

*IHANKTONWAN COMMUNITY COLLEGE*  
**“WOKSAPE OWAKIDE”**  
(Seeking to Learn)



**2015-16 STUDENT HANDBOOK**

<b>ADMISSIONS.....</b>	<b>6</b>
ADMISSION PROCEDURE .....	6
ADMISSION/REGISTRATION PROCEDURE .....	7
<b>ACADEMIC YEAR.....</b>	<b>9</b>
<b>ACADEMIC ADVISEMENT .....</b>	<b>10</b>
<b>STUDENT ENROLLMENT STATUS .....</b>	<b>10</b>
<b>CLASSIFICATION OF STUDENTS .....</b>	<b>10</b>
<b>CONTINUING STUDENTS.....</b>	<b>10</b>
<b>TRANSFER STUDENTS .....</b>	<b>11</b>
<b>AUDIT.....</b>	<b>11</b>
<b>CREDIT BY EXAMINATION (TEST-OUT) .....</b>	<b>11</b>
<b>INDIVIDUALLY GUIDED INSTRUCTION .....</b>	<b>12</b>
INSTRUCTOR REQUIREMENTS .....	12
COMPUTER REQUIREMENTS .....	12
FEES .....	13
INSTRUCTOR TURNAROUND TIMES.....	13
SUBMISSION METHODS.....	13
SUBMISSION RESTRICTIONS.....	13
COURSE COMPLETION .....	13
EXTENSIONS.....	14
ASSIGNMENTS.....	14
MIDTERMS & FINALS.....	14
SAVING YOUR WORK.....	15
<b>GRADING SCALE.....</b>	<b>15</b>
GRADING SCALE .....	15
HONORS GRADING SCALE.....	15
<b>GRADE POINTS .....</b>	<b>16</b>
<b>CLASS ATTENDANCE .....</b>	<b>16</b>
<b>WITHDRAWAL .....</b>	<b>16</b>
<b>CHANGES IN REGISTRATION (DROP/ADD) .....</b>	<b>16</b>
<b>DECLARATION OF MAJOR REQUIREMENTS.....</b>	<b>17</b>
<b>GRADE POINT AVERAGE REQUIREMENTS .....</b>	<b>17</b>
<b>GRADE CHANGE .....</b>	<b>18</b>
<b>SATISFACTORY COMPLETION OF A COURSE.....</b>	<b>18</b>
ACADEMIC PROBATION.....	18
ACADEMIC SUSPENSION .....	18
<b>INCOMPLETES .....</b>	<b>18</b>
<b>TRANSCRIPTS.....</b>	<b>19</b>
<b>GRADUATION .....</b>	<b>19</b>

<b>STUDY SKILLS PROGRAM/BASIC SKILLS POLICY .....</b>	<b>19</b>
<b>DUAL CRDIT/HIGH SCHOOL WAIVER GUIDELINES POLICY .....</b>	<b>20</b>
<b>STUDENT RIGHTS PRIVACY/CONFIDENTIALITY &amp; ACCESS OF INFORMATION POLICY .....</b>	<b>20</b>
INTRODUCTION .....	20
DEFINITIONS .....	21
ANNUAL NOTIFICATION .....	21
PROCEDURE TO INSPECT EDUCATION RECORDS .....	21
RIGHT OF COLLEGE TO REFUSE ACCESS .....	22
DIGICLOSURE OF EDUCATION RECORDS .....	22
RECORD OF REQUESTS FOR DIGICLOSURE .....	22
DIRECTORY INFORMATION .....	23
CORRECTION OF EDUCATION RECORDS .....	24
DIGICLOSURE OF INFORMATION .....	24
DIRECTORY INFORMATION .....	25
THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT .....	25
<b>DUE PROCESS .....</b>	<b>26</b>
<b>STUDENT GRIEVANCES ACADEMIC AFFAIRS DIVIIGHION .....</b>	<b>26</b>
PRE-GRIEVANCE .....	26
GRIEVANCE PROCEDURE .....	27
<b>STUDENT RESPONSIBILITIES .....</b>	<b>27</b>
NAME CHANGE .....	27
<b>STUDENT ACTIVITIES .....</b>	<b>27</b>
<b>STUDENT CONDUCT .....</b>	<b>27</b>
CONTEMPT .....	28
SPECIAL PROCEDURE FOR ACADEMIC DIGIHONESTY CASES .....	28
STUDENT/FACULTY CONFERENCE .....	28
NON-CONTESTED CASES .....	29
<b>STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS ON CAMPUS .....</b>	<b>29</b>
<b>TUITION AND FEES POLICY .....</b>	<b>24</b>
FEE NARRATIVE .....	25
<i>Tuition &amp; Fees</i> .....	25
<i>Other Applicable Fees</i> .....	25
<i>Departmental Special/Lab Fees</i> .....	26
<i>Program Fees</i> .....	26
<i>Payment Policy for Tuition and Fees</i> .....	26
<i>Special Notes</i> .....	26
NON-PAYMENT OF STUDENT BILLS POLICY .....	27
<b>FEDERAL FINANCIAL AID .....</b>	<b>27</b>
FEDERAL PELL GRANTS (FPG) .....	27
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS .....	27
FEDERAL COLLEGE WORK-STUDY .....	27
FEDERAL PERKINS LOAN (FPL) .....	27
FEDERAL STAFFORD LOAN (FSL) .....	28
DEFINITIONS .....	28
<i>DEFINITION OF AN INDEPENDENT STUDENT</i> .....	28

NEW AND TRANSFER STUDENTS MUST COMPLETE.....	28
FORMS REQUIRED.....	28
FINANCIAL AID PACKAGE.....	29
PRIORITY DATES.....	29
SATISFACTORY ACADEMIC PROGRESS .....	29
<i>SATISFACTORY COMPLETION OF A COURSE</i> .....	30
<i>RETAKE POLICY</i> .....	30
PROBATION.....	30
SUSPENSION .....	30
GOOD STANDING .....	30
STATEMENT OF EDUCATIONAL PURPOSE .....	31
MONEY RECEIVED.....	31
AUTHORIZATION TO PAY FEDERAL/SCHOLARSHIP STUDENT AID FOR EXPENSES .....	31
OVER-AWARD .....	32
REFUND POLICY .....	32
FINANCIAL AID REFUNDS.....	32
STUDENT HAS THE RIGHT: .....	32
STUDENTS HAVE THE RESPONSIBILITY: .....	33
THE PACKAGING PHILOSOPHY .....	33
<b>STUDENT CONDUCT CODE .....</b>	<b>33</b>
PURPOSE .....	33
GENERAL INSTITUTIONAL POLICIES .....	34
SCOPE.....	34
STUDENT STANDARDS, SCHOLARSHIP AND CONDUCT COMMITTEE.....	35
OFFENSES .....	35
DEFINITIONS OF DISHONESTY OR ACADEMIC DISHONESTY .....	37
CHEATING.....	37
PLAGIARISM.....	37
GROUP OFFENSES .....	38
SANCTIONS.....	38
COMPLAINT PROCEDURES .....	39
INFORMAL HEARING BY THE ICC EXECUTIVE DIRECTOR/ACADEMIC DEAN .....	39
FORMAL HEARING BY THE STUDENT CONDUCT COMMITTEE .....	40
APPEAL OF THE HEARING DECISION .....	40
DISPOSITION OF CONTESTED CASES .....	40
DROPPING OR WITHDRAWING FROM COURSE.....	41
<b>STUDENT SENATE .....</b>	<b>41</b>
<b>STUDENT ENROLLMENT STATUS .....</b>	<b>41</b>
<b>CLASSIFICATION OF COURSES .....</b>	<b>41</b>
<b>STUDENTS WITH DISABILITY POLICY .....</b>	<b>41</b>
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	41
DISABILITY STATEMENT: .....	42
<i>Confidentiality</i> .....	42
<i>Student Responsibilities</i> .....	42
DISABILITY ACCOMMODATION PROCESS .....	42
<i>Admission</i> .....	42
<i>Self-Disclosure</i> .....	42

<i>Disability Documentation</i> .....	43
GENERAL EDUCATION CORE REQUIREMENTS .....	43
<b>STUDENT SUPPORT SERVICES</b> .....	44
IHANKTONWAN COMMUNITY COLLEGE LIBRARY .....	45
<i>Mission Statement</i> .....	45
<b>APPENDIX A</b> .....	47
INDIVIDUALL GUIDED STUDY CONTRACT.....	47
<b>APPENDIX B</b> .....	48
INFORMATION RELEASE FORM-READ CAREFULLY.....	48
<b>APPENDIX C</b> .....	49
STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS ON CAMPUS.....	49
<b>APPENDIX D</b> .....	50
STUDENT DISABILITY INFORMATION FORM.....	50
STUDENT DISABILITIES RELEASE OF INFORMATION .....	53
<b>ACKNOWLEDGEMENT OF STUDENT HANDBOOK</b> .....	54



## **PART 300 ACADEMIC AFFAIRS POLICY**

### **ADMISSIONS**

Yanktonwan Community College (ICC) maintains an "open" admissions policy wherein any applicant (Indian or non-Indian) who has earned a high school diploma or GED certificate may be accepted for admission. All students are required to submit a copy of their high school diploma/transcript or GED certificate prior to registration. In addition, all Indian students are required to submit an Abstract of Census Record, which is obtainable through the student's home BIA Agency Office.

ICC is committed to a policy of nondiscrimination in employment practices, in the rendering of educational services to students and its treatment of persons applying for admission to the college. The college will not discriminate on the basis of race, creed, color, national origin, sex, age or any other extraneous consideration not directly related to employment performance or student status. Furthermore, the college will not deny access to an otherwise qualified applicant or student on the basis of the applicant's or student's mental or physical handicap. However, the college is a tribally-chartered higher education institution of the Yankton Sioux Tribe and as such in the conduct of its employment program and some categorical grant programs, the college will give preference to otherwise qualified Indian applicants.

### **ADMISSION PROCEDURE**

Any person who wishes to be admitted to the college must complete and submit an enrollment application packet through the Registrar's Office. This packet may be completed and submitted any time during the year. Incoming freshmen, high school waiver / dual enrollment students and in some cases, transfer students, will be required to take an assessment exam in order to analyze their strengths and weaknesses in the areas of English, Reading, Science and Math. The assessment is not a determinant of admission, but is used for student advising purposes and placement in various academic programs. Incoming Freshmen, and in some cases, transfer students who demonstrate a less-than-average academic record (below 2.00 GPA), will be requested to take the Stanford TASK Test in order to analyze their individual strengths and weaknesses in the areas of English, Reading, and Math. The Stanford TASK Test is not a determinant of admission per se. Instead, the scores are utilized for student advising purposes and placement in the various academic programs.

Each student enrolled in the college must have an academic advisor from the appropriate Departmental program staff. Advisors will approve student academic schedules, course loads, degree changes and help with academic programs. All students will be assigned an advisor by the Chairperson of the appropriate Department or college Executive Director/Academic Dean who has the greatest expertise in the area of academic program concentration. Student may request their own advisor providing the college has staff available by making a written request to the Chairperson of the appropriate Department or college Executive Director/Academic Dean. It will be necessary for students to see their advisors every semester when registering for classes in order to get approval for the courses to be taken, dropped, added, or changed. Students are strongly encouraged to check with their advisors at mid-semester to discuss progress of all



course work. The advisors will also be available to discuss and help solve any problems, which students may encounter in attaining their educational goals.

## **ADMISSION/REGISTRATION PROCEDURE**

Registration is held at the Ihanktonwan Community College as advertised prior to the beginning of each semester. During registration week the Registrar Office and other representatives from Ihanktonwan Community College will be available for student consultation. With their assistance, the student must complete the following steps to register for classes:

### **1. Admission Office**

The student must first apply for admission and be accepted before a student can enroll in courses at ICC. Students must complete the admissions packet and return all registration materials to the Admission Clerk (AC) according to all applicable timelines and dates in order to be accepted for enrollment. The student must see the AC at the front desk regarding any changes to their address or pertinent contact information. Required documents needed for admissions:

- ✓ Admission Application
- ✓ Verification of Tribal Enrollment
- ✓ Official college Transcripts if a student is transferring to ICC
- ✓ Official High School/GED

### **2. Admission Committee**

The AC will give the Executive Director/Academic Dean the names of students of all completed applications for admission. The President will call for the admission committee to review the application and recommend if the student will be given a letter of acceptance or denial. The student must have an acceptance letter issued by the President before the student is allowed to begin registration process.

### **3. Testing Office/TASK Exam**

All first time students must take the required entrance TASK exam. The test is utilized as an academic advising instrument and does not determine admission. If a student is required to take the exam he/she will be directed to the college staff member who will administer the exam. Results will be given immediately to the student and advisor prior to registration. All results will be tabulated and kept accordingly by the appointed staff member and reports given to the President.

### **4. Student Handbook**

The AC will give all students a handbook when a student applies for admission.

### **5. Financial Aid (Higher Education/PELL Grant)**

All Students must see the designated FAO for financial aid i.e., the Yankton Sioux Tribe Higher Education Scholarship or the PELL grant. The student will meet with the FAO to insure that the application for Federal Aid and all other scholarship applications are completed. Students are required to complete all applications in a timely and thorough manner. Students will receive an award letter from YST Higher Education Director regarding the Tribal Higher Education Scholarship. The Department of Education (Federal) will notify by letter regarding the PELL

grant. The student must be verified for financial aid by the FAO before they are allowed to continue.

#### **6. Advisor**

Students will be assigned an Academic Advisor (AA) once accepted for admission. No student will be allowed to register for courses without seeing their respective advisor this includes drops or additions. During registration week the student will meet with their assigned advisor for course registration. The advisor will give the student a registration form, which must be completed and signed by all respective departments before the student is allowed to start class.

