

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



**2019-21 STUDENT HANDBOOK**

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## General Policy Manual Statement

The ICC Board of Directors ICC last approved the 2019-21 Student Handbook on August 21, 2019. ICC derives its authority from its Charter:

- 1) Adopt management and administrative systems, policies and procedures in written form for the effective management and administration of the College, including, but not limited to policies and procedures for purchasing, accounting, grants and contracts, equipment, personnel, financial aid, registration, and student policies and procedures. These shall be interpreted to give usual and essential latitude to the college President (Executive Director) and the President's (Executive Director) delegated employees.
  - a) Limitations shall be established on funds, which may be expended without specific prior written approval of the Board.
  - b) The Board shall provide copies of all College policies and procedures to the Business & Claims Committee.

The ICC policy manual includes all official policies of the college to include:

- College Charter-Part 100
- Personnel-Part 200
- Academic-Part 300
- Business & Accounting-Part 400
- Facility-Part 500
- Other Policy Books
  - Faculty/Adjunct Faculty Handbooks
  - Student Handbooks
  - Course Catalog

### Policy Review/Revision Procedures

When the Board reviews or revises existing policy the section the specific section/provision is removed from the manual. It is returned to the proper section with the date the board revised and approved the policy. New policy/s is added to the appropriate section including the date the board approved and added/revised/adopted the policy provision/s.



# STUDENT HANDBOOK

## ADMISSIONS

Ihanktonwan 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.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380 protects the above information. Under this Act the student has certain rights to privacy and the right to inspect, in summary fashion, his/her records upon reasonable request to the University officially holding those records. Students also have the right to give or withhold written consent to the release of educational records if they believe the contents are in error.

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, 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 SAT 10 Test in order to analyze their individual strengths and weaknesses in the areas of English, Reading, and Math. The Stanford SAT 10 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.

Students will be assigned an academic advisor from the appropriate program staff. Advisors will approve student academic schedules, course loads, degree changes and help with academic programs. The Academic Dean will assign an advisor to each student who has the greatest expertise in the area of academic program concentration. Students may



request a specific advisor by making a written request to the Academic Dean. Students must see their advisors for registration for approval before courses can 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 Executive Director/Academic Dean will review the application and approve the student for acceptance. The student will be given a letter of acceptance or denial. The student must have an acceptance letter issued by the Executive Director/Academic Dean before the student is allowed to begin registration process.

### **3. Testing Office/Accuplacer Test**

All first time students must take the required entrance **Accuplacer Test**. We are using a test instrument called the Accuplacer test. The test is utilized as an academic advising instrument and does not determine admission. You can find the test online at [Accuplacer.org](http://Accuplacer.org). Accuplacer is used throughout South Dakota at other colleges and schools.

The Accuplacer has a standard range of scores so students can bring their test scores to the college and the college will be able to place them in the correct classes.

We also accept high school students' ACT scores as another way to determine their college readiness. If a student is required to take the exam he/she will be directed to the college staff member who will assist with completing the test. Results will be given immediately to the student and advisor prior to registration.

### **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 officer and have applied for the aid 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.

### **Academic Advisement**

Each student enrolled in ICC will be assigned an academic advisor. Advisors will schedule student academic schedules, course loads, degree changes and help with academic problems. It is the responsibility of each Academic Advisor to acquaint students with the advisor-advisee policies of ICC.

It will be necessary for the students to see their advisors every semester when registering for classes in order to get approval for the courses to be taken. Each academic department has policies and procedures regarding the advising practices of that department. It is the responsibility of the students to make appointments with their advisors to discuss progress of all course work. The advisor will also be available to discuss and help solve any problems that students may encounter in attaining their educational goals.

## Registration Procedure

Registration is held at ICC prior to the beginning of each semester. Prior to any registration the student must have completed the admissions process including completing required financial applications for funding and academic testing.

During registration the student must see their assigned advisor before students are enrolled in classes. Following this the student will register with the Registrar who will complete official registration cards to be sent to SGU. The student will see the Financial Aid Office for Student Billing. With their assistance, the student must complete the following steps to register for classes.

1. Consult with academic advisor in the field of interest or a major area of study for scheduling assistance and course approval.
2. Obtain registration from the Registrar Office
3. Contact the Student Support Services Program to arrange taking the Accuplacer Test, if so required. The test is utilized as an academic instrument tool and does not determine admission.
4. See the Financial Aid Office staff to arrange for financial assistance possibilities, if so required. Students are encouraged to complete their financial aid applications in a timely and thorough manner.
5. See the Business Manager Office to determine the amount of tuition and fee costs and to arrange payment.
6. Return all registration materials to the Registrar's Office.

## Changes in Enrollment (Drop/Add)

Course enrollment should be carefully planned during each academic semester with the assistance of an academic advisor so that once registration has been completed, changes will not be necessary or will be kept to a minimum. After a student is enrolled in classes, changes can be made in the course enrollment by means of the **DROP/ADD** process. DROP/ADD forms may be obtained through the Registrar's Office. The DROP/ADD form must be signed by the instructor or the academic advisor and the student and returned to the Registrar's Office.

The DROP/ADD period extends until the end of the third week of classes for the Fall and Spring semesters. The approved Academic calendar delineates each drop/add period. Courses "dropped" during this period will not be recorded on the student transcript. The courses, in which a student is enrolled following the conclusion of the late registration period, constitute the official enrollment status and semester load.

The Drop/Add period for each of the two summer semester sessions will be during the first week of each session.

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.

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 OF THE SEMESTER or after the end of the twelfth week.

## 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 Accuplacer Test. 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.

