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Ilisaġvik College

ADMINISTRATION SERVICES:
Main Campus 852-3333
Admissions 852-1754
Registration 852-1757
Records & Transcripts 852-1757
Transfer Credits 852-1763
Graduation 852-1757
Financial Aid 852-1708
Human Resources 852-1811
Travel 852-1844

STUDENT SUCCESS CENTER:
Recruitment 852-1798
Student Life 852-1779
Orientation 852-1823
Student Support 852-1766
Recreation Center 852-1766
Dormitories 852-7618
Transportation 319-8773
Student Success Advisor 852-1726
Educational Access Coordinator 852-1868
Learning Resource Center (LRC) 852-1868
LRC 852-1760

OTHER SERVICES:
Bookstore 852-1825
Information Technology (IT) 852-1776
Maintenance 852-1852
Lobby Phone 852-1836
Cafeteria 852-1865

ACADEMIC AFFAIRS:
Academic Affairs 852-1818
Adult Education 855-1742
Browerville Center RM 103 852-1745
Distance Education 852-1706
Distance Education Hotline 319-8743
Foundational Studies 852-1712
Tuzzy Consortium Library 852-4050

VOCATIONAL ED. & WFD:
Workforce Development & Vocational Ed. 852-1716

TITLE IX :
Office of Institutional Advancement/Deputy Title IX Coordinator 852-1772
Human Resources 852-1838
Dean of Students/Title IX Coordinator 852-1823
Confidential Reporting:
AWIC 852-0261

ACADEMIC PROGRAM CONTACT NUMBERS:
Liberal Arts 852-1750
Iñupiaq Studies 852-6704
Early Childhood Education 852-1735
Allied Health 852-1737
Business Management 852-1713
Office Administration/IT 852-1751
Construction Trades 852-1781
Heavy Equipment Operations 852-1774
Dual Credit Enrollment 852-1819

Useful On-Call Numbers:
Student Services 319-8742
IS (Technology) 319-8763
Distance Ed Support Line 855-0589

Utqiaġvik (Barrow)
Arctic Cab 852-2227
Barrow Taxi 852-2222
City Cab 852-5050
Alaska Airlines 1-800-252-7522
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 Corporation 852-8633
ASTAC 852-7100
BUECI 852-6166/3176
RAVN/Northern Air Cargo 852-5300/5400
Iñupiat Comm. of the Arctic Slope (ICAS) 852-4227
Iñupiat Heritage Center 852-0422
KBRW Radio Station 852-6811
Native Village of Barrow 852-4411
NSB Arctic Women in Crisis Shelter 852-0261
NSB Fire Department 852-0234
NSB Behavioral Health 852-0366
NSB Police Department (non-emergency) 852-0311
NSB Wellness Center 852-0270
NSB Workforce Development 852-0364
SSMH Hospital Main Line 852-4611
SSMH Pharmacy 852-9385
SSMH Dental Clinic 852-8221
Search and Rescue (Rescue Base) 852-2807/2808
Stuaqpak 852-4600
Suicide Prevention Hotline 1-800-273-TALK
Wells Fargo Bank 852-6200
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

It is the policy of Ilisaġvik College that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sexual orientation, national origin, age, or handicap. In adhering to this policy, the college abides by the requirements of Title IX of the Education Amendments of 1972 as amended; Titles VI and VII of the Civil Rights Act of 1964 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973 as amended; and the Age Discrimination Act of 1975 as amended.

Questions or comments may be referred to:

Dean of Students/ Title IX Coordinator
Vice President of Administration/ Title IX Investigator
PO Box 749
PO Box 749
Barrow, AK 99723
Barrow, AK 99723
907-852-1823
907-852-1722

OR

Seattle Office for Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600; Fax: 206-607-1601; TDD: 206-607-1647
Email: OCR.Seattle@ed.gov.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and Ilisaġvik College. The College may make changes to this handbook during the academic year. Should the information within this handbook change, the changes will be publicized through normal channels such as newspapers, the Ilisaġvik website, and our message boards.
INTRODUCTION

Ilisaġvik 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. Ilisaġvik 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 Ilisaġvik College carries with it the expectation that each student will act 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.

Positions, titles, and responsibilities at Ilisaġvik College are subject to change. If you have questions regarding position or 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 Ilisaġvik 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 in this handbook.

Ilisaġvik 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 Ilisaġvik 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 Ilisaġvik. 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 the Student Success Center.
MISSION AND CORE VALUES

THE ILISAĞVIK COLLEGE MISSION AND VISION STATEMENT

TIKISAKSRAQ | Vision:
Ikayuutauluta Nunaaqqiñun Suaŋŋaktaاغlugit Ilisaŋnikunlu Surağallasisiŋnikunlu.

To Help Build Strong Communities through Education and Training.

SIVUNIQ | Mission:
Ilisaqviq College iIisalluataqvigqititchiikuq ilisavsaallalinigmun, savaaqallasiniŋimun suli sum
savagnaŋniaqgun ilisavigvaghtutig sivunmun suli suanŋaktaallavlugu Iñupiat iñunaŋgusiat,
Iñupiuraŋmiŋat, piqpagiraŋisigun, suli piraŋausiŋisigun.

Ilisaqviq College provides quality post-secondary academic, vocational and technical
education in a learning environment that perpetuates and strengthens Iñupiat culture,
language, values and traditions.

Naparuq ikayuutauvłuni ilisaqtuanun suli naupkaqlugi ilitchiļļuataŋaruat suli
 anniqsuutaullasiŋaruat savaktiksrat North Slope-miļu State of Alaska-miļu.

It is dedicated to serving its students and developing a well-educated and trained workforce
that meet the human resource needs of North Slope employers and the state of Alaska.

UNAPOLOGETICALLY IÑUPIAQ: VALUES, TRADITIONS, AND CULTURE

Ilisaqviq celebrates being Unapologetically Iñupiaq, incorporating Iñupiaq values into all areas of
the College, knowing these values make its students and educational community stronger, more
cohesive, and successful. Being “Unapologetically Iñupiaq” means that everyone is welcome, but
by electing to attend Ilisaqviq, students are going to experience an Iñupiaq experience.
“Unapologetically Iñupiaq” means exercising the sovereign's inherent freedom to educate our
community through and supported by our Iñupiaq worldview, values, knowledge and protocols. It
is Iñupiaq to be respectful to all people. Our Iñupiaq culture is what provides Ilisaqviq its status as
a tribal college. Being true to the core values of Iñupiaq culture will ensure Ilisaqviq remains a
contributing member of the community. By helping to strengthen the language and traditions of
the Iñupiat, Ilisaqviq fulfills its role as a distinctly Indigenous institution that aims to support the
local ways of life, preparing students culturally and economically for the 21st century. Ilisaqviq’s
goal is to grow successful graduates who incorporate traditional values into daily, in the workforce,
on the land and in the home.

ACCREDITATION AND AUTHORIZATION

Ilisaqviq College is accredited by the Northwest Commission on Colleges and Universities
(NWCCCU), one of six higher education, regional, accrediting associations recognized by the U.S.
Department of Education. Ilisaqviq College is authorized to operate by the Alaska Commission on
Postsecondary Education in accordance with Chapter 14.48 of the Alaska Statutes and its
implementing regulations. Ilisaqviq College is the only sanctioned tribal college in Alaska, and it
is a member of the American Indian Higher Education Consortium (AIHEC).
Iñupiaqatigñiq: Traditional Iñupiat Values

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

- Paaqłaktautaiññiq | Avoidance of Conflict
- Nagliktuutiqañiq | Compassion
- Paammaağiigñiq | Cooperation
- Ilägiigñiq | Family and Kinship
- Piqpakkutiqañiq suli Qiksiksrautiqañiq Utuqqanaanun Allanullu | Love and Respect for Our Elders and One Another
- Qiñuiññiq | Humility
- Quvianğuniq | Humor
- Aŋuniallaniq | Hunting Traditions
- Iñupiuraallaniq | Knowledge of Our Language
- Qiksiksrautiqañiq Iñuuniagvigmun | Respect for Nature
- Aviktuaqatigiigñiq | Sharing
- Ukpiqqutiqañiq | Spirituality
ADMISSIONS AND REGISTRATION

ADMISSIONS
Ilisaġvik 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 information regarding entrance into degree and certificate programs, see the next section.

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 General Educational Development (GED) credential.

Students may apply for admission to Ilisaġvik at any time throughout the year. 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. For assistance with applying for admission, contact Recruitment at 852-1798 or 852-1809.

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 for registering 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 according to the student’s field of interest. Advisors work to help students select the best course work to fulfill their program requirements. Student Success Center staff are 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. All students not admitted into a program of study are considered nonprogram active and an academic advisor will be assigned as needed. For information on program selection, the Registration Office can be reached at 852-1757.

STUDENT WORK
Students may apply for the Ilisaġvik College Internship Program so long as they maintain a minimum GPA of 2.0. In order to be considered for the internship program, students must be enrolled in a program and degree seeking, with the exception of dual credit students. Students may be placed internally, within the various departments of Ilisaġvik College, or externally with one of our many partners within Alaska. No student worker may work hours in excess of 20 hours per week while school is in session. For more information or to apply please contact Emily Gueco at emily.gueco@ilisagvik.edu or 852-1743.
STUDENT RIGHTS

The role of Ilisagvik College is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. College policies, procedures, and regulations are formulated to guarantee each student’s freedom to learn and to protect the constitutional rights of students and others.

Rights and freedoms, no matter how basic or widely accepted, have corresponding responsibilities. Students and other members of the College community enjoy the same constitutional and civil rights guaranteed to all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the College community have a responsibility to protect and maintain an academic climate in which the freedom to learn is enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the College community.

Ilisagvik College adheres to the “Joint Statement on Rights and Freedoms of Students” adopted by a diverse number of higher education organizations. These rights are outlined below:

- **Freedom of Access to Higher Education:** Ilisagvik College is committed to a policy of educational equality 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 offer or withhold their opinions, 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 protection 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. Ilisagvik 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:** In accordance with the Family Educational Rights and Privacy Act (FERPA), students are entitled to have information in their student education records kept confidential. Such information will be released by the College only in accordance with applicable federal and state laws. Please refer to the Institutional Policies and Regulations section of this handbook for more information on FERPA.

- **Disability Accommodations:** Ilisagvik College will provide a learning environment in which no student will be subjected to unlawful discrimination based on disability. No otherwise qualified individual will be denied reasonable access to, participation in, or the benefits of, any program or activity operated by the College because of disability. To
ensure that its programs and activities are accessible to all students, the College is committed to providing reasonable accommodations for students with documented disabilities. A reasonable accommodation is one that is consistent with the academic standards of the College and does not require a substantial course or program alteration. The College is committed to working with students directly and individually throughout the accommodations process.

Ilisaġvik College will make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Ilisaġvik College, P.O. Box 749, Barrow, AK 99723 or by calling 907-852-1868. Ilisaġvik partners with the Iñupiat Community of the Arctic Slope (ICAS) Tribal Vocational Rehabilitation Program. Individuals with disabilities, including difficulty learning math or English, may contact Vocational Rehabilitation at 907-852-2448 for appointments or in person at 5146 Herman St. Barrow, AK 99723.

Students with impaired sensory, manual, language, or processing skills will be allowed to use educational auxiliary aids, as appropriate. Such aids may include videotaped or audiotaped 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 changes 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.

Students are encouraged to contact the Educational Access Coordinator to discuss their need for reasonable accommodations. The documents submitted by students seeking services to accommodate their disabilities will be managed by the College to ensure confidentiality. Such information will be released by the College only in accordance with applicable federal and state laws.

If students have questions regarding reasonable accommodations, please see the Americans with Disabilities Act (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 in an orderly manner that does not disrupt college operations.

- **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.

- **Exercise of Rights of Citizenship**: Students should enjoy the freedom of speech, peaceful assembly, and the right of petition in the academic community, keeping in mind they are subject to the obligations which accrue to them by virtue of this membership.