#### **7. Executive Director/Academic Dean**

First time students will meet the Executive Director/Academic Dean. Students carrying more than 16 hours of credit per semester must have prior approval from the Academic Dean (AD).

#### **8. Registration Officer (Registration, Drop, Adds)**

Students must see the Registration Officer (RO) for official registration of courses. The RO will register students after they have met with their respective advisors this includes drops, or additions.

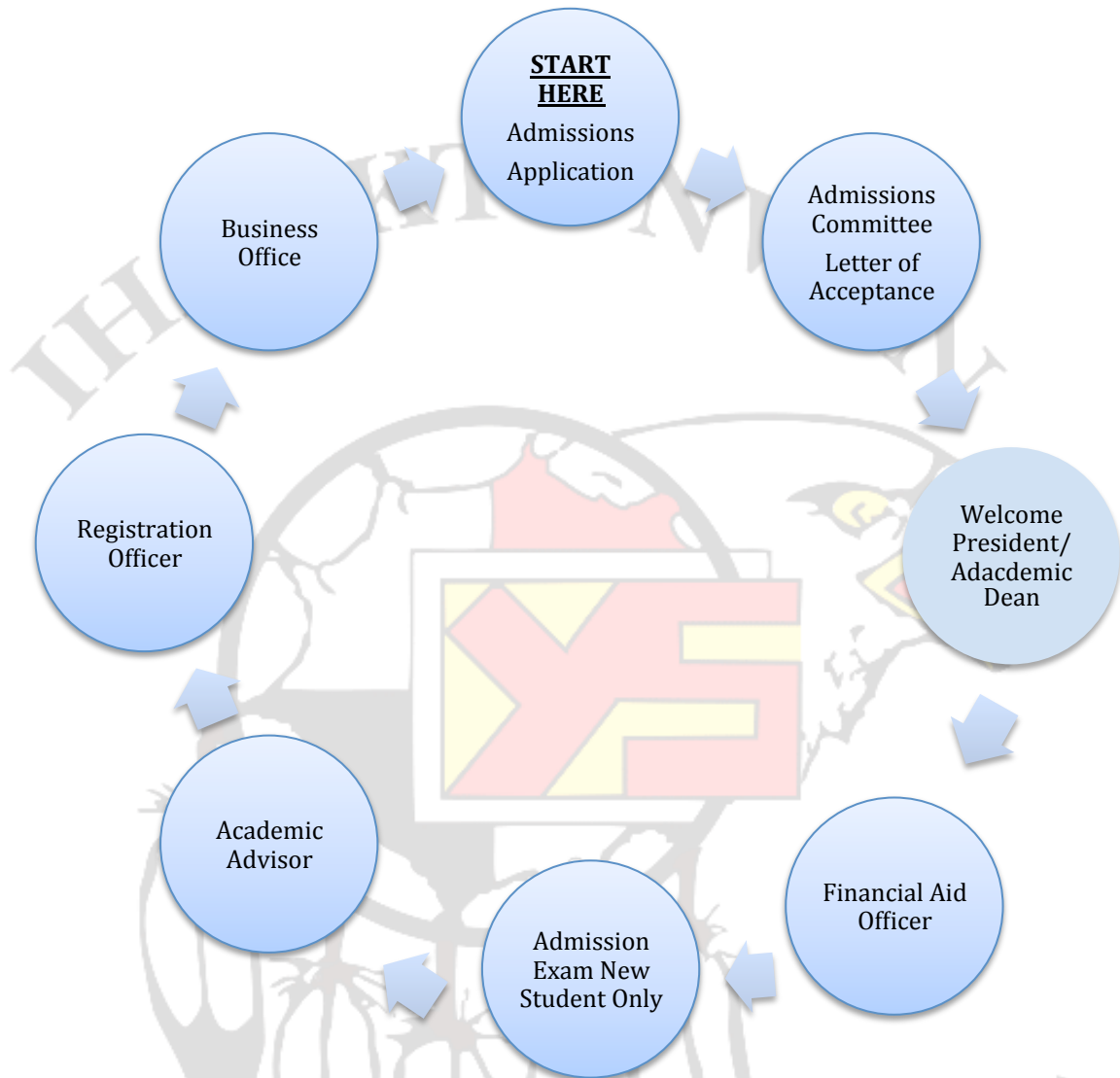
#### **9. Business Office for Tuition, Fees, and Books**

Students must finalize the registration process by clearing the Business Office. Students will be given an invoice the day registration is completed. The Business Manager (BM) will determine the cost of tuition, fees, and books based on the credit hours carried, type of courses, and field of study. In certain cases, which are preapproved the BM will arrange for payment if necessary. Students must have been accepted for a minimum of a Federal PELL or have established the manner in which tuition & fees will be paid by the second week before the Drop/Add week.

Date Adopted: 4/1/08

Date Last Revised: 4/1/08, 1/26/12





Date Adopted: 4/1/08

Date Last Revised: 4/1/08, 1/26/12

## ACADEMIC YEAR

An academic year at ICC consists of Fall, Spring, and Summer Sessions.

- ✓ A full-time student (12 hours or more) at ICC is required to complete 20 credit hours in an academic year.
- ✓ A three-quarter (3/4) time student (9 hours to 11 hours) at ICC is required to completed 15 credit hours in an academic year.
- ✓ A half-time (1/2) student (6 to 8 hours) at ICC is required to complete 10 credit hours in an academic year.
- ✓ A student who attends ICC less than half-time (1/2) (1 to 5 hours) is required to complete all classes with passing grades and decides to go half-time (1/2) or more may be placed

on Financial Aid Probation for the first semester. Then, if the student does not complete the required credits for this enrollment status, the student may be placed on Financial Aid Suspension after the first semester.

## **ACADEMIC ADVISEMENT**

Each student enrolled in the College will be assigned an academic advisor. Advisors will approve student academic schedules, course loads, degree changes and help with academic programs.

All advisors will be assigned by the Chairperson of the appropriate Department or College Executive Director/Academic Dean who has the greatest expertise in the area of academic program concentration. Student may request their own advisor providing the college has staff available by making a written request to the Chairperson of the appropriate Department or college Executive Director/Academic Dean.

It will be necessary for students to see their advisors every semester when registering for classes in order to get approval for the courses to be taken, dropped, added, or changed. Students are strongly encouraged to check with their advisors at mid-semester to discuss progress of all course work. The advisors will also be available to discuss and help solve any problems, which students may encounter in attaining their educational goals.

## **STUDENT ENROLLMENT STATUS**

A full-time student is one who is registered for 12 or more credit hours per semester; 9-11 credit hours qualifies a student at a  $\frac{3}{4}$  (three-quarters) time status; 6-8 credit hours qualifies a student at  $\frac{1}{2}$  (one-half) time status, and 3-5 credit hours qualifies a student at  $\frac{1}{4}$  (one-fourth) time status. Six (6) credit hours qualify as full-time for graduate students for the Fall and Spring semesters. Six credit hours qualify students as full-time for the two summer semesters.

A student enrollment status of more than 18 credit hours per semester requires written approval from Vice President of Academic Affairs and the appropriate Department Chairperson. Approval of this course load is subject to review of academic records that support student success.

## **CLASSIFICATION OF STUDENTS**

Students who have completed up to, and including, 31 semester hours of college credit are classified as freshman. Students who have completed 32-63 semester hours are classified as sophomores. Those with 64-95 semester hours are classified as juniors. Students with at least 96 semester hours are classified as seniors.

## **CONTINUING STUDENTS**

The following guidelines shall be used when for continuing students:

1. A continuing student shall be routinely re-admitted in consecutive semesters if the student earns the minimally acceptable grade point average for his or her class standing and if the student demonstrates satisfactory progress toward a specific degree objective.
2. A continuing student who seeks re-admission on an interrupted study basis will not be automatically re-admitted to his or her previous degree program. In general, a continuing student must be in Good Standing and must be able to meet the on-going program criteria at the time of the re-admission request.
3. A continuing student who is not in good Standing and/or does not meet the on-going program criteria may be accepted for re-admission on a provisional basis until such time when the student achieves an established set of academic requirements.

## **TRANSFER STUDENTS**

Students wishing to transfer to ICC from other institutions must submit an official copy of all college transcripts to ICC at the time of admissions application. If the transfer student cannot secure a particular transcript then he or she will be required to complete the goal of his/her desired degree program without inclusion of said transcripts.

A transfer student who is not in good Standing and/or does not meet the on-going program criteria may be accepted for re-admission on a provisional basis until such time when he or she achieves an established set of academic requirements.

## **AUDIT**

Students may register for courses on an Audit basis, a registration method that does not award credit hours to the student. The student must officially register for the course(s) to be audited in order to be identified on the class lists and grade sheets and thereby have the Audit grade assigned to the transcript record. The student must adhere to all course requirements and must pay the same tuition rate and any other applicable fees for the Audit as assessed in instances when a course is taken for full credit. Audit enrollment cannot be changed to credit hour enrollment after the conclusion of the DROP/ADD period. Veterans and financial receipts may not receive benefits for Audit courses.

## **CREDIT BY EXAMINATION (TEST-OUT)**

Students may be eligible for Credit by Examination under special circumstances, as follows:

1. Students must receive written approval from the appropriate Department Chairperson.
2. Students must earn at least a grade of "C" on the written examination to have the grade recorded on the student transcript. If the student scores below the grade of "C" then the instructor is required to submit a grade of "F" and the student must register for the course in the usual manner.
3. Students cannot receive Credit by Examination if they have previously registered for the course or have taken the course on an Audit basis.
4. A fee of \$10.00 is required for Credit by Examination.
5. Test-outs are not considered for financial aid purposes.

## INDIVIDUALLY GUIDED INSTRUCTION

ICC offers course for credit as Individually Guided Instruction (IGI) when it is determined to be in the best interest of the student and economically feasible by the college. All IS course will be approved by the Dean prior to the start of each semester. IS contracts are developed for students who need a particular course to graduate, and the course is not being offered the semester prior to graduation. There is a limit of one contract per semester. The contract (see appendix A) requires formal approval and specifies responsibilities of the student (per the attached syllabus) and the instructor. The contract requires signatures of the student, instructor, the department chairperson, the student's advisor, and the Academic Dean. This contract can be obtained from the student's respective Department Chair or the Academic Dean, and it must be on file in the Registrar's office within one week.

Because ICC is a non-traditional college having small enrollment of student in a wide range of degrees and the college services the unique needs of the Yankton Sioux Reservation it is necessary from time to time to make special arrangement which will allow students to stay on track. The goal is twofold for the college to offer course that all students need in a timely manner and to insure the financial interest of the college is protected. Our basic intent then is to maximize and achieve the optimal class size while at the same time preserving the student academic plan.

IGI credit courses are full academic credit courses and appear on a student's transcript. Most self-paced online courses are offered for three credit hours, but some language courses are offered for four credit hours. Student will be required to pay an added fee for IGI course and instructors are subject to the pay guidelines for courses that do not meet the minimum number of students enrolled for a class. All proper documentation and requirements must be met and submitted in a timely manner either by the student or instructor.

### Instructor Requirements

All instructors teaching IGI course on line must submit the following and have documented in the Orbund system:

1. Evidence that students complete a rigorous and challenging study equal to the amount of time spent in class including study time.
2. Evidence that students are assessed on assignments on weekly basis.
3. Evidence that students are completing assignments weekly.
4. Students will not be allowed to submit work beyond the week when it is due. Extension may be requested but only under the conditions of this policy as outlined later.
5. Evidence there is student/instructor consultation weekly which can be done on-line but documented in Orbund.
6. All other policy as deemed necessary by the Dean and Board of Directors.

### Computer Requirements

Unless otherwise indicated all IGI course will involve the use of ICC Orbund system for documentation purposes. Students must a personal computer and students must have access to the Orbund site, which will require the following hardware and system software.

## Fees

All fees are non-refundable.

IGI Fee	\$50
---------	------

## Instructor Turnaround Times

All communication must be documented in Orbund between instructor and student emails and assignment page.

Student Action	Instructor Turnaround Time*
Orbund Online Assignment Submission	3 business days
Orbund Message Center Inquiry (Via the Email Instructor tool)	2 business days
Major Exams at ICC not including weekly test or quiz's	One week

**Note:** A student may submit no more than three instructor-graded assignments at a time. As soon as an assignment is graded, he/she may submit another assignment. Processing and posting final course grades may take an additional two weeks.

## Submission Methods

IGI courses have two types of assignments: computer-graded and instructor-graded. A student will learn the results on his/her computer-graded assignments instantaneously. He/she will receive a grade for his/her assignment from his/her instructor in three business days.

The student will find instructions in instructor course syllabus on how to submit each type of assignment when you are ready to do so. **Note:** Students may not submit more than three instructor-graded assignments at a time. As soon as an assignment is graded, he/she may submit another assignment.

## Submission Restrictions

At the beginning of your course, a student may submit up to three instructor-graded assignments all at one time. After that, only one submission of new work and after a grade on completed work is given. This is to ensure that the student is getting the feedback he/she needs to be successful in the course. No more than three assignments may be out for grading at any one time.

## Course Completion

The student and instructor must determine in writing the time allowed for all coursework completion, which shall be approved by the Academic Dean. The time period shall be reasonable according to the work to be completed and must be achievable within a maximum of 45 days from the date of the contract. Completing coursework means that a student has submitted all assignments, taken the midterm exam(s) and have had them graded. The student must request the final exam before the course expiration date or he/she will be dropped from the course, and will not have the option to get back into the course once it has expired.