## 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	\$130
SGU Registration Fee per credit hour paid per affiliation agreement Note: This fee is set by SGU and is subject to change without notice	\$20
Student Activity Fee (this fee is for graduation and other student activities)	\$50
Computer/Technology Fee (this fee is for the general use of the computer room, internet services, repair & maintenance. Does not	\$50



include copy paper.	
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)	\$100
High School Dual/ Co-Credit Enrollment Tuition and Fee waived for eligible students.	\$0
Practicum and Internship Fee (for all courses requiring field placements, internships, and/or practicum's)	\$75
Individually Guided Fee (IGI) is an addition to the regular tuition fee and is charged per credit hour. Must have prior approval by the Dean 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
Other Applicable Labs (shall be determined each semester)	\$50
<b>Other Specialized Program Fees:</b>	
Specialized Program Credit Hour Fee is added to the regular tuition fee per credit hour. Includes Small Class Size (SCS) Fee	\$50

\*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 \$130 Per Credit Hour  
This is the base tuition fee per credit hour for all courses regardless of level.
- SGU Registration Affiliation Fee \$20 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. Does not include copy paper.
- **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.
- **High School Dual/ Co-Credit Enrollment Fee**  
The High School Dual/ Co-Credit Enrollment Fee Tuition and fees are waived for eligible students, which do not include books.
- **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.
- **Individually Guided Instruction Fee-\$50 per credit hour**  
Individually Guided Instruction Fee typically known as Independent Study Fee is in addition to the regular tuition fee and is charged per credit hour. This fee is charged to any student taking a course approved for independent study. Must have prior approval before enrolling. Typically, independent study 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.



- Specialized Program Credit Hour Fee \$50 is added to the regular tuition per credit hour. This includes demands for small classroom, special arranged courses, and others considered non-typical settings of instruction. Must have prior approval by the Dean before enrolling. This fee is charged to any student taking a course with an enrollment of 3 students or less. The fee is to insure adequate funds for instructional purposes.

### **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.

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

Payment for intersession and all other classes is due at the time of registration. 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.

Students who owe the College money or have any type of Business Office hold on their account will not be allowed to register for classes or receive official/non-official transcripts. Additionally, students will have 30 days to make arrangements for payment or their account will be turned over to a collection agency.

## **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 Academic Dean 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.

## **CLASSIFICATION OF COURSES**

*Courses numbered 100-199 are considered freshman level courses; courses numbered 200-299 are considered sophomore level courses; courses numbered 300-399 are considered junior level courses; and courses numbered 400-499 are considered senior level courses, depending on the specific degree program. Courses that are numbered 500-599 and 600-699 are limited to graduate program students.*

## **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/she must submit a notarized statement, which explains why the academic record(s) cannot be secured; indicate the student academic status at the last institution attended; and furnish an accurate listing of all course previously completed with a letter grade of "C" or better.

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

The Registrar and the Certification Officer evaluate official transcripts to determine which credits will transfer to a specific program. Courses with a grade of less than a "C" cannot be transferred to, or from, ICC.

## **AUDIT**

Students may audit a course (take a course without receiving credit). Registration for the audited course is still required if the student wishes to be appear on the class list and grade sheet ensuring the course is properly coded on the transcript. The student must adhere to all course requirements and must pay the same tuition rate and applicable fees for the "Audit" as assessed when a course is taken for full credit.

“Audit” enrollment cannot be changed for credit hour enrollment after the conclusion of the designated DROP/ADD period. Veterans and financial aid recipients will 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 \$35 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. Only the Academic Dean can approve all IGI courses prior to the start of each semester. IGI 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, the Academic Vice President and the certification officer. 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. A copy must be placed in the student’s file.

## **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

### **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 points for each credit hour earned, as follows:

- A – 4 grade points
- B – 3 grade points
- C – 2 grade points
- D – 1 grade point
- F – 0 grade points
- W – Not computed in the grade point average
- P – Credit is earned through Credit by Examination and is not computed in the grade point average
- NP – No credit earned

### **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

## **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 an academic advisor so that once registration has been completed, changes will not be necessary or will be kept to a minimum. After a student is enrolled in classes, changes can be made in the course enrollment by means of the **DROP/ADD** process. DROP/ADD forms may be obtained through the Registrar’s Office. The DROP/ADD form must be signed by the instructor or the academic advisor and the student and returned to the Registrar’s Office.

The DROP/ADD period extends until the end of the third week of classes for the Fall and Spring semesters. The approved Academic calendar delineates each drop/add period. Courses “dropped” during this period will not be recorded on the student transcript. The courses, in which a student is enrolled following the conclusion of the late registration period, constitute the official enrollment status and semester load.

The Drop/Add period for each of the two summer semester sessions will be during the first week of each session. 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. 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 OF THE SEMESTER or after the end of the twelfth week.**

## **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 (SEE APENDIX C).

## **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.

## **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.

## **TRANSCRIPTS**

Official student transcripts records are maintained at ICC. 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 which must be included by a money order with the written request.

Students who owe the College money or have any type of Business Office hold on their account will not be allowed to register for classes or receive official transcripts. Additionally, students who do not pay funds owed to the College will receive a letter at their current address (as per the ICC Records Office) advising them that they have 30 days to make arrangements for payment or their account will be turned over to a collection agency.

## **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.

## **ACADEMIC YEAR**

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

1. A full-time student (12 hours or more) at ICC is required to complete 20 credit hours in an academic year.
2. A three-quarter (3/4) time student (9 hours to 11 hours) at ICC is required to complete 15 credit hours in an academic year.
3. A half-time (1/2) student (6 to 8 hours) at ICC is required to complete 10 credit hours in an academic year.
4. 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.

