



# INDEPENDENCE COMMUNITY COLLEGE STUDENT HANDBOOK



REVISED JULY 2023

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## **LETTER FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS**

Dear Pirate Community:

When you join the Independence Community College family, you are joining a community of learners committed towards achieving academic excellence while promoting cultural enrichment and economic development. This Handbook is designed to orient you to ICC as you begin this journey. It contains information on the academic, social, and personal development opportunities available to you as a Pirate and the many resources that are available to you as you make smart choices and achieve your goal of a degree.

During your time at ICC, you will have the opportunity to explore new opportunities, make new friends, and participate in curricular and co-curricular learning. Take time to reflect on who you are and who you are trying to become. Take classes in subjects that introduce you to fields and ideas that challenge you and help you grow as a learner and a person. Participate in activities you have never tried before. And most importantly, reach out and connect to people who are different than you. ICC faculty, staff, and administration pride themselves in helping students achieve their dreams.

I look forward to meeting many of you at functions throughout the year. Please feel free to come to my office to discuss any issues of concern to you, or just to say hi. I look forward to seeing you across campus this year.

If there is anything we can do to help you better navigate your college life, please let me know. Welcome to the ICC family, we are proud to have you here. GO PIRATES!

David Adams

Vice President for Student Affairs

## **PREFACE**

Independence Community College students are responsible for knowing the information, policies and procedures outlined in this document. The college reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online <https://www.indycc.edu/student-life/index> for the updated versions of all policies and procedures.

## **NONDISCRIMINATION STATEMENT**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and 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, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations, 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.

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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.

## **GENERAL INFORMATION**

### **HISTORY OF THE COLLEGE**

Independence Community College (ICC) is a two-year educational institution accredited by the Higher Learning Commission (HLC). It was established in 1925 as grades 13 and 14 of the Independence public school system. In 1967, Independence Community College legally separated from the school district. Construction of the new community college on a 68-acre campus, formerly the Independence Country Club, began in 1969. Classes at the new site began in September 1970. ICC campus is now home to the Academic Building, Fine Arts Building, Student Union, Center for Innovation and Entrepreneurship, Field House, Administration Building, William Inge Center for the Arts, fitness center, athletic practice fields, disc golf course, 96-bed multi-structure living complex, and a 200-bed residence hall.

By renovating a donated building, in 2010, ICC expanded the college to include ICC West (2615 West Main Street). This campus is located on the west side of Independence and is home to our technical programs: Allied Health, and Cosmetology. Additional renovations were completed in 2012 to accommodate our newest program, Veterinary Technology. This state-of-the-art facility includes animal wards, a classroom lab, surgery, pharmacy, prep room, small animal treatment, food prep, grooming, and radiology.

ICC also maintains a presence downtown through the ICC Foundation office and by partnering with the Independence Business Resource Center.

Currently, our educational and support programming includes 35 programs of student for Associates of Arts and/or Science degrees, 11 programs of study for Certificate completion, Student Support Services, Upward Bound, men's and women's athletic programs, and a variety of campus organizations and activities.

### **VISION STATEMENT**

To be a community college that provides an exceptional educational experience by cultivating intellect, encouraging creativity, and enhancing character in a student and community centered environment.

### **MISSION STATEMENT**

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

### **CORE VALUES**

- **Integrity:** ICC holds its employees and students accountable to be honest, ethical, and transparent.
- **Excellence:** ICC demonstrates continuous quality improvement in academics and services offered to students and other stakeholders.
- **Responsiveness:** ICC looks to the future by responding to the emerging needs of its stakeholders.
- **Diversity/Enrichment:** ICC provides an environment that values uniqueness while promoting



personal growth through creativity and innovation.

- **Commitment:** ICC commits to making decisions that best serve its students and community.

## **STRATEGIC PLAN KEY INITIATIVES**

1. Develop and deliver distinctive and high-quality academic, entrepreneurial, fine arts, athletics, and cultural programming that makes ICC a destination for students globally. Develop clear pathways to 4-year transfer and workforce readiness through college degree or certificate completion.
2. Implement plans for recruitment and retention of quality employees. Increase faculty and staff development opportunities and support. Create development programs, including leadership and expertise training.
3. Engage the service area community by development/redevelopment of collaborative partnerships and training programs that offer value to our students, our college, and the community we serve.
4. Develop college outreach and promotions to maximize awareness of ICC through clear initiatives and additional strategic recruitment to grow enrollment and establish ICC's identity and brand.
5. Increase enrollment, retention and completion rates using the 2018-2019 baseline, setting specific goals. Consider anticipated results of action steps and anticipated state demographic trends, student socioeconomic factors, and financial aid availability.
6. Ensure ICC performs in a socially and fiscally responsible manner through the creation of a dedicated, detailed funding plan and unique revenue streams to meet college needs and capital improvement projects. Work with the ICC Foundation to substantially increase traditional fundraising and develop a more comprehensive alumni association and network.

## CAMPUS MAP

The Independence Community College main campus is located at 1057 W. College Ave. Independence, Kansas 67301. An electronic map of the main campus can be found <https://www.indycc.edu/about-us/campus-map>



## ACADEMIC CALENDAR 2023-2024

### Summer 2023

June 1-----	Semester Begins for First and Full Session classes
June 6-----	Last day to Add/Drop First Session and full session classes.
June 8-----	Attendance Reporting Due First Session classes (Certification)
June 14-----	Attendance Reporting Due Full Session classes (Certification)
June 19-----	Progress Grades Due in Self-Service for First and Full Session classes
June 22-----	Last day to Withdraw from First Session classes
June 28-----	Last Day of First Session classes
June 29-----	First Session Finals
June 30-----	---Final Grades due for First Session by NOON
July 4-----	NO CLASSES/CAMPUS CLOSED
July 10-----	Second Session classes begin
July 11-----	Last day to add/drop Second Session classes
July 14-----	Attendance Reporting Due Second Session classes (Certification)
July 24-----	Progress Grades Due for Full and Second Session classes
July 27-----	Last day to Withdraw from Full and Second Session classes
August 2-----	Summer Full and Second Session classes end
August 3-----	Finals for Full and Second Session Classes
August 4-----	Final Grades Due by NOON – FULL AND SECOND SESSION

### Fall Semester 2023

August 9-----	Faculty return to campus: Classroom Prep Day
August 10-----	In-Service Activities
August 11-----	In-Service Activities
August 14-----	Semester Begins for First and Full Session classes
August 16-----	Last day to Add/Drop First Session classes
August 21-----	Last day to Drop Full Session classes
August 25-----	Attendance Reporting Due First Session classes (Certification)
September 4-----	Labor Day—NO CLASSES/CAMPUS CLOSED
September 5-----	Attendance Reporting Due Full Session classes (Certification)
September 15-----	Progress Grades Due in Self-Service for First and Full Session classes
September 22-----	Last day to Withdraw from First Session classes
October 4-----	First Session Finals (Monday/Wednesday Classes)
October 5-----	First Session Finals (Tuesday/Thursday Classes)
October 6-----	Final Grades due for First Session by NOON
October 6-----	Progress Grades due for Full Session classes
October 9-----	Second Session classes begin
October 10-----	Last day to Add/Drop Second Session classes
October 20-----	Attendance Reporting Due Second Session classes (Certification)
October 26-----	NO CLASSES/CAMPUS CLOSED/Fall Break
October 27-----	NO CLASSES/CAMPUS CLOSED/Fall Break
November 1-----	Spring Schedule opens for enrollment
November 3-----	Progress Grades due for Full and Second Session classes
November 20-24-----	NO CLASSES/CAMPUS CLOSED/Thanksgiving Break
November 30-----	Last day to Withdraw from Full and Second Session classes

December 4-7----- Finals for Full and Second Session Classes  
 December 5----- Fall Graduation Ceremony  
 December 8 -----Final Grades Due by NOON – FULL AND SECOND SESSION  
 December 8----- Assessment due by 5:00 p.m.  
 December 11 -----Fall Intercession Begins  
 December 15----- Last day to Add/Drop Intercession classes  
 December 16 ----- Attendance Reporting Due Intercession classes (Certification)  
 December 20-January 2----- CAMPUS CLOSED/Winter Break  
 January 3 -----Campus Reopens  
 January 3 ----- Last day to Withdraw from Intercession classes  
 January 8 ----- Fall Intercession Session ends  
 January 9 ----- Final Grades Due by NOON – INTERCESSION

### **Spring Semester 2024**

January 11 ----- Faculty return to campus: Classroom Prep Day  
 January 12 ----- In-Service Activities  
 January 15-----CAMPUS CLOSED IN OBSERVANCE OF MARTIN LUTHER KING,  
 JR DAY  
 January 16 ----- In- Service Activities  
 January 17 ----- Semester Begins for First and Full Session classes  
 January 18 ----- Last day to Add/Drop First Session classes  
 January 24-----Attendance Reporting Due First Session classes (Certification)  
 January 25 ----- Last day to Add/Drop Full Session classes  
 February 9 ----- Attendance Reporting Due Full Session classes (Certification)  
 February 16----- Progress Grades due for Full and First Session classes  
 February 22----- Last day to Withdraw from First Session classes  
 March 6-----Last Instructional day for First Session classes  
 March 7 ----- First Session Finals  
 March 8 ----- Final grades for First Session classes due by NOON  
 March 8 -----Progress Grades due for Full Session classes  
 March 11-15 -----SPRING BREAK NO CLASSES/CAMPUS CLOSED  
 March 18-----Classes begin for Second Session  
 March 19----- Last day to Add/Drop Second Session classes  
 March 29----- Attendance Reporting Due Second Session classes (Certification)  
 April 1----- Summer and Fall Schedule opens for enrollment  
 April 12 ----- Progress Grades due for Full and Second Session classes  
 April 26 ----- Last day to Withdraw from Full and Second Session classes  
 May 6-9 ----- Finals for Full and Second Session Classes  
 May 10 -----Final Grades Due by NOON – FULL AND SECOND SESSION  
 May 10 ----- Assessment Due by 5:00 p.m.  
 May 11 ----- Spring Graduation Ceremony

## **STUDENT BEHAVIOR & EXPECTATIONS**

### **EXPECTATIONS STUDENT RESPONSIBILITIES**

Students at ICC are expected to conduct themselves as self-respecting, educated individuals. It is assumed by the college that students will demonstrate a code of personal honor based upon courtesy, integrity, common sense, and respect for others, both inside and outside the classroom

### **STUDENT CODE OF CONDUCT**

#### **PHILOSOPHY & PURPOSE OF THE STUDENT CODE OF CONDUCT PURPOSE**

The purpose of the Student Code of Conduct is viewed to be two-fold:

1. **Guidance:** The guidance and redirection of an offending student toward a productive career as a learner in an academic setting and as a citizen; and
2. **Learning and Social Climate:** The elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose conduct and presence constitute a disruptive influence upon the learning and social climate. Justice mechanically administered and untempered by kindness, human judgment, and sincere concern is cold and has no place on the College campus. These procedures are directed toward the assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may easily be understood by educators, laymen, and students who have mutual confidence in one another.