If a student realizes during the initial semester that he/she will need more time to complete a



course, an extension can be requested, which must be in writing to the instructor with completion date not to exceed 30 days beyond the end of the semester.

To meet graduation and other deadlines:

1. Students will be eligible to request their final exam after all midterms have been graded and have submitted 100% of his/her assignments. The student must request the final exam before the course expiration date. Once the request is approved the student will have 30 days to take your exam.
2. Grades will be posted to on the Orbund site approximately one week after the exam has been taken. Grades may take an additional week or more to be officially recorded.

## Extensions

If student realizes during semester and that he/she will need more time to complete a course, he/ he can request an extension only if have completed 75% of the course work satisfactorily and if the instructor determines that the student progressed far enough to complete coursework within 30 calendar days. To remain active in the course, the student must request the extension before the course expires. Extensions cannot be requested once the course has expired.

## Assignments

It is required that students submit all assignments online in Orbund according to the instructions in your course. Some assignments will be graded immediately upon submission, while those requiring instructor grading should be graded within one week. All assignments must be completed according to the instructions in the course syllabus. Generally, assignments may be submitted online or by e-mail, fax, or mail. Some assignments will be graded immediately upon submission, while those requiring instructor grading should be graded within two weeks. Credit will not be given for assignments lost in the mail. We do not accept separate portions of one lesson. Lessons must be submitted in its entirety through Orbund mail, fax, or e-mail it to us. Resubmission is not allowed, students will only be permitted one resubmission per lesson. After you have requested the final exam, students may not resubmit any assignments or midcourse exams.

## Midterms & Finals

Students will be required to take midterms and final exams at the college center at a scheduled time and place by the instructor. He/she will be informed of any allowed materials when the request to take the exam is made. Most exams require nothing more than a pen or pencil; however, it may be permitted to bring other materials for some exams. For example, some math courses allow the examinee to bring a graphing calculator.

The exam request confirmation will indicate allowed materials. Bring to the examination only those materials allowed.

**Method:** All exams are paper-based and must be taken in a proctored setting. ICC IGI does not offer major exams online.

**Grading:** Computer-graded exams will be graded within one week after being received at instructor.

**Deadlines:** Exams must be taken as scheduled by the instructor within a limited time



period approved in advance.

## **Saving Your Work**

ICC strongly advises students to make and retain a copy of all submitted work and to keep a back-up copy of course-related materials such as ungraded assignments, self-assessments, notes on the course readings, graded and returned assignments, and instructor feedback. Doing so will allow students to continuing working and/or review progress in the unlikely event of a technological mishap.

Date Adopted: 7/20/04

Date Last Revised or Reviewed: 5/10/11, 1/15/13

Legal Ref: N/A

## **GRADING SCALE**

The quality of academic work accomplished by the student is dignified by the following grades:

A= Exceptionally High	INC= Incomplete
B= Superior	W= Withdrawal
C= Average	P= Pass
D= Passing	NP= No Pass
F= Failure	

The grades of "P" and "NP" are assigned for Credit by Examination and field placements. These grades are not used in computing the student grade point average.

Instructors may determine the grading scale to be used the course/s they are teaching. The grading scale must meet the following minimum standard for converting course averages of numerical percentage scores on tests, assignments, and other course criteria into a letter grade. Once the letter grade is finalized it must be submitted in the Orbund grade management system. In addition, instructors are required to submit a dated and signed grade sheet to the registrar office.

### **Grading Scale**

<b>Grade</b>	<b>Percentage</b>
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and below

### **Honors Grading Scale**

The following is the honors grading scale for students making honor role.

<b>Grade</b>	<b>Percentage</b>
A	93% - 100%
B	85% - 92%
C	77% - 84%

D	70% - 76%
F	69% and below

Date Adopted: 7/20/04

Date Last Revised or Reviewed: 1/16/14

## GRADE POINTS

Scholastic averages are indicated by grade points. Only the higher grade will be computed in the grade point average in cases where courses are repeated. Grades will carry grade points for each credit hour earned as follows:

A= 4 grade points	INC= 0 grade points
B= 3 grade points	W= not computed in the grade point average
C= 2 grade points	P= credit is earned but not computed in GPA
D= 1 grade point	NP= no credit earned
F= 0 grade points	

## CLASS ATTENDANCE

Students who miss the number of consecutive classes or the total hours of attendance listed below may be “dropped” from a course by the instructor. Students seeking to be re-instated to a course after they have been “dropped” must obtain a written authorization of re-instatement from the instructor at the end of the semester and after all coursework has been successfully completed.

Course Credit Hours	Classes Missed
1 credit hour course	3 consecutive classes or 5 total hours of attendance
2-credit hour course	3 consecutive classes or 10 total hours of attendance
3-credit hour course	3 consecutive classes or 15 total hours of attendance
4-credit hour course	3 consecutive classes or 20 total hours of attendance

Date Adopted: 7/20/04

Date Last Revised or Reviewed: 2/12/10

## WITHDRAWAL

A grade of "W" will be assigned to the transcript record when the student chooses to officially drop a course or courses or when the instructor prior to the last one-fourth of the semester drops the student from a course or courses.

## CHANGES IN REGISTRATION (DROP/ADD)

Course enrollment should be carefully planned during each academic semester with the assistance of the academic advisor so that once registration has been completed, changes will not be necessary or will at least be minimal. After a student is enrolled in classes, changes may be made in the course enrollment by means of the DROP/ADD process. DROP/ADD forms may be obtained from the ICC Registrars Office.

The DROP/ADD period extends until the end of the second week of the Fall and Spring Semesters. Courses dropped during this period will not be recorded on the student transcript. The courses, which a student is enrolled in following the conclusion of the late registration period, constitute the official enrollment status and semester load.

A student may officially drop a course or courses following the conclusion of the DROP/ADD period and before three-fourths (the end of the twelfth week) of the semester is completed.

NOTE: In the Summer Semester, a student may officially drop a course or courses during the first week of classes of an 8-week session and only during the first 3 days of classes of a 4-week session. In all cases, courses dropped during the designated time period will be recorded as a "W" on the student transcript. NO STUDENT WILL BE PERMITTED TO DROP A COURSE OR COURSES DURING THE LAST ONE-FOURTH (after the end of the twelfth week) OF THE SEMESTER:

1. If the student has successfully completed at least 75% of the assigned course work;
2. If the student was unable to complete the necessary course work for a valid and documented reason; and
3. If the student can execute a plan to complete the course work.

## DECLARATION OF MAJOR REQUIREMENTS

All students pursuing an AA/AS degree must declare a major beginning the second semester of their first year. All students pursuing a BA/BS degree must declare a major beginning the second year from their first year. The college will strive to help students complete and graduate in the time frames allowed for each degree. The college cannot guarantee this for students who change majors once it has declared or for students who fail or drop courses.

## GRADE POINT AVERAGE REQUIREMENTS

A student who fails to earn a cumulative grade point average which is acceptable for his or her class standing will be placed on either Academic Probation or Academic Suspension as determined by the Registrars Office and the appropriate Department Chairperson. The minimum grade point average requirements for each class standing are listed below:

CLASS STANDING	MINIMUM G.P.A.
Freshman	1.50
Sophomore	2.00
Junior	2.00
Senior	2.00

A cumulative Grade Point Average of 2.0 is required to graduate from ICC except in those academic programs, which have otherwise established grade point average requirements for student graduation

## **GRADE CHANGE**

Grades that have been submitted at the end of each semester must be changed within the first six weeks of the next semester.

## **SATISFACTORY COMPLETION OF A COURSE**

To satisfactorily complete a course at ICC, the student must earn a letter grade of A, B, C, D, or Pass. A withdrawal, incomplete, no pass, or fail, is not acceptable.

## **ACADEMIC PROBATION**

A student will be placed on Academic Probation due to a failure to earn the minimum grade point average requirements for his or her class standing and academic program. A student who is subject to Academic Probation may not register for more than 12 credit hours (or four classes) per semester. If placed on Academic Probation then the student must meet the minimum cumulative grade point average requirements for his or her class standing in order to be removed from Academic Probation.

A student who makes satisfactory progress but fails to earn the minimum cumulative grade point average requirements for his or her class standing will be continued on Academic Probation for one semester. A student who does not make satisfactory progress while placed on Academic Probation will be subject to Academic Suspension.

## **ACADEMIC SUSPENSION**

Academic Suspension is defined as the repeated failure to earn the minimum grade point average requirements for a given class standing and/or the repeated failure to demonstrate satisfactory progress toward a specific degree objective. A student may be placed on Academic Suspension due to his or her failure to earn the minimum grade point average requirements or any other academic requirements set forth by the appropriate Department Chairperson.

Once placed on Academic Suspension, a student must write to the Dean of Academic Programs seeking approval to resume classes at ICC. This letter of request should outline a specific educational plan for accomplishing academic goals and meeting academic requirements. If so approved by the Dean of Academic Programs, the student may be allowed to resume classes provided that he or she earns the minimum grade point average requirements for his or her class standing and makes satisfactory progress toward a specific degree objective at ICC.

## **INCOMPLETES**

A grade of INC (incomplete) may be issued in special circumstances as follows:

The student and instructor may enter into an agreement for the issuance of a grade of INC through an INCOMPLETE CONTRACT, which describes the exact requirements for the completion of the necessary course work and the completion date. Both the student and the instructor must sign this contract before it is officially recognized and recorded by the Registrars Office. Final completion of the INCOMPLETE CONTRACT may be extended beyond the original agreement date provided that the completion of work is renegotiated between the student

and the instructor and that notification of the extended contract is submitted to the Registrars Office.

The INC grade is awarded 0 grade points in computing the grade point average pending the issuance of a final grade. If a CHANGE OF GRADE card is not submitted by the instructor within the initial six weeks of the ensuing semester then the INC will automatically change to the grade indicated on the INCOMPLETE CONTRACT.

## **TRANSCRIPTS**

Official student transcripts records are maintained at SINTE GLESKA UNIVERSITY. Official transcripts can be obtained by writing to the following:

Ihanktonwan Community College  
Office of the Registrar  
PO Box 105  
Mission SD 57555

There is a \$5.00 fee for each official transcript.

## **GRADUATION**

Students must submit an application for graduation to the Registrars Office at least three months prior to the completion of the associate or baccalaureate degree program requirements.

Applications must include the signature of the appropriate attesting that all degree requirements should be successfully completed before the scheduled graduation date. Any changes on the student graduation status must be reported to the Registrars Office no later than May 1 of a given academic year.

## **STUDY SKILLS PROGRAM/BASIC SKILLS POLICY**

Beginning Freshmen at ICC will be recommended to take the TASK test, the results of which will be used as a counseling tool to direct the student in the degree programs that will best suit the students ability according to the test.

- If the student scores less than a Stanine of 5 the counselor will advise the student to take Basic Skills classes which will aid the student in reading, writing, and math skills.
- If the student scores above a Stanine of five the counselor will advise the student to take classes according to their skill level.

Once a student has completed their freshman year or 32 hours, they will not be allowed to receive financial aid for Basic Skills classes if they decide to take them. Exception: If a student has scored low in one of the three required skills, and later needs to upgrade that skill for completion of a degree, the student will be allowed to register for study skills and receive financial aid providing they are maintaining satisfactory progress and submit a letter obtained from the Study Skills Department.



## **DUAL CRDIT/HIGH SCHOOL WAIVER GUIDELINES POLICY**

The **Dual Credit/High School Waiver** program provides the opportunity for currently enrolled high school juniors and seniors, or by special permission from ICC and MIGI Principal for 9<sup>th</sup> and 10<sup>th</sup> grade students. to register for college credit courses at the ICC campus. A student applying for acceptance must complete the ICC application for admission and registration form.

1. A student who plans on attending ICC Dual Credit program must complete an official Application for Admissions to ICC Admissions Office.
2. High school students must have the permission of their parents or legal guardians to enroll in ICC classes.
  - a. Request must be made in writing using the appropriate request application. High School counselor must assist the student.
3. Recommended academic guides are:
  - a. Junior and/or Senior good standing, or by special permission from ICC and MIGI Principal for 9<sup>th</sup> and 10<sup>th</sup> grade students.
  - b. Rank in the upper half of their high school class and have a GPA of 3.0 or above.
  - c. Must score in the 90<sup>th</sup> percentile on the ICC TASK in all sub tests.
4. Student will be allowed to enroll in one course per semester and a maximum of two based on academic standing. A student may earn four total possible dual credits upon high school graduation.
5. The enrolling high school will be responsible for all applicable tuition, fees, and books for all students enrolled in the program. Attached is the schedule of fees and tuition rates.
6. All college policies apply to students in the program.
7. The credits and grades earned will become part of the student's permanent transcript at the SGU campus.
8. A student who decides to drop class (s) must complete the required drop form available through the Registrar office. If a student fails to drop a class by the required deadline, he/she will receive a grade of an F, which becomes part of the permanent college transcript. In addition students will be responsible for the tuition cost.
9. Payment must be made before classes begin or by arrangement and mailing a check to ICC Business Office.

Date Adopted: 4/1/08

Date Last Revised or Reviewed:

Legal Ref: N/A

## **STUDENT RIGHTS PRIVACY/CONFIDENTIALITY & ACCESS OF INFORMATION POLICY**

### **INTRODUCTION**

This policy provides the legal requirements on privacy of and access to information for ICC. The provisions of these laws as applicable to the college are the minimum requirements for developing college policies and procedures, and for dealing with the right of public access to information and the right of privacy of individuals.