## **HONOR ROLL**

Full-time undergraduate students who earn a grade point average of 4.0 during a semester are eligible for the Dean's Honor Roll. Those who earn a GPA of 3.5 or higher during a semester are eligible for the Academic Honor List of the college in which they are enrolled during that semester. For these acknowledgments, students must be enrolled for at least 12 hours, excluding any courses that are graded pass/fail.

## **GRADUATION WITH HONORS**

Members of a graduating class who complete their work with a grade point average of 3.9 or above are graduated Summa Cum Laude; those who complete their work with a GPA of 3.7 to 3.89 are graduated Magna Cum Laude; and those who complete their work with a GPA of 3.5 to 3.69 are graduated Cum Laude. Appropriate designation of the honor is made on the diploma and on the commencement program.

## **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).

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

Beginning Freshmen at ICC are required to take the a college ready 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 Foundational Study Skills Department.

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

The Dual Credit Enrollment provides high school students who are in their Senior or Junior year with an opportunity to take university course work in conjunction with high school courses. Students who enroll and successfully complete the program will receive accredited course credit for both high school and college work. High School students whose maturity, academic achievement, aptitude, and goals warrant special consideration for the program are encouraged to apply.

Acceptance is contingent upon the following:

1. Any student who plans on enrolling in the dual credit program must complete an official admissions application to ICC.
2. The student must have recommendation from a high school official verifying all requirements and information.
3. High school students must have the permission of the Principal, Counselor, and their parents or legal guardians before enrolling in ICC classes.

- a. Request must be made in writing using the appropriate Dual Credit Enrollment Form request application.
4. Students accepted must meet the following minimum requirements, which must be confirmed by the School Counselor or High School Principal:
  - a. Senior or Junior whose maturity, academic achievement, aptitude, and goals warrant special consideration.
  - b. Admission requirements:
  - c. A high school junior or senior attending a public high school within SD
  - d. Meet undergraduate admissions requirements (ACT or coursework); or
  - e. If high school senior, rank in upper one-half of their class or score at or above 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
  - f. If high school junior, rank in upper one-third of their class or score at or above 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT

The following items must be submitted:

- High School Dual Credit Program Application (p. 2 & 3)
  - High School Transcript
  - ACT/SAT Score Report (if taken)\*
- g. Have a cumulative GPA of 3.0 or above.
  - h. Must have an acceptable score on the ICC TASK in all sub tests.
5. Student will be allowed to enroll in one course per semester and a maximum of two based on academic ability. A student may earn sixteen total possible dual credits upon high school graduation.
  6. All college policies apply to students in the program. All high school enrollees must follow all ICC policies as outlined in the Student Handbook.
  7. The credits and grades earned will become part of the student's permanent college official transcript at the main campus (SGU) of ICC.
  8. The college determines the cost of tuition, fees and books, which are the same rates charged to all students enrolled at ICC. Tuition, fees, and book costs are due within 7 business days from the date of registration for classes unless prior arrangements are made with the Business Office. All costs 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 and a grade of F permanently recorded on the transcript.
  9. The enrolling high school will be responsible for all applicable tuition, fees, and books for any student enrolled in the program. Parents must work with high school officials regarding payment.

The High School Dual Credit Program form for admission and registration can be found in the appendices.



# **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 as 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 appropriate record clerk. Students should submit to the record 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 record 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.

### **Disclosure of Education Records**

ICC will disclose information from a student's education records only with the written consent of the student, except:

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 Disclosure**

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. A copy of the request form can be found in the appendices.

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. 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.

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.

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)

### **Disclosure 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.

(SEE APPENDIX E FOR FORM)

## **Student Right To Know Policy**

### **Jeanne Clery Disclosure of Campus Security Policy**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.

### **The Student Right-To-Know and Campus Security Act**

This act requires institutions to produce and make readily available to current students, and to teach prospective students enrolling or entering into any financial obligations, 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, upon request, as follows:

- 1 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.
- 2 Description(s) of programs designed to inform the students and employees about campus security procedures and the prevention of crimes.
- 3 Statistics concerning the occurrence of the following criminal offenses on campus:
  - Murder
  - Rape
  - Robbery
  - Aggravated assault

- Burglary
- Motor vehicle theft

4. Statistics concerning the number of arrests for the following crimes on campus:

- Liquor law violations
- Drug abuse violations
- Weapons violations

5. Statement(s) of policy regarding possession, use and sale of alcohol and illegal drugs at ICC.

ICC campus is an Alcohol, Tobacco and Drug Free Zones.

Information relating to the Student Right-To-Know and Campus Crimes Policy is compiled and reported annually and is available through the Registrar's Office and on-line.

### **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 ACADEMIC GRIEVANCES**

### **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**

### **PURPOSE**

The purpose of the Student Code of Conduct Policy is to provide guidelines for the management of student misconduct while on campus property and/or during any events sanctioned by the college.

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, abides 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.

In the event that an individual or group subject to this policy engages in conduct which seriously endangers the health or safety of self, others, or property, ICC reserves the right to alert Tribal, Local, 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 or unsuccessful prosecution of violations of this policy by appropriate Tribal or Federal authorities, ICC reserves the right to implement disciplinary procedures for violations pursuant to this policy and to impose appropriate sanctions authorized by policy.

### **CONTEMPT**

The CEO/Academic Dean, Dean of Academic Programs, the Chairperson of the Student Scholarship, Standards, and Conduct Committee 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 CEO/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 CEO/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 CEO/Academic Dean for resolution. If, for some reason, the faculty member is not available for a conference with the student, then the College CEO/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 Ihanntonwan 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 Ihanntonwan 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.