#### **JURISDICTION OF THE STUDENT CODE OF CONDUCT**

The Student Code of Conduct shall apply to students who are enrolled in the college. It shall apply to conduct that occurs on Independence Community College premises, at Independence Community College sponsored activities, and to off-campus conduct that adversely affects the ICC community and/or the pursuit of its objectives.

While visitors to the college are clearly not subject to the Student Code of Conduct, the Student Code of Conduct shall serve as a guide to visitors to demonstrate the conduct the College believes is appropriate for the campus as well as off-campus events and activities.

#### **STUDENT CODE OF CONDUCT VIOLATIONS**

1. **ACADEMIC MISCONDUCT:** Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior.
2. **ALCOHOL:** Consumption or possession of alcoholic beverages on the campus, or at any event sponsored by or for a student organization.
3. **ATTEMPTS AND COMPLICITY:** Attempting to or encouraging others to commit acts prohibited by this code. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.
4. **COMPUTER AND NETWORK USE:** The College provides computers, software, peripherals, and network

services for use by ICC students, faculty, and staff to support academic and administrative functions. Prohibited conduct includes, but is not limited to:

- A. Unauthorized access, alteration or destruction of another user's data, programs, electronic mail, or voice mail.
  - B. Attempts to obtain unauthorized access to local or remote computer systems or networks.
  - C. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
  - D. Obscene, offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.
  - E. Intentional viewing of pictures of an erotic or sexual nature when such images can be viewed by others; and, mailing, printing, or copying obscene materials.
  - F. Knowingly running, installing, or providing access to a data file which could be classified as or contain a computer virus, worm, or Trojan horse.
  - G. Activities that embarrass, denigrate, or libel an individual or organization.
  - H. Unauthorized distribution of copy righted materials by users of the network.
- 5. **DISCRIMINATION:** Discriminating on the basis of sex, race, color, age, status as a veteran, sexual orientation, gender identity, national origin, religion, or qualified individual with a disability.
  - 6. **DISHONESTY:** Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, fabrication, obtaining an unfair advantage, furnishing false information to any college official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any college-recognized student organization.
  - 7. **DISORDERLY CONDUCT:** Disorderly, lewd, indecent actions or breaching the peace on college property or at college sponsored activities.
  - 8. **DISRUPTION OR OBSTRUCTION:** Disrupting or obstructing normal college operations or college sponsored activities. To also include, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction
  - 9. **DRUGS:** The consumption or possession of substances forbidden by law on the campus, or at any event sponsored by or for a student organization.
  - 10. **FAILURE TO COMPLY:** Failing to comply with the lawful directions of any college employee acting within the scope of their official duties or failing exhibit appropriate identification to ICC officials, faculty, or staff when requested to do so.
  - 11. **FAILURE TO PAY:** The intentional or unintentional failure to pay any legitimate outstanding financial balance to the college or any attempt to financially defraud the college.

- 12. FALSE REPORTING:** Knowingly making a false report of a bomb, fire or other emergency.
- 13. FALSIFICATION OF INFORMATION:** Knowingly supplying false information to the college. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation at ICC.
- 14. FIRE SAFETY:** Starting a fire of any size on the college campus or at college sponsored events and/or engaging in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.
- 15. HARASSMENT, THREATS, AND BULLYING:** Engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
- 16. HAZING:** Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing.
- 17. PHYSICAL VIOLENCE:** Engaging in physical violence of any nature against any person, on or off campus. This includes fighting; assaulting; battering; using a knife, gun, or other weapon; physically abusing, restraining, or transporting someone against his/her will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- 18. PROPERTY DAMAGE:** Defacing, damaging, or destroying property belonging to the College or other individuals or recognized groups on college property.
- 19. RETALIATION:** Retaliating against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process.
- 20. SEXUAL HARASSMENT:** Unwelcomed sexual advances and other verbal or physical contact or communication of a sexual nature, as outlined in ICC Title IX policies.
- 21. SEXUAL MISCONDUCT:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as outlined in ICC Title IX policies.
- 22. STALKING:** Willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested and actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed, or molested, as outlined in ICC Title IX policies.
- 23. THEFT:** Engaging in theft, attempted theft or unauthorized possession of property belonging to the college or other individuals or recognized groups on college property.
- 24. THREATENING OR RECKLESS CONDUCT:** Intentionally, recklessly, or negligently engaging in verbal

abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.

**25. USE OF TOBACCO:** Using tobacco in any form or using electronic cigarettes (vaping) on campus or while attending any ICC sponsored events.

**26. VIOLATIONS OF THE LAW:** Any violation of federal, state, or local law while on ICC premises or while engaged in any ICC sponsored activity.

## **SANCTIONS**

Sanctions for violation of the Code of Conduct may include one or a combination of the following:

**Written Warning:** An official written notice that the student has violated college policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

**Restriction:** A limitation on a student's privileges for a period of time and may include but is not limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the College, or denial of participation in extracurricular activities not directly associated with academics (e.g., athletics, intramural sports, attending campus events, participations in student organizations).

**Educational and Behavioral Change Requirement:** Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision-making class, and other relevant educational opportunities.

**Course Removal:** The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Hearing Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Code of Conduct occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

**No Contact Order:** An absolute prohibition from contact with specified person or persons in any form whatsoever, including but not limited to contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

**Restitution:** Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.

**Probation:** A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations will subject him/her to suspension or expulsion from the College.

**Suspension:** The exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed five (5) years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus at any time for any reason



during the period of suspension, unless otherwise permitted by the Hearing Officer. Notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

**Expulsion:** Expulsion is when a student is ordered removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College.

## **SEXUAL MISCONDUCT & DISCRIMINATION**

Independence Community College (“ICC”) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, ICC has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. ICC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. For a complete review of Title IX policies and procedures, please visit: <https://www.indycc.edu/student-life/title-ix-compliance>

## **AMNESTY PROVISION**

It is recognized that individuals who may have been drinking or using drugs and/ or participating in other prohibited behavior at the time an act of sexual violence occurs may be hesitant to report the act to proper authorities or college personnel. An individual who experiences sexual violence or a bystander who reports such incidents in good faith will not be subject to referrals under the Independence Community College Student Code of Conduct for the use of alcohol or drugs and/or any other prohibited behavior. Clery reportable offenses will be reported with names of involved parties redacted as outlined in the Annual Security Report.

## **STUDENT CONDUCT CODE VIOLATION COMPLAINT FORM**

Students, faculty, staff, and any other members of the ICC community may submit a Student Conduct Code Violation Complaint Form by following this link: <https://www.indycc.edu/student-life/student-complaints>

## **ADMINISTRATIVE PROCEDURE FOR STUDENT CONDUCT**

- A. Any member of the Independence Community College community may file complaints against a student for violations of the Student Code of Conduct. Alleged violations shall be submitted within 10 business days from the date of incident to the Director of Student Life. (When designated in this document, “business days” shall mean days on which Independence Community College is open for business.) ICC shall take whatever actions necessary to conduct a full, fair, and impartial investigation and to allow the student accused of a violation a fair opportunity to defend themselves against the allegations of misconduct. The college will disclose information regarding the alleged misconduct to administer a fair investigation, to allow the student accused of misconduct a fair opportunity to be heard and provide for their defense, or as required by law or regulation.
- B. The Director of Student Life or designee will interview the student and the complainant. If the student admits violating the Code of Conduct, the Director of Student Life or designee will determine the appropriate sanctions and notify the student in writing within a reasonable time frame of the decision.
- C. If the student does not admit to violating the Code of Conduct, the Director of Student Life will further investigate the allegations. If it is determined that the student violated the Student Code of Conduct, the Director of Student Life or designee will determine appropriate sanctions and notify the student in writing within a reasonable time frame of the decision.
- D. In cases involving sanctions other than suspension or expulsion, the student appeal will be heard by the

Vice President of Student Affairs (VPSA) or the Judicial Committee. The appeal must be submitted electronically five (5) days from the notification of the Director of Student Life's decision. The VPSA or Judicial Committee shall review the record submitted by the Director of Student Life and all materials, documents, or media submitted by the student and the complainant. Further interviews may be conducted as the VPSA or Judicial Committee deems necessary. The appeal will be decided within 30 days from the date of receiving the record. The student shall be notified of the decision and the reasons for the decision in writing. The decision of the VPSA or Judicial Committee shall be final.