**F.E.R.P.A. (Family Education Rights & Privacy Act)**

The Department of Health, Education, and Welfare issued, in the June 17, 1976 Federal Register, the final regulations for implementing the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, 513), as amended (P.L. 93-568, 2). The effective date of the Act is November 19, 1974. The amendment is popularly known as the "Buckley Amendment." The June 17, 1976 final regulations contain all regulatory provisions pertaining to the Family Educational Rights and Privacy Act and supersede the earlier publications of regulations, providing the public with a single document.

**DEFINITIONS**

For the purposes of this policy, ICC has used the following definitions of terms.

Student – any person who attends or has attended ICC

Eligible Student – Refers to a student who has reached the age of 18 or is attending an institution of postsecondary education. Since these guidelines are specifically for postsecondary institutions, "student" as used in this document is presumed always to refer to an eligible student. In non-postsecondary institutions, parents of students have additional rights not covered in this guide.

Education records – any record (in handwriting, print, tapes, film, or other medium) maintained by ICC or an agent of the college, which is directly related to a student except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by ICC's Personnel Office if the record is maintained solely for law enforcement purposes, and revealed only to law enforcement agencies of the same jurisdiction.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

**ANNUAL NOTIFICATION**

Students will be notified of their FERPA rights annually by publication in the semester timetable. Information is also available in the catalog and college policy.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

Students may inspect and review their education records upon written request to the admission clerk. Students should submit to the admission clerk or an appropriate college staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The admission clerk or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to himself/herself.

The student has a right to inspect the record in question but the college does not routinely make copies of educational records. Requests for copies will be considered on an individual basis as well as any associated costs.

## **RIGHT OF COLLEGE TO REFUSE ACCESS**

ICC reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access.
3. Records connected with an application to attend ICC if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

## **DIGICLOSURE OF EDUCATION RECORDS**

ICC will disclose information from a student's education records only with the written consent of the student. The student must sign the Information Release Form provided in Appendix B. The following are the exceptions which will not require written consent:

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. A person employed by ICC in an administrative, supervisory, academic, research, support staff position, or a student assisting an employee of the college.
  - b. A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
  - c. A school official has a legitimate educational interest if the official is:
    - i. Performing a task that is specified in his or her position description or by a contract agreement.
    - ii. Performing a task related to a student's education.
    - iii. Performing a task related to the discipline of a student.
    - iv. Conducting research that benefits students and/or the college. (Note: A college or college is required to specify the criteria for school officials and for legitimate educational interests.)
2. To certain officials of the U. S. Department of Education, the Comptroller General, and Tribal educational authorities, in connection with certain federally supported education programs.
3. To organizations conducting certain studies for or on behalf of the college.
4. To accrediting organizations to carry out their functions.
5. To comply with a judicial order or a lawfully issued subpoena.
6. To appropriate parties in a health or safety emergency.
7. To an alleged victim of any crime of violence the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

## **RECORD OF REQUESTS FOR DIGICLOSURE**

According to FERPA, an institution must maintain a record of each request, with the exceptions listed below, for access to, and each disclosure of, personally identifiable information from education records.

The record of each request for access and each disclosure must contain the name of the parties who have requested or received information and the legitimate interest the parties had in requesting or obtaining the information.

A record does not have to be kept if the request was made by or disclosure was made to 1) the eligible student, 2) a school official who has been determined to have a legitimate educational interest, 3) a party with written consent from the eligible student, 4) a party seeking directory information only, or 5) a student serving on an official committee or assisting another school official.

Thus, requests for or disclosures of education record information without the student's written consent, which an institution would be required to record, would include but not be limited to 1) disclosure to the parent (either custodial or noncustodial) of an eligible student, 2) disclosure in response to a lawfully issued court order or subpoena, 3) disclosure for external research purposes where individual students have been identified, or 4) disclosure in response to an emergency.

These records must be maintained with the education records of the student as long as the records are maintained by the institution.

## **DIRECTORY INFORMATION**

ICC designated the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

- Category I Names, addresses, telephone numbers, ICC e-mail address, school/college status, enrollment status, and classification.
- Category II Previous institution(s) attended, past and present participation in officially recognized sports and activities, physical factors (height, weight, etc. for athletes).
- Category III Major field of study, awards, honors (includes Dean's List), expected graduation date, degree(s) conferred, date(s) awarded.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Records and Registration Office, prior to the end of the second week of each semester or the end of the first week of summer session. Forms requesting withholding of "Directory Information" are available in the Records and Registration Office. The college assumes that failure on the part of any student to make a specific request for the withholding of categories of "Directory Information," within the time period mentioned above, indicates individual approval for disclosure. In addition to the items listed above, ICC has designated photographs and images that are taken of students at college-sponsored activities as information that may appear in college publications, brochures, etc. without the written consent of students.

## **CORRECTION OF EDUCATION RECORDS**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- A student must ask the clerk of the record in question to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.
- ICC may comply with the request or it may decide not to comply. If it decides not to comply, ICC will notify the student of the decision and advise him/her of his/her rights to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- Upon request, ICC will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
- The hearing will be conducted by a impartial hearing body or officer who will be members of the college community. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- ICC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- If ICC decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If ICC discloses the contested portion of the record, it must also disclose the statement.
- If ICC decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Date Adopted: 1/26/12

Date Last Revised or Reviewed:

Legal Ref: Federal Family Educational Rights and Privacy Act of 1974, dated July 17, 1976 (20 U.S.C. Section 1232g); Federal Privacy Act of 1974 - Public Law 93-579 (5 U.S.C. 552a)

## **DIGICLOSURE OF INFORMATION**

To the student:

1. Students are entitled to copies of their own unofficial transcripts.
2. Students have the right to inspect their own academic records through the procedure established by ICC.

To college staff:

1. college staff who have a legitimate educational need to examine academic records are permitted to do so consistent with the procedure established by ICC.



To Parents, Educational Agencies, and other Institutions:

1. Parents and guardians may obtain information only with the approval of the student.
2. Educational agencies and other institutions may obtain information such as transcripts and other academic information only with the prior consent of the student.

To Government agencies:

1. Federal, State, or local government agencies, through their properly identified representatives, may obtain directory information and academic records with prior consent of the student.
2. Government investigative agencies do not have inherent legal right to obtain information and normally require the written permission of the student. If the student does not grant this permission then the information can be released through proper subpoena or court order and, in this event, the student will be notified of such action.

To other persons:

1. Written consent from the student is required before any academic records are released to any other person.

## **DIRECTORY INFORMATION**

As defined by the Family Education and Privacy Act as amended June 19, 1975, directory information consists of the following:

The name of the student, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of athletic teams, dates of attendance, degrees, and awards received and the most recent educational agency or institution attended by the student.

## **THE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

This Act requires institutions to produce and make readily available to current students, and to each prospective student enrolling or entering into any financial obligation, the completion or graduation rate of certificate or degree-seeking, full-time undergraduate students entering ICC. This Act also requires institutions to prepare, publish, and distribute information to all current students and employees, and to any applicant for enrollment or employment, upon request, as follows:

- Statement(s) of policies and procedures regarding criminal actions or other emergencies occurring on campus, security, and access to campus facilities and campus law enforcement.
- Description(s) of programs designed to inform students and employees about campus security procedures and the prevention of crimes.
- Statistics concerning the occurrence of the following criminal offenses on campus:
  - Murders
  - Rape

- Robbery
  - Aggravated assault
  - Burglary
  - Motor vehicle theft
- Statistics concerning the number of arrests for the following crimes on campus:
  - Liquor law violations
  - Drug abuse violations
  - Weapons possessions
- Statement(s) of policy regarding possession, use, and sale of alcohol and illegal drugs at ICC.
- Information relating to the Student Right-to-Know and Campus Security Act is compiled and reported annually and is available through the Registrars, Financial Aid, and Student Services Offices.

## **DUE PROCESS**

All students are automatically afforded due process in matters for which the student may be subject to suspension or dismissal from ICC. Due process includes:

1. Written notice of any charges stemming from an alleged violation within a reasonable time after such violation.
2. A fair and impartial hearing prior to the imposition of any disciplinary action except in emergency situations wherein lives are endangered.
3. The right to representation by legal counsel of student choice (at personal expense).
4. The right to produce relevant evidence of testimony.
5. The right to pronounce concluding remarks prior to adjournment of any hearing.
6. The right to appeal.
7. The right to have all allegations and/or information surrounding the allegations erased from the official student record if found not guilty of the charges.

## **STUDENT GRIEVANCES ACADEMIC AFFAIRS DIVISION PRE-GRIEVANCE**

Students seeking information regarding the academic grievance policy and procedure or considering a formal grievance action are advised to initially contact the ICC Academic Dean. The Academic Dean will discuss the various steps and requirements involved in initiating an academic grievance and, if so requested, will recommend alternatives for possible resolution of the matter.

This policy and procedure is designed to address student grievances in the following areas:

1. Grades: any academic circumstances in which the student can document that s/he warrants a change of grade.
2. Harassment by an instructor including abusive language or sexual harassment.
3. Other unlawful discrimination such as racial discrimination.
4. Violations by the instructor of an academic contract entered into by a student and the instructor.
5. Appeals by students of an allegation of academic cheating, plagiarism or dishonesty.



6. Retaliation by an instructor against a student because a student has filed a grievance against the instructor.
7. Any other dispute between an instructor and student, which the Special Faculty-Student Grievance Committee decides, in its discretion, to consider according to these procedures.

## **GRIEVANCE PROCEDURE**

All action in this step must be completed by the student within 30 calendar days of the instructors alleged misconduct not including faculty holidays or leave; the student will go to the instructor to discuss the matter. If the student is dissatisfied with the results of the discussion, then the student must present to the Academic Dean of the ICC a written complaint outlining the specific details of the complaint.

The Academic Dean will render his/her findings on the complaint to all parties within 10 days of his/her receipt of the student complaint. If either party is dissatisfied with the results of the findings of the Academic Dean, the party will file a formal, written appeal including the initial complaint and response by the Academic Dean, with the Special Faculty-Student Grievance Committee outlining the specific details of the appeal. The Academic Dean must do this within 30 days of the response.

The Special Faculty-Student Grievance Committee will consist of three faculty members who are not Academic Affairs Committee representatives and three students as appointed by the ICC Student Senate. The Special Faculty-Student Grievance Committee will hear all appeals and will render its finding and determination(s) within 10 days of the appeal hearing.

## **STUDENT RESPONSIBILITIES**

### **NAME CHANGE**

Any change of name resulting from marriage, court action or personal reason should be promptly reported to the Registrars Office and Financial Aid Office in order for all official records to accurately reflect such change. Name changes, which occur between semesters, should be reported at the next registration period.

## **STUDENT ACTIVITIES**

Individual and group requests for college-sponsored student activities shall be channeled through the Student Services Department and include a narrative of proposed program functions and an anticipated budget. In order to be approved to participate in student activities, including athletics, a student must:

1. Be in good standing both on an academic and student conduct basis, at ICC, and
2. Owe no outstanding students debts to ICC.

## **STUDENT CONDUCT**

ICC seeks to operate a post-secondary institution on the Rosebud Reservation and a site on the Yankton Sioux Reservation for the benefit of its students and local community members. ICC, as a chartered entity of the Rosebud Sioux Tribe, abided by the legal standards and precedents

stated in the Rosebud Sioux Tribal Law and Order Code; similarly ICC, as a chartered entity of the Yankton Sioux Tribe, abides by the legal standards and precedents state in the Yankton Sioux Tribal Law and Order Code, whenever violation of the law occur in the following areas:

1. Alcohol
2. Assault
3. Disorderly Conduct
4. Illegal Substance Possession
5. Weapons
6. Other violation of the Tribal Law and Order Code which may take place on college premises or at college-sponsored activities.

A deliberate action, which violates existing Student Conduct code standards at ICC/ICC, may constitute grounds for either suspension or dismissal from the college/college. When a breach of regulations involves a group of students, all participants may be held equally responsible.

## **CONTEMPT**

The Executive Director/Academic Dean or the Chairperson of the ICC Board of Directors, shall make a determination of contempt alone and summarily. In cases involving a determination of contempt, a written notification of such determination shall be forwarded to the Dean of Academic Programs describing the facts that constituted the contempt and the sanction imposed therefore. Individuals so charged with contempt shall have the same right to appeal as is afforded in any other case.

## **SPECIAL PROCEDURE FOR ACADEMIC DISHONESTY CASES**

Members of the faculty are required to file a written report of each academic dishonesty incident with the college Executive Director/Academic Dean, who will provide a copy of the report to the Dean of Academic Programs and the Student Services Director.

## **STUDENT/FACULTY CONFERENCE**

Upon the discovery of a suspected academic dishonesty incident, plagiarism, cheating, or knowingly furnishing false information to a faculty or staff member, the faculty members in whose course the incident originated shall promptly notify the college Executive Director/Academic Dean of the incident and as soon as practical thereafter the faculty member will schedule a conference with the student.

This conference shall include a discussion of the alleged incident and a recommendation of one of the following student options:

1. Repeat the assigned work with no penalty;
2. Repeat the assignment with a punitive grade for the assigned work;
3. Refuse to accept the work;
4. Reduced grade for the work;
5. Fail the course.

In the event that the student is unwilling to confer with the faculty member or is unable to do so with a reasonable time period, the case may be referred directly to the college Executive

Director/Academic Dean for resolution. If, for some reason, the faculty member is not available for a conference with the student, then the college Executive Director/Academic Dean may conduct the conference.

## **NON-CONTESTED CASES**

If the student admits to the academic dishonesty incident or chooses to accept one of the recommended student options, the faculty member may impose, within the context of the course in which the incident originated, an appropriate academic sanction up to and including a grade of "F." Written notice of the sanction or resolution without sanction shall be given to the student. The results of this needs analysis indicate Expected Family Contribution (EFC) the difference between what can be expected from the family and the cost of education (the need). It shows the ability, not the willingness, of you and your family to pay for your education. You may use the FAFSA in applying for financial aid from five (5) student assistance programs offered by the U.S. Department of Education.

