



*Academic Planner +
Student Handbook*
2015-2016



ACADEMIC CALENDAR 2015-2016

Fall Semester 2015

Registration for the fall 2015 semester begins	Monday, July 13
Deadline for most financial aid applications	Saturday, August 1
Deadline for applications for admission for fall semester	Friday, August 14
Residence Center opens	Wednesday, August 19
Registration (on campus)	Friday, August 21
Student Orientation	Saturday, August 22
First day of instruction	Monday, August 24
Holiday – Labor Day	Tuesday, September 1
Last day to add semester-long classes	Friday, September 4
Deadline for student-initiated and faculty-initiated drops	Friday, September 11
Student progress reports due	Friday, October 9
Deadline for student-initiated withdrawals	Friday, October 9
Holiday – Alaska Day	Monday, October 19
Deadline for faculty-initiated withdrawals	Friday, October 16
Holiday – Inuit Day	Friday, November 7
Holiday – Veteran’s Day	Wednesday, November 11
Holiday – Thanksgiving	November 26 – 27
Last day of instruction	Saturday, December 5
Deadline for faculty to post grades	Monday, December 7
Residence Center closes	Monday, December 7

Spring Semester 2016

Registration for the spring 2016 semester begins	Monday, November 23
Deadline for most financial aid applications	Tuesday, December 1
Deadline for applications for admission for spring semester	Monday, December 14
Residence Center opens	Wednesday, January 13
Registration (on campus)	Friday, January 15
Student Orientation	Saturday, January 16
Holiday – Martin Luther King Day	Monday, January 18
First day of instruction	Tuesday, January 19
Last day to add semester-long classes	Friday, January 29
Deadline for student-initiated and faculty-initiated drops	Friday, February 5
Holiday – Presidents’ Day	Monday, February 15
Deadline for student initiated withdrawals	Friday, March 11
Student progress reports due	Friday, March 11
Deadline for faculty initiated withdrawals	Friday, March 18
Applications for graduation should be submitted	Friday, March 25
Holiday – Seward’s Day	Monday, March 28
Graduating students’ preliminary grades to Registrar	Monday, April 4
Last day of instruction	Thursday, April 28
Commencement	Saturday, April 30
Residence Center closes	Saturday, April 30
Deadline for faculty to post grades	Monday, May 2

Summer Session 2016

Registration for the summer 2016 semester begins	Monday, April 4
Deadline for most financial aid applications	Thursday, May 1
First day of instruction	Monday, May 2
Holiday – Memorial Day	Monday, May 30
Holiday – Founder’s Day	Friday, July 1
Holiday – Independence Day	Monday, July 4
Last day of instruction	Friday, August 26



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2015-2016

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If found, please return to:

Phone:

Email:

IMPORTANT CONTACTS	
Iļisaġvik College Main Campus	852-3333
ADMINISTRATION SERVICES	
Admissions	852-1757
	852-1772
Registration	852-1763
Records & Transcripts	852-1763
Credit Transfer	852-1763
Graduation	852-1763
Financial Aid	852-1708
High School Programs/Dual Enrollment	852-1772
Human Resources	852-1838
STUDENT SUCCESS CENTER	
Residence Life/Housing	852-1809
Orientation	852-1754
Cultural Activities	852-1809
Recreation Center	852-1769
	852-1785
Student Wellness	825-1809
Transportation	855-0583
Academic Assistance/ Learning Resource Center (LRC)	852-1754
LRC - NARL	852-1760
LRC - Tuzzy	855-0988
Career & Education	852-1856
MISCELLANEOUS SERVICES	
Bookstore	852-1815
Information Services (IS)	852-1776
Maintenance	852-1852
Lobby Phone	852-1836
Cafeteria	852-1877/1865
INSTRUCTION	
Academics	852-1825
Adult Basic Education	852-1742/1812
Browerville Center (Rm 103)	852-1745
Distance Education	852-1706
Distance Education Hotline	855-0589
Foundational Studies	852-1712
Tuzzy Consortium Library	852-4050
Academic Programs	
Iñupiaq Studies	852-4170
Uqautchim Uglua (Early Childhood Education)	852-8101
Allied Health	852-1737
Business	852-1713
Information Technology	852-1707
Construction Trades	852-1781
Heavy Equipment Operations	852-1778

VOCATIONAL EDUCATION & WORKFORCE DEVELOPMENT	
Workforce Development	852-1756
Education & Career Placement	852-1856
Cooperative Extension	852-1826
USEFUL ON-CALL NUMBERS	
<i>**IN CASE OF AN EMERGENCY, ALWAYS DIAL 911!**</i>	
Student Success Center On-Call	855-0580
Maintenance	855-0584
IS (Technology)	855-0581
Distance Ed Support Line	855-0589
BARROW COMMUNITY	
Alaska Airlines	1-800-252-7522
Alaska Commercial Company	852-6711
Alaska Commercial Quickstop	852-4688
Alaska State Troopers	852-3783
Alaska Taxi	852-3000
Arctic Coast Trading Post	852-7717
Arctic Grocery, Inc.	852-6666
Arctic Slope Native Association	852-2762
Arctic Slope Regional Corp.	852-8633
Arctic Women in Crisis Shelter	852-0261
ASTAC	852-7100
Arcticab	852-2227
Barrow Taxi	852-2222
BUECI	852-6166
City Cab	852-3176
Era Alaska	852-5050
Iñupiat Community of the Arctic Slope	852-5300
Iñupiat Heritage Center	852-0422
KBRW Radio Station	852-6811
Native Village of Barrow	852-4411
NSB Fire Department	852-0234
NSB Main Office	852-2611
NSB Mental Health	852-0260
NSB Police Department	852-0311
Wellness Center	852-0270
Preventative Dental Services	852-3368
SSMH Hospital Main Line	852-4611
SSMH Pharmacy	852-9385
Samuel Simmonds Dental Clinic	852-8221
Savaat Center	853-0364
Search and Rescue	852-2807/2808
Suicide Prevention Hotline	1-800-273-TALK
TNHA	852-7150
Tuzzy Consortium Library	852-4050
Veterinary Clinic	852-0277
Wells Fargo Bank	852-6200

INTRODUCTION

Iḷisaġvik College was established in 1995 by the North Slope Borough to provide post-secondary academic and vocational education to the residents of the North Slope. Iḷisaġvik College must maintain conditions conducive to the effective performance of its mission and functions. As a result, it has special expectations regarding the conduct of its students, faculty, and staff.

Admission to Iḷisaġvik College carries with it the expectation that each student will conduct himself or herself as a responsible member of the College community. This includes obeying state, federal and local laws and ordinances, and complying with the rules of the College. Conduct that interferes with the operations of the College will be dealt with in accordance with the policies of the College. The College may impose sanctions independently of any action taken by civil or criminal authorities.

ABOUT THIS HANDBOOK

This handbook describes general student rights and responsibilities, and the policies and guidelines regarding student conduct, activities and student living, as established by the administration. The handbook is also a guide to the programs and services provided by the College. It is intended to assist students in achieving their educational potential and to serve as a positive guide to their personal growth.

Students are expected to read it carefully and be familiar with its contents. Position titles and responsibilities at Iḷisaġvik College are subject to change. If you have questions regarding position titles, please see the current organizational chart of the college or consult with the Human Resources Office for information regarding equivalent positions.

VISITOR COMPLIANCE WITH HANDBOOK REGULATIONS

Visitors to Iḷisaġvik College, whether invited by students or members of the public, are expected to abide by the procedures and standards set forth in this handbook. Visitors invited by students are the responsibility of the student and the student must ensure that the visitor adheres to these standards. The College is authorized to remove visitors and guests for failing to abide by any of the policies and regulations set forth.

Iḷisaġvik College policies are continually evolving and are re-examined on a regular basis to reflect the changing needs of the institution. While this

handbook provides an overall review of general College policies and guidelines, it is not intended to be all inclusive or all encompassing. Students should also refer to the Iḷisaġvik College Catalog, the Schedule of Classes and other College publications for additional information.

This handbook also offers information on student housing, application procedures, and policies set forth by Iḷisaġvik. The statements contained in this handbook are for information only and are not to be construed as replacing established College policies and procedures, or local, state or federal laws. For questions regarding this handbook, contact Student Services.

MISSION AND CORE VALUES

MISSION STATEMENT

Iḷisaġvik College provides quality post-secondary academic, vocational, and technical education in a learning environment that perpetuates and strengthens Iñupiat culture, language, values, and traditions. It is dedicated to providing well-educated and trained individuals who meet the human resource needs of North Slope employers and the state of Alaska.

VALUES, TRADITIONS, AND CULTURE

Iḷisaġvik College integrates Iñupiaq values into all its activities because it believes these values make its students and educational community stronger, more cohesive, and more successful. Being true to the core values of the culture it predominantly serves helps to make Iḷisaġvik a valued and contributing member of the community. By helping to strengthen the language and traditions of the Iñupiat, Iḷisaġvik fulfills its role as a distinctly indigenous institution that aims to enhance the local culture, while helping its students gain a foothold in the economy of the 21st century. Iḷisaġvik's goal is to create successful graduates who can incorporate their traditional values into modern life and, in doing so, enhances both.

IÑUPIAQATIGIIGÑIQ: TRADITIONAL IÑUPIAT VALUES

The following are the Traditional Iñupiat Values adopted by the elders in our community.

- Paaqłaktautaiññiq – *Avoidance of Conflict*
- Nagliktuutiqağniq – *Compassion*
- Paammaağigñiq – *Cooperation*
- Iłagiigñiq – *Family and Kinship*
- Piqpakkuutiqağniq suli Qiksiksrautiqağniq Utuqqanaanun Allanullu – *Love and Respect for Our Elders and One Another*
- Qiñuiññiq – *Humility*
- Quvianguniq – *Humor*
- Aᅇuniallaniq – *Hunting Traditions*
- Iñupiuraallaniq – *Knowledge of Our Language*
- Qiksiksrautiqağniq Iñuuniağvigmun – *Respect for Nature*
- Aviktuaqatigiigñiq – *Sharing*
- Ukpiqquutiqağniq – *Spirituality*

ACCREDITATION AND AUTHORIZATION

Iłisağvik College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), one of six higher education, regional, accrediting associations recognized by the U.S. Department of Education. Iłisağvik College is authorized to operate by the Alaska Commission on Postsecondary Education in accordance with the terms and conditions set forth in A.S. 14.48 and in accordance with the pertinent rules and regulations. Iłisağvik College is the only sanctioned tribal college in Alaska and it is a member of the American Indian Higher Education Consortium (AIHEC).

ADMISSION AND REGISTRATION

ADMISSIONS

Iłisağvik College has an open admissions policy and welcomes applications from all prospective students who desire to attend and can demonstrate the ability to benefit from programs offered by the college. Admission to the college does not guarantee admission to any particular program. For entrance into degree and certificate programs, see the section below.

