

Independence Community College Mission 2009-2010

“Independence Community College provides quality higher education, lifelong learning, economic development, cultural enrichment and global awareness for its community through transfer, technical, community and college preparatory education programs.”

Accreditation

Independence Community College is accredited by the Higher Learning Commission 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 American Council of Education, the Kansas Association of Community College Trustees, and the Southeast Kansas Higher Education College System.

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 Independence Community College’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
Peggy Forsberg, Dean of Instruction
Instruction Office, Academic Building
Phone: 620-332-5418

E-mail: pforsberg@indycc.edu

Section 504 ADA Coordinator
Greg Eytcheson, Chief Information & Facility Officer
Informational Technology Office, Cessna Building
Phone: 620-332-5444

E-mail: grege@indycc.edu

Student Handbook

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.

Message from the Dean

Dear Student:

It is my distinct pleasure to welcome you to Independence Community College! For over eighty years, ICC has provided outstanding educational opportunities for those individuals who desire to better themselves through a higher education.

We want your college experience to be positive and rewarding from the new people you will meet to the knowledge and skills you will gain from your coursework, student organizations, or athletics programs.

I urge you to take advantage of the excellent academic, athletic, leadership, advisement, student organizations, and technical, as other resources available to you. All of us at ICC look forward to providing you with the opportunities to help make your education a reality, providing you with as many college experiences as possible.

Regards,

Max VanLaningham

Max VanLaningham
Dean of Student Services

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About Independence Community College

Independence Community College is located in Independence, Kansas, a community of over 9,000 with outstanding cultural and recreational opportunities available to the citizens of this area. ICC has been serving southeast Kansas since 1925 and has a long history of academic success, athletic achievement, and cultural excellence.

Originally, part of the Independence public school district, the College was legally separated from the

district in 1965 with the passage of the Kansas Community Junior College Law. A bond issue was passed in 1968 to build a new college campus on the site formerly occupied by the Independence Country Club. Construction of the new campus began in the summer of 1969 and was completed in the summer of 1970. The buildings were occupied for the first time in September 1970.

Located on a beautiful 68-acre campus, the College includes the Administration Building, Fieldhouse, Student Union, Academic Building (to include Library and Media Center), Cessna Learning Center, Fine Arts Building and William Inge Theatre, Residence Hall, Brick Unit, the Esch Observatory, athletic and physical education practice fields, and a lake. Located off campus in downtown Independence are the ICC School of Cosmetology, the Adult Education Success Center, and the Safety, Health, and Wellness offices. There are over 32 full-time and part-time faculty at ICC and the student/faculty ratio is 17:1. The College reaches over 3000 students annually through these programs, courses, and services. Classes are scheduled so that area residents may fulfill their educational objectives, whether they are pursuing a degree program, certificate, or upgrading specific skills.

General Information

Access to Facilities

The Director of Operations controls keys to all buildings. All campus buildings, with the exception of the residence halls, are secured after normal working hours, and access to them is controlled by maintenance personnel in conjunction with Campus Security. Access to the Residence Halls on campus is limited to residents, their guests during visiting hours, authorized employees, and others with a specific need to enter the residence buildings or rooms. However, responsibility for access to the halls and the security, within, rests with each resident.

Campus Security officers patrol the campus with security concerns noted and reported to the appropriate person.

Physical Facilities staff maintains the college buildings and grounds with a concern for safety and security. These staff members inspect campus facilities and make necessary repairs to ensure that appropriate safety and security standards are met.

Campus Security Staff

Security is provided by a professional security agency. Uniform crime reports will reflect any crimes reported, and information will be forwarded to the Kansas Bureau of Investigation. If you witness a crime, you are encouraged to call 9-1-1 or the Sheriff's Department.

Students who also feel their living arrangements have been compromised may feel secure in the knowledge that ICC will provide changes in living arrangements at the request of the student, and as space permits. If such changes are reasonably available, they will be made immediately. For further information contact the ICC Director of Student Life at (620) 332-5411 and/or contact the Dean of Student Services at (620) 332-5413.

Chronic Communicable Diseases Policy

ICC places a high priority on the need to prevent the spread of chronic communicable diseases on its campus. The college is committed to educating its staff, students, and the community about communicable diseases. Since there is, currently, no cure or vaccine for Acquired Immune Deficiency Syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. The college will offer this education through its College Skills and Resources program, other specific college courses such as Marriage and Family, Personal and Community Health, and other appropriate workshops and seminars.

Students with identified chronic communicable diseases may attend ICC whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is

sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from the college. The determination of whether a student with a chronic communicable disease may attend ICC shall be made in accordance with procedures implemented by the college. Placement decisions will be made by using this standard in conjunction with public health department guidelines concerning the disease in question. Individual cases will not be prejudged; rather decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at a minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

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 (epidemics), employee concern, extreme financial emergencies, or other emergencies. Extreme weather conditions during the winter months may require ICC to cancel or delay classes. To learn of an emergency closing at ICC, 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.

Drug-Free Schools and Communities Act

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, as stated in the section on "Prohibited Behavior," ICC prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus or on institutionally owned, leased, or otherwise controlled property. ICC reserves the right to conduct alcohol and drug searches for the health and welfare of its residents.

The use of illegal drugs and alcohol can lead to serious health risks, such as the loss of muscle control, poor coordination, slurred speech, fatigue, nausea, headaches, and increased likelihood of accidents, impaired judgment, possible respiratory paralysis, and death. Heavy drinking can lead to alcoholism and alcohol poisoning; damage to brain cells; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach; hallucinations; and personality disorders.

