



STUDENT HANDBOOK

ACADEMIC CALENDAR	5
CONTACT INFORMATION	6
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY	7
ABOUT THIS HANDBOOK	8
VISITOR COMPLIANCE WITH HANDBOOK REGULATIONS	8
MISSION AND CORE VALUES	9
THE ILISAĠVIK COLLEGE MISSION AND VISION STATEMENT	9
UNAPOLOGETICALLY IÑUPIAQ: VALUES, TRADITIONS, AND CULTURE	9
ACCREDITATION AND AUTHORIZATION	9
LAND ACKNOWLEDGEMENT	10
ACADEMIC FREEDOM	10
IÑUPIAQATIGIIGÑIQ: IÑUPIAT VALUES	10
ADMISSIONS AND REGISTRATION	11
ADMISSIONS	11
ADMISSIONS INTO A CERTIFICATE OR DEGREE PROGRAM	11
CLASS REGISTRATION	11
ACADEMIC ADVISING AND PLACEMENT	12
ACADEMIC ADVISING	12
PROGRAM SELECTION	12
STUDENT WORK - INTERNSHIPS	12
STUDENT RIGHTS AND FREEDOMS	13
STATEMENT OF NON-DISCRIMINATION	15
RIGHT TO PRIVACY	15
STUDENT DEBT POLICY	16
STUDENT RESPONSIBILITIES	17
STUDENT CONDUCT POLICIES	18

CODE OF ACADEMIC CONDUCT	18
CODE OF SOCIAL CONDUCT	19
EMERGENCY CONTACT NOTIFICATION	20
INSTITUTIONAL POLICIES AND REGULATIONS	21
ACCEPTABLE COMPUTER AND NETWORK USE	21
ACCOUNT GUIDELINES AND CONDITIONS	21
ALCOHOL AND DRUG FREE ENVIRONMENT POLICY	21
PARENT/LEGAL GUARDIAN NOTIFICATION	28
SUBSTANCE ABUSE PREVENTION AND RESOURCES	28
MEDICAL AMNESTY	28
CAFETERIA RULES AND FOOD SERVICES POLICIES	30
CHANGE OF ADDRESS	30
DISTRIBUTION/DISPLAY OF PRINTED MATERIALS	30
EMAIL POLICY	30
FAMILY AND EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	31
EMPLOYEE-STUDENT RELATIONSHIPS	33
Policy Expectations with Respect to Consensual Relationships	33
AMERICAN DISABILITIES ACT	34
SEX OFFENDER INFORMATION	34
PARKING	34
ANIMALS ON CAMPUS	34
SERVICE ANIMAL	34
WILD ANIMAL CAUTION	35
RECORDING TECHNOLOGY IN CLASSES	35
MISSING STUDENT POLICY	35
STUDENT TRANSPORTATION POLICY	36
STUDENT TRAVEL POLICY	36
MINOR TRAVEL POLICY	37
ACCIDENT AND MEDICAL INSURANCE	38
PARTICIPATION	38
BEREAVEMENT LEAVE	38
CLERY ACT	38
TITLE IX SUMMARY	39
POLICY VIOLATION PROCEDURES	40
DISCIPLINARY SANCTIONS	40
DISCIPLINARY PROCESS	40
DUE PROCESS HEARING PROCEDURES	41

EMERGENCY OR IMMEDIATE SUSPENSION	42
APPEAL	42
FINAL DECISION OF THE COLLEGE	42
DISPUTE RESOLUTION PROCEDURE	42
GENDER-BASED AND SEXUAL MISCONDUCT POLICY	43
LEARNING RESOURCE CENTER	46
COLLEGE BOOKSTORE	47
BOOKSTORE RETURN POLICY	47
COMPUTER ACCESS	47
DISTANCE EDUCATION	47
EDUCATIONAL TECHNOLOGY	48
FINANCIAL AID AND SCHOLARSHIPS	48
STUDENT ORIENTATION	49
RECREATION CENTER	49
STUDENT ACTIVITIES	50
STUDENT SERVICES SUPPORT STAFF	50
TRANSPORTATION	50
TUZZY CONSORTIUM LIBRARY	51
SAFETY REGULATIONS AND PROCEDURES	51
BOMB THREAT	52
CRIMINAL ACTIVITY	52
DISTURBANCE	52
FIRE: ON CAMPUS BUILDINGS	52
FIRE SAFETY	53
HAZARDOUS MATERIALS	53
MEDICAL EMERGENCIES	53
MENTAL HEALTH EMERGENCIES REFERENCE EAP PROCEDURES	54
RESIDENCE LIFE	55
RESIDENTIAL CENTER	55
APPLICATION PROCESS	55
STUDENT HOUSING ELIGIBILITY REQUIREMENTS	55
ELIGIBILITY REQUIREMENTS FOR TRAVEL (Dorm Students)	55
ITEMS TO BRING	56
PROPERTY LIABILITY	57
MEAL PLANS	57
CHECK-IN PROCEDURES (MUST BE COMPLETED IN THIS ORDER)	57
CHECK-OUT PROCEDURES	57

ACADEMIC CALENDAR

Fall Semester 2023	
Registration for the fall 2023 semester begins	Monday, April 24
Deadline for most scholarships	Friday, July 28
Deadline for applications for admission/residential center	Friday, July 28
Registration Event (Tuzzy Library)	Wednesday, August 16
Residence center opens	Wednesday, August 16
First day of instruction	Monday, August 21
Last day to add semester-long classes	Friday, August 25
Last day to add semester-long classes w/permission	Friday, September 1
Holiday – Labor Day	Monday, September 4
Deadline for student-initiated and faculty-initiated drops	Friday, September 8
Student progress reports due	Friday, October 6
Deadline for student-initiated withdrawals	Friday, October 6
Deadline for faculty-initiated withdrawals	Friday, October 13
Holiday – Alaska Day	Wednesday, October 18
Fall Graduation Application Deadline	Wednesday, November 1
Holiday – Inuit Day	Tuesday, November 7
Holiday – Veteran’s Day	Saturday, November 11
Holiday – Thanksgiving	Thursday/Friday, November 23-24
Last day of instruction	Saturday, December 2
Deadline for faculty to post grades	Monday, December 4
Residence Center closes	Monday, December 4
Spring Semester 2024	
Early registration for current students (on campus)	Wednesday, November 1
Deadline for most scholarships	Friday, December 1
Registration for the spring 2024 semester begins	Friday, November 17
Deadline for application for admission/residential center	Friday, December 8
Registration Event (Tuzzy Library)	Wednesday, January 10
Residence center opens	Wednesday, January 10
Holiday – Martin Luther King Day (Observed)	Monday, January 15
First day of instruction	Tuesday, January 16
Last day to add semester-long classes	Friday, January 19
Last day to add semester-long classes w/ instructor permission	Friday, January 26
Deadline for student-initiated and faculty-initiated drops	Friday, February 2
Holiday – Presidents’ Day	Monday, February 19
Deadline for Applications for Graduation	Friday, March 1
Deadline for student-initiated withdrawals	Friday, March 8
Student progress reports due	Friday, March 8
Deadline for faculty-initiated withdrawals	Friday, March 15
Seward’s Day	Monday, March 25
Graduating students’ preliminary grades to Registrar	Friday, March 29
Last day of instruction	Thursday, April 25
Commencement	Saturday, April 27
Residence center closes	Sunday, April 28
Holiday – Alumni Day	Monday, April 29
Deadline for faculty to post grades	Tuesday, April 30
Summer Semester 2024	
Deadline for application for summer semester	Wednesday, March 13
Registration for the summer 2024 semester begins	Wednesday, April 3
Deadline for most scholarships	Friday, April 26
First day of instruction	Monday, May 06
Holiday – Memorial Day	Monday, May 27
Holiday – Juneteenth (Observed)	Wednesday, June 19
Holiday – Founder’s Day	Tuesday, July 2
Holiday – Independence Day	Thursday, July 4
Last day of instruction	Friday, August 16

CONTACT INFORMATION

All numbers begin with (907)

ADMINISTRATION SERVICES:

Main Campus	852-3333
Admissions	852-1754
Registration	852-1754
Records & Transcripts	852-1754
Transfer Credits	852-1763
Graduation	852-1763
Financial Aid	852-1708
Human Resources	852-1811
Travel	852-1833

STUDENT SERVICES:

Persistence and Retention	852-1743
Recruitment	852-1798
Student Life/ Support	852-1726
First Year Program	852-1742
Recreation Center	852-1766
Dormitories	852-7618
Transportation	319-8773
Learning Resource Center (LRC)	852-1726
Adult Education	855-1812
Wellness Coordinator	852-1819
Tuzzy Consortium Library	852-4050

OTHER SERVICES:

Student Billing	852-1834
Bookstore	852-1815
Information Technology (IT)	852-1776
Maintenance	852-1852
Lobby Phone	852-1836
Cafeteria	852-1865

ACADEMIC AFFAIRS:

Academic Affairs	852-1825
Distance Education	852-1860
Distance Education Hotline	319-8743

VOCATIONAL ED. & WFD:

Workforce Dev.& Voc. Ed.	852-1759
	852-18

TITLE IX :

Title IX Coordinator	852-1766
Dean of Students	
Title IX Investigator	852-1811
HR Coordinator	
Title IX Adjudicator	319-8761
Advancement Officer	

Title IX Confidential Reporting:

First Year Coordinator	852-1742
AWIC (Within Utqiagvik)	852-0261
Outside Utqiagvik	1-800-478-0267

ACADEMIC PROGRAM CONTACT

NUMBERS:

Liberal Arts	852-1848
Iñupiaq Studies	852-1714
Early Childhood Education	852-1735

Allied Health	852-1812
Business Management	852-1713
Office Administration/IT	852-1751
Construction Trades	852-1781
Heavy Equipment Operations	852-1774
Dual Credit Enrollment	852-1735

Useful On-Call Numbers:

Student Services	319-8742
IS (Technology)	319-8763
Distance Ed Support Line	319-8743

Utqiagvik (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 Corp.	852-8633
ASTAC	852-7100
BUECI	852-6166/3176
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	SSMH Pharmacy	852-9385
NSB Fire Department	852-0234	SSMH Dental Clinic	852-8221
NSB Behavioral Health	852-0366	Search and Rescue (Rescue Base)	852-2807/2808
NSB Police Department (non-emergency)	852-0311	Stuaqpak	852-4600
NSB Wellness Center	852-0270	Wells Fargo Bank	852-6200
NSB Workforce Development	852-0364	Hotlines:	
SSMH Hospital Main Line	852-4611	Suicide Prevention Hotline	988
		Careline Alaska	988

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

It is the policy of Iñisaḡvik 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
PO Box 749
Barrow, AK 99723
907-852-1766

Human Resourced Coordinator
Title IX Investigator
PO Box 749
Barrow, AK 99723
907-852-1811

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 Iñisaḡvik 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 email, the Iñisaḡvik website, and our message boards.

INTRODUCTION

Iḷisaḡvik 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. Iḷisaḡvik 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 Iḷisaḡvik 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.

Position titles and responsibilities at Iḷisaḡvik College are subject to change. If you have questions regarding position titles, please see the current organizational chart of the college or consult with the Human Resources Office for information regarding equivalent positions.

VISITOR COMPLIANCE WITH HANDBOOK REGULATIONS

Visitors to Iḷisaḡvik 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.

Iḷisaḡvik 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 Iḷisaḡvik 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 Iḷisaḡvik. 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 Services.

MISSION AND CORE VALUES

THE IĻISAĖVIK COLLEGE MISSION AND VISION STATEMENT

TIKISAKSRAQ | Vision:

Ikayuutauluta Nunaaqqiñun Suanŋaktaaglūgit IĻisaĖnikunlu SuraĖallasiñikunlu.

To Help Build Strong Communities through Education and Training.

SIVUNIQ | Mission:

IĻisaĖvik College iĻisalluataĖvīaqqtitchīruq iĻisavsaallasiñīgmun, savaaqallasiñīgmun sulī sum savagnañījagun iĻisaĖvīaqhutiñ sivunmun sulī suanŋaktaallavlugu Iñupiat iñuuniāĖusiāt, IñupiuraāĖniāt, piqpagirañisigun, sulī piraĖausiñisigun.

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

Naparūq ikayuutauvūni iĻisaqtuanun sulī naupkaĖugi iĻitchiĻluatanaruat sulī anniqsuutaullasiñaruat savaktiksrāt North Slope-mīlu State of Alaska-mīlu.

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

IĻisaĖvik 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 IĻisaĖvik, 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 IĻisaĖvik its status as a tribal college. Being true to the core values of Iñupiaq culture will ensure IĻisaĖvik remains a contributing member of the community. By helping to strengthen the language and traditions of the Iñupiat, IĻisaĖvik 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. IĻisaĖvik's goal is to grow successful graduates who incorporate traditional values into the workforce, on the land, in the home, and in daily life.