ADMISSIONS INTO A CERTIFICATE OR DEGREE PROGRAM

To be admitted into a degree or certificate program, the applicant must show the potential to succeed in the program. This potential is demonstrated by obtaining a high school diploma or GED prior to college admission. However, some “non-traditional” students may not satisfy admission requirements, but may have the ability to benefit from certain courses. In order to receive federal funding, he/she must have a diploma from high school or a GED.

Students may apply for admission to Iłisağvik at any time throughout the year. However, some programs in vocational fields have limited enrollment. Students seeking priority admission are encouraged to apply at least one month before the start of the term. Students who transfer from another college or university are advised to apply at least two months before the term in which they wish to enroll to allow for evaluation of their transfer credits.

The deadline for admission is published in the academic calendar.

CLASS REGISTRATION

Registration fees, dates, and semester course offerings are published in the College Catalog and term class schedules are distributed prior to the beginning of each term. Registration dates for other classes that are not part of the regular academic offerings are announced well in advance of the start dates. Students are responsible to register for their own classes. Advisors, instructors and counselors can assist students in the registration process, but they cannot register students for classes.

ACADEMIC ADVISING AND PLACEMENT

ACADEMIC ADVISING

Upon admission, a student is assigned an academic advisor in his/her field of interest. Advisors work to help students select the best course work to fulfill their program requirements. Student Success Center staff is also available to provide guidance and counseling to students, especially students new to the college. For more information please see the annual course catalog.

PROGRAM SELECTION

Students are strongly encouraged to meet with faculty advisors prior to entering a program. Student selection of a program of study is usually based upon academic interests, vocational objectives and personal goals. The Education and Career Placement Coordinator is readily available to advise students who are unsure of the appropriate program of study. The Education and Career Placement Coordinator can be reached at 852-1856.

STUDENT RIGHTS

Iḷisaḡvik College adheres to the Joint Statement of Rights and Freedoms of Students, as approved by the Association of American Colleges, the American Association of Women Deans and Counselors, and the National Student Association:

These rights are outlined below:

- **Freedom of Access to Higher Education:** Iḷisaḡvik College is committed to a policy of education equity and conducts all educational programs and activities without regard to race, color, religion, gender, national origin, marital status, sexual orientation, or disabilities.
- **Protection of Freedom of Expression:** Students should feel free to take exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- **Protection against Improper Academic Evaluation:** Students should have protections against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- **Protection against Improper Disclosure:** Information about student views, beliefs, and political associations that professors/instructors acquire in the course of their work should be considered confidential. Iḷisaḡvik College believes that protecting students against improper disclosure of confidential information is a serious professional obligation. Faculty and staff are encouraged to be constantly alert and sensitive to matters normally considered confidential.
- **Confidentiality of Student Records:** The Family Educational Rights and Privacy Act of 1974 as amended, commonly referred to as “FERPA,” is a federal law regarding the privacy of student records and the College’s obligations regarding access to and the release of records. Please refer to the Institute Policies and Regulations section for more information on FERPA.
- **Disability Accommodations:** Iḷisaḡvik College is committed to providing equal opportunities to academically qualified students with disabilities. Students with disabilities attending Iḷisaḡvik College are integrated as completely as possible into the College environment. Iḷisaḡvik College does not offer a specialized curriculum for students with disabilities nor does it assume any

capabilities to rehabilitate disabled persons. The College seeks input from students to assess individual needs and determines what resources are available for meeting those needs. Iḷisaḡvik College has a history of working successfully with students with disabilities and is committed to continuing to do so.

Iḷisaḡvik College's facilities and programs are accessible to persons with disabilities. Reasonable accommodation refers to an otherwise qualified disabled student's ability to fulfill course or program requirements in the classroom or through distance delivery when faculty and staff provide equal access to learning. Appropriate auxiliary aids and academic support services are provided, while academic standards are maintained.

Students are encouraged to contact the Retention and Persistence Coordinator or the Registrar to discuss their need for reasonable accommodations. Since it is the student's responsibility to disclose disabilities, the student requesting accommodations is required to provide the most recent documentation about any functional limitations so recommendations can be made to accommodate the needs of the student. All disability information provided by the student is kept strictly confidential.

Students with impaired sensory, manual, language or processing skills will be allowed to use educational auxiliary aids, as appropriate. Such aids may include video or audio taped texts, interpreters, note takers, tape recorders, adaptive classroom equipment and other similar services or equipment. Modification of academic requirements, if necessary or appropriate, may include change to the length of time permitted for completion of degree requirements, substitution of specific required courses, and adaptations to the manner in which courses are conducted or learning is demonstrated. The departmental director must approve any such modifications. Requirements essential to the program of instruction or related to licensing requirements are not regarded as discriminatory.

If students have questions regarding reasonable disability accommodations, please see the ADA policy available in the Student Success Center.

- **Freedom of Association:** Students should be free to organize and join associations to promote their common interests.
- **Freedom of Inquiry and Expression:** Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operations of the College.
- **Student Participation in Institutional Government:** Students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Please see the Student Government section of the handbook for more information on how to get involved.
- **Exercise of Rights of Citizenship:** Students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and the right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.
- **Institutional Authority and Civil Penalties:** Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Institutional action should be independent of community pressure.
- **Procedural Standards in Disciplinary Proceedings:** In all situations, procedural fair play requires that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

Further Student Rights as defined by the College are as follows:

- **Freedom of Alcohol and Drugs:** College policy requires an alcohol and drug free environment for the benefit of all students and staff. Possession, manufacturing, distribution, sale, transportation,

and consumption of alcoholic beverages or illegal drugs are strictly prohibited. Please see the Alcohol and Drug Free Environment Policy and Consequences section for further details.

- **Freedom from Harassment:** Harassment of any type is expressly forbidden and includes: physical or verbal abuse; sexual harassment; intimidation; or other conduct, including hazing, which unreasonably interferes with, or creates a hostile or offensive learning, living, or working environment.
- **Freedom from Violence:** Threatening or intimidating behavior and/or violence at any Iḷisaḡvik College facility or activity are unacceptable behaviors and will not be tolerated. Violence includes any verbal, written or physical aggression that is intended to control or is capable of causing death, serious bodily injury or harm to oneself or others, or damage to property.

STATEMENT OF NON-DISCRIMINATION

It is the policy of Iḷisaḡvik College that discrimination will not be permitted against any individual because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, Vietnam-era or disabled Veteran status, physical or mental disability, change in marital status or other basis prohibited by law. Please refer to the Discrimination Grievance Procedure in the "Institute Policy & Regulations" section for alleged violations.

RIGHT TO PRIVACY

Residential students shall be secure in their personal dormitories; papers and student property are not subject to unreasonable, illegal, or unauthorized searches and seizures. Iḷisaḡvik College will not permit police searches of resident facilities except as authorized by law. The departmental director or his/her designee may authorize entry by a Student Success Center staff member to a residential living space when there is reasonable belief that illegal activities or violations of College policies or regulations are taking place, or for purposes of search or seizure of evidence.

- **Student Consumer Information:** Section 493 A of Title IV of the Higher Education Act of 1965 (Public Law 89-329), Section 131 of the Education Amendments of 1976 (Public Law 94-482), and Title I of the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542) require certain educational institutions, including Iḷisaḡvik College, to provide prospective and enrolled students who request it, information showing the percentage of students having completed a particular course of study and a record of institutional retention rates.

The policies of Iḷisaḡvik College pertaining to class registration, the composition of the student body, and its enrollment patterns, make it difficult to compile precise figures regarding percentages of admitted students who complete courses of study. However, such data as the College has available and which it considers to be in compliance with federal statutes regarding disclosure of retention rates will be made available to enrolled or prospective students requesting it in writing from the Office of the Registrar.

Upon request, we can provide information on FERPA, financial assistance information, institutional information on cost of attending our institution, information on completion or graduation rates (prior to enrollment or entering into any financial obligation with the institution), institutional security policies, and crime statistics.

Iḷisaḡvik College complies with the Department of Education's annual crime on campus reporting. The College endeavors to comply with all appropriate federal, state and local laws regarding serious offenses and the monitoring and recording of criminal activity at all Iḷisaḡvik College locations. The policy applies to all employees, contractors, faculty, students, and staff at all locations. For purposes of this policy, Iḷisaḡvik College defines "students" to be all persons who are registered for courses at Iḷisaḡvik College. Iḷisaḡvik College authorities will maintain statistics on criminal offenses during each reporting year. The offenses include aggravated assault, murder, burglary, sexual assault, drug abuse violations, robbery, liquor law violations, weapons possession, domestic violence, dating violence, stalking, and motor vehicle theft. The College will distribute this information to current students and to any applicant for admission upon request.

- **Student Transcripts:** Official and Unofficial transcripts are available through the Registrar's

Office and may be obtained with written authorization from the student. For more information, please refer to the Iḷisaḡvik College Course Catalog.

- **Student Access to Financial Information:** Upon submission of a written request to the Controller students may receive a copy of the annual audited financial report.

STUDENT RESPONSIBILITIES

Iḷisaḡvik College Students' responsibilities include, but are not limited to:

- **Regular class attendance:** Iḷisaḡvik College believes that class attendance is a measure of a student's interest and desire to succeed in his or her chosen field. Furthermore, many employers have identified class attendance as an important component of a student's training and education. Iḷisaḡvik College expects daily attendance at all classes and labs so that students can gain the maximum benefit from the instruction that is offered. As mature adults, students are expected to monitor their own attendance and to assume full responsibility for any course work that was missed while they were absent.

Students must be aware that individual programs or instructors may have specific attendance requirements, and that attendance may weigh heavily on the student's final grade. Failure to attend class may also place student at risk of losing financial aid due to funding agencies' requirements. Residential students may be placed on an academic contract for failure to meet attendance expectations.

Faculty members are responsible to have the College's class attendance policy available to students and are required to review it with the students in their classes at the beginning of each semester. In the event of special circumstances (e.g. extended illness, death in the family, or other such emergencies) students should work with their instructors to make appropriate arrangements. Instructors may allow students to make up course work that was missed because of absences due to special circumstances.

- Students should be aware of class cancellations: Occasionally it may be the case that campus will be closed due to unsafe weather conditions or other unforeseen circumstances. A notification will be posted on the Iḷisaḡvik College website, the Iḷisaḡvik College Student Services Facebook page, and distributed to KBRW once the decision has been made by the President of Iḷisaḡvik College to close campus.
- Regular studying and turning in assignments on time.
- Contribution to an atmosphere conducive to learning; and conducting oneself as a responsible member of the academic community in accordance with traditional Iḷupiaq values that address behavior within a community.
- Honest representation of all college events and activities, including violations of College policies and regulations to appropriate College staff.
- Cooperation with school administration during the investigation of a policy violation.
- Access and ability to use online tools.
- Checking Iḷisaḡvik College e-mail for pertinent information regarding classes and other notices.
- Familiarity with and adherence to the regulations set forth in this handbook.
- To be knowledgeable and observant of the Iḷisaḡvik College mission and core values.
- Respect for, and responsibility to, the diversity of all people and the rights of others in the Iḷisaḡvik College community.
- Dedication to the attainment of individual academic pursuits and personal growth.
- **Student Dress Code:** A student's attire and overall physical appearance should be consistent with health and safety standards, which may vary from program to program. If there are

specific dress requirements for individual classes, they are clearly described in course syllabi. In no case will clothing that is unsafe or disruptive to the educational process, as determined by the instructor, be permitted. In addition, students living in the Residential Center are required to dress appropriately at all times.