Health risks associated with the use of illegal drugs include increased susceptibility to disease due to a less efficient immune system, poor concentration, personality disorders, addiction, anemia, death by overdose, and an increased likelihood of accidents.

The College does not, itself, provide drug/alcohol counseling, treatment, or rehabilitation programs for students. However, referral to community treatment facilities may be made in appropriate cases. The College contracts with a local agency to provide for evaluations and/or assessments, as deemed necessary, in disciplinary actions involving drugs or alcohol.

The College will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol. Possible actions for students using or possessing illegal drugs or alcohol include, but are not limited to, fines, community service, disciplinary probation, residential suspension, and/or full suspension from the college. Referral for criminal prosecution may be made in appropriate cases.

Personal Injury – What To Do?

Injuries occurring to students while on campus or under the supervision of school personnel and requiring medical treatment or causing the loss of school time should be reported at once to a College representative, faculty, or staff member. If the injured person requires the attention of a doctor, notify the parents and get approval (emergency excepted). In an emergency, give the best possible emergency aid and call 9-1-1 immediately. Automatic Emergency Defibrillators are also available in many campus buildings to allow for emergency aid. Each unit comes with easy-to-follow instructions.

Students should report the incident to the Dean of Student Services. Accident and incident reporting

forms are available in the offices of the President, Dean of Student Services, and Dean of Instruction. An "Accident Form" should be completed, documenting the accident.

Registered Sex Offenders

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, ICC provides a link on the campus web site to the Kansas Bureau of Investigation Registered Offender Search Page so that interested parties can search for registered sex offenders attending or working at Independence Community College. Interested individuals will find this link at http://www.indycc.edu/campus_crime_statistics.htm

In accordance with the Wetterling Act, any registered sex offenders who attend ICC will have their name, address, picture, and offense posted on the ICC website.

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 at (620) 331-8558.

Rights of Privacy

Information pertaining to students' educational records is prohibited from disclosure by the Family Educational Rights and Privacy Act of 1974, as amended. Independence Community College is restricted from releasing personally identifiable information on the record of a student without his/her written consent except to (1) ICC administrators and instructors, (2) certain federal officials specified in the act, (3) stated educational authorities, (4) accrediting agencies, (5) upon receipt of proper judicial orders, or (6) officials of other schools in which the student seeks to enroll or has enrolled.

However, each student at Independence Community College is hereby notified that the college from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, etc., that contain information that specifically identifies students and information about them.

In compliance with the Family Educational Rights and Privacy Act, ICC considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the student notifies the Enrollment Office, in writing, of their wish to withhold release of the information:

- Name
- Address
- Telephone Listing
- Date & Place of Birth
- Major Field of Study
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous School Attended
- Participation in Officially Recognized Activities & Sports

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.

Independence Community College 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.

ICC's annual campus crime report is available on paper by contacting the Dean of Student Services, (620) 332-5413 or by going online at <http://www.indycc.edu/campussecurity.htm>.

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
- Residence Halls, Seek shelter in the bathrooms of the Student Union
- Seek shelter in the interior halls or restrooms

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

Tuition Refund Policy

Spring and Fall Sessions

- First through 5th day of classes: Full Refund
- 6th through 10th day of classes: 50% refund
- Remaining days of class: No Refunds

Summer Sessions, Mini, or Mid-Term Sessions

- Withdraw before second class meeting: Full Refund

- Remaining days of class: No Refunds

Video Classes

- 2 days after checking out video: Full Refund
- After second day: No Refund

Note: To receive a refund, the student must officially drop classes and have it recorded in the Registrar's Office within the period of time listed above. For more information concerning how to officially drop a course, contact the Registrar at (620) 332-5430.

Available Campus Services

Academic Advisors

Choosing the right courses is an important part of a student's college career. Assistance is available through academic advisors. A student should enroll early to receive desired classes after consulting with their academic advisor. Each new student will be assigned a member of the faculty or administration as an academic advisor by the Registrar to ensure personal attention and guidance.

Advisement Day

Independence Community College views academic advising as an integral part of the student access and learning process leading to a successful college experience. The second year student should take advantage of being able to sign up for courses before new students as courses fill up quickly. Make sure to complete the Advisement Day process for your benefit.

- Each student may request a counselor/faculty advisor who will assist the student in arranging his/her course of study.
- The student is assigned to an advisor on the basis of vocation or subject matter interests.

Activity/I.D. Cards

All students enrolled in six hours or more will receive an I.D. card which enables the student to attend all campus activities and athletic events. Initial I.D.'s are free and replacements cost \$5.00 which is charged to the student account.

Assessment/Placement

Independence Community College has an official assessment/placement policy that promotes student success by encouraging students to enroll in courses for which they are academically prepared to succeed. The importance of being prepared for the COMPASS test cannot be over-emphasized, as this testing determines your placement in remedial or developmental coursework. Students are urged to come prepared to invest time and effort in completing the tests.

- All students enrolling in math or English courses must take the ACT or COMPASS test prior to enrollment. Scores will not be accepted if the test was taken more than two years prior to enrollment at ICC.
- Students wishing to use ACT scores, or transfer scores from another school, are responsible for providing Admissions with an official copy of the scores.
- Test results, along with the current guidelines as to how the results are to be used, will be provided to academic advisors, who will follow these guidelines when placing students into classes.
- Students or advisors who have questions about a student's qualifications regarding a specific course should speak with the instructor of the course prior to enrollment.
- Advisors and students should become familiar with course prerequisites, and these prerequisites should be followed when students enroll.
- Placement into courses based upon a student's score on the ACT and/or COMPASS is mandatory.