ACCREDITATION AND AUTHORIZATION

IĻisaĖvik College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), one of six regional higher education accrediting associations recognized by the U.S. Department of Education. IĻisaĖvik 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. IĻisaĖvik College is the only sanctioned tribal college in Alaska and it is a member of the American Indian Higher Education Consortium (AIHEC).

LAND ACKNOWLEDGEMENT

Iḷisaḡvitkuayaat nalunaḡukkaat iṅuuniḡuutilaaqput savaguutilaaqpullu nunaḡanni Iṅupiat. Nunuuraiḷaakun Iṅupiagurugut tainnamik qiksḡigivut iṅuit, iṅuuniḡniq, niḡrutit, nuna suli taḡiuq.

Iḷisaḡvik College would like to acknowledge that we live and work on the land of the Iṅupiat. We are unapologetically Iṅupiaq and we honor the people, culture, animals, land, and ocean.

ACADEMIC FREEDOM

Integral to its mission and values, Iḷisaḡvik College supports the concept of academic freedom to ensure the excellence of the College's instructional programs. Iḷisaḡvik recognizes the right of each individual faculty member to exercise considerable freedom in the application of their professional expertise in the classroom. Instructors may present course materials that are controversial or uncomfortable. While students are not expected to change their own personal opinions or beliefs, they are required to complete all assignments and activities related to the course. The principle of academic freedom is to foster open minds, creative imaginations, adventurous spirits, and a spirit of inquiry and scholarly criticism within the Iḷisaḡvik community.

Iḷisaḡvik adheres to the principles of academic freedom and independence that protect its students, staff, and faculty from inappropriate influences, pressures, and harassment that impact the integrity of the College's learning environment. At Iḷisaḡvik, freedom of speech and expression is not absolute: verbal and written speech that is libelous, slanderous, incites to riot, or is unlawfully harassing is not protected.

In affirming the principles of academic freedom and free expression, Iḷisaḡvik recognizes that our faculty, staff, and students are subject to applicable state and federal laws. In addition, faculty and staff must adhere to Iḷisaḡvik's Employee Handbook, and students must adhere to Iḷisaḡvik's Student Handbook, which shall be consistent with this statement and the principles expressed herein.

IṅUPIAQATIGIḡṅIQ: IṅUPIAT VALUES

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

- Paaḡḷakkutaḡṅiq | Resolution of Conflict
- Naglikktutigaḡniq | Compassion
- Paammaḡḡiḡṅiq | Cooperation
- Iḷaḡiḡṅiq | Family and Kinship
- Piḡḡakktuḡaḡniq suli Qiḡsiksrautiḡaḡniq Utuḡḡanaanun Allannullu | Love and Respect for Our Elders and One Another
- Qiṅuiṅṅiq | Humility
- Quviaḡuniq | Humor
- Aḡuniḷḷaniq | Hunting Traditions
- Iṅupiuraḷḷaniq | Knowledge of Our Language

- Qiksiksrautiqaḡniq Iḡuuniagvigmun | Respect for Nature
- Aviktuaqatigiḡḡniq | Sharing
- Ukpiqutiqagḡniq | Spirituality

ADMISSIONS AND REGISTRATION

ADMISSIONS

Iḡisaḡvik College has an open admissions policy and welcomes applications from all prospective students who desire to attend and can demonstrate the ability to benefit from programs offered by the college. Admission to the college does not guarantee admission to any particular program. For entrance into degree and certificate programs, see the 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 Iḡisaḡvik 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 Admissions at 852-1754.

CLASS REGISTRATION

Registration fees, dates, and semester course offerings are published in the College Catalog. 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, all students will be assigned an academic advisor according to the student's declared field of study. Advisors work to help students select the best coursework to fulfill their program requirements. Student Services 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. To connect with a program advisor, please contact Recruitment at recruiting@ilisagvik.edu and they will facilitate an introduction to faculty advisors. Student selection of a program of study is usually based upon academic interests, vocational objectives, and personal goals. Upon selection and declaration of a program of study, a student will automatically be assigned an academic advisor. All students not admitted into a program of study will be assigned a designated academic advisor. For information on Program Selection, the Registration Office can be reached at 852-1763. To receive more information and/or connect with a faculty advisor, please contact recruiting@ilisagvik.edu or 907-852-1798.

STUDENT WORK - INTERNSHIPS

Degree-seeking (program active) students may apply for an internship at Ilisaġvik College after successful completion of one semester (12 credit hours) with a minimum GPA of 2.0. Students may be placed internally, within the various departments of Ilisaġvik College, or externally with one of our many partners within Alaska. Student workers may not work in excess of 20 hours per week while school is in session. For more information or to apply please contact Student Services at studentservices@ilisagvik.edu or 907-852-1743.

STUDENT RIGHTS AND FREEDOMS

The role of Iḷisaḡvik 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.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it 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.

Iḷisaḡvik 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:** Iḷisaḡvik 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 reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- **Protection against Improper Academic Evaluation:** Students should have 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. Iḷisaḡvik College believes that protecting students against improper disclosure of confidential information is a serious professional obligation. Faculty and staff are encouraged to be constantly alert and sensitive to matters normally considered confidential.
- **Confidentiality of Student Records:** In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information in their student education records will be 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:** Iḷisaḡvik 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.

Iḷisaḡvik College will make reasonable accommodations to allow students with disabilities to attend classes. Inquiries should be directed to: Iḷisaḡvik College, P.O. Box 749, Barrow, AK 99723 or by calling 907-852-1819 or via email at SupportServices@ilisagvik.edu. Iḷisaḡvik 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 ICAS 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 Associate Dean of Students 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 Student Services 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; these documents will remain separate from your educational record to ensure privacy. 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 Services.

- **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 Iḷisaḡvik College to provide equal educational opportunities and to provide service 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 this 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 Iḷisaḡvik College. 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, counseling and all other programs, events and activities available to students at Iḷisaḡvik. Please refer to the “Gender-Based and Sexual Misconduct Policy” section of this handbook for more information.

RIGHT TO PRIVACY

- **Student Consumer Information:** Federal law requires Iḷisaḡvik College to 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 Iḷisaḡvik 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 as the College has available and which it considers to be in compliance with federal statutes regarding disclosure of retention rates will be made available to enrolled or prospective students 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.

Iḷisaḡvik College complies with the Department of Education’s annual crime on-campus reporting. The College endeavors to comply with all appropriate federal, state, and local laws regarding serious offenses and the monitoring and recording of criminal activity at all Iḷisaḡvik College locations. The policy applies to all employees, contractors, faculty, students, and staff at all locations. For purposes of this policy, Iḷisaḡvik College defines “students” to be all persons who

are registered for courses at Iḷisaḡvik College. Iḷisaḡvik College authorities will maintain statistics on criminal offenses during each reporting year. The offenses include aggravated assault, murder, burglary, sexual assault, drug abuse violations, robbery, liquor law violations, weapons possession, domestic violence, dating violence, stalking, 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 transcripts are available through the National Student Clearinghouse. Unofficial transcripts can be requested through the Office of the Registrar. Directions on how to access your transcript as well as any questions can be obtained through the Office of the Registrar. Students who have a debt with Iḷisaḡvik College will not be able to obtain official transcripts. For more information, please refer to the Iḷisaḡvik College Course Catalog.
- **Student Access to Financial Information:** Upon submission of a written request to the Controller, students may receive a copy of the annual audited financial report.

STUDENT DEBT POLICY

- **This policy is designed to ensure all students are treated fairly in relation to the payment of a debt to Iḷisaḡvik College.**
 - This policy applies to students who apply for admission to or who are currently enrolled in Iḷisaḡvik 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. Iḷisaḡvik 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.
 - Iḷisaḡvik 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 Iḷisaḡvik College. Financial planning begins with an estimate of the expenses a student will have. Iḷisaḡvik 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**
 - Iḷisaḡvik College does not provide loans for students in the form of carried balances or debt. Iḷisaḡvik College will enforce payment agreements for those who have debt above \$500.00. If any student has not met their full financial obligation, Iḷisaḡvik 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 Iḷisaḡvik 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. Students are responsible for their own books and supplies.

- o A student is eligible to participate in a self-pay agreement if:
 - i. The student is not in default on prior tuition, fees or bookstore charges, and the student remits \$250.00 or one-third of the balance due, whichever is less, within 20 days of the current semester registration.
 - ii. The student must maintain a good credit status with Iḷisaḡvik 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.
 - iii. Fee charges are not refundable if the student withdraws. Tuition is refunded only according to the schedule outlined in the catalog.

STUDENT RESPONSIBILITIES

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

- Regular class attendance: Iḷisaḡvik 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 funding agencies' requirements. 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.

- 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. A notification will be posted on the Iḷisaḡvik College website, sent as an alert through the Active911 smartphone app, and distributed to KBRW once the decision has been made by the President or Chief Administrative Officer of Iḷisaḡvik College.
- Student Dress Code: A student's attire and overall physical appearance should be consistent with health and safety standards, which may vary from program to program. If there are specific dress requirements for individual classes, they are clearly described in course syllabi. In no case will clothing that is unsafe or disruptive to the educational process, as determined by the instructor, be permitted. In addition, students living in the Residential Center are required to dress appropriately at all times.

In order to succeed as a student the following advice is recommended to all students:

- Regular studying and turning in assignments on time.
- Contribution to an atmosphere conducive to learning; and conducting oneself as a responsible member of the academic community in accordance with traditional Iñupiaq values that address behavior within a community.
- Honest representation and conduct 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.
- Cooperation with school administration during the investigation of a policy violation.
- Effective and timely use of online tools.
- Checking Iñisaġvik College email daily for pertinent information regarding classes and other notices.
- Familiarity with and adherence to the regulations set forth in this handbook.
- Understanding and adherence to the Iñisaġvik College mission and core values.
- Respect for, and responsibility to, the diversity of all people and the rights of others in the Iñisaġvik College community.
- Dedication to the attainment of individual academic pursuits and personal growth.

STUDENT CONDUCT POLICIES

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

Iñisaġvik 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

Iñisaġvik 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 Iñisaġvik 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 at all times remember 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 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 member of the campus community 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 campus community members 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
- Smoking 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 occurring on or off-campus, all students are expected to obey all local, state, and federal laws.

EMERGENCY CONTACT NOTIFICATION

Iḷisaḡvik 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. Iḷisaḡvik College also reserves the right to designate which staff and faculty have a need to know about individual conduct reports.

INSTITUTIONAL POLICIES AND REGULATIONS

ACCEPTABLE COMPUTER AND NETWORK USE

Iḷisaḡvik College is pleased to offer computers and Internet access for staff and student use in business, study, and classroom activities, as well as career development, and self-discovery. The College has the right to place reasonable restrictions on your use of College-provided computers and Internet access. All user accounts are subject to the following account guidelines and conditions.

ACCOUNT GUIDELINES AND CONDITIONS

- Offensive, threatening or otherwise explicit/implicit material is not to be accessed or transmitted in any way through Iḷisaḡvik 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 by the computer you log onto) or a removable disk that the student provides. Data stored on any computer hard drive is not protected and subject to data loss or removal without notification.
- Sharing of User ID/Password is prohibited. The account owner is responsible for any unacceptable activity regardless of who used the account. Protect your user ID from use by any user other than yourself.
- Examination, copying and/or modification of another user's data/account are prohibited. No one other than the account owner is to have access to 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 your loss of email privileges.
- Hacking or network monitoring utilities are not to be stored, utilized or transmitted on College computer equipment. Violation of this restriction will result in the immediate loss of network and computer privileges.
- Vandalism, willful destruction and/or inappropriate use of Iḷisaḡvik 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 Iḷisaḡvik College to provide an alcohol and drug free environment to benefit all students, faculty and staff. In accordance with state and federal guidelines, Iḷisaḡvik 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 will not be tolerated while a student is on College premises, or attending activities or functions conducted by or under the supervision of Iḷisaḡvik 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 on campus property or at activities or functions conducted by or under the supervision of Iḷisaḡvik College.
- Instructors of classes related to vocational and technical training, including Workforce Development and driver's instructional classes have latitude to make a determination whether to deny a student access to operating machines, equipment, or vehicles if they suspect the student

is under the influence of intoxicants. Such matters will always be referred to the Dean of Students for review.

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 Iḷisaḡvik College property, or at any activity or function by or under the supervision of Iḷisaḡvik College.

Definitions

Illegal Drugs: the non-medical 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 Code of Social Conduct carry serious consequences. Students who violate the College's policy or federal, state and local laws regarding alcohol, marijuana and illegal drugs are subject to disciplinary action, up to and including expulsion from Iḷisaḡvik College and Iḷisaḡvik 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.

The following procedures for violation of this policy are in place for the protection of all students and members of the Iḷisaḡvik College community. The College reserves the right to take a more serious level of action depending on the nature and severity of the offense.