**STUDENT MUST SIGN AND RETURN THE STUDENT COMPUTERS AGREEMENT FORM FOUND IN THE APPENDICES.**

## **FEDERAL FINANCIAL AID PROGRAMS**

ICC does not manage the Federal Financial Aid students may or may not receive i.e., PELL grants including loans and other financial aid. This is determined and managed by SGU Financial Aid Office. ICC assists student with completing applications and sending information to SGU.

Financial aid is money or some other form of financial help that is available to help students pay for a college education. This financial assistance is awarded to students to allow them to have a choice in deciding which school they want to attend and to make it possible to complete a selected program of study. Money may be awarded in the form of scholarships, grants, or employment, and is sponsored by federal and state governments, some local business, civic clubs and community agencies.

### **Eligibility for Financial Assistance**

Free Application for Federal Student Aid (FAFSA), is a systematic method of gathering information on the students' and their families' current financial situation. The FAFSA is available to all students. The information gathered is entered into a computer and analyzed according to federal, state, and institutional guidelines. This method insures that all applicants are treated fairly and equally. Information requested includes all taxable and non-taxable income, assets, family size, marital status, number of family members in college, medical and dental expenses not covered by insurance, and tuition paid for elementary and secondary education. Married students must include their spouse's income and assets.

The results of this needs analysis indicate Expected Family Contribution (EFC); this is 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 students and their families to pay for an education.

Students use the FAFSA when applying for financial aid from the four student assistance programs offered by the U.S. Department of Education listed below:

#### **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) are 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) are 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.

### **Eligibility Requirements**

To receive financial aid from these four Federal Financial Aid Programs, students must:

1. Be a U.S. citizen or an eligible non-citizen
2. Be registered with the Selective Service
3. Have financial need (The U.S. Department of Education and the institution will use the information entered on the FAFSA to determine need.)
4. Attend an institution that takes part in one or more of the programs
5. Be enrolled at an eligible institution
6. Be working toward a degree or certificate
7. Be making satisfactory progress, and
8. Present a certified statement that they do not owe a refund on any educational grant, whether state or federal, and that they are not in default on any educational loans at a post-secondary institution.

Students can contact the ICC Financial Aid Director to inquire about which Federal programs are available and which they are eligible for.

### **Verification**

All information provided on financial aid forms is subject to verification, which is the term that applies to the review process. A percentage of all applicants will be selected for this review process. If a student's form is selected, the student and/or parents or spouse must provide documents (such as federal income tax returns for the previous year, documents certifying household members enrolled in the post-secondary schools) to prove that the information on the FAFSA is correct.



## **Definitions**

Before students complete the FAFSA form, they should know whether they are considered to be a “dependent” or an “independent” student. The determination is based on the following definition of the term, parent: “A parent is the student’s 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 Independent Student**

If a student answers “yes” to any of the following questions, then he/she will be considered an independent student and must fill out the appropriate forms:

1. Were you 24 years old before January 1<sup>st</sup> for the upcoming academic year that you are applying for financial aid?
2. Are you a veteran of the U.S. Armed Forces?
3. Are you a graduate or professional student?
4. Do you have children who receive more than half of their support from you?
5. Are you married?
6. Are you a ward of the court or are both of your parents deceased?
7. Do you have legal dependents other than your spouse?

If a student answers “no” to every question listed above, he/she will be considered a dependent student.

### **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 students will be considered for financial aid, they must complete the following required forms that are available from the ICC Financial Aid Office:

1. Student Aid Report (SAR) - the results from the Fee Application for Federal Student Aid (FAFSA);
2. BIA Higher Education Grant Application – (Native American students are defined as an enrolled member of, or are eligible for enrollment in, a federally recognized tribe);
3. Census Abstract (Native American students);
4. A high school diploma or GED certificate must be on file in the Registrar’s Office prior to receiving any type of financial aid;
5. Statement of Registration Compliance for all males who are at least 18 years old and born after December 31, 1959;
6. Statement of Non-filing of tax returns (if applicable);
7. Statement of Acknowledgement (Academic Good Standing and Progress Standards);
8. Information Release Form;

9. Attendance certifications signed by instructors for all classes the student is attending.

### **Financial Aid Package**

Different types of financial aid programs may be combined for a financial aid package. The package may include any of the following:

1. Grants – free money awarded based on need;
2. Entitlements – money from such programs as Social Security, GI Bill, vocational rehabilitation and Federal Pell Grants;
3. Scholarships – money awarded on a 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. Student receive a paycheck every two weeks; the amount is based on the number of hours worked

### **Priority Date for Financial Aid**

Financial aid awards are determined according to student needs, enrollment status and the date the FAFSA application was received in the Financial Aid Office at ICC. When the FAFSA application is received in the Financial Aid Office, then the Student Aid Report (SAR) is also on file. It is important that students apply early for financial aid. Students whose files are completed by February, March or April, should receive the maximum assistance based on eligibility and request.

### **SATISFACTORY ACADEMIC PROGRESS**

Beginning with the 2012-2013 academic years, the SGU FAO recognized the following set of institutional guidelines relative to the evaluation of SAP standards at SGU.

Federal regulations governing the administration of Federal Student Financial Aid Funds provide that: “No payments of funds may be made unless the institution determines that the student is maintaining satisfactory progress in the course of studies he/she is pursuing (PACE), according to the standards and practices of the institution at which the student is in attendance...” Except that, “if an institution at the beginning of a payment period determines that the student is not making satisfactory progress, but is able, at the close of that period, to reverse the determination, it may make grant payments for that period to the student”.

A student will be required to complete 67% of credit hours attempted and maintain a CGPA per semester toward a specific degree objective and will be evaluated at the conclusion of each semester according to his/her official enrollment status to determine whether he/she is in “good standing” or should be placed on “financial aid warning”, “financial aid ineligible” “Educational Plan or financial aid PROBATION.