- **Procedural Standards in Disciplinary Proceedings**: Students will be entitled to a fair disciplinary process as outlined in the grievance procedures sections of this handbook.
• **Freedom from Harassment and Violence:** Harassment and violence are expressly forbidden. Harassment includes: physical and verbal abuse; sexual harassment; intimidation; and other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment. 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 Ilisagvik College to provide equal educational opportunities and to provide services and benefits to all students without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, physical or mental disability, marital status, status as a Vietnam era or disabled veteran, or any other basis prohibited by law. Please refer to the “Policy Violation Procedures” section of his handbook for information on addressing alleged violations.

**Title IX Gender Discrimination**

Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX prohibits gender discrimination in all programs and activities of Ilisagvik College. Ilisagvik College does not discriminate on the basis of sex in any of its education programs or activities. Although two of the most common applications of the law are athletics and sexual harassment, Title IX also applies to admissions, financial aid, academic matters, career services, employment counseling and all other programs, events and activities available to students at Ilisagvik. Please refer to the “Gender-Based and Sexual Misconduct Policy” section and Appendix 2 of this handbook for more information. Inquiries about Title IX and its applicability may be directed to the Title IX Coordinator or the Department of Education.

**RIGHT TO PRIVACY**

• **Student Consumer Information:** Federal law requires that Ilisagvik College provide prospective and enrolled students, upon request, information showing the percentage of students having completed a particular course of study and a record of institutional retention rates.

The policies of Ilisagvik College pertaining to class registration, the composition of the student body, and enrollment patterns, make it difficult to compile precise figures regarding percentages of admitted students who complete courses of study. However, such data that the College has available and that is required to be disclosed by federal law will be made available to enrolled or prospective students upon written request from the Office of the Registrar.

Upon written request, the College can provide information on the Family Educational Rights and Privacy Act (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.

Ilisagvik 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 Iḷisaġvik College locations. The policy applies to all employees, contractors, faculty, students, and staff at all locations. For purposes of this policy, Iḷisaġvik College defines “students” to be all persons who are registered for courses at Iḷisaġvik College. Iḷisaġvik 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, hate crimes, and motor vehicle theft. The College will distribute this information to current students and to any applicant for admission upon written request.

- **Student Transcripts:** Official and unofficial transcripts are available through the National Student Clearinghouse. Directions on how to access your transcript as well as answers to any questions can be obtained from the Office of the Registrar. Students who have a debt with Iḷisaġvik College will not be able to obtain official transcripts. For more information, please refer to the Iḷisaġvik 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 DEBT POLICY**

- **This policy is designed to ensure all students are treated fairly in relation to the payment of a debt to Iḷisaġvik College.**
  - This policy applies to students who apply for admission to or who are currently enrolled in Iḷisaġvik College. For purposes of this Student Debt Policy, “student” is defined as any person, currently or previously enrolled with the college in a program of study which may or may not lead to a degree or certificate.
  - Each student is required to meet with the financial aid officer at the College when first applying for admission or enrollment in courses and every semester he or she is enrolled. Iḷisaġvik College students are often eligible for Federal Financial Aid and are strongly encouraged to apply for financial aid in the form of grants, scholarships, and work-study programs.
  - Iḷisaġvik College encourages every prospective and current student to engage in financial planning in order to avoid excessive debt while attending or after completion of their education at Iḷisaġvik College. Financial planning begins with an estimate of the expenses a student will have. Iḷisaġvik College provides an estimate of the cost of attending college in each term’s course catalog. The student’s main expenses will include but are not limited to, tuition, fees, room and board, books/supplies, transportation, and other expenses such as lab fees.

- **Debt Policy**
  - Iḷisaġvik College does not provide loans for students in the form of carried balances or debt. Iḷisaġvik College will enforce payment agreements for those who have debt above $500.00. If any student has not met their full financial obligation, Iḷisaġvik College reserves the right to withhold any of its services from the student until the obligations are met. These include, but are not restricted to, the ability to enroll in further classes or workshops, transcripts, letters of recommendation, registration, and additional services such as room and board.
  - For students who are employees of Iḷisaġvik College and owe more than $250.00 to the College, the College will collect this debt to the maximum extent allowed by law through payroll deductions until the debt is satisfied in full.
Student Self-Pay Agreements

- The purpose of a student self-pay agreement is to enable a student who is ineligible for financial aid or agrees to self-pay to pay for tuition and fees with a payback agreement. The final payment is due before the start of finals week of the semester the agreement covers. Self-pay agreements are not available to pay for books and supplies.

- A student is eligible to participate in a self-pay agreement if:
  1. The student is not in default on prior tuition, fees, or bookstore charges, and
  2. The student remits $250.00 or one-third of the balance due, whichever is less, within 20 days of the current semester registration.

- The student must maintain a good credit status with Ilisaġvik College in accordance with this agreement. Any payments in default (more than 2 weeks) will result in the notification of default and suspension from attending class. If a student does not complete payment by the end of the semester, grades and transcripts will be withheld until the final payment is remitted. Further attendance at the institution will not be allowed until all debts are cleared in the business office.

- Fee charges are not refundable if the student withdraws. Tuition is refunded only according to the schedule outlined in the catalog.
STUDENT RESPONSIBILITIES

Ilisaġvik College Students’ responsibilities include, but are not limited to:

- **Regular class attendance**: Ilisaġvik College expects daily attendance at all classes and labs so that students can gain the maximum benefit from the instruction that is offered. Online students are expected to login to the course website multiple times a week. As mature adults, students are expected to monitor their own attendance and assume full responsibility for any course work that was missed while they were absent.

Failure to attend class may place students at risk of losing financial aid due to the requirements of funding agencies. Residential students may be placed on an academic contract for failure to meet attendance expectations.

Faculty members are responsible for having the College’s class attendance policy available to students and are required to review it with the students 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.

- **Class Cancellations**: Students should be aware of class cancellations. Occasionally, the campus will be closed or the College will declare a late start due to unsafe weather conditions or other unforeseen circumstances. Once the decision has been made by the President or other executive staff of Ilisaġvik College, a notification will be posted on the Ilisaġvik College social media platform, sent as an alert through the Active911 smartphone app, and distributed to KBRW.

- **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. Additionally, students living in the Residential Center are required to dress appropriately at all times.

In order to guarantee student success, students are encouraged to:

- Study regularly and turn assignment in on time.
- Contribute to an atmosphere that is conducive to learning and conduct oneself as a responsible member of the academic community in accordance with traditional Iñupiaq values that address behavior within a community.
- Represent and conduct oneself honestly in all college events and activities including with respect to responding to or reporting suspected violations of College policies and regulations to appropriate College staff.
- Cooperate with school administration during the investigation of a policy violation.
- Use online tools effectively and in an efficient manner.
- Check Ilisaġvik College email daily for pertinent information regarding classes and other notices.
- Become familiar with and adhere to the regulations set forth in this handbook.
- Understand and adhere to the Ilisaġvik College mission and core values.
- Offer respect for and responsibility to the diversity of all people and the rights of others in the Ilisaġvik College community.
- Dedicate oneself to the attainment of individual academic pursuits and personal growth.
STUDENT CONDUCT POLICIES

Students admitted to Ilisaġvik College are expected to conduct themselves as responsible and mature members of the College community. Students will respect the rights of others and make use of educational opportunities.

Ilisaġvik 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

Ilisaģvik 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 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 Ilisaġvik College is expected to comply with this Code of Academic Conduct. 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.

College students are expected to be mature individuals. Their conduct both in and out of college is expected to be that of any other responsible adult. Under these circumstances, it is expected that students will remember at all times that the reputation of this institution is affected by their conduct.

Student conduct regulations apply to actions on college premises and at college sponsored activities off-campus. In addition, students must also abide by tribal, state, and federal laws.

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 into 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 to 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 an 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:

- The possession, manufacturing, transportation, use, sale, distribution, or being under the influence of any alcoholic beverage, marijuana, or illegal drug, including unauthorized prescription drugs.
- Violation of the College Alcohol and Drug Free Environment Policy.
- Causing danger or harm to persons, properties, facilities, or institutional operations.
- Possession of firearms or other weapons on campus, even if licensed.
- Engaging in inappropriate behavior that consists of sex/gender harassment, discrimination, or misconduct that includes acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking toward any member of the College community.
- Hazing and/or bullying by individuals or student organizations.
- Smiling in undesignated areas.
- Disruptive behavior.
- Language or conduct that is deemed offensive.
- Engaging in lewd, indecent, or obscene behavior.
- Knowingly providing false information.
- Physical fighting with other students, faculty, or college staff.
- Unauthorized entry into any locked or secured College property.
- 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.
- 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.
- 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 on or off-campus, all students are expected to obey all local, state, and federal laws.

EMERGENCY CONTACT NOTIFICATION

Ilisaġvik College reserves the right to notify the emergency contact of the student regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. Ilisaġvik College also reserves the right to designate which staff and faculty have a need to know about individual conduct reports.

Approved August 2020
INSTITUTIONAL POLICIES AND REGULATIONS

ACCEPTABLE COMPUTER AND NETWORK USE
Ilisaqvik 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 Ilisaqvik 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 may be stored on an assigned home drive (shown as the "P:" drive on the computer when logged into) 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. Individuals should protect their user ID from use by any user other than themselves.
- 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 the user account.
- Junk mail, chain mail, and large attachments are not to be stored in user email accounts, and inappropriate use of email may result in an individual’s 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 Ilisaqvik 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
It is the policy of Ilisaqvik College to provide an alcohol and drug free environment to benefit all students, faculty, and staff. In accordance with state and federal guidelines, Ilisaqvik College supports and maintains a drug-free living and learning environment and workplace for its students, faculty, and staff. The College recognizes and supports the need to take a firm stand on drug and alcohol abuse prevention and education. The College has implemented a drug and alcohol prevention program and provides information to students to prevent drug and alcohol abuse.

The following behaviors are prohibited while a student is on College premises or attending activities or functions conducted by or under the supervision of Ilisaqvik College, whether on or off-campus:
- Possession of alcohol or illegal drugs, including marijuana and unauthorized prescription drugs.
- Manufacturing of alcohol or illegal drugs.
- Consumption or use of alcohol or illegal drugs.
- Furnishing, selling, soliciting, or purchasing alcohol or illegal drugs.
- Being under the influence of alcoholic beverages, marijuana, or illegal drugs.
In addition, students are expected to comply with all local, state, and federal laws. Although possession and use of marijuana by adults is no longer a crime in the State of Alaska, the possession and use of marijuana remain illegal under federal law. Consistent with federal law, including the Controlled Substance Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited on Ilisaġvik College property or at any activity or function by or under the supervision of Ilisaġvik College.

**Definitions**

**Illegal Drugs:** the nonmedical use and/or possession of drugs that are prohibited by state or federal law.

**Drug Abuse:** the misuse of prescription and/or illegal drugs.

**Alcohol Abuse:** substantial impairment resulting from the drinking of alcohol.

**Under the Influence:** state of impairment or intoxication from the effects or alcohol of drug consumption.

**Violations**

Violations of the Alcohol and Drug Free Environment Policy carry serious consequences. Students who violate the College’s policy or federal, state, and/or local laws regarding alcohol, marijuana, and illegal drugs are subject to disciplinary action, up to and including expulsion from Ilisaġvik College and Ilisaġvik College housing and may be subject to arrest and criminal prosecution. Students receiving Title IV funds who are convicted of a criminal drug offense during the period of enrollment for which the funds were awarded will lose eligibility for all Title IV funds.

Individuals who violate this policy are subject to the following disciplinary actions and procedures. These procedures are in place for the protection of all students and members of the Ilisaġvik College community. The College reserves the right to institute more serious discipline depending on the nature and severity of the offense.

