verbal, emotional, physical, or sexual abuse.
- monitors your activities and demands explanations for your whereabouts.
- shows extreme jealousy and controls your relationships with others.
- belittles you by criticizing you while alone or in front of others.
- controls the relationship by making decisions for you.
- shows disrespect by not listening or displays lack of interest when you talk.
- physically threatens or hurts you.

KNOW the Statistics

- 43% of dating college women report experiencing abusive dating behaviors including physical, sexual, tech, verbal or controlling abuse.
- 29% or one out of three college women say they have been in an abusive dating relationship.
- 57% of college students who report experiencing dating violence said it occurred in college.
- 58% said they do not know how to help someone who is a victim of dating abuse
- 38% of college students say they don't know how to get help for themselves if they were a victim of dating violence

Say NO to:

Controlling Behaviors

- Not letting you hang out with friends
- Checking often to find out where you are, who you are with and what you are doing
- Telling you what to wear
- Needing to be with you all the time
- Checking your phone or Facebook

Verbal or Emotional Abuse

- Calling you names
- Jealousy
- Belittling you – cutting you down
- Threatening to hurt you, someone in your family or himself/herself if you don't do what he or she wants.

Physical Abuse

- Shoving
- Punching
- Slapping
- Pinching
- Kicking
- Hair Pulling
- Strangling

Get Help NOW if you or someone you KNOW is a victim of dating violence.

You have a right to be safe. Communicate your concerns to a friend or parent or contact [ICC college officials, counselors](#) or CARE Team.

Tips for Ending an Abusive Dating Relationship

- Create a safety plan, like where you can go if you are in danger.
- Make sure you have a working cell phone handy in case you need to call for help.
- Create a secret code with people you trust. That way, if you are with your partner, you can get help without having to say you need help.
- If you're breaking up with someone you see at your high school or college, you can get help from a guidance counselor, advisor, teacher, school nurse, dean's office or principal. You also might be able to change your class schedules or even transfer to another school.
- If you have a job, talk to someone you trust at work. Your human resources department or employee assistance program (EAP) may be able to help.
- Try to avoid walking or riding alone.
- Be smart about technology. Don't share your passwords. Don't post your schedule on Facebook, and keep your settings private.
- If you are ending a long-term or live-in dating relationship, you may want to read our section on domestic and intimate partner violence.

Information provided by:

- [The National Center for Victims of Crime](#) — Advice, support and information for victims of crime
- [Love is Respect](#) — National Youth Advisory Board providing support and guidance by text, phone or online chat

Sexual Misconduct is a broad term encompassing non-consensual, unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
- the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

For the purpose of the Sexual Misconduct Policy and Procedures, the term Sexual Misconduct specifically includes rape, domestic violence, dating violence, sexual assault and stalking, as those terms are defined in the Sexual Misconduct Policy and by state and federal law.

Examples of Conduct Which May Constitute Sexual Misconduct

It is not possible to list all circumstances that might constitute Sexual Misconduct. In general, Sexual Misconduct encompasses any sexually related conduct which causes others discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to ICC Policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes Sexual Misconduct is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The following examples of conduct may constitute Sexual Misconduct:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Commenting on an individual's body, commenting about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute Sexual Misconduct, conduct must be unwelcome or non-consensual. Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. Consent requires a willingness or agreement to engage in the conduct, with full knowledge of the facts and circumstances and the necessary mental capacity. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

A. Jurisdiction

1. Personal Jurisdiction. Any person may file a Sexual Misconduct complaint against a "College student" under these Complaint Procedures. A "College student" means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student's continued

enrollment at the College). With respect to a complaint against a student that does not meet the criteria of a College Student, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

2. Geographic Jurisdiction. These Complaint Procedures apply to any allegation of Sexual Misconduct against a College student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking these Complaint Procedures, Sexual Misconduct that is alleged to have occurred a significant distance from the College may be more difficult to investigate. In addition, with respect to any complaint by a person who is not a member of the College community which relates to conduct occurring other than on College-owned or leased property, at any College sanctioned function, at the permanent or temporary local residence of a College student, faculty member, employee or visitor, or elsewhere in Montgomery County, Kansas (“Non-College Conduct”), the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

B. Timing of Complaints and Availability of Procedures

If there is Personal Jurisdiction over the accused student, there is no time limit to invoking these Complaint Procedures. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College’s ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College’s ability to enforce these Complaint Procedures.