## **STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS ON CAMPUS**

The computing resources at Ihanktonwan Community College (ICC) support the academic and administrative activities of the college. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any ICC computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). A copy of the AUP form must be on file in the students main file folder )see Appendix D). This policy applies to any person or organization utilizing ICC computing resources.

All users of college computing resources must adhere to the following:

- Ensure the security and confidentiality of all college data and information.
- college technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, email, and other applications.
- It is prohibited to share ICC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all college policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Ihanktonwan Community College computing resource constitutes full acceptance of the terms and conditions of college policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary

actions up to and including immediate student dismissal and employee termination from the college.

Ihanktonwan Community College reserves the right to change this policy without notice.

Date Adopted: 5/15/07

Date Last Revised: 5/15/07, 1/18/11, 1/26/12

Legal Ref: N/A

## TUITION AND FEES POLICY

ICC strives to keep tuition, fees, and related cost to a minimum so that students can obtain an affordable education.

<b>Tuition and Fees:</b>	<b>Cost</b>
Tuition fee per credit hour for all undergraduate level courses	\$125
SGU Registration Fee per credit hour paid per affiliation agreement	\$30
Student Activity Fee (this fee is for graduation)	\$50
Computer/Technology Fee (this fee is for the general use of the computer room, internet services, repair & maintenance, and copy paper)	\$50
Instructional Support Fee (this fee is for classroom supplies and resource material)	\$50

<b>Other Applicable Fees:</b>	<b>Cost</b>
Record Management Fee (this fee is a one time fee for new students only per SGU affiliation agreement)	\$74
Audit Courses Fee (when requested by students)	\$35
Late Registration Fee (charged to all students registering after the registration period)	\$50
Test Out Fee (per student request and application approval)	\$30
High School Dual/ Co-Credit Enrollment Fee (this fee is the same as the regular tuition fee)	\$120
Practicum and Internship Fee (for all courses requiring field placements, internships, and/or practicum's)	\$75
IGI Fee is an addition to the regular tuition fee and is charged per credit hour. Must have prior approval before enrolling.	\$50

<b>Departmental Special/Lab Fees:</b>	<b>Cost</b>
Arts & Crafts Lab Fee	\$50
Biology/Science Lab Fee	\$50
Computer Lab Fee	\$50
Nursing Program Lab Fee	\$50
<b>Other Specialized Program Fees:</b>	
Specialized Program Credit Hour Fee will be added to the regular tuition fee for specialized areas	\$45

\*Tuition and fees are determined by the Board of Directors, are paid before the end of each semester and may change prior to each semester.



## Fee Narrative

The following is a description of all costs charged by the college listed in the above table and the justification for each.

### Tuition & Fees

The following tuition and fees are charged to all students upon registration. Tuition and fees are the same for all students regardless of status, including on or off reservation, or in State out of State residency.

- **Tuition Fee-\$125 Per Credit Hour**  
This is the base tuition fee per credit hour for all courses regardless of level.
- **SGU Registration Affiliation Fee \$30 Per Credit Hour**  
The SGU Registration Affiliation Fee is paid to SGU allowing the student to obtain accredited courses per contract with SGU.
- **Student Activity Fee \$50.00**  
The Student Activity Fee is charged to all students, which helps pay for the student services to include graduation ceremonies.
- **Computer/Technology Fee \$50.00**  
The Computer/Technology Fee is charged to all students, which helps pay for the general use of the computer room, internet/wireless, and repair & maintenance.
- **Instructional Support Fee \$50.00**  
The Instructional Support Fee is charged to all students, which helps pay for instructional cost such as classroom supplies, copier costs, classroom speakers, supplemental textbooks, and other like cost.

### Other Applicable Fees

The following are other applicable fees, which may be applied depending on student course enrollment, status, and/or request:

- **SGU Record Management Fee - \$74.00**  
This is a one-time fee that is paid to SGU for first time or freshman students only.
- **Audit Fee \$35.00**  
This is the tuition rate for students wanting to take a course but not for credit.
- **Late Registration Fee \$50.00**  
This fee is charged to all students who register late.
- **Test Out Fee \$30.00**  
This fee is charged to any student who desires to test out of a course. All regular tuition and fees still apply.
- **\$120 High School Dual/ Co-Credit Enrollment Fee**  
The High School Dual/ Co-Credit Enrollment Fee is the same tuition fee for all high school students wanting to enroll at the college.
- **Practicum and Internship Fee \$75**

This fee is for all courses requiring field placements and/or practicum. This includes the LPN Nursing Program clinic fee, which will be charged to all students enrolled in the nursing program.

- **IGI-\$50 per credit hour**

IGI Fee is an addition to the regular tuition fee and is charged per credit hour. This fee is charged to any student taking a course approved for IGI. Must have prior approval before enrolling. Typically, IGI does not require students to attend class and involves only one student. The cost of an instructor is still needed the fee helps offset that cost.

### **Departmental Special/Lab Fees**

This fee is for specialized classes requiring special materials, which an art or other similar class has outside of the normal classroom materials. This fee covers standard costs for general projects as set out in approved course syllabus. Any individual projects shall be upon ICC approval and at students own expense. It includes the classes and labs listed below, but not all:

- Arts & Crafts Course Fee \$50
- Biology Lab Fee \$50
- Computer Room Lab Fee \$50
- Nursing Lab-\$50

### **Program Fees**

Because certain programs require specialized instruction, materials, or multiple instructors and the cost for those services is not included in the regular tuition, an added \$45 dollar per credit hour tuition fee will be charged for those identified programs. The following is a list of affected programs:

- LPN Nursing Program
- Computer Technology
- Building & Trades

### **Payment Policy for Tuition and Fees**

Tuition and fees are due within 7 business days from the date you first register for classes unless prior arrangements are made with the Business Office. All Tuition & Fees must be paid in full before the end of the semester. Failure to pay by the due date will result in being dropped from classes. Students receiving Financial Aid must confirm their tuition payment with the Business Office. Contact the Business Office if you have questions regarding your financial aid tuition payment

### **Special Notes**

A handling fee of \$30 is charged for any returned checks and students will be automatically dropped from classes when returned checks are written for tuition.

Date Adopted: 7/20/04

Date Last Revised: 10/19/05, 5/15/07, 10/20/09, 12/16/10, 2/25/11, 11/20/11, 7/25/14

Legal Ref: N/A



## **NON-PAYMENT OF STUDENT BILLS POLICY**

Any student who has outstanding bills, loans, or overdue library books with Ihanktonwan Community College, including tuition and fee expenses and bookstore expenses, will not be allowed to enroll/register, or receive transcripts until those bills are paid in full. All students can register for classes if a repayment agreement is made and actively followed. Any repayment agreement must be in weekly or biweekly payments with the minimum payment amount to be determined by the total balance due divided by the number of weeks in the semester. Students with an outstanding balance may not register for new classes. If a payment is missed the Business Manager will issue a warning letter. After a second consecutive missed payment the student will be dropped. Any student with outstanding bookstore bills will not be allowed bookstore credit.

Date Adopted: 1/15/2008

Date Last Revised: 1/26/12

Legal Reference:

## **FEDERAL FINANCIAL AID**

ICC may or may not provide the following financial aid. The Board of Directors approves and determines all financial aid programs.

### **Federal Pell Grants (FPG)**

Federal Pell Grants are awarded to students who need money to pay for their education or training after high school. A Federal Pell Grant is not a loan, so you don't have to pay it back. To get a Federal Pell Grant, you must be an undergraduate who does not already have a Bachelors degree. You must also be registered as a regular student at an eligible institution. You are eligible to receive a Federal Pell Grant provided you are maintaining Academic Satisfactory Progress until you receive your first four-year degree.

### **Federal Supplemental Educational Opportunity Grants**

Federal Supplemental Educational Opportunity Grants (FSEOG) are also grants. You don't have to pay them back. To get a FSEOG, you must be an undergraduate who does not already have a Bachelor's degree. Usually you must be going to school at least half time. However, some schools award FSEOG's to a few students who are less than half time.

### **Federal College Work-Study**

Federal college Work-Study (FCWS) jobs let you earn money to put toward your school expenses. These jobs are both undergraduate and graduate students. Usually, some school award a few FCWS jobs to student who are less than half time.

### **Federal Perkins Loan (FPL)**

Federal Perkins Loan (FPL) is low interest loans made through your school's financial aid office. You must repay this money. These loans are both undergraduate and graduate students who are going to school at least half time. NOTE: At this time, the ICC does not award Perkins Loans to enrolled students, in an effort to prevent students from defaulting on their loans.

## **Federal Stafford Loan (FSL)**

Federal Stafford Loan (FSL) is a low interest loans made to you by a lender such as a bank, credit union, or savings and loan association. You must repay this money. These loans are for both undergraduates and graduates who are going to school at least half time.

If you are selected, it simply means that the student and/or parents or spouse must provide documents (such as your Federal income tax returns for the previous year, cancelled checks for medical and dental bills, documents certifying household members enrolled in post secondary schools) to prove that the information you provided on your Financial Aid Application was correct.

## **DEFINITIONS**

Before you can complete the FAFSA, you must know whether you are considered to be a dependent or an independent student. To determine that, you need to know the definition of parent. A parent is your biological or adoptive mother and/or father. Foster parents, guardians, or relatives are NOT considered to be parents according to the definition used for financial aid purposes.

### **DEFINITION OF AN INDEPENDENT STUDENT**

#### **Student Status**

1. Were you born before January 1, 1970?
  2. Are you a veteran of the US Armed Forces?
  3. Are you a graduate or professional student?
  4. Are you married?
  5. Are you a ward of the court or are both of your parents deceased?
  6. Do you have legal dependents other than a spouse?
- If you answered yes to any of the above questions. You are considered an independent student and must fill out the appropriate forms.
  - If you answered no to EVERY question listed above, you are dependent.

### **NEW AND TRANSFER STUDENTS MUST COMPLETE**

A financial aid transcript, for all post-secondary schools you have previously attended. Before ICC can present you an award package, we must know if you received any financial aid at the other school (s) and what type of aid. Therefore, the transcript is required whether you received aid or not. It is your responsibility to see that the form is completed. Financial aid transcripts are available from the ICC Financial Aid Office.

## **FORMS REQUIRED**

Before you will be considered for financial aid, you must complete the required forms. All forms are available from the ICC Financial Aid Office.

1. SAR Student Aid report. Results from submission of the Free Application for Federal Student Aid (FAFSA).
2. A Financial Aid transcript (new and transfer students).

3. BIA Higher Education Grant Application. Native American students are defined as enrolled or eligible for enrollment in a Federally recognized tribe.
4. Census Abstract. Native American students, see above.
5. A GED or High School diploma must be on file in the Registrar's Office prior to receiving any types of financial aid.
6. Statement of Registration Compliance for all males who are at least 18 years old and born after December 31, 1959.
7. Statement of non-filing of tax return (if applicable).
8. Statement of Acknowledgement (academic good standing and progress standards).
9. Information Release form (if applicable).

## **FINANCIAL AID PACKAGE**

The different types of financial aid programs that are combined to give you a financial aid package. It may include any of the following:

1. GRANTS-Free money award to students based on their need.
2. ENTITLEMENTS- money from such programs as Social Security, GI Bill or Vocational rehabilitation.
3. SCHOLARSHIPS money awarded to students on the basis of grades, community service, or other requirements set forth by the individual scholarship.
4. EMPLOYMENT part-time jobs awarded to students on the basis of financial need. The student receives a paycheck every two weeks for the number of hours he or she worked. (hours awarded by financial need)
5. LOANS money borrowed by students, which must be repaid. Repayment begins immediately after graduation or withdrawal from school.

## **PRIORITY DATES**

Financial aid awards are determined according to the date of your FAFSA application is received in the Financial Aid Office at ICC. This means that the Student Aid Report (SAR) is on file in our office. Therefore, it is important to apply early for aid. If your file is complete by February, March, or April, you should receive the maximum assistance based on your eligibility and request.

## **SATISFACTORY ACADEMIC PROGRESS**

One of the federal regulations states that all students receiving financial assistance must be making measurable progress toward completion of their degree and be in good academic standing with the college. Students who do not meet the minimum standard jeopardize their financial aid eligibility.

The measurable standard of progress at ICC is, a student must pass the minimum number of credit hours for which they receive aid. Students receiving aid as a full-time student must complete a minimum of ten (10) credit hours in good standing. Students receiving aid as three quarter time (3/4) must complete a minimum of seven and one-half (7 1/2) credit hours in good standing. Students receiving aid as half time (1/2) must complete a minimum of five (5) credit hours in good standing. Good standing is defined by the following Grade Point Average (GPA) standards:

Freshman	1.50-1.56- completed 15 credit hours in an academic year.
----------	---

1. A half-time (1/2) student (6 to 8 hours) at ICC is required to complete 10 credit hours in an academic year.
2. A student who attends ICC less than half-time (1/2) (1 to 5 hours) is required to complete all classes with passing grades and decides to go half-time (1/2) or more may be placed on Financial Aid Probation for the first semester. Then, if the student does not complete the required credits for this enrollment status, the student may be placed on Financial Aid Suspension after the first semester.

### **SATISFACTORY COMPLETION OF A COURSE**

To satisfactorily complete a course at ICC, the student must earn a letter grade of A, B, C, D, or Pass. A withdrawal, incomplete, no pass, or fail, is not acceptable.