- Students who are found to be in violation of this policy will meet with the departmental director or his/her designee within 72 hours of the reported violation.
- The first violation of this policy will result in a letter of warning from the Dean of Students and the student will be placed on a behavioral contract.
- A second violation of this policy will result in the expulsion of the student from Ilisaġvik College housing. Documentation of removal from the Residential Center will be placed in the student’s permanent file in the Student Success Center.
- A third violation of this policy will result in suspension from the student’s academic program for a specified length of time. The student will not be eligible for student housing the following semester. The student may reapply for residential housing for subsequent semesters.
- The North Slope Borough Police will be called if it is determined an intoxicated student is under the legal drinking age of 21.
- The North Slope Borough Police will be called if it is determined or suspected that a student is selling, buying, or in possession of alcohol, marijuana, or illegal drugs on the Ilisaġvik 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 Ilisaġvik College housing and/or separation from the College if it is determined the student in fact bought, sold, or possessed alcohol, marijuana, or illegal drugs.
State of Alaska Legal Sanctions
In addition to disciplinary sanctions imposed by the College, all students, faculty, and staff should be aware that federal and state laws consider illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes that can lead to imprisonment and fines.

State:

<table>
<thead>
<tr>
<th>Schedules A.S. Title 11</th>
<th>Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA</td>
<td>Opium, Codeine, Heroin, Methadone, Percodan, Demerol, Hydromorphone</td>
</tr>
<tr>
<td>IIA</td>
<td>Cocaine, Amphetamines, LSD, Mescaline, Peyote, PCP, Methaqualone (Quaalude), Phenobarbital, Psilocybin</td>
</tr>
<tr>
<td>IIIA</td>
<td>Hashish, Barbiturates, Imitation controlled substances</td>
</tr>
<tr>
<td>IVA</td>
<td>Tranquilizers (Valium and Librium), and Darvon</td>
</tr>
<tr>
<td>VA</td>
<td>Small amounts of Codeine or Opium in non-narcotic mixtures</td>
</tr>
<tr>
<td>VIA</td>
<td>Marijuana</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Controlled Substances, AS 11.71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense</td>
</tr>
<tr>
<td>First-degree Misconduct</td>
</tr>
<tr>
<td>Second-degree Misconduct Involving a Controlled Substance</td>
</tr>
<tr>
<td>Third-degree Misconduct Involving a Controlled Substance</td>
</tr>
<tr>
<td>Fourth-degree Misconduct Involving a Controlled Substance</td>
</tr>
</tbody>
</table>

**Marijuana, AS 17.28**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal use of Marijuana</td>
<td>A person under 21 years old possessing, using, displaying, purchasing, or transporting marijuana.</td>
<td>Class B Misdemeanor $1,000 (max)</td>
</tr>
<tr>
<td>Offense</td>
<td>Description</td>
<td>Penalty</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>A person 21 or over possessing, growing, processing more than 6 plants, or a household of individuals 21 or over possessing, processing more than 12 plants</td>
<td></td>
<td>$750</td>
</tr>
<tr>
<td>Public Consumption of Marijuana</td>
<td>It is unlawful for any person to publicly consume marijuana</td>
<td>$100</td>
</tr>
<tr>
<td>False Identification</td>
<td>A person under 21 presenting or offering to a marijuana establishment a false age for the purpose of purchasing or procuring marijuana products</td>
<td>$400</td>
</tr>
<tr>
<td>Cultivation of Marijuana Plants</td>
<td>When legally cultivated, marijuana plants shall be cultivated in an area where they are not subject to public view; and A person who cultivates marijuana must take reasonable precautions to secure the plants from unauthorized access</td>
<td>$750</td>
</tr>
<tr>
<td>Marijuana Accessories</td>
<td>It is unlawful for persons under 21 to manufacture, possess, purchase, or distribute marijuana accessories.</td>
<td>Violation</td>
</tr>
</tbody>
</table>

**Alcoholic Beverages, AS 4.16**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violation</td>
<td>No violations listed</td>
<td>None</td>
</tr>
<tr>
<td>Sales and Distribution</td>
<td>Manufacture, sell, barter, or offer or possess for sale without license or permit</td>
<td>$10,000 + 0-1 years</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Access of Persons Under 21 to Licensed Premises</td>
<td>Knowingly enter or remain on licensed premises without appropriate companion or consent if under 21</td>
<td>Violation + $500</td>
</tr>
<tr>
<td>Possession, Control, or Consumption Under 21</td>
<td>Knowingly consume or possess if under 21 (First Offense)</td>
<td>Violation + $500</td>
</tr>
<tr>
<td>Purchase or solicit another to purchase or induce another to provide if under 21</td>
<td>A Misdemeanor + 30 days</td>
<td></td>
</tr>
<tr>
<td>Furnishing to Persons Under 21</td>
<td>Purchase or solicit another to purchase or induce another to provide if under 21 (Repeat Offense)</td>
<td>A Misdemeanor + 0-1 years</td>
</tr>
<tr>
<td>Purchase or solicit another to purchase or induce another to provide in under 21 and minor causes injury or death to another</td>
<td>A Felony + 0-5 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tobacco, AS 11.76.100</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offense</strong></td>
</tr>
<tr>
<td>Furnishing to Persons Under 21</td>
</tr>
<tr>
<td>Possession Under 21</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
</tbody>
</table>

Federal:

### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug/Schedule</th>
<th>Quantity</th>
<th>Penalties</th>
</tr>
</thead>
</table>
| Other Schedule I and II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more than 10 yrs. If death or serious injury, not less than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.  
Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1.5 million if an individual, $5 million if not an individual. |
| Other Schedule III drugs | Any amount | First Offense: Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.  
Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1.5 million if an individual, $5 million if not an individual. |
<p>| All other Schedule IV drugs | Any amount | First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. |</p>
<table>
<thead>
<tr>
<th>Drug Type</th>
<th>Amount</th>
<th>Violation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than mgs</td>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>All other Schedule V drugs</td>
<td>Any amount</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>

**PARENT/LEGAL GUARDIAN NOTIFICATION**

In accordance with FERPA (Family Educational Rights and Privacy Act), Ilisaġvik College reserves the right to contact the parent(s) or guardian(s) of students involved in violations of the College’s controlled substances policies or in the event of a life threatening situation.

**SUBSTANCE ABUSE PREVENTION AND RESOURCES**

Students experiencing substance abuse-related issues are strongly encouraged to seek counseling and treatment services. Anyone seeking additional information about treatment related to alcohol and drug problems can contact the Dean of Students office. Requests for assistance will be kept confidential and information regarding the request will be provided on a need to know basis only.

**National**
The National Institute on Drug Abuse Hotline  
(800) 662-HELP

**Local**
North Slope Borough Behavioral Health Services  
(907) 852-0366  
5200 Karluk Street, Barrow, AK 99723

Arctic Slope Native Association  
(907) 852-4611  
1295 Agvik Street, Barrow, AK 99723

**State**
Alcoholics Anonymous | Alaska  
(907) 272-2312  
[www.area02alaska.org/](http://www.area02alaska.org/)

Narcotic Anonymous | Alaska  
(907) 277-5483  
Intervention Helpline  
(907) 272-1174  
[www.interventionhelpline.org](http://www.interventionhelpline.org)
MEDICAL AMNESTY

Statement and Purpose
This Medical Amnesty Policy benefits our campus by encouraging students to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and drug use.

This policy does not grant “full immunity” to a student who acts under this policy (i.e., seeks emergency assistance on their own behalf, another student, or a friend experiencing an alcohol and/or drug related emergency) if a determination is made, independent of any information gained as a result of the call for medical attention, that Student Conduct Code charges are appropriate.

Alcohol or other drug consumption (including but not limited to excessive consumption, consumption of a dangerous or illegal substance, or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions, to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption, and to call 911 for medical attention.

Students are also encouraged to seek help for any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person "sleep it off" or having a friend "look after" that person are not reasonable alternatives to getting necessary medical help.

Under this policy, a student who seeks emergency assistance on their own behalf or on behalf of another student or a friend experiencing an alcohol and/or other drug related emergency will not be subject to disciplinary action under the Ilisaġvik College Student Code of Conduct. Although students who qualify for medical amnesty are exempt from the Student Conduct process, they are required to complete educational measures and pay for any costs incurred as described in the Medical Amnesty and Policy Procedures Section.

Procedure
Ilisaġvik College students who receive medical attention as a result of alcohol and/or illegal drug use are eligible for Medical Amnesty and will not face formal action under the Student Code of Conduct. Ilisaġvik College students seeking medical assistance for another person during an alcohol or other drug-related emergency while simultaneously violating a student conduct policy against alcohol or drug use or possession are also eligible. To be eligible, students are required to meet with a professional staff member in the Dean of Students Department within five (5) class days of the incident. The staff member, after evaluating the situation, will determine appropriate educational actions for the student per the colleges Alcohol and Other Drug policy. Students must complete and pay for these educational actions. Actions may include, but are not limited to parental notification, an alcohol education workshop, and referral to the local behavioral health clinic.

Failure to meet with the Dean of Students or designee may result in a hold being placed on the student's account and/or Student Conduct Code charges for failing to comply. Students who are referred but fail to meet and complete the alcohol and/or other drug actions in their entirety may be subject to additional requirements. In addition, if a registered student is transported to an emergency medical treatment center for intoxication or drug use, the student's parents or guardians will typically be notified by a representative from the Dean of Students Department if it is determined to be necessary to protect the health or safety of the student or other individuals.

Approved August 2020
It is the expectation of the Student Success Department that a student uses Medical Amnesty once. If the student is involved in any subsequent (i.e., repeat) alcohol and/or drug abuse incidents, the situation will be evaluated by the Dean of Students to determine if the student qualifies for a Medical Amnesty exemption. The availability of Medical Amnesty exemptions for students with repetitive violations will be determined on a case-by-case basis. Typically, repeated situations will be handled through the Student Conduct process and will be considered for sanctioning purposes. This subsection applies only to students receiving medical attention; students who help others seek medical assistance are not limited to one Medical Amnesty exemption.

1. The Medical Amnesty Policy applies to Ilisagvik students who initiate and seek assistance and/or medical treatment on behalf of themselves, another student, or a friend.

2. The protocol applies only to the Student Code of Conduct. Law enforcement agencies may act within their jurisdictions in enforcing the laws enacted by the State of Alaska, the United States, or any other state or nation whose jurisdiction may be invoked.

3. The Medical Amnesty Policy applies only to individuals' use of alcohol and drugs where medical attention is needed. It does not apply to other prohibited behavior such as distribution of illicit substances, property damage, harassment, or assault.

4. The Medical Amnesty applies for the benefit of Ilisagvik students who are sexual assaulted or who witness a sexual assault while or after illegally consuming or using alcohol or drugs and then request or receive emergency response and/or medical attention.

CAFETERIA RULES AND FOOD SERVICES POLICIES
The Ilisagvik College cafeteria is operated by a third-party vendor, ESS, under a license from the Alaska Department of Environmental Conservation that binds ESS to follow State regulations. ESS employees and/or assigned Ilisagvik staff members are responsible for enforcing the following rules:

- Students must 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.
- Unruly or disruptive behavior in the cafeteria may result in restriction of cafeteria privileges.
- Students have the option of dining in the cafeteria or using the to-go containers provided at the beginning of the serving line. Students may only choose one option per meal.
- Dishes, bowls, forks, knives, spoons and trays should not be taken out of the cafeteria or to residential rooms.
- 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 852-1757. 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 and content. The distribution of commercial materials by non-College related individuals and the activities of vendors are permitted provided that they have been reviewed and approved by the department director.

EMAIL POLICY
Ilisaġvik e-mail is the official mode of communication for Ilisaġvik College. You will receive important information from your teachers and from the college only to your Ilisaġvik e-mail address. This usually looks something like firstname.lastname@ilisagvik.edu (ex: brittni.driver@ilisagvik.edu).

To check your email you can click "Webmail" under the “Current Students” menu on the main www.ilisagvik.edu homepage. You will be required to log in. Your username and password are the same used for logging in to My Campus.

Student accounts that have not been accessed for 12 consecutive months are considered inactive and will expire and be deleted from the active directory.

FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. A student has the right to inspect and review their education records within 45 days after the College receives a request for access, subject to the following procedures. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. A student has the right to request the amendment of their education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA, subject to the following procedures.

   A student who seeks amendment of a record should write the College official responsible for the record, clearly identify the part of the record the student wants to have changed, and specify why it should be changed.

   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to have their personally identifiable information from their education records confidentially held unless the student consents to the disclosure, except to the extent that FERPA authorizes disclosure without 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.

   The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. 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, a student 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” if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The College also discloses “directory information” in a student's education records without a student’s prior written consent. The following information is designated as directory information by the College:

- Name
- Address (local/permanent)
- Email address
- Telephone numbers
- Student photos
- Names and dates of previous high schools and colleges attended
- Grade status
- Enrollment status
- Major field of study
- Dates of attendance and anticipated date of graduation
- Participation of officially recognized activities
- Degrees, honors, and awards received

Students may request that the College not disclose directory information about them by submitting an “Opt Out” form to 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.

4. A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other College officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).

To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).

To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(7)).

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).

Information the College has designated as “directory information” under §99.37. (§99.31(a)(11)).

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13)).

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College’s rules or policies with respect to the allegation made against him or her. §99.31(a)(14)). (Applicable to results after 1998 only).

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation with respect to that use of possession and the student is under the age of 21 at the time of disclosure. (§99.31(a)(15)).

Approved August 2020
EMPLOYEE-STUDENT RELATIONSHIPS
Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, these relationships may provide grounds for a later charge of a violation of applicable sections of this policy or the College’s Title IX Policy. The University/College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University/College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in removal of the employee from the supervisory or evaluative responsibilities or assigning a party a new supervisor or evaluator with whom they do not have a consensual relationship. This policy includes relationships between RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. Employees and students should also be aware that faculty-student relationships may increase the possibility of quid pro quo harassment, which is a form of sexual harassment that is prohibited by the College’s Title IX policy. Employees engaging in quid pro quo harassment are subject to disciplinary sanctions, including dismissal.

AMERICAN DISABILITIES ACT
Ilisaġvik College is committed to providing educational opportunities to all individuals on Ilisaġvik campus as well as its online portal. Disability Services (DS) offers course materials in alternative formats to Ilisaġvik College students eligible to receive services. Services are provided in accordance with the Americans with Disabilities Act of 1990. Reasonable accommodations include note taking, document conversion, equipment and software loans, translation and transcription services and testing accommodations. The ADA also applies to student housing and transportation.

Education Access Coordinator
907-852-1868

SEX OFFENDER INFORMATION
Information concerning registered sex offenders may be obtained from the State of Alaska Department of Public Safety website at https://dps.alaska.gov/sorweb/registry.

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.

Approved August 2020
ANIMALS ON CAMPUS
Animals are not allowed on any campus buildings, except for certified assistive and service animals specifically trained for persons with a disability. Disabled students with accompanying service and assistance animals are strongly encouraged to register their animal with the Educational Access Coordinator’s Office. Any unregistered, unaccompanied animals found on campus are subject to removal from the premises, and the student responsible will be liable for any costs associated with the removal and/or damages.

SERVICE ANIMALS
Definition:
Service animal—any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act -28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Policy:
In compliance with applicable law, the College generally allows service animals in its buildings, classrooms, residence center, cafeteria, recreational center, activities, and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. The College may refuse to permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis.

Conflicting Disabilities:
Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The College will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Educational Access Coordinator.

WILD ANIMAL CAUTION
The Ilisaġvik 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 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.

RECORDING TECHNOLOGY IN CLASSES
The instructor, prior to the beginning of class or other activity, must approve the use of any personal recording device.

STUDENT TRANSPORTATION POLICY
Student transportation is provided to all Ilisaġvik College students for academic purposes only. Students are not permitted to utilize College transportation services for personal reasons. The Ilisaġvik 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 schedules permit. Any concerns or complaints regarding transportation services should be filed via a grievance form and directed to the Athletics and Residence Life Manager.
STUDENT TRAVEL POLICY
Ilisaġvik College seeks to promote the safe travel of students and recognized student organizations to events and activities occurring beyond the boundaries of College property.

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 nonparticipant (except when traveling on behalf of 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 Ilisaġvik 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 Ilisaġvik College **Code of Student Conduct** with the recognized student or student organization leader(s) organizing the trip. The student(s) shall provide the faculty/staff mentor emergency contact information of the person who shall be notified in the event of an emergency.
MINOR TRAVEL POLICY

Any minor child traveling to a college sponsored activity or event as a participant must abide by all rules set forth in both the Student Handbook, as well as the Travel Policy. Any refusal to abide by these expectations may result in immediate dismissal from the trip and loss of future travel opportunities.

For the purpose of this policy, a minor child is considered to be “affiliated” if they are actively enrolled in Ilisaġvik College classes or have been accepted to participate in one of Ilisaġvik College’s Summer Camps or college readiness/recruiting events. Minor children who are affiliated with Ilisaġvik College may be permitted to travel with parental and presidential permission. All efforts will be made to ensure a chaperone of the same gender as the minor child will travel with and attend events with the minor child.

Any minor child who is not affiliated with Ilisaġvik College will not be eligible to travel with any employee of Ilisaġvik College to any college sponsored function as a participant.

Student Travel Guidelines

Traveling students 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 Ilisaġvik 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 a final trip report within 10 working days of their return to Barrow.

(For more information on student travel procedures please see Appendix 1 on pg. 63)

ACCIDENT AND MEDICAL INSURANCE

The faculty, staff, and/or administrator responsible for the trip shall communicate to the participants that the College does not provide medical insurance for any students participating in trips. All student participants shall be responsible for any medical costs they incur 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.

Students who violate these rules and regulations will be ineligible for travel privileges for at least one year and will be subject to the disciplinary action that would be imposed if the incident has taken place on campus. If students put themselves or others at risk during the travel, they will be escorted by Ilisaġvik 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.

BEREAVEMENT LEAVE
In the event that a student experiences the death of an immediate family member or relative as defined below, the student will be excused from class for immediate family support, funeral leave, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below. Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work.

Students may be eligible for up to five (5) consecutive days (not including weekends or holidays) of excused absence in the event of a death of an immediate family member, including a spouse, domestic partner, parent, child, grandparent, grandchild, sibling, uncle, aunt, niece, nephew, first cousin, or immediate family member related by marriage, e.g. parent-in-law.

CLERY ACT
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of, also known as the Clery Act, is a federal mandate that requires higher education institutions receiving federal aid to provide their campus and communities with an annual report about crime statistics and policies. All crime statistics are to be collected, reported, and dispersed throughout the campus community, the Department of Education, and made available to potential students and employees. The Clery Act also requires that the institutions provide timely warnings of crimes that represent a threat to the campus community.

The Clery Act is enforced by the U.S. Department of Education. Failure to comply with the requirements brought forth in this act may result in large fines and suspension of participation from federal financial aid program.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

TITLE IX SUMMARY
Under the Department of Education’s Office of Civil Rights, the Equal Employment Opportunity Commission, and the State of Alaska, sexual harassment is considered a form of sex/gender discrimination and, therefore, an unlawful discriminatory practice. Ilîsaġvik College has adopted a sexual harassment policy found in Appendix 2 of the Student Handbook and the Employee Handbook. The sexual harassment policy explains the definition of sexual harassment, hostile environment, nonconsensual relationships, sexual misconduct, incapacitation, intimate partner violence, stalking, and menacing. Examples are provided to help students and employees fully understand what constitutes inappropriate sexual behavior or violent behavior. All students and employees are strongly encouraged to read the Title IX Sexual Harassment Policy and become familiar with the expectations of behavior while affiliated with Ilîsaġvik College.

Visit the Ilîsaġvik College website for Title IX guidelines on reporting inappropriate sexual or violent behavior.
For complete Title IX information, including information about sexual harassment reporting, complaints, grievance procedures, and remedies, see Appendix 2.
WHISTLEBLOWERS AND NONRETALIATION
Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of noncompliance with the Clery Act and/or Title IX to the attention of appropriate administrators. The College does not retaliate against those who raise concerns of noncompliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator and/or to officials of the U.S. Department of Education.

POLICY VIOLATION PROCEDURES

DISCIPLINARY SANCTIONS
The disciplinary sanctions the College may impose for violations of a College policy, including the Academic Code of Conduct and the Social Code of Conduct, are listed below. The seriousness and frequency of the conduct determines the level of discipline. The College is not required to impose a lesser level of discipline before imposing a greater level of discipline. The President or his/her designee, in consultation with the appropriate departmental director or Dean, will determine all disciplinary sanctions of suspension, expulsion, restitution, and termination of a housing contract using the disciplinary process set forth below. Notice of disciplinary sanctions will be given in writing within two (2) business days of the date the sanctions are imposed. Please note that the College’s Title IX Policy governs complaints and reports of sexual harassment, including sexual assault, domestic violence, dating violence, stalking, and other forms of sexual violence or misconduct. To the extent this policy conflicts with the Title IX Policy, the Title IX Policy controls.

Levels of Discipline:
- **Verbal Warning:** Oral notice to a student that a College policy has been violated. The Student Success Center will enter a written record of the verbal warning in the student’s education records within three (3) days of the occurrence. Students may review these records upon request. A student may submit a written note addressing the topic of a verbal warning for inclusion in their file.
- **Written Warning:** Written notice to a student that a College policy has been violated. If the Academic Code of Conduct is violated, the Dean will forward a copy of the written warning to the Registrar’s Office for insertion into the student’s permanent file. A student may submit a written note addressing the topic of a written warning for inclusion in their file.
- **Temporary Suspension:** Suspension from a class or activity for a period of time not to exceed ten (10) instructional days. Make-up work is at the discretion of each instructor.
- **Disciplinary Probation:** Formal and specific conditions required for a student to continue participating in College programs and activities. An academic performance and/or behavioral contract may be required describing the conditions for continued participation.
- **Suspension:** Suspension from the College for a period of time 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 of time to be determined by the President.
- **Termination of housing contract or ineligibility for student housing:** Suspension from 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
Students have the right to due process in disciplinary proceedings. Due process includes an opportunity to find out the College's grounds for proposed discipline and to present the student's side of the story.

College administration may institute disciplinary proceedings. In addition, any College administrator, student, faculty member, or staff member may file a complaint against a student for violations of a College policy, including the Code of Academic Conduct and the Code of Social Conduct, to initiate disciplinary proceedings. The 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 alleging violations of the Code of Academic Conduct and Intervention Group disciplinary recommendations related to academic concerns shall be filed with the Dean of Instruction and the student’s advisor. Complaints alleging violations of the Code of Social Conduct and Intervention Group disciplinary recommendations related to non-academic concerns shall be filed with the Dean of Students and the student’s advisor. In case of a conflict of interest, the appropriate Dean will designate an alternative party for purposes of handling the matter.

If the Dean finds that the student’s conduct could result in suspension (in excess of 10 instructional days), expulsion, termination of a housing contract, or restitution, the administration’s notice of discipline shall inform the student of the right to a due process hearing on the matter. The student may request a due process hearing by submitting the request in writing to the Dean within three (3) business 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) business days from the date of the Dean's referral, using the procedures set forth below. 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 collectively 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 the student 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 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 the Dean or designee, concludes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have an adverse effect on enforcement of these rules.
- The student subject to sanctions will be allowed to present their case to an appropriate College official, consult with an advisor of the student’s choice and have an advisor of the student’s 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.
- The student may voluntarily withdraw from the College at any time during the disciplinary process. In such an 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, 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 a request must include any evidence that the student 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 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 seven (7) calendar 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 receipt of the Dean’s decision. The reasons for appeal must be a substantial and significant misunderstanding of the facts, an alleged violation of due process, or both. 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 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 the delinquency of a minor, destruction of property, lewd conduct, violence or discrimination, the Dean or department director may remove the student from Ilisaqvik Campus housing and/or an academic program immediately, pending completion of the due process procedure outlined above. Reports to law enforcement authorities for investigation shall be made as necessary and appropriate. In all other cases, the disciplinary process used should follow procedures outlined in the “Due Process Hearing Procedures” section of this handbook or the Title IX Policy, if applicable.