Satisfactory completion of a course for financial aid purposes is letter grade of an A, B, C, D, P or sometimes an “F”. A “W” is not acceptance for completion of a course.

### **Grade Point Average Standards**

Freshman (0-31) credit hours earned 1.5

Sophomore (32-64) credit hours earned 2.0

Junior (65-95) credit hours earned 2.0

Senior (96-128) credit hours earned 2.0

### **Financial Aid Warning**

If a student fails to complete 67% of the courses they have registered for or if the student fails to earn an acceptable CGPA in one semester, they will be on WARNING status; they can receive financial aid when they are on warning status and will receive a notice from the Financial Aid Office (FAO).

A student who has been placed on Financial Aid Warning, because of “incomplete” grades may reverse this condition by completing the necessary course work, by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA standards.

To regain approved financial aid status in “Good Standing”, a student must satisfactorily complete a total 67% of credits enrolled within an academic year based on your enrollment status with an acceptable CGPA, an exception may be an Educational Plan that may run into another academic year.

#### **Financial Aid Ineligible**

If a student fails to complete 67% of the course work they have registered for or if the student fails to earn an acceptable CGPA in two consecutive semesters or more, they will be on ineligible status and will NOT be eligible to receive Title IV aid.

A student who has been placed on Financial Aid Ineligible because of “incomplete” grades may reverse this condition by completing the necessary course work by receiving a grade for any such incomplete course(s), and by meeting the above aforementioned CGPA Standards.

To regain an approved financial aid status, (Good Standing) a student must earn at least 67% credit hours, attempted utilizing his/her own resources plus earn a minimum CGPA, which corresponds to his/her class level.

### **Appeals**

Federal regulations allow for certain cases in which the school may waive the standards. Specifically, if a student’s failure to be in compliance with one or more arrears of SAP is due to events beyond the students’ control, such as a student’s extended illness, or serious illness or death in the family or other significant problems a student might encounter during their educational endeavors. The circumstance that caused the student’s deficiency to occur must be documented. The appeal should address and document these extenuating circumstances, why he/she failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. Appeals must be typed and submitted to the financial aid department, not hand written. A student may have multiple appeals-but must

be for different reasons. Students may appeal qualitative or quantitative or both (including 150%).

### **Academic Plan**

If the FA committee grants an appeal, the SGU Financial Aid Department, Advisor and student will compile an agreement with the student that will get the student in compliance with SAP.

### **Probation**

If, after a successful appeal a student may receive financial aid under probationary status.

### **Lifetime Eligibility Used (LEU)**

Students are eligible to receive full time Pell Grants for up to 600% or a total number semester of full time equivalent and or 150%. You can receive Pell Grants for the equivalent of 12 semesters of full-time schooling, or about six years. You may hit your Pell Grant lifetime limit sooner — for instance, if you take summer classes. Alternatively, It could take longer than six years to hit the lifetime limit if you're not enrolled full time.

### **Academic Year**

An academic year at ICC consists of the Fall, Spring, and Summer sessions:

1. A full-time student at ICC is required to complete 12 hours or more per semester and/or 18 credit hours in an academic year; 6 credit hours is considered full-time for graduate students and 6 credit hours is considered full-time for the summer session.
2. A three-quarter time student at ICC is required to complete 9- 11 hours per semester or 15 credit hours in an academic year.
3. A half time student at ICC is required to complete 6 to 8 hours per semester or 10 credit hours in an academic year.
4. A student that attends ICC less than half time (1 to 5 credit hours per semester) is required to complete all classes with passing grades. If the student does not complete all these classes and decides to go half time or more, he/she may be placed on Financial Aid Probation the first semester. If the student does not successfully complete the required credits established for the enrollment status, the student may be placed on Financial Aid Suspension after the semester.

### **Satisfactory Completion of a Course**

To satisfactorily complete a course at SGU/ICC, the student must earn a letter grade of A, B, C, D or pass. A "W" withdrawal, "INC" incomplete, "NP" no pass or "F" fail is unacceptable.

### **Retake Policy**

The retake policy for financial aid purposes at SGU/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 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 will be required, at his/her earliest convenience, to 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, the student will be required to retake as many of the courses that placed the student on financial aid suspension during the ensuing semester in which the courses are offered and at the individual's own expense. The only exception is the student is allowed to change majors. Students on financial aid suspension will not receive any Title IV financial aid.

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

- Death in family
- Transportation problems
- Illness that would result in the student being absent in excess of the number of allowable absenteeism's.
- Illness to family members that would result in the student providing care and assistance to the recovery of such individual.
- Change in degree program
- In an event of a natural disaster

### **Good Standing**

Students at ICC will be considered to be on good standing for financial aid purpose if they have satisfactorily completed the hours enrolled for in that academic year and has an acceptable GPA (See Satisfactory Progress).

### **Study Skills Program/Basic Skills Policy**

Beginning Freshman at ICC are required to take the Accuplacer Placement 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 student's ability.

If a student scores less than a 65 on the reading, 77 on the sentence skills, 56 on the math or 31 on the elementary algebra test, the Director of Foundational Studies will advise the student to take basic skills classes which will aid the student in any, or all, of the basic skills content areas.

Once students have completed the freshman year, or 32 credit hours, they will not receive financial aid for these basic skills classes.