Where the accused student is a degree candidate, it is the responsibility of the complainant to consult with the VPSAA concerning the accused student’s intended date of graduation and to file a complaint in a timely manner where Personal Jurisdiction over the accused student would otherwise be lost. The conferral of a degree may be deferred until proper resolution of any Sexual Misconduct charges.

C. Retaliation

It is a violation of College policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the VPSAA and may result in disciplinary action independent of the sanction or interim measures imposed in response to the Sexual Misconduct allegations.

D. Other Related Misconduct

The VPSAA is empowered to review allegations of, and to impose sanctions for, Sexual Misconduct *and* any violations of the ICC Student Code of Conduct (“Code of Conduct”) directly related to the alleged Sexual Misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the VPSAA’s directive(s) and for violations of other Code of Conduct provisions that occurred in the course of the alleged Sexual Misconduct. It is not the practice of the College to pursue disciplinary action against a complainant or witness for his/her improper use of alcohol or drugs (e.g., underage drinking) which is revealed as a result of the Sexual Misconduct complaint, provided that such student is acting in good faith as a complainant or witness to the events of the alleged Sexual Misconduct.

College students who meet with Investigators, the Vice President of Student Affairs (and his/her designee, the “Vice President”), whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College’s policies and procedures.

E. Effect of Criminal Proceedings

Because Sexual Misconduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of College policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of these Complaint Procedures, has occurred. Conduct may constitute Sexual Misconduct under the College's Policy and these Complaint Procedures even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Sexual Misconduct under these Complaint Procedures is independent of any criminal investigation or proceeding, and (except that the College's Investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own Investigation and take interim measures to protect the complainant and the College community. Nothing in these Procedures is intended to limit the authority of ICC to take appropriate disciplinary action against any individual who violates College rules or policies, whether or not the conduct constitutes Sexual Misconduct under the law.

THE DISCIPLINARY PROCESS: INITIAL STEPS

A. Intake Meeting with Complainant

Upon receipt of notice of any allegation of Sexual Misconduct, the VPSAA will first schedule an individual intake meeting with the complainant in order to: provide to the complainant a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the complainant; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement. The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the complainant's academic and/or College employment arrangements.

B. Formal or Informal Resolution

At the initial intake meeting with the complainant, the VPSAA will: i) determine whether there is reasonable cause to believe that policy has been violated and if so, ii) determine how the complainant wishes to proceed (Formal Resolution, Informal Resolution or no resolution process of any kind). If the complainant wishes to proceed with either Formal or Informal Resolution, the VPSAA will determine the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct, and will schedule an individual intake meeting with the accused student in order to: provide the accused student a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the accused student; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement.

If the complainant wishes to proceed with Formal Resolution, the VPSAA will promptly prepare and forward a formal complaint to the Investigator for Investigation and select a trained Hearing Committee to hear/read the evidence prepared by the Investigator, complainant, accused and their witnesses. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct.

If the complainant wishes to proceed with Informal Resolution, the VPSAA will promptly initiate Informal Resolution proceedings.

C. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If complainant does not wish to pursue Formal or Informal Resolution and/or requests that his/her complaint remain confidential, **Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information.** The VPSAA will inform the complainant, however, that the College's ability to respond may be limited. The VPSAA may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the College as an "education record" under [FERPA](#)^[1]. The VPSAA will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the complainant insists on confidentiality or that the complaint not be resolved, the VPSAA reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order and take other reasonably necessary measures.