Students should see the Basic Skills Coordinator if they believe there exist extenuating circumstances in

regard to this assessment/placement policy.

Bookstore/Textbooks

The ICC Bookstore is located on the top floor of the Student Union. New and used books, supplies, and clothing are available. Regular hours are 8:00 a.m. through 4:45 p.m., Monday through Friday. Vouchers for books for students who are to receive a book scholarship should see Financial Aid first.

Child Care

The Pirate Cove Academy is a lab-based, child care center on the ICC campus that is available for children of students and other community members on a first-come basis. Costs for child care and information on availability can be obtained by contacting the Pirate Cove Academy at (620)331-7834 or by dropping by the Center during normal business hours.

College Catalog

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: <http://www.indycc.edu/catalog/index.htm>

Developmental Education

Developmental Studies include remedial, developmental, and computer-aided instruction, as well as tutoring services. Developmental curriculum includes reading, spelling, vocabulary, grammar, writing, and math classes. The credit earned in these developmental courses does not count towards graduation from ICC; however, ICC's developmental coursework can prove very beneficial to students in need of additional assistance. All students are required to either provide ACT scores or take a COMPASS test to determine if developmental coursework is required. For better service, students should plan on taking the COMPASS test at least one month prior to enrollment.

Educational Programming

Residence students are required to participate in its College Skills and Resources Programming. Educational programming is made available to students, a minimum of one time per month, and is a mandatory attendance requirement to live in the dorms. Topics may include, but are not limited to, presentations on STD's, AIDS, sexual harassment, cyber-bullying, Staph, MERSA, life skills and decision-making, marriage and family, personal and community health, personal finances, financial aid and advising, alcohol and drugs, and student handbook information.

Employment Opportunities for Students

Students are strongly encouraged to contact the Financial Aid Office on the lower level of the Student Union Building concerning on-campus employment opportunities. Students seeking on-campus employment must complete a Free Application for Federal Student Aid (FAFSA).

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.

Applying for Student Financial Aid

1. Students apply for federal aid by reading and completing the Free Application for Federal Student Aid (FAFSA).
2. Mail or bring your completed FAFSA to the Office of Student Financial Aid at ICC to be sent electronically for processing. The school will receive an Institutional Student Information Record (ISIR) for the application in a week or less. The applicant may also choose to mail it in the envelope provided. The FAFSA is then processed and a Student Aid Report (SAR) is sent to the applicant in return mail by the federal processor within four to six weeks. The applicant then brings the SAR to the Office of Student Financial Aid. Students may also choose to complete the application on-line at www.fafsa.ed.gov. A PIN number is required to submit the electronic signature for both the student and parent (for the dependent student). Students may apply for their PIN number at www.fafsa.ed.gov.
3. Students must also bring his/her spouse's and/or parents' prior year tax form(s) (IRS, 1040, A/EZ, etc.) and other sources of income to verify the income information on their ISIR or SAR.
4. Students have the right to information about award amounts and procedures to receive their awards and are responsible for providing necessary documentation and making corrections supporting the validity and accuracy of their SARs.
5. If a student has attended any other institution of higher education, she/he must submit an official academic transcript to the Office of Student Financial Aid at ICC.

Eligibility

Current and prospective students must meet certain criteria when applying for student financial aid through the Office of Student Financial Aid. In order to receive a grant, loan, or work assistance from Title IV federal funds, a student must:

- Be a United States citizen or be an eligible non-citizen
- Be registered with Selective Service, if an 18-to-32-year-old male
- Have financial need as determined by a federally approved need analysis
- Be a high school graduate or have a G.E.D. Certificate
- Not have a baccalaureate degree
- Be enrolled in and attending an eligible program of study in classes that lead to fulfilling requirements for a degree or a certificate of vocational proficiency
- Be maintaining satisfactory academic progress
- Not be in default on any loan or owe a refund on any Title IV grant

Amount of Awards

The amount of student financial aid a student receives depends on:

- The number of semester credit hours of enrollment for the semester
- Instate/out-of-state residency status
- Dependent/independent student status
- Living arrangements (commuter at home with parent(s), on campus resident, or dependent/independent off campus resident)
- Scholarships or other grants

- Veteran benefits
- Other federal assistance such as BIA, WIA, etc.
- A cost of attendance allowance to pay the costs of tuition, fees, books, and supplies, personal expenses, transportation, and room and board
- The family contribution as determined by federal need analysis (SAR or ISIR)
- The maximum federal Pell grant award as established by the U.S. department of education

Federal Pell Grant award amounts are determined annually by federal appropriations and range up to \$2050 per semester. Federal Supplemental Educational Opportunity Grants are awarded in priority to Federal Pell Grant recipients with lowest family contributions and range from \$50 to \$500 per semester. Federal Work-Study earnings can be as high as \$1000 or more per semester. Federal loans depend on a student's cost of attendance allowance to pay for educational costs after receiving other aid and can range up to \$2625 annually for first-year students and up to \$3500 annually for second-year students, if the student is certified for the loan. Students applying for any student loan through ICC must meet a minimum grade point average requirement.

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.