**APPEAL**

A decision of the Dean or designee pursuant to the due process hearing procedures may be appealed to the President. The appeal must be in writing and received by the President within seven (7) calendar days of the student’s receipt of the decision. The President may affirm, reverse
or modify the decision.

**FINAL DECISION OF THE COLLEGE**
A student may appeal a final decision of the College regarding student discipline to the Alaska Superior Court at Utqiagvik, Alaska within thirty (30) days from the date that the decision appealed from is mailed or otherwise distributed to the student as provided in Alaska Appellate Rule 602.

**DISPUTE RESOLUTION PROCEDURE**
Students enrolled at Iḷisaġvik College may use this procedure to challenge an academic decision or action of a faculty member, administrator or fellow student except that claims regarding sexual harassment under Title IX are subject to the procedures and processes outlined in the Title IX policy in Appendix 2.

Students are permitted to have an advocate of their choosing (such as Student Success Center staff, an advisor, or student government representative) present in meetings throughout the dispute resolution 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, the student shall not be represented by a lawyer during any meeting or hearing involving the College and the student under this section. **General guidelines are as follows:**

1. Where possible, the student is first encouraged to discuss the matter with the faculty member, administrator or fellow student in an effort to resolve the matter informally.
2. If the student's concerns remain unresolved, the student may file a formal grievance by submitting a written grievance to the Dean of Instruction. The written grievance must be submitted within seven (7) business days of the student’s unresolved matter.
3. The Dean may, but is not required to, meet with the student, conduct an independent investigation, or convene a formal meeting with the student and the affected party or parties. The Dean shall notify the student of the decision in writing within seven (7) business days after receipt of the written grievance or after the meeting, as applicable.
4. If the student is not satisfied with the Dean of Academics’ decision, the student may request a meeting with the President. The President will notify the student of the meeting date and time. The President’s decision will be provided in writing to the student.
5. If the student is not satisfied with the President's decision, the student may submit a request to present the grievance to the Iḷisaġvik College Board of Trustees.
6. In addition to the process outlined above, the student has recourse to the following external agencies, as may be applicable: the Office for Civil Rights at the U.S. Department of Education, the U.S. Equal Employment Opportunity Commission, the Alaska State Commission for Human Rights and the Inupiat Community of the Arctic Slope.
7. Confidentiality of all parties involved is respected to the extent of law; retaliation against anyone reporting discrimination or harassment is prohibited.

**GENDER-BASED AND SEXUAL MISCONDUCT POLICY**
Members of the College community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, stalking, domestic violence, and dating violence.

*Iḷisaġvik College prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, domestic violence and all other forms of sexual or gender-based misconduct.* Iḷisaġvik College takes the occurrence of these events very seriously. Iḷisaġvik will take steps to stop the behavior, prevent its recurrence and provide remedies to the victims.

Sexual harassment is a form of misconduct that undermines the integrity of the academic
environment. Ilisaġvik College prohibits sexual harassment. All members of the College community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

Sexual harassment committed on campus or at a College-sponsored program or activity may constitute a violation of Title IX of the Educational Act Amendment of 1972. Under Title IX, Sexual harassment is defined as any of the following types of conduct:

- Any instance of quid pro quo harassment by an employee of the College;
- Any instance of sexual assault, dating violence, domestic violence, or stalking as defined below; and
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access.

Any reports or complaint of conduct that constitutes or appears to constitute sexual harassment under Title IX will be addressed through the processes and procedures outlined in the Title IX Policy in Appendix 2. For a more thorough discussion of conduct that constitutes sexual harassment and the College’s process for reporting and investigating instances of sexual harassment, please refer to the Title IX Policy in Appendix 2.

In addition to the conduct prohibited by Title IX, the College also prohibits a broader category of conduct, which the College defines as 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, even where such conduct is not prohibited by Title IX. This may include sexual activity coerced through physical or verbal threats, force or other forms of manipulation and sexual activity when one person cannot give consent due to incapacitation. Such activities are typically against the law and are a direct violation of Ilisaġvik College's Code of Social Conduct. When violations are believed to have occurred, disciplinary action (both institutional and legal) can and will be pursued.

Sexual misconduct includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, even where such conduct is not prohibited by Title IX, where:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for retaliation, or for other employment or academic decisions affecting that individual; or
3. such conduct has the purpose or necessary effect of unreasonably interfering with an individual's work or creating a hostile, intimidating, or offensive working, living or learning environment; and (a) such conduct is known by the offender to be unwelcome, harmful or offensive; or (b) a person of average sensibilities would clearly understand the behavior or conduct is unwelcome, harmful, or offensive.

Sexual misconduct includes sexual exploitation. Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another and the conduct does not otherwise constitute sexual harassment as defined by Title IX or sexual misconduct as described above. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);
• Invasion of sexual privacy;
• Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent)
• Prostitution;
• Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection;
• Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent (assuming the act is not completed);
• Exposing one’s genitals in nonconsensual circumstances; and
• Sexually based stalking and/or bullying may also be forms of sexual exploitation

Confidentiality/Mandatory Reporting
The College values the privacy of its students and other community members. Federal and state laws, however, impose reporting obligations on College employees that may require them to share information from a report of gender-based or sexual misconduct. When College employees have an obligation to report to others, they will protect students’ privacy to the greatest extent possible. If you have questions about a College employee’s reporting requirements, information and resources are available at Human Resources or the Student Success Center.

Confidential Resources
The following are confidential resources where students can obtain information and support. These confidential resources will not report the incident without the student’s permission.

North Slope Borough Arctic Women in Crisis
5125 Herman Street
Barrow, AK 99723
24-hour Crisis Number: 1-800-478-0267 or (907) 852-0261

Additional Resources (Non-Confidential)
The College encourages students to report incidents of gender-based or sexual harassment and/or misconduct to the Title IX Coordinator so that the College can investigate and respond effectively. Any College employee (other than the confidential resources listed above) who receives a report is required to inform the Title IX Coordinator about the incident.

Title IX Coordinator:
Dean of Students
(907) 852-1823

Title IX Investigator:
Vice President of Administration
(907) 852-1772

Community Outreach Coordinator
(907) 852-1743

Students may also report incidents of gender-based or sexual misconduct to the North Slope Borough Police Department. The College can assist in making these reports. The Title IX Coordinator or his/her designee can help arrange a meeting with law enforcement authorities as

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well as accompany students during the meeting.

North Slope Borough Police Department
1068 Ahkovak Street, Barrow AK 99723
9-1-1 or 907-852-6111

If you or someone you know is in immediate danger or needs medical attention **CALL 9-1-1.**

**Sex Offenders**
In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Ilisaġvik College is providing a link to the Alaska State Sex Offender Registry. All sex offenders are required to register in the state of Alaska and to provide notice of each institution of higher education in Alaska at which the person is employed, carries out a vocation, or is a student.

https://dps.alaska.gov/SORWeb/

In addition to the above notice to the State of Alaska, all sex offenders are required to deliver written notice of their status as a sex offender to Ilisaġvik College’s Human Resources Department no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

**ICAS COMPLAINT REVIEW COMMITTEE POLICY**

United States Department of Education regulation 34 C.F.R. § 600.9(a)(2)(ii) requires that the Inupiat Community of the Arctic Slope (“ICAS”) have a process to review and appropriately act on complaints concerning Ilisaġvik College and enforce applicable tribal requirements or laws. To comply with the regulation, the College has established the following procedures for grievants who wish to submit complaints to ICAS. The College makes every effort to resolve complaints internally, using the College’s established grievance policies and procedures. The College expects grievants to fully utilize any and all such administrative procedures to resolve complaints prior to seeking review from ICAS. A grievant may only seek ICAS review after receiving a final determination on the matter by the College administration or the Board of Trustees, as applicable.

A grievant may submit a written complaint to ICAS within ten (10) days of the College’s final determination on the matter. The written complaint must specifically identify the act(s) or omission(s) which are the subject of the grievance, including any policies or procedures which are alleged to have been violated, and state the relief sought. ICAS shall promptly appoint a three-member Complaint Review Committee (“Committee”). One member of the Committee shall be the President of the College or the President’s designee. The Committee shall hold an informal hearing to decide the complaint. The hearing process shall allow the grievant an opportunity to address relevant factual disputes and present witnesses, and the Committee an opportunity to interview the grievant and/or other individuals having relevant information. The Committee shall issue a written decision on the complaint within twenty (20) days after the hearing. The Committee’s decision shall be final.
STUDENT RESOURCES

LEARNING RESOURCE CENTER
The Student Success Center offers a quiet space for studying and assistance for Ilisaġvik students, other college students, and community members who need academic support through the Learning Resource Center. Experienced and qualified academic assistants are available to tutor in English, math, computing, and program-specific coursework. The LRC is stocked with supplies necessary for student success including pencils, paper, computers with internet access, graphing calculators, some textbooks, and others to ensure students have what they need to work through their coursework. Mid-semester and finals week study events are also hosted in the LRC, complete with academic assistants and food. Please contact the Student Success Advisor at 852-1726 for further information. The Learning Center Hours are posted on the Ilisaġvik website.

NARL | Main Building 360 (Across from the Adult Education Division)
Mon-Fri: 6:00pm-10:00pm
Sat-Sun: 5:00pm-10:00pm
Phone: 852-1726

For distance students, academic assistants are available to tutor via ZOOM. Based on availability, some location-based tutors may also be available to tutor students locally. In the past we have provided local tutoring in Anchorage, North Slope Villages, Bethel, Fairbanks and Metlakatla. For updated information please contact the Student Success Advisor.

COLLEGE BOOKSTORE
The Ilisaġvik College Bookstore is located in the main building. 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, or cash. 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 Ilisaġvik College logo are also available. For questions or to place a telephone order, call 907-852-1825, or 1-800-478-7337, extension 1825.

**BOOKSTORE RETURN POLICY**
Ilisaġvik College Bookstore will provide a 100% refund for returns made prior to the book return deadline, usually a week after the faculty-initiated or student-initiated drop deadline of the current semester. Credit for return will be refunded in the same form of payment used for purchasing the item. Packaged material must be returned with all components unused and an unbroken seal. Clothing must be in unused condition.

**COMPUTER ACCESS**
Ilisaġvik College makes computers available for student use. These computers require a login to access Ilisaġvik College student accounts. This account is created upon enrollment in classes. Computers are located at several locations including:
- The Learning Resource Center (call 907-852-1726 for more information)
- Residential Center computer lab
- Main Campus Lobby
- Tuzzy Consortium Library
- Browerville Center
- Village Teleconference Centers (do not require login).

**DISTANCE EDUCATION**
Ilisaġvik College offers distance learning and online options to accommodate students outside of Barrow. Courses are offered utilizing a variety of formats including teleconferencing, live web conferencing, 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 907-852-1860 between 8:30am and 5pm or 907-319-8743 for post-business hours assistance.

Academic assistance is available for distance students through distance and location-based tutor availability. Please see the Learning Resource Center section above for more information.

**EDUCATIONAL TECHNOLOGY**
All Ilisaġvik 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 Ilisaġvik College public computer areas.
- **Computer competency** on either a Windows or Macintosh platform including a working
knowledge of file manipulation and management (i.e., attaching files, uploading and downloading documents, and understanding file extensions).

- **Current software** including a publishing platform (e.g., Microsoft Office), a web browser (e.g., Internet Explorer, Chrome, Firefox, Safari) and Adobe PDF reader. Other software requirements may vary by instructor.

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

- **Ilisaġvik Email:** All students who register for classes at Ilisaġvik College are provided with an Ilisaġvik email address in the following format: firstname.lastname@ilisagvik.edu. It is your responsibility to check your Ilisaġvik email often as it is the official form of communication of Ilisaġvik College.