STUDENT CONDUCT POLICIES

Admission to Iḷisaḡvik College carries with it the expectation that students will conduct themselves as responsible and mature members of the College community. Students will respect the rights of others and make use of educational opportunities.

Iḷisaḡvik College's academic and social conduct expectations are in harmony with the traditional Iñupiat values that address individual behaviors in the context of the community.

CODE OF ACADEMIC CONDUCT

Iḷisaḡvik College encourages students to use available resources. This may involve working with others, including peers, experts, and other community members. During testing and other forms of assessment, as well as in all College learning situations, students are expected to follow the instructions and intent of the instructor. Students are expected to clearly indicate when the work is not on their own, in whole or in part, and to attribute quotes and ideas to the original author or speaker.

Every student enrolled in a class or educational program at Iḷisaḡvik College is expected to comply with the Code of Academic Conduct described in this section. Each instructor has full authority to impose disciplinary actions in cases of violations of this code. Notwithstanding any disciplinary action imposed by an instructor, the student shall be subject to discipline by the College up to and including administrative expulsion. Please see the "Policy Violation Procedures" section of this handbook for more information.

The following are examples of violations of the Code of Academic Conduct:

- **Cheating:** Copying homework assignments from another student when not permitted by the instructor; Working with another student on a take-home test or homework when not permitted by the instructor.
- **Tendering of Information:** Giving work to another student to be copied when not permitted by the instructor; Providing answers to another person for test questions when not permitted by the instructor; Selling a paper or any work to another student that is to be handed in to the instructor.
- **Plagiarism:** Quoting and/or copying text or other work on a test, paper, or homework without citing references; Taking credit for work purchased from another student or a research service; Retyping another student's paper and handing it in as your own.
- **Collusion:** Planning with other students to commit any form of academic dishonesty.
- **Misrepresentation:** Having another student do your work; Lying to an instructor to increase a low grade; Having another student take a test for you.
- **Bribery:** Offering money or any item or service to a faculty member or another person to gain academic advantage.
- **Abetting Dishonesty:** Observing cheating on a test without reporting it to the instructor; Passing answers for a test from one student to another when not permitted by the instructor; Knowing about plagiarism by another student without reporting it to an instructor; Assisting another student in buying assigned work from another person or research service.

CODE OF SOCIAL CONDUCT

The Code of Social Conduct applies whenever a student is on College grounds, in College facilities or is participating in a College-related or sponsored activity or function, whether occurring on or off

campus. In addition to this Code of Social Conduct, all students are expected to obey all local, state and federal laws.

Violations of the Code of Social Conduct carry serious consequences. Please see the “Policy Violation Procedures” section of this handbook for more information.

The following are examples of violations of the Code of Social Conduct:

- Smoking in undesignated areas.
- Disruptive behavior.
- Language or conduct that is deemed offensive.
- The possession, manufacturing, transportation, use, sale, distribution or being under the influence of any alcoholic beverage or illegal drug, including unauthorized prescription drugs.
- Violation of the College Alcohol and Drug Free Environment Policy.
- Engaging in lewd, indecent, or obscene behavior.
- Causing an imminent danger or harm to persons, properties, facilities or institutional operations.
- Knowingly providing false information.
- Making false statements or filing false charges against the College, its employees, or students.
- Forgery, alteration or misuse of official College documents, records, funds, or documents of identification.
- Theft from, or damage to, facilities or properties belonging to the College or members of the College community.
- Failure to comply with the directions of College officials in the legitimate performance of their duties.
- Possession of firearms or other weapons on campus, even if licensed.
- Setting off or tampering with any emergency equipment, alarms or devices.
- Unauthorized access to a computer system or electronic equipment owned by the College, including copyrighted property.
- Engaging in harassment, sexual or otherwise, toward any member of the College community.
- Physical fighting with other students, faculty or college staff.
- Unauthorized entry into any locked or secured College property.
- Participating in an activity that materially or substantially interferes with the legitimate functions of the College or the private rights and privileges of others.
- Failure to comply with a request to identify oneself.
- Whether occurring on or off campus, all students are expected to obey all local, state, and federal laws.

INSTITUTIONAL POLICIES & REGULATIONS

ACCEPTABLE COMPUTER AND NETWORK USE

Iḷisaḡvik College is pleased to offer computers and Internet access for staff and student use in business, study, and classroom activities, as well as career development, and self discovery. The

College has the right to place reasonable restrictions on your use of College-provided computers and Internet access. All user accounts are subject to the following account guidelines and conditions.

Account Guidelines and Conditions:

- Offensive, threatening or otherwise explicit/implicit material is not to be accessed or transmitted in any way through Iḷisaġvik College equipment.
- The installation, use or storage of games, utilities or programs not specifically designated for College use is strictly prohibited and subject to removal without notification.
- College/class related data is to be stored on assigned home drive (shown as the "P:" drive by the computer you log onto) or a removable disk that the student provides. Data stored on any computer hard drive is not protected and subject to data loss or removal without notification.
- Sharing of User ID/Password is prohibited. The account owner is responsible for any unacceptable activity regardless of who used the account. Protect your user ID from use by any user other than yourself.
- Examination, copying and/or modification of another user's data/account are prohibited. No one other than the account owner is to have access to respective user account.
- Junk mail, chain mail and large attachments are not to be stored in user email account and inappropriate use of email may result in your loss of email privileges.
- Hacking or network monitoring utilities are not to be stored, utilized or transmitted on College computer equipment. Violation of this restriction will result in the immediate loss of network and computer privileges.
- Vandalism, willful destruction and/or inappropriate use of Iḷisaġvik property will result in loss of network/computer privileges and may result in legal action against the account owner.

ALCOHOL AND DRUG FREE ENVIRONMENT POLICY AND CONSEQUENCES

It is the policy of Iḷisaġvik College to provide an alcohol and drug free environment to benefit all students, faculty and staff. The following behaviors will not be tolerated:

- Possession of alcohol or drugs
- Manufacturing of alcohol or drugs
- Consumption or use of alcohol or drugs
- Furnishing, selling or purchasing alcohol or drugs
- Being under the influence of alcoholic beverages or illegal drugs on campus property or at College sponsored activities and functions

Students who violate the College's policy or federal, state and local laws regarding alcohol and illegal drugs are subject to disciplinary action up to and including expulsion from Iḷisaġvik College housing. In addition, students who violate the laws regarding alcohol and drugs are subject to arrest. The following procedures for violation of this policy are in place for the protection of all students and the College. The College reserves the right to take a more serious level of action depending on the nature and severity of the offense.

- Students who are found to be in violation of the Alcohol and Drug Free Environment Policy will meet with the departmental director or his/her designee within 72 hours of the reported violation.
- The first violation of the Alcohol and Drug Free Environment Policy will result in a letter of warning from the Dean of Students and the student will be placed on behavioral contract. The student will also be mandated to attend an online substance abuse education class provided by 3rd Millennium Classrooms. Copies of the letter and proof of class completion will be placed in permanent student files in the Student Success Center.

- A second violation of the Alcohol and Drug Free Environment Policy will result in the expulsion of the student from Iḷisaġvik College housing. Documentation of Removal from Residential Center will be placed in permanent student files in the Student Success Center.
- A third violation of the Alcohol and Drug Free Environment Policy will result in suspension from his/her academic program for a specified length of time. Those students will not be eligible for student housing the following semester. The student may re-apply for residential housing for subsequent semester(s).
- The North Slope Borough Police will be called in the event it is determined an intoxicated student is under the legal drinking age of 21.
- The North Slope Borough Police will be called in the event it is determined or suspected that a student is selling, buying or in possession of alcohol or illegal drugs on the Iḷisaġvik campus.
- Students enrolled in certain vocational programs, especially those involving the operation of equipment, may be subject to alcohol and drug testing.
- The student is subject to immediate expulsion from Iḷisaġvik College housing and/or separation from the College if it is determined the student in fact bought, sold or possessed alcohol or illegal drugs.

CAFETERIA RULES AND FOOD SERVICES POLICIES

The Iḷisaġvik College cafeteria is operated under a license from the Alaska Department of Environmental Conservation and is bound by State regulations. Food Service employees are Iḷisaġvik staff members and have the responsibility of enforcing these rules:

- Students are asked to wash their hands before they enter the cafeteria for the protection of themselves and others.
- No person is allowed in the cafeteria without a shirt or footwear.
- No person is allowed to touch prepared foods with their bare hands. Utensils are furnished for self-service.
- No person is to return to the serving line for seconds. Unruly or disruptive behavior in the cafeteria may result in restriction of cafeteria privileges.
- Meals will be served in the cafeteria unless a student has made prior arrangements with cafeteria staff which can include a letter from instructors.
- Dishes, bowls, forks, knives, spoons or trays should not to be taken out of the cafeteria or to residential rooms.
- Students are not permitted to share their meal cards. All purchases in addition to current meal venue will be charged cash. These additional purchases cannot be placed on meal card.
- The cafeteria is an enterprise program of the College. It is designed to earn enough money to maintain the current level of service. Students are asked to take only what they can eat and not waste food.

CHANGE OF ADDRESS

All changes in mailing and/or permanent address must be immediately reported to the Registrar's Office at 852-1763 or 852-1757. Residential students should follow the procedure as outlined in the Residence Life section of the handbook.

DISTRIBUTION/DISPLAY OF PRINTED MATERIALS

The distribution or display of printed materials by students or student groups is permitted, subject to review for compliance within acceptable standards of conduct. The distribution of commercial materials by non-College related individuals and the activities of vendors are permitted providing that they have been reviewed and approved by the departmental director.

EMAIL POLICY

All Iļisagvik College email communication to staff, faculty and students registered for one or more credit courses will be sent using the Iļisagvik email address of the recipient where available. Usually this address is in the format first.last@ilisagvik.edu.

FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 as amended, commonly referred to as “FERPA,” is a federal law regarding the privacy of student records and the College’s obligations regarding access to, and the release of, student records. Education records are defined in FERPA as records that are directly related to a student and are maintained by an educational institution. Personally identifiable information in educational records is confidential and may not be released to anyone, including parents of a student over the age of 18, without the student’s prior written consent. FERPA Consent forms can be found at the Student Success Center and should be submitted at the start of each semester to the Dean of Students.