Disbursement of Awards

Students receiving grants are notified on campus bulletin boards or postings of the disbursement dates of Federal Pell Grant and Federal Supplemental Educational Opportunity Grant disbursements, approximately November 1 and April 1, initially, each semester. Federal Work-Study paychecks are disbursed monthly according to the monthly payroll calendar provided each student employee. Federal loan recipients must keep in contact with the Office of Student Financial Aid for individual disbursement dates. Disbursement of student financial aid is through individual checks by the Business Office after awards are applied to student accounts to pay for students' cost of attendance.

Federal Work-Study Employment

Federal Work-Study student employees are paid the federal minimum wage rate unless otherwise noted. Student-employees at ICC average 10 hours per week and must satisfy the expectations of their supervisors in performing their job. A Federal Work-Study Request and Award Agreement is completed with the student-employee by his/her supervisor, who signs and sends it to the Office of Student Financial Aid, prior to employment. This agreement contains purpose of the job, duties and responsibilities, qualifications, beginning and ending dates, estimated number of hours per week and lists other financial aid programs available. The supervisor must bring monthly time sheets to the Business Office. The student-employee must fill out a W-4 form for the Business Office in order to receive payment of earnings.

Student Loan Repayment

Students who borrow money to attend college through the Federal Stafford Loan Program have a grace period of six months after graduating, withdrawing, or attending a college less than half-time (six semester credit hours) during a semester. Repayment begins after the grace period, unless the student has returned to college or is in forbearance because of hardship, unemployment, etc., and requires a minimum payment of \$50 per month in principal and interest continuing up to 10 years. Loan recipients are required to have an exit interview with the Office of Student Financial Aid when leaving school, or before leaving school, when withdrawing, transferring, or graduating from ICC.

Scholarships

Independence Community College will provide academic scholarships for students based on past academic success and upon criteria established by Independence Community College and/or the Independence Community College Foundation. 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 more than \$40 thousand in endowed and annual scholarships. ICC Foundation scholarship grants can be used for tuition at ICC; for fees, books, supplies and equipment required for courses at ICC and/or for room and board payable to the institution.

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.

The Office of Student Financial Aid and the Office of Admissions can guide students toward ICC Foundation scholarships that best meet their needs.

The first stop for ICC Foundation scholarships is the completion of the ICC Foundation scholarship application. Application deadline for the fall semester will be October 1 and application deadline for the spring semester will be 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 on the ICC website <http://indycc.edu/admissions/scholarships.htm>

Tuition and Fees

See current schedule of fees for In-district, Out-of-district, and International student tuition and fees. Payment may be made in the Business Office, located in the Student Union Building, lower level. Visa, MasterCard, and checks are accepted. Fees paid to the college are applied to items such as scholarships, parking access, student activities, computer services, and extended services in off-campus educational programs. Students who fail to pay their tuition and fees or who fail to make payments agreed upon as part of a payment plan with the Business Office, 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.

Housing

ICC takes pride in the residential living arrangements available to students, therefore, Student Services strives to provide the best possible living situation for each student. A residential environment is a community of shared values, beliefs, ethnicities and personalities. Each ICC student in the residence hall enjoys the freedom of independent living as well as the responsibility of that freedom. The student is

allowed to make many choices about his/her behavior, to be in control of his/her life choices, and must be willing to be held accountable for those choices.

ICC Student Housing consists of two complexes of residential units. The first complex is 10 separate residential units of GPA Housing located in the Brick units. To be eligible to live in these units, a GPA of 2.5 must be attained the semester prior to being assigned to the units. Assignment will begin with students with a 4.0 GPA. Each unit contains three double-occupancy bedrooms, a living room, a laundry room/study area, and a large bathroom. Each unit is also air conditioned, carpeted, has a lockable entry for privacy, and is furnished with a desk, chair, bed, dresser, and closet.

The second complex is a three-level, 200-bed, suite-style facility known as the Residence Hall. Each floor has a lounge area, and there is a laundry room on the first floor. Each room includes two beds (which can be bunked), desks, chairs, and dressers. Residential students are provided with an array of campus and community activities for their enjoyment, such as swimming parties, intramural sports, and discounted movie tickets. Students may also participate in the many campus clubs and organizations.

Single Room Requests

When space is available, students are given the opportunity to request a single room at an additional cost of \$300. Students may request this opportunity through the Dean of Student Services. A signature is required on a form that agrees to payment of the additional cost and is submitted to the Business Office.

For additional information on campus housing, contact the Director of Student Life or the Admissions Office at the Student Union Building, lower level.

International Student Admissions

International students are welcome at Independence Community College. An I-20 will be issued and the student will be accepted at ICC upon receipt of an application for admissions, official Registrar received from the high school or other schools attended, statement of financial support and a non-refundable application/processing fee of \$50.00 (USD). Applications will be considered on an individual basis, but the following specific conditions must be completed before an I-20 will be issued:

- 1) Candidates must submit an application form to the Admissions Office along with an application/processing fee of \$50.00, which is non-refundable.
- 2) Submit an official TOEFL score of at least 500 PBT, 173 CBT or 61 IBT for full entry. Admissions will be evaluated on a case-by-case basis. For example, if you have a TOEFL score of 480 PBT, 157 CBT or 54 IBT you can be admitted to ICC but will be required to enter into developmental coursework/ESL. A student may also gain entry if they demonstrate successful completion of at least one semester of English proficiency. For more information about the TOEFL, go to <http://www.toefl.org>.
- 3) International students will be classified as non-residents and will be required to pay international tuition and fees.
- 4) Candidates must submit a statement of financial support indicating they have adequate funds to pay for one year of college.
- 5) Candidates must submit an official high school transcript.
- 6) International students wanting to transfer credit to ICC from a foreign college are required to provide the Registrar's Office with a certified English translation of their transcript. This evaluation must be completed on a course-by-course basis through an organization recognized by The National Association of Foreign Student Educators (NAFSA). Students are responsible for all fees involved in having the evaluation completed.
- 7) All new students are required to take an assessment test before enrolling into courses. Depending

on the results of the placement test, international students will be required to enroll in the appropriate courses according to the placement policy.