- E. Cases involving suspension or expulsion requires the Director of Student Life to consult with the VPSA before issuing such sanctions. In such cases, the student may appeal to and have a hearing before the Judicial Committee.
- F. If it is determined that a reported incident is an emergency or endangers campus safety, then the Director of Student Life may issue an immediate provisional suspension. The student provisionally suspended may request an emergency hearing to determine if the provisional suspension was warranted. The request for submitting an emergency hearing must be in writing, signed, dated, and returned to the VPSA or filed through the online reporting process. If so requested, the VPSA will serve as chairperson of the emergency hearing committee. The chairperson shall appoint two other faculty/staff members or administrators not related to the conduct incident to serve on the emergency hearing committee. The emergency hearing committee shall hear the matter within five (5) business days of the student's request. The emergency hearing committee shall decide whether the provisional suspension was proper. The incident shall then follow the regular conduct procedures contained herein as a matter of course.

## **STUDENT CONDUCT APPEALS**

**An appeal does not provide a second hearing of the case.** The review of the appeal will be based on the existing record, new information provided, as well as information provided by the conduct officer regarding the rationale for the decision. Deviation from the procedures in this code will not invalidate a proceeding or decision or be a basis for appeal except where such deviation has clearly resulted in significant prejudice to an accused student.

### **A. Grounds of Appeal**

- The established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which an accused student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
- There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information was not known to the person appealing at the time of the original hearing

### **B. Process**

A student will file the appeal by submitting it electronically to the Office of VPSA (in cases involving student and/or residence life conduct). In general, the filing of the appeal will result in a stay of the sanctions imposed

on the appealing student, unless the welfare of an individual or the community is threatened. Students are encouraged to consult with all resources available to them prior to submitting the request for an appeal. The link to submit an appeal electronically is included in the decision letter.

If a student files an appeal, they will be informed of the outcome when the appeal process has been completed. Students must file their appeals within (5) five days from the time they are issued their decision or sanction letter or the opportunity to appeal is considered waived. (Unless there is a special circumstance that would prevent this). An appeal will only be considered if it includes the student's criteria and rationale for the appeal. It is the student's obligation to provide any and all materials they wish to have considered at the time of appeal submission. Subsequent information and/or revisions to the appeal will not be accepted.

A panel composed of members from the Judicial Committee will convene to resolve cases that meet criteria for an appeal. Cases heard by the Judicial committee through the Appeals process will be considered final.

### **Order of Business for Disciplinary Hearing Appeals**

In certain circumstances depending on the nature of the appeal grounds the Judicial committee may determine it necessary to conduct a formal appeal hearing. Unless otherwise determined by the Chairperson of the Committee, the hearing will generally follow the order described below.

1. Members of the Committee introduce themselves and ask all present to do the same.
2. The Chairperson briefly reviews the hearing procedures as outlined here.
3. The charges are read by the Committee Chairperson.
4. The Complainant(s) will be the first to present testimony. At the conclusion of the Complainant(s)' testimony, the Complainant(s)' incident witnesses will each present testimony, with the Committee and Respondent(s) being permitted to ask questions.
5. After the Complainant(s) have presented evidence to the Committee, the Respondent(s) will be given the opportunity to present personal testimony and the testimony of any incident witnesses as described above. Following this testimony, the Committee and the Complainant(s) will be permitted to question the Respondent(s) and any incident witnesses appearing on behalf of Respondent(s).
6. Character witnesses are not permitted at any disciplinary hearing.
7. When all parties have presented their evidence, the Committee may ask further questions of any party and/or recall witnesses for further questioning. The Committee may call brief recesses at any time to discuss the proceedings and may ask further questions upon return from any such recesses.
8. The Chairperson may also call witnesses, including expert witnesses from the College staff, to aid the Committee in its consideration of the case.
9. When the Committee's questions have concluded, the Chairperson should inform the Complainant(s) and Respondent(s) that a written decision will be provided to them. The hearing will then be adjourned. The members of the Committee will meet in executive session to deliberate and render a decision.

### **Requirements of the Parties**

1. The Director of Student Life shall provide:
  - a. A copy of the original conduct code violation complaint form
  - b. A summary of the facts of the incident(s) which form the allegations against the student.
  - c. The names of all witnesses who will be called to testify against the student, and a brief summary of

the expected testimony of each witness.

- d. The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the student.
- e. The time, date and location of the hearing.
- f. The procedure to be followed at the hearing.

2. The student shall provide:

- a. The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
- b. The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.

## **RIGHTS OF THE STUDENT**

- A. The student has the right to be represented by a person of the student's choice, the expenses of which, if any, are the responsibility of the student.
  - 1. This person may be an attorney.
  - 2. If the student chooses to be represented, they must notify the VPSA with the identity of the representative and provide the representative's address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.
- B. The student has the right to confront and cross-examine witnesses who give oral testimony.
- C. The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

## **RIGHTS OF THE DIRECTOR OF STUDENT LIFE**

- A. The Director of Student Life has the right to request an advisor.
  - 1. The advisor may be employed by the College, provided that the designated administrator shall not be represented or advised by the direct supervisor of any member of the Committee.
  - 2. The advisor may not be the College's legal counsel if such counsel has been authorized by the College President to assist the committee.
  - 3. If specifically authorized by the College President, the designated administrator may be represented and advised by outside legal counsel.
- B. The Director of Student Life has the right to confront and cross-examine witnesses who give oral testimony.
- C. The Director of Student Life has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

## **COMMITTEE FINDINGS AND RECOMMENDATION**

- A. The Judicial Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing using a preponderance of evidence as a basis for findings. (More likely than not that a violation occurred)

- B. On each violation alleged under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of the Committee agree that a particular violation occurred, the Committee's finding shall be that the violation occurred; otherwise, the Committee's finding shall be that the violation did not occur.
- C. If the Committee finds that some or all of the violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate sanctions.
- D. The Vice President of Student Affairs or Committee Chairperson shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within ten (10) business days after receipt of the Committee's findings and recommendations.

### **Basis for Findings: Standard of Evidence**

The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible for violating College policy.

The basis for findings used during any College judicial proceeding is a preponderance of the evidence. A finding, by a preponderance of the evidence, that a student violated College policy means that the Committee found that the evidence presented led to more than a 50% likelihood that a student is in violation of a regulation or standard. An easier way to think about this may be to consider the question, "Is it more likely than not that, based on the evidence and testimony presented to the Committee, that a violation occurred?" If the answer is "Yes," the Committee has achieved a preponderance of evidence.

The College uses a preponderance of the evidence as a standard of evidence for student disciplinary hearings because it is the basis for findings that is the most conducive to the academic setting and the educational process found in disciplinary hearings.

### **CASES INVOLVING ACADEMIC INTEGRITY**

ICC expects its students to exhibit the highest level of academic integrity and maintains a "no tolerance" policy regarding behaviors that violate this expectation.

#### **AI Policy**

Independence Community College prohibits the use of AI based tools and software in the generation so assigned essays, papers, and exam answers. The use of software or websites to alter tests originally written by another individual (or individuals) for the purpose of plagiarism is also forbidden. Students are required to do their own thinking, creating, and communicating. The submission of unattributed or falsely attributed material or work generated by another person or by machine to academic credit involves theft and/or misrepresentation and it is subject to the range of penalties delineated by ICC academic integrity policies. The following actions constitute violations of academic integrity (this list is not all -inclusive).

- A student submits an assignment which is not his/her own work.
- A student copies or takes answers from another student or uses unauthorized materials during an exam.
- A student uses words or ideas which are not his/her own without including the original source of the material.
- A student submits a paper or other assignment in multiple classes without permission from the instructor(s).

- A student uses resources or assistance which are prohibited by an instructor to complete an exam or assignment.
- A student obtains a copy of an exam, answers to an assignment, or any other resource belonging to an ICC faculty or staff member without permission.
- A student knowingly assists another student in violating any part of the academic integrity policy.
- A student who uses a demonstrably false excuse to delay testing and solicit a special make-up exam, thereby receiving unfair additional study time by lying and deception.

Instructors who determine that a student is in violation of the ICC academic integrity policy may impose any of the following sanctions, but are required to document the sanction in the college's reporting system:

- An instructor may require the student to submit a different assignment.
- An instructor may assign a grade of "F" (zero) for the assignment.
- An instructor may assign a grade of "XF" for the course; a transcript notation will include that the student has failed the course for disciplinary reasons.

A student who has been penalized for violating academic integrity standards may submit an appeal to the college's Judicial Committee under the following circumstances:

1. The established procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
2. The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which a charged student has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
3. There is new information that would have been material to the outcome, had the information been presented at the conference or hearing. The new information must be included with the student's request for appeal. Also, the student must show that the new information was not known to the person appealing at the time of the original hearing.

In the case of three (or more) violations, the Vice President of Academic Affairs will administratively withdraw the student from classes and make a notation of the infractions on the student's transcript. Following this action, the Vice President for Student Affairs will expel the student from campus.

## **CONFIDENTIALITY & RETALIATION**

- A. Confidentiality:** Members of the ICC community, including faculty, staff, and students, and administrators receiving good faith reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.
- B. Retaliation:** No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting or charge of misconduct, discrimination, unlawful harassment and/or any other complaint. Any attempt to penalize or retaliate against a person for filing a complaint or participating in an investigation of a complaint of misconduct, discrimination, and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

## **CAMPUS SAFETY**

### **CARES**

#### **1. PURPOSE**

The purpose of the Independence Community College CARES is to provide guidelines for threat assessment on the Independence Community College campus and identify resources, programs, procedures, and safeguards that will ensure the safety and security of the Independence Community College community.

#### **2. OVERVIEW**

It is a best practice for institutions of higher education to have both a violence prevention plan and a threat assessment team on campus that will implement assessment, action, intervention and follow-up in all cases that involve concerning, threatening, or violent behavior towards one's self or others. In addition, Independence Community College's CARES Team procedures pertain to individual case management.

Independence Community College is committed to providing an environment that protects the security and safety of the campus community. Violence, intimidation, or threats of violence, both specific and implied, will not be tolerated on the campus, and the college reserves the right to take strong and preventive measures to prevent violence before it occurs. CARES has been established as part of the initiative to promote campus safety.