Examples of personally identifiable information that may not be released without the student’s prior written consent are:

- Birth date
- Religious affiliation
- Citizenship
- Disciplinary status
- Ethnicity (except in accordance with the Indian Tribal College Act and regulations)
- Gender
- Grade point average
- Marital status
- Social security number/student ID
- Grades, test and exam scores

The College may disclose education records with the student’s prior written consent, in response to a judicial order, subpoena or as otherwise permitted by law. Education records also may be accessed by College officials and agents who have a legitimate educational interest, including access for the purpose of awarding financial aid or in a health or safety emergency, to other schools to which a student is transferring, accrediting organizations, to comply with a judicial order or subpoena, and to state and local authorities pursuant to Alaska law. For these purposes, a “College official” is any person employed by the College in an administrative, supervisory, academic, research or support staff position, a person appointed to the Board of Trustees, any person serving on an official College committee, or a person employed by or under contract to the College to perform specific services. A College official has a “legitimate educational interest” whenever he or she is performing a task that is specified in his or her position, job description or contract agreement, performing a task related to a student’s education, performing a task related to the discipline of a student, providing a service or benefit relating to the student or the student’s family (such as health care, counseling, job placement or financial aid) or disclosure of information in response to a judicial order or subpoena.

Students and former students have a right to inspect and review their education records within thirty (30) days after making a written request to the departmental director. Such right of inspection is limited in certain circumstances. For example, the College is not required to permit students to inspect and review financial information submitted by parents or education records containing information about a student or students other than the requesting student, to the extent the records pertain to such other student(s).

Students may request that their education records be amended if they believe such information is inaccurate, misleading or in violation of privacy rights. Students must request in writing that the office

maintaining such records amend them. Such request must identify the part of the records they want corrected and specify why they believe it requires correction. The office reviewing the request shall review and respond to the request within a reasonable amount of time after receiving it. If the records custodian refuses to amend the record, the student has a right to hearing. Hearing procedures are contained in the “Due Process Hearings” section of this Handbook.

“Directory Information” is information that is not considered as education records and may be disclosed by the College to third parties without the student’s consent. Iḷisaḡvik College considers the following to be Directory Information:

- Student’s name, local/permanent address, email address and telephone numbers (including cell phone numbers)
- Student photos
- Names and dates of previous high schools and colleges attended
- Classification (Freshman, Sophomore)
- Enrollment status
- Major field of study
- Dates of attendance and anticipated date of graduation
- Participation of officially recognized activities
- Degrees and awards granted

Students who wish to restrict directory information should complete an “Opt Out” form through the Registrar’s Office. Students who do so should be aware that their names will not appear in any graduation announcements or any other College publications.

If a student (or parent of a minor student) feels that the College has not fully honored his/her privacy rights under FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Compliance Office investigates each timely complaint to determine whether the College has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within one hundred eighty (180) days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Consistent with its obligations under FERPA, Iḷisaḡvik College annually notifies students of their rights under FERPA.

PARKING

Student parking is available for private modes of transportation at no cost to students. Students should park only in areas that are not reserved. Reserved spaces are clearly posted. The College reserves the right to tow any private vehicle, at the owner’s expense, for violations of this parking privilege. The College is not responsible for theft or damage to any student vehicle.

PETS

Pets are not allowed on campus, except for animals specifically trained to assist the disabled. Students should not bring their pets to campus. Exceptions will be made for service animals with appropriate backup documentation.

RECORDING TECHNOLOGY IN CLASSES

The instructor prior to the beginning of class or other activity must approve the use of any personal recording device.

SEXUAL MISCONDUCT POLICY

Iḷisaḡvik College does not tolerate sexual misconduct. Sexual misconduct can include attempted

or unwanted sexual activity perpetrated upon a person, regardless of gender or sexual orientation, without that person's consent, including but not limited to rape, sexual harassment or sexual assault, and includes sexual activity coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior including the use of technology when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of Iḷisaḡvik College's Code of Social Conduct. When violations are believed to have occurred, disciplinary action (both institutional and legal) can be pursued.

Any student who believes he/she has been the victim of sexual misconduct should report the incident to the departmental director or his/her designee as soon after the incident as possible. All written reports must be filed with the departmental director.

When alleged sexual misconduct is reported, Iḷisaḡvik College will refer the victim to the appropriate resources. This includes informing the victim that he/she has the right to report the incident to law enforcement authorities. The departmental director or designee can help arrange a meeting with law enforcement authorities as well as accompany the victim during the meeting. Whether or not criminal proceedings are initiated, campus disciplinary proceedings shall be started when the evidence warrants such. If the victim requests Iḷisaḡvik College to perform an official investigation, a formal report must be completed. The report will outline the allegations, identify (to the extent known) the assaulter and authorize Iḷisaḡvik College to bring charges where facts warrant such action. Also, in such cases, the College cannot force the victim to testify; therefore, a third party may be necessary. Unless the accused is considered a threat to other students and employees, the identity of any person who complains about or is accused of sexual assault shall be treated confidentially, except to the extent it is necessary to reveal the name of the complaining party and/or the accused during the course of any investigation. The departmental director will conduct an investigation and determine whether a formal hearing will be conducted.

STUDENT GRIEVANCE PROCEDURE

Students enrolled at Iḷisaḡvik College may use this Grievance Procedure to challenge decisions and/or actions taken by College faculty, administration and staff that are alleged to violate their rights as set forth in this Handbook. This procedure does not apply to any other dispute, including disciplinary actions.

Students are permitted to have an advocate of his/her choosing (such as Student Success Center staff, an advisor or student government representative) present in meetings throughout the process. Advocates are not permitted to present the student's case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any meeting or hearing involving the College and the student under this section.

Step 1: Communicate with the Faculty/Staff Member. The student must communicate directly with the faculty/staff member within thirty (30) days of the decision or action that is the subject of the grievance. Otherwise, the student waives the right to grieve the matter. The student is encouraged, but not required, to put the complaint in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated, and a proposed remedy. If the grievance involves harassment or discrimination, the student may contact Student Success Center staff instead of communicating directly with the alleged harasser.

Step 2: Submit a written grievance to the departmental director or designee. If the problem is not resolved through direct communication under Step 1, the student may submit a written complaint to the departmental director within ten (10) days of the Step 1 communication. The written grievance must contain a specific description of the problem, the reasons the student believes his/her rights have been violated, a proposed remedy, and any supporting evidence. The departmental director or designee will review the complaint, referring it to another administrator if appropriate. The reviewing party will investigate the grievance, consider relevant evidence and render a written decision to the student within fourteen (14) calendar days.

Step 3: Appeal to the appropriate Dean. The student may appeal the decision in Step 2 if (1) College procedures were not followed, or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within ten (10) days to the appropriate Dean or if the Dean was the administrator rendering the written decision in Step 2, to the President. The student must submit

written justification for further review and provide evidence that there are grounds for the appeal. If the Dean (or President) determines there are grounds for appeal, he/she will investigate how the grievance process was conducted in Step 2, consult with all involved parties, consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. If the student is displeased with Presidential decision, they may bring to the Board of Trustees for appeal and final decision. The decision will be final and not subject to further appeal. Upon conclusion of the procedure, all documentation shall be forwarded to the departmental director, who will maintain them in accordance with the College's records retention policies.

DISCRIMINATION GRIEVANCE PROCEDURE

Students who believe they have been discriminated against on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, Vietnam-era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy, or parenthood, may file a grievance with the President's Office. It is recommended that students try to informally resolve the concern by discussing the matter with the person(s) involved before proceeding with the formal procedure described in this section.

Step 1: A formal written complaint must be submitted describing all aspects of the alleged discrimination, a list of any witnesses and other appropriate documentation to the Affirmative Action Officer. The Affirmative Action Officer of the College is the Director of Human Resources. If a written complaint is not submitted, the complaint will not proceed.

Step 2: The Affirmative Action Officer will investigate the complaint, which may include interviews with the student and the person against whom the complaint is filed, and will submit a written recommendation to the President within five (5) working days.

Step 3: The President will provide the student and the person against whom the complaint is filed with a written decision, based upon the recommendation of the Affirmative Action Officer. There is no deadline for the President to render a decision; however, efforts will be made to respond in a timely manner. If the student is displeased with Presidential decision, they may bring to the Board of Trustees for appeal and final decision. In addition to the above process, the student has recourse to the following external agencies: the Office of Civil Rights, the Equal Opportunity Commission, and the State Human Rights Commission.

STUDENT TRANSPORTATION POLICY

Student transportation is provided to all Iḷisaḡvik College students for academic purposes only. Students are not permitted to utilize College transportation services for personal reasons. The Iḷisaḡvik College van operates via an on-call basis. Residential students may ride the van on an academic run and be dropped off at personal locations; however, a run will never take place for personal reasons only. Academic runs have priority and personal requests will be accommodated as schedule permits. Any concerns or complaints regarding transportation services should be filed via a grievance form and directed to Student Wellness Coordinator.

STUDENT TRAVEL POLICY

Purpose

Iḷisaḡvik College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by students and recognized student organizations.

Examples of activities and events that fall under this policy include, but are not limited to: College-sponsored events or activities, club sports trips, the activities of recognized student organizations, Student Government Association funded community service travel, and in situations where a student or recognized student organization officially represents the College, e.g., leadership academies, conferences, and other programs.

This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Student Success Center.

Definitions

A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Iḷisaḡvik College. The organization has been approved for recognition by the departmental director or appropriate administrator, and maintains current registration status as such.

A College-sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the College's faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

An appropriate administrator is a Dean, departmental director, or Director of an administrative unit, or his or her authorized designee.

General Requirements

Students who are currently on academic or disciplinary probation, or who are on academic performance/behavioral contracts are not eligible for Student Travel opportunities.

All students approved for travel must complete and submit a Waiver, Release and Assumption of Risk Form to the Student Services Department no later than five (5) business days before the scheduled trip.

The name, address, and telephone number of the faculty/staff mentor to the recognized student or student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Iḷisaḡvik College Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The student shall provide the faculty/staff mentor emergency contact information of who shall be notified in the event of an emergency.

STUDENT TRAVEL GUIDELINES

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law.

Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Iḷisaḡvik College Code of Student Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the Student Handbook.

Students are responsible for obtaining all necessary travel documentation, including valid identification, passport, visa, and vaccines, if required. Students shall be responsible for all costs that are not funded by the College. Students are required to provide documentation for Travel Authorization close-out along with final trip report upon return to Barrow.

Accident and Medical Insurance

The faculty member or administrators responsible for the trip shall communicate to the participants that the College does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

Participation

All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should keep a list of all participants involved in the trip.

Violations of these rules and regulations will result in the student being ineligible for travel privileges for at least one year, in addition to the disciplinary action normally taken while on campus. If the student puts themselves or others at risk during the travel they will be escorted by Iḷisaḡvik staff

to the airport to return to the College on the next available flight. Please see the “Policy Violation Procedures” section of this handbook for more information.