- 8) International students are required to have proof of health insurance.
- 9) International students must submit admission materials to the Admission Office by July 1 for the fall semester, November 1 for the spring semester and May 1 for the summer semester.

International Studies Participating Certificate

The U.S. State Department programs (Youth For Understanding, and Freedom Support Act Scholars), under which many of our International students come to ICC, contain restrictions in that they only fund one year of 15 hours per semester and limit the choice of approved areas of study. These restrictions prevent many of our international students from striving to complete a degree or certificate while at ICC. In response to this situation and due to the recognized desirability of completing an official educational credential prior to returning to one's homeland, ICC has established a 30-hour International Studies Certificate for international students. This certificate is available for international students only, covers several majors or areas of concentration, and is well within the reach of international students given the constraints of the support programs. Specific information on the certificate program, approved areas of study, and course requirements can be obtained from the ICC International Student Coordinator.

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 Director of Student Life at (620)332-5411.

Laundry Facilities

Laundry facilities are available in the Brick units. These machines are not coin operated and should not be shared with other students across campus. The Residence Hall has coin washers and dryers. Laundry should not be left in machines without its owner close by as items will be removed. The College is not responsible for lost, missing, or stolen items.

Library/Media Center

The ICC Library is located on the top floor of the Academic Building. The ICC Library collection includes more than 30,000 volumes, library staff also provides instruction on the use of electronic resources and assist students in selecting materials that are appropriate for a given project or assignment. The library maintains subscriptions to regional newspapers and magazines from The Economist to ESPN. ICC's Inter-library loan allows students to access books and journal articles from several research libraries across the state. The library has also emerged as an important social center on campus, with 15 public access computer terminals in addition to study tables and individual study stations.

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.

The ICC Media Center is located on the lower level of the Academic Building. The Media Center houses videos, DVDs, and other instructional materials for the use of ICC faculty and staff. The Media Center also administers the college's audiovisual equipment. Students can make arrangements to watch videos for a make-up assignment or extra credit in the Media Center, and can request transparencies or lamination for a nominal fee.

Lost and Found

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

Non-English Speaking Student Services

Independence Community College provides academic support services for non-English speaking students such as:

- Community integration/orientation services
- English as a Second Language courses
- Tutoring
- Scholarships
- Employment opportunities
- Counseling
- Multi-cultural Student Organization

Students interested in learning more about these services are encouraged to contact the Admissions Office at (620) 332-5400.

Parking

Students receive parking permits upon finalization of enrollment with the Welcome Desk. 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

Under the coordination of the Director of Student Life, ICC offers a full array of student activities during the year. The Student Government Association is the parent body of Registered Student Organizations (campus clubs and organizations) and serves as the centerpiece of ICC's student activities program. Elections are held each year for SGA officers, and all students are encouraged to get involved by attending meetings or giving feedback.

The Campus Activities Board (CAB) is another Registered Student Organization. CAB schedules and coordinates activities and programs, which include Homecoming, open mic dances, bowling, movie nights, and medallion hunts. CAB programs are funded with an allocation of the student activity fee paid by all ICC students, and students who get involved in CAB assist in deciding what programs to bring to campus.

Other Registered Student Organizations on campus include Phi Theta Kappa (PTK) honor society, the Multicultural Student Organization (MSO), Theatre Repertory (TR), and the Literary Guild (LG). Students are always invited to start new organizations. To do so, simply contact the Director of Student Life for

more information.

Student Disability Services

The intent of the Board of Trustees of Independence Community College 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.

Student Lounges

The Anchor is located in the lower level of the Student Union Building. The Anchor features computers for Internet surfing and e-mail, a big-screen TV, specialty coffees and other refreshments, a stage for Campus Activity Board and other performances, and DJ and karaoke equipment. Hours of operation are posted.

Students living in ICC housing will also enjoy the lounges located on each floor of the new residence hall. Computers are located on the 2nd and 3rd floors, and the 1st floor lounge features a billiards table

and a ping pong table.

Student Support Services (SSS)

Student Support Services is a federally funded TRIO program for eligible ICC students, including first generation college students (neither parent nor guardian has achieved a four year degree), those who meet specific income guidelines (as outlined each year by the Federal Government) and/or documented disabled students. The objective of SSS is to provide students with support services for a smoother transition into college life, and to ensure they will be prepared to continue success at their four year school, and to assist them in completing individual programs and career goals. Activities and services are offered FREE to qualified students and include:

- Peer tutoring in many college courses
- Instruction and/or tutoring in basic academic skills.
- Counseling for academic advisement, career planning, and personal development.
- Assistance in acquiring financial aid
- Workshops for development of academic skills such as note-taking, test-taking, critical thinking, and memory skills.
- Workshops on selected topics for personal growth and career planning
- Workshops on transfer and continued study options.
- Cultural enrichment, social and recreational activities.
- Services for disabled students to ensure equal access to higher education opportunities.