- Students who are found to be in violation of 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 Iḷisaḡvik College housing. Documentation of Removal from Residential Center will be placed in permanent student files in the Student Services.
- 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 re-apply for residential housing for subsequent semesters.
- The North Slope Borough Police will be called in the event it is determined an intoxicated student is under the legal drinking age of 21.
- The North Slope Borough Police will be called in the event it is determined or suspected that a student is selling, buying or in possession of alcohol, marijuana or illegal drugs on the Iḷisaḡvik campus.
- Students enrolled in certain vocational programs, especially those involving the operation of equipment, and motor vehicles may be subject to alcohol and drug testing.
- The student is subject to immediate expulsion from Iḷisaḡvik 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:

Schedules A.S. Title 11	Substances
IA	Synthetic and non-synthetic opiates, including Heroin, Oxycodone, and Fentanyl; Gamma Hydroxybutyric Acid (GHB)
IIA	Psychedelics/Hallucinogens, including Peyote, Magic Mushrooms, PCP, Ecstasy/Molly (MDMA); Stimulants, including Methamphetamine and Adderall; Barbiturates; Cocaine
IIIA	Stimulants/Appetite Suppressants, including Didrex; Depressants/Sedative-Hypnotics; Certain Anesthetics, including Telazol/Zoletil
IVA	Benzodiazepines, including Xanax, Ativan, and Valium; Ketamine
VA	Buprenorphine, including Suboxone; Anabolic Steroids, including Testosterone and Anadrol
VIA	Marijuana

Controlled Substance Statutes Reference Chart¹

Statute	Class and Range²	Conduct
<u>11.71.010</u> Misconduct Involving a Controlled Substance in the <i>First</i> Degree	<u>Unclassified Felony</u> 5-99 Years (Maximum 99 Years)	<input type="checkbox"/> Delivers schedule IA , IIA , or IIIA controlled substances to people under 19 years of age where the dealer is more than 3 years older; <input type="checkbox"/> Engages in a continued felony drug dealing enterprise.
<u>11.71.021</u> Misconduct Involving a Controlled Substance in the <i>Second</i> Degree	<u>Class A Felony</u> 4-7 Years (Maximum 20 Years)	<input type="checkbox"/> Manufactures/delivers* a schedule IA controlled substance; <input type="checkbox"/> Manufactures/intends to manufacture methamphetamine (including possession certain quantities of listed chemicals with intent to manufacture methamphetamine). ³
<u>11.71.030</u> Misconduct Involving a Controlled Substance in the <i>Third</i> Degree	<u>Class B Felony</u> 1-3 Years (Maximum 10 Years)	<input type="checkbox"/> Delivers schedule IVA , VA , or VIA controlled substances to people under 19 years of age where the dealer is 3 years older; <input type="checkbox"/> Manufactures/delivers* a schedule IIA or IIIA controlled substance.
<u>11.71.040</u> Misconduct Involving a Controlled Substance in the <i>Fourth</i> Degree	<u>Class C Felony</u> 0-2 Years (Maximum 5 Years)	<input type="checkbox"/> Manufactures/delivers* a schedule IVA or VA controlled substance; <input type="checkbox"/> Possesses any amount of a schedule IA controlled substance; <input type="checkbox"/> Manufactures/delivers* more than one ounce of a schedule VIA controlled substance without proper permitting.
<u>11.71.050</u> Misconduct Involving a Controlled Substance in the <i>Fifth</i> Degree	<u>Class A Misdemeanor</u> 0-365 Days (Maximum 365 Days)	<input type="checkbox"/> Manufactures/delivers* less than one ounce of a schedule VIA controlled substance without proper permitting; <input type="checkbox"/> Possesses any amount of a schedule IA , IIA , IIIA , IVA , or VA controlled substance without a proper prescription.

*Includes possession with intent to manufacture/deliver.

¹ This sheet provides a broad overview of 11.71, it is not comprehensive and is not meant to serve as legal advice or opinion. This is not a substitute for independent review of 11.71.

² Range is provided for a first-time offender.

³ Some listed chemicals include for example hydrochloric gas and red phosphorous. For a complete list see AS 11.71.200.

Marijuana (A.S. 17.38) – Offense¹	Penalty
A person under 21 years old possessing, using, displaying, purchasing, or transporting marijuana	Class B Misdemeanor + \$1,000
A person 21 or over possessing, growing, processing more than 6 plants, or a household of individuals 21 or over possessing, growing, and processing more than 12 plants	\$750
It is unlawful for any person to publicly consume marijuana	\$100
A person under 21 presenting or offering to a marijuana establishment a false age for the purpose of purchasing or procuring marijuana products	\$400
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	\$750
It is unlawful for a person under 21 to manufacture, possess, purchase, or distribute marijuana accessories	Violation

Alcoholic Beverages (A.S. 4.16) – Offense²	Penalty
Manufacture, sell, barter, or offer or possess for sale without license or permit	\$25,000 + 0-1 year
Knowingly enter or remain on licensed premises without appropriate companion or consent if under 21	Violation + \$500
Knowingly consume or possess if under 21	Violation + \$500
Purchase or solicit another to purchase or induce another to provide if under 21	Up to \$50,000 + 0-5 years
Purchase or solicit another to purchase or induce another to provide if under 21 and minor causes injury or death to another	Class C Felony \$50,000 0-5 years

¹ These charts provide a broad overview of related Alaska Statutes. It is not comprehensive and is not meant to serve as legal advice or opinion. This is not a substitute for independent review of A.S. 4.16 and 17.38

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. 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 million if an individual, \$5 million if not an individual.		
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. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight); 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is not less than 25 years imprisonment and a fine up to \$20 million if an individual and \$75 million if other than an individual.

PARENT/LEGAL GUARDIAN NOTIFICATION

In accordance with FERPA (Family Educational Rights and Privacy Act), Iñisaḡvik College reserves the right to contact the parent(s) or guardian(s) of students involved in violations of College 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 in confidentiality and will be provided on a need to know basis only.

National

The National Institute on Drug Abuse Hotline
(800) 662-HELP (4357)

Alcoholics Anonymous <https://www.aa.org/>

Local

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

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

State

Alcoholics Anonymous | Alaska
(907) 272-2312
www.area02alaska.org/

Narcotic Anonymous | Alaska
(907) 277-5483
Intervention Helpline
(907) 272-1174
www.interventionhelpline.org

MEDICAL AMNESTY

Statement and Purpose

A Medical Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking 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 and 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, another student, or a friend experiencing an alcohol and/or other drug related emergency will not be subject to disciplinary action under the Iḷisaḡvik 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:

Iḷisaḡvik 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. Iḷisaḡvik 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. Under the policy, 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. These educational actions are required to be completed and paid for by the student. Actions may include, but are not limited to: parental notification, an alcohol education workshop, or 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.

It is the expectation of the Student Services 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 Iḷisaḡvik 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 where 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 Ilisaġvik student who engaged in underage alcohol consumption or illegal drug use, become a victim of sexual assault and request or receive emergency response and/or medical assessment.

CAFETERIA RULES AND FOOD SERVICES POLICIES

The Ilisaġvik College cafeteria is operated by a third-party vendor, ESS, under a license from the Alaska Department of Environmental Conservation which binds ESS to follow State regulations. ESS employees and/or assigned Ilisaġvik staff members have the responsibility of 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 852-1754. 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 providing that they have been reviewed and approved by the departmental director.

EMAIL POLICY

Ilisaġvik e-mail is the official mode of communication for Ilisaġvik College. Through email, you will receive important information from your teachers and from the college only to your Ilisaġvik email 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 login. Your username and password are the same you use for logging in to My Campus.

Inactive student accounts that have not been accessed for 12 consecutive months 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. The right to inspect and review the student's education records within 45 days after the College receives a request for access. A student should submit to the Registrar, Dean of Academic Affairs, 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. The right to request the amendment of the student's education records which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write to 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. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA Consent forms can be found at the Student Services 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)

- Electronic mail address
- Telephone numbers
- Student photos
- Names and dates of previous high schools and colleges attended
- 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. 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. A postsecondary institution 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)).

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, this past consent may not remove grounds for a later charge of a violation of applicable sections of this 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 the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes 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.

AMERICAN DISABILITIES ACT

Iḷisaḡvik College is committed to providing educational opportunities to all individuals on Iḷisaḡvik campus as well as its online portal. Disability Services offers course materials in alternative formats to Iḷisaḡvik 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.

For support or more information, please email SupportServices@ilisagvik.edu.

SEX OFFENDER INFORMATION

Information concerning registered sex offenders may be obtained from the State of Alaska Department of Public Safety website at <https://sor.dps.alaska.gov/>.

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.

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. Service and assistance animals accompanying students with disabilities are strongly encouraged to register with Student Services. 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 ANIMAL

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 not 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 Student Services at SupportServices@ilisagvik.edu.

WILD ANIMAL CAUTION

The Ilisagvik 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.

MISSING STUDENT POLICY

(Information and requirements provided under the Federal Higher Education Opportunity Act, Section 485(j) regarding missing students)

Each Ilisagvik College student, eighteen (18) years of age or older, has the option to identify an individual to be contacted by the Ilisagvik College Dean of Students office not later than twenty-four (24) hours after the time circumstances indicate that the student may be determined missing. For each student who is under age eighteen (18) and not emancipated, the institution is required to notify the custodial parent not later than twenty-four (24) hours after the time that the student may be determined missing.

The confidential contact is a person designated by the student in addition to the emergency contact listed within EMPOWER, maintained by the College Registrar. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided to the College Registrar will be used. The emergency contact may be notified in addition to any confidential contact provided.

Each student, eighteen (18) years of age or older, may register a person designated as a confidential contact in the EMPOWER Emergency Contact form at any time. The student wishing to register a confidential contact is solely responsible for the accuracy of the information, as well as any update of information regarding the confidential contact.

Ilisagvik College will notify appropriate law enforcement agencies not later than 24-hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. College officials receiving a missing persons report relating to a student are required to notify the Dean of Students immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. The Dean of Students will investigate the circumstances presented with the report of a missing student as soon as it is established that avenues to

contact the student have been exhausted (even when less than twenty-four hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Dean of Students office, through the Student Services on-call person, will initiate the notification to the confidential contact, as provided above, and to the emergency contact person provided to the College upon enrollment for investigative and / or notification purposes.

STUDENT TRANSPORTATION POLICY

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

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

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

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

Definitions

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

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

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

General Requirements

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

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

The name, address, and telephone number of the faculty/staff mentor to the recognized student or student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Iḷisaḡvik College Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The student shall provide the faculty/staff mentor emergency contact information of 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 Iḷisaḡvik College classes, or have been accepted to participate in one of Iḷisaḡvik College’s Summer Camps, or college readiness/recruiting events. Minor children who are affiliated with Iḷisaḡvik 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 Iḷisaḡvik College will not be eligible to travel with any employee of Iḷisaḡvik College to any college sponsored function as a participant.

Student Travel Guidelines

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

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

Students are responsible for obtaining all necessary travel documentation, including valid

identification, passport, visa, and vaccines, if required. Students shall be responsible for all costs that are not funded by the College. Students are required to provide documentation for Travel Authorization close-out along with a final trip report within 10 working days upon return to Barrow.

(For more information on student travel procedures please see Addendum 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 and or as a result of the trip.

PARTICIPATION

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

Violations of these rules and regulations will result in the student being ineligible for travel privileges for at least one year, in addition to the disciplinary action normally taken while on campus. If students put themselves or others at risk during the travel they will be escorted by Iḷisaḡvik staff to the airport to return to the College on the next available flight. Please see the “Policy Violation Procedures” section of this handbook for more information.

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 to include spouse, domestic partner, parent, child, grandparents, grandchild or 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 programs.

(For complete more information see Addendum 2 on pg. 67.)

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. Iḷisaḡvik College has adopted a sexual harassment policy found in Addendum 1 of the Student Handbook and the Employee Handbook. The sexual harassment policy explains the definition of sexual harassment, hostile environment, non-consensual 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 Iḷisaḡvik College.

Visit the Iḷisaḡvik College website for Title IX guidelines on reporting inappropriate sexual or violent behavior.

(For complete Title IX information see Addendum 3 on pg. 75.)

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.

Levels of Discipline:

- **Verbal Warning:** Oral notice to a student that a College policy has been violated. The Student Services 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 Academic Affairs 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 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 Academic Affairs, 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 Iḷisaḡvik 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 should follow procedures outlined in the "Due Process Hearing Procedures" section of this handbook.

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 Utqiaḡvik, 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 Iḷisaḡvik College may use this procedure to challenge an academic decision or action of a faculty member, administrator or fellow student, including without limitation any claims of discrimination, harassment or gender based and sexual misconduct under Title IX of the Civil Rights Act of 1964, as amended.

Students are permitted to have an advocate of their choosing (such as Student Services 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 Academic Affairs. 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 Iḷisaḡvik 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

Iḷisaḡvik College has a zero-tolerance policy for gender-based and sexual misconduct. 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.