Financial Aid

To receive financial assistance with travel to and from a student’s permanent residence to the College’s campus in Barrow, the student must meet the following eligibility requirements:

- The student’s permanent residence must be in one of the North Slope villages (Anaktuvuk Pass, Atkasuk, Kaktovik, Nuiqsut, Point Hope, Point Lay and Wainwright).
- Any student traveling from outside the North Slope area may be selected for financial assistance at the discretion of the Financial Aid Director and the Controller
- North Slope students must complete the FAFSA and a minimum of two scholarship applications. Off-Slope students must complete the FAFSA and a minimum of three scholarship applications
- The student must be admitted to an endorsement, certificate, or associate program and must be or plan to be enrolled full time
- The student must meet minimum Satisfactory Academic Progress standards to receive financial aid. If the student does not meet the minimum standards, the student may submit an appeal for reinstatement of financial aid eligibility which is reviewed by the Financial Aid Committee

All travel must be completed before the first day of the semester or class start date for which the award is made unless extenuating circumstances prevent the student from completing the originally scheduled itinerary upon approval of the Financial Aid Director. Such changes can only be made upon the approval of appropriate staff. Any unauthorized deviation from the College approved travel plans that delay arrival at the College will be cause for the loss of further travel funds. The loss of travel funds will place the burden of the return flight home on the student.

Students who successfully achieve Satisfactory Academic Progress (SAP)* in their courses will be eligible for a return ticket. Funding for the return ticket to a student’s original point of departure will be paid for through financial aid awards or scholarships accorded the student. Exceptions to this policy require the approval of the financial aid officer.

*To meet the Satisfactory Academic Progress requirements students must::

- Earn a minimum 2.00 grade point average (GPA) each semester and maintain a minimum 2.00 cumulative GPA.
- Successfully complete a number of credits per semester based on the number of credits enrolled in during that semester. A credit will be considered successfully completed if it receives a grade of A, B, C, D, or P. A credit will not be considered successfully completed with a grade of F, W, I, AU, or TR.
- If the student is making SAP of the semester or class, students who utilize these awards will be eligible for return tickets to their origin of departure.

POLICY VIOLATION PROCEDURES

INTERVENTION GROUP

The College has found that it is beneficial to confront students who demonstrate unacceptable behaviors or violate the Rules and Regulations through an Intervention Group format in an effort to reduce the likelihood of negative patterns developing. A staff member notifies Student Success Center staff of any academic, behavioral or social issues via a Student Support Referral (SSR). An Intervention Group reviews and evaluates a student’s performance, behavior, and progress in their educational programs and in residential life. The Group may create behavioral or academic contracts on behalf of the College and may recommend disciplinary actions it deems appropriate, up to and including expulsion from a student’s educational program and/or the Residential Center. It can be called into session at any time whether or not a complaint has been filed. Generally, the Intervention Group will

meet as soon as possible after the members are notified of a problem or violation. The Intervention Group may be comprised of the Student Success Center Staff, the departmental director or Dean, and the appropriate Instructor(s) or Advisor(s).

DISCIPLINARY SANCTIONS

The intent of disciplinary action is for the education and development of the student for responsible citizenship and the protection of the rights of the students to participate fully in the educational process. Before any disciplinary action is taken a student will be given due process which is an opportunity to find out what the College thinks the student did wrong and present the student's side of the story.

The disciplinary sanctions that may be imposed for violations of a College policy, the Academic Code of Conduct or the Social Code of Conduct are listed below. The seriousness and frequency of the conduct determines the level of disciplinary action; the College is not required to impose a lesser level of disciplinary sanction before imposing a greater level of discipline. The President or designee, in consultation with the appropriate departmental director or Dean, will determine all disciplinary sanctions of suspension, expulsion, restitution, or termination of a housing contract using the process outlined in the "Due Process Hearings" section. Notice of Disciplinary sanctions will be given in writing within 2 working days of the date the sanctions are imposed.

- **Verbal Warning:** Oral notice to a student that a College policy or a code of conduct has been violated. The Student Success Center will keep a written record of the verbal warning and entries will be made within 3 days of the occurrence. Students may review their record of documented verbal warnings upon request. Any student may submit a written note addressing the topic of previous verbal warnings for inclusion in their file.
- **Written Warning:** Written notice to a student that a College policy or a code of conduct has been violated. The Dean will forward a copy of the Written Warning to the Registrar's Office for insertion into the student's permanent file if the Academic Code of Conduct is violated. Any student may submit a written note addressing the topic of previous written warnings for inclusion in their file.
- **Temporary Suspension:** Suspension from a class or activity for a period not to exceed ten instructional days. Make-up work is at the discretion of each instructor.
- **Disciplinary Probation:** Disciplinary probation is a formal and specific condition(s) for a student to continue participating in College programs and activities. An academic performance and/or behavioral contract may be required describing specific terms and conditions for continued participation.
- **Suspension:** Suspension from the College for a period exceeding ten (10) instructional days. Make-up work is at the discretion of each instructor.
- **Expulsion:** Dismissal from the College and all of its programs, functions and activities for a period to be determined by the President.
- **Termination of housing contract or ineligibility for student housing** for a specified length of time.
- **Restitution:** A requirement that the student pay for financial loss caused by the student's misconduct. This may be a condition of a student's return to the College or for continued enrollment.

DISCIPLINARY PROCESS

Administration may institute disciplinary proceedings, or any student, faculty, staff or administrator may file a complaint, against a student for violations of a College policy, the Code of Academic Conduct or the Code of Social Conduct. Administration's notice of discipline and each complaint must be signed, set forth in sufficient detail the conduct of the student, and set forth the policy, rule, or code section the conduct allegedly violates.

Complaints of violations of the Code of Academic Conduct or Intervention Group disciplinary recommendations related to academic concerns shall be filed with the Dean of Instruction and

student's advisor. Complaints for violations of the Code of Social Conduct or Intervention Group recommendations that are nonacademic are to be filed with the Dean of Students and student's advisor. In case of conflict of interest, the appropriate Dean will designate an alternative party for purposes of handling the matter.

If the Dean finds that student conduct is a matter potentially leading to suspension (in excess of 10 instructional days), expulsion from the College, termination of a housing contract or restitution, the notice of discipline shall inform the student that he/she has the right to a due process hearing on the matter. The student may request a due process hearing by delivering such request, in writing, to the Dean within three (3) working days after the student's receipt of the notice of discipline. The Dean shall refer the hearing request to the President, who shall schedule a hearing between three (3) and fifteen (15) working days from the date of the Dean's referral, using the procedures set forth in the "Due Process Hearings" section. Time limits for scheduling of hearings may be extended at the discretion of the President or designee.

DUE PROCESS HEARING PROCEDURES

Disciplinary actions are intended to be corrective, and may be conducted informally between the student and the Dean of Students or Dean of Instruction, as appropriate (referred to in this section as the "Dean"), or designee. General guidelines are as follows:

- Students shall be informed in writing if they are in violation of College policies or civil or criminal law.
- During investigation, the student's enrollment status shall not be altered and he/she may continue to attend classes unless the Dean determines that the student poses a health or safety risk to himself/herself or to others, or for reasons that relate to or interfere with College property or the orderly operation of the College.
- No disciplinary sanction shall be imposed unless the student has been notified in writing of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the Dean or designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have an aversive effect on enforcement of these rules.
- A student subject to sanctions will be allowed to present his/her case to an appropriate College official, consult with an advisor of his/her choice and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.
- Both the College and the student may seek legal advice at their own expense, but in order to avoid an adversarial situation, neither the College nor the student will be represented by a lawyer during any meeting or hearing involving the College and the student.
- The student may withdraw from the College of his/her own volition at any time during the disciplinary process. In such event, disciplinary sanctions may still be assessed if the student withdraws from the College prior to the completion of the disciplinary process, or elects not to participate in a disciplinary proceeding.

In cases that are not resolved informally, the Dean or designee shall use the following hearing procedure.

Step 1: At an initial conference with the Dean or designee, the student will be informed verbally and in writing of the charges and maximum penalty which might result from consideration of the disciplinary matter. The College reserves the right to revise the proposed maximum penalty upon learning new information relating to the matter and giving notice to the student.

Step 2: The student may request a hearing, in writing, within seven (7) calendar days of the initial conference. Such request must include any evidence that he/she wishes the Dean to consider. The Dean shall schedule a hearing as soon as is feasible. The College shall provide to the student all documentary evidence upon which it intends to rely at least two (2) business days prior to the hearing.

Step 3: After considering the evidence presented at the hearing and conducting such other investigation as he/she deems appropriate, the Dean or designee may take one of the following actions:

- a. terminate the proceedings, with no sanctions imposed against the student;
- b. dismiss the matter after appropriate counseling and advice; or
- c. impose an appropriate sanction.

The student will be notified in writing of the Dean's decision within 7 days after the hearing. The decision shall contain a specific list of the sanctions to be imposed, along with an explanation of the reasons for imposing them.

Step 4: The student may appeal the decision by filing a written appeal with the President within seven (7) calendar days of the decision. The reasons for appeal must be either a substantial and significant misunderstanding of the facts, or an alleged violation of due process. The President, or designee, shall render a written decision within seven (7) calendar days of the request for appeal.

Records of all disciplinary actions shall be maintained by the Dean of Students in accordance with the College's records retention policies.

Emergency or Immediate Suspension

In the case of reports of incidents involving serious threat to individual or community, sexual misconduct, distribution of controlled or illegal substances, contribution to a minor, destruction of property, lewd conduct, violence or discrimination, the Dean or department director may remove the student from Ilisagvik Campus housing and/or an academic program immediately, pending the due process procedure. Reports to law enforcement authorities for investigation shall be made as necessary and appropriate. In all other cases, the disciplinary process should follow procedures outlined in "Due Process Hearing Procedures."

Final Appeal

A decision by the Dean or departmental director pursuant to this procedure may be appealed to the President. The appeal must be in writing and received by the President within three (3) calendar days. The President may affirm, reverse or modify the decision of the departmental director. If the student is displeased with Presidential decision, they may bring to the Board of Trustees for final appeal.

Final Decision of the College

When a decision of the College regarding student discipline is final, a student may appeal the decision to Alaska Superior Court, at Barrow, Alaska, within 30 days of the date the decision is mailed or otherwise distributed as provided in Alaska Appellate Rule 602.

STUDENT RESOURCES

ACADEMIC ASSISTANCE

The Student Success Center offers assistance for Ilisagvik students, other college students and community members who need academic support through the Learning Resource Center. Experienced and qualified academic assistants are available to provide guidance in English, math, computing and program-specific coursework. The Learning Resource Center operates regular hours at NARL, Hut 60, Room 208 and Tuzzy Library. Contact 852-1819 for further information, or email lrc@ilisagvik.edu.