### **RETAKE POLICY**

The retake policy for financial aid purposes at ICC was established to govern a reasonable number of classes a student is allowed to retake and still receive financial assistance to cover the cost of the retakes. Any student, regardless of enrollment status, who is in compliance with the satisfactory progress policy will not be affected by the retake policy.

### **PROBATION**

If a student at ICC is placed on financial aid probation due to the satisfactory progress policy, the student shall be required to, at the earliest convenience, retake the course or courses which initially placed the student on financial aid probation. Students on Financial Aid Probation are still eligible to receive financial aid.

### **SUSPENSION**

If a student at ICC is placed on financial aid suspension, that student will be required to retake as many of the courses which placed the student on financial aid suspension during the ensuing semester in which the courses are offered and at the individual's own expense (unless the student is allowed to change majors see FINANCIAL AID SUSPENSION). Students on Financial Aid Suspension will not receive any financial aid.

This policy is contingent upon the fact that the SGU Financial aid Director has the authority to waive the policy, with proper documentation based on the following exceptions:

1. Death in the immediate family
2. Transportation problems;
3. Illness that would result in the student being absent in excess of the number of allowable absenteeism's;
4. Illness to family members that would result in the student providing care and assistance to the recovery of such individual;
5. Change in degree program;
6. In the event of a natural disaster.

### **GOOD STANDING**

A student at ICC will be on good standing for Financial Aid purposes if they have satisfactorily completed their credit hours enrolled for in that academic year and have an acceptable GPA (SEE SATISFACTORY PROGRESS).



## **STATEMENT OF EDUCATIONAL PURPOSE**

Another federal regulation requires that all students receiving aid must sign an affidavit or statement of educational purpose. The following is the ICC statement of educational purpose:

1. I affirm that I will use any funds I receive under the Federal Pell Grant (FPG), Federal Supplemental Opportunity Grant, Federal Work Study, Federal Perkins Loan, or Federal Stafford Loan programs solely for expenses related to attendance at ICC.
2. I understand that I am responsible for repaying any funds I receive which cannot be reasonably attributed to meeting my educational expenses at ICC.
3. I further understand that the amount of any repayment is based on regulations published by the Secretary of Education.
4. I declare under penalty of perjury that the foregoing is true and correct.

## **MONEY RECEIVED**

Federal Pell Grants, Federal Supplemental Education Opportunity Grants, and Federal Work-Study are processed and awarded after the drop/add period each semester on the basis of need and the number of credit hours a student is registered for at that date. Higher Education Grant (BIA Subsistence) funds are awarded on the basis of need, based on the date of the SAR is received in the Financial Aid Office, and disbursed to students on a scheduled biweekly system. BIA students MUST maintain twelve (12) credit hours of active enrollment for continued eligibility.

## **AUTHORIZATION TO PAY FEDERAL/SCHOLARSHIP STUDENT AID FOR EXPENSES**

Federal student aid regulations allow ICC to credit (pay) federal student aid to the student's ICC statement of account for tuition, fees, and other direct educational expenses. All financial aid will be applied to the students account for tuition, fees, and other direct educational expenses. In addition, federal student aid and any and all other scholarships credit balance will be used to pay all other institutional charges that may be assessed to an account prior to the release of any funds. ICC may, as applicable, use non-federal student aid (scholarships, loans, etc) to pay charges. Failure to pay all charges timely, may incur late fees on unpaid charges, registration holds, and/or transcripts holds.

No financial aid will be released until the necessary assurances and compliance are met with the college. Any remaining financial aid will be released following payment.

Students must contact the ICC Finance Office if he/she choose to change authorization and must provide a written statement indicating the change. Failure to provide the college with proper assurances of payment of higher education cost will result in a denial of acceptance.

Date Adopted: 7/20/04

Date Last Revised: 10/19/05, 5/15/07, 10/20/09

Legal Ref: N/A



## OVER-AWARD

Anytime a student receives more financial assistance that s/he is eligible to receive, an over-award occurs. This financial assistance includes money from grants, loans scholarships, work-study, social security, waivers of tuition, or any type of financial help.

Federal regulations restrict the total amount of money you are eligible to receive. You will receive a letter from the Financial Aid Office indicating the over-award and informing you of what must be repaid. To avoid this situation:

- Notify the Financial Aid Office when you receive assistance from an outside source such as a scholarship;
- Make sure you list all your resources on the FAFSA;
- Check with the Financial Aid Office before you apply for additional aid to see if you are already receiving the maximum assistance.

## REFUND POLICY

Refunds: tuition and fees. If classes are dropped in a regular semester, the following applies:

1. If dropped before the end of the Drop/Add period = 100% refund. No Charge
2. If dropped after the Drop/Add period, 100% charge will be assessed and there is no refund.

## FINANCIAL AID REFUNDS

When a student has received financial aid and decides to withdraw from ICC after five weeks of attendance, no refunds will be assessed. If a student decides to withdraw prior to the fifth week of class, a refund may be due.

If a refund is due it will be calculated by the Financial Aid office at ICC and will be refunded back to the program from which the student received the money. According to federal regulations, any student who owes a repayment on grants previously or is in default on a loan at any post-secondary institution is ineligible to receive additional financial aid.

## STUDENT HAS THE RIGHT:

1. To know what financial aid programs are available at the institution. To know the deadlines for submitting applications for each of the programs.
2. To know how their financial aid will be redistributed, how decisions on distributions are made, and the basis for these decisions.
3. To know how their financial need was determined. This includes how costs for tuition and fees, room and board, travel, books, and supplies, and personal miscellaneous expenses, etc. are considered in their budget.
4. To know how their financial aid need has been met as determined by the financial aid administrator at the institution.
5. To know what resources (such as parental contribution, other financial aid, their assets, etc.) were considered in the calculation of their need.
6. To request an explanation of the various programs in their student aid package.
7. To know the institution's refund policy and academic standards.
8. To know what portion of the financial aid they received must be repaid, and what portion is grant aid. If the aid is a loan, they have the right to know what the interest rate is, the total amount that must be repaid, the payment procedures, the length of time they have to repay the loan, and when repayment begins.

## **STUDENTS HAVE THE RESPONSIBILITY:**

1. To complete all application forms accurately and submit them on time in the right place.
2. To provide correct information. In most instances misreporting information on financial aid applications is a violation of the law and may be considered to be a federal offense.
3. To return all documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which they submitted applications.
4. To read and understand all forms that they are asked to sign and keep copies of them.
5. To accept responsibility for all agreements they sign.
6. To perform the work agreed upon in accepting a federal work-study award.
7. To be aware of and comply with the deadlines for application of reapplication of aid.
8. To be aware of the institutions refund policy and academic progress standards.
9. All institutions must provide information to prospective students about their programs and performance. Students are expected to consider this information very carefully before deciding to attend.
10. A recipient of Federal Perkins or Federal Stafford Loan must notify the lender if any of the following occur before a loan is made:
  - a. Change of address
  - b. Graduation
  - c. Withdrawal from the institution or less than half-time attendance
  - d. Name change (e.g. maiden name to married name)
  - e. Transfers to other institutions

## **THE PACKAGING PHILOSOPHY**

The ICC Financial Aid Office, through the daily operation and maintenance of its available student financial assistance programs, attempts to identify and recommend potential funding sources for those students requiring such financial assistance funds to attend ICC and who satisfy the minimum program eligibility requirements plus demonstrate an institutionally documented need.

Given this philosophy, yet governed by the realities of specific funding sources restrictions, the ICC Financial Aid Office seeks to offer the most equitable assistance package to each individual student while at the same time, striving to provide funds to as many students as possible during a designated award period.

## **STUDENT CONDUCT CODE**

### **PURPOSE**

The Student Conduct code serves to document the major institutional regulations, standards, policies and procedures that have been established for governance purposes in terms of academic programs and certain areas of student life at ICC.

By delineating the various rights, responsibilities and general provisions which help to define appropriate student conduct in both the academic and non-academic realms, ICC seeks to

describe the student-to-institution relationship so as to maximize post secondary development on the Yankton Sioux Reservation.

## **GENERAL INSTITUTIONAL POLICIES**

ICC distinguishes its student discipline role from the laws and functions of the larger society, particularly those prescribed by the Yankton Sioux Law and Order Code. Students, however, are by no means insulated from the law or relieved of the responsibilities of citizenship as a result of their student enrollment status at ICC.

In general, off-campus activities of students are viewed as their own personal affairs. However, in the event that a student violated local, state, or federal laws, and at the same time, violates the ICC Student Conduct Code, either on or off campus, ICC reserves the option of initiating action of its own accord.

Procedural fairness is basic to the proper enforcement of all college regulations. Accordingly, no disciplinary action shall be imposed against a student or student organization until they have been notified, in writing, of the charges against them and their rights under this Code and given the opportunity to be heard.

The Student Services Department shall ensure that the best interests of students and student organizations are maintained, regardless of whether disciplinary action is taken, by making full use of appropriate medical, counseling, or other professional services available at ICC and to assure a fair disposition of the case so that the student may be allowed, in the future, to continue his/her educational pursuits.

Students shall have an opportunity to participate in the formulation of all regulations and policies pertaining to student disciplinary matters at ICC. All college regulations and policies pertaining to student discipline are to be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students or student organizations. Regulations and disciplinary sanction affecting the conduct of male and female students shall be based upon fundamental premises of equal treatment.

## **SCOPE**

For the purpose of enforcing this code, a student is defined as any individual who is registered for any course or enrolled in any special program at ICC. The ICC Student Association or ICC Board of Directors defines student organization as any group of ICC students who have been officially recognized.

ICC shall initiate disciplinary or other appropriate action against students or student organizations only when their conduct materially interferes with the Universities primary educational responsibility of assuring an opportunity for all members of the ICC service population to attain their respective educational objectives, or interferes with the Universities subsidiary institutional responsibilities of protecting the health and safety of members of the ICC service population and campus visitors, maintaining and protecting the college property or personal property located on campus, records maintenance, providing transportation assistance

and sponsoring or supervising non-classroom activities such as athletic events and social/cultural functions.

The disciplinary jurisdiction over students and student organizations extends one year beyond the last date of enrollment, registration or recognition.

This jurisdiction applies to all cases except plagiarism or fraudulently obtaining a degree, which have no termination date.

In all cases except plagiarism or fraudulently obtaining a degree, which have no termination date, service of or attempted service of written notification of the charges against the student or student organization must be executed within six months of the discovery of the alleged violation(s).

## **STUDENT STANDARDS, SCHOLARSHIP AND CONDUCT COMMITTEE**

The Student Standards, Scholarship and Conduct Committee shall be comprised of two faculty members (who are not representatives of the Academic Affairs Committee) as appointed by the Academic Affairs Committee, one academic support staff member as appointed by the Student Services Director and four students as appointed by the Student Association. In addition, one alternate faculty member, one alternate support staff member and alternate student member will be identified by the Academic Affairs Committee, Student Services Director and Student Association, respectively. All members will serve for one-year terms but may be re-appointed. Temporary members may be appointed to ensure full Committee membership during summer semesters or at other such time as necessary. The Dean of Academic Programs will designate one of the Committee members as pro-tem Chairperson.

The Committee shall elect its Chairperson from among Committee members during its first meeting and thereafter, at a regular meeting, held in the Fall semester of each year.

The Student Scholarship, Standards and Conduct Committee shall be responsible for the formulation of, prior to implementation, policies and procedures regarding student disciplinary consideration at ICC, for recommending changes and/or amendments to the Student Conduct Code and for hearing cases and/or grievances stemming from alleged violations of this Code.

## **OFFENSES**

Disciplinary action may be initiated by ICC and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. Dishonesty, academic cheating, academic plagiarism or knowingly furnishing false information to ICC faculty, staff, or administration. Plagiarism includes, but is not limited to, the submission or presentation of work or an idea of others for academic credit, which is derived from an existing source without indicating the source (whether intentional or not), or submitting assignments copied from another student or copied from another source.
2. Intentional disruption, obstruction, harassment or interference with the process of instruction, research, administration of student discipline or any other services or activity provided or sponsored by ICC.



3. Forgery, alteration or unauthorized use of college documents, records, keys, or student identification cards.
4. Damage, destruction, theft, or unauthorized use of personal property located on the ICC campus/s or any property owned or controlled by ICC.
5. Unauthorized entry into or use of ICC property including facilities, vehicles, equipment or resources.
6. Physical abuse or conduct that threatens imminent physical harm or endangers the health or safety of any person on ICC property or at college sponsored or supervised activities.
7. Lewd or indecent conduct on ICC property or at college sponsored or supervised activities.
8. Illegal creation, processing, cultivation, brokering or possession of alcohol or drugs on ICC owned or controlled property or at college sponsored or supervised activities.
9. Possession, use or threatened use of firearms, ammunition, explosives, dangerous chemicals or any other objects as weapons on ICC owned or controlled property or at college sponsored or supervised activities.
10. Possession or consumption of alcoholic beverages by student on ICC owned or controlled property or at ICC sponsored or supervised activities, or intoxication on college owned or controlled property or at college sponsored or supervised activities, including in-class or any other college related situations. Students who are intoxicated at college owned or controlled property, college sponsored, or supervised activities will be requested to leave the property or activity. Failure to leave the college property or activity upon request will serve cause for the police to be summoned and may result in the subsequent detention or arrest of the student.
11. Disorderly conduct (including that resulting from drunkenness), assault, assault and battery, or any behavior that results in an unreasonable annoyance or threatens the physical health or safety of ICC students, staff, faculty, or administration on college owned or controlled property or at college sponsored or supervised activities.
12. Failure to comply with the directives of ICC of public officials acting in the performance of their duties on college owned or controlled property or at college sponsored or supervised activities when such constitutes a danger to personal safety, property, or educational objectives or other appropriate institutional activities on such premises.
13. Failure to comply with the terms of any disciplinary sanction imposed in accordance with this Code.
14. Violations of regulations or other conditions of conduct approved by the Student Scholarship, Standards and Conduct Committee or other institutional committee recognized by the ICC Board of Directors provided they have been published, distributed or posted in such a manner as to constitute adequate notice to students.
15. Contempt of formal proceedings by impairing or interrupting the due course of proceedings as established by this Code.