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

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. 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 against the law and are a direct violation of Iḷisaḡvik College's Code of Social Conduct. When violations are believed to have occurred, disciplinary action (both institutional and legal) can and will be pursued.

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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;

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 Services.

Confidential Resources

The following are confidential resources for students to learn about options for obtaining additional support from the College and others. These confidential resources will not report the incident without the student's permission.

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

or

Christine Coll at Iñisaġvik College
907-852-1742

Additional Resources (Non-Confidential)

The College encourages students to report incidents of gender-based or sexual 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) 852-1766

Title IX Investigator:
Human Resources Coordinator
(907) 852-1811

Title IX Adjudicator:
Advancement Officer
(907) 319-8761

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 well as accompany students during the meeting.

North Slope Borough Police Department
1068 Ahkovak Street, Barrow AK 99723
9-1-1 (for emergencies) or 907-852-6111 (for non- emergencies)

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

Procedures for Responding to Reports of Gender-Based and Sexual Misconduct

When the College receives a report of gender-based or sexual misconduct, the Title IX Coordinator is notified. When the complainant (the person making the allegations of misconduct) chooses, or the College believes it is necessary, the Title IX Coordinator will initiate a prompt, fair and impartial investigation, which may lead to the imposition of sanctions upon the respondent (the person alleged to have committed the misconduct).

The Title IX investigator will complete an official investigation and the College will hold a hearing. 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. During the investigation and hearing, the complainant and respondent will have an opportunity to make statements and provide other evidence. Because every case is different, each investigation and hearing will be tailored to the specific facts of the case while maintaining a meaningful opportunity for the complainant and respondent to be heard. 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.

Through the process, the complainant and respondent are entitled to the same opportunities for a support person or advisor of their choice, including any meeting, conference, review or other procedural action. They will also be provided with written notice of any meetings in which they may participate. Once complete, the complainant and respondent will be informed, promptly and in writing, of the outcome, including the findings, conclusions, sanctions (if any) and the rationale for these decisions. If gender-based or sexual misconduct is found, the College will discipline the respondent. Sanctions range from warnings up to expulsion or termination of employment.

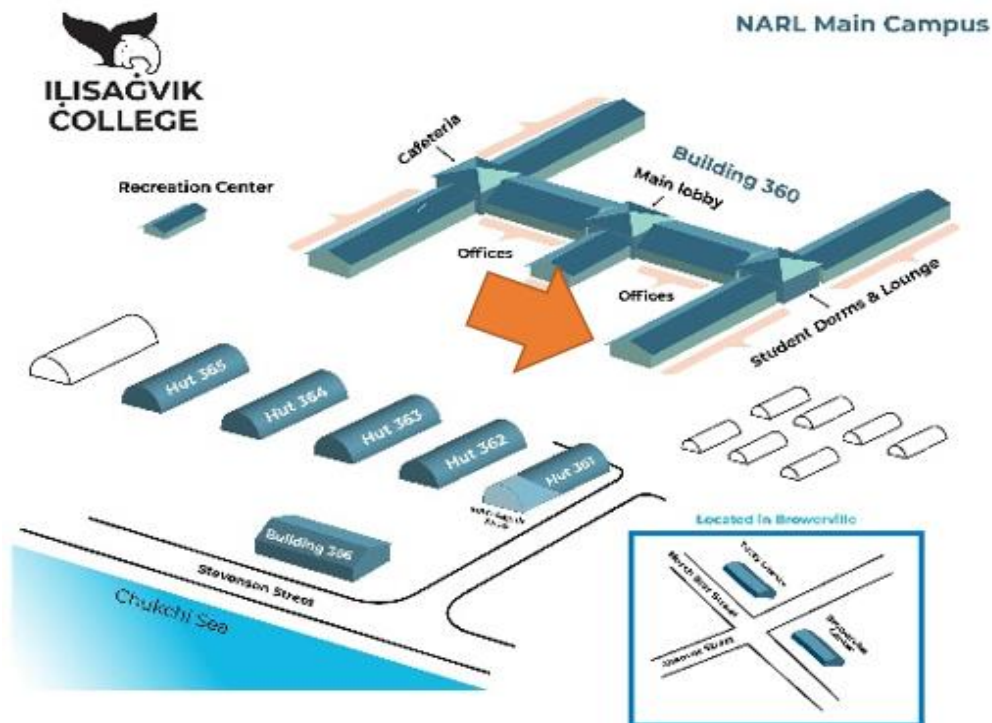
All parties will be informed of the College Title IX Grievance processes, and their rights to exercise a request for appeal. Title IX Grievance Process is found at the end of the Title IX Policy, p.78

STUDENT RESOURCES

LEARNING RESOURCE CENTER

The Student Services offers a quiet space for studying and assistance for Iḷisaḡvik 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 Services 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 Life Manager at 852-1776 for further information. **The Learning Center Hours are posted on the Iḷisaḡvik website and MyCampus.**

NARL | Main Building 360
Mon-Fri: 6:00pm-10:00pm
Sat-Sun: 5:00pm-10:00pm
Phone: 852-1776



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, Bethal, Fairbanks and Metlakatla. For updated information please contact the Student Life Manager.

COLLEGE BOOKSTORE

The Iḷisaḡvik 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 Iḷisaḡvik 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

Iḷisaḡvik College Bookstore will provide a 100% refund for returns made prior to the book return deadline, usually a week (two weeks for students outside of Utqiagvik) 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. Buyer is responsible for all shipping charges.

COMPUTER ACCESS

Iḷisaḡvik College makes computers available for student use. These computers require a login to access Iḷisaḡvik 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

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

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

- **Internet access** whether at home, or through Iḷisaḡvik College public 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, and understanding file extensions).
- **Current software** includes 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.
- **Loaner Laptops** Iḷisaḡvik College provides loaner laptops to assist students with distance education needs. Loaner laptops are available for currently enrolled students. The IT department will contact you within 24 hours regarding your request. Weekend and holiday requests will be processed on the next business day. Please submit all request helpdesk@ilisagvik.edu

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

- **Iḷisaḡvik Email:** All students who register for classes at Iḷisaḡvik College are provided with an Iḷisaḡvik email address in the following format: firstname.lastname@ilisagvik.edu. It is your responsibility to check your Iḷisaḡvik email often as it is the official form of communication of Iḷisaḡvik College.
- **MyCampus (<http://mycampus.ilisagvik.edu>):** Every academic course offered at Iḷisaḡvik 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 (Zoom):** Some classes utilize the synchronous web conferencing tool, Zoom, to connect with students remotely. Students should be comfortable in a live internet setting and either have permission from the instructor or have taken the IT-100 Introduction to Online Learning course. Zoom requires a computer with internet access, recent software updates, and audio and video capabilities. 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 Zoom session.

For assistance with Distance Education or Educational Technology, please call our student support line at 907-319-8743 or e-mail edtechsupport@ilisagvik.edu.

FINANCIAL AID AND SCHOLARSHIPS

While financing an education is the responsibility of the student, the Financial Aid Office will make every effort to assist the students in completing appropriate financial aid program scholarship applications, including any necessary supplemental paperwork.

Payments and payment plans are arranged through the Business Office at 907.852.1834 or 1.800.478.7337, ext. 1834.

FINANCIAL AID: Funds are intended to help pay for tuition, fees, books, class supplies, living expenses and village travel. Sources included federal and state grants, federal work study, and private scholarships, and tuition waiver.

Please note, submitting financial aid applications does not guarantee financial aid funding. Students are encouraged to follow-up with the funding program. Funders will send applicants a notification letter regarding aid and updates. All financial aid checks are sent to the Business Office for account processing.

TUITION WAIVER: Students requesting a tuition waiver must apply by the published deadline every semester. Applications are available and processed through the Admission/Registration office. They can be reached by email at registration@ilisagvik.edu or by phone at 907-852-1825.

CREDIT BALANCES: Credit balances are paid by paper check directly to the student or returned to the funding agency as directed on the funder's award letter. For example, Arctic Education Foundation expects any or all of their scholarship to be returned if any other funding source has already paid any portion of the student's bill.

PAYMENT ORDER: Financial aid is applied to student accounts in the following order: 1st - Federal Aid (Pell and FSEOG), 2nd - Scholarships, 3rd - Tuition Waivers. This order does not change whether a student received one or more types of aid.

DISBURSEMENTS: Financial aid will not be released prior to the first day of the semester. All educational expenses must be paid before any remaining balance can be released. Financial Aid Services may verify the number of credits and attendance prior to disbursements as required by a financial aid funder.

Disbursements are scheduled two weeks after the semester's first drop deadline and followed four weeks later.

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

Scholarships are a single disbursement and paid with the final federal aid disbursement.

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

STUDENT ORIENTATION

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

RECREATION CENTER

Ilisaġvik Recreation Center promotes the desire of students, faculty, and staff to seek and maintain a balanced, healthy lifestyle. The Recreation Center provides cardiovascular equipment, a basketball/volleyball court, multi-purpose room, and weight-lifting equipment. *No individual under the age of 18 (unless a student of 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 Services 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 Student Services at 852-1726.

STUDENT SERVICES SUPPORT STAFF

The Student Services 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 Services staff strives to foster and facilitate a positive and successful college experience for all students.

TRANSPORTATION

The Student Services 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 Services 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 Services 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 Services.
- 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 Services. For more information, comments or concerns, please contact the Student Services Advisor at 852-1726. For all personal and non-academic transportation services please refer to taxi phone numbers in the Contact Information section of this handbook.

TUZZY CONSORTIUM LIBRARY

The Tuzzy Consortium Library is named in honor of the late Evelyn Tuzrolyuk 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 Iñisaġvik 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 service 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 Iñisaġvik 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 access 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 Northstar Street, is open six days a week, Monday through Thursday from 9:00 a.m. to 9:00 p.m. and Friday and Saturday from 12:00 p.m. to 6:00 p.m. The library can be contacted through email at tuzzy@tuzzy.org, phone at 907-852-4050 or by fax 907-852-4059. The library maintains a toll-free number for village students at 800-478-6916.

SAFETY REGULATIONS AND PROCEDURES

This information is to assist all students-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 Services 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 Services 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 Services to submit a report.

DISTURBANCE

1. If a student or person is causing a disturbance on campus, call Student Services 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 Services 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 Services 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 Services 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 you are instructed that it is safe to do so.
5. Suspected gas leaks or suspicious odors should also be reported to Maintenance and Operations at 855-0584 so appropriate action can be taken.

MEDICAL EMERGENCIES

1. Report minor emergencies to Student Services 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 or not the victim is conscious, if any aid has been given, etc. and await instruction.
2. If the person is seriously injured, do not attempt to move them unless there is a life-threatening danger present (i.e. falling debris, fire, explosion).
3. Dial 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 Services 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 comfortable.

RESIDENCE LIFE

RESIDENTIAL CENTER

Iḷisaḡvik College offers dormitory housing managed and assigned by Student Services-to qualified College students. To apply for housing, please complete a Residential Housing Application at the Registrar's Office or Student Services. For more information, please call the Student Services 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 Services 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 certificate program II or higher to be 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 result in the applicant being ineligible for housing.
 - All other felony convictions will be reviewed on a case by case basis.
 - Excessive misdemeanors will be reviewed on a case by case basis.
- Students must 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 Code of Academic Conduct and Code of Social conduct standards.

ELIGIBILITY REQUIREMENTS FOR TRAVEL (Dorm Students)

For students traveling from North Slope Villages, travel agreements are authorized through Student Services. In order for Student Services 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, Atkasuk, 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 enrolled full time.

Please note:

All travel charges applied to student accounts must be covered by financial aid funds before any refund of excess financial aid can be awarded. Travel payment plans are processed through the Business Office at 907.852.1834 or 1.800.478.7337, ext. 1834.

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. **All charges related to travel, dorm, and meal plan are the responsibility of the student and will be applied to their student bill.**

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.
- In order to to apply

ITEMS TO BRING

Each room will be equipped with a twin size bed, three-drawer dresser, night stand, closet, desk, chair, mini-refrigerator and microwave. Iḷisaḡvik residences provide both men's and women's sides, and each provides 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. Iḷisaḡvik 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 Services 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 dorm students must participate in a meal plan, no exceptions. There are three meal options to choose from: Options (1) - \$4,500, (2) - \$3,300, and (3) - \$2,100 (must be a sophomore to select this plan).

CHECK-IN PROCEDURES (MUST BE COMPLETED IN THIS ORDER)

1. The student must pay the 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 Services. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
5. The Student Services will verify that all appropriate documentation is in the student's file:
 - a. Current Contract/Application for Housing approved by the Student 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 Services 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 upon arrival at the housing facility at the beginning of each semester.

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 Services 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 Services staff. The inventory will consist of the condition of the room and its furniture, equipment, and fixtures.
- Student Services staff will verify that all appropriate documentation is in the student's file:
 - Current Contract/Application for Housing approved by the Student Life Manager for student housing

- o Completed Room Inventory list with both the student's signature and the signature of the Student Services staff, and the date of Check-Out
- o Record Release Form
- o Change of Address form via USPS
- o Students will vacate premises by the date the residential center closes unless otherwise approved.