NARL Hut 60 Room 208 (Phone: 852-1760)

Mon-Fri: 6:00-10:00pm

Sat-Sun: 6:00-10:00pm

Browerville Center (Phone: 852-1745)

Sun: 6:00-9:00pm

Tuzzy Consortium Library (Phone: 852-8009)

Tues, Wed, Thurs: 6:00-9:00pm

Sat: 3:00-6:00pm

COLLEGE BOOKSTORE

The Iḷisaḡvik College Bookstore is located in the main building, just off the lobby. The bookstore stocks all required and recommended textbooks and other course materials, which can be purchased at the store, by e-mail or telephone. Payment may be made through financial aid, credit cards, cash, check or money order. The bookstore also carries books on Iñupiaq language and culture and Arctic natural science, as well as biographies, stories, novels and children's books with Native and Arctic themes. A variety of clothing and gifts carrying the Iḷisaḡvik College logo are also available. For questions or to place a telephone order, call 907-852-1815, or 1-800-478-7337, extension 1815.

Bookstore Return Policy

The Iḷisaḡvik College Bookstore will provide a 100% refund prior to the initial faculty or student drop date of the current semester. Packaged material must be returned with all components unused and an unbroken seal.

COMPUTER ACCESS

Iḷisaḡvik College makes computers available for student use. These computers require a login to access Iḷisaḡvik College student accounts. This account was created upon enrollment in classes. Computers are located at several locations including:

- The Learning Resource Center (call 907-852-1819 for more information)
- Residential Center computer lab
- Main Campus Lobby
- Tuzzy Consortium Library
- Browerville Center
- Village Teleconference Centers (do not require login)

DISTANCE EDUCATION

Iḷisaḡvik College offers distance learning and online options to accommodate students outside of Barrow. Courses are offered utilizing a variety of formats including teleconferencing, web conferencing through Blackboard Collaborate (C-Live), and the MyCampus online learning management system. Registration for distance education courses is the same as for other courses in Barrow. For information about taking online or distance education courses consult the Course Catalog or contact the Registrar's Office at 907-852-1763.

Computers for student use are available in the North Slope Borough Village Teleconference Centers. Teleconference Center Liaisons can help students with registration, ordering textbooks, and assist with basic computer troubleshooting. Training can be provided for all students on various distance learning technologies. Those with limited computer knowledge should consider enrolling in IT-100 Introduction to Online Learning and/or IC3 – Internet Computing Core Certification (IT 117, IT 118, and IT 119). For information about distance learning options and the technology used in online courses, contact Distance Education at 907-855-0589 between the hours of 8am and 10pm.

EDUCATIONAL TECHNOLOGY

All Iḷisaḡvik College students should be ready to handle the rigors of online learning in order to be successful in their course of study.

The basic skills and resources needed to use online tools include:

- **Internet access** whether at home, or through Iḷisaḡvik College public computers.
- **Computer competency** on either a Windows or Macintosh platform including a working knowledge of file manipulation and management (i.e., attaching files, downloading, and understanding file extensions).
- **Current software** including a publishing platform (e.g., Microsoft Office) and a web browser (e.g., Internet Explorer, Chrome, Firefox, Safari). Software requirements may vary by instructor.

Courses at Iḷisaġvik College may utilize any of the following educational technologies:

- **Iḷisaġvik Email:** All students who register for classes at Iḷisaġvik College are provided with an Iḷisaġvik email address in the following format: firstname.lastname@ilisagvik.edu. Per the Institutional Email Policy (see Institutional Policies and Regulations), all Iḷisaġvik College correspondence will utilize this address.
- **MyCampus (<http://mycampus.ilisagvik.edu>):** Every academic course offered at Iḷisaġvik College has an asynchronous online component on MyCampus. Through MyCampus, students can find class syllabi and instructor information. If instructors elect to use this system further, students may be expected to submit assignments, participate in online forums, or take quizzes.
- **Blackboard Collaborate (C-Live):** Some classes utilize the synchronous web conferencing tool, C-Live, to connect with students remotely. Students should be comfortable in a live internet setting and either have permission of the instructor or have taken IT-100 Introduction to Online Learning course. C-Live requires a computer with internet access, recent software updates, and audio capability. For best results, students are encouraged to use a headphone with a built-in microphone. Village teleconference centers have headphones available for check-out. Instructors will supply the link needed to access the C-Live session.

For assistance with Distance Education or Educational Technology, please call our student support line at 907-855-0589 or e-mail distanceed@ilisagvik.edu.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid is intended to help pay for tuition, fees, books, class supplies, living expenses and village travel, and is available from various federal, state, and local agencies. While financing an education is mainly the responsibility of the student and/or the student's parents, the Financial Aid Office will make every effort to assist the students in becoming eligible and receive the appropriate financial aid program funds they are eligible for.

For more information on scholarships and grants, consult the Course Catalog or contact the Financial Aid Office at 907.852.1708.

STUDENT ORIENTATION

Student orientation is mandatory for all first year and transfer students. Orientation is a series of planned events at the beginning of each semester that allows students to become familiar with the college. Orientation occurs within the first week of classes each semester and is a time when students are able to meet other students, faculty and staff, and learn about Iḷisaġvik College's resources and opportunities.

RECREATION CENTER

Iḷisaġvik Recreation Center promotes the desire of students, faculty, and staff to seek and maintain a balanced, healthy lifestyle. The Recreation Center provides cardiovascular equipment, a basketball/volleyball court, multi-purpose room, and weight-lifting equipment. *No individual under the age of 18 (unless a student of Iḷisaġvik College) is allowed in the center.* Recreation Center patrons must complete a waiver form and abide by all rules and regulations. Failure to do so could result in disciplinary action up to or including expulsion from Recreation Center. Organized recreational and fitness activities will be offered each semester. Contact the Student Life Coordinator for hours of operation or further information at 852-1809.

RESIDENTIAL CENTER & FAMILY HOUSING

Iḷisaġvik College offers dormitory housing and a limited number of family student units to qualified College students. All student housing offered by the College is managed and assigned by Student Success Center. To apply for housing, please complete a Residential Housing Application at the Registrar's Office or Student Success Center. For more information, please refer to the "Residence Life" section of the handbook or call the Student Success Center at 852-1809.

STUDENT ACTIVITIES

Student Success Center staff provides numerous formal and informal recreational and cultural activities to enhance the learning environment and encourage healthy and positive lifestyles. Activity calendars and announcements are published around campus, via College email and on the Iḷisaġvik College Student Success Center Facebook page. For more information please contact the Student Success Center at 852-1809.

STUDENT GOVERNMENT

The purpose of the Student Government is to represent the interests and concerns of the student body of Iḷisaġvik College. They seek student input on issues, act on student issues, provide recommendations on student issues, and assume the responsibilities of participatory governance on behalf of students in mutual relationship with the faculty, staff, administration, and the Board of Trustees of Iḷisaġvik College. They fulfill their mission to represent the concerns and serve the needs of the student body of Iḷisaġvik College.

All full time and part time students are members of Iḷisaġvik College Student Government and have the opportunity to serve in four (4) officer positions. The organization meets at least monthly. Elections are held at the beginning of each Fall Semester. A special election may be held to fill any vacancies. Elected representatives serve for one (1) year. The Student Government may establish and appoint as many standing committees as it deems necessary and appropriate. In order to allow all Iḷisaġvik College students opportunity to participate in Student Government the following minimum standards of public notification apply:

- One week minimum notice prior to nominations
- One week minimum notice prior to elections
- All notices publicized via the following venues:
 - a. College-wide email
 - b. Website
 - c. Iḷisaġvik College Student Success Center Facebook Page
 - d. Local bulletin boards in town

The Student Government serves as the primary means of formal communication with the Iḷisaġvik College administration. A faculty or staff member serves as the advisor to the Student Government and is the liaison between the Student Government and the administration.

For more information on Student Government or to get involved, please contact the Student Success Center at studentgovernment@ilisagvik.edu.

STUDENT SUCCESS CENTER SUPPORT STAFF

The Student Success Center exists with the primary function of offering support to students and encouraging their success. The department coordinates a variety of services to meet student needs, including academic/guidance support, residential center/dorm housing, transportation service, the Learning Resource Center, student activities, and a recreation center. The Student Success Center staff strives to foster and facilitate a positive and successful college experience for all students.

TRANSPORTATION

The Student Success Center operates a convenient van shuttle service to students for getting to and from classes and other college-affiliated activities. The shuttle will also assist in transporting students to and from the airport when checking in or out of the residential center. The van operates throughout the day on an on-call basis published through the Student Success Center office. A transportation fee charged per semester allows students to utilize this service. Students registered for short-term classes can purchase van passes through the Business Office. The on-call transportation information is posted around campus and on the College website. Please call 855-0583 to arrange for pick-up.

All students utilizing the van service must abide by the following Transportation Policy:

- The priority of the transportation service is to help facilitate student success by getting students to classes. At no time should the College shuttle be utilized for non-College affiliated purposes.
- The College shuttle has a limited number of seats; students who are going to class have first priority admittance on a van run.
- Children are not permitted on the van unless arrangements have been made previously with the Student Success Center.
- At no time will the shuttle transport any individual who is under the influence of alcohol or illegal substances.
- All passengers must wear seat belts at all times and follow the driver's instructions.
- The driver retains the authority to dismiss or reject any individual from the van they believe to be a distraction or a nuisance, and as such, a threat to the safety of all passengers and the driver of the vehicle.
- Students are encouraged to call the van a minimum of 30 minutes ahead of time to prepare the driver for their upcoming pick-up. Any calls received beyond this limit could be picked up on a later run.
- There is a two minute wait time for student pick-ups. Transportation specialists will leave the pick-up premise if students take longer than two minutes.

Any student found in violation of the Transportation Policy may be subject to ineligibility for the service and/or disciplinary action in accordance with the "Policy Violation Procedures" as stated in the handbook. If you feel you have been treated unfairly in regards to transportation services please complete a grievance form located in the Student Success Center. For more information, comments or concerns, please contact the Student Life Coordinator at 852-1809. For all personal and non-academic transportation services please refer to taxi phone numbers in the Contact Information section of this handbook.

TUZZY CONSORTIUM LIBRARY

The Tuzzy Consortium Library is named in honor of the late Evelyn Tuzroyluk Higbee and serves students, faculty, staff and the public throughout the North Slope. As a college library, the collection is developed in support of the mission of Iḷisaġvik College. The library has a growing Alaska/circumpolar collection with an emphasis on information relating to the Arctic, Polar Regions, the North Slope, and Iñupiat history, language and culture.

The library's online catalog can be accessed at www.tuzzy.org. All of the holdings of the Tuzzy Library and its branches in the villages of the North Slope, as well as all branches of UAF, can be searched through this link. The library also provides reference service and research assistance. Material may be requested from other libraries through interlibrary loan (ILL) services. Requests for interlibrary loan materials can be e-mailed, phoned or faxed to the library. Requests are usually filled in eight to twelve days.

Tuzzy Consortium Library has a classroom and a conference room that are utilized by many of the departments at Iḷisaġvik College. This space is also available for public use. The library also has a dedicated children's room, a teen room and quiet study space for students to use. All of the spaces access the library's free Wi-Fi. There are 15 public use computers that can be used and 10 laptops that can be checked out for in-house use.

Videoconferencing is also available through Tuzzy Consortium Library. To take advantage of this equipment please contact a library employee. It can be used for private meetings as well as group presentations across the state of Alaska and beyond.