**IN THE EVENT THAT AN INDIVIDUAL OR GROUP SUBJECT TO THIGI CODE ENGAGES IN CONDUCT WHICH SERIOUSLY ENDANGERS THE HEALTH OR SAFETY OF SELF, OTHERS, OR PROPERTY, ICC RESERVES THE RIGHT TO ALERT LOCAL, STATE OR FEDERAL AUTHORITIES TO THE ALLEGED VIOLATION AND TO REQUEST SUCH AUTHORITIES TO ARREST OR DETAIN THE PERSON (S) ENGAGED IN SUCH WRONGDOING. DESPITE SUCCESSFUL**



**PROSECUTION OF VIOLATIONS OF THIGI CODE BY LOCAL, STATE, OR FEDERAL AUTHORITIES, ICC RESERVES THE RIGHT TO PROSECUTE SUCH VIOLATIONS PURSUANT TO THIGI CODE AND TO IMPOSE APPROPRIATE SANCTIONS AUTHORIZED BY THIGI CODE.**

## **DEFINITIONS OF DISHONESTY OR ACADEMIC DISHONESTY CHEATING**

Disciplinary action may be initiated by ICC and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

Dishonesty, academic cheating, academic plagiarism or knowingly furnishing false information to ICC faculty, staff, or administration. Plagiarism includes, but is not limited to, the submission or presentation of work or an idea of others for academic credit, which is derived from an existing source without indicating the source (whether intentional or not), or submitting assignments copied from another student or copied from another source.

At ICC cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating at ICC includes but is not limited to:

1. Copying, in part or in whole, from another's test or other evaluation instrument;
2. Using crib notes, "cheat sheets," or any other device, including electronic devices, in aid of writing the exam not permitted by the instructor;
3. Submitting work previously graded in another course unless doing so has been approved by the course instructor or by department policy.
4. Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies of the respective departments.
5. Altering or interfering with grading or grading instructions;
6. Sitting for an examination by a surrogate, or as a surrogate;
7. Any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

## **PLAGIARISM**

Plagiarism is a form of cheating. At ICC plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge.

Plagiarism at ICC includes but is not limited to:

1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-

for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and

2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.

Date Adopted: 1/18/2011

Date Last Revised or Reviewed:

Legal Ref: N/A

## GROUP OFFENSES

Upon satisfactory proof that a member of a student group or organization at ICC, with the knowledge and consent of group officers or in concert with at least four other members of the group, has violated this Code, the group or individual members of the group may be subject to the following sanctions:

1. Denial of the use of the Colleges facilities;
2. Making restitution for damaged, stolen, or misappropriated property;
3. Temporary suspension of the group's charter, recognition, or registration;
4. Other appropriate sanctions as may be authorized by this Code.

On behalf of the group, the Executive Director/Academic Dean, the principal officer, contact person (s) or other students designated by the group, shall be afforded all procedural rights set forth in this Code. The Executive Director/Academic Dean, principal officer, contact person (s) or other student designated by the group shall be given reasonable notice of any violations of this Code and shall be required to represent the group in any proceedings as established by this Code.

## SANCTIONS

1. Expulsion: Student status is severed permanently. Any student who has been expelled from ICC as a result of disciplinary action will not be permitted to participate in any recognized college function.
2. Suspension: Student status is severed for a specified period. Any student who has been suspended from ICC as a result of disciplinary action will not be permitted to participate on any recognized college function during the suspension period. With regard to student organizations, this action is equivalent to loss of ICC recognition and all privileges associated with such recognition.
3. Negative Notation on Transcript: Entry of the fact of violation on the student's permanent academic record as a separate or additional sanction may be imposed at the discretion of the Student Scholarship, Standards and Conduct Committee. After the expiration of the time set by the Student Scholarship, Standards and Conduct Committee, the notation shall be removed upon the request of the student.
4. Revocation of Degree: An academic degree previously awarded by ICC may be revoked upon proof of the work submitted in fulfillment of, and indispensable to, the requirements for such degree was plagiarized or may be revoked upon proof that such degree was

otherwise obtained by false means. The Student Scholarship, Standards and Conduct Committee may, upon appeal of a ICC graduate subject to degree revocation, stipulate the requirement for re-obtaining the degree.

5. Disciplinary Probation: Participation in Ihanktonwan Community college life by individual students or student organizations is placed on probationary status, with or without loss or designated privileges.
6. Restitution: The student or student organization is required to replace or restore damaged, stolen or misappropriated student, staff, faculty, administration, or ICC property.
7. Community Service: The student or student organization is required to render a designated number of hours of labor in the service of ICC or the reservation community.
8. Loss of Privileges: The student or student organization is denied specific privileges normally associated with student status, such as participation in or sponsorship of ICC recognized activities or use of ICC facilities or services.
9. Conduct Reprimand: The student or student organization is given written notice that the conduct engaged in is inconsistent with ICC regulation or policies and informed that future violations may result in the imposition of more serious sanctions.
10. Suspended Sanction: The execution of any sanction under this Code may be suspended. When suspending a sanction, a time limit for the suspension period shall be determined and subsequent violations of this Code that will terminate the suspension and result in the imposition of the original sanctions will be specified. In the absence of such violation (s) the original sanction shall be deemed completed at the end of the suspension period.

## **COMPLAINT PROCEDURES**

Any ICC student or employee (either full-time or part-time), or member of the Board of Directors may initiate a complaint under this code. Such complaint must be submitted in writing to the Executive Director/Academic Dean within fifteen days of the alleged incident.

Upon receiving a complaint or notice that a student has violated this code, the Executive Director/Academic Dean shall notify the student within five days, in writing, of the following:

- The alleged code violation;
- The opportunity for the student to meet with the Executive Director/Academic Dean for purposes of discussing options for disposition of the case; and
- The students right to representation. A student may conduct his or her defense personally or with the assistance of a representative. Any student, faculty member, staff employee of ICC, or advocate may assist the student. This includes any attorney of his or her choice who is licensed to practice within the Yankton Sioux Tribal Court, or the State of South Dakota. The student shall be informed that he or she may be responsible for bearing the cost of representation.

## **INFORMAL HEARING BY THE ICC EXECUTIVE DIRECTOR/ACADEMIC DEAN**

A student or student organization charged with a violation of this code may have his or her case heard in an informal procedure headed by the Executive Director/Academic Dean. The Executive Director/Academic Dean will meet with the student and inform the student of his or her various right and options. The Executive Director/Academic Dean is empowered to:

- Make findings of fact and determine whether or not the student violated this Code;

- Dismiss the case;
- Refer the student for counseling;
- Refer the case to the Student Scholarship, Standards, and Conduct Committee for formal hearing; or
- Impose any sanction listed in this Code except expulsion, suspension, or negative notation on transcript.

### **FORMAL HEARING BY THE STUDENT CONDUCT COMMITTEE**

A student or student organization may prefer a hearing before the Student Conduct Committee. In the event that a student or student organization chooses this option, the Student Conduct Committee shall hear the matter within ten days of the request as transmitted through the Executive Director/Academic Dean .

The Student Conduct Committee is empowered to:

- Make findings of fact;
- Determine whether or not the student has violated this Code; or
- Impose any sanction listed within this Code.

All hearings, formal or informal, shall be scheduled within fifteen working days following the written notice of the complaint to the student from the Executive Director/Academic Dean. Failure to appear for the hearing may result in disposition of the case under the authority of this Code.

### **APPEAL OF THE HEARING DECISION**

An appeal may be made, in writing, to the ICC Board of Directors within ten days following the hearing decision. The ICC Board of regents may choose to hear an appeal of the earlier decision, restricted to review of the sanctions imposed by the college Executive Director/Academic Dean or by the Student Conduct Committee and to the procedural grounds listed below:

1. The decision is unlawful in substance or procedure, but error in procedure shall not be cause for reversal or remand unless the Board shall find that substantial rights of the petitioner were prejudiced thereby.
2. The decision is not supported by substantial evidence in the whole record.
3. The sanction is not warranted.
4. No appeal shall be allowed unless the student appealing cites specifically to the hearing record (tape and minutes) and states with specificity the grounds under which the appeal shall be allowed.
5. If, in the judgment of the faculty member, further disciplinary action is warranted, a report of the college Executive Director/Academic Dean shall so indicate. A student who has admitted to an academic dishonesty incident may appeal the sanction to the college Executive Director/Academic Dean and ultimately to the Dean of Academic Programs

### **DISPOSITION OF CONTESTED CASES**

If the student denies involvement in the academic dishonesty case or chooses not to accept one of the recommended student options, then the faculty member shall refer the case to the Student Conduct Committee. The case will then be conducted in accordance with procedures established by this Code.



## **DROPPING OR WITHDRAWING FROM COURSE**

The Executive Director/Academic Dean, upon receiving notice of an incident involving suspected academic dishonesty, shall take such steps as appropriate to prevent the student from dropping or withdrawing from the course pending disposition of the incident as provided by this Code. If the incident results in the issuance of the grade of "F" as the final grade for the course, the student shall not be permitted to drop or withdraw from the course. If no sanction results, or in the incident does not result in the issuance of the grade of "F" as a final grade, the student shall be free to drop or withdraw from the course provided such drop or withdrawal can be officially recognized by the ICC Registrar's Office.

## **STUDENT SENATE**

There will be four Student Officers representing the student body at ICC who shall be, at the time of election, students enrolled at the college, at least one of who must be enrolled as a full-time student. To be eligible for the position of officer, a student must be enrolled on one or more courses for 12 or more credit hours to qualify as a full-time student or be enrolled in less than 12 credit hours to qualify as a part-time student. Elections take place on an annual basis.

## **STUDENT ENROLLMENT STATUS**

The full-time student is one who is taking 12 or more credit hours per semester; 9-11 credit hours qualifies as 3/4 time; 6-8 credit hours qualifies as 1/2 time and 3-5 hours qualifies as 1/4 time. A student enrollment status of more than 18 credit hours per semester requires written approval from the Dean of Academic Programs and the appropriate Department Chairperson and is subject to conditions supportive of student success.

Students who have completed up to and including 31 semester hours of college credit are classified as Freshmen. Students who have completed 32-63 semester hours are Sophomores. Those with 64-95 semester hours are considered to be Juniors. Students with at least 96 semester hours are Seniors.

## **CLASSIFICATION OF COURSES**

Courses numbered 100-199 are considered Freshman or first level courses; 200-299 is considered Sophomore level courses; 300-399 is Junior level courses and 400-499 courses are Senior level, depending on the specific degree program.

Adopted: 1/15/08

Revised: 1/15/08

Legal Reference: ICC Charter, SGU/ICC Affiliation Agreement

## **STUDENTS WITH DISABILITY POLICY**

### **Accommodations for Individuals with Disabilities**

It is the policy of Ihanktonwan Community College a branch of Sinte Gleska college, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to ensure that no qualified person shall, solely by reason of disability,



be denied access to, participation in, or the benefits of any program or activity operated by the institution. Each person meeting the academic and technical standards for admission to, or participation in, college programs shall receive the reasonable and appropriate accommodations necessary to ensure equal access to educational programs and activities in the most appropriate integrated setting. Reasonable accommodations are defined as those that do not fundamentally alter the nature of a program that can be provided without lowering academic and other performance standards. Further ICC does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## **Disability Statement:**

### **Confidentiality**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 clearly state that information regarding disabilities is to be treated as strictly confidential. ICC adheres to guidelines set forth by the U.S. Department of Education's policy, which stipulates that documentation of disability should be held, separate from other records, by a single source within the institution in order to protect confidentiality. This policy also states that disability-related information is considered to be medical information and is not subject to the Family Educational Rights and Privacy Act (FERPA) of 1974.

### **Student Responsibilities**

It is the student's responsibility to provide medical and other diagnostic documentation of disability and limitations to their Advisor. If documentation is deemed inadequate, students may be asked to participate in additional evaluations prior to receiving requested accommodations. Each student will be responsible for making timely and appropriate disclosures and requests for accommodations. Students will also be responsible for actively participating in the securing of their own accommodations and/or auxiliary aids. Students with disabilities are not exempt from following established ICC policies.

## **Disability Accommodation Process**

### **Admission**

The accommodation process begins with admission to ICC. Admission decisions are made without regard to disabilities. All prospective students, including students with disabilities, are expected to present academic credentials at or above the minimum standards for admission.

Students are not required to disclose their disability during admissions process. If student chooses to disclose his/her disability, we will assist the student with requesting the disability services as provided by this policy.

### **Self-Disclosure**

Once a student has been admitted to ICC, it is the student's responsibility to identify him/her-self as a person with a disability, in order to request and receive reasonable and appropriate accommodations while here at ICC. Students must complete the Student Disability Information Form attached to this policy.

Students are not required to disclose his/her disability and may disclose at any time during their education at ICC. If student has previously received accommodations in another academic setting, student are encouraged to disclose that at the time of registration for classes.

### **Disability Documentation**

If a student has a disability that is not visibly obvious, students must provide professional documentation to support the request for accommodation. Each person and each disability is unique; however, there are general guidelines that ICC utilizes to determine if a student has a disability according to the Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) definition of disability.

For disabilities involving learning such as learning disabilities, Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD), traumatic brain injuries and most psychiatric disabilities) a full psycho-education test battery needs to be included in the documentation.