#### **3 CARES Team**

The Independence Community College CARES Team seeks to improve the safety and security of the campus through a multidisciplinary approach to identifying, managing, and monitoring persons and situations that may pose a threat to any member or members of the college community. The team is committed to early intervention to prevent violence and provide support and resources to persons referred to the team that may need help and intervention. The team also fosters a culture of reporting threats across the campus and provides meaningful training for faculty and staff at the college.

#### **4. IDENTIFYING AND REPORTING THREATENING OR TROUBLING BEHAVIOR**

It is the responsibility of all members of Independence Community College to report intimidating, threatening, and abnormal behavior. The CARE Team, in cooperation with the college administration, will provide guidance and training to help faculty, staff and students recognize troubling behavior that may be a cause for concern. The CARE Team and college administration will also encourage awareness and a culture of reporting in an effort to prevent violence and provide support.

The responsibilities in this procedure will enhance and not replace current education, resources and programs operating in other college units and divisions. All students, faculty and staff will have clear protocols for reporting incidents through their supervisors, the Director of Student Life, or any other member of the Independence Community College CARE Team. No person who, in good faith, reports threatening or other concerning behaviors in accordance with this procedure will be subject to retaliation. Reports and referrals shall be handled discreetly and professionally to protect both the alleged victim and the accused, and all deliberations of the CARE TEAM will be confidential.



## 5. PROHIBITED CONDUCT AND SANCTIONS

Prohibited conduct and college sanctions are defined and enumerated in the ICC Student Code of Conduct. Possible sanctions for a violation of the Student Code of Conduct include: warnings, educational/behavioral modification projects, probation, restrictions, suspension and expulsion.

## 6. REPORTING PROCEDURES

The college has multiple reporting mechanisms in place on the campus for identifying and reporting threatening behavior and concerns.

### Immediate Danger

Acts or immediate threats of violence, made directly to another person or overheard by a third party, **must be reported immediately by calling 911**. This reporting of immediate danger applies to all students, faculty and staff. Examples of imminent threats or danger include:

- Brandishing guns, firearms or other weapons
- Suicide threats or recent attempts at suicide
- Physical threats or aggression toward another person
- Severe rage and verbal threats to kill or harm someone
- Possession of drugs or alcohol or under the influence of drugs and alcohol

### Threatening Behavior or Concerns

Any indirect threats of violence or intimidation should be reported to a member of the CARE Team. Examples of threatening behavior or incidents that should be referred to the CARE Team include:

- Evidence of suicidal thoughts expressed through writings, papers, or conversation
- Angry outbursts or intense and abnormal reactions to events
- Preoccupation with violent themes, death, or destruction
- Evidence of hopelessness or despair
- Threats or inappropriate emails
- References to harming others or planning a violent event

Members of the Independence Community College community should report a threat or concern by filling out the Incident Report online at the following link: <https://www.indycc.edu/student-life/student-complaints>

**Faculty and Staff members should report a threat or concern by filling out the Incident Report online by visiting the Student Life webpage and clicking the complaint form referral link.** ICC's CARE Team will be automatically notified by email when the threat assessment report is submitted. The CARE Team will confirm to the referring staff member that the report is being acted upon with an email response. When there is any doubt as to whether to refer the case to CARE Team, always refer the case, and the team will determine what action, if any, is needed.

## INITIATION AND MANAGEMENT OF A BEHAVIOR INTERVENTION OR THREAT ASSESSMENT CASE

Once a case is forwarded to the CARES Team the members meet in closed session to discuss, investigate, assess, and determine an action plan for the case.

- Step 1: Identify person of concern and conduct initial screening.
- Step 2: Gather all information necessary to evaluate the threat. Evaluate the subject, the context, and the situation. Call additional witnesses or experts, if necessary.
- Step 3: Determine if the threat or situation presents an immediate danger.
- Step 4: Continue to evaluate the seriousness of the threat. Determine if the threat is a transient or substantive threat.
- Step 5: Assess the level of the threat using the ICC NaBITA Risk Assessment Rubric.
- Step 6: Continue a full inquiry of the threat and make appropriate assessments.
- Step 7: Formulate an action plan and intervention, if appropriate.
- Step 8: Involve other offices, staff, and resources as appropriate.
- Step 9: Develop a safety plan to resolve the conflict.
- Step 10: Refer the subject to counseling or outside mental health services as needed.
- Step 11: Refer subject to disciplinary process as needed.
- Step 12: Implement plan and assign timetable of steps.
- Step 13: Continue to monitor and follow up plan until the case is resolved or closed.
- Step 14: Document decisions using the ICC case management software.

## **AUTHORITY OF THREAT ASSESSMENT TEAM**

When the CARE Team determines that a case is appropriate for its involvement, the referring administrative unit and all other divisions or persons that may have a relationship with the case shall coordinate their actions with the CARE Team. The CARE Team is not designed to usurp the authority of other units, but to work with them in order to protect the safety and security of the campus community. To ensure safety and prevent violence, major decisions involving the subject of an active threat assessment case should be reviewed by the CARE Team. In general, this means that no institutional actions, such as disciplinary actions, or other actions that affect academic status should be taken without consultation with the CARE Team. Decisions to take disciplinary action or to suspend or terminate a student who is under investigation by the CARE Team should be done with considerable caution. However, in the event of a perceived threat, intervention by and decisions from the CARE Team will take precedence over other administrative proceedings that may be taking place.

## **OUTCOMES AND SANCTIONS**

ICC's CARE Team is empowered to take necessary action that is consistent with college policy and applicable law. The team aims to intervene early to provide support and referral as needed and impose sanctions as a last resort. Minor sanctions and decisions of the CARE Team, including mandated counseling are not subject to appeal. However, in the case of a major sanction that involves suspension or expulsion from the college, the CARE Team will refer the case to the Vice President of Student Affairs to initiate the disciplinary hearing process under the ICC Student Code of Conduct proceedings. Referral to the Vice President of Student Affairs is to protect the student's due process rights.

Outcomes and sanctions by CARES Team may include the following:

- Interventions and referrals to other staff, departments, and resources within the college, including mental health counseling, as needed
- Referral to Student Life Director to initiate disciplinary proceedings.
- The filing of criminal charges

- Referral to outside mental health agencies in the area
- Voluntary mental health assessment and/or counseling
- Evidence of treatment as a condition of the student's continued enrollment at the college or as a condition of the student's subsequent enrollment or return to the college. This will include the following guidelines:
  - Secure counseling services with a licensed counselor and/or approved provider of mental health services
  - Voluntarily sign a release form that allows the college to 1) disclose the reasons for referral to the mental health provider; and 2) to verify from the provider of services that counseling has been completed and that sufficient progress has been made as a condition of return to the college
- Voluntary withdrawal or separation from the college
- Continuing monitoring, referral and follow-up as needed

## **CAMPUS SAFETY AND SECURITY**

### **CAMPUS SECURITY ACT**

In compliance with the federal Crime Awareness and Campus Security Act, Independence Community College annually prepares a Campus Security publication that includes crime statistics for the last three years, as well as safety-related policy and procedures. Also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the law requires all institutions of higher education give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community as well as the Department of Education. More information can be found online at:

<https://www.indycc.edu/student-life/right-to-know>

### **REPORTING CRIMES & EMERGENCIES**

People who see or know of criminal activity or emergencies on campus may report these events in several ways. Serious injury accidents and other emergencies should be reported by dialing 911. Several agencies from the city and county, 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 911, campus safety personnel should also be contacted. For non-emergencies call the Sheriff's office at 620-330-1000 or call campus safety personnel at 620-331-8558. You should also complete a concern ticket on the college website: <https://www.indycc.edu/student-life/student-complaints>

### **EMERGENCY PROCEDURES**

In the event of an emergency such as a fire or tornado, warnings will be announced via the College's emergency notification system, Rave.

The Emergency Quick Reference Guide procedures posted in each building should be followed. Any potentially dangerous situation should be avoided, if possible, and reported at once to the nearest staff member or to Campus Security at 620-331-8558. Emergency Quick Reference Guides are located throughout the campus to guide students, faculty, staff, and visitors through emergency situations such as fire, severe weather, bomb threats, and evacuations.

### **CAMPUS SAFETY TIPS**

Students can take simple steps to assist in protecting themselves from crime. Some useful tips that will assist in preventing crimes include:

- Travel in a group or pairs during evening hours.
- Walk in well-lit areas.
- When attending evening classes or events, students should attempt to park as close to an entrance as possible.
- Do not carry large amounts of cash.
- Do not leave valuables unattended.
- Ensure that vehicles have windows closed and doors locked.

- If you feel you are being followed, contact 911 immediately. Attempt to move to a safe, well-lit location, or to a public area or group of people.

## ACTIVE SHOOTER

Independence Community College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter scenario at ICC you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS) and the Federal Bureau of Investigation (FBI) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

1. **RUN:** If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by the Independence Police Department and the President of Independence Community College or designee.
2. **HIDE:** If evacuation is not feasible and safe, then you are to shelter in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by the Independence Police Department and the President of Independence Community College or designee.
3. **FIGHT:** If feasible and safe, block all doors with furniture. Stay away from doors, windows, and all exterior walls. Be as quiet as possible. If neither evacuation nor shelter in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival.

Should you witness alleged concerning behavior, first get to a safe location, and immediately contact the Independence Police Department at 911. The only way to ensure a fun, safe, and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. The Independence Police Department may be contacted by dialing 911 at any time.

## CAMPUS VISITORS

Visitors are welcome at Independence Community College; however, visitors are not allowed to visit classrooms without prior consent of the administration and the instructor. Undesirable behavior on the part of campus guests that threatens the normal function of the College will result in the guest being asked to leave the campus.