With a wide array of programming, there is always something happening at Tuzzy Consortium Library. There are programs for children, teens, adults and families. Stop by, call or e-mail the library to see what events and programs the library is currently hosting. Weekly programming can be found on the Tuzzy homepage.

The Tuzzy Consortium Library, located in the Iñupiat Heritage Center on North Star Street, is open six days a week, Monday through Thursday from 9:00 a.m. to 9:00 p.m. and Friday and Saturday from 12:00 p.m. to 6:00 p.m. The library can be contacted through email at tuzzy@tuzzy.org, phone at 907-852-4050 or by fax 907-852-4059. The library maintains a toll-free number for village students at 800-478-6916.

SAFETY REGULATIONS AND PROCEDURES

This information is to assist all students, faculty and staff in responding to different emergencies which may be encountered on campus. Please be familiar with this information and other safety information available on campus concerning emergency safety procedures. Knowledge of correct emergency procedures and the ability to act swiftly can mean the difference between life and death.

BOMB THREAT

1. Bomb threats usually occur by telephone. Take all threats seriously.
2. The person receiving the bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics.
3. Call 9-911.
4. Give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call, and any distinguishing information about the caller.
5. Call Student Success Center On-Call support at 855-0580. Give your name, location and telephone number.
6. College Administration will be responsible for building evacuation.
7. If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it or move it in any way.
8. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards).
9. Follow the instructions of administrators and security personnel and do not re-enter the building until instructed that it is safe to do so.

CRIMINAL ACTIVITY

1. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
2. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and name if known. If the criminal is entering a vehicle, note the license plate number, make, model, color and any other outstanding characteristics.
3. Call Student Success Center On-Call support at 855-0580 and provide your name, location, phone number, and a description of the criminal activity. You will be advised whether it is necessary to contact the NSB Police.
4. Do not interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
5. In cases of theft, property damage, or minor injuries, contact the Student Success Center to submit a report.

DISTURBANCE

1. If a student or person is causing a disturbance on campus, call Student Success Center On-Call

support at 855-0580. If this is a life-threatening emergency, dial 9-911 and give your name, location, a brief description of the person(s), the nature of the disturbance, and whether or not the person(s) may have a weapon.

2. Wait for public safety personnel and be prepared to provide them with a statement.
3. When you believe a student has violated the conduct code you should contact Student Success Center On-Call support.

FIRE: ON CAMPUS BUILDINGS

1. Upon discovering a fire in a campus building, close the door to the room where the fire is located, if it is safe to do so, and contact staff immediately. Sound the building fire alarm.
2. Dial 9-911.
3. State the problem, where on campus and in which building the emergency exists, and do not hang up the phone until the dispatcher tells you to do so.
4. Call Student Success Center On-Call support at 855-0580. Give your name and the location of the fire.
5. If the fire is small, you may wish to fight it with a fire extinguisher. Be sure you are using the proper fire extinguisher for the type of fire you are fighting. If unsure, check the label on the extinguisher.
6. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may try to enter the building after the alarm stops.
7. Close the doors before leaving. Walk; do not run, to the nearest exit. If you have a mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest exit and shout for help and wait there until help arrives.
8. Evacuate to the designated rendezvous place or a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.
9. Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside a building.

FIRE: IN FAMILY HOUSING

1. Upon discovering a fire in a family housing apartment, close the door to the room, if it is safe to do so, and evacuate the apartment, and call 911.
2. Contact Student Success Center On-Call support at 855-0580 immediately.
3. State the problem, in which building the emergency exists, and do not hang up the phone until the dispatcher tells you to do so.
4. If the fire is small, you may wish to fight it with a fire extinguisher found in the unit.
5. If the fire is large, very smoky, or rapidly spreading, evacuate the unit immediately and proceed to the nearest shelter. Do not return to the building until instructed to do so by public safety personnel.
6. Notify either public safety personnel or firefighters on the scene if you suspect someone may be trapped inside a building.

FIRE SAFETY

Drills will be conducted periodically in the Residential Center. If a fire alarm sounds, all residents must leave the Residential Center via the evacuation plan posted in the area they are occupying. A student not complying with the evacuation procedure may be subject to disciplinary sanctions.

HAZARDOUS MATERIALS

If a gas cylinder or other chemicals should begin leaking, and if in the judgment of the persons responsible for such materials the leak presents any danger to themselves or the building occupants, the following steps should be taken:

1. Confine the fumes or fire by shutting the room door, if it is safe to do so.
2. Sound the building fire alarm so evacuation can begin.
3. Call 9-911 and Student Success Center On-Call support at 855-0580. Give your name, location, and the nature of the emergency.
4. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until you are instructed that it is safe to do so.
5. Suspected gas leaks or suspicious odors should also be reported to Maintenance and Operations at 855-0584 so appropriate action can be taken.

MEDICAL EMERGENCIES

1. Report minor emergencies to Student Success Center On-Call support at 855-0580. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, if any aid has been given, etc. and await instruction.
2. If the person is seriously injured, do not attempt to move them unless there is a life-threatening danger present (i.e. falling debris, fire, explosion).
3. Dial 9-911 for injuries requiring immediate medical attention.
4. State the problem, state the location of where the emergency exists, and state the number you are calling from and, if possible, have someone stay close to that number until aid arrives.
5. If you cannot leave the victim, send someone to meet and guide the emergency personnel.
6. Administer First Aid. Keep the victim as calm and comfortable as possible. If needed, administer CPR if you are certified.
7. Remain with the victim until Emergency Personnel arrive.

MENTAL HEALTH EMERGENCIES

1. For mental health emergencies which require immediate medical attention, dial 9-911.
2. For non-life threatening mental health illnesses, call Student Success Center On-Call support at 855-0580.
3. State the problem, state the location of where the emergency exists, state the number you are calling from and, if possible, have someone stay close to the number until aid arrives.
4. If you cannot leave the victim, send someone to meet and guide the emergency personnel.
5. If safe to do so, stay with the person and keep them calm and as comfortable as possible until help arrives.

Some emergency procedure information is not yet available. The Emergency Preparedness Committee is currently updating and revising this information, and any updates or changes will be posted once available.

RESIDENCE LIFE

Iḷisaġvik College believes that residential living is an integral part of the educational process and enhances a student's overall personal development. Living in the Residential Center provides students

with opportunities to learn to live with others, to share ideas and experiences, to build friendships, and to develop a sense of community. The Residential Center is a comprehensive facility located on campus. A cafeteria, student kitchen, lounge area, recreation equipment, and dormitory housing for up to 52 College students are available. Housing at the Residential Center is reserved for eligible College students. Family housing is not available at the Residential Center. All students assigned to housing at the Residential Center are required to participate in a per-semester "Dorm Orientation" session to review the rules and regulations, and the programs and services that are available.

FAMILY HOUSING

One family housing unit is available to an eligible full time student each semester. Family housing units are equipped with washers and dryers. Students are responsible for food, baby items, toiletries, internet, telephone and cable television service. Available housing units are assigned after an application process, with priority given to non-Barrow residents. Only dependents of the student applicant may reside in the family housing unit. Proof of family affiliation and birth certificates for each dependent are required. All full-time students assigned to family housing are required to sign a lease agreement with Iḷisaġvik College prior to occupancy of their assigned unit. Students may occupy the family housing unit only while school is in session, unless other arrangements have been pre-approved in writing by the Dean of Students. Family housing students are required to report any problems with the housing unit to the Maintenance and Operations Department at 855-0584 and the Student Success Center On-Call personnel at 855-0580.

STUDENT HOUSING

Eligibility Requirements

- Students must be admitted to the College or participating in a training session eligible for student housing.
- Students must be actively enrolled in a minimum of 12 credits per semester, or for the minimum credits in a training session eligible for student housing.
- Students must indicate YES or NO to felony convictions on the Contract/Application for Housing. Convictions for sexual offenses will result in the applicant being ineligible for housing.
- All other felony convictions will be reviewed on a case by case basis.
- Excessive misdemeanors will be reviewed on a case by case basis.
- Students must submit a damage deposit; \$1000 for family housing unit and \$270 for residential center, upon acceptance into housing. This deposit could be held from their financial aid and released following check-out procedures.
- Students must be in good academic standing.
- Students must provide proof of financial support to cover cost of housing. They must apply for FAFSA and a minimum of three scholarships for family housing and two scholarships for residential center in order to receive financial aid approval.
- Students must have adhered to the Student Code of Conduct in previous semesters.
- The Student must remain eligible under all applicable College rules and regulations including academic and conduct standards.

Application Process

To be considered for a student housing assignment, a Contract/Application for Housing form must be completed and submitted to the Student Success Center by the application deadline. Students must submit a renewal of their application every semester to be considered for student housing.

In addition, students must be able to verify that they have applied for financial aid prior to the beginning of the term in order to be eligible for housing or continued housing. Students will be notified of their housing status in writing prior to the beginning of the semester.

Check-In Procedures (must be completed in this order)

1. Student must pay applicable damage deposit.
2. Student must pay semester housing charges or provide proof of adequate financial aid. Acceptable proof is an award letter from the funding agency and/or approval from Financial Aid Director. The student should be directed to the Financial Aid Office if assistance is needed in obtaining financial aid.
3. Student must be registered for the required number of credits. Failure to maintain the required number of credits will result in the immediate termination of the contract/application for housing.
4. Student must complete a "Room Inventory" through Student Success Center. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
5. Student Success Center will verify that all appropriate documentation is in Student's file:
 - a. Current Contract/Application for Housing approved by the Student Life Coordinator and Dean of Students for student housing.
 - b. Completed inventory list with both the student's signature and the signature of the Student Success Center staff and the Date of Check-In.
 - c. Completed Housing Key Release/Return Form – Check-In Section for Family Housing only.
 - d. FERPA Consent Form
 - e. Student Mail Pick Up Form – Check-In Section.
6. Student will be issued a key.
7. Student must attend Dorm Orientation and must enroll in the required number of credits to remain in student housing. Failure to do so will result in the immediate termination of the Contract/Application for Housing.

Check-Out Procedures

1. Students are required to vacate the dorms or family housing unit by the date posted in the academic calendar. Students are responsible to make their plans accordingly. Student success Center will make cleaning supplies available to students for check out and verify the following actions are completed prior to student Check-Out:
 2. Student must clean his or her room and all furniture, equipment, and fixtures.
 3. Student must remove all personal property.
 4. Student must complete a "Room Inventory" with the Student Success Center staff. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
 5. Student Success Center staff will verify that all appropriate documentation is in student's file:
 - a. Current Contract/Application for Housing approved by the Student Life Coordinator for student housing
 - b. Completed Room Inventory list with both the student's signature and the signature of the Student Success Center staff, and the date of Check-Out
 - c. Completed Housing Key Release/Return Form – Check-Out Section for Family Housing only
 - d. Record Release Form
 - e. Change of Address form via USPS
 - f. Exit Interview Form
 - g. Student will return key

- h. Student will vacate premises by the date residential center closes unless otherwise approved.