Registrar

Registrar may be requested in the Registrar's Office, located in the Student Union Building, lower level. A student is entitled to two copies of his/her transcript of college courses without charge. Additional copies are five dollars each. Registrar will not be released until all financial obligations have been cleared.

Unofficial Registrar are available through Student Services or the Registrar's Office for advisory purposes. Information regarding transcript practices and procedures is available through the office of the Registrar.

Academic Policies and Procedures

Academic Appeal

Students have the right to appeal grades or standards by initiating their appeal with the course instructor. The next step is to appeal the grade or standard in writing with the division chair or director within 60 days after a grade is posted. If the student is not satisfied with the appeal response of the division chair or director, she/he can appeal in writing to the Dean of Instruction. The decision of the Dean of Instruction is final.

Academic Dishonesty

According to ICC policy, academic dishonesty includes any of the following:

- Cheating on examinations, written quizzes, and other written work.
- Plagiarism, which is defined as the use of another's written work without recognition and/or citation, the use of another student's work, the purchase and /or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
- Giving or receiving assistance during an examination, without the knowledge or approval of the instructor.
- Falsification, forgery, or alteration of an academic record.
- Obtaining or attempting to obtain copies of a non-circulated examination.

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 "F" grade, suspension and/or dismissal from the course and/or institution. The student so affected shall have the right of appeal through the Dean of

be barred from registration for the period for one regular (Fall or Spring) semester. An appeal may be filed through the Dean of Instruction Office. Upon returning, a professional development plan will be developed and signed by the student and the Dean of Instruction 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 Dean of Instruction.

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

The items above must be in the office of the Dean of Instruction by the deadline date specified in the "Academic Suspension Letter." Dishonesty on any of the materials submitted to the Dean of Instruction is considered grounds for denial of readmission to the College.

Adds/Drops/Withdrawals

In the case of excessive absences and/or just cause, the instructor may, but is not required to, withdraw a student by initiating a withdrawal request.

Admissions Policies

Admission to Independence Community College is granted by meeting one of the following requirements:

1. A graduate of a high school that is accredited by the Kansas State Board of Education or a recognized state accrediting agency may be granted admission to ICC if their classes meet the minimum requirements of the state of Kansas for a high school diploma.
 - o Four Units of English Language Art, which include three units of English
 - o Three units of social studies, which shall include one unit of United States history and at least 1/2 unit of United States government
 - o Two units of science, including one unit as a laboratory course
 - o Two units of mathematics
 - o One unit of physical education
 - o Nine units of elective courses
 - o A minimum of 21 units of credit shall be required for each graduating class.
2. A transfer student, in good standing, from a regionally accredited university/college.
3. A successful completer of the General Education Development (GED®) examination.
4. A high school junior or senior with written permission from the high school principal/counselor. A high school student can take up to 24 hours of concurrent enrollment during their junior/senior year.
5. A high school student enrolled in a recognized gifted program with written permission from the school principal/counselor. A high school student can take up to 24 hours of concurrent enrollment during their junior/senior year.

Note: High School applicants with high school certificates of performance, high school special education, or high school career and technical diplomas must take the GED®.

Attendance Policies

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. The college will inform instructors of special circumstances which make an absence necessary.

The number of classroom hours a student may miss in a particular course without penalty is determined by the instructor, and will be covered in the syllabus for that course.

Degrees and Graduation Requirements

Independence Community College awards four degrees to meet individual student needs. Upon successful completion of the required credit hours, including the fulfillment of all program and degree requirements and a cumulative GPA of 2.0 or better, the student will be awarded an associate degree. Available degrees are:

- o Associate of Arts (AA) Degree
- o Associate of Science (AS) Degree
- o Associate of Applied Science (AAS) Degree
- o Associate of General Studies (AGS) Degree

Enrollment Verification

Independence Community College requires students to be officially enrolled through a verification process in all classes they attend. To receive credit for an ICC class, students must be listed on the official class roster. To verify your name is on the class roster, check with your instructor.

Grade Changes

Grade change forms are submitted directly to the Registrar's Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the Dean of Instruction. The student will receive a copy of the grade change form as notification that the process has been completed.

Grade changes must be submitted to the Registrar's Office within one semester of the student's initial enrollment in the course. All change requests after that must be approved by the Dean of Instruction.

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

"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 "GRADE POINTS" Per Credit Hour

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

Grade point average (GPA or "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.

Honor Roll

In order to give proper recognition for excellence in scholarship, the ICC faculty has established an honor roll program. Announcement of honor roll students will be made at the close of each semester. Two honor rolls will be announced. The highest honor roll is known as the "President's Honor Roll" or "Honor Roll." This honor will be given to a student whose GPA for the semester is 4.0. The second honor roll is known as the "Dean's Honor Roll" or "Deans Honor Roll." This honor will be given to students whose GPA is 3.5-3.99 for the semester. A student must be enrolled in a minimum of 12 semester hours of non-remedial course work to be eligible for either honor roll.

Placement Testing/COMPASS/ACT

For the purpose of proper course placement and advising, all entering freshmen at ICC are required to take assessment examinations in the areas of English, mathematics, and reading or provide ACT exam scores. In the event that these examinations reveal deficiencies which might impair academic progress, students are required to take courses which will address such deficiencies. Course placement based on such examinations is mandatory.