- **MyCampus** ([http://mycampus.ilisagvik.edu](http://mycampus.ilisagvik.edu)): Every academic course offered at Ilisaġvik 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.

- **Live Web Conferencing (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 the 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 headphones 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 907-319-8743 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 for and receiving the appropriate financial aid program funds. They can also assist students in completing scholarship applications, including any necessary supplemental paperwork.

Submitting financial aid applications does not guarantee financial aid funding. Students are expected to follow-up on their applications. Funders will send students a confirmation letter notifying them of their application status, if any additional documentation is required, and if any funds will be awarded.

Federal aid is divided into two disbursements each semester. The first disbursement occurs after the semester drop deadline and the final disbursement is four weeks later.

Scholarships are a single disbursement and paid with the final disbursement date of the semester.

Financial aid will not be released prior to the first day of the semester and until each of the following requirements has been met:

- Students must be enrolled in the number of credits required by the scholarship or grant.
- Attendance has been verified.
- All educational expenses must be paid before any remaining balance can be released to
the student. The business office will disburse all financial aid funds on the posted disbursement dates.

Financial aid is applied in the following order: 1st - Federal Aid (Pell and FSEOG), 2nd - Scholarships, 3rd - Tuition Waivers. Students should contact the business office with any questions pertaining to financial aid disbursements.

For students traveling from North Slope Villages, travel agreements are authorized through Student Success. Travel payment plans are processed through the Business Office at 907.852.1834 or 1.800.478.7337, ext. 1834.

All travel charges applied to student accounts must be covered by financial aid funds before any refund of excess financial aid can be awarded.

For more information on scholarships and federal aid, consult the Course Catalog or contact the Financial Aid Office at 907-852-1708 or at fin.aid@ilisagvik.edu.

**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 can meet other students, faculty, and staff and learn about Ilisaġvik College’s resources and opportunities.

**RECREATION CENTER**
The College offers the Ilisaġvik Recreation Center to encourage 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 Ilisaġvik 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 the Recreation Center. Contact the Athletics and Residence Life Manager for hours of operation or further information at 852-1779.

**STUDENT ACTIVITIES**
Student Success Center staff provides numerous formal and informal recreational and cultural activities to enhance the learning environment and encourage healthy, positive lifestyles. Activity calendars and announcements are posted around campus, via College email, and on Facebook. For more information please contact the Student Success Center at 852-1779.

**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. The on-call transportation information is posted around campus and on the College website. Please call 907-319-8773 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” section of this 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 or to share comments or concerns, please contact the Student Success Advisor at 852-1726. For all personal and nonacademic 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 Ilisaġvik 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 from the library webpage at www.tuzzy.org. The catalog contains all of the holdings of the Tuzzy Library and its branches in the villages of the North Slope, as well as 6 million titles from libraries across the state including all UAF, UAA, and UAS libraries. The library also provides reference services and research assistance. Material may be requested from out of state and international libraries through interlibrary loan (ILL) services. Requests for interlibrary loan materials can be e-mailed to ILL@tuzzy.org. Transit time for books and films from out of state locations is usually two to three weeks. Journal article requests are usually filled in eight to twelve days.
Electronic resources such as Iñupiat and Arctic resources, e-books, audiobooks, journal articles, Live Homework Help, and other databases may be accessed 24 hours a day, 7 days a week via the library webpage at www.tuzzy.org. For assistance using these resources please email the library at tuzzy@tuzzy.org, or call the library at 907-852-4050 or 800-478-6916.

The library maintains an extensive archive of rare books, films, audio recordings, manuscript collections, and newspapers. For access to these resources, please contact the library for an appointment with the archivist.

Tuzzy Consortium Library has a classroom and a conference room that are utilized by many of the departments at Iḷisaġvik College. These spaces are 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 have access to the library’s free and open Wi-Fi. There are 18 public use computers in the library, as well as 10 laptops that can be checked out for in-library 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 home page.

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 at 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 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 can occur by phone, social media, or other form of communication. Take all threats seriously.
2. Remain calm and attempt to obtain as much information as possible from the call or message. Listen for unusual noises or voice characteristics.
3. **Call 911 OR 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 319-8742. Give your name, location and telephone number.
6. The 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 319-8742 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 319-8742. If this is a life-threatening emergency, dial 911 or 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. **Call 911 OR 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 319-8742. 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 you are not sure, 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 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 911 or 9-911 and Student Success Center On-Call support at 319-8742. 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 instructed to do so by public safety personnel.
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 319-8742. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether 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 911 or 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 if certified. 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 REFERENCE EAP PROCEDURES
1. For mental health emergencies which require immediate medical attention, dial 911 or 9-911.
2. For non-life-threatening mental health illnesses, call Student Success Center On-Call support at 319-8742.
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 individual 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.
RESIDENCE LIFE

RESIDENTIAL CENTER
Ilisagvik College offers dormitory housing managed and assigned by Student Success Center to qualified College students. To apply for housing, please complete a Residential Housing Application at the Registrar’s Office or Student Success Center. For more information, please call the Student Success Center at 852-1779.

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.

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.

STUDENT HOUSING ELIGIBILITY REQUIREMENTS
- Students must be admitted to the College or participating in a training session that is 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 that is eligible for student housing.
- Pass a background check.
  - Students must indicate YES or NO to felony convictions on the Contract/Application for Housing.
  - Convictions for sexual offenses will render an applicant 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 be in good academic standing according to the College academic standards.
- Students must provide proof that they have financial support to cover the cost of housing before entering the dorms. They must apply for FAFSA and have verification of funding sources (award letter, employment verification, etc.).
- 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 the Code of Academic Conduct and the Code of Social conduct standards.

ELIGIBILITY REQUIREMENTS FOR TRAVEL (Dorm Students)
In order for Student Success Center to purchase travel to and from a student’s permanent residence to the College’s campus in Utqiagvik, the student must meet the following eligibility requirements:
- The student’s permanent residence must be in one of the North Slope villages: Anaktuvuk Pass, Atqasuk, Kaktovik, Nuiqsut, Point Hope, Point Lay or Wainwright.
- 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.

- Students must be admitted to an endorsement, certificate, or associate program and must be or plan to be enrolled full time.
- All travel related expenses are the responsibility of the student and will be applied to the student bill.

Please note:
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. 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.

Returning dorm students who successfully achieve Satisfactory Academic Progress (SAP)* in their courses will be eligible for a return ticket for the following semester. 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 Dean of Students.

*To meet the SAP 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 for the semester or class, students who utilize these awards will be eligible for return tickets to their origin of departure.
**MY COSTS**
Estimated for full-time enrollment.

- **TUITION** $165/CREDIT
  - $1,980
- **FEES VARY** $170 AND UP
  - Varies per program
- **MEAL PLAN** $3,300-$4,500
  - For dorm students
- **DORM ROOM** $2,000
  - Double occupancy
- **BOOKS** $400
  - Varies per program

**Estimated Total** $7,850-$9,050

**MY RESOURCES**
Fill-in blanks with your information.

- **FAFSA**
  - Federal School Code: 034613
  - Apply online at: www.fafsa.gov

- **USER NAME:**
- **SAFE KEY:**
- **DATE APPLIED:**
- **EFC:**
- **AMOUNT:**

**Scholarships**

1) **AGENCY:**
   - **DATE APPLIED:**
   - **AMOUNT:**

2) **AGENCY:**
   - **DATE APPLIED:**
   - **AMOUNT:**

3) **AGENCY:**
   - **DATE APPLIED:**
   - **AMOUNT:**
ITEMS TO BRING
Each room will be equipped with a twin size bed, three-drawer dresser, night stand, closet, desk and chair. Ilisagvik Dorms provide both men's and women's sides and also provide a community bathroom. The following is a list of items to bring while staying in the residential center.

- Alarm clock
- Personal care items
- Towels
- Hangers

Cooking appliances (i.e. coffee pots, toasters, toaster ovens, electric skillets and or hot plates) are not allowed. However, students can have half-size refrigerators in their rooms. Ilisagvik Residential area has a full-size kitchen, which comes with 1 refrigerator, 2 stand up freezers, oven, stove, microwave and dishwasher all for student use.

PROPERTY LIABILITY
Students are responsible for providing insurance against loss of damage to their property. The College, its Board of Trustees, employees, and Student Success Center are not liable for property that may be lost, stolen, or damaged in any way.

Students are responsible for their own personal property. It is advisable that valuables and medical prescriptions be 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.

MEAL PLANS
All full-time dorm students must participate in a meal plan, no exceptions.

CHECK-IN PROCEDURES (MUST BE COMPLETED IN THIS ORDER)
1. The student must pay applicable damage deposit.
2. The 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 the Financial Aid Director. The student should be directed to the Financial Aid Office if assistance is needed in obtaining financial aid.
3. The 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. The student must complete a “Room Inventory” through the Student Success Center. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
5. The Student Success Center will verify that all appropriate documentation is in the student’s file:
   a. Current Contract/Application for Housing approved by the Residence Life Manager 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. FERPA Consent Form
   d. Student Mail Pick Up Form – Check-In Section.
6. The student will be issued a key code.
7. The 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
Students are required to vacate the dorms by the date posted in the academic calendar. Students are responsible for making their plans accordingly. The 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:

- The student must clean his or her room and all furniture, equipment, and fixtures.
- The student must remove all personal property.
- The student must complete a “Room Inventory” with Student Success Center staff. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
- Student Success Center staff will verify that all appropriate documentation is in the student’s file:
  - Current Contract/Application for Housing approved by the Residence Life Manager for student housing
  - 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
  - Record Release Form
  - Change of Address form via USPS
  - Students will vacate premises by the date the 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:

- Inform the Residence Life Manager verbally or in writing and communicate any details about the decision that should be taken into consideration.
- Email or call the Registrar’s Office about decisions made regarding class load and termination of the housing contract; and provide an appropriate address for all College-related materials to be sent to.
- Email or call the Financial Aid Office to inform the officers of the termination of housing contract in order to cease payments if student is receiving financial aid.
- Complete the check-out procedures as listed above.

WINTER/SUMMER HOUSING
Ilisaġvik 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 Athletics and Residence Life Manager for more information or call 852-1779.

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 always carry this I.D. Card with them. The card will ensure correct entry into College sponsored events, use of transportation services, proper discounts, and food services in the cafeteria.
STUDENT 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 acceptable standards are maintained.
- Whenever necessary to aid in the basic responsibility of the College to ensure discipline and maintenance of a safe, clean, and educational atmosphere.

Residential students shall be secure in their personal dormitories; papers and student property are not subject to unreasonable, illegal, or unauthorized searches and seizures. Ilisaġvik 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.

CARE OF COLLEGE PROPERTY
The Student Success Center provides many items and resources for student convenience and entertainment. These items are the property of Ilisaġvik College and are not to be removed from the Student Success Center. Any student who improperly possesses property of Ilisaġvik College will be reported and disciplined in accordance with this handbook. All items are inventoried and documented within the Student Success Center and will be monitored closely by staff.

College-provided furniture in dorm rooms may not be removed or dismantled. Rooms must be returned to their pre-occupancy condition upon move out. Rooms will be examined subsequent to each student's departure, and a fine may be levied if special cleaning beyond common procedures is required, or for the absence of or removal of unauthorized College property from the room. Fines may also be levied if the staff must move furniture in or out of the room. Students who violate these expectations or fail to rectify the situation by returning furniture to its rightful place upon request may be referred to the student conduct process. Serious or repeated violations may subject the student to a referral for noncompliance and suspension of their right to reside in the College dorms.

WEAPONS
For safety of residents, all weapons and explosives are prohibited in the Residential Center. Weapons include all firearms (including BB guns), ammunition, gunpowder, swords, brass knuckles, nunchucks, fireworks, knives larger than pocket knives, spears, slingshots and any incendiary devices. Any person(s) found in violation of this policy may be subject to criminal penalties and/or disciplinary action.