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

Federal regulation requires that all students receiving financial aid must sign an affidavit or statement of educational purpose. The following is ICC's Statement of Educational Purpose: "I affirm that I will use any funds receive under the Federal Pell Grant (FPG), Federal Supplemental Opportunity Grant, Federal Work Study solely for expenses related to attendance at ICC. I understand that I am responsible for repaying any funds that cannot be reasonably attributed to meeting my educational expenses at ICC. I further understand that the amount of any repayment is based on regulations published by the Secretary of education. I declare under penalty of perjury that the foregoing is true and correct."

### **Awarding of Monies**

Federal Pell Grants, Federal Work Study, Federal Supplemental Educational Grants 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, date the Student Aid Report (SAR) is received in the Financial Aid Office and disbursed to students on a schedule monthly system. BIA students must maintain twelve credit hours of active enrollment for continued eligibility.

### **Over Award of Financial Aid**

Anytime a student receives more financial assistance than he/she is eligible to receive, an over award occurs. This financial assistance includes money from grants, scholarship, 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. Students who have an over award will receive a letter from the Financial Aid Office indicating an over award has occurred and informing them of what must be repaid. To avoid this situation, students must:

1. Notify the Financial Aid Office when financial assistance from an outside source such as a scholarship is awarded;
2. List all available resources on the FAFSA; and
3. Check with the Financial Aid Director before applying for additional aid to see if the maximum assistance has been reached.

### **Refund Policy**

The policy for tuition and fees refunds is as follows:

1. If classes are dropped before the end of the DROP/ADD period, one hundred percent (100%) of the money will be refunded with no charge.
2. If classes are dropped after the DROP/ADD period, one hundred percent (100%) of the charges will be assessed and there is no refund.

### **Financial Aid Refunds**

When a student has received financial aid, and withdraws from ICC after 60% of the semester had been completed, no refund will be assessed.

If a student withdraws prior to 60% of the semester being completed, a refund may be due. If a refund is due, the Financial Aid Director will calculate the amount of the refund. The money will be refunded to the program from which the student received the money. According to federal regulations, any student who owes a repayment on previous grants, or is in default on a loan at any post-secondary institution, is ineligible to receive additional financial aid.

### **Educational Expenses**

ICC's Financial Aid office establishes standard budgets that reflect average costs of students during an academic year (nine months) or twelve months whichever is applicable. Budgets used by the Financial Aid office include "Direct Educational Costs" such as tuition, fees, books, and supplies. "Indirect Costs" associated with personal maintenance including housing, food, transportation and personal expenses like clothes and laundry are also considered.

Budget figures are based on dependency status, marital status, number of dependents and the direct educational costs. Budget amounts are designed to provide a modest but adequate lifestyle. Costs are researched annually so the budget figures are up to date and realistic. Budget figures are published and made available each year by the Financial Aid Director as soon as the direct educational costs are known.

### **Student Rights**

Students have the right to know:

- What financial aid programs are available at the institution and to know the deadlines for submitting applications for each of the programs?
- How financial aid will be distributed; how decisions on distributions are made; and the basis for these decisions.
- 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 are considered in their budget.
- How their financial need has been met as determined by the Financial Aid Director at the institution.
- What resources (such as parental contributions, their assets, other financial aid, etc.) were considered in the calculation of their need?
- The various programs included in a student aid package.
- The institution's refund policy and academic standards.
- What portion of the financial aid they received must be repaid, and what portion is grant aid.

### **Student Responsibility**

It is the responsibility of the student to:

- Complete all applications forms accurately and submit them on time and to the right place.

- Provide correct information. In most instances misreporting information on financial aid applications is a violation of the law and may be considered a federal offense.
- Return all documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which they submitted applications.
- Read and understand all forms that they are asked to sign and maintain copies of them.  
Accept responsibility for all agreements they sign.  
Perform the work agreed upon in accepting a federal work-study award.  
Be aware of, and comply with, deadlines for applications or re-applications of aid.  
Be aware of the institution's refund policy and academic progress standards.
- Maintain Satisfactory Academic progress

If a student has been a recipient of Federal Perkins or Federal Stafford Loans, they must notify the lender if any of the following occur:

- Change of address
- Graduation
- Withdrawal from the institution or less than half time attendance
- Name Change (e.g., maiden name to married name)
- Transfer to other institution

### **Institutional Responsibility**

All institutions must provide information to prospective students about the institution's programs and performance. Students should consider this information very carefully before deciding to attend.

### **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 students requiring financial assistance funds to attend ICC. Students must 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, strives to provide funds to as many students during a designated award period as financially possible.

### **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.



## **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 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 CEO/Academic Dean, Dean of Academic Programs, the Chairperson of the Student Scholarship, Standards, and Conduct Committee 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.

### Offences

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

### **Definitions of Dishonesty or Academic Dishonesty Cheating**

ICC may be initiated disciplinary action and sanctions 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.

### **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 CEO/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 CEO/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:

6. Repeat the assigned work with no penalty;



7. Repeat the assignment with a punitive grade for the assigned work;
8. Refuse to accept the work;
9. Reduced grade for the work;
10. 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 CEO/Academic Dean for resolution. If, for some reason, the faculty member is not available for a conference with the student, then the College CEO/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 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.



## 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 CEO/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 CEO/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 Ithanktonwan 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 CEO/Academic Dean within fifteen days of the alleged incident.

Upon receiving a complaint or notice that a student has violated this Code, the CEO/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 CEO/Academic Dean for purposes of discussing options for disposition of the case; and
- The student's 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.