If additional cleaning or repairs must occur for the room to be re-occupied, the damage deposit will be forfeited, and the student will pay any additional cleaning or repair costs. Student Services 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 Student 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

Iḷisaḡvik College encourages students to vacate the residential center during winter and summer breaks to visit family, seek out employment opportunities and enjoy the time away from classes. Under very limited circumstances, students can apply to stay in the dorms as a "guest," but are eligible only upon meeting several requirements. This type of accommodation is not guaranteed. Students will be billed accordingly for any additional time residing in dorms beyond normal fall and spring semester dates. Please see the Student Life Manager for more information or call 852-1726.

STUDENT ID CARDS

After arrival on campus, all students will have their pictures taken and they will be issued a Student Identification Card at no cost. It is important that students carry this ID Card with them at all times. The card will ensure correct entry into College-sponsored events, use of transportation and recreation 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, or 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. Iñisaġvik 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 Services 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 Services provides many items and resources for student convenience and entertainment. These items are the property of Iñisaġvik College and are not to be removed from the Student Services. Any student who improperly possesses property of Iñisaġvik College will be reported and disciplined in accordance with this handbook. All items are inventoried and documented within the Student Services 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 in the event that special cleaning beyond common procedures is required, or for the absence of, or unauthorized removal of 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 the 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 Iñisaġvik 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 Services file and will be considered in future Student Services decisions regarding a student's housing eligibility.

LEARNING RESOURCE CENTER

The Learning Resource Center is in the main building across from the Adult Education Office. This is a 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.

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

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

TELEPHONE SERVICE

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

LAUNDRY FACILITIES

The Residential Center is equipped with washers and dryers in each dorm wing. The Laundry Rooms are open Sunday-Thursday 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 on a daily basis for health reasons. All students are responsible for the cleanliness and order of common use areas including the lounge and student kitchen. Proper housekeeping practices will be monitored by the Student Services staff.

VISITORS

Prior to arrival, the residential student must come to an agreement with their roommate regarding 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 Student Life 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 Services staff member present in the residential area then please have resident inform the Residential Advisor of their visitor. Visitors are expected to follow all policies and procedures outlined in the Iḷisaḡvik Handbook or they may be asked to leave and deemed to be trespassing.

Students are encouraged to respect others' space and property and not to enter an unoccupied room that is not their own.

VISITING HOURS:

Sunday – Thursday	9:00 am to 12:00 am
Friday, Saturday and Holidays	9:00 am to 2:00 am

Children **must** be under the supervision of a guardian at all times while in the Residential Center. Because residents of the dorm rightly have an expectation of an environment conducive to study, the parents of children who create a significant disruption will be asked to 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 Iḷisaḡvik 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 at the mailbox located in the main lobby. Mail without postage will be returned to you. You should use the following return address for out-going mail:

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

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

ADDENDUM 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 traveling.
- B. Students must complete a travel progress report from the Student Services 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 Iḷisaḡvik 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 Iḷisaḡvik travel for personal reasons and resumes the hour the student traveler resumes route of travel required by College business.
- E. If a student is traveling 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. Iḷisaḡvik 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 Iḷisaḡvik 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 Iḷisaḡvik 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 make the determination whether or not to add the student to the "no fly list".
- C. Baggage, when traveling on airlines that charge baggage fees will be covered by the Iḷisaḡvik 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

- 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, you must contact the department representative who initiated the travel authorization as soon as possible to avoid any cancellation fees.

While On your Trip

1. Iñisaḡvik 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 Iñisaḡvik 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. Iñisaḡvik College will pay for only reasonable and legitimate expenses which are incurred carrying out Iñisaḡvik 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 Utqiagvik (Barrow) for a short-term class/training, a trip report is not required to be submitted .
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 in compliance with the current Business Office policy for travel.

ADDENDUM 2 - CLERY ACT

SEXUAL MISCONDUCT

Ilisagvik College's Title IX Sexual Assault Policy prohibits sexually violent acts, termed "Sexual Misconduct" by the College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking, and sexual harassment. While Ilisagvik College utilizes different standards and definitions than the Alaska State Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX (<https://www.ilisagvik.edu/about-us/title-ix/>), and the Clery Act, which mandates the contents of this report.

It is not the policy of the College to notify local/campus law enforcement when sexual misconduct occurs, unless a victim wishes 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.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming.

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 offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss 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. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Some examples include campus policy and procedural training in student and employee orientations, as well as the Residential Advisor's dorm student orientation program. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, the College takes the matter very seriously. The College

employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, the student is subject to action in accordance with the Title IX Sexual Assault Policy in the student handbook. A student wishing to officially report such an incident may do so by contacting the College's Title IX Coordinator or Title IX Investigator. Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the College's resolution process.

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 Campus Security at (907) 319-8742 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 unlaundered 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 Iḷisaḡvik 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 support, 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.

Legal Definitions

Rape is generally defined by states as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Under Alaska law, an offender commits the crime of sexual assault in the first degree if:

1. The offender engages in sexual penetration with another person without consent of that person;
2. The offender attempts to engage in sexual penetration with another person without consent of that person and causes serious physical injury to that person
3. The offender engages in sexual penetration with another person
 - a. who the offender knows is mentally incapable; and
 - b. who is in the offender's care
 - i. by authority of law; or
 - ii. in a facility or program that is required by law to be licensed by the state; or
4. The offender engages in sexual penetration with a person who the offender knows is unaware that a sexual act is being committed and
 - a. the offender is a health care worker; and
 - b. the offense takes place during the course of professional treatment of the victim

The complete Alaska rape and sexual assault offense definitions are found in Alaska Statutes 11.41. Sexual assault in the first degree is an unclassified felony and is punishable as provided in Alaska Statutes 12.55.

Other Sexual Offenses

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

In Alaska, “without consent” means that a person:

1. With or without resisting, is coerced by the use of force against a person or property, or by the express or implied threat of death, imminent physical injury, or kidnapping to be inflicted on anyone; or
2. Is incapacitated as a result of an act of the defendant. (This definition does not require freely-given sexual consent or affirmative sexual consent. See Alaska Statutes 11.41.470.)

Campus policy definitions of sexual offenses are:

Sexual harassment: any unwelcome sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.

Non-consensual sexual intercourse: any sexual intercourse, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Non-consensual sexual contact: any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual exploitation: a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.

<https://www.ilisagvik.edu/wp-content/uploads/DISPUTE-RESOLUTION-PROCEDURE.pdf>

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of Iñisagvik College that sexual harassment is prohibited. 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. Sexual harassment is defined as “Any unwelcome sexual, sex-based and/or gender-based verbal, written, online, and/or physical conduct.”

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, staff member, or by another student should be brought to the immediate attention of the Title IX Coordinator. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Title IX Coordinator, the student may inquire or complain to any Department Chair or any officer of the College at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and

including immediate termination from employment or dismissal from the College for serious or repeated violations.]

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, Iñisagvik 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 Iñisagvik 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.

Domestic violence: a pattern of behavior used to establish power and control over another person through fear and intimidation, often including the threat or actual use of violence.

Dating violence: being hit, slammed into something, or injured with an object or weapon by someone you were dating or going out with.

Stalking: a crime in which a person knowingly and repeatedly engages in a course of conduct involving non-consensual contact with you or a family member without your consent, and that places you in fear of your own death or physical injury or the death or physical injury of a family member.

CAMPUS PROCEDURES FOR ADDRESSING SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, SEXUAL HARASSMENT, AND OTHER ACTS OF SEX AND GENDER DISCRIMINATION

For offenses including sexual misconduct or other gender-based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, and stalking, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct. <https://www.ilisagvik.edu/departments/student-services/student-conduct/>

Procedurally, when Iñisagvik College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding student; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires,

that individual will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports, and procedures, in the form of this document, is provided to all victims, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found online here: <https://www.ilisagvik.edu/about-us/title-ix/>. The Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with Alaska law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victims 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. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action. The role of advisors is described in detail here: <https://www.ilisagvik.edu/wp-content/uploads/DISPUTE-RESOLUTION-PROCEDURE.pdf>. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale thereof. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance 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 non-compliance. 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.

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.

- A. *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.
- B. *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.

- A. 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.
- B. For the purposes of this definition:
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
- C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. 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.

- E. 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:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional distress.
- C. 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.

ADDENDUM 3 - TITLE IX POLICY

SEXUAL HARASSMENT

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of Alaska regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Ilisagvik College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- Unwelcome,
- Sexual, sex-based and/or gender-based,
- Verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any Ilisagvik College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Severe, or
- Persistent or pervasive, and
- Objectively offensive, such that it:
- Unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational, employment, social, and/or residential programs.

Quid Pro Quo Sexual Harassment:

Unwelcome 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 constitutes sexual 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.

Some examples of possible Sexual Harassment include:

- 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.
- 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.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor 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.

- A student widely spreads false stories about the sex life the student had with an ex, to the ex's embarrassment and causing others to avoid the ex..
- 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 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.. While this is sexual harassment, it is also a form of sexual violence.

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, this past consent may not remove grounds for a later charge of a violation of applicable sections of this 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 the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes 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.

Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, Ilisagvik College has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Ilisagvik College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. 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 misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved. Violations include:

1. Sexual Harassment (as defined on page 1)
2. Non-Consensual Sexual Intercourse is defined as any sexual intercourse, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual intercourse includes 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.

Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual touching includes:

- Intentional contact with the breasts, groin, genitals, or mouth, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse, or Non-Consensual Sexual Contact. 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
- Sexual exploitation also includes 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 non-consensual circumstances
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Force and Consent

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 presence of consent is not demonstrated by the absence of resistance. Forced sexual activity is always non-consensual, but not all non-consensual sexual activity involves force.

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, as long as the withdrawal is expressed by word or an outward demonstration.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute 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.

Incapacitation: 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.

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 a potential violation of this policy, even if the minor agreed or wanted to engage in the act.

Examples of lack of consent:

1. 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 have 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 Non-Consensual 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.
2. 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 Non Consensual 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.

3. 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 Non-Consensual 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.

Personnel Actions or Discipline

Employees who violate policies, procedures, or standards of performance or conduct will be subject to disciplinary action. Iñsaḡvik College does not require any particular type of disciplinary action be taken in response to specific types of conduct or non-performance, or any requirement 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 termination 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 such factors as: 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 is for information only and does not limit the College's discretion in imposing discipline, or in any way restrict other remedies, through:

- 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.

Non-exempt 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. A decision to involuntarily terminate employment shall be made on the recommendation of the employee's supervisor, with the approval of the appropriate executive-level supervisor and the Executive Director of Human Resources.

Model Policy: Sexual Harassment

Models of Proof

Sexual misconduct offenses include, but are not limited to:

- sexual advances
- requests for sexual favors
- other verbal or physical conduct of a sexual nature

which are unwelcome, and by a person having power or authority over another, and where submission to such sexual conduct is an implicit term or condition of rating, evaluating, and/or providing a benefit to an individual's educational or employment development or performance.

It is important to note that not all relationships between such individuals qualify as sexual harassment, because many of those relationships or situations are not unwelcome. Further, many relationships where one person has power or authority over another do not have explicitly or implicitly placed conditions, potential benefits, expectations, or detriments on one of the individuals, which prevent it from becoming *quid pro quo* harassment. Stated differently, there is a difference between conduct that violates only institutional consensual relationship policies (e.g.: a consensual relationship between a faculty member and student) and harassing-level *quid pro quo* misconduct.

The power or authority imbalance can be formal or informal. In some instances, the authority or power over another is formalized in terms of structure or hierarchy, such as supervisor-supervisee or faculty-student, where the student is in the faculty member's class. At other times the power or authority can be informal, such as a faculty member who offers to write a letter of recommendation for a student in exchange for sexual favors. Indeed, use of leverage or threats can both negate the validity of a person's consent to sexual activity, as well as create a *quid pro quo* harassment situation.

Rubric

Employing the above definition, a finding of *quid pro quo* harassment must answer each of the following four questions accordingly:

1. Are there sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature present? If not, there is no policy violation. If so,
2. Is such conduct welcome? If so, there is no policy violation. If not,
3. Is there a formal or informal power or authority imbalance between the parties? If not, there is no policy violation. If so,
4. Did the person with power or authority explicitly or implicitly condition the rating, evaluation, or

receipt of a benefit to an individual's educational or employment development or performance on submission to the unwelcome sexual conduct? If not, there is no policy violation. If so, policy has been violated.