ROOM RELATIONSHIPS
It is the policy of Ilisaġvik College that every student accepted into 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 roommates, 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.

ROOM CHANGE
If for any reason students are unable to resolve issues with their roommates, please contact the RA on campus and he/she will resolve the issue with the Athletics and Residence Life Manager and or Dean of Students.

ATTIRE
All residents are expected to have shirts, bottoms and shoes on when they are outside of their rooms. Residents may not be nude in common areas such as hallways, kitchen, and lounge.

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 weekly 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.

LEARNING RESOURCE CENTER
The Learning Resource Center in the main building across from the Adult Education Office. This quiet place to study available 6:00 p.m.-10:00 p.m. Monday-Friday, 6:00 p.m. -9:00 p.m. Saturday and Sunday, or by appointment.

QUIET HOURS
Quiet Hours are from 10:00 p.m. to 10 a.m. Sunday-Thursday to allow students to study or to rest, and midnight to 10 a.m. Friday and Saturday.

COURTESY HOURS
Students should always remember that the mission of every student is to accomplish their educational goals. As such, residents are expected to be aware that their actions and behavior 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 students make long-distance calls in moderation. If frequent long-distance calls are necessary, 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 7:00 a.m. to midnight, and Friday-Saturday 7:00 a.m. to 2:00 a.m. Each student is responsible for his or her own laundry, as well as providing his or her 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 for keeping their rooms in a neat and orderly condition. Rooms should be kept clean and tidy. Trash cans are to be emptied daily 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 a parent or guardian at all times. Students with visitors under 18 must complete a liability waiver with the Athletics and Residence Manager. Visitors must be respectful to employees and other residents. There is a limit of TWO guests per dorm resident. Visitors who are intoxicated or in possession of alcohol, marijuana, or illegal drugs will be asked to leave.

All visitors, regardless of age must be accompanied by a resident of the dorms at all times. Visitors must be signed in prior to entering the dormitory; if there is no Student Success Center staff member present in the residential area then the resident should inform the Residential Advisor of their visitor. Visitors are expected to follow all policies and procedures outlined in the Ilisagvik Handbook or they may be asked to leave and deemed to be trespassing.

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 to enter an unoccupied room that is not their own.

Visiting Hours
Sunday through Thursday 9:00 a.m. to 12:00 a.m.
Friday, Saturday & Holidays 9:00 a.m. to 2:00 a.m.

Children must be under the supervision of a guardian at all times while in the Residential Center. Dorm residents are entitled to an environment conducive to study, and as such, the parents of children who create a significant disruption will be asked to leave the dorm.

Families and children are allowed to visit only in the lounge area unless approved by the Dean of Students with completion of a 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 Ilisagvik by using the address format below. Do not have cash mailed to you; the College is not responsible for any missing mail. You may drop off your out-going mail

Approved August 2020
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
Ilisaġvik 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.
APPENDIX 1 – STUDENT TRAVEL PROCEDURES

STUDENT TRAVEL PREPARATION

1. Administrative
   a. A Travel Authorization (TA) form, with required signatures, including grants, if appropriate, must be completed by a representative of Student Services, Vocational Education/Workforce Development, or the appropriate department for each student travelling.
   b. Students must complete a travel progress report from the Student Success Center that is signed by the student’s instructors and the Dean of Students before any student travel is booked by the Travel Department.
   c. The Travel Department will complete ALL travel reservations for Ilisagvik students. This includes airfare, hotel, and/or conference registrations when applicable.
   d. Per Diem, travel allowances, and reimbursements, if applicable, stop the hour a student traveler interrupts official Ilisagvik travel for personal reasons and resumes the hour the student traveler resumes route of travel required by College business.
   e. If a student is travelling to Barrow and needs lodging in the college dorms, a background check must be submitted at least two weeks prior to the start of the trip by the department initiating the TA. Once the background check is complete, the Dean of Student Services will determine if the student is eligible to stay in college housing.
   f. Ilisagvik College Alaska Airlines’ mileage will be used for airfare when it is more cost effective than purchasing the standard fare. This applies only to non-grant funded travel.
   g. A TA form is still required when a student is traveling as a representative of Ilisagvik College even when all travel arrangements and expenses including per diem are managed and handled by another organization.
   h. Waivers to any of the Travel Policies must occur with the support of the Dean of Student Services, Vocational Education/Workforce Development, or the appropriate department head and approved by the President.

2. Air Travel
   a. Students are expected to be on-time and/or ready to depart for the airport at the appropriate time designated by the Ilisagvik employee(s) who is in-charge of the student trip.
   b. If a student misses a flight due to personal unjustified circumstances, the Dean of Student Services will be notified and determine whether to add the student to the “no fly list”.
   c. Baggage, when traveling on airlines that charge baggage fees will be covered by the Ilisagvik College chaperone who is accompanying the student(s). Excess baggage, unless warranted for the purpose of the trip, will be paid for by the traveler. When traveling on Alaska Airlines and/or their partner airlines, please show your Alaskan Airline Mileage Plan card to avoid additional baggage charges.

3. Lodging

Approved August 2020
a. When available, contracted hotels will be used in Alaska.
b. The most reasonable and cost-effective hotels will be reserved.
c. Upon booking, the Travel Coordinator faxes required credit card authorization form to the hotel. Incidentals are still the responsibility of the student traveler.

4. Per Diem
   a. Per Diem calculations for student travel are determined by the individual department and may vary from employee travel rules based on travel considerations, cafeteria schedule, and/or class schedule. Additionally, departments may provide per diem for a student’s time in Barrow and not for transit time if they so choose.
   b. Per Diem checks are issued no more than 2 days prior to travel. If travel is on the weekend or Monday, the per diem check is issued on Friday.
   c. Per Diem is not paid for supported village travel (where lodging prices include meals)

Cancellation Policy
If you need to cancel your trip after it is initially booked for any reason, students must contact the department representative who initiated their travel authorization as soon as possible to avoid any cancellation fees.

While On your Trip
1. Ilisaġvik students are expected to attend all functions for which they are traveling. They are expected to take appropriate notes for their trip report so as to be prepared to share what they learned upon their return to campus. More details will be provided by the Ilisaġvik employee(s) who are accompanying the students.
2. Any travel related receipts must be kept to turn in with closeout TA. This includes all boarding passes.
3. Ilisaġvik College will pay for only reasonable and legitimate expenses which are incurred carrying out Ilisaġvik business which is the purpose of the travel and may not reimburse expenses for the following specific items:
   a. car impoundment;
   b. lost vehicle or room keys and any locksmith fees;
   c. entertainment;
   d. laundry services;
   e. alcohol;
   f. change fees to facilitate activities not related to the purpose of the travel;
   g. expenses for personal travel and activities;
   h. taxi fares to locations that are not a part of work activities;
   i. hotel upgrades;
   j. personal air travel changes;
   k. non-approved TA charges; and
   l. other.

Trip Close Out
1. Until a student’s current TA is closed, no additional travel will be approved unless it falls
within a 10-day period. A trip report must be submitted with the TA to the appropriate department no greater than 10 business days after return from travel.

2. If a student is travelling to Barrow for a short-term class/training, submission of a trip report is not required.

3. If a reimbursement is requested, a check request must be submitted by the responsible department with a closeout TA no greater than 10 business days after return to the office. It is the responsibility of the traveler to provide receipts that are compliant with the current Business Office policy for travel.
APPENDIX 2 – TITLE IX POLICY

Sexual harassment is misconduct that undermines the integrity of the academic environment. Ilisaġvik College prohibits sexual harassment. All members of the College community, especially officers, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment.

Allegations of sexual harassment that occur on campus or at an off-campus College sponsored activity are subject to this Title IX Policy.

A. INFORMATION FOR VICTIMS

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the emergency Student Success Center on-call phone at (907) 319-8762 if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3. If you are on campus during regular business hours, you may go to the College’s Title IX Coordinator or Title IX Investigator for support and guidance. These are both non-confidential resources, meaning that while personal information will be protected, an official report will be filed. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance. Local resources include:

   North Slope Borough Arctic Women in Crisis (confidential)
   5125 Herman St. Barrow, AK 99723
   24-hour crisis number: 1-800-478-0267 or (907) 852-0261

   North Slope Borough Police Department
   1068 Ahkovak St. Barrow, AK 99723
   9-1-1 or (907) 852-6111

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

   ☐ To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

   ☐ Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaunched clothing, and any other pertinent articles
that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.

☐ If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

☐ Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

☐ Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

☐ If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from campus counseling services, off-campus counseling, a victim’s advocate, clergy/chaplain, and/or the Arctic Women in Crisis Center.

6. Contact the campus Title IX Coordinator if you need assistance with Ilisaġvik College-related concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

B. DEFINITIONS

SEXUAL HARASSMENT DEFINED

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. For purposes of Title IX, Sexual harassment is defined as any of the following types of conduct:

- Any instance of quid pro quo harassment by an employee of the College;
- Any instance of sexual assault, dating violence, domestic violence, or stalking as defined below; and
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access.

Quid Pro Quo Sexual Harassment: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another, such as a professor over a student, constitutes quid pro quo harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational development or performance.

For example: A professor insists that a student have sex with the professor in exchange for a
good grade. This is harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.

**Sexual Assault:** Sexual assault is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The sexual acts that constitute the basis for sexual assault include:

- Rape (Nonconsensual sexual intercourse)
- Statutory rape (Sexual intercourse with a person under the age of 16)
- Sodomy (Nonconsensual oral or anal intercourse)
- Sexual assault with an object (Nonconsensual penetration of another’s genitals or anus with an object, no matter how slight the penetration); and
- Fondling (Touching of another’s private body parts without consent for sexual gratification).

Sexual assault includes unconsented to vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

**Dating Violence:** Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Domestic violence is felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of Alaska; or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of Alaska.

**Stalking:** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

**Sexual Exploitation** refers to a situation in which a person takes nonconsensual or abusive sexual advantage of another. Sexual exploitation constitutes sexual harassment under this policy when the conduct is severe, pervasive, and objectively offensive. Sexual exploitation includes:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed);
- Invasion of sexual privacy;
- Taking pictures, video, or an audio recording of another in a sexual act or in any other private activity without the consent of all involved in the activity or exceeding the
boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person’s consent);
• Prostitution;
• Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection;
• Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent (assuming the sexual act is not completed);
• Exposing one’s genitals in nonconsensual circumstances; and
• Sexually based stalking and/or bullying.

EXAMPLES OF SEXUAL HARASSMENT

• A student repeatedly sends sexually oriented jokes to an email list the student created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.

• Explicit sexual pictures are displayed in a professor’s office or on the exterior of a residence hall door for many months, even though individuals have requested the pictures be removed.

• Two supervisors frequently ‘rate’ several employees’ bodies and sex appeal, commenting suggestively about their clothing and appearance.

• A professor repeatedly engages students in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. The professor probes for explicit details, and demands that students answer, though they are clearly uncomfortable and hesitant.

• Students take to calling a particular brunette student “Monica” due to a surface resemblance to Monica Lewinsky. Soon, everyone adopts this nickname, and the student is the target of relentless and continuous remarks about cigars, the president, “sexual relations” and Weight Watchers.

• A student grabs another student by the hair, deliberately touches the victim’s chest area and then the student puts their mouth on the victim’s chest area.

FORCE, CONSENT, COERCION, & INCAPACITATION DEFINED

Consent: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn at any time, but the withdrawal must be expressed by word or an outward demonstration.

Consent to some sexual contact (such as kissing or fondling) does not establish consent for other sexual activity (such as intercourse). A current or previous dating relationship is insufficient to establish consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that
may be evidenced. Consent cannot be obtained by force or coercion. An incapacitated person cannot consent to sexual activity.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." “Okay, don't hit me, I'll do what you want.”).

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The absence of resistance does not necessarily establish the presence of consent. Forced sexual activity is always nonconsensual, but not all nonconsensual sexual activity involves force.