### **Information Hearing by the 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 CEO/Academic Dean. The CEO/Academic Dean will meet with the student and inform the student of his or her various rights and options. The CEO/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 Scholarship, Standards and Conduct Committee**

A student or student organization may prefer a hearing before the Student Scholarship, Standards, and Conduct Committee. In the event that a student or student organization chooses this option, the Student Scholarship, Standards and Conduct Committee shall hear the matter within ten days of the request as transmitted through the CEO/Academic Dean . The Student Scholarship, Standards and 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 CEO/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 CEO/Academic Dean or by the Student Scholarship, Standards and 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 CEO/Academic Dean shall so indicate. A student who has admitted to an academic dishonesty incident may appeal the sanction to the College CEO/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 Scholarship, Standards and Conduct Committee. The case will then be conducted in accordance with procedures established by this Code.

### **Dropping or Withdrawing From Course**

The CEO/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 GOVERNMENT**

### **Board of Directors**

There will be two Directors 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 Student Regent, 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. In addition, the student must be an enrolled member of the Yankton Sioux Tribe to be eligible for the position of Student Regent. Elections take place on an annual basis.

### **Student Association**

There will be four Executive Officers representing the student body at ICC who shall be, at the time of election, students enrolled in the College, at least two of whom must be enrolled as full-time students. To be eligible for the position of CEO/Academic Dean and Vice-CEO/Academic Dean, the student must be enrolled in one or more courses for 12 or more credit hours to qualify as a full-time student. To be eligible for positions of Secretary and Treasurer, the student must be enrolled in one or more courses for six or more credit hours to qualify as a part-time student. Elections take place on an annual basis. Maintain Satisfactory Academic Progress.



# **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 for this.

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.

## 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 Ithanktonwan 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

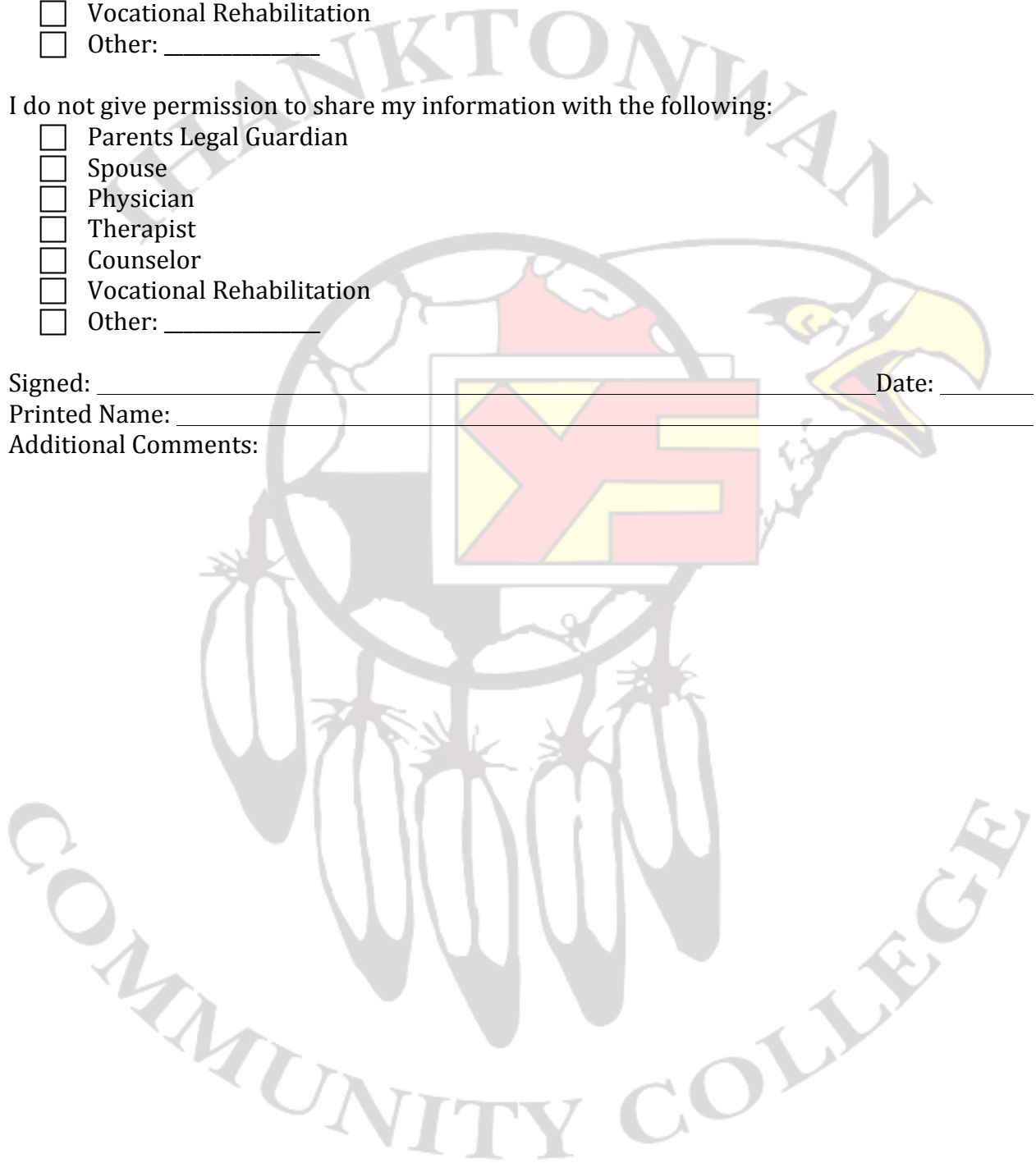
- Spouse
- Physician
- Therapist
- Counselor
- Vocational Rehabilitation
- Other: \_\_\_\_\_

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:



## 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:** \_\_\_\_\_





# **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.



**APPENDICES**



## APPENDIX A

### Guidelines for Individually Guided Instruction -IGI Saving Your Work

ICC strongly advises you 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, your notes on the course readings, graded and returned assignments, and instructor feedback. Doing so will allow you to continue working and/or review your own progress in the unlikely event of a technological mishap.