Student Classification

Following are the standards for academic classification of students:

- 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 of course work, has not received an associate degree, and does not have upper division standing in a four-year institution.
- High School Special Student: A student enrolled in high school while taking college courses.
- Part-time: A student enrolled for fewer than 12 semester hours.
- Full-time: A student enrolled for 12 or more semester hours.
- Post-Graduate: A student who has completed requirements for graduation from ICC or who has accumulated more than 64 semester hours (not including developmental course work).

Student Load Policy

In most programs of study, a normal credit hour load is considered to be 16 credit hours per semester. To enroll in more than 21 hours credit hours per semester or 12 credit hours during the summer session, a student must have a 2.5 grade point average.

Transferring Credits to ICC

ICC provides for the evaluation and transfer of prior post-secondary education credit to ICC. Courses completed at other accredited colleges and universities are transferable to ICC through the Registrar's Office. Programs of study completed at state-accredited technical or vocational schools are also recognized and transferable to ICC, in accordance with the equivalency formula mandated by the Kansas State Board of Education, acting in concert with the Dean of Instruction and/or division chairs as needed. Course work completed at non-accredited or proprietary schools shall be similarly considered for possible transfer by the Registrar, acting in consultation with the Dean of Instruction.

Disciplinary Policies and Procedures

Student Code of Conduct

Independence Community College recognizes the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at the college, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. 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 Dean of Student Services or the Director of Student Life. At that time the student must complete an Incident Report.

After the review of circumstances and the Incident Report, the Director of Student Life may conduct and make a ruling and, where deemed necessary, assigning a sanction(s). The Dean of Student Services may take into consideration a sanction that is more lenient in nature if the student is open and honest in his/her communications about the incident.

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 in 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 or staff member.
- Failure to provide identification when asked to do so by any member of the ICC faculty or staff.
- 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.

Mischiefous/Dangerous Behavior:

- Mischiefous behavior or mischiefous/inappropriate use of property.
- Climbing onto and/or being on the roof of any and all college buildings.
- Ejecting any 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.

Sexual Misconduct:

- Public display of literature, films, pictures, or other material that an average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value.

Visitation/Curfew Violation:

- Visiting in the residence hall rooms of members of the opposite sex except as specified under housing regulations.
- Failure to meet the specified times for curfew.

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.

Disciplinary Procedures

Complaints for alleged violations of the Independence Community College Code of Conduct may be filed against any student by any member of the college community. The complaint shall be a brief, written statement citing the provisions of the code allegedly violated and providing a summary of the facts deemed to constitute a violation.

Students will be presumed "Not Responsible" until proven otherwise by a preponderance of evidence. This means what likely happened in the judgment of the hearing officer, based on information gathered during an investigation and/or presented at a formal hearing.

Residents are responsible for choices they make. In the presence of a policy violation, you may attempt to stop the violation, contact residential staff, and/or immediately remove yourself from the situation and the vicinity of the violation. If you choose to remain at the scene of a policy violation, you will be

included on the incident report and may also be held accountable for a policy violation. When students violate the Independence Community College's Code of Conduct, ICC may choose to respond in a variety of ways. The following section details the procedures for mediation, informal action, and formal hearing:

Mediation

Independence Community College believes a strong system of mediation of disputes will encourage resolution of complaints. Mediation is appropriate when all parties involved (accuser(s) and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded to a formal hearing. Mediation actions are not subject to appeal.

Informal Action

In some cases of student misconduct, a formal hearing may not be necessary. This is most often true when the student admits responsibility and/or the violation is of a less serious nature (i.e., residential and/or college suspension is not listed as a possible sanction). In this case, the student simply receives a letter from a member of the college staff detailing the charge and imposed sanction. The letter becomes part of the student's judicial file.

Formal Hearing

Students subject to a sanction of residential and/or college suspension or in other disciplinary cases at the discretion of the Dean of Student Services or his/her designee shall be accorded a hearing before the Dean of Student Services or his/her designee. The student shall be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time to ensure opportunity to prepare for the "Hearing." Students may bring an advisor to the Hearing, but that advisor may only advise the student, not address the judicial officer conducting the Hearing or ask questions, unless invited to do so by the judicial officer. The advisor must be a member of the college's faculty, staff or student body, a member of the student's immediate family, or the student's legal guardian. The Hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. The student shall be entitled to appear in person to present a defense to the judicial officer and may call witnesses. The student shall be entitled to refuse to answer questions or may elect not to appear for the Hearing. Should the student elect not to appear, the Hearing shall be held in the student's absence. The student shall be entitled to ask questions of the judicial officer or any witnesses. All proceedings shall be closed; however, the judicial officer may elect to have a member of Campus Security present. A record of the Hearing may be made, and the record shall be the property of Independence Community College. The students shall be advised in writing of the judicial officer's decision and of what sanctions, if any, have been imposed. The student shall also be reminded of his/her right to appeal.

Appeal Process

The Independence Community College student due process for disciplinary appeal was created in light of the College's adoption of a collaborative decision-making process. The following sections describe ICC's disciplinary appeals process after an informal Hearing and a formal Hearing:

Appeal After Informal Hearing

All student disciplinary appeals of informal hearings culminate with a Hearing with the Dean of Student Services or his/her designee. Student disciplinary appeal of informal Hearings requires written notice of intent to appeal sent to the Dean of Student Services within 48 hours of the disciplinary action. The

decision of the Dean of Student Services or his/her designee shall be final.