Model Policy: Non-Consensual Sex

Models of Proof

Non-consensual sexual conduct (NCSC) is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual contact includes:

- intentional contact with the breasts, buttock, groin, or genitals,
- touching another with any of these body parts,
- making another touch you or themselves with or on any of these body parts;
- or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse (NCSI) is:

- any sexual intercourse,
- however slight,
- with any object,
- by a person upon another person,
- which is without consent and/or by force

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

The model of proof for these offenses is the policy itself, because we have written it in element format already. The analysis only varies between them as to whether the contact is sexual touching or sexual intercourse. There is an element of intent in the NCSC definition that is not in the NCSI definition, but the definitions are otherwise identical. You can image a non-intentional sexual contact, such as brushing someone's breast or buttocks in a crowded bar without meaning to, which is not an offense, but it is hard to image someone having sexual intercourse unintentionally. Thus, intent is not a requirement of the NCSI offense. Intersectionally, these offenses have overlap because intercourse is a type of sexual touch, and thus intercourse would be included in NCSC, but only intercourse is included in NCSI, though intercourse is also a type of contact. NCSC is thus the broader offense, and NCSI is narrower, as to the contact each encompasses. Typically, NCSI would pertain to more invasive, and thus more severe conduct, for which suspension, expulsion, or termination would commonly result. NCSC merits a wider range of sanctions, from warning to expulsion, because of the wide range of behaviors covered by that offense.

An example of a question set for the NCSC offense is:

1. Was there sexual contact by one person upon another, no matter how slight, as defined in the policy? If yes,
2. Was it intentional? If yes,
3. Was it by force? If yes, policy was violated. If no,
4. Was it without consent, as consent is defined in the policy? If yes, there is a policy violation, if no, there is no policy violation.

The set for NCSI is simpler still:

1. Was there sexual intercourse by one person upon another, no matter how slight, as defined in the policy? If yes,
2. Was it by force? If yes, policy was violated. If no,

3. Was it without consent, as consent is defined in the policy? If yes, there is a policy violation, if no, there is no policy violation.

Rubric

While the basic question rubric above is helpful, there are deeper issues and questions related to force, capacity, and consent that still need to be addressed. The expanded rubric below does so. The rubric for NCSC and NCSI is about ensuring that for each and every allegation, we are asking the right questions. If we ask the right question, we'll have a better chance of getting the right answer. The three questions that should be asked are rooted in policy. All colleges should prohibit sexual activity when it occurs under the following circumstances:

1. When it is forced; or
2. When the reporting party is incapacitated, and that incapacity is known to or should have been known to the responding party; or
3. When it is non-consensual.

Model Policy: Sexual Exploitation

Model of Proof

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

In considering the behavior at issue, you must gather as much information as possible about the circumstances. First, use the elements listed below to consider whether the conduct violates another policy, because sexual exploitation defines itself as only applying when other policies do not.

The policy may be parsed into the following elements:

- non-consensual or abusive conduct which takes sexual advantage of another person,
- for the responding party's own advantage or benefit or to benefit/advantage anyone other than the individual being exploited, and
- does not constitute any other sexual misconduct offense addressed in your institution's policy

Rubric

To turn this into a question-based rubric, you'd come up with something like this:

1. Was there non-consensual or abusive conduct (see example list on p. 31-32); If no, this policy has not been violated. If yes,
2. Did the conduct take sexual advantage of another person? If no, the policy has not been violated. If yes,
3. Was the conduct for the responding party's own advantage or benefit OR to benefit or advantage anyone other than the individual being exploited? If no, this is not a policy violation. If yes,
4. Does the conduct constitute any other sexual misconduct offense addressed in your institution's policy? If no, policy was violated. If yes, use other applicable policies instead.

Let's address each element in turn:

1. Non-consensual or abusive

To determine whether behavior is non-consensual or abusive, you must first isolate the behavior at hand. Consider all information available that would help you ascertain the nature of the behavior.

Communicate with the parties, as well as other individuals that may be knowledgeable about the situation, to understand the conduct from different vantage points. If appropriate, it may be helpful to create a timeline or other type of visual depiction of the conduct (a flowchart, for example) to understand the behavior and its course. Remember that reporting parties may not consider the unwelcome conduct at issue as exploitative or identify the behavior as sexual exploitation. They are not policy experts, you are. Their labelling has no impact on whether the conduct constitutes a violation of policy.

In assessing the behavior to determine whether it is consensual, make sure you have a working understanding of your institution's definition of consent. Analyze the conduct pursuant to this established definition. Additionally, consider whether the reporting party has informed the responding party that the conduct is unwelcome. This is not a requirement, but could aid in the evidence of proof. If available, review social media messages, texts, and other forms of communication that may support the idea that the behavior is not consensual. Has the reporting party communicated their reaction(s) with other individuals who could confirm their position? If possible, review blog posts, social media, and other journaling methods that may corroborate or refute the reporting party's account of the conduct.

If you have determined the conduct is non-consensual, you can proceed to analyze the second element of this policy – whether the responding party has taken sexual advantage of the reporting party by the conduct at issue. If you determine the conduct is consensual, however, you must continue to the next prong of this analysis: whether the conduct is abusive. In analyzing whether the behavior is abusive (the policy intentionally does not define this term, though you may choose to), consider whether there was physical or emotional harm to the reporting party, whether the conduct transgressed against a socially acknowledged norm or boundary, violated privacy, or took advantage of a known weakness, youth, misunderstanding, inexperience, or naïveté. Again, communication with the parties and others who are familiar with the parties and the circumstances will provide you with a more complete awareness of the complexities of the situation.

Although there are circumstances where conduct is clearly abusive, it is highly likely you will encounter situations that are much less clear cut. In these instances, using a reasonable person standard is an imperative tool in assessing the conduct. How would a reasonable person, without any particular eccentricities, who is in roughly the same demographic as the reporting party, consider the behavior at issue? Would that reasonable person consider the conduct abusive?

2. Taking sexual advantage of another

Once you have determined that the conduct is either non-consensual or abusive (or both), proceed to the second element of the policy. In assessing whether the conduct takes sexual advantage of another individual, there are several questions to consider which will help with this determination. They are as follows:

- Does/did the responding party hold power or leverage over the reporting party?
- Is/was there an expectation of trust?
- Was there an exploitation of a weakness?
- Did the responding party lead the reporting party to believe their interest in the reporting party was genuine and then betray that trust?
- Has the responding party employed manipulation or misrepresentation?

Keep in mind that there must be a sexual element involved, or a selection of the target on the basis of sex or gender. As in the analysis of the first element of this policy definition, you need to carefully examine the circumstances of the situation and understand the dynamics between the parties. None of the questions above will necessarily lead to a dispositive conclusion of whether the conduct takes sexual

advantage of another. When considered together, however, the process of asking these questions and ascertaining the responses will aid your analysis significantly.

3. For the responding party's own advantage or benefit or to benefit or advantage anyone other than the individual being exploited

The fundamental issue in this analysis is whether someone *other than the reporting party* is benefiting in some way from the conduct. Look at the effect, or potential effect of the behavior and consider the possible ramifications. Think creatively about potential benefits, which may not be readily apparent and may include monetary remunerations, personal gratification (sexually or otherwise), and advancement in social status, among other advantages.

Importantly, a reporting party may have obtained *some* type of benefit from some aspect of the conduct at issue – this fact alone does not necessarily prevent the conduct from satisfying this element. One example of this is a reporting party who has benefited from consensual sex with the responding party, yet the responding party has proceeded to exploit the reporting party by sharing video in a non-consensual manner for a third party's benefit. Keep in mind as well that the benefit(s) may not have occurred yet and may be "traded" for other benefits. For example, consider an individual who films a sexual encounter and then, without the reporting party's consent, emails the video to a friend with the understanding that the friend will help the responding party on an upcoming paper assignment. This would likely constitute sexual exploitation under the promoted policy.

4. The behavior does not constitute any other sexual misconduct offense addressed in your institution's policy

The final element of this policy is that the conduct at hand must not fall within the definition of any other sexual misconduct offense within your institution's policy. Although important to consider before proceeding with your analysis of the elements, once you conclude your assessment of the above elements, review this issue once again prior to rendering a determination to ensure you are not conflating policy violations.

Illustrative examples of sexual exploitation may include, but are not limited to:

- Invasion of sexual privacy,
- Prostituting another person,
- Non-consensual digital, video or audio recording of nudity or sexual activity,
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or
- Sexual activity,
- Engaging in voyeurism,
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex),
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person,
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances,
- Inducing another to expose their genitals,
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

As with NCSI and NCSC, it is important to remember that "regretted" sexual encounters do not, on their own, constitute sexual exploitation. An individual may reflect on a sexual encounter and wish they had acted differently or may be embarrassed by their own prior conduct. This does not, without additional factors that meet the elements articulated above, constitute sexual exploitation.

Model Policy: Intimate Partner Violence

Model of Proof

Intimate partner violence (IPV) is defined as any instance of violence or abuse—verbal, physical, or psychological—that occurs between those who are in, or have been in, an intimate relationship with each other.

Rubric

1. Did violence or abusive behavior occur? If no, the policy was not violated. If yes,
2. Did the behavior occur between those who are in or were in an intimate relationship to each other? If no, the policy was not violated. If yes, policy was violated.

To make a finding of responsibility for an allegation of intimate partner violence, one must establish, by a preponderance of the evidence, both prongs of the IPV definition referenced above, namely that:

1. The responding party more likely than not committed a form of violence or abuse upon the reporting party, and
2. The relationship between the reporting and responding party is more likely than not one of an intimate nature, or has been intimate in the past.

Prong 1: Violence or Abuse

To establish the first prong, we need to understand what types of behavior constitute violence or abuse. You'll notice that the IPV definition is intentionally written broadly, to encompass the numerous types of violence or abuse that can occur. We can think about violence or abuse as occurring in three main forms: verbal, physical, and emotional/psychological.

Verbal Abuse

Verbal abuse is the extreme or excessive use of language, often in the form of insults, name-calling, and criticism, designed to mock, shame, embarrass, or humiliate the other intimate partner.

Verbal abuse often has the aim of diminishing the reporting party's self-esteem, dignity, or security. Importantly, like other forms of verbal sexual harassment, the alleged verbal behavior must be: (1) objectively offensive and (2) sufficiently severe, persistent, or pervasive. Singular statements and isolated incidents will likely fall short of this sufficiency standard and thus will not constitute verbal abuse within the IPV framework. As an investigator of an IPV allegation, refrain from overstepping by unnecessarily inserting yourself into what some would call "lovers' quarrels" or "relationship drama." Those types of behaviors may be ripe for counseling or conflict resolution, but not for resolution under Title IX or VAWA §304. You are not the relationship police, so be scrupulous when establishing that alleged verbal abuse does, in fact, rise to the level of verbal sexual harassment under the traditional hostile environment standard. This standard is also helpful when it comes to questions of whether or how you address IPV occurring between two employees where the abuse is entirely off-campus. What is particular to IPV are the ways that verbal abuse can manifest. Common forms include gaslighting, double binds, body shaming, dominating, emotional blackmail, hidden daggers, baiting, infantilization, and dozens of other commonly recognized tactics.

Physical Violence or Abuse

Physical violence or abuse occurs when one intentionally or recklessly (1) causes bodily harm; (2) attempts to cause another bodily harm; or (3) puts another in fear of imminent bodily harm.

Put simply, if one *does* harm, *tries* to do harm, or *imminently threatens* to do harm to an intimate partner, the behavior will likely constitute violence or abuse under an IPV policy. Conventional battery, such as

punching, slapping, scratching, or otherwise striking an intimate partner—with any part of one’s body or with any object—constitutes physical violence. A common misconception, though hopefully growing less common, is that intimate partners, by the very nature of their relationship, consent to sexual activity with one another such that sexual abuse of a spouse or partner is impossible. We know, of course, that this is categorically false, as consent in some form is required for *any* sexual act, regardless of the relationship or prior history of the involved parties.⁷¹ Accordingly, any form of non-consensual sexual activity within the context of an intimate partner relationship constitutes sexual—and thus physical—abuse under the IPV definition. Other forms of physical abuse include keeping an intimate partner captive, preventing them from leaving, or otherwise restraining them against their will.

Emotional/Psychological Abuse

Emotional and psychological abuse involves a persistent pattern or prolonged climate of dominating or controlling behavior, often involving some type of power imbalance. The abuser’s behavior is often intended to terrorize, intimidate, isolate, or exclude an intimate partner, and can often result in measurable psychological harm, such as depression, anxiety, or post-traumatic stress symptoms. Examples include relentless denigration and disparagement, threatening to harm a beloved pet or destroy sentimental possession(s), as well as financial and economic abuse and blackmail.

The above types of abuse can also occur concurrently. For example, an abuser might engage in both physical and psychological abuse by controlling what his partner is allowed to do during the day, who she is allowed to talk to, and when she can leave the house. Similarly, an abuser might engage in verbal, sexual, and psychological abuse by continually telling his girlfriend things like, “If you don’t have sex with me, I’ll just tell everybody that we did. And if you’re bad in bed, I’ll break up with you and tell everyone that you cheated on me with the whole football team. You might think you have a good reputation, but people actually think you’re a whore.”