Any person, group or organization wishing to distribute information on campus, either in written or oral form, shall be required to register with the Director of Student Life and/or Marketing Department. The Director of Student Life and/or the Marketing Department will review the proposed materials and message contained therein to determine the proper venue, distribution method, and time. The College retains the right to control the time, place, and manner of distributed information and at all times reserves the right to protect the safety of the campus, the peacefulness of the academic environment, and the normal and efficient function of college business.

The Director of Student Life will designate a time and place for the person, group, or organization to distribute

its information. The distributors of information should let members of the College community approach them and should refrain from aggressively soliciting College community members to engage in any dialogue or take any unwanted materials.

Any person, group, or organization which violates any of the protocols stated above and otherwise causes a disturbance, produces continued complains from the College, or disrupts the normal function of the College will be asked to leave immediately and may be escorted off Campus by Campus Security or Police.

## **EMERGENCY MESSAGING**

Independence Community College uses Rave for emergency alerts. Emergency alerts will be used to notify users of inclement weather, campus closings, active shooters, and other incidents affecting the campus. To receive active alerts for incidents, users must subscribe to Rave using the following link:

<https://www.indycc.edu/student-life/campus-security>

## **LOST AND FOUND**

The Tutoring Center serves as the central location for the campus Lost and Found. The Tutoring Center is located in the Academic Building Room 130. After a certain period of time, all buildings and offices are encouraged to forward any found items to the ICC Registrar's Office to maintain a central location for persons seeking lost property.

After six (6) months, all unclaimed items are donated to an appropriate charity (shelter, food pantry, etc.) or destroyed without value, as determined by the Registrar.

Inquiries about lost and found property can be made by calling (620) 332-5404.

## **MOTOR VEHICLES - GENERAL INFORMATION**

### **PARKING PERMITS**

Students who reside on campus must obtain a parking permit from the housing department. Once your vehicle is registered and you have received your permit it must be placed visibly on the front or rear windshield of the vehicle.

### **GENERAL PARKING REGULATIONS**

Students are to follow all local and state laws. Parking in handicap or non-designated parking areas could result in your vehicle being ticketed or towed at the owner's expense.

## **EXPOSURE CONTROL POLICY FOR BLOODBORNE PATHOGENS**

This Exposure Control Policy is established for Independence Community College in accordance with the guidelines published in the Federal Register (12-6-91) as part of Subpart Z of 29 CFR § 1910.1030. The policy applies to all at-risk faculty, employees, and students who have the potential for occupational exposure to bloodborne or other potentially infectious materials and is designed to minimize or eliminate faculty and student exposure to such materials. It is the intent of Independence Community College to establish and enforce policies and procedures to protect faculty, employees, students, and their patients. The procedures

include universal precautions, at-risk faculty, employee and student education, exposure management, follow-up, and record keeping. The procedures will be published as an Exposure Control Plan and will be available for public inspection.

## **DRUG-FREE CAMPUSES**

As an educational and public service institution, Independence Community College (ICC) recognizes its responsibility to promote a productive learning and work environment. The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 required the establishment of anti-drug programs and prohibited the use of illicit drugs in the workplace of an educational institution that received federal funds. In order to meet its responsibilities, the College has established the following policy.

## **PHILOSOPHY**

Independence Community College is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a drug-free campus is part of this commitment. The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical, and social activities may occur. The long-term well-being of students and employees is the objective of the policy.

## **POLICY**

The illegal manufacture, distribution, possession or use of illicit drugs or alcohol on the Campus or anywhere else as any part of the College's activities is strictly prohibited.

Employees (including student employees) are forbidden to perform safety, security, or image sensitive functions for the College while a prohibited drug is in their system or possession. An employee must notify their supervisor in writing of a criminal conviction of a drug-related or alcohol-related offense no later than five days following the conviction.

A referral service for drug or alcohol counseling and treatment is available through the Student Affairs area to students and through Human Resources for employees. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee. Sick leave or other appropriate benefits may be available for treatment or rehabilitation services for benefits-eligible ICC employees. Seeking help from, being referred to or from these services is confidential and will not, alone, result in any disciplinary action. Individual privacy will be maintained in any counseling/ rehabilitation process. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-enter a Campus program of study or employment. Drug and alcohol testing of applicants for regular positions (50% or more) and current employees shall be conducted in accordance with applicable federal and state law.

Students and employees will receive notification of the College's policy, applicable legal sanctions and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

A violation of this policy will be considered a major offense, which can result in the immediate recommendation for dismissal of an employee or expulsion of a student. Employees may be required to demonstrate satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

## HEALTH RISKS

Serious health risks are associated with the use of illicit drugs and the abuse of alcohol and include, without limitation: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects follows:

## ILLCIT DRUGS

### **Amphetamines/Methamphetamine Stimulants: (Speed, Uppers, Crank, Ecstasy, etc.)**

Speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

### **Anabolic Steroids**

Seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

**Barbiturates/Depressants/Benzodiazepines: (Downers, Quaaludes, Valium, etc.)** Slow down the central nervous system, which can cause decreased heart and breathing rates, lower blood pressure, slow reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

### **Cocaine/Crack/Ice**

Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

### **Hallucinogens: (PCP, angel dust, LSD, etc.)**

Interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma and heart and lung failure.

### **Cannabinoids: (Marijuana, hashish, hash, etc.)**

Impairs short-term memory, comprehension, coordination and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

### **Narcotics: (Heroin, Morphine, Demerol, Percodan, etc.)**

Initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using



contaminated syringes to inject such drugs may result in AIDS.

## **OTHER ADDICTIVE SUBSTANCES**

### **Alcohol**

Causes short-term changes in behavior, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain. Alcohol may cause such conditions as: ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

### **Tobacco/Nicotine**

Causes the death of an estimated 170,000 people in the United States each year from smoking-related coronary heart disease. About 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Further information concerning health risk may be found in the Student Affairs area. One's personal physician should also be consulted about the health risks associated with alcohol and drug use.

## **REHABILITATION PROGRAMS**

A referral service for students and employees is maintained in the Student Affairs area. In addition, the toll-free, hotline numbers listed herein may be of use to those needing help or advice:

Alcoholic Anonymous  
620-332-9294

National Clearing House, Alcohol & Drug Info  
1-800-729-6686

Narcotics Anonymous  
<https://www.na.org/meetingsearch/>

National Council on Alcoholism  
1-800-622-2255

Four County Mental Health Center Crisis Hotline  
1-800-499-1748

National Institute on Drug Abuse  
1-800-662-HELP or [www.nida.nih.gov](http://www.nida.nih.gov)

Four County Mental Health Center  
(620) 331-1748 or <http://www.fourcounty.com>  
3751 W. Main Street, Independence KS 67301

Reach-Out Hotline  
Alcohol, drug crisis intervention, & mental health  
1-800-522-9054

Montgomery County Health Department  
(405) 321-0022

## **COLLEGE SANCTIONS**

Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students and employees as identified in the Student Handbook (for students) and the Policies and Procedures

Manual (for employees). Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one's record and prevent entry into many careers. ICC requires students to abide by the terms of this policy as a condition of College attendance.

## **ACADEMIC INFORMATION**

### **STUDENT GRIEVANCE PROCEDURES**

ICC values communications from its stakeholders and as such has implemented a system for electronic submission of grievances involving the College. All stakeholders, including students, employees, community members and volunteers, are actively encouraged to submit grievances to the College through ICC's electronic reporting system located on its website at <https://www.indycc.edu/student-life/student-complaints>.

### **ACADEMIC GRADE APPEALS**

There are two categories of grade appeals. Those are:

1. Assignment, tests, etc. of the course.
2. The final grade for the course.

To appeal #1: Students should have an informal conversation with the instructor for the purpose of resolving the issue. If the student does not feel that this conversation has helped to resolve the issue, the next step is to appeal the grade in writing with the Chief Academic Officer within two weeks after the conversation with the instructor. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 10 days of receipt of the appeal.

To appeal #2: Students should appeal the grade in writing with the Chief Academic Officer within 60 days after a grade is posted. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 15 days of receipt of the appeal. If the student's appeal is approved, the appropriate change will be made to the student's official transcript by the college registrar within 30 days of notification. Grade appeals that are received after the 60-day deadline will not be considered.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **CHANGE OF SCHEDULE**

#### **DROPPING/ADDING CLASSES**

Classes dropped prior to the refund deadline (see Academic Calendar) will not appear on the student's transcript. For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **REFUND POLICY**

To receive a refund, the student must officially drop the class, and have it recorded in the Registrar's Office within the period of time outlined in the Academic Calendar. For more information, please visit the

## **AUDIT STUDENTS**

Students may choose to audit a class, which means they attend a class regularly but elect not to earn credit. Regular tuition and fees will not be charged. Students must declare their intention to audit at the time of enrollment by completing a Request to Audit a Course form and the option CANNOT be changed once the class begins. A course originally completed under the audit option cannot later be converted to a grade. Preference for available seats will be given to those students taking the course for credit.

The Request to Audit a Course form requires the student to obtain the course instructor's approval and is then submitted to the Registrar's Office for processing. The student will receive a grade of AU on the transcript, which does not affect GPA or count toward graduation requirements.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

## **WITHDRAWING FROM CLASSES**

A request for withdrawal from a course may be initiated by a student. The grade will be recorded as a "W" with no grade points or credit hours earned by the student if the withdrawal is completed prior to the posted deadline. Students who withdraw will also be required to pay the full amount for the course. Classes from which a student has withdrawn are not calculated into the student's grade point average. Students may withdraw from all courses at ICC by completing the same form.

Instructors may withdraw a student for lack of attendance, but only after the certification date and on or before the last date to withdraw for the semester. If an instructor exercises this option, a grade of WN will be recorded, and all of the course charges/fees will be applied to the student's account. Students who do not complete and submit a Withdrawal Form will receive the grade earned based on the course requirements, and that grade will be entered on the student's transcript. Please see the Academic Calendar for the last date to withdraw during a semester.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

## **CLASS ATTENDANCE**

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. There is no distinction between excused and unexcused absences. A student should inform instructors of special circumstances, such as participation in campus activities or sports, which make an absence necessary.