**Incapacitation:** Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

In Alaska, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime and is a violation of this policy, even if the minor agreed or wanted to engage in the act.

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including conditions caused by alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

**EXAMPLES OF LACK OF CONSENT:**

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. Bill is responsible for violating the university Nonconsensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda...
into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.

- Jiang is a junior at the university. Beth is a sophomore. Jiang comes to Beth’s residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Nonconsensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

- Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it’s a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John’s bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. This is a violation of the Nonconsensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct the university expects.

C. TRAINING PROGRAMS & WHISTLEBLOWER POLICY

It is the policy of the College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are designed to raise awareness for all incoming students and employees. These programs are often administered during new student and new employee orientation and throughout an incoming student’s first semester.

The College offers programs and other campaigns throughout the year that inform students and employees of Title IX related issues. Students and employees are taught methods of primary prevention, including normative messaging, environmental management, and bystander intervention. These programs also inform students and employees of the College’s institutional
policies on sexual misconduct as well as the Alaska definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Students and employees are provided with information regarding risk reduction techniques, such as how to recognize warning signals and how to avoid potential attacks. These programs are informed by evidence-based research and/or are assessed for their effectiveness. Copies of these training materials are available on the College’s website.

The College encourages bystander engagement through safe and positive intervention techniques. Bystanders can help to prevent sexual assault by calling for help, using intervention-based apps, and/or creating distractions. Bystanders who choose to intervene should always ensure their own safety before deploying an intervention technique.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of noncompliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of noncompliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator and/or to officials of the U.S. Department of Education.

D. PROCEDURES FOR RECEIVING AND RESPONDING TO SEXUAL HARASSMENT ALLEGATIONS

Process for Reporting Sexual Harassment
During regular business hours, students may report sexual harassment in person by going to the offices of the College’s Title IX Coordinator or Title IX Investigator or by mail, email, or telephone. After regular business hours, students may report sexual harassment to the Title IX Coordinator or Title IX Investigator via mail, email, or telephone. These are non-confidential resources--while personal information will be protected, a formal complaint, investigation, and hearing based on the allegations may be conducted regardless of the wishes of the complainant (the person alleged to be the victim of the sexual harassment) if the Title IX Coordinator determines it is necessary to do so.

Initial Contact with Complainant
Upon receiving a report of sexual harassment, the Title IX Coordinator will promptly and confidentially contact the complainant (the person alleged to be the victim of the sexual harassment). The Title IX Coordinator will inform the complainant of the supportive measures available, which may include reasonable academic accommodations, transportation resources or modifications, escorts, counseling services, and other appropriate support services and resources. These supportive measures are available to all complainants, regardless of whether the complainant chooses to file a formal complaint. The supportive measures offered to a complainant will be kept confidential, meaning only those who need to know for the purpose of providing the supportive measure will know of the supportive measure.

It is not the policy of the College to notify local/campus law enforcement when sexual misconduct occurs, unless a victim agrees to notification or there is an emergency threat to health or safety. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement but may also respect a victim’s request not to do so.

Availability of Formal Complaint Process
The Title IX Coordinator will also inform the complainant of the availability of the formal complaint and the process for filing a formal complaint. If the complainant files a formal complaint, the College will investigate the allegations and, if appropriate, begin the grievance process against
the respondent (the person against whom the allegations are made). If the Title IX Coordinator determines that it is necessary to file a formal complaint despite the wishes of the complainant, the Title IX Coordinator may do so.

**Investigation & Hearing**

**Investigation.** No later than three (3) business days after formal complaint is filed, written notice of the formal complaint will be sent to both parties. The parties will be notified of the grievance procedure outlined in this policy and information about the allegations including the identity of the parties, the conduct alleged, and the time and location of the incident, if known. The College will not prevent either party from discussing the allegations.

The Title IX Investigator will complete an official and impartial investigation. The investigation shall begin no later than five (5) days after the formal complaint is filed. Although the College will encourage the complainant and respondent to participate in the process, they may decline to participate, and the College may continue the process without their participation. The complainant and respondent are entitled to select a support person or advisor of their choice to be present at any meeting, conference, review or other procedural action. Both parties will be given written notice of any investigative interviews, meetings, or hearings conducted as part of the investigation that they are permitted to attend.

The College will be responsible for gathering evidence and proving that the conduct occurred. Only relevant evidence will be gathered and considered. The following evidence is irrelevant and/or may not be considered:

- evidence protected by a legal privilege;
- evidence of a complainant’s prior sexual history (except as relevant to show the respondent was not the individual responsible for the alleged conduct or to show consent); and
- any party’s medical, psychological, or similar records (unless that party gives voluntary, written consent).

The respondent will be presumed to have not committed the alleged conduct until the conclusion of the investigation and grievance process, however, in emergency situations, the College may impose interim measures or disciplinary actions such as interim suspensions and/or no contact orders in any case where a student’s behavior represents a serious risk of violence or predation. Other than to the parties, the College will reveal information about its investigation, hearing, and disciplinary proceedings only to those who need to know in order to carry out their duties and responsibilities.

Once the evidence is gathered, the Investigator will send the parties and their advisors all evidence directly related to the allegations. The parties will have 10 days to inspect, review, and respond to the evidence. The Title IX Investigator will draft an investigative report summarizing the evidence. The Investigator will send the preliminary report to both parties and their advisors. The parties will have 10 days to respond in writing to the evidence, and the Investigator will consider the written response prior to finalizing the report. At the conclusion of the report, the Investigator will determine whether the complaint should or must be dismissed. If the complaint is dismissed, both parties will receive a written explanation of the dismissal and notice of the ability to appeal the decision to dismiss the complaint.

**Mandatory Dismissal.** If during its investigation the College determines that the allegations of conduct do not meet the definition of sexual harassment, the complaint will be dismissed from consideration as a violation of this Title IX Policy.

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**Discretionary Dismissal.** The College may in its discretion dismiss the complaint if any of the following occur:

- The complainant informs the Title IX Coordinator in writing that the complainant wishes to withdraw the complaint;
- The respondent is no longer enrolled or employed by the school; or
- Specific circumstances prevent the College from gathering sufficient evidence to reach a determination.

The College will give both parties written notice of a dismissal and the reasons for the dismissal.

**Hearing.** If the complaint is not dismissed, no later than five (5) business days after the investigative report is finalized, the College shall select a date for a live hearing. The College will select a hearing date that is between five (5) and fifteen (15) business days after the investigative report is produced. The College must give both parties written notice of the hearing date no later than five (5) business days before the hearing. The College will conduct a live hearing before any disciplinary actions are taken against a respondent. A party may request that the entire live hearing occur with the parties in separate rooms with technology enabling them to see and hear each other. At the hearing, both parties will have an equal opportunity to present their own evidence and witnesses, so long as the evidence and testimony is relevant. The following evidence is irrelevant and/or may not be considered: evidence protected by a legal privilege; evidence of a complainant’s prior sexual history (except as relevant to show the respondent was not the individual responsible for the alleged conduct or to show consent); and any party’s medical, psychological, or similar records (unless that party gives voluntary, written consent.)

Each party’s advisor may ask the other party and any witness’s relevant questions and follow-up questions. Parties may never conduct such questioning themselves. If a party does not have an advisor present at the live hearing, the College will provide, without cost to the party, an advisor of the College’s choice to conduct cross-examination on behalf of that party. The College-selected advisor may be, but need not be, an attorney.

A decisionmaker, who is a person other than the Title IX Coordinator or Title IX Investigator, will attend the hearing. The decisionmaker may determine that any question asked on cross-examination is not relevant and exclude the question. If a party or witness declines to be present for cross examination, the decisionmaker will not rely on any statement of that party or witness when reaching a determination regarding the allegations. However, the decisionmaker will not make an inference regarding the allegations based on a party’s or witness’s absence from the hearing or refusal to participate in cross-examination questioning. At the conclusion of the hearing, the decisionmaker will determine whether the allegations have been proven by a preponderance of the evidence.

After the hearing, the College will create at least an audio recording of the live hearing. The decisionmaker will issue a written determination that includes findings of fact, conclusions about whether the alleged conduct occurred, the reasoning with regard to each allegation, any disciplinary sanctions against the respondent, and any remedies afforded to the complainant. This written determination will be sent simultaneously to both parties, and both parties will be informed of how to file an appeal.

**Remedies & Discipline.**

**Student Disciplinary Sanctions.** Students who violate this policy are subject to discipline ranging from warnings up to and including expulsion. Generally speaking, Ilisagvik College...
considers rape to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion. However, Ilisagvik College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual harassment.

**Personnel and Employee Disciplinary Sanctions.** Employees who violate this policy are subject to disciplinary actions ranging from warnings to dismissal. The appropriate disciplinary actions for employees or personnel will be decided on a case by case basis. The College does not require that any particular or lesser form of discipline be imposed before a more serious form of discipline is used. Employees having relatively greater responsibilities or managerial authority may be disciplined more severely than other employees committing similar acts. Discipline, up to and including dismissal from employment, also may be imposed where the conduct cannot be remedied or where the violation is of a particularly serious nature.

In taking personnel action, management will consider a variety of factors, including the following: the College’s business needs, employee performance history, the nature of the violation or matter, current productivity and effectiveness, the employee’s overall capacity and willingness to improve, the likelihood of recurrence of a problem or issue, and the risks to the College, including impacts on the College’s relationships.

The College reserves the right to document any personnel or disciplinary actions, and to place such documentation in the employee’s personnel file. However, discipline (including counseling or warnings) is still effective and valid, whether or not it is documented in the personnel file. The following general list of possible disciplinary actions. It is for information only and does not limit the College’s discretion in imposing discipline, or in any way restrict other remedies:

- informal corrective counseling;
- transfer;
- oral or written warning;
- demotion;
- oral or written reprimand;
- dismissal (involuntary termination of employment);
- suspension with pay; or
- suspension without pay.

Nonexempt employees may be suspended without pay in increments of one hour or more at the supervisor’s discretion. Depending on the severity of the violation, exempt employees may be suspended without pay for a full workday, workweek, or longer, in which the employee is completely released from performing any work.

**Appeals**

Either party may appeal a determination regarding sexual harassment or misconduct for any reason, including the following:

- procedural irregularity that affected the outcome of the matter;
- newly discovered evidence that could affect the outcome of the matter;
- Title IX personnel had a conflict of interest or bias that affected the outcome of the matter; and
- the sanction(s) imposed are disproportionate to the severity of the violation.

A party seeking an appeal must file written notice of their intent to appeal no later than five (5) business days after the written determination is distributed to the parties. No later than ten (10)
business days after the written determination was distributed, the appealing party must submit a written appeal memorandum detailing the reasons for the appeal.

The non-appealing party will be notified of the appeal and sent a copy of the appeal memorandum. The non-appealing party may submit a written memorandum in opposition of the appeal, provided that the party submits the memorandum within ten (10) business days of their receipt of the appealing party's memorandum. A different decisionmaker will review the appeal, and issue a written statement describing the result of the appeal and the rationale for their decision.

Privacy of Information
The records relating to sexual assault reports and complaints at the College are maintained confidentially. Information is shared internally only between administrators who need to know. Where information must be shared to permit the investigation to move forward, the person complainant and the respondent will be informed. Records are maintained in accordance with Alaska law and the Family Education Rights and Privacy Act. Any information released in accordance with the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident or what kind of incident it is.
APPENDIX 3 – CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of, also known as the Clery Act, is a federal mandate that requires higher education institutions receiving federal aid to provide their campus and communities with an annual report about crime statistics and policies. All crime statistics are to be collected, reported, and dispersed throughout the campus community, the Department of Education, and made available to potential students and employees. The Clery Act also requires that the institutions provide timely warnings of crimes that represent a threat to the campus community.

The Clery Act is enforced by the U.S. Department of Education. Failure to comply with the requirements brought forth in this act may result in large fines and suspension of participation from federal financial aid program.

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected
**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

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Thank you for choosing Iḷisaġvik College!

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.