Collecting Evidence of Violence or Abuse

Evidence of verbal abuse will often include testimonial evidence from the reporting party about what was said, when it was said, the context in which it was said, and whether there were witnesses to the statements. Witness statements will often consist of a roommate who heard the yelling and commotion, or a friend or family member who overheard a spouse screaming on the phone.

In today’s digital age, with numerous mechanisms of communication, verbal abuse will often extend to text messages, emails, voicemails, and social media. Importantly, digital communications are almost always documentable, providing investigators with rare physical evidence that might corroborate that verbal abuse had occurred. Allegations of emotional and psychological abuse will likely yield the same type of evidence. Keep in mind, however, that positive or complimentary digital communications do not necessarily refute the allegations of abuse. Witnesses may also recall when the reporting party first told them about their relationship issues, providing a valuable timestamp and corroboration for the reporting party’s allegation of an ongoing or long-lasting climate of abuse. Many victims of IPV attempt to conceal the fact that they are being abused, and so critical corroborating evidence may not come in the form of third-party knowledge of actual emotional or verbal abuse, but in the form of friends and family who notice shifts in mood, personality, and/or habits.

With physical abuse, in addition to a reporting party’s testimony that the abuse occurred—which is evidence in and of itself—physical violence can also leave marks, scratches, bruises and other visual indications. Friends, family members, or colleagues who notice these injuries provide an investigator with valuable corroborating witness testimony, even if the marks or bruises have since healed. Additionally, reporting parties sometimes take pictures of their injuries using digital cameras, computers, or their

mobile phones. Even if they can't provide the actual photos, they may have shown those photos to others, again providing an investigator with valuable corroborating testimony, which can be even more critical if an abuser found the photos on the phone and deleted them.

Allegations of Mutual Abuse

Very cagey abusers set up their own defenses well in advance. Sometimes that defense is mutual abuse. In one recent investigation, a responding party encouraged his girlfriend to burn his arm with cigarettes, telling her it was the only way he could feel anything. But, when she finally reported his abuse of her, his response was, "Well she abused me too, look at these burn marks for proof." A responding party, upon learning of an allegation that he physically abused his ex-girlfriend, might contend that she had also hit, scratched, or otherwise physically harmed him during their relationship, and that if he is being investigated for physical abuse then so should she. To be clear, mutual abuse is neither common nor is it truly mutual.

Thorough investigations into these types of situations typically reveal a primary aggressor, with one party often experiencing verbal and emotional abuse well beyond just the alleged physical abuse. If there is insufficient evidence to identify a primary aggressor, then each allegation of IPV should be investigated and resolved independently, as distinct policy violations. It does not matter who started it, who made it worse, or who hit the other harder. Abuse is abuse, and where there is no primary aggressor, each instance of abuse must be addressed accordingly. Additionally, policies should include some type of provision regarding self-defense, so that reporting parties are not held accountable if/when the responding party's counter-claim of physical violence is shown to more likely have been committed defensively.

Further, we mentioned above that one of the common trauma responses to IPV is the fight response. Thus, pay careful attention to the language of the reporting party when they describe responsive violence. They often don't realize (or don't want to admit) they did not have control over their response, when in fact admitting that would help their cause. Probe around how they struck out, what their thoughts were when they did, how they decided where and how to strike out, etc. If their brain simply sent the fight signal, there is unlikely to have been a thought process behind it, and they'll say things like, "it wasn't like me," or "something just came over me," or "the next thing I knew, I had slapped him."

Part of the reason why this is key, of course, is that someone isn't committing mutual abuse when their autonomic nervous system is controlling their responses. In fact, it's even possible for the brain to perceive a threat based on a prior pattern, and trigger a fight response even when there is no actual impending harm. Thus, there may be times when the "victim" appears to strike out unprovoked, and the skilled investigator will know to probe what the previous pattern of violence has been to determine if the reporting party (or their brain) perceived a potential threat, and the fight response kicked in for self-preservation.

Prong 2: Intimate Partner Relationship

The second prong in the IPV analysis is the determination of whether the relationship between the reporting and responding parties constitutes an intimate partner relationship, either presently or in the past. This prong is critical because it differentiates IPV from other forms of general misconduct. For instance, physical abuse without the intimate partner component in most cases constitutes simple assault, just as verbal abuse without the intimate partner component might constitute verbal sexual harassment. What makes striking a spouse or partner different from striking a fellow patron at a bar is that we choose our romantic partners based, at least in part, on their sex (e.g. a heterosexual male chooses a female romantic partner partly because that person is female, just as a lesbian chooses a female romantic partner

in part because that person is female).

Intimate partner relationships are thus often inextricably tied to gender in a way that other types of relationships are not, and this is true regardless of the abuser's or victim's gender, gender identity, or sexual orientation.⁷² And, to the extent that violence or abuse within the context of that intimate partner relationship creates a hostile educational environment for the victim of that abuse, those incidents will fall under the purview of Title IX as forms of sex or gender- based harassment. The critical takeaway here is that it is the job of the Investigator to determine that sex or gender is, at least in part, a basis for the IPV, and not simply to assume it. Without that basis, IPV is still a policy violation and will fall under VAWA §304, but it will not fall within Title IX.

To be considered intimate, a relationship must include (or have included) some romantic, sexual, and/or domestic element. Common intimate partner relationships are:

- Married Partners – two individuals who are legally married.
- Domestic Partners – two individuals who live together AND who are romantically interested in one another (not simply roommates, regardless of state law); can be married or unmarried; can include a sexual component, but does not have to.
- Dating Partners – individuals who are romantically interested in one another; can be a couple (dating each other exclusively) or dating casually (concurrently dating other people); can include a sexual component, but does not have to.
- Sexual Partners – individuals who have engaged in at least one sexual act with one another.

In most cases, engaging in sexual activity will create the presumption of an intimate partner relationship, even if it occurred sometime in the past and even if it happened only once. Accordingly, a one night stand that happened six months prior could potentially constitute an intimate partner relationship for the purposes of an IPV analysis, *so long as* there was a preponderance of evidence demonstrating that the subsequent violence or abuse now being alleged was connected to or predicated upon some aspect of the prior sexually intimate relationship.

This often plays out as lingering jealousy, residual anger or resentment, feeling slighted or used, or delayed retribution for some past wrong an abuser felt was committed against them. For example, a male student shoves an ex-lover into a wall because he's jealous of her new boyfriend or love interest. This incident could occur a week or even a year after their breakup and still constitute IPV, given the connection of jealousy to the prior intimate relationship. It is, of course, possible for violence or abuse to have no nexus with the prior sexual activity, in which case the alleged violence or abuse would likely fall under a general misconduct provision (assault, threat, stalking, etc.) and Title IX would not be applicable. As an investigator, your job is to collect all evidence that either proves or disproves the causal relationship between the subsequent abuse and the sexually intimate relationship. Further, a relationship can be considered intimate even if that relationship has no sexual component whatsoever.

An entirely non-sexual relationship can still possess the love, closeness, and intimacy necessary to be considered an intimate partner relationship, and in fact many dating relationships lack a sexual component, particularly in their early stages. Moreover, a non-sexual relationship can still be considered intimate partner even if the parties themselves, for whatever reason, deny that the relationship is romantic. For example, two students may insist that they are not dating and refuse to be labeled a "couple," perhaps out of embarrassment or as the result of parental or social pressure, and abstain from any sexual activity for religious reasons, but nonetheless appear to observers as being romantically interested in one another. Despite their statements to the contrary, evidence acquired through investigation may indicate that, rather than the purely platonic relationship they would have everyone

believe them to have, it is more likely that they are involved in an intimate relationship and simply refuse to acknowledge or publicly profess it.

Collecting Evidence of an Intimate Partner Relationship

So, what do we look for to determine whether a relationship is intimate in nature? The best evidence regarding the relationship between the reporting and responding parties is likely their own statements and how they describe their relationship with one another. Do both deny an intimate partner relationship? Does one say they have been dating for a couple months, while the other says they were never a thing and has never had nor expressed romantic feelings toward the other?

Terminology can sometimes create an investigative hurdle, with older generations using terms like “going out” and “going steady,” while younger generations use terms like “hooking up” and “just talking” and “friends with benefits.” And even these terms can mean different things to different people. In fact, in today’s college culture, “just talking” is often used to describe a more casual stage in the dating progression that comes before “being together,” which is a more common way of saying two individuals are “officially dating.” It is not unusual for couples who describe themselves as “just talking” to be sexually active together. Thus, for an investigator, these types of responses require follow-up questions to clarify what is meant by the descriptor used and what types of interactions it entails.

More often than not, reporting and responding parties will be open about their relationships, making differentiating intimate partner from platonic relationships fairly straightforward. And since most people tell their social circles about their relationships or love interests, there are often witnesses who can corroborate that the two are indeed a couple. Facebook™ usually can, as well, assuming you don’t snoop around privacy settings to see a status. Even in these situations, Investigators must be diligent in collecting and documenting evidence of the intimate partner relationship to firmly establish an allegation as being IPV.

It is when both parties either deny the existence of an intimate partner relationship or when the statements of the reporting and responding parties contradict, with one vehemently denying ever being intimate with or ever having romantic feelings for the other, that the investigator must delve deeper, using all available evidence to discern the true nature of the relationship. In these cases, the witness statements of friends, family members, and classmates are all the more critical. Text messages and social media interactions also tend to offer valuable evidence, as they may be the only physical and documentable form of communication between the reporting and responding parties. For instance, while a responding party may initially deny any intimate or romantic connection to the reporting party, past conversations he had with her via text message, a medium he likely thought to be fairly private at the time, may turn out to be rather compelling evidence.

Analyzing how the reporting and responding parties interacted with one another, the types of activities they did together, what language they used when referring to one another, and how their relationship was perceived by witnesses will provide a preponderance of evidence either supporting or discrediting the existence of an intimate partner relationship.

Model Policy: Stalking

Model of Proof

Stalking is repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another.

Rubric

1. Was there interference with the peace or safety of another? If not, there is no policy violation. If so,
2. Was it the result of repetitive and menacing pursuit, following, harassing or interfering? If not, there is no policy violation. If so, there is a policy violation.

Repetitive

One assessment that must be made is whether the action(s) at issue is repetitive (or continuous). While this may seem simple in theory, isolating the conduct in practice is not always an easy task. To constitute repetitive conduct, there must be at least two occurrences, although the repeated conduct does not have to be of the same type, or a long string of continuous incursions. To determine if the conduct is repetitive, consider the following questions:

- When did the action commence?
- Has the reporting party been bothered more than once?
- When did the reporting party first become aware of the conduct?
- Is there a pattern that the responding party has employed?
- Has the responding party used multiple methods to track, follow, or contact the reporting party?
- Has the conduct ceased or is it still ongoing?
- When was the last act?

The answers to these questions will help determine if there is more than one action at issue. The conduct need not, and likely will not, be of the same type. For analysis of this element, focus should be placed simply on determining whether there were two or more instances of behavior. If you determine that there was simply one act, you do not need to continue your analysis: there is no policy violation. If there are two or more acts, you must continue to assess the conduct.

Keep in mind as well that when someone comes to believe they are being stalked, they are often identifying the behavior because it somehow became obvious to them. In most stalking investigations, however, you will find many steps taken surreptitiously by the stalker well before anything became apparent to their target. Thus, stalking looks very different from the vantage point of the stalker than it does from the vantage point of their target, who will most likely report it to you as a single incident. Whether you can find the precursor behaviors is an open question, but you need to know to look for them, as it is highly likely they are there, if indeed the conduct is stalking.

Menacing

In addition to being repetitive, the conduct at issue must *also* be menacing. In other words, the conduct must intend to control someone, restore a relationship at any cost, or obtain some other desired end for which the stalker is willing to cause harm if they don't get what they want. It is often hard to decipher a stalker's intent to cause harm, but that is what we are looking for. When we can't figure out the intent behind behaviors that include following, pursuit, harassment, or interference, we tend to look at whether the conduct is threatening or meant to frighten or intimidate.

We prefer to look at the behavior from the perspective of the responding party, rather than just the subjective perception of the behavior by the reporting party (e.g., is it *meant* to frighten, rather than just, "is it frightening?"). Menacing is included in this definition to separate stalking from lurking, as detailed above.

In order to ascertain whether the conduct is menacing, it is important to determine the relationship, if applicable, between the parties, both currently and in the past. Understanding the scope and nature of the relationship and interactions between the parties, even if they seem minimal or innocuous at first, will be essential to providing the relationship dynamic insights you will need to determine if stalking is occurring. Communication with both parties, as well as friends, co-workers, and others who may have witnessed or heard about the behavior, is paramount to understanding the conduct at issue and how it is intended and perceived.