D. Interim Measures/VPSAA Directive(s)

In *all* complaints of alleged Sexual Misconduct, *regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind*, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of complaint. Accordingly, at or after the intake meeting, the VPSAA may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The VPSAA, as Title IX Coordinator, also may take any further protective action that he/she deems appropriate concerning the interaction of the parties pending the outcome of the Investigation, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements. When taking steps to separate the complainant and the accused student, the VPSAA will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, every reasonable effort will be made to allow the complainant to continue in his/her academic and/or College employment arrangements. Violation(s) of the VPSAA's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

FORMAL RESOLUTION

A complainant may elect Formal Resolution, which involves: a fact finding inquiry by trained individuals designated by the VPSAA to conduct investigations and Hearings of alleged Sexual Misconduct, which includes summarizing information learned from those involved, collecting related documents and submitting summary findings to the Hearing Committee that are likely to be helpful in determining whether behavior is in violation of ICC's Sexual Misconduct Policy.

A. Investigation

When the complainant elects Formal Resolution, the VPSAA will prepare and assign the complaint to an Investigator to conduct an Investigation. The Investigator is a neutral fact-finder, who, during the course of the Investigation, typically conducts interviews with the complainant, the accused student and third party witnesses (including expert witnesses, where applicable); visit and take photographs at relevant sites; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant documentation and other evidence. The completed investigative report (the "Investigative Report") includes, among other things, summaries of interviews with the complainant, the accused student and each third party witness; summaries of interviews with expert witnesses, where applicable; photographs of the relevant site(s) and related logs; other photographic, hard-copy, electronic and forensic evidence; and a detailed written analysis of the events in

question. A typical Investigation will be completed within sixty (60) days, if not sooner. The Investigative Report will be distributed by the Investigator, concurrently, to both of the parties and to the VPSAA.

B. Interim Recommendations

During the Investigation process, the Investigator may, where the alleged Sexual Misconduct is sufficiently serious in his/her reasonable discretion, cause a disciplinary hold to be placed on the accused student's academic record pending final resolution of the complaint. An accused student whose transcripts are subject to a hold may appeal that decision to the VPSAA, whose decision will be final.

C. Complainant Changes Election to Informal Resolution: Accused Student Elects to Accept Responsibility

After reviewing the Investigative Report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by making such request to the VPSAA prior to the final determination. At any time prior to the final determination, the accused student may elect to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the VPSAA will propose a resolution to the complaint and a sanction. If both the complainant and the accused student agree in writing to such proposed sanction, the complaint is resolved without final review and determination by the VPSAA and without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a review by the VPSAA and a final determination will be issued for the exclusive purpose of determining a sanction.

D. Investigation Procedures

1. Submissions. The parties will provide the Lead Investigator with a list of witnesses they propose to be interviewed, list of relevant documents to be obtained and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Investigator. Evidence of the complainant's past sexual history will not be considered unless it is relevant to the complaint. The Investigator will provide each party with a copy of the list of witnesses to be contacted. In the absence of good cause, as determined by the Lead Investigator in his/her sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Lead Investigator. Witnesses contacted by the Investigator but who are unwilling to participate in an interview may instead submit a written statement to the Investigator, prior to the date set for submission of the Investigative Report to the VPSAA.

2. Pre-Investigation Meeting and Determination of Complaint and Witnesses. The Investigator will schedule a pre-Investigation meeting with each party prior to the first witness interviews. At the meeting, the Investigator will review Investigation procedures with the parties.

3. Investigation. During the ongoing Investigation, and prior to the Investigative Report, each party may submit a written statement to the Investigator, with any documentation deemed relevant. If prior to the issuance of the Investigative Report, the Investigator determine that unresolved issues exist that would be clarified by the submission of additional information, the Investigator may request such additional information be submitted. The accused student has the option not to provide a written statement; however, the exercise of that option will not preclude the Investigation from proceeding and a final determination of the complaint being made by the VPSAA.

4. Third Parties. Third parties may assist each party in the Investigation process, including preparing and submitting statements on behalf of a party, but may not participate verbally in any interview or meeting, unless they are witnesses in the Investigation.

5. College's Counsel. The Investigators and Vice President of Student Affairs may seek advice from the College's Office of the General Counsel throughout the Formal Investigation process on questions of law and procedure; however, factual determinations are the domain of the Investigator and VPSAA.