Any instructor may withdraw a student for lack of attendance, but only after the appropriate date of certification for the course and on or before the last date to withdraw for the semester. If an instructor does exercise this option, a grade of WN will be recorded and all of the course charges/fees will be applied to the student's account. Students can be withdrawn and receive a grade of WN if they fail to attend class (e.g., if the student missed 8 times in a TR 16-week class, 11 times in a MWF 16-week class, 15 times in a M-R 16-week class, or 19 times in a M-F 16-week class). More information can be found in the ICC Course Catalog.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **ACCESS TO STUDENT INFORMATION**

Students at ICC should be aware of legal rights under the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from their records only to persons with a legitimate need and right to know and that students have free access to their own records.

Students have the right to inspect and review all their records that meet the definition of “educational records.” Students may request an interpretation of what this information means and a copy of these records at their expense. Students who wish to have their information shared with parents or others must sign a Family Educational Rights and Privacy Act (FERPA) form granting access to the student’s records.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to attainment of these goals. As members of the academic community, students engage in a sustained and independent search of truth. Freedom to teach and freedom to learn are inseparable facets of academic liberty. The freedom to learn depends upon the appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise their liberty with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Independence Community College has a duty to develop policies and procedures which provide and safeguard this liberty. The purpose of this statement is to enumerate the essential provisions for student freedom to learn and the responsibilities which go with their liberties as established by the Board of Trustees of Independence Community College.

### **STUDENT RIGHT-TO-KNOW ACT**

Independence Community College discloses information in accordance with the Higher Education Act of 1965 as amended by the Higher Education opportunity Act (HEOA) of 2008 to provide support to prospective and current students as they make decisions regarding their college education. For more information, visit: <https://www.indycc.edu/student-life/right-to-know>

### **FREEDOM OF ACCESS TO HIGHER EDUCATION**

Under no circumstances should a student be barred from admission to Independence Community College on the basis of race, color, sex, age, national origin, religion, disability, sexual orientation, or status as a veteran. Thus, within the limits of its facilities, the College should be open to all students who are qualified according to its admission standards.

### **PROTECTION OF FREEDOM OF EXPRESSION**

Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgement about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

## **HONOR ROLL**

In order to give proper recognition for excellence in scholarship, the ICC faculty have established an honor roll program. The 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." This honor will be given to students whose GPA for the semester is 4.0. The second honor roll is known as the "Vice President's 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 to be eligible for either honor roll.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

## **LIBRARY**

The ICC Library is committed to supporting student achievement by facilitating access to information resources and providing instruction in research techniques.

The ICC Library, located on the top floor of the Academic Building, is not just a place to borrow books. The Library is an important social center on campus where students can meet to study together, use a computer, or find a quiet corner and study or read. The staff is available to help students use the Library's many electronic resources and to find materials that are appropriate for a given project or assignment.

In addition to around 20,000 scholarly and leisure reading books, the Library has DVDs, graphic novels, board games, study aids, magazines, journals, and newspapers -- even children's books -- all available for free check- out. Interlibrary loan services allow students to access books and journal articles from research libraries across the state. The 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 and community members are welcome to make an appointment for a tour or to conduct research in the Collection for class assignments or personal interest.

For more information, please visit the Independence Community College Library at: <https://www.indycc.edu/student-life/library/index>

## **STUDENT SUPPORT SERVICES**

Student Support Services is a TRIO program funded 100% by the US Department of Education. The program focuses on providing academic support to participants to ensure their success in college. The SSS staff strives to help students improve their quality of life both academically and socially. In order to participate, 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 offered are 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:

- Academic coaching;
- Individual and group tutoring;
- Test review sessions;
- Computer and printer access;
- Campus visits to 4-year colleges and universities;
- Transfer application assistance;
- Mentoring;
- Assessments of learning styles and study skills;
- Tutorials on financial and economic literacy;
- Career exploration and planning;
- 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 activities;
- Community engagement/volunteerism activities;
- Advocacy for disabled students to ensure equal access to higher education opportunities; and
- Bi-monthly production of the Swashbuckler newsletter.

To learn more about Student Support Services, drop by the Academic Success Center in Room 130 of the Academic Building, call or (620) 332-5404 or visit ICC's webpage [triosss@indycc.edu](mailto:triosss@indycc.edu)

### **Academic Success Center**

The Academic Success Center is located in Room 130 of the Academic Building. College Reading and Learning (CLRA) certified peer tutors are generally available Monday–Thursday from 8am–8pm and Friday 8am–5pm during the fall and spring semesters. Summer hours may vary. Tutoring is also available to online students by appointment. Walk-in tutoring appointments are available but to schedule a tutoring session you may complete an online request form at <https://www.indycc.edu/student-life/academic-success-center> or call 620.332.5457.

CRLA certified student tutors are able to assist students with a variety of subjects from basic math and English courses to accounting and chemistry. Tutors are eligible to provide tutoring for courses they have successfully completed with an A or B, consequently, the courses for which a tutor is certified varies from semester to semester.

## **RESOURCES, SERVICES & INFORMATION**

### **ACCOMMODATIONS PROCEDURES**

### **MAKING ACCOMMODATIONS**

Independence Community College is obligated under Title II and Section 504 to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. The College complies with Section 504 of the Rehabilitation Amendment Act and the Americans with Disabilities Act. Students with disabilities are provided with a physically accessible campus and special services designed to meet their needs. Special parking is provided for people with disabilities; and there are ramps to classroom buildings. Adaptive technology is available for student use by contacting the Associate Dean for Tutoring and Accessibility.

## **STUDENT ACCESSIBILITY SERVICES**

Students with disabilities seeking academic accommodations should contact Vice President for Academic Affairs (VPAA) to schedule an intake interview and complete a request form or students may also complete request form and upload documentation at [www.indycc.edu/learning/accessibility](http://www.indycc.edu/learning/accessibility). After a student has requested accommodations, the student will be contacted by the Vice President for Academic Affairs a brief discussion regarding their request. During this meeting, discussion will focus on how the disability affects the student and what accommodations will be needed. Early contact is encouraged as it can take weeks (or months in the case of recorded textbooks and Assistive Technology) for academic accommodations to be arranged.

Students will be required to furnish appropriate documentation of their disability. The documentation must follow the guidelines as outlined in the Accessibility Handbook. Documentation must state current functioning and include justification for the requested academic accommodation. The VPAA will determine if the documentation is adequate to both establish the existence of a qualifying disability and to support the requested accommodations. Students diagnosed prior to high school graduation may also wish to submit Individualized Education Plan (IEP) documents. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services.

ICC prohibits discrimination or harassment on the basis of disability in all of its programs and activities. Individuals with questions or concerns about ICC's ADA and Section 504 policies, including its provision of reasonable accommodations for students and employees with disabilities, are encouraged to contact ICC's ADA and Section 504 Coordinator.

## **BOOKSTORE**

ICC owns and operates its own college bookstore. To pick up books you must bring a current printed schedule to the bookstore. Also, although students receiving a textbook scholarship do not have to pay for textbooks, all consumable books such as workbooks and online codes will still have to be purchased and will be charged to the student's account.

Textbooks must be returned at the **end** of each semester. If not returned on the return date, a hold will be placed on the student's account. Five business days after finals the student will be charged full retail for any non-returned textbooks.

In addition to textbooks, the bookstore also sells official Pirate clothing, caps, and miscellaneous items. You can also purchase breakfast, a snack or a great cup of coffee, hot chocolate or cappuccino. All bookstore sales support your campus

## **COMMUNICATIONS WITH STUDENTS**

Electronic communication is the official means for communication to the students of Independence Community College. The College will send communications to students via student email and will expect that those communications are received in a timely manner. Thus, all Independence Community College students are issued a student email account upon enrolling in classes. The College will direct all electronic communications to the college-issued email address. Students should monitor the assigned student email account on a frequent and consistent basis in order to remain informed.



## COUNSELING SERVICES

ICC partners with the following local agencies to provide mental health and other health services to its students. Students can arrange to receive counseling and other health services from these agencies by contacting their ICC Success Coach, or by submitting a request through ICC's complaints/concerns system at <https://www.indycc.edu/student-life/student-complaints>.

### Hotline Numbers:

Alcoholic Anonymous  
620-332-9294

National Clearing House, Alcohol & Drug Info  
1-800-729-6686

Narcotics Anonymous  
<https://www.na.org/meetingsearch/>

National Council on Alcoholism  
1-800-622-2255

Four County Mental Health Center Crisis Hotline  
1-800-499-1748

National Institute on Drug Abuse  
1-800-662-HELP or [www.nida.nih.gov](http://www.nida.nih.gov)

Four County Mental Health Center  
(620) 331-1748 or <http://www.fourcounty.com>  
3751 W. Main Street, Independence KS 67301

Reach-Out Hotline  
Alcohol, drug crisis intervention, & mental health  
1-800-522-9054

Montgomery County Health Department  
(405) 321-0022

## FINANCIAL AID & PAYMENT INFORMATION

The ICC Office of Student Financial Aid (OSFA) assists students with getting financial aid to pay for the cost of attending school. The OSFA provides students with access to Pell Grants, Supplement Education Opportunity Grants (SEOG), Stafford Loans, PLUS Loan for Parents, Federal Work Study, on-campus employment, and scholarships. The OSFA is located in the Administration Building and is open Monday through Friday 8:00 a.m. to 5:00 p.m. (during the summer the office may have an alternate work schedule). Information about our office and your financial aid options can be viewed on the OSFA webpage at [www.indycc.edu/financial-aid/](http://www.indycc.edu/financial-aid/). Our webpage is a great source of information including the financial aid process for grants, loans and working on campus.