There are certain instances where the question of whether the conduct is menacing is incontrovertibly clear, such as repeated threats indicating a clear intent to harm, or repeated online posts with negative comments and information about an individual's specific whereabouts. There are other situations, however, that are much more ambiguous. Certain behavior, considered in isolation or from an outsider's perspective, may not seem particularly pernicious, which is why it is imperative to consider the totality of the circumstances, including the scope of the conduct and its effects on the reporting party. A reporting party need not identify or label the conduct as menacing for the conduct to qualify as stalking, because menacing is really about the stalker's intent. As discussed in more detail below, the standard used to determine whether the conduct is menacing is a reasonable person standard, given the circumstances. Would a reasonable person, placed in the reporting party's shoes, believe that harm is impending and/or feel threatened by the behavior?

Pursuit, following, harassing, and/or interfering with the peace and/or safety of another

Information gathered in assessing the menacing element of this policy will likely overlap with your analysis of this element, which should focus on the action itself. What has the responding party done? How has the responding party targeted the reporting party? While not at all exhaustive, the below are examples of tactics and actions that could constitute stalking if the other elements of the policy definition are met:

- Unwelcome phone calls, voice or text messages, or hang-ups
- Unwelcome emails, instant messages, or messages through social media
- Unwelcome cards, letters, flowers, or presents
- Watching or following from a distance, or spying with a listening device, camera or global positioning system (GPS)
- Installing tracking apps or keystroke recorders on electronic devices
- Approaching or showing up in places such as the target's home, workplace, or school when it is unwelcome
- Leaving strange or potentially threatening items for the target to find
- Sneaking into target's home or car and doing things to scare the target or let the target know the stalker has been there

Technology also serves as a forum for various stalking methods. Impersonating the target online, spamming the target's email accounts, using passwords to access or hack accounts, and posting information about the target are notably different tactics, but each may constitute stalking. In evaluating the behavior, remain open to different tactics: while there are frequently used methods, there is no "typical" stalking conduct.

Consider as well how the actions have affected the reporting party. Look at changes in behavior and routine to determine if the peace and or safety of the reporting party has been affected.

Keep in mind that people experience, and react to, stalking tactics in unique ways and various combinations. Given that, stalking victims often experience one or more of the following:

- Self-blame

- Guilt, shame, or embarrassment
- Frustration, irritability, anger
- Shock and confusion
- Fear and anxiety
- Post-traumatic stress disorder (PTSD)
- Emotional numbness
- Difficulties with concentration
- Flashbacks
- Isolation/disconnection from others
- Vulnerability/trust
- Inability to perform at school
- Depression
- Sleep disturbances, nightmares
- Sexual dysfunction
- Fatigue
- Appetite loss/overeating
- Self-medication with alcohol/drugs
- Attention deficits
- Work performance issues

TITLE IX POLICY AND GRIEVANCE PROCEDURES—IᑭISAĠVIK COLLEGE

Sex Discrimination is misconduct that undermines the integrity of the academic environment. Iᑭisaġvik College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX. 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 may be subject to this Title IX Policy.

REQUIRED APPROVALS NAME DATE

Originator(s) Name(s) Hal Haynes - Title IX Coordinator 2-22

A. INFORMATION FOR VICTIMS

If you are the victim of sex discrimination, sexual misconduct or harassment, 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 emergency Student Services 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 for support and guidance. This is a non-confidential resource, meaning that while personal information will be protected, an official report will be filed.

Title IX Coordinator: Hal H. Haynes Jr.
P.O. Box 749, Utqiagvik (Barrow), AK 99723
907-852-1766
Hal.haynes@ilisagvik.edu

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.

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 unlaundered 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 Iñisaḡvik 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 such that it effectively denies a person equal access to an educational program. 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 have 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 annual programming regarding the College's obligation to address sex discrimination, and the prevention of domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking. 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 other 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 REPORTING AND RESPONDING TO SEX DISCRIMINATION ALLEGATIONS (INCLUDING SEXUAL HARASSMENT)

The College will promptly and equitably investigate and resolve all complaints of sex discrimination as required by law. Sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Sexual harassment is just one type of sex discrimination. The procedures below will be used to respond to complaints of sex discrimination. As explained in detail below, additional or different procedures may apply when the type of sex discrimination complained of is sexual harassment.

As used in this Policy, "complainant" refers to the individual alleged to have been subjected to conduct that constitutes sex discrimination, and "respondent" refers to the individual alleged to have committed such conduct.

Any deadlines contained in these grievance procedures may be extended upon good cause shown.

Upon receiving a report of sex discrimination, the Title IX Coordinator will:

- Promptly and confidentially contact the complainant;
- Inform the complainant of the grievance procedures available under this Policy and Title IX;
- If a complaint is made, notify the respondent of the grievance procedures available under this Policy and Title IX, and notify the parties of available informal resolution processes, if any;
- Offer and coordinate supportive measures, as appropriate and permitted by law, to the complainant and respondent, which may include reasonable academic accommodations, transportation resources or modifications, escorts, counseling services, and other appropriate support services and resources. The supportive measures offered 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. A complainant or respondent may seek modification or reversal of the College's decision to offer a supportive measure as described in this Policy and permitted by law.
- Initiate grievance procedures or informal resolution procedures, as appropriate and required by law. In the absence of a complaint or informal resolution process, the Title IX Coordinator may choose to initiate a complaint of sex discrimination.
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College.

The College will not reveal the details of Title IX complaints or investigations, including the identity of any party, witness or participant, except as necessary to implement this Policy and permitted by law. 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.

The College may, in its discretion and as permitted by law, offer informal resolution processes to resolve complaints of sex discrimination, provided that both parties voluntarily consent to the use of an informal resolution process. Informal resolution will not be used for allegations that an employee of the College engaged in sex discrimination against a student.

GRIEVANCE PROCEDURES

1. COMPLAINTS.

Generally. Except for complaints alleging sexual harassment, complaints may be filed by the victim of the alleged sex discrimination, the Title IX Coordinator, or any student, employee or third party participating or attempting to participate in the College's education program when the alleged sex discrimination occurred. These complaints may be oral or written, and need not be signed by the complainant.

Complaints of Sexual Harassment. In order to initiate the grievance procedures described in this Policy in response to a complaint of sexual harassment, the complainant must file a formal complaint – meaning a complaint that is in writing and signed by the complainant. Additionally, 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. Supportive measures will be made available to all complainants, regardless of whether the complainant chooses to file a formal complaint.

Location and Methods of Reporting. During regular business hours, students may report sex discrimination in person by going to the offices of the College's Title IX Coordinator or by mail, email, or

telephone. After regular business hours, students may report sexual harassment to the Title IX Coordinator via mail, email, or telephone. These are non-confidential resources--while personal information will be protected, a complaint, investigation, and hearing based on the allegations may be conducted (regardless of the wishes of the victim or complainant) if the Title IX Coordinator determines it is necessary to do so.

Information about Mandatory Reporting. Except for confidential employees, employees of the College that learn of behavior that may constitute sex discrimination under Title IX may be required to report such behavior to the Title IX Coordinator. Confidential employees are not subject to any mandatory reporting requirements under Title IX. Confidential employees will inform the disclosing party of their status as a confidential employee and provide the disclosing party with the Title IX Coordinator's contact information. Student employees may also have mandatory reporting requirements – whether a student employee has mandatory reporting requirements under Title IX will be determined on a case-by-case basis. Individuals may wish to ask College employees about their mandatory reporting obligations, if any, before discussing sensitive issues.

2. INVESTIGATION; DISMISSAL.

Investigation. No later than three (3) business days after a complaint is filed, written notice of the complaint will be sent to both parties. The notice will include information about the grievance procedure outlined in this Policy, information about the allegations including the identity of the parties, the conduct alleged, and the time and location of the incident, if known, a statement that the College will not retaliate against either party in violation of Title IX, a statement that the respondent is presumed not responsible for the alleged conduct until a determination has been made at the conclusion of applicable grievance procedures, and the parties' right to obtain an advisor, if applicable. The College will not prevent either party from discussing the allegations.

The Title IX Investigator will complete a thorough and impartial investigation. The investigation must begin no later than five (5) days after the 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. 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; notice will be given with sufficient time to allow the parties to prepare to participate.

For complaints alleging sexual harassment, 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.

The College will be responsible for gathering evidence and proving that the conduct occurred. Each party will also be given an equal opportunity to present witnesses and other evidence, as appropriate and required by law. Only relevant and permissible evidence will be gathered and considered. Evidence is relevant if it is related to the allegations of sex discrimination under investigation. The following evidence is irrelevant and/or may not be considered:

- evidence protected by a legal privilege, unless the privilege has been waived;
- 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, if applicable, all evidence directly related to the allegations. The parties will have 10 days to inspect, review, and respond to the evidence. Parties must keep evidence related to the allegations confidential; no person shall share, post, disclose, or otherwise make available the evidence or the information contained therein to any person not party to the investigation. The College may impose disciplinary sanctions, as appropriate and permitted by law, on individuals who disclose confidential information in violation of the foregoing sentence. 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, if applicable. The parties will have 10 days to respond in writing to the report, 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.

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.

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, the reasons for the dismissal, and any rights to appeal the decision. If a complaint is dismissed, the College will offer supportive measures to the complainant and the respondent, as appropriate.

3. ASSESSMENT OF ALLEGATIONS; HEARING. If the complaint is not dismissed, then no later than five (5) business days after the investigative report is finalized, the College shall appoint an unbiased decision maker, who is a person other than the Title IX Coordinator, who shall commence the following actions:

For Complaints other than Sexual Harassment. The decision maker shall evaluate the allegations in light of the evidence to determine whether the allegations have been proven by a preponderance of the evidence. The decision maker will allow both parties to submit written arguments as to why the evidence does or does not prove the allegations by a preponderance of the evidence. The decision maker will evaluate the credibility of any witnesses and the parties, as necessary and appropriate.

For Complaints of Sexual Harassment. The College shall select a date for a live hearing for the purpose of determining whether the allegations have been proven by a preponderance of the evidences. The College will select a hearing date that is between five (5) and fifteen (15) business days after the

investigative report is finalized. 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.

The decision maker will attend and oversee 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 relevant questions and follow-up questions. Parties may never conduct such questioning themselves. Before a party answers a question, the decision maker must determine whether the question is relevant and explain any decision to exclude a question as not relevant. 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.

If a party or witness does not respond to questions related to their credibility, the decision maker will not rely on any statement of that party or witness that supports that party's or witnesses' position when reaching a determination regarding the allegations. However, the decision maker will not draw an inference regarding the allegations based on a party's or witness's absence from the hearing or refusal to participate in questioning regarding credibility. The College will create an audio recording of the live hearing.

4. DETERMINATION. At the conclusion of the evaluation of the evidence or the live hearing, as applicable, the decision maker will determine whether the allegations have been proven by a preponderance of the evidence. The decision maker 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, any remedies afforded to the complainant, and any rights to appeal. For allegations assessed without a live hearing, the written determination will be issued no later than five (5) days after the parties' written arguments regarding the allegations are due. For allegations assessed with a live hearing, the written determination will be issued no later than five (5) days after the conclusion of the hearing. The written determination will be sent simultaneously to both parties, and both parties will be informed of how to file an appeal.

5. REMEDIES & DISCIPLINE.

Student Disciplinary Sanctions. Students who violate this Policy are subject to discipline ranging from warnings up to and including expulsion. Generally speaking, Iñsaḡvik College considers rape to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion. However, Iñsaḡvik 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 sex discrimination.

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 decision maker will review the appeal, and issue a written statement describing the result of the appeal and the rationale for their decision. Notwithstanding anything to the contrary in this Policy, the Student Handbook, or the Employee Handbook, the outcome of the appeal is final and may not be further appealed or reviewed.

Privacy of Information

The records relating to Title IX 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 Title IX, 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.

E. FAMILIAL STATUS, MARITAL STATUS, PREGNANCY AND PREGNANCY RELATED CONDITIONS

Statement of Nondiscrimination. Discrimination on the basis of familial status, marital status, and pregnancy or pregnancy related conditions is a form of sex discrimination and is prohibited by Title IX. The College will not unlawfully discriminate against an individual based on the individual's familial status, marital status, or current, potential, or past pregnancy or related conditions.

Accommodations/Modifications. Employees who are pregnant or are experiencing pregnancy related conditions will receive leave in accordance with the Employee Handbook and as required by law. The Title IX Coordinator will offer reasonable modifications to individuals that are pregnant or experiencing pregnancy related conditions, as required by Title IX and other applicable law.

Lactation Space. Lactating employees and students will be provided with a lactation space to express breast milk or breast feed; the lactation space will be a space other than a bathroom, and it will be clean, shielded from view and free from intrusion by others.

Resources. Individuals that are pregnant or experiencing pregnancy related conditions should contact the Title IX Coordinator and/or Human Resources, as appropriate, to discuss leave, possible accommodations, and lactation spaces. Any employee that learns of a student's pregnancy or pregnancy related condition will provide the student with the contact information of the Title IX Coordinator.

Thank you for choosing Iḷisagvik 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 Services staff at 852-1766 or 852-1726.