### IGI Instructor Requirements

All instructors teaching Individually Guided Instruction course 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.

### IGI Computer Requirements

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

### IGI Fees

*All fees are non-refundable.*

Individually Guided Instruction Fee (per credit hour)	\$50
-------------------------------------------------------	------

### IGI 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:** you may submit no more than three instructor-graded assignments at a time. As soon

as an assignment is graded, you may submit another assignment. Processing and posting final course grades may take an additional two weeks.

### **IGI Submission Methods**

IGI courses have two types of assignments: computer-graded and instructor-graded. You will learn the results on your computer-graded assignments instantaneously. You will receive a grade for your assignment from your instructor in three business days.

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

### **IGI Submission Restrictions**

At the beginning of your course, you may submit up to three instructor-graded assignments all at one time. After that, you may only submit new work after you have received a grade on your completed work. This is to ensure that you are getting the feedback you need to be successful in the course. No more than three assignments may be out for grading at any one time.

### **IGI 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 Completion. 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 you have submitted all assignments, taken the midterm exam(s) and have had them graded. You must request your final exam before your course expiration date or you will be dropped from the course, and you will not have the option to get back into the course once it has expired.

If you realize during your initial semester that you will need more time to complete a course, you can request an extension, 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, keep the following in mind:

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

### **IGI Extensions**

If you realize during semester and that you will need more time to complete a course, you can request an extension only if have completed 75% of the course work satisfactorily and



if the instructor determines that you've progressed far enough to complete your coursework within 30 calendar days. To remain active in your course, you must request the extension before your course expires. Extensions cannot be purchased once your course has expired.

### **IGI 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 according to the instructions in your 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. Always make copies of your assignments before submitting them! Credit will not be given for assignments lost in the mail. We do not accept separate portions of one lesson. Submit your lesson in its entirety when you mail, fax, or e-mail it to us. Resubmission is not allowed, you will only be permitted one resubmission per lesson. After you have requested the final exam, you may not resubmit any assignments or midcourse exams.

### **Plagiarism**

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. This may also include when a student copies and pastes directly from another source and passes it off as his or her own, or if a student fails to cite a source after loosely summarizing its content in his or her own words. As determined by your instructor or the college administration, if evidence of academic misconduct on assignments or exams is established, or if your submitted work is found to be profane or unduly disrespectful of others, the following consequences may apply:

1. You will fail the lesson
2. You will fail the lesson and be denied the opportunity to resubmit the lesson
3. You will fail the lesson and the class
4. You will fail the lesson, fail the class, and will be ineligible to enroll in a specific course or any of our courses

### **IGI 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. You will be informed of any allowed materials when you request to take the exam. Most exams require nothing more than a pen or pencil; however, you may be permitted to bring other materials for some exams. For example, some math courses allow the examinee to bring a graphing calculator. Your 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 Independent Study 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.

### **IGI Saving Your Work**

ICC strongly advises you 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, your notes on the course readings, graded and returned assignments, and instructor feedback. Doing so will allow you to continue working and/or review your own progress in the unlikely event of a technological mishap.



## Individually Guided Instruction Contract

This is an Individually Guided Instruction 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 one student.

The following contract provision are specified and must be completed satisfactorily for  
credit (*use separate sheets of paper as needed*):

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

### INCOMPLETE CONTRACT

This is an Incomplete Contract between (Instructor Name) , and (Student Name) for the Course (Title and Number) beginning on and ending on \_\_\_\_\_ for the semester of \_\_\_\_\_.

#### Policy for Incompletes

Incompletes are not accepted by the college and will only be granted in exceptional cases. Instructors are directed to issue a grade of "F: for incompletes. A grade of INC (incomplete) may be issued in special circumstances as follows:

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.

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 Registrar 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 Registrar Office.

The instructor must answer the following questions:

Did the student successfully complete at least 75% of the assigned course work	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the student unable to complete the necessary course work for a valid and documented reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the student execute a plan to complete the course work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The following must be specified in detail and attached to this contract for satisfactory credit:

1. The student must state in writing the valid and documented reason for not completing the assignments
2. The instructor must specify the assignments and how they are to be completed
3. The student must submit a written plan for the completion of work

Both student and instructor must sign and submit to Department Supervisor for approval before the last day of class:

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Department Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX C

### INFORMATION RELEASE FORM-READ CAREFULLY-FOR INSTRUCTIONAL USE ONLY

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.

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

COMMUNITY COLLEGE



## APPENDIX D

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

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

## APPENDIX E

### High School Dual Credit Program/Admissions and Registration Form

Legal Name Last - First - Middle	Social Security Number
Preferred First Name	Birth Date

#### Permanent Mailing Address

Street	City	State	Zip Code
Telephone		E-mail Address	

#### Emergency Contact

Name	Relationship to you		
Street	City	State	Zip Code
Telephone		E-mail Address	

#### Educational Data

Name of High School Attending	Address:	City	State	Zip
Status	<input type="checkbox"/> Senior	<input type="checkbox"/> Junior	<input type="checkbox"/> Other	
Have you taken the SAT test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Tested:	Composite Score:
ACT Sub-scores	English:	Math:	Reading:	Science:

By signing this form the following individuals acknowledge and agree to the terms and conditions of this policy stated here and those of the SD Board of Regents.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Advisor/Councilor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Principal Signature

\_\_\_\_\_  
Date

- The above named student is approved for Dual Credit Enrollment for the Academic
- The above named student is not approved for Dual Credit Enrollment for the Academic

\_\_\_\_\_  
ICC Academic Dean Signature

\_\_\_\_\_  
Date