### ICC Financial Aid at a Glance

The first step to the financial aid process at ICC is to complete the applicable FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). During the summer term, the applicable FAFSA may be different for each student, so please contact our office about which FAFSA you should complete in the summer. The FAFSA is required to determine eligibility for all Federal Student Aid programs and ICC scholarships.

Students interested in receiving any ICC scholarship must submit a scholarship application online at [www.indycc.edu](http://www.indycc.edu) or through the online financial aid system located on the OSFA webpage. The priority deadline for scholarship applications is June 1st for the Fall semester and November 1st for the Spring semester. Although ICC awards hundreds of thousands of dollars in institutional scholarships, if you apply for

scholarships after this date, you may not receive scholarship funds. The qualifications for each scholarship type, which you must meet every term, are published on our webpage.

After ICC receives your FAFSA, you will be contacted via mail and/or email about the next steps to receive your financial aid. *The FAFSA is merely an application.* In order to receive financial aid, you must complete additional documentation with our office. The documentation you are required to submit will be listed on your online financial aid system account. It is your responsibility to regularly check your online financial aid system account, available at <https://selfservice.indycc.edu/netpartnerstudent>, and provide the requested documents in a timely manner. You must meet any applicable financial aid deadlines in order to receive your financial aid in a timely manner. Deadlines and corresponding disbursement dates are published on the OSFA webpage. You must also be meeting Satisfactory Academic Progress (SAP) in order to receive financial aid. ICC's SAP policy is published on our webpage.

### **Basic Financial Aid Requirements for All Students**

The following is a list of basic requirements all students must meet in order to receive financial aid with ICC:

1. Complete the appropriate FAFSA;
2. Complete verification (if selected) through Inceptia's Verification Gateway;
3. Submit final high school transcript(s), or the equivalent, to the Office of Admissions;
4. Submit official college transcript(s) to the Registrar;
5. Submit the scholarship application to be considered for/receive your scholarship;
6. Choose whether to (or not to) authorize ICC to utilize Federal Student Aid for certain charges/prior balances (FSA Authorization Form); and
7. Accept your awards!

This is not intended to be an exclusive list of everything required of you; each student is unique and their financial aid is tailored to their needs. Therefore, each student may have different requirements. You can check your individual requirements in the online financial aid system at <https://selfservice.indycc.edu/netpartnerstudent>.

### **Completing Verification**

Some students' FAFSAs are selected for verification by the U.S. Department of Education. ICC has partnered with Inceptia to complete the federal verification process utilizing Inceptia's Verification Gateway. Students selected for verification will be contacted by Inceptia via email to begin the verification process. Dependent students that provided parental information on the FAFSA are required to have one parent also authenticate and create an account. The parent must complete their part of the verification process. ICC does not award financial aid to students who are selected for verification and have not yet completed the verification process.

### **Business Office**

Business office hours are: Monday-Friday, 8 AM- 5 PM during the fall and spring semester and summer hours are: Monday-Thursday, 7 AM- 5:30 PM. The Business office is located in Room 108 of the Administration Building.

### **Tuition and Fees**

- See current schedule of tuition and fees based on legal residency of students.

<http://www.indycc.edu/admissions/costs-to-attend>

- Payment may be made in the Business Office, which is located in the Administration Building. Visa, MasterCard, Discover and checks are all accepted forms of payment.
- Students who fail to pay or setup a payment plan by the first day of class will be dropped from all classes. (See payment policy)

### **Billing Policies**

- All students enrolling in courses at ICC agree to pay the costs associated with their program of study, including but not limited to, tuition, fees, meal plans (not optional if living on campus), housing costs, consumables, and course fees.
- Students who are enrolled in courses after the last day to drop courses are responsible for the charges, even if they do not attend class after the last day to drop courses and regardless of the grade earned in the course. Students must understand and comply with all requirements to drop courses from their schedule.
- All charges are final after ninety (90) days from the date the charges and/or credits appear on your account. After ninety (90) days, all charges and/or credits are final and will not be adjusted.

### **Payment Policy**

- Students must be paid in full or have set up payment plans on all accounts with the College prior to the first day of class each semester to avoid being dropped from classes.
- Beginning with registration each semester, tuition, fees, and other charges not covered by financial aid will be due and payable by the first day of class.
- If a student leaves the College with unpaid accounts, his/her academic records will be withheld, and no transcript of record or academic recommendation will be issued until the account is paid in full.
- See Payment Policy for full details and payment plan options.

[www.indycc.edu/student-life/business-office/payment-policy](http://www.indycc.edu/student-life/business-office/payment-policy)

### **Payment Plan**

- Students who wish to enroll but are unable to pay 100% of their expenses by the first day of class may elect to utilize the Payment Plan option.
- Students may set up a payment plan or they may authorize a parent, guardian or other individual to set up a payment plan on their behalf.
- A non-refundable fee will be assessed to establish a payment plan. Students defaulting on payments will have a hold placed on their account. Until the account is paid in full, students will not be able to enroll or receive academic records.
- Balances that are more than 6 months past due will be sent to collections.

## **FOUNDATION**

### **ICC Foundation Scholarships**

The ICC Foundation annually awards thousands of dollars of endowed scholarships. The ICC Foundation is responsible for assessing and awarding scholarships to applicants. You may apply for an ICC Foundation scholarship online through the ICC Scholarship Application located on our webpage. You must also submit a letter of recommendation to the ICC Foundation in order to be considered for their scholarships. 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 an individual's motivation, character, ability, and potential.

## **INTERNATIONAL STUDENT INFORMATION AND ENGLISH LANGUAGE PROFICIENCY**

International students are welcome at Independence Community College. Applications will be evaluated by the Principal Designated School Official and/or the Designated School Official. College staff designated to assist international students can be found on the ICC website(Index | International Students (indycc.edu). The following specific conditions must be completed before an I-20 form will be issued:

1. Candidates must submit an application form to the Admissions Office.
2. Candidates must submit a copy of their passport.
3. Candidates must submit a bank statement indicating they have adequate funds to pay for one year of college (\$14,000 or more) and sign the official ICC form agreeing to payment of balance.
4. Candidates must submit an official high school transcript translated into English mailed in with the official seal.
5. Candidates must submit a non-refundable application/processing fee of \$100.00. Candidates will pay this amount once all documents have been received.
6. Candidates must submit proof of health insurance.
7. Deadlines: Candidates must submit all application materials prior to admission deadlines. See the Academic Calendar for dates: Index | Registrar (indycc.edu).
8. Acceptance: Qualified candidates will receive an official acceptance letter and I-20 form from the Principal Designated School Official and/or Designated School Official.
9. English Proficiency: If you are NOT a citizen of one of the following countries, you will need documentation of your English proficiency:

- a. Antigua and Barbuda
- b. Australia
- c. Bahamas
- d. Barbados
- e. Belize
- f. Bermuda
- g. Botswana
- h. British Virgin Islands (Anguilla, St. Kitts, and Nevis)
- i. Canada (all provinces except Quebec)
- j. Cayman Islands
- k. Dominica
- l. Fiji
- m. Gambia
- n. Ghana
- o. Grand Turks and Caicos Islands
- p. Grenada
- q. Guyana
- r. Ireland
- s. Jamaica
- t. Kenya
- u. Liberia

- v. Malta
- w. Mauritius
- x. New Zealand
- y. Nigeria
- z. Saint Lucia
- aa. Saint Vincent and the Grenadines
- bb. Sierra Leone
- cc. Solomon Islands
- dd. South Africa
- ee. Trinidad and Tobago
- ff. Uganda
- gg. United Kingdom
- hh. Zambia
- ii. Zimbabwe

If you are not a citizen of one of the countries listed above, you must submit original documentation of English proficiency from one of the options below:

1. Provide Duolingo score of 85 or above or
2. Provide official TOEFL scores of 61 or above on the internet-based test OR
3. Provide an official IELTS score of 4.5 or
4. Provide an official PTE score of 70, or
5. Provide an official TOEIC score of 525 or
6. Submit official transcripts from a U.S. College or university documenting you have completed the equivalent of ICC English composition 1, one with a grade of “C” or better, or
7. Submit official transcripts from a U.S. College or university documenting the completion of a minimum of 12 credit hours of general education with a grade of “C” or better, or
8. Submit official high school transcripts documenting the completion of one academic year of study in the U.S. with an equivalent GPA of 2.5 or better or
9. Official transcript documenting at least 24 credit hours of English as a second language (ESL) coursework with a 2.5 GPA or higher. Though you may be from an English-speaking country not listed above, ICC follows the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACROA). These recommendations identify countries recognized as using English predominantly for industry, government and education.

International students will be classified as non-residents and will be required to pay international tuition and fees. International students will also be required to take a TB skin test within one week of arrival. The cost of the TB skin test will be the student’s responsibility.

All new students are required to take ACCUPLACER before enrolling in courses unless they have transferred from another American Institution. Depending on the results of the placement test, international students will be required to enroll in the appropriate courses according to the placement policy.

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 (NAFSE). Students are responsible for all fees involved in having the evaluation completed.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **INTERNATIONAL ADVISOR POLICY**

All international students are required to have their schedule approved by the main academic advisor. First semester international students must schedule an appointment for testing and advising. All international students need the main academic advisor to review any changes that are being made to their academic schedules (to add, drop, or swap a class).