Students may bring an advisor to the Hearing, but that advisor may only advise the student, not address the judicial officer or ask questions. The advisor must be a member of the college's faculty, staff or student body, a member of the student's immediate family, or the student's legal guardian. All efforts will be made to provide written notification of the final disciplinary hearing findings by the Dean of Student Services or his/her designee will be sent within 72 hours of the Hearing or the next calendar academic day.

Appeal After Formal Hearing

All student disciplinary appeals of formal hearings culminate with a Hearing consisting of the Dean of Student Services and members of the Student Progress Committee and/or head coach of the student's athletic program. Student disciplinary appeal to the Dean and/or members of the Student Progress Committee; and/or designee requires written notice of intent to appeal sent to the Dean within 48 hours of the disciplinary action. The decision of this appellant group shall be final.

Students may bring an advisor to the Hearing, but that advisor may only advise the student, not address the Hearing panel or ask questions. The advisor must be a member of the college's faculty, staff or student body, a member of the student's immediate family, or the student's legal guardian. All efforts will be made to provide written notification of the final disciplinary Hearing findings by the Dean and/or members of the Student Progress Committee; and/or designee will be sent from the Deans office within 72 hours of the hearing or the next calendar academic day, if possible.

Types of Responsibility

After investigation of a specific incident, the process may produce a finding of "Not Responsible," in which it was determined that the student was not involved or responsible for the actions specified in an Incident Report.

After investigation of a specific incident, the process may produce a finding of "Partially Responsible," in which it was determined that the student was partially responsible for the actions specified in an Incident Report.

After investigation of a specific incident, the process may produce a finding of "Responsible," in which it was determined that the student was involved and responsible for the actions specified in an Incident Report. A finding of "Responsible" may be reason for Disciplinary Probation and in severe situations, Disciplinary Suspension may be recommended.

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, Dean of Student Services 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: 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.

Expanded Policy Statements

Computer Use Policies

With access to computers and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the context of the school setting. The administration and Board of Trustees of ICC firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals within each school.

Here are some of the guidelines provided to establish the responsibilities given to student users of ICC's computer network. If any user violates any of these provisions, his or her account or access privileges may be terminated, appropriate disciplinary action taken, and all future access may be denied.

Acceptable Use: The purpose of ICC's provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Independence Community College. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges: The use of ICC network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges. The site and/or system administrator(s) will deem what is inappropriate use, take appropriate action and determine consequence. Also, the site and/or system administrator(s) deny access at any time as required. The site administration and/or staff of ICC may request the system administrator to deny, revoke, or suspend access to specific users.

Netiquette (Network Etiquette): The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following: be polite – do not send abusive message to anyone; use appropriate language – in all messages, do not swear or use vulgarities or any other inappropriate language (Anything pertaining to illegal activities is strictly forbidden. Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities.); privacy – do not reveal the personal address or phone number of yourself or any other person (All communications and information accessible via the network should be assumed private property. Do not

forward/distribute an email message without permission from the author.); and connectivity – do not use the network in such a way that would disrupt the use of the network by others.

Services: ICC will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via ICC network services is at your own risk. ICC denies any responsibility for the accuracy or quality of information obtained through network services.

Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the ICC network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to the system as any other user may result in cancellation of user privileges. Attempts to login to ICC networks as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to ICC network services.

Vandalism: Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way. Downloading any information to the fixed storage (hard drive) of any ICC computer constitutes vandalism.

Updates: ICC may require registration and account information from you to continue providing services. You must notify the system administrator of any changes in your account information. All Terms and Conditions as stated in this document are applicable to Independence Community College. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas, United States of America.

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

Independence Community College prohibits solicitation, sales, or door-to-door canvassing by students or non-students on college property, except with permission of the Director of Student Life and/or the Dean of Student Services.

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 Director of Student Life or the Dean of Student Services. All grievances will be taken seriously and resolved as quickly as possible.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or

- Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or of creating an intimidating, hostile, or offensive environment.

It is advised that the victim to directly inform the harasser that the conduct is "unwelcome and must stop." The victim should report the harassment to any ICC college staff member immediately.

Sexual Misconduct – Rules Governing Notice of Hearing Decision

Federal law permits both students/parties involved in a campus judicial hearing on sexual misconduct to be informed of the outcome of the Hearing. The college's policy is to inform both students/parties involved.

Sexual Misconduct –Rights of Alleged Victims

To encourage reporting of sexual assault/sexual misconduct, the following is a list of the rights of victims of sexual assault/sexual misconduct on campus:

- The right to an explanation of the available options of redress.
- The right to request assistance in obtaining a campus restraining order to prohibit further harassment or contact.
- The right not to have irrelevant past sexual history discussed during the hearing.
- The right to remain present for the entire proceeding and to inspect evidence presented.
- The right to use an intercom or other remote audio or video device, so that she/he may testify and respond to questions without face-to-face contact with the alleged perpetrator.
- The right to make a victim impact statement if the accused has been found to violate the student code of conduct.
- 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.

Tobacco-Free/Smoke-Free Policy

All Independence Community College facilities exclusively owned, leased, or managed by the college are designated as tobacco-free/smoke-free areas.

- Students, staff, faculty, and patrons may use tobacco or tobacco related products outside facilities in such a way as not to create secondary health problems for those using college facilities.
- All students, staff, faculty, and patrons may expect a smoke-free environment in vestibules, classrooms, theatres, offices, vehicles, and service areas.

This Handbook may be subject to change without 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.