ICC is required to provide reasonable and appropriate accommodations to allow equal access. The college is not required to lower or affect substantial modifications to academic requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Accommodations provided by ICC vary from person to person, class to class and location to location.

ICC has set the following procedures for documentation of a disability. Students are required to provide documentation prepared by an appropriate professional i.e., medical doctor, psychologist, or other qualified diagnostician. The required documentation must include one or more of the following: a diagnosis of current disability, supporting information to include date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for the student and ICC to decide what is an appropriate academic adjustment. A school official will inform the student in a timely manner what additional documentation is needed if any. You may need a new evaluation in order to provide the required documentation. Students must use the attached form Student Disabilities Release of Information Form for this (see Appendix D).

The student is required to conduct and pay for a new evaluation to document his/her disability and need for an academic adjustment. If a student cannot pay they may find funding to pay an appropriate professional for an evaluation through the state vocational rehabilitation agency.

Date Last Revised/Approved: 12/17/13

## **GENERAL EDUCATION CORE REQUIREMENTS**

General Education at the postsecondary level is an essential element of undergraduate degree programs and a pre-requisite to graduate degree programs. Core requirements for the Graduate degree in education are outlined in the Graduate portion of this catalog The General Education core requirements at ICC draw upon the tribal value of education as a lifelong process. The role

of General Education core requirements is to provide for the traditional understanding of education, present an overview of learning within ICC, and introduce students to the world of higher education. The core requirements provide a foundation for all future learning at ICC.

EN 101-102	Freshman English 1 & 11-	6 semester hours
SP 100	Speech Communications-	3 semester hours
LS 253	Dakota History & Culture-	3 semester hours
LL 101	Dakota Language I	4 semester hours
HS103	Personal Health & Wellness	3 semester hours
DP 100	Introduction to Computers	3 semester hours
Math	Approved Math Electives	*6 semester hours
Sciences	Approved Science Electives	*6 semester hours
Humanities/Social Sciences	Approved Humanities Electives	*9 semester hours
Fine Arts or Music	Approved Fine Arts/Music Electives	*3 semester hours

\*Students will need to meet with an advisor to select Math, Science, Humanities, Social Science, Fine Arts and Music courses because degree programs determine specific courses needed to meet graduation requirements and pre-requisites.

Course descriptions for the General Education core requirements are listed under each Department responsible for instructing the courses.

ICC's Course Numbering System

Pre-college Credit

Three-digit number prefaced by "0"

Undergraduate Credit

Three-digit number prefaced by "1", "2", "3", "4".

## STUDENT SUPPORT SERVICES

The Student Support Services is an important service to the students at ICC. The program includes developmental courses in math, science, reading, composition, and study skills, and the Center operates a small tutoring and computer lab where students can receive individual attention.

The basic philosophy of the Center is that all students have a right to succeed. Therefore, the developmental courses are designed to meet the various academic needs of individuals through flexible classroom settings and innovative teaching methods. While ICC has an open admissions policy, all new students are required to take the Stanford Test of Academic Skills (TASK). The test is scored immediately, and students are advised to register for the appropriate courses. The developmental courses taught in this program are not required for graduation; however, ten credit hours may be used as elective credit.

In addition to the developmental courses, the Study Skills Center also staffs a laboratory for one-on-one tutoring in reading, composition, math, science, and study skills, and supplies part-time tutors for other academic areas. These services are available on a walk-in or referral basis. The

Student Support Services Center works closely with college counseling services to meet the academic, personal, and career counseling needs for the students by sponsoring periodic workshops in these areas.

The goal of the Student Support Services program is to increase student retention and persistence toward the completion of an Associate of Arts degree. The staff work to increase students' college survival skills and, thereby, to decrease attrition. The function of the center thus further exemplifies ICC's commitment to develop relevant and appropriate services to meet reservation needs.

## **IHANKTONWAN COMMUNITY COLLEGE LIBRARY**

### **Mission Statement**

The mission of the Ihanktonwan Community College Library is to provide quality materials and services to the Yankton Sioux Tribe to include all community members and area residents, K-12 students, and Ihanktonwan Community College students. Library services shall be provided in a welcoming and respectful atmosphere and shall meet community, educational, informational, cultural, health, recreation and socio-economic needs, serving as a combined academic and public library.

The ICC Library is located on the first floor in the college's new addition. It maintains academic, reference, and recreational library materials; priority is given to higher education areas that support the curriculum. The library has a membership with the South Dakota State Library which allows library patrons access to reference databases and interlibrary loan. The librarian will assist with reference and interlibrary loan matters.

The library's hours are from 1PM TO 9PM during the class time and from 8-4:30 all other times. The library follows the ICC Calendar and is closed for all approved holidays.

To contact the library, please call 605-384-3997 or e-mail [icclibrary@yahoo.com](mailto:icclibrary@yahoo.com)

Library patrons will receive one free library card to check out books. Replacement cards are available for \$5.00 each. New cardholders may be asked for proof of identification. Upon applying for and receiving a library card, the patron is agreeing to be financially responsible for the return or placement of all materials checked out by them or their children or other dependent family members.

Children between the ages of 10-17 may have their own library cards provided that their parents come into the library and sign a statement of responsibility for them.

Adult cardholders may have 4 books checked out from any circulating collection and 4 books from our children's section. Children may have only 2 books checked out at any given time.

ICC students will use their student identification card as their library card.



Library books are checked out for a two-week time period and may be renewed twice as long as no other patrons are waiting for the same item.

Patrons are charged \$.05 per day for each overdue item with the fine to not exceed the total replacement cost of the book. Users with outstanding fees will not be able to check out additional items until their account is in good standing.

The Ihanktonwan Community College Library has computers available to library patrons free of charge. All computer users must sign an Internet usage agreement form, as well as sign on and off the computers. Computer usage will be available in 45 minutes time slots, and users must refrain from accessing materials generally considered obscene or offensive, including but not limited to pornography, violence, and gang-related websites. If the librarian or any college staff member instructs a patron to leave a computer or certain websites, the patron must comply immediately. The library staff members are not responsible for patrons' Internet usage, and patrons are expected to access appropriate websites, or their computer privileges will be revoked.

#### Equipment Use

Computers are available for a fee of \$1.00 per hour paid in advance. Individuals must comply with the computer user policy. Violators will lose all privileges if caught.

Computer users may print copies at the established cost per page.

A self-service copy machine is also available for at the established cost per page.

All children under the age of 6 must be accompanied by a parent or guardian. Children and youth under the age of 16 may have restricted hours unless accompanied by an adult. This is done to maintain a quiet, study atmosphere for college students. All library patrons are expected to be quiet and respectful.

Water is the only beverage allowed in the library by patrons. No food is allowed. All cell phones should be either turned off or set to vibrate only. All cell phone conversations should take place outside the library.

Date Adopted: 4/1/08

Date Last Revised or Reviewed: 6/24/08

Legal Ref: N/A



## Appendix A

### INDIVIDUALL GUIDED STUDY CONTRACT

This contract is an IGI Contract between (Instructor Name) \_\_\_\_\_, and (Student Name) \_\_\_\_\_ for the Course (Title and Number) \_\_\_\_\_ shall begin on \_\_\_\_\_ and end on \_\_\_\_\_ for the semester of \_\_\_\_\_. The maximum duration of a contract is one semester. The maximum number of students enrolled with an instructor is two students.

The following contract provision are specified and must be completed satisfactorily for credit:

1. Manner \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Time \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Frequency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Place \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Assignments and reporting progress this includes learning activities for a fifteen week period with assessments. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Course objectives or Learning Objectives \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Methods of study for the student's work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Methods used to evaluate that work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Specific resources, including materials and personnel that will be made available to the student. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix B****INFORMATION RELEASE FORM-READ CAREFULLY**

In accordance with the Family Educational Rights and Privacy Act of 1974 (as amended December 13, 1974), the information in your files may be furnished to governmental agencies without written or verbal consent of the student and may be used by this college for legitimate educational purposes. The student has the right to inspect his/her personal permanent record and to challenge the contents of the record after satisfactorily identifying himself/herself to the unit custodian with the Registrar's Office. The Registrar must collect the Release of Information Form from each student at least once per academic year, and this form is part of the student's permanent record. Unless otherwise restricted, the information in your files will be released to anyone, including emergency messengers, family, relatives, next of kin, employers, etc.

**PLEASE CHECK ONE**

☐ No, I do not grant permission for the Registrar's Office to release any information to a person(s) requesting without my written consent.

☐ Yes, I hereby grant permission for the Registrar's Office to release any information to person(s) requesting without my written consent.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Appendix C

### STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS ON CAMPUS

The computing resources at Ihanktonwan Community College (ICC) support the academic and administrative activities of the college. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any ICC computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing ICC computing resources.

All users of college computing resources must adhere to the following:

- Ensure the security and confidentiality of all college data and information.
- college technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, email, and other applications.
- It is prohibited to share ICC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all college policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Ihanktonwan Community College computing resource constitutes full acceptance of the terms and conditions of college policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the college.

Ihanktonwan Community College reserves the right to change this policy without notice.

I \_\_\_\_\_ (print name), acknowledge and agree to the terms and conditions of this policy stated here.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

## ATTENTION STUDENTS

### APPENDIX D

#### Student Disability Information Form

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

How are you meeting your educational expenses? (Please circle all that apply)

- ☐ Self
- ☐ Parent
- ☐ Vocational Rehabilitation Services
- ☐ Services for the Blind & Visually Impaired
- ☐ Pell Grant
- ☐ Veteran's Administration
- ☐ Other: \_\_\_\_\_

If you are receiving Vocational Rehabilitation Services please complete the following:

Counselor's Name: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you currently employed?      Yes    No    If Yes, number of hours per week: \_\_\_\_\_

What is your disability? Please be as specific as possible.

---

---

---

Did you receive any services for your disability while in high school? If yes, please describe accommodations received:    Yes    No

---

---

---

How does your disability impact your ability to function in an academic setting? Please be as specific as possible.

---

---

---

What accommodations do you feel you will need to have full and equal access to the educational programs and services of the University of South Dakota?

---

---

---

All students are required to provide documentation of their disability. Each person and each disability is unique; however, there are general guidelines that ICC utilizes to determine if a student has a disability according to Section 504 and the ADA definition of disability. This documentation is also utilized to assist in providing reasonable and appropriate accommodations. Typically, high school 504 Plans or Individualized Education Plan (IEP) are not sufficient documentation for the provision of accommodations and ICC does not accept this type of documentation.

ICC is required to provide reasonable and appropriate accommodations to allow equal access. The college is not required to lower or affect substantial modifications to academic requirements or to make modifications that would fundamentally alter the nature of the service, program or activity. Accommodations provided by ICC vary from person to person, class to class and location to location.

ICC has set the following procedures for documentation of a disability. Students are required to provide documentation prepared by an appropriate professional i.e., medical doctor, psychologist, or other qualified diagnostician. The required documentation must include one or more of the following: a diagnosis of current disability, supporting information to include date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for the student and ICC to decide what is an appropriate academic adjustment. A school official will inform the student in a timely manner what additional documentation is needed if any. You may need a new evaluation in order to provide the required documentation.

Disability Documentation provided should include, but may not be limited to the following:

- Demonstration of comprehensive assessments and evaluations, using adult scales, conducted by an appropriately credentialed professional;
- Demonstration of the evaluator having ruled out alternative explanations and diagnoses for presenting problems;
- Clear statement of the current impact of the disability upon major life functions and the functional limitations in a educational environment;
- Background information - pertinent and relevant histories - academic, family, developmental, medical, psychosocial, treatment, therapy, interventions and accommodations
- Specific diagnosis with accommodations recommendations; and
- Signature and contact information of diagnostician including mailing address, telephone number and e-mail address.
- For disabilities involving learning (such as learning disabilities, ADD or ADHD, traumatic brain injuries and most psychiatric disabilities) a full psycho-educational test battery needs to be included in the document.



The student is required to conduct and pay for a new evaluation to document his/her disability and need for an academic adjustment. If a student cannot pay they may find funding to pay an appropriate professional for an evaluation through the state vocational rehabilitation agency.

Statement of Agreement:

I \_\_\_\_\_ understand that the staff of Ihanktonwan Community College may have access to my file, as well as to academic and other records of the college. I further understand that in order to meet my educational needs, it may be necessary for ICC to contact other colleges/schools and disclose personal information about me. By completing this form, I consent to such disclosure ICC.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Statement of consent to share information: I give ICC permission to share information with the following. (Please check all that apply)

- ☐ Parents Legal Guardian
- ☐ Spouse
- ☐ Physician
- ☐ Therapist
- ☐ Counselor
- ☐ Vocational Rehabilitation
- ☐ Other: \_\_\_\_\_

I do not give permission to share my information with the following:

- ☐ Parents Legal Guardian
- ☐ Spouse
- ☐ Physician
- ☐ Therapist
- ☐ Counselor
- ☐ Vocational Rehabilitation
- ☐ Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Additional Comments:

---



---



---

Date Last Revised/Approved: 12/17/13

## Student Disabilities Release of Information

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Physician or Facility:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby grant the above mentioned physician/facility release information to or exchange information to the Ihanktonwan Community College in regards to my request for academic disability accommodations. I understand that I may revoke this consent by written or oral communications any time except to the extent that action based on this consent has already been taken. I agree that ICC may use electronic means to transfer information. I certify that this form has been fully explained to me and that I understand its contents.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Date Last Revised/Approved: 12/17/13

## ACKNOWLEDGEMENT OF STUDENT HANDBOOK

I \_\_\_\_\_ (Print Full Name) acknowledge that  
have received a copy of the ICC Student Handbook.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