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **INTERNATIONAL STUDENT ADDRESS CHANGES**

International students are required to report any address change to the college within 10 days of the address change. You can do this in the Admissions Office located in the Administration Building. If you have any questions about reporting changes of address, please see the Director of Admissions.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **INTERNATIONAL STUDENT DISTANCE LEARNING RESTRICTIONS**

There are restrictions for F-1 students who wish to take online courses. Under federal regulations, only three credit hours of online or distance learning courses may count toward the number of credit hours required for full-time enrollment. Violation of this policy will constitute under-enrollment, which is a violation of F-1 status.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **INTERNATIONAL STUDENT EMPLOYMENT**

International students who have a valid, current F-1 visa are eligible for part-time (10 hours per week) employment on campus. F-1 students must maintain good Department of Homeland Security status to be eligible for on-campus employment. If you are interested, please see the Financial Aid Department located in the Administration Building.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

### **PLACEMENT ASSESSMENT**

ICC enforces a mandatory placement policy for English and mathematics. To ensure the success of students at Independence Community College, all students are required to take developmental courses if placement testing, ACT, SAT, and/or Accuplacer has indicated they are not fully prepared for college work. All students, full and part-time, are required to take the placement testing prior to enrolling. Test results must be available at the time of enrollment. To meet academic needs, Independence Community College offers developmental

courses in reading skills, writing, English, and mathematics. These courses are designed to give students the needed skills to succeed in their college-level classes and do not count toward graduation or transfer. Please refer to the ICC website for the ACT and Accuplacer placement score requirements.

All required developmental courses must be passed with a “C” or higher grade prior to enrolling in a higher level course in the curricular continuum. Students must enroll in required developmental courses during the first session of attendance at ICC and continue to enroll in required developmental courses until all required developmental classes are passed. Developmental courses will count in the calculated grade point average for the student. Students who are exempt from placement testing include:

1. Students who have earned an associate degree or a bachelor’s degree.
2. Students who have successfully completed (“C” or higher) a college credit level or above in mathematics are exempt from the requirement for assessment in mathematics.
3. Students who have taken the ACT/SAT/Accuplacer test within two years prior to enrollment and have scores within the acceptable range are exempt from placement testing in that subject area only.

Any exceptions to placement requirement must be approved by the Chief Academic Officer.

Students may take the Accuplacer one time at no charge. Students may retake the Accuplacer at a cost of \$15.00, paid to the Business Office prior to the time of testing, per section for the following reasons:

- Students feel placement results do not accurately reflect their abilities.
- Students feel they have improved their skills through refresher work or previous developmental coursework.

For more information, please visit the Independence Community College Catalog at <https://www.indycc.edu/student-life/registrar/index>

## **STUDENT EMAIL**

All students enrolled at Independence Community College receive a school email address.

([Firstname.lastname@indycc.edu](mailto:Firstname.lastname@indycc.edu)) It is the responsibility of students to monitor and check their email regularly for important information from the college.

ICC also encourages students to set up their college email so that information can be forwarded to an email account they check regularly.

## **VETERAN STUDENT SERVICES**

All students who may be eligible for Veterans Education Benefits and scholarship opportunities should visit the ICC Financial Aid Office in the Administration building, or visit the Veteran Student Success Center in the Student Union.

Students who qualify for Veterans Educational Benefits must have their enrollment certified by ICC to the Department of Veterans Affairs every semester. It is the student’s responsibility to inform ICC if the number of credit hours changes during a semester.

- Montgomery GI Bill – Active Duty (Chapter 30)
- Montgomery GI Bill – Selected Reserve (Chapter 1606)

- Veterans Educational Assistance Program (VEAP) (Chapter 32)
  - Survivors' and Dependents' Educational Assistance Program (DEA) (Chapter 35)
  - Reserve Educational Assistance Program (REAP) (Chapter 1607)
  - Post-9/11 GI Bill (Chapter 33)
  - Veterans Retraining Assistance Program (VRAP)
- If you are a Chapter 31 student, contact your Vocational Rehabilitation case manager for authorization.
  - If you have received VA education benefits before, complete form 22-1995 at [www.gibill.va.gov](http://www.gibill.va.gov) or 22-5495 if you are a Chapter 35 student.
  - If you are a veteran researching online education opportunities and would like to view an additional resource, please visit [Accredited Online Schools and Colleges](#), an online database designed for veterans.

For more information, please visit: <https://www.indycc.edu/student-life/veterans>

## **CAMPUS LIFE**

### **ATHLETICS**

ICC maintains a comprehensive intercollegiate athletic program that includes men's football, basketball, women's volleyball, softball, women's basketball, cheerleading, and stunt. The college is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern Division of the Kansas Jayhawk Community College Conference. Potential student-athletes are encouraged to contact the athletic department about tryouts or scholarship opportunities. Many "walk-on" student-athletes have played important roles on current and past Pirate teams.

For more information go to <https://www.indypirates.com>

### **STUDENT ACTIVITIES**

Student Affairs aspires to enrich campus life and complement the classroom experience by providing our students with meaningful programs, services, and opportunities that foster personal growth and help acquire skills that are vital to the development of engaged citizens and future leaders.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Advisors: Marg Yaroslaski (620-332-5467) and Cody Westerhold (620-332-5496)

The Student Government Association serves as the voice of the student body and allows a forum for all students to influence their environment. SGA serves as the official representative body for ICC students, acting as a liaison between students and administration. SGA may present formal resolutions to the administration recommending changes in the operation of the campus. All students are eligible for membership in SGA.



## STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations may be formed whenever there is a worthwhile purpose and sufficient interested is indicated. A current list of clubs and information concerning organizational procedures may be obtained from the Director of Student Life. All student clubs and organizations wishing to use College facilities or property, solicit membership, or raise funds on campus must be either sponsored or recognized by the college.

1. **Variety of interests.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the ICC community. ICC students shall have freedom to organize and join associations to promote their common interests in accordance with the policies established by Student Affairs and the policies regarding organizations established by the Board of Trustees of Independence Community College.
2. **Advisor.** Each organization will be free to choose its own faculty/staff advisor. Advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Advisors will act in accordance with the policies established for organizational advisors in this Handbook.
3. **Affirmative action.** All student organizations will be open to all students without regard to race, color, sex, age, national origin, religion, disability, sexual orientation, or status as veteran.

A list of student clubs and organizations can be found at: <https://www.indycc.edu/student-life/clubs-and-organization>

## THE WILLIAM INGE THEATER FESTIVAL

Independence Community College is home to the William Inge Theater Festival – the Official Theater Festival of the State of Kansas, by proclamation of the state legislature. It is named for the late Pulitzer Prize and Academy Award-winning playwright William Inge, who is a native of Independence and an alumnus of ICC.

The Inge Festival has brought world-renowned playwrights to campus to accept the prestigious William Inge Distinguished Achievement in American Theatre Award. Neil Simon, Stephen Sondheim, August Wilson, Arthur Miller, Beth Henley, and Paula Vogel are just some of the internationally acclaimed writers who have been guests of ICC during the Festival.

All ICC students are encouraged to attend the many workshops, panels, and performances during the Inge Festival. Students are given the opportunity to meet and learn from the professional actors, writers, and directors who visit. There is no charge for students.

In addition, the Inge Center hosts professional playwrights as Playwrights-in-Residence at the historic Inge House and teach playwriting at ICC. Professional directors and actors also visit campus as a part of the residencies. Throughout the year, ICC students have multiple opportunities to participate in other programs, such as the Anna Plays, whereby students direct and produce their own productions, as well as numerous theatrical productions throughout the semester.

## **PROCEDURE FOR ESTABLISHING A NEW CLUB OR ORGANIZATION**

Students interested in establishing a new club or organization at ICC should meet with the Director of Student Life in the lower level of the Student Union.

## **POSTERS AND ANNOUNCEMENTS**

All signs (posters, flyers, advertisements, announcements, etc.) must be stamped with “Approved for Posting” by the Director of Student Life. Signs should only be posted on the appropriate bulletin boards. Do not post signs on glass doors or painted walls. It is the responsibility of the club, organization, or individual to post and remove approved signs.

## **STUDENT UNION**

The ICC Student Union is the “living room” of the ICC main campus. The Student Union has several areas where students can relax, watch TV, study, play games, or socialize. The Student Union features a movie theater on the lower level that runs movies on a monthly basis. The Student Union is also home to socializing spaces that feature board games, and the Esports arena which contains multiple console games and computers for video gaming enjoyment.

## **STUDENT HOUSING**

The Student Housing at ICC is a premiere on-campus student housing community. Student housing offers fully furnished units and utilities are included in one price. Our community offers student centric social areas, controlled access buildings, laundry facilities, on-site maintenance, 24-hour surveillance and more! Unlike other on-campus housing options, ICC student housing offers individual leases, a roommate matching program and academic year leasing. For more information, visit <http://www.indyvillas.com/> or call at (620) 331-8332.

For policies and procedures governing Student Housing and the Indy Villas see the Indy Villas Handbook as incorporated in the Student Housing Contract. For comprehensive information regarding policies and procedures at the Indy Villas, please visit <http://www.indyvillas.com/>.

## **STUDENT IDENTIFICATION CARD**

Independence Community College issues a student identification card to all students. This card serves as a photo I.D. and controls access to meal plans. Students may use their student identification card to gain entry to ICC activities and events. Students must be enrolled for the current semester and show some form of government issued photo identification in order to obtain a student identification card. A \$10.00 fee will be charged for replacement identification cards. Student identification cards may be obtained in the Admissions Office in Administration Building Room 100.

## **VOTER REGISTRATION**

To satisfy the requirements of the Higher Education Amendments of 1998 and in an effort to encourage civic responsibility, Independence Community College has partnered with TurboVote to make voter registration forms available to all students. Students are encouraged to register with TurboVote to receive election

reminders, get registered to vote, and apply for absentee ballots by visiting: <https://indycc.turbovote.org/>

To learn more about voter registration, visit: <https://www.indycc.edu/student-life/right-to-know>

## STUDENT SUCCESS & NEED RESOURCES

### Food Service

All meals in the cafeteria are provided by Consolidated Management Company. 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 request 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 to anyone whose conduct, language, appearance, or dress is inappropriate for the College dining and serving areas.**

### Food Pantry

ICC provides a comprehensive food and toiletries pantry for students, faculty, and staff. Through partnerships with local and regional businesses, ICC community members can obtain food and personal hygiene items at no cost. The Food Pantry is located in Student Union room 108.