6. Standard of Proof. The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard and that is the standard adopted by these Complaint Procedures. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused student violated the College's Policy. In the context of a review of the Investigators' Investigative Report and determination by the Hearing Committee, the accused student will be found to be responsible for the alleged Sexual Misconduct if the Hearing Committee concludes that such Sexual Misconduct more likely than not occurred based upon careful review of all information presented. In making a determination, the Hearing Committee shall carefully consider all of the evidence presented and follow the procedures stated in these Complaint Procedures.

7. Sanction. The Hearing Committee will consider suspending or expelling any student found responsible for Sexual Misconduct; however, the Hearing Committee may impose any sanction that he/she finds to be fair and proportionate to the violation, including, but not limited to a verbal or written warning, "no contact" order, alteration of the parties' academic or employment arrangements at ICC, probation, suspension and/or expulsion. In determining an appropriate sanction, the Hearing Committee may consider any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s). The Hearing Committee will also consider whether the sanction will: a) bring an end to the violation in question, b) reasonably prevent a recurrence of a similar violation and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Hearing Committee and any sanction imposed will be explained or supported in the written decision of the VPSAA.

8. Decision. The decision of the Hearing Committee, including the sanction, if applicable, will be provided to both parties via the Final Outcome Letter within ten (10) calendar days following the conclusion of this Investigation (or such longer time as the Hearing Committee may for good cause determine).

9. Appeals. Either party may petition to appeal the Hearing Committee's final determination only on procedural concerns, where it is believed that the final determination was reached without following these Procedures. In such instances, the appealing party must notify the VPSAA in writing within ten (10) business days of the date the VPSAA delivers the Final Outcome Letter to the parties. The notice of appeal must describe in detail the procedure that was not followed. The VPSAA will accept such appeal request, will put the non-appealing party on notice allowing the non-appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the VPSAA determines that a procedure was not appropriately followed, then the VPSAA will put the parties on notice of such determination, will allow for the questioned procedure to be carried out appropriately (which may include allowing for additional witness statements and/or documentation in certain circumstances) and will then review the entire set of documents created and collected in the Investigation and the Hearing Committee's Final Outcome Letter before making a determination regarding the original complaint of Sexual Misconduct. The VPSAA will make a final ruling/determination with respect to the original complaint of Sexual Misconduct within thirty (30) days of the date of the appeal. Decisions by the VPSAA are final and not subject to appeal by either party.

10. Effective Date of Sanction. Sanctions imposed by the Hearing Committee are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Hearing Committee may determine that any probation, suspension or expulsion be effective immediately and continue in effect until such time as the VPSAA may otherwise determine. The VPSAA may suspend the final determination pending exhaustion of any appeals by the accused student or may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the VPSAA. The Vice President's decision may not be appealed.

11. Privacy of the Hearing Process; Final Outcome Letter. In order to comply with [FERPA](#) and Title IX and to provide an orderly process for the submission and consideration of relevant information without undue intimidation or pressure, documents prepared and/or submitted during the Investigation testimony or other

information, may not be disclosed outside of the investigation process, except as may be required or authorized by law.

In addition to complying with Title IX and [FERPA](#), the College is required to comply with the federal [Clery Act](#)^[2]. Under the [Clery Act](#), both the complainant and the accused student must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the closure of the investigation process, the VPSAA will issue a written decision letter (the “Final Outcome Letter”), *concurrently to both* the accused student and the complainant. The Final Outcome Letter will set forth, as required by the [Clery Act](#), the name of the accused student; the violation(s) of College policy for which the accused student was found responsible, if any; any essential findings supporting the Hearing Committee’s decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the complainant or the accused student. The College acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals and sexual assault advocates or victims, may be a critically important part of a student’s healing process.

INFORMAL RESOLUTION

A complainant who wishes to file a formal complaint with the VPSAA’s Office (Student Union, Room 204) but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution”. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate.

A. Purpose of Informal Resolution

Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer and to communicate his/her feelings and perceptions regarding the incident, the impact of the incident and his/her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond.

B. Third Parties; Presiding Officer

The complainant and the accused student each may bring a third party to the Informal Resolution; however, third parties may not participate verbally in the meeting. The VPSAA or a designee of the VPSAA will preside over the Informal Resolution, and may elect to be assisted by another member of the Investigation team.