If additional cleaning or repairs must occur for the room vacated, the damage deposit will be forfeited, and the student will pay any additional cleaning or repair costs. Student Success Center staff will notify the Business Office and Maintenance of needed cleaning or repairs.

Early Move-Out Procedure

If a student needs to vacate the residential center at any point throughout the semester, the following steps should be followed:

1. Student should inform the Student Life Coordinator verbally or in writing and communicate any details about the decision that should be taken into consideration.
2. Student should email or call the Registrar's Office about decisions made regarding class load and termination of housing contract; and provide appropriate address for all College-related materials to be sent to.
3. Student should email or call the Financial Aid Office to inform officers of termination of housing contract in order to cease payments.
4. Complete check-out procedures as listed above.

Winter/Summer Housing

Iḷisaḡvik College encourages students to vacate the residential center during winter and summer breaks to visit family, seek out employment opportunities and enjoy the time away from classes. Under very limited circumstances, students can apply to stay in the dorms as a "guest," but are eligible only upon meeting several requirements. This type of accommodation is not guaranteed. Students will be billed accordingly for any additional time residing in dorms beyond normal fall and spring semester dates. Please see the Student Life Coordinator for more information or call 852-1809.

Student I.D. Cards

After arrival on campus, all students will have their pictures taken and they will be issued a Student Identification Card at no cost. It is important that students carry this I.D. Card with them at all times. The card will ensure correct entry into College sponsored events, use of transportation services, proper discounts, and food services in the cafeteria.

Students Right To Privacy

A student's right to personal privacy will be honored subject to the College's obligation to enter and inspect dorm rooms and family units, at any time, with or without notice, when deemed necessary:

- To ensure compliance with student conduct expectations.
- To protect and maintain the property of the College.
- To protect the health and safety of its students.

To ensure an acceptable standards are maintained, or whenever necessary to aid in the basic responsibility of the College to ensure discipline and maintenance of a safe, clean, and educational atmosphere.

Student Conduct Expectations

Rules and regulations have been developed in order to maintain a safe and comfortable environment for all students' educational, social, and psychological benefit. All students are expected to abide by these rules and regulations as well as the Code of Social Conduct while living in student housing. Violations will result in disciplinary actions up to and including expulsion from student housing and college classes. Disciplinary procedures shall be the same as set forth under the section entitled, "Policy Violation Procedures" included in this handbook.

The following is a list of conduct that is not permitted by the College. This list is not exhaustive. Unacceptable behaviors not listed here will be dealt with on a case-by-case basis:

- Smoking in unauthorized areas

- Damaging property or equipment
- Vandalism
- Unauthorized dorm/room visitations
- Cohabitation
- Language or conduct that is deemed offensive
- Trespassing
- Failure to follow staff instructions
- Disrespect to staff or students (including, but not limited to, loud music or television sets)
- Unauthorized cooking or other equipment (including hot plates) in room
- Possession of weapons, firearms or explosives
- Destruction of private or College property
- Non-compliance with disciplinary actions
- Theft
- Sexual misconduct or serious criminal activity
- Breaking and entering
- Fighting, both physical and verbal
- Violation of the College's Alcohol and Drug Free Environment Policy
- Causing or inciting a major disturbance, or other disruptive behavior
- Unauthorized use of College equipment
- Sexual and any other variation of harassment
- Violations of State and Federal laws or local ordinances.

Student Success Center and Personal Property

The Student Success Center provides many items and resources for student convenience and entertainment. These items are the property of Iḷisaġvik College and are not to be removed from the Student Success Center. Any student who possesses property of Iḷisaġvik College will be reported and disciplined in accordance to Student Handbook. All items are inventoried and documented within the Student Success Center and will be monitored closely by staff.

Students are responsible for their own personal property. It is advisable that valuables and medical prescriptions are kept in a secure location. Property left or abandoned for over 30 days will be disposed of unless the student arranges to recover belongings at his or her own expense. The College is not responsible for any missing valuables or cash from dorm rooms.

Wild Animal Caution

The Iḷisaġvik College Residential Center is located in an area where polar bears and foxes are frequently sighted. Storing food outside the living quarters or deliberately feeding animals simply increases the likelihood that animals will appear more frequently. Such a practice endangers the safety of everyone. Therefore, residents are asked to not place food in an area accessible to animals.

Room Relationships

It is the policy of Iḷisaġvik College that every student accepted into the residential housing will choose or be assigned a roommate. Students who wish to forego a roommate for any given semester will cover the cost of the additional space not being occupied for that length of time.

All students deserve good relationships with their roommate, but it takes work. Roommates will need

to cooperate - work together - to develop and maintain harmony with each other. In order to build good relationships, roommate(s) should CARE:

Choose behaviors and actions that enhance the relationships.

Assert themselves so that no one's rights are violated.

Respect each other.

Enjoy developing a new friendship.

Enter a relationship with roommates with the willingness to enjoy learning about someone new and be ready to make a new friend. The basic expectations to have of each other should be:

- Open communication.
- Good personal hygiene.
- Sharing the responsibility to keep the living area clean.
- Not to harass or cause problems for each other.

Dorm Meetings

As a member of the Residential Center community, each student has an obligation and responsibility to live cooperatively with a number of people whose needs and desires may be different from their own. A forum in which both community and individual needs are identified and negotiated is the monthly Dorm Meeting. Each student is required to attend. Failure to attend will be reflected in the student's Student Success Center file and will be considered in future Student Success Center decisions regarding a student's housing eligibility.

Study Areas/Library

A computer lab/study area is located in the Residential Center for all students. The computer lab is open 24/7 for students. The primary purpose of the study area is as a resource for student studies. Therefore, students who need to use computers for class assignments have priority use over students engaged in personal or recreational activities on the computers. Other computers are available for student use throughout the main and satellite campuses. The Learning Resource Center NARL location in Hut 60 Room 208 is a quiet place to study available 8:30-5:00pm Monday-Friday. Walk-in hours with academic assistants are available for tutoring services 7 days a week from 6:00-10:00 pm. Also, the Tuzzy Consortium Library is open from 9am to 9 p.m., Monday through Thursday, and 12 noon to 6 p.m. Friday and Saturday. Walk-in hours are available for tutoring services at Tuzzy Library from Tuesday-Thursday 6:00-9:00pm.

Quiet Hours

Quiet Hours are from 12:00 midnight to 7:00 a.m., Sunday through Thursday to allow students to study or to rest. Saturday and Sunday quiet hours start at 2:00 a.m.

Courtesy Hours

It should always be remembered that the mission of every student is to accomplish their educational goals, and as such, residents are expected to be aware that their actions and behavior do have an effect on the other learning community residents. "Courtesy Hours" are in effect at all times, and no student should take part in any behaviors that would be disruptive to other residents who may be preparing for a test or working on class assignments.

Telephone Service

Telephone access is available for students in the Residential Center. As a courtesy to our students who are away from home, the phones are programmed to accept in-coming or out-going long-distance as well as local calls. The Student Lounge number is 852-7618. It is the request of the College however, that long-distance calls be made in moderation. If frequent long-distance calls are an urgent need, a student should consider purchasing a calling card. Students are responsible for answering incoming phone calls on the lounge phone and will need to work cooperatively to ensure that everyone receives their calls and messages.

Laundry Facilities

The Residential Center is equipped with washers and dryers in each dorm wing. The laundry rooms

are open Sunday- Thursday 7am- 12am and Friday-Saturday 7am-2am. Each student is responsible for his or her own laundry, as well as providing their own detergent and any other laundry products. The College is not responsible for any clothes lost or left unattended. Laundry facilities are for residential student use only.

Housekeeping

All students are responsible to keep their rooms in a neat and orderly condition. Rooms should be kept clean and tidy. Trash cans are to be emptied on a daily basis for health reasons. All students are responsible for the cleanliness and order of common use areas including the lounge and student kitchen. Proper housekeeping practices will be monitored by the Student Success Center staff.

Visitors

Visitors must sign in and out and abide by the established visitation hours. Visitors must be 18 years or older (and be prepared to show ID if age is in question). Family members under 18 may visit, but all minors must be with parent or guardian at all times. Students with visitors under 18 must complete a liability waiver with the Student Life Coordinator. Visitors must be respectful to employees and other residents. Limit of two guests per dorm resident. Visitors who are intoxicated or in possession of alcohol or illegal drugs will be asked to leave. Visitors who do not comply with the rules will be asked to leave.

Visiting Among Residents

Visits between residents of the opposite gender are allowed only with doors open and during approved visitation hours. Students are encouraged to respect others' space and property and not enter an unoccupied room that is not your own.

Visiting Hours	
Sunday through Thursday	7:00 a.m. to 12:00 a.m.
Friday, Saturday & Holidays	7:00 a.m. to 2:00 a.m.

Students living in family housing are welcome to visit with friends and classmates living in the Residential Center during regular visiting hours. However, children must be under the supervision of a guardian at all times while in the Residential Center. Because residents of the dorm rightly have an expectation of an environment conducive to study, the parents of children who create a significant disruption will be asked to take their children from the dorm.

Families and children are allowed to visit only in the lounge area unless approved by Dean of Students with completion of waiver form.

Childcare

Should childcare arrangements be made between dorm students and family housing students, the childcare must not take place in the Residential Center due to other students need for quiet time to complete their studies.

Mail Service

Student Mail is delivered to personalized mail boxes located in the Student Success Center. Do not have cash mailed to you; the College is not responsible for any missing mail. You may drop off your out-going mail at the mailbox located in the main lobby. Mail without postage will be returned to you. You should use the following return address for out-going mail:

First and Last Name
Iḷisaḡvik College
P.O. Box 749
Barrow, AK 99723

Upon check-out from the Residential Center, students are responsible for completing a change-of-address form through the Post Office. The College will only hold or forward former residential student mail for 30 days following the student's official check-out date.

We hope this handbook will provide you with all the information you need to have a safe and fun year studying with us.

If you have any questions about the information in this handbook, please contact Student Success Center staff at 852-1823 or 852-1809 or via email at studentservices@ilisagvik.edu.



Thank you for choosing Ilisagvik College

IÑUPIAQATIGIIGÑIQ: TRADITIONAL IÑUPIAT VALUES

Paałaktautaiññiq – *Avoidance of Conflict*

Nagliktuutiqağniq – *Compassion*

Paammaağigñiq – *Cooperation*

Iłagiigñiq – *Family and Kinship*

Piqpakkutiqağniq suli Qiksiksrautiqağniq Utuqqanaanun Allanullu –
Love and Respect for Our Elders and One Another

Qičuiññiq – *Humility*

Quvianguniq – *Humor*

Aņuniallaniq – *Hunting Traditions*

Iñupiuraallaniq – *Knowledge of Our Language*

Qiksiksrautiqağniq Iñuuniagvigmun – *Respect for Nature*

Aviktuaqatigiigñiq – *Sharing*

Ukpiqqutiqağniq – *Spirituality*