C. Informal, Resolution Where Accused Student Acknowledges Responsibility

If, during the course of the Informal Resolution, the accused student elects to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct, the Informal Resolution will be concluded and the VPSAA will propose a sanction. If both the parties agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, the VPSAA shall make a determination of an appropriate sanction. For purposes of this sanction determination, all of the other provisions of these Complaint Procedures relating to the imposition of a sanction for Sexual Misconduct shall apply including, for example, the provisions governing the effective date of the sanction.

D. Privacy of Informal Resolution

In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

E. Informal Resolution Where Accused Student Contests Responsibility

If the accused student contests the complaint of alleged Sexual Misconduct, the VPSAA may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information

derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

F. Election of Formal Resolution

The College, the complainant or the accused may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

[1] Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

[2] Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., Section 1092(f); 34 C.F.R. Part 668.46

Possible Sanctions & Penalties

Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials:

- **Alcohol/Drug Assessment:** A student may be required, on the basis of documentation, to undergo an alcohol and drug assessment under counseling contracted services. The student is responsible to insure the appropriate documentation is submitted. The student is responsible for all costs.
- **Community Service/Work Hours:** A student may be required to perform specified tasks of service to the college or community under the supervision of a specified official.
- **Counseling:** A student may be required to attend a counseling session as deemed necessary by the judicial officer. The first session, if required by ICC, will be paid for by the College.
- **Educational Sanctions:** The judicial officer may require performance of a variety of educational sanctions. These may include, but are not limited to, a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic.
- **Fines:** A student may be required to pay a monetary fine, which shall be payable to the college for selected policy violations.
- **Interim Suspension:** As a general rule, the status of a student accused of violations of the ICC code of conduct should not be altered until a final determination has been made in regard to the charges. However, interim suspension may be imposed while awaiting a formal hearing upon a finding by the President, Vice President of Student Affairs or his/her designee that the continued presence of the accused on campus constitutes an immediate threat to college property, classroom or other campus activities, and/or the physical safety and well-being of the accused or any other member of the college community or its guests.
- **Probation:** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- **Reprimand:** A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these warnings.
- **Restitution:** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property.
- **Restriction:** A restriction upon a student's or organization's privileges for a period of time may be imposed. The restriction may include, for example, denial of the right to represent the institution in any way, denial of the use of facilities, denial of parking privileges, denial of participation in extracurricular activities, or restriction of organizational privileges.
- **Warning:** The appropriate institutional official may notify the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

- **Scholarship Loss:** If deemed appropriate by division giving scholarship, the scholarship may be withdrawn by the advisor or coach.
- **Suspension/Expulsion:** If suspended, the student is separated from the college for a stated period of time, with conditions of readmission stated in the notice of suspension.

Off-Campus Activities

Even though the college cannot monitor areas outside the college, student organizations and individual students may be held accountable and responsible for their actions off campus. The jurisdiction and discipline of the college shall apply to conduct that occurs on property owned, occupied, or used by the college; while a student is attending or participating in any college related activity; or in any location if the conduct adversely affects the student's suitability as a member of the college community or is detrimental to the interests of the institution.

Sale and Solicitation

ICC prohibits solicitation, sales, or door-to-door canvassing by students or non-students on college property, except with permission of the Coordinator of Student Life and/or the Vice President of Student Affairs.

Grievances with Other Residents

Students are encouraged to resolve problems directly with each other whenever possible. If problems persist, the student is encouraged to seek out a Residence Life Staff member, the Coordinator of Student Life or the Vice President of Student Affairs. All grievances will be taken seriously and resolved as quickly as possible.

- The right not to have his/her identity revealed outside the confidential proceedings, without consent.
- The right to know the status of the case at any point during the judicial process.

Residence Life

- Please see the Pirate Villas Website for their rules and processes.

This Handbook may be subject to change without out prior notices. The college reserves the right to change, modify, or alter this Student Handbook. When reasonably possible, the college will attempt to communicate changes to